# Riviera Beach CRA
## Payment Authorization Checklist

Vendor Name: The Palm Beach Consulting Group, LLC

Control No.: 2017-05 Invoice No.: 2017-06-001

Invoice Date: 7-4-17 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. | NA |
| ☑ | 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: July 6, 2017

☐ Payment approved by the Board of Commissioners by Motion No. 2017-05 or the Consent Agenda, at its meeting on 2-22-17. (If applicable)

entered 7-5-17

*The Palm Beach Consulting Group, LLC*

*6406 Blue Bay Circle*
*Lake Worth, FL 33467*

# Invoice

| Bill To: |
| --- |
| Riviera Beach CRA<br>2001 Broadway, Suite 300<br>Riviera Beach, FL 33404 |

| Date | Invoice # |
| --- | --- |
| 7/4/2017 | 2017-06-001 |

| Description | Amount |
| --- | --- |
| Professional Consulting Services - Riviera Beach CRA<br>"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 June 1 - 30, 2017. Report of activities for the period June 1 - 30, 2017 attached. | 7,950.00 |
| **Total** | $7,950.00 |

*(561) 315-5243*
*ABroussard@PalmBeachConsulting.com*

# The Palm Beach Consulting Group, LLC
# Interim Finance Manager
# Activities During the Period June 1 - 30, 2017

1. Work status meetings with staff.

2. Completed preparation tasks and reviews of the Fiscal Year 2015 - 2016 external audit. Final audit report submitted to the State Auditor General's Office on June 30, 2017, as required by Florida Statutes.

3. Pre-planning meetings and activities for transition to the City's accounting system at September 30, 2017, subject to Board approval.

4. Preparation meetings and activities for the Fiscal Year 2017 - 2018 budget.

5. Project status discussions with CRA Interim Executive Director.

6. Miscellaneous administrative activities, as required.