

**Department New Request Form  
Fiscal Year 2025**

Major Department	Central Services
Division/Sub-Department	Finance/Treasurer
Request Category	Capital Outlay
Request Rating	Urgent
Department Goal	

Title of New Request:

Rank: 2

Debt Book subscription

# of FTE's in this request

0.00

**1. How will request assist in achieving Department Goal and benefit the customer**

The City of Missoula currently has 103 debt issuances outstanding. These issuances each require at least annual, if not biannual debt service payments, yearly continuing disclosure, and arbitrage rebate calculations. This software will allow for better debt management, greater debt transparency, more accurate long term debt projections, and centralized organizational data. This software will provide automated audit footnote creations, eliminating tedious manual calculations, and ensures accuracy. Year end audit journal entries for accrued interest, amortization of Premium/discounts are also automatically created. Additional workload has been created with the passage of two major GASB Pronouncements, GASB 87 & 96. This software can analyze contracts, amortize both leases and Subscription Based Information Technology Arrangements (SBITAs), generate journal entries, and audit footnotes.

In FY24 the Finance department expended more than \$4,000 between staff labor and an outside consultant to do the work that debt book could accomplish. The effort required for this work increases with each debt instrument issued by the City.

**2. What specifically is needed to achieve this goal?**

**3. Cost Impact of New Program:**

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2025 Unfunded	FY 2025 Funded	Proposed FY 2025 Ongoing
Ongoing Expenses								
1000.240.410510.360	Debt Management Module	1	12000		12,000	12,000	—	
1000.240.410510.360	Lease & SBITA Module	1	6400		6,400	6,400	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
One-time Expenses								
1000.240.410510.360	Implementation - Debt	1	2500	2,500		2,500	—	
1000.240.410510.360	Implementation - Lease &	1	1500	1,500		1,500	—	
				—		—	—	
				—		—	—	
				—		—	—	
Expense Sub-Total				4,000	18,400	22,400	—	—

**Revenue Offset:**

Account #			Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000	Tx		Transfers from Debt Service Funds	2,500	12,000
1000	Tx		Transfers from Debt Service Funds	1,500	6,400
Revenue Sub-Total				4,000	18,400

**4. What sort of data will be used to report results and outcomes of request?**

**Requested/Proposed Funding Source**

	One-time	Ongoing
	Tax or Assessment	-
	Non-tax	4,000
	Fund Balance	-
	Total	4,000