

COMMITTEE ON ACCOUNTS, ENROLLMENT
AND REVENUE ADMINISTRATION

April 2, 1996

6:15 PM

Chairman Elise reconvened the meeting.

The Clerk called the roll.

Present: Ald. Elise, Soucy, Shea, Pariseau, Hirschmann

Messrs.: K. Clougherty, F. Hawkinson

Chairman Elise addressed item 3 of the agenda:

Discussion with representatives of the Finance Department relative to Financial Reporting.

Mr. Clougherty stated that the Finance Department would like to show the Committee the Transaction Reports to familiarize the Committee.

Ms. Hawkinson stated that previous to the new consolidated Committee, the Committee on Accounts received a number of reports, which she had with her to give the Committee a flavor of what was available to them. The first was called A-900 Report, which was a breakdown, by individual department, of payment vouchers used to pay vendors, with all the information relative to each particular bill to be paid, the School Department and Water Department run on a separate system that was interfaced with the main one but did not show the same level of detail. The next report was essentially the same as the A-900 but was the one used by the School Department.

Ms. Hawkinson went on to describe the various reports generated relative to the payment of invoices.

Mr. Clougherty added that the A-900 reports must be signed by the various department heads and the reports would be kept on file in the Finance Department for the purpose of tracking the spending authorization by department.

Ms. Hawkinson described a report generated specifically for the Committee which would summarize the expenditures made by departments for the Committee to review.

Mr. Clougherty explained the system of advances, why it would be required, and that only himself or Mr. Sherman could authorize such advances.

Brief discussion ensued relative to the various circumstances that would require an advance, and how the use of such advances could be monitored.

Ms. Hawkinson explained the payroll update journal reports, what the report contained, and how to read the report.

Ald. Hirschmann asked if someone was voted out of, for example, a commissioner's post, would there be a particular person in charge of making sure that person was removed from the payroll.

Ms. Hawkinson answered yes, the individual department along with Personnel.

Ms. Hawkinson explained the overtime report, and employee absence report.

Mr. Clougherty explained that these reports represented every transaction in detail, added up, they represented quite a lot of paperwork. The focus of the Committee in the past had been on the transaction level, but the Finance Department would suggest that the Committee look at the broader picture in order to see how all the transactions add up and effect the financial position. The quarterly financial report disclosed fully the financial status of the City each quarter, every report was based on a Generally Accepted Accounting Principals system, and everything was comparative. He explained the reports in brief to give the Committee a feel for how to read them.

Discussion ensued regarding the quarterly reports and related information.

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There being no further business to come before the Committee, on motion of Ald. Shea, duly seconded by Ald. Hirschmann, it was voted to adjourn.

A True Record. Attest.


Clerk of Committee

