

AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

October 21, 2008

Aldermen Sullivan, Lopez,
DeVries, M. Roy, Ouellette

5:00 PM

Aldermanic Chambers
City Clerk (3rd Floor)

1. Chairman Sullivan calls the meeting to order.
2. The Clerk calls the roll.
3. Department travel/conference summary reports submitted as follows:
 - John Hagopian, (Airport) ACI – NA Deicing Management Conference, Washington, DC.
(July 23, 2008 to July 25, 2008)
 - Mark Brewer, (Airport) NEC/AAAE 50th Annual Conference, Philadelphia, PA.
(August 8, 2008 to August 12, 2008)
 - Stephen Adams, (Airport) Northeast Chapter/American Association of Airport Executives Annual Conference, Philadelphia, PA.
(August 8, 2008 to August 13, 2008)
 - Mark Brewer, (Airport) AAAE F. Russell Hoyt National Airports Conference, Reno, Nevada.
(September 7, 2008 to September 10, 2008)
 - Paul Mueller, (Airport) Preparation for ASIS – Certified Protection Professional Examination, Atlanta, Georgia.
(September 11, 2008 to September 14, 2008)
 - Mark Brewer, (Airport) ACI World/North America Conference, Boston, MA.
(September 20, 2008 to September 24, 2008)

Ladies and Gentlemen, what is your pleasure?

4. Communication from William Sanders, Finance Officer, submitting the City's Monthly Financial Report (unaudited) for the three months ended September 30, 2008.

Ladies and Gentlemen, what is your pleasure?

5. Communication from Sharon Wickens, Assistant Director of Treasury, submitting Finance Department reports as follows:
 - a) Department Legend;
 - b) Open Invoice report over 90 days by fund;
 - c) Open Invoice report over 90 days but less than one year;
 - d) Open Invoice report all invoices for interdepartmental billings only;
 - e) Open Invoice report all invoices due from the School Department only;
 - f) Listing of invoices submitted to City Solicitor for Legal Determination; and
 - g) Accounts Receivable summary.

Ladies and Gentlemen, what is your pleasure?

6. Communication from Sharon Wickens, Assistant Director of Treasury, submitting 1st quarter fiscal year 2009 Write Off List for the Accounts Receivable module, requesting authorization to write these receivables off.

Ladies and Gentlemen, what is your pleasure?

7. Communication from Kevin Buckley, Independent City Auditor, submitting the 2008 Annual Auditor's Report.

Ladies and Gentlemen, what is your pleasure?

8. Communication from Kevin Buckley, Independent City Auditor, submitting an audit of the Office of the City Clerk, Business License and Enforcement Division.

Ladies and Gentlemen, what is your pleasure?

TABLED ITEMS

A motion is in order to remove any item from the table.

9. Communication from Kevin Buckley, Independent City Auditor, submitting an audit of the VISTA program and updating the committee on the status of pending and future audits.
(Note: Tabled 2/4/08 Copies of the audit and supporting documentation previously sent to the BMA and Committee members; Remained tabled 3/4/08; Updated communication between Kevin Buckley, Internal Auditor, and Janice Lopilato, State Program Specialist of the Corporation for National & Community Services attach; Tabled 3/11/08; Internal Auditor to present the attached Business Expense Policy as amended.)
On file for viewing with Office of the City Clerk, One City Hall Plaza.

10. Communication from Kevin Buckley, Independent City Auditor, listing audit observations and recommendations from all internal audits since
(Tabled 3/11/08; Retabled 7/07/08)
On file for viewing with Office of the City Clerk, One City Hall Plaza.

11. Copy of a communication from Alderman Lopez to Committee on Community Improvement requesting the BMA to ask the Finance Officer, City Solicitor and Bond Counsel (if needed) to review the possibility of using Rooms and Meals Tax money in the future for Storm Water Utility/Sidewalks/Streets.
(Tabled 09/25/2007 pending further information from the Finance Department. Retabled 7/07/08)

12. There being no further business, a motion is in order to adjourn.