



Finance Department

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May 2026

Council Retreat: 2027-2028 Biennial Budget

The Finance Department helped to facilitate the 2026 Council Retreat which focused on the future 2027-2028 Biennial Budget, current Department levels-of-service, and some of the budgeting decisions Council will need to make prior to approval. Approximately 1,000 hours of staff time went into producing the Council retreat, which included time from not only the Finance Department, but also the other Departments and the Mayor.

Fiscal Year (FY) 2025 Financial Statements

The Finance Department submitted the City's FY2025 Financial Statements to the Washington State Auditor's Office (SAO) on May 29, 2026. This was a significant accomplishment for the Department because the statements were submitted on time, two months earlier than the previous year, and included several corrections and enhancements recommended by the SAO.

Enterprise Resource Planning System (ERP) Project – Tyler EERP

Phase 3 – Utility Billing

The Finance Department kicked off this phase of the project in March 2026. A project schedule has been developed, key legacy system extracts have been provided, and the Department has completed the "current state" analysis and some of the "future state" analysis required by the vendor. Currently, the Department will have a "Solution Orientation" session with our project manager on July 22. On August 4, 5, and 19, the Department and vendor will deep dive into the processes, system setup and workflow, and rate code mapping of the utility billing system. Following sessions will focus on conversion mapping with multiple passes expected. The expected go-live date is currently July 1, 2027.

May 2026 Metrics

Financial Transaction Count May		
Count	Transaction Type	% of Total
-	Total Number of Legacy System (Springbrook) Entries	0.00%
34	Number of New System (Tyler EERP) Entries (GEN)	2.45%
115	Springbrook to Tyler EERP Entries Imported (GNI)	8.27%
149	Total Journal Entries	10.72%
479	Total Accounts Payable Invoices Processed	34.46%
283	Total Accounts Payable Checks	20.36%
40	Total Accounts Payable Electronic Payments	2.88%
218	Total Payroll Checks	15.68%
7	Total Payroll Vendor Checks	0.50%
14	Total Payroll Vendor Electronic Payments	1.01%
2	Total Utility Billing Refund Checks	0.14%
80	Total Utility Billing Cash Receipts	5.76%
10	Total B&O Cash Receipts	0.72%
97	Total City Wide Cash Receipts	6.98%
11	Accounts Receivable Invoices Issued	0.79%
1,241	Total Operational Transactions	89.28%
1,390	TOTAL OPERATIONAL FINANCE TRANSACTIONS	100.00%

Financial Transaction Count January - May 2026		
Count	Transaction Type	% of Total
2	Total Number of Legacy System (Springbrook) Entries	0.03%
185	Number of New System (Tyler EERP) Entries (GEN)	2.87%
325	Springbrook to Tyler EERP Entries Imported (GNI)	5.04%
512	Total Journal Entries	7.95%
2,364	Total Accounts Payable Invoices Processed	36.69%
1,131	Total Accounts Payable Checks	17.55%
237	Total Accounts Payable Electronic Payments	3.68%
1,105	Total Payroll Checks	17.15%
35	Total Payroll Vendor Checks	0.54%
66	Total Payroll Vendor Electronic Payments	1.02%
15	Total Utility Billing Refund Checks	0.23%
407	Total Utility Billing Cash Receipts	6.32%
59	Total B&O Cash Receipts	0.92%
429	Total City Wide Cash Receipts	6.66%
84	Accounts Receivable Invoices Issued	1.30%
5,932	Total Operational Transactions	92.05%
6,444	TOTAL OPERATIONAL FINANCE TRANSACTIONS	100.00%