Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: The Palm Beach Consulting Group, LLC

Control No.: Req No. 2017-05 Invoice No.: 2017-04-003

Invoice Date: April 3, 2017 Payment Amount: $ 7,950.00

Project Supervisor/Responsible Official: Scott Evans

	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 ?	N/A
☑ 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 CRA 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.

Approving Authority

Date: 4/10/2017

☐ Payment approved by the Board of Commissioners by Motion No. _____ or the Consent Agenda, at its meeting on _____. (If applicable)

The Palm Beach Consulting Group, LLC

6406 Blue Bay Circle
Lake Worth, FL 33467

Invoice

Bill To:
Riviera Beach CRA 2001 Broadway, Suite 300 Riviera Beach, FL 33404

Date	Invoice #
4/3/2017	2017-04-003

Description	Amount
Professional Consulting Services - Riviera Beach CRA "Interim Finance Manager" services provided to the Riviera Beach Community Redevelopment Agency per the First Amendment to the Professional Service Agreement dated February 17, 2017. Invoice for the period March 1 - 31, 2017. Report of activities for the period March 1 - 31, 2017 attached.	7,950.00
	Total $7,950.00

Arnold A Broussard

PROCESSED
APR 11 2017

(561) 315-5243
ABroussard@PalmBeachConsulting.com

entered 4-10-17

The Palm Beach Consulting Group, LLC
Interim Finance Manager
Activities During the Period March 1 - 31, 2017

1. General

   A. Review and analysis of accounting systems and financial reporting structures. Identification of and addressing challenges faced by the finance department staff.
      - External audit requirements and issues.
      - Fiscal year-end closeout requirements.
      - Accounting issues regarding CRA, CDE, and RBECLLC.

   B. Work status meetings with staff.

2. Riviera Beach CRA (CRA)

   A. Assisted with 2016 external audit for CRA.
   B. Addressed financial accounting system and reporting issues, along with audit issues.
   C. Prepared explanation to auditors and required journal entry adjustments regarding CRA "Loan" from the City .
   D. Participated in on-going efforts to address property and liability insurance issues between the City, CRA, and the Riviera Beach Event Center, LLC.

3. Agreed Upon Procedures Audit

   Worked with CRA attorney to address contract modification. Insured that auditors had information they needed to conduct their review.

4. Project status discussions with CRA Interim Executive Director.

5. Miscellaneous administrative activities, as required.