NCLM
MUNICIPAL ACCOUNTING SERVICES

MAS

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The MAS Program is a partnership between the North Carolina League of Municipalities and Black Mountain Software designed to promote better financial accountability and reliability for smaller governments. Cities and towns that participate in the MAS Program will use the Black Mountain financial system to meet North Carolina's state-mandated fiscal requirements for municipalities, including the proper accounting and use of funds required by the American Rescue Plan Act (ARP). The League will also provide participating cities and towns with direct access to accounting assistance throughout the ARP grant period, which runs through 2026. This personalized assistance includes "read-only" access into the software system to assist municipal staff with their accounting questions and provide guidance on best practices in accounting and year-end readiness.

The League will pay all member costs associated with participation in the MAS Program, including software licensing and implementation fees and the League's accounting assistance efforts, for the first three years. This project is being supported by funding from the U.S. Department of the Treasury pursuant to Section 602(b) of the Social Security Act as added by section 9901 of the American Rescue Plan Act (ARPA), Pub. L. No. 117-2 (March 11, 2021) awarded to the State of North Carolina and then sub-awarded to the League pursuant to The State Budget Act of 2021 (SL 2021-180, as amended by SL 2021-189, and SL 2022-6).

About the NC League of Municipalities

The North Carolina League of Municipalities is a member-driven organization representing the interests of cities and towns in the state. Through their collective efforts, League member cities and towns better serve their residents and improve quality of life.

For more than 100 years, the League has been one voice for cities and towns working for a better North Carolina.

About Black Mountain Software

Black Mountain Software is a Montana-based firm that continues to expand in order to meet the information management demands of local governments across the nation. Founded in 1988, BMS has cultivated a reputation for unrivaled software products and superior customer service and support. Black Mountain Software serves over 600 clients across 24 states including North Carolina.

CUSTOM-TAILORED SOFTWARE SUITES FOR SMALL TOWN NORTH CAROLINA

MAS program participants will utilize Fund Accounting Suite. Payroll and/or Utility Billing Suites may be added if necessary

FUND ACCOUNTING SUITE

Financial management software solutions built specifically for local government.

Applications included:

- **Accounting** Essential functions including general ledger, accounts payable, and extensive reporting
- **Remote Requisitions** Automate and speed up the approvals for pending purchase requests
- **Purchase Orders** Manage the flow of procurements and encumbrances into payables
- **ACH Credit** Save time and money by distributing vendor payments electronically
- **Positive Pay** Prevent fraud by providing your bank a file with check details for verification
- **Cash Receipting** Simplify recording payments and accounting with receipt types and templates
- **Budget Preparation** Create budget scenarios for council approval; import final budget to Accounting

The Accounting application is central to Black Mountain's family of local government accounting software. It's loaded with necessary features and functions, including general ledger, accounts payable, journal entries, cash bank reconciliation, and hundreds of reports. Grant/Project Management comes standard. Reporting is available on either a cash, modified, or full accrual basis, depending on your specific needs. All of the applications in this suite, plus Payroll and Utility Billing, are fully integrated to eliminate duplicate data entry and improve cross-functional efficiency.

PAYROLL SUITE*

Streamline and automate your entire payroll process.

Applications included:

- **Payroll** Process payroll for employees and pay liabilities in a single application
- **ACH Direct Deposit** Save time and money by distributing employee wages electronically
- **Employee Portal** Empower employees to view their own payroll information when they need it

The Black Mountain Software Payroll suite includes integrated applications to fulfill essential employee expectations—accurate pay, direct deposit, and on time. You'll experience added flexibility and ease with which Payroll handles varied pay periods, leave, benefits and accounting. Plus, the Employee Portal provides secure, on-demand employee access to their payroll information.

UTILITY BILLING SUITE*

Automation and flexibility from meter reading and billing to collection.

Applications included:

- **Utility Billing** Provides flexible billing cycle options for nearly any type of rate structure
- **ACH** Allows billed amounts to be collected electronically from a customer's bank account
- **AMR Interface** Download meter readings directly into the billing system
- **Email Bills** Email utility bills saving money on paper, ink, and postage
- **Summit Service Orders**** Enables field staff to update account information with a phone or tablet

**Available as a standalone application (without Utility Billing)

Black Mountain Software's Utility Billing system helps automate and simplify any utility department's workflow. Our UB software can handle nearly any type of rate structure and provides flexible billing cycle options. We've also bundled easy-to-use, time-saving applications to further increase your efficiency. Whether you're updating customer information, looking up account statuses, processing bills or managing service orders, Black Mountain Software's Utility Billing suite gives you the flexibility and control you need.

*Payroll and/or Utility Billing suites must be purchased with the Fund Accounting suite.

EXPAND YOUR CAPABILITIES
With integrated, add-on options for your specific needs

FUND ACCOUNTING
- **Credit Card Manager** Track, document, reconcile, and report employees' credit card activity
- **Department Security** Restrict posting and viewing of other departments accounting and reports
- **Check Signer** Electronically print checks with signatures at the same time
- **Cash Receipting Hardware** Improve the receipting process with a cash drawer, receipt printer, and/or wireless barcode scanner

PAYROLL
- **Daily Time Cards** Electronic time sheet with approval processes that exports into Payroll
- **Time Clock Interface** Import time keeping system information directly into the Payroll process

UTILITY BILLING
- **Intelligent Mail Barcode** Print postal barcodes on outgoing utility bills to reduce mailing costs
- **Amortization** Calculate, bill, and monitor amortized payments of principle and interest
- **Rate Analysis** Compare and analyze the effects of various new rate structures on revenue using customer usage for accurate forecasting
- **Refund Checks** Print refund checks directly from Utility Billing to eliminate sending info to AP

MISCELLANEOUS ADD ONS
- **Asset Manager** Track fixed assets and non-depreciable inventory, plus calculate depreciation
- **Mobile Asset Tracking** Enhance asset tracking using barcode tags to scan inventory items
- **Accounts Receivable** Billing system for miscellaneous items: print invoices, statements, recurring bills along with aging and product sales reports
- **Human Resources** Manage employees' information, benefits, evaluations, and provides ACA reporting capabilities
- **Mini HR** Track dependent information and provides ACA reporting capabilities
- **Business Licensing** Maintain specific information about each business, generate renewal notices & print licenses
- **Cemetery Management** Record & identify physical plot, plot owner, occupant, and genealogy information
- **Permitting** Issue and charge for permits based on several rate options; schedule and track inspections and violations
- **PublicView** Provide financial transparency by publishing budget reports on your website for community access
- **Summit Code Enforcement** Web-based case management software to document violations, track inspections, record all correspondence and fees associated with violations
- **SAMSID** Calculate, bill and receipt payments for Special Improvement Districts or Special Assessments
- **Property Tax** Calculate, bill and collect city property taxes
- **Sales Tax** Aids the process of receipting and reporting tax payments for various specifications and business types

COMPANY PROFILE

Black Mountain Software is a Montana-based firm that continues to expand in order to meet the information management demands of local governments across the nation. Founded in 1988, BMS has cultivated a reputation for unrivaled software products and superior customer service and support. Black Mountain Software serves over 600 clients across 24 states including North Carolina.

Service and Support

At Black Mountain Software we fully support the software we provide. Our specially trained staff is available to provide service and support during the hours of 7:00 a.m. to 5:30 p.m. (Mountain Time), Monday through Friday (excluding most federal holidays). When your staff calls our office, we are ready to answer your questions and solve your problems as quickly and efficiently as possible.

Because we are focused on responding to the needs of our clients, we are frequently making minor improvements and enhancements to our applications. After strict testing, these updates are immediately available to our clients. All modifications are recorded in each application's Change Log so our users have an up-to-date list of any and all changes, enhancements, report additions, or improvements. We also ensure all necessary upgrades meet federal and state requirements for reporting purposes. Upgrades occur when new options become available or by detailed client requests.

Our software is accessed via the BMS Cloud. It provides all the trusted software functions we are known for but with greater reliability, better performance and improved security like nightly backups, data protection, and disaster recovery.

Training

Software installation and training are included as part of the MAS Program. There are no hourly, per call, or hidden training fees. Best of all, the majority of our installations and training services are performed remotely to minimize client costs by eliminating travel expenses.

Online training provides thorough and succinct training sessions at your convenience. We can schedule accounts payable training during the week of your first live accounts payable run, payroll training during the week of your first live payroll run, bank reconciliation training for the week your bank statement arrives, etc. Additional individual online training, as in the case of training new office personnel, is also included with our software. Training times can be set up ahead of time to ensure your new staff members will be brought up to speed on the navigational and operational basics of our applications, or whatever is needed or requested.

If your entity decides you would rather have on-site training, this can easily be accommodated. Travel expenses will apply (see specifics on quote). However, all training labor and installation is still included in the purchase price.
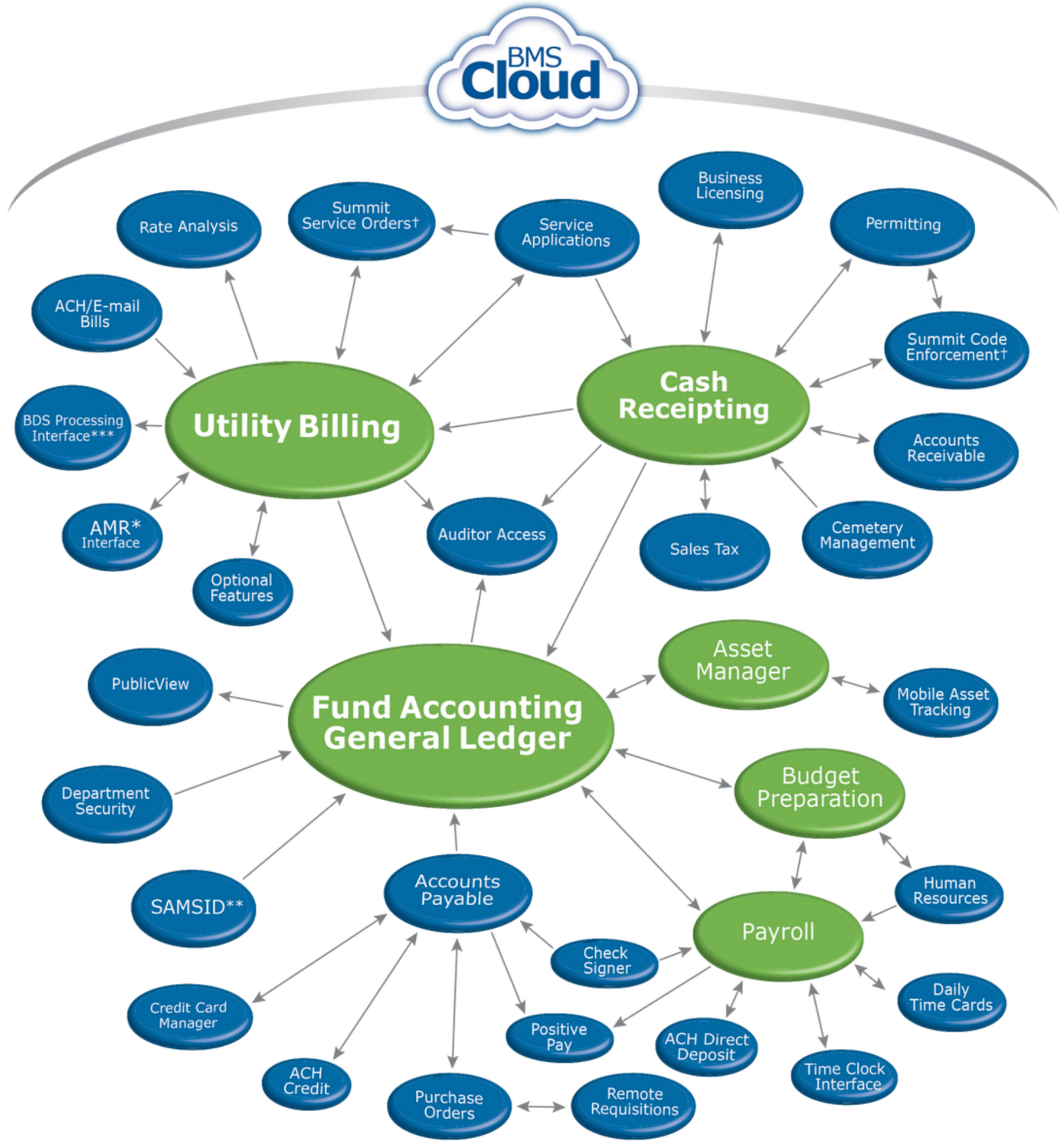
Personnel

We take great pride in having an excellent, multidisciplinary staff with the ability to sufficiently serve our growing client base. We have excellent systems analysts, programmers, and support staff, many of which have worked in local government as clerks and accountants. We feel this enables us to have the best understanding of your exact needs.

Our Team Is Your Team

Our management, engineering, and customer support staff represent some of the most experienced professionals in the industry and allow us to provide you with exceptional products and services essential to your success. For a more personalized look at our team's background, qualifications, and areas of expertise, our website features staff biographies and photos to help you become better acquainted with your BMS team.

BMS Cloud

Rate Analysis

Summit Service Orders†

Service Applications

Business Licensing

Permitting

ACH/E-mail Bills

Utility Billing

Cash Receipting

Summit Code Enforcement†

BDS Processing Interface***

Accounts Receivable

AMR* Interface

Auditor Access

Sales Tax

Cemetery Management

Optional Features

Asset Manager

PublicView

Fund Accounting General Ledger

Mobile Asset Tracking

Department Security

Budget Preparation

Human Resources

SAMSID**

Accounts Payable

Payroll

Check Signer

Daily Time Cards

Credit Card Manager

Positive Pay

ACH Direct Deposit

Time Clock Interface

ACH Credit

Purchase Orders

Remote Requisitions

* Automated Meter Reading Interface

** Special Assessment Manager and Special Improvement District Manager

*** BDS - credit card payments, online payments, IVR phone payments, etc.

† Web-based application

Black Mountain Software