AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

April 21, 2009
Aldermen Sullivan, Lopez, DeVries, M. Roy, Ouellette

5:15 PM
Aldermanic Chambers
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:

   - Thomas LeLacheur and Jean Fortier, (Information Systems), 2009 Advanced Backup School, Waltham, MA March 12, 2009.

   - Ricardo Cantu and June George, (EPD), EPA/NEWEA Specialty Conference on Asset Management, Hartford, CT March 24, 2009 to March 25, 2009.
     Ladies and Gentlemen, what is your pleasure?

4. Communication from the Board of Assessors submitting the abatement and overlay account update.
   Ladies and Gentlemen, what is your pleasure?

5. Communication from William Sanders, Finance Officer, submitting the City's Monthly Financial Report (unaudited) for the nine months ended March 31, 2009.
   Ladies and Gentlemen, what is your pleasure?

6. Communication from William Sanders, Finance Officer, submitting and updated budget forecast for FY2009, if available.
   Ladies and Gentlemen, what is your pleasure?

7. 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?

8. Communication from Lisa Sorenson, Financial Analyst I, submitting 3rd 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?

9. Communication from Kevin Buckley, Independent City Auditor, submitting the status of current audit projects and future audit projects.
   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.
    (Note: The Committee has requested that all manuals be completed by June. 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.
    (Tabled 10/21/08)
    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. 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.)

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