

Memorandum

To : Honorable Claude Parrish
Honorable John Chiang
Honorable Johan Klehs
Honorable Dean Andal
Honorable Kathleen Connell

Date : January 31, 2001

From : James E. Speed
Executive Director

Subject : 2001-02 Finance Letter: Return Processing Automation Project

At the February 14, 2001 Customer Service and Administrative Efficiency Committee meeting, a Fiscal Year 2001-02 Finance Letter regarding the Return Processing Automation Project will be presented for your consideration. With your approval and adoption of the Committee minutes at the February 15, 2001 Administrative Session, the Finance Letter will be forwarded to the Department of Finance for consideration of being submitted to the Legislature as a budget modification to the 2001-02 Budget Bill. Following is a summary of the proposal.

Finance Letter No. 1 (RPAP) – Through the Return Processing Automation Project, the Board of Equalization is pursuing an automated, multi-task, “parallel” processing system to replace the current labor intensive, sequential system for processing tax returns. The use of new technology will improve the current incoming mail, cashiering, data capture, workflow, storage and retrieval, and tracking functions. Once fully implemented, the new system will allow for simultaneous processing of an account's return forms thereby increasing productivity and enhancing the services provided to taxpayers. The alternative procurement process was used to identify a vendor to implement the Return Processing Automation Project using a benefits-funded payment strategy.

If you have any questions or need additional information regarding this Finance Letter, please contact me at 327-4975 or Ms. Sally Lee at 445-4272.

JES:rb

(costanal/0102bcp/memos/bdrpapfl.doc)

cc: Ms. Jean Alexander
Ms. Ann Jordan
Ms. Aulaina Hansen
Mr. Paul Steinberg
Mr. Marcus Frishman
Mr. Marty Dakessian
Mr. Steve Kamp
Ms. Marcy Jo Mandel

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