

AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

July 7, 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:
 - Mark Brewer/Tom Malafronte, (Airport) American Airlines visit, Ft. Worth, TX. (March 10, 2009 to March 11, 2009)
 - Wayne E. Robinson, (Airport) AAIA Board Meeting/AAIA Conference/Presenter, San Diego, CA. (April 24, 2009 to April 29, 2009)
 - Brien E. Brock, (Airport) ASOS School, International Aviation Snow Symposium, Buffalo, NY. (April 24, 2009 to April 30, 2009)
 - Maurice Duhaim, (Airport) International Aviation Snow Symposium, Buffalo, NY. (April 24, 2009 to April 30, 2009)
 - Hussan Hussni (Airport) International Aviation Snow Symposium, Buffalo, NH. (April 25, 2009 to April 30, 2009)
 - John Hagopian (Airport) NH BIA/NH DES Waste Management Seminar, Manchester, NH. (May 5, 2009)
 - Guy Beloin, Sharon Wickens, & Lisa Sorenson (Finance) NH Government Finance Officers Association 24th Annual Meeting and Seminar, North Conway, NH. (May 7, 2009 to May 8, 2009)
 - Brian O'Neill (Airport) 2009 ACI-NA Marketing & Communications Conference and Jumpstart 2009, Montreal, Canada. (May 31, 2009 to June 3, 2009)

- Leon LaFreniere (Planning & Community Development) NH Planners Association Conference, West Lebanon, NH.
(June 4, 2009 to June 5, 2009)
- Pamela Goucher (Planning & Community Development) NH Planners Association Conference, West Lebanon, NH.
(June 4, 2009 to June 5, 2009)
- Mark Brewer (Airport) 2009AAAE Annual Conference/AAAE Board of Directors Meeting, Philadelphia, PA.
(June 13, 2009 to June 17, 2009)

Ladies and Gentlemen, what is your pleasure?

4. Communication from William Sanders, Finance Officer, submitting the City's Monthly Financial Report (unaudited) for the eleven months ended May 31, 2009.

Ladies and Gentlemen, what is your pleasure?

5. Communication from William Sanders, Finance Officer, submitting an updated budget forecast for FY2009, if available.

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 all invoices for interdepartmental billings only;
- d) Open Invoice report all invoices due from the School Department only;
- e) Listing of invoices submitted to City Solicitor for Legal Determination; and
- f) Accounts Receivable summary.

Ladies and Gentlemen, what is your pleasure?

7. Communication from Lisa Sorenson, Financial Analyst, submitting 4th 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?

TABLED ITEMS

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

8. 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)

9. 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.

10. 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.

11. 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.

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