AGENDA

COMMITTEE ON ACOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

November 25, 2008
Aldermen Sullivan, Lopez, DeVries, M. Roy, Ouellette

6:15 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:

   - Jay Minkarah, Kate Benway, (MEDO) International Council of Shopping Centers (ICSC), Boston, MA.
     (July 9, 2008 to July 10, 2008)

   - Kevin A. Sheppard, (Highway) American Public Works Association, Public Works Congress & Exposition, New Orleans, LA.
     (August 16, 2008 to August 20, 2008)

   - Jay Minkarah, (MEDO) Aerospace manufacturing firm and renewable energy firm. Toronto, Canada.
     (September 3, 2008 to September 4, 2008)

   - Stephen J. Adams Jr., (Airport) F. Russell Hoyt National Airports Conference, Reno, NV.
     (September 5, 2008 to September 11, 2008)

   - Jay Minkarah, (MEDO) Northeast Economic Developers Association (NEDA), Buffalo, NY.
     (September 21, 2008 to September 23, 2008)

   - Thomas I. Arnold III, (City Solicitors) AAAE Basics of Airport Law Workshop and 2008 Legal Update, Chicago, IL.
     (September 21, 2008 to September 23, 2008)

- Guy Beloin, Maureen Cail, Lisa Sorenson and Kim LeBlanc, (Finance) Northeast HUG (NEHUG) Education Conference, Warwick, RI.
  (October 8, 2008 to October 10, 2008)

- John Hagopian, (Airport) AAAE Eight Annual Airport Noise Mitigation Symposium, San Antonio, TX.
  (October 12, 2008 to October 14, 2008)

- John Hagopian, (Airport) FAA New England Region 2008 Conference, Bedford, MA.
  (October 28, 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 four months ended October 31, 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. Discussion relating to the Write Off List for the Accounts Receivable module.
   (Note: The Police Department and Parks, Recreation and Cemetery Department were asked to attend.)

7. Communication from Kevin Buckley, Independent City Auditor, submitting the P-Card Program Performance Audit.
   Ladies and Gentlemen, what is your pleasure?

8. Update from Kevin Buckley, Independent City Auditor, on the status of the Policy and Procedure manuals for each department.
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. Communication from Kevin Buckley, Independent City Auditor, submitting an audit of the Office of the City Clerk, Business License and Enforcement Division.

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