

## AGENDA

### COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

**January 6, 2009**  
**Aldermen Sullivan, Lopez,**  
**DeVries, M. Roy, Ouellette**

**Immediately Following CIP**  
**Aldermanic Chambers**  
**City Hall (3<sup>rd</sup> Floor)**

1. Chairman Sullivan calls the meeting to order.
2. The Clerk calls the roll.
3. Department travel/conference summary reports submitted as follows:
  - Pamela Goucher and Louise Donington, (Planning) Northern New England Chapter of the American Planning Association (NNECAPA) Woodstock, VT.  
(September 4, 2008 to September 6, 2008)
  - Dawna Rooks, (Human Resources) Northeast HUG Conference, Warwick, RI.  
(October 8, 2008 to October 9, 2008)
  - Richard Linder, (Information Systems) Northeast HTE Users Group Conference (NEHUG), Warwick, RI.  
(October 8, 2008 to October 10, 2008)
  - Kim Waldecker, (Airport) Sungard NE Conference (HTE), Warwick, RI.  
(October 8, 2008 to October 10, 2008)
  - Robin Provencher, (Planning) Northeast HTE Users Group Conference (NEHUG), Warwick, RI.  
(October 8, 2008 to October 10, 2008)
  - Sally Fellows, (City Clerk) New England Archivists Conference, Boston, MA.  
(November 15, 2008)

- John Hagopian, (Airport) NH BIA/NH DES Water Symposium, Manchester, NH.  
(November 18, 2008)

**Ladies and Gentlemen, what is your pleasure?**

4. Communication from Fred McNeill, Chief Engineer, requesting a waiver from the City's travel policy to attend the New England Water Environment Association's Conference in Boston, MA from January 25, 2009 to January 28, 2009.

**Ladies and Gentlemen, what is your pleasure?**

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

**Ladies and Gentlemen, what is your pleasure?**

6. Communication from Lisa Sorenson, Financial Analyst I, 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?**

7. Update on the status of Policy and Procedure manuals for each department, if available

**Ladies and Gentlemen, what is your pleasure?**

8. Update on audit observations, if available.

**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 the P-Card Program Performance Audit.  
*(Tabled 11/25/08)*
  
10. 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.***
  
11. 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.***
  
12. 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)*
  
13. Communication from Kevin Buckley, Independent City Auditor, submitting an audit of the Office of the City Clerk, Business License and Enforcement Division.
  
14. There being no further business, a motion is in order to adjourn.