# Riviera Beach CRA
# Payment Authorization Checklist

**Vendor Name:** **THE PALM BEACH CONSULTING GROUP**

**Control No.:** 2017-05 **Invoice No.:** **2017-09-002**

**Invoice Date:** **10-8-2017** **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. | 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.**

_____ **Date:** 10-17-2017

**Approving Authority**

☐ 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 10-16-17 G.

*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 # |
|---|---|
| 10/8/2017 | 2017-09-002 |

| 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 September 1 - 30, 2017. Report of activities for the period September 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 September 1 - 30, 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 including, but not limited to,
   a. Setting up the CRA's fund, cost/revenue center, and program/project structures;
   b. Developing a new chart of accounts based on Agency reporting requirements;
   c. Setting-up the Agency's staff accounting system module assignment structure; and,
   d. Accounting system training.

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. Addressed issues identified in an independent accounting firm's agreed-upon procedures review of the CRA's compliance with the expenditure procedures for the use of BB&T loan funds.

6. Project status discussions with CRA Interim Executive Director.

7. Miscellaneous administrative activities, as required.