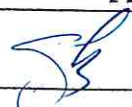









Riviera Beach CRA Payment Authorization Checklist

Vendor Name: The Palm Beach Consulting Group, LLC
 Control No.: 2017-05 Invoice No.: 2017-08-001
 Invoice Date: 9-4-17 Payment Amount: \$ 7950.00
 Project Supervisor/Responsible Official: Scott Evans

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	
<input type="checkbox"/> If final payment, have all deliverables been received ?	N/A
<input checked="" type="checkbox"/> 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 ?	
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input checked="" type="checkbox"/> 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: 9/6/2017

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 9-6-17



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 #
9/4/2017	2017-08-001

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 August 1 - 31, 2017. Report of activities for the period August 1 - 31, 2017 attached.	7,950.00
Total	\$7,950.00

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

1. Work status meetings with staff.
2. Planning for transition to the City's accounting system at September 30, 2017 and implementing tasks to accomplish the transition.
3. Reconciling issues related to intra-company receivables and payables; amounts due-to and due-from; and, transfers-in and transfers-out.
4. Assisted with the CRA budget preparation process, with emphasis on the CRA's enterprise functions.
5. Started to address issues identified by an independent accounting firm as a result of their DRAFT report of the CRA's compliance with the expenditure procedures for the use of BB&T loan funds.
6. Preparing an analysis of the Event Center loan agreement to insure that loan covenants are identified and the Event Center is in compliance.
7. Project status discussions with CRA Interim Executive Director.
8. Miscellaneous administrative activities, as required.