AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

February 17, 2009 | **5:15 PM**
Aldermen Sullivan, Lopez, | **Aldermanic Chambers**
DeVries, M. Roy, Ouellette | **City Hall (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:

   - Kerrie Xintaras, (Planning) National Community Development Association's CDBG Basics Training for Practitioners, Lowell, MA. (October 27, 2008 to October 29, 2008)

   - Timothy Soucy, (Health) Northeastern Mosquito Control Association Annual Conference, Providence, RI. (December 8, 2008 to December 10, 2008.)

   - Stephen J. Adams, Jr., (Airport) AAAE/TSA/DHS Aviation Security Summit, Washington, DC. (December 9, 2008 to December 12, 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 seven months ended January 31, 2009.
   Ladies and Gentlemen, what is your pleasure?

5. Communication from Lisa Sorenson, Financial Analyst, submitting 2nd 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?

6. Communication from Lisa Sorenson, Financial Analyst, 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. Communication from Sharon Wickens, Assistant Director – Treasury, requesting that the City enter into a contract with Municipal Services Bureau (MSB).
   Ladies and Gentlemen, what is your pleasure?

8. Departmental revenue and expenditure projections, if available.
   Ladies and Gentlemen, what is your pleasure?

9. Communication from Kevin Buckley, Independent City Auditor, submitting an update of the current status of unresolved observations from prior audits.
   Ladies and Gentlemen, what is your pleasure?

TABLED ITEMS

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

10. Update on the status of Policy and Procedure manuals for each department.
    (Tabled 1/06/09)

11. Communication from Kevin Buckley, Independent City Auditor, submitting the P-Card Program Performance Audit.
    (Tabled 11/25/08)
    On file for viewing with Office of the City Clerk, One City Hall Plaza.

12. Communication from Kevin Buckley, Independent City Auditor, submitting an audit of the Office of the City Clerk, Business License and Enforcement Division.
On file for viewing with Office of the City Clerk, One City Hall Plaza.

13. 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.

14. 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.

15. 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)

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