

AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

August 11, 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 report submitted as follows:
 - Stephen J. Adams, Jr., (Airport) American Association of Airport Executives Annual Conference and Exposition, Philadelphia, PA. (June 12, 2009 through June 18, 2009)
Ladies and Gentlemen, what is your pleasure?
4. Communication from Lisa Sorenson, Financial Analyst, submitting Finance Department reports as follows:
 - a) Department Legend
 - b) Accounts Receivable summary
 - c) Open Invoice report over 90 days
 - d) Open Invoice report for interdepartmental billings
 - e) Open Invoice report all invoices due from the School Department only
 - f) Listing of invoices submitted to City Solicitor for Legal Determination**Ladies and Gentlemen, what is your pleasure?**
5. Communication from William Sanders, Finance Officer, submitting the City's Financial Report (unaudited) for the year ended June 30, 2009.
Ladies and Gentlemen, what is your pleasure?

6. Communication from the Board of Assessors submitting the Abatement and Overlay account update.
Ladies and Gentlemen, what is your pleasure?

7. Communication from Kevin Buckley, Independent City Auditor, submitting the audit plan for the City's June 30, 2009 Comprehensive Annual Financial Report.
Ladies and Gentlemen, what is your pleasure?

8. Communication from Kevin Buckley, Independent City Auditor, submitting an update on audits.
Ladies and Gentlemen, what is your pleasure?

TABLED ITEMS

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

9. 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. Retabled 7/07/09.)

10. Communication from Kevin Buckley, Independent City Auditor, submitting the P-Card Program Performance Audit.
(Tabled 11/25/08 waiting for solutions to all of the observations)
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 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.

12. 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.

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