AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

October 6, 2009
Aldermen Sullivan, Lopez, DeVries, M. Roy, Ouellette

6:00 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) Northeast Chapter/American Association of Airport Executives Annual Conference, Baltimore, MD.
     (August 7, 2009 through August 12, 2009)

   - Kathleen Gardner, Heather Freeman (City Clerk's) New Hampshire Tax Collector's Association/New Hampshire City & Town Clerk's Association Certification Program, Concord, NH.
     (August 10, 2009 through August 14, 2009)

   - Kerrie Xintaras, (Planning & Community Development) Community Planning and Development's Show Me the Money: Financial Management for Participating Jurisdictions, Boston, Massachusetts.
     (August 25, 2009 through August 26, 2009)

   - Brian Keating, (Planning & Community Development) Financial Management for Participating Jurisdictions, Boston, Massachusetts.
     (August 25, 2009 through August 26, 2009)

   - Matthew Normand, (City Clerk's) NH City & Town Clerks' Annual Conference, North Conway, NH.
     (September 9, 2009 through September 11, 2009)

- Mark Brewer, (Airport) 2009 F. Russell Hoyt Airports Conference, (September 19, 2009 through September 20, 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 two months ended August 31, 2009.
Ladies and Gentlemen, what is your pleasure?

5. Communication from Lisa Sorenson, Financial Analyst, submitting Finance Department reports as follows:
   - Department Legend
   - Accounts Receivable summary
   - Open Invoice report over 90 days
   - Open Invoice report for interdepartmental billings
   - Open Invoice report all invoices due from the School Department only
   - Listing of invoices submitted to City Solicitor for Legal Determination

   Ladies and Gentlemen, what is your pleasure?

6. Communication from Lisa Sorenson, Financial Analyst, submitting 1st quarter fiscal year 2010 write off list for the Accounts Receivable module, requesting authorization to write these receivables off.
Ladies and Gentlemen, what is your pleasure?

7. Communication from Lisa Sorenson, Financial Analyst, submitting uncollectable School District receivables requesting that these items be approved for write off in fiscal year 2009.
Ladies and Gentlemen, what is your pleasure?

8. Communication from Kevin Buckley, Independent City Auditor, submitting the 2009 Annual Auditor's Report.
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.