

## **AGENDA**

### **COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION**

**January 25, 2010  
Aldermen Ouellette, DeVries,  
Long, Roy, O'Neil**

**5:30 PM  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Chairman Ouellette calls the meeting to order.
2. The Clerk calls the roll.
3. Department travel/conference summary reports submitted as follows:
  - Sam Maranto, Todd Fleming, Brian Keating, (Planning) NCDA Conference Report, Boston, MA.  
(October 19, 2009 to October 20, 2009)
  - Jacqueline St. Hilaire, Sandra Dobson, (Information Systems) Boston VIP Asset Management Roadshow, Boston, MA.  
(November 3, 2009)
  - Tom Malafronte, (Airport) Southwest Airline Visit, Dallas, TX.  
(November 16, 2009 to November 17, 2009)
  - Mark Brewer, (Airport) Southwest Airline Visit & Rating Agencies, Dallas, TX – New York, NY.  
(November 16, 2009 to November 19, 2009)
  - Paul Mueller, (Airport) National Aviation Security Summit, Washington, DC.  
(December 10, 2009 to December 11, 2009)
  - Mark Brewer, (Airport) Air Service Development Meeting with US Airways, Tempe, AZ.  
(January 13, 2010 to January 14, 2010)

**Ladies and Gentlemen, what is your pleasure?**

4. Communication from Lisa Sorenson, Financial Analyst, submitting Finance Department reports as follows:
  - Department Legend
  - Accounts Receivable summary
  - Open Invoice report over 90 days**Ladies and Gentlemen, what is your pleasure?**
  
5. Communication from Lisa Sorenson, Financial Analyst, submitting 2<sup>nd</sup> 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?**
  
6. Communication from William Sanders, Finance Officer, submitting the City's Monthly Financial Reports (unaudited) for the following:
  - Four months ended October 31, 2009
  - Five months ended November 30, 2009
  - Six months ended December 31, 2009**Ladies and Gentlemen, what is your pleasure?**
  
7. Communication from Chuck Deprima, Acting Director of Parks, Recreation and Cemetery, requesting a write off of the Manchester Regional Youth Hockey Association  
**Ladies and Gentlemen, what is your pleasure?**
  
8. Communication from Kevin Buckley, Independent City Auditor, submitting the MCTV Contract Compliance Audit.  
**Ladies and Gentlemen, what is your pleasure?**

#### **TABLED ITEMS**

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

9. Communication from Thomas Brennan, Superintendent of Schools, requesting a waiver of any and all fees associated with the use of JFK and Westside Arenas by the high school hockey programs.  
*(Note: Tabled 11/9/09. Finance Officer to review the revenue on the City side in regards to Enterprise or General Fund.)*

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. Retabled 7/07/09.)*
  
11. 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.***
  
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. There being no further business, a motion is in order to adjourn.