



*Caselle*® Hosted Software & Services Proposal

# **Village of Harrison, WI**

**April 20, 2026**

From:

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*Caselle*<sup>®</sup> Hosted Software & Services Proposal  
Village of Harrison, WI  
April 20, 2026

**Proposal Summary**

Total Training	25,200
Total Setup	39,905
Total Conversion	20,930
<b>Total Investment</b>	<b>\$85,720</b>

A deposit of 50% of the total proposal price is required with order. The remaining balance is due when the first application goes live.

Annual Platform Fees (Support & Maintenance) will be **\$51,570**. Maintenance & Support will be billed when the first application goes live.

I have read and agree to all terms & conditions proposed herein. I understand if the Village of Harrison is unable to provide data to Caselle in the requested format, additional fees will apply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

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### General Conditions

- This Proposal is governed by and subject to the Master Services Agreement between Customer and Caselle (“MSA”). Capitalized terms used in this Proposal and not defined herein have the meanings provided in the MSA.
- Caselle has made efforts to ensure the information contained within this Proposal is complete and accurate. However, Caselle reserves the right to correct any error or omission related to fees, product description or availability.
- Fees quoted in this Proposal do not reflect sale or use taxes imposed by any state or local government, or any unit or subdivision thereof; such taxes are Customer’s responsibility. Customer agrees to be responsible for the documentation relating to the payment of such taxes to the maximum extent legally permitted. Caselle will be responsible for the collection of such taxes and/or the documentation related thereto, only to the extent required by law.
- **New Customers** will be billed for all annual platform fees (includes product updates and enhancements, support, and hosting when applicable) after Go-Live of the first application. This will also determine the annual renewal date of this proposal. Caselle will also bill Customer for 50% (fifty percent) of the one-time fees and costs (implementation fees and conversion fees) to reserve a spot on Caselle’s implementation schedule. Caselle will bill Customer for the remaining 50% (fifty percent) of the one-time fees and costs once the live training for the first application has been completed. Payment is due upon receipt.
- **Existing Customers** purchasing additional modules will be billed upon commitment the full amount for one-time fees and the annual platform fees prorated to coincide with the Customer's annual renewal date. Payment is due upon receipt.

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**Proposal Detail**

<b>Caselle® Application Software</b>	<b>Training</b>	<b>Setup</b>	<b>Conversion</b>	<b>One Time Fee Totals</b>	<b>Annual Platform Fee</b>
<b>8 Concurrent Hosted Users</b>	-	-	-	-	<b>7,500</b>
<b>Reporting (Included No Cost)</b>	-	-	-	-	-
<b>Accounts Payable</b>	1,120	1,540	2,800	<b>5,460</b>	<b>4,500</b>
AP ACH w/ Vendor Notification	-	-	-	-	-
Excel Connector	-	-	-	-	-
<b>Accounts Receivable</b>	560	840	1,120	<b>2,520</b>	<b>3,000</b>
<b>Cash Receipting</b>	420	1,260	-	<b>1,680</b>	<b>2,500</b>
<b>Community Development</b>					
Building Permits	2,800	6,860	2,800	<b>12,460</b>	<b>7,500</b>
Code Enforcements	560	420	-	<b>980</b>	<b>1,700</b>
Approvals and Notifications	-	-	-	-	-
Field Inspections	-	-	-	-	-
Community Portal (3 Permit Forms)	-	-	-	-	-
<b>General Ledger</b>	2,380	4,060	5,880	<b>12,320</b>	<b>4,000</b>
Activity Reporting	-	-	-	-	-
Bank Rec	-	-	-	-	-
Budgeting	-	-	-	-	-
Excel Connector	-	-	-	-	-
<b>miViewPoint (Department Head Dashboard)</b>	560	560	-	<b>1,120</b>	<b>3,000</b>
miAR (Need AR) (Unl Users)	-	-	-	-	-
miCR (Need CR) (Unl Users)	-	-	-	-	-
miAP Workflow (Unl Users)	560	560	-	<b>1,120</b>	<b>2,500</b>
<b>Payroll w/ Direct Deposit</b>	5,600	6,720	2,100	<b>14,420</b>	<b>5,500</b>
Electronic Submittals (State and Fed)	-	-	-	-	-
miPay Online (Employee Portal)	-	-	-	-	-
miTime (Electronic Timesheets) (Unl. Users)	560	1,680	-	<b>2,240</b>	<b>3,600</b>
Excel Connector	-	-	-	-	-
<b>Special Assessments</b>	1,120	1,750	630	<b>3,500</b>	<b>2,500</b>
<b>Utility Billing</b>	7,840	7,000	5,600	<b>20,440</b>	<b>6,500</b>
Direct Pay	-	-	-	-	-
Electronic Read Interface (Import/Export)	-	-	-	-	-
Excel Connector	-	-	-	-	-
<b>Service Orders</b>	560	420	-	<b>980</b>	<b>2,400</b>
Mobile App (Unlimited Users)	-	-	-	-	-
<b>Community Portal</b>	560	1,120	-	<b>1,680</b>	<b>600</b>
Utility Billing and Miscellaneous Payments	-	-	-	-	-
Accounts Receivable	-	-	-	-	-

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Interactive Payment Forms	-	-	-	-	-
<b>Implementation Project Management</b>	-	4,800	-	<b>4,800</b>	-
<b>Grand Total</b>	<b>25,200</b>	<b>39,590</b>	<b>21,530</b>	<b>85,720</b>	<b>\$57,300</b>
				<b>Less: Discount</b>	<b>(5,730)</b>
				<b>Total Annual Support &amp; Maintenance Fees</b>	<b>\$51,570</b>

**Notes:**

1. Training will take place at Caselle. We offer several options for training: at our location in Provo Utah, Onsite and Online. We offer a significant discount to come to our location for training and have found that taking you out of your environment helps avoid interruptions and can be the most beneficial. Some sites request a combination of all three. We encourage training at Caselle but are more than happy to do what works best for you and your staff.

2. \*Transaction Fees done through the portal or through a Card Swipe are 3.5% per transaction. All echecks or ACH done through the portal are \$1.50 per transaction. ACH payments done through the software and sent via an ACH file to the bank have no cost from us. All Fees are able to be absorbed or passed along to the payor. All payments received are updated real time into Cash Receipting.

The CC terminals to take front counter payments are purchased by the Village and are between \$275 - \$359 each. These are 1-time costs. (Most communities go with the PS SMARTPAD)  
[shop.zift.io](http://shop.zift.io) | [Payment Terminals](#)

3. If during the Implementation the Pre-Live and Go-Live needs to be re-scheduled you may be subject to additional charges depending on frequency and reason.

Caselle allocates resources and staffing to accomplish your implementation in a timely manner. When hard dates are set and missed it affects multiple projects and requires more time and resources.

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<i>Optional Add Ons</i>	<b>Training</b>	<b>Setup</b>	<b>Conversion</b>	<b>One Time Fee Totals</b>	<b>Annual Platform Fee</b>
<b>Each additional User above 8</b>	0	0	0	<b>0</b>	\$ 1,200
<b>Backflow Tracking</b>	4,500	1,200	1,200	<b>6,900</b>	2,500
<b>Fixed Assets</b>	560	560	840	<b>1,960</b>	2,000
<b>Maintenance Orders</b>	1,200	560	-	<b>1,760</b>	2,400
Mobile App (Unlimited Users)	-	-	-	<b>0</b>	-
<b>miBudget (Unlimited Users)</b>	140	560	-	<b>700</b>	1,500
<b>miOpen Enrollment</b>	240	1,120	-	<b>1,360</b>	1,500

## Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. **Please read the following information carefully.**

### *Gathering Preliminary Data*

Assemble the following information and send it to Caselle.

Complete the **Information Worksheets** during each phase of the conversion.

- Provide **data to be converted**.
  - You may need to clarify the data, as needed, during the conversion process.
  - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

### *Submitting Conversion Data*

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

### *Data Conversion Timeline*

**The timeline begins when the requested data and all required preliminary information has been received by Caselle.** The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

### *Scheduling Training*

**Important!** Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

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The following outlines the conversion services to be provided for the core modules included as a part of this Agreement. Depending on the data integrity in the legacy system, below is our typical data conversion when converting from a legacy system.

**Accounts Payable**

- > Vendor Information
- > 5 years of invoice and check history (**More Years Available**)
- > Report preparation
- > AP check formatting

**Cash Receipting**

- > Setup receipt categories and corresponding GL accounts
- > Report preparation

**General Ledger**

- > Chart of Accounts
- > Financial statements
- > Report preparation
- > 5 years detail information (**More Years Available**)
- > 5 years of budget information (**More Years Available**)

**Payroll**

- > Employee information
- > Pay code setup
- > Year To Date Totals
- > Recalculate payroll to ensure data accuracy
- > Report preparation
- > Leave time balances
- > Paycheck formatting

**Utility Billing**

- > Customer information
- > Customer balances by service
- > Meter information
- > Location information
- > 13 months consumption History
- > Report preparation
- > Utility billing formatting
- > Recalculate bill run to ensure data accuracy
- > Setup rates and services

## Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

### General Ledger Setup

- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:
  - Balance Sheet with Revenue/Expenditures compared to budget
  - Allocation Reconciliation
  - Income Statement (All Funds)
  - Balance Sheet (All Funds)
  - Fund Summary Income Statement

**Note:** Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

### Data Conversion

- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

### Bank Reconciliation Data Conversion

- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

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**Payroll/Direct Deposit Setup**

- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
- Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
- Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
- Set up default reports for all necessary payroll reporting, including:
  - Transmittals
  - Standard State/Federal Reporting
- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up bank file with all necessary employee bank routing information.
- Format one direct deposit voucher and one transmittal voucher.
- Additional form set up, such as timesheets will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

**Data Conversion**

- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
- Each employee's wage distribution for salary and benefits will be established.
- Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
- Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
- Payroll processing to verify data conversion is accurate will be completed.
- Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
- Caselle will provide reports of the converted data for auditing purposes.
- Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

**Accounts Payable Setup**

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

**Data Conversion**

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
  - Exception: 1099 balances can be established, if provided.

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**Accounts  
Receivable Setup**

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

**Data Conversion**

- Each customer's account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
- Customer balances will be converted.

**Utility Management  
Setup**

- Set up services, taxes, rate tables, and other fees for billing.
- Format one form for each of the following: utility bills, delinquent notices, and shut-off notices.
- Set up default reports for billing, meter proofing, and reviewing customer information.
- Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.
- Create a Checklist to document daily, monthly, and billing procedures.
- Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

**Data Conversion**

- Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, balances, and previous reads.
- All appropriate transactions for balancing the billing will be converted.
- Balancing totals, billing totals, receivable by service totals, if provided, will be balanced to the existing system using supporting reports.
- Caselle will provide reports of the converted data for auditing purposes.

**Cash Receipting  
Setup**

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.