Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: Florida Fishing Academy

Control No.: _____ **Invoice No.:** 03/17

Invoice Date: Feb 17, 2017 **Payment Amount:** $ 2500-

Services For Feb 24-March 29

Project Supervisor/Responsible Official: Annetta Jenkins

	Reviewed/Approved by
☒ Project "scope of work and deliverables" reviewed?	
☒ Payment support documentation appropriate based on work scope?	
☒ Deliverables due with this invoice have been received?	
☐ If final payment, have all deliverables been received?	
☒ Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis?	
☒ Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
☒ The nature of work being performed is within the scope of the CDC plan.	
☒ Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	

The invoice and supporting documentation have been reviewed and it is approved for payment.

_____ **Date:** April 7, 2017

PROCESSED
APR 11 2017

☐ Payment approved by the Board of Commissioners by:

Motion No. _____

or the Consent Agenda, at its meeting on _____. (If applicable)

entered 4-7-17

INVOICE

Florida Fishing Academy
7067 Peninsula Court
Lake Worth, Fla. 33467
Phone (561) 740-7227 Fax (561) 963-2773

INVOICE # 0217
Date: February 17, 2017

TO:
Riviera Beach Community Redevelopment Agency
2001 Broadway #300
Riviera Beach, FL 33404
Ph. 561-844-3408, Fax 561-881-8043
Att: Annetta Jenkins

FOR:
Re: February 24, 2017 to March 29, 2017

DESCRIPTION	Service Dates	AMOUNT DUE
Services rendered Note: Refer to Monthly Report	Re: February 24, 2017 to March 29, 2017	$2,500
		$2,500

Class Overview: Please see attached report, Highlights section.

Make all checks payable to
Florida Fishing Academy

Thank you for your business!

ATTN: Annetta Jenkins
Riviera Beach CRA
2001 Broadway STE 300
Riviera Beach FL, 33404

Re: February 24, 2017 to March 29, 2017

	Annual Target	Current Month	November 2016 To Date
Community Events	2	0	0
Riviera Residents-Single Sessions	550	219	309
Riviera Residents-Camp	140	0	0
Non-Residents-Single Sessions	0	0	258
Non-Residents-Camp	0	0	0
Classes	55	9	19
Weeks of Camp	7	1	0
Volunteer Hours	0	0	0

Highlights

2/28/17, 3/7/17, 3/14/17 and 3/28/17
During the above dates, we met with students from Lincoln Elementary aftercare. We taught them about fishing safety, knot tying, lifejacket safety, fish identification and casting. They are learning all these skills in anticipation of going on a field trip at the Riviera Beach Marina.

3/20/17
The teen students from the Max M. Fisher Boys and Girls Club arrived at the marina this morning to kayak over to Peanut Island. Due to the weather, we had to cancel the kayaking trip and stayed at the marina. Despite the cold, the students swam and snorkeled. They saw many different species of fish. The highlight was when a manatee swam by to see what was going on.

3/21/17
We met the Atkins TLC campers this morning at the marina. It was a little chilly to go swimming. We spent the next 3 hours learning about fishing, lifejacket safety, water safety, casting and tying knots. The students spent the final portion of the session playing in the splash pad.

3/22/17
The students from the Max M. Fisher Boys and Girls Club arrived at the marina this morning with their lunches and ready to enjoy a day on the boat and exploring. We began the morning circling Peanut Island in search of manatees. We headed north to go swimming and snorkeling at Munyon Island. The students spent the day swimming and exploring the island in search of marine critters and shells. They found plenty of shells, crabs and an exoskeleton of a horseshoe crab.

Challenges
Weather determined the activities for certain days. It was chilly and very windy by Thursday. As a result, we had to cancel camp for the rest of the week.

Volunteer Names
Nothing new to report.

Community Partners
Lincoln Elem, Max M Fisher Boys and Girls Club, Atkins TLC

Compliance
Nothing new to report.

Innovation and News
Nothing new to report.






Thank you,

Captain Richard Brochu
Executive Director
Florida Fishing Academy, Inc.
7067 Peninsula Court
Lake Worth, FL 33467
561-740-7227