

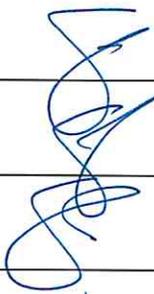
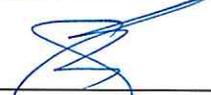
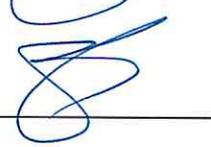
## Riviera Beach CRA Payment Authorization Checklist

Vendor Name: THE PALM BEACH CONSULTING GROUP, LLC

Control No.: Res 2017-21 Invoice No.: 2017-10-001

Invoice Date: 11/12/17 Payment Amount: \$ 9,000.00

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 type="checkbox"/> Deliverables due with this invoice have been received?	
<input type="checkbox"/> If final payment, have all deliverables been received?	M/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: 11/21/2017

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



**The Palm Beach Consulting Group, LLC**

6406 Blue Bay Circle  
Lake Worth, FL 33467

**Invoice**

<b>Bill To:</b>
Riviera Beach CRA 2001 Broadway, Suite 300 Riviera Beach, FL 33404

<b>Date</b>	<b>Invoice #</b>
11/12/2017	2017-10-001

<b>Description</b>	<b>Amount</b>
Professional Consulting Services - Riviera Beach CRA "Interim Finance Manager" services provided to the Riviera Beach Community Redevelopment Agency per the Second Amendment to the Professional Service Agreement dated October 31, 2017. Invoice for the period October 1 - 31, 2017. Report of activities for the period October 1 - 31, 2017 attached.	9,000.00
<b>Total</b>	<b>\$9,000.00</b>

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

1. Work status meetings with staff.
2. Planning for transition to the City's accounting system and implementing tasks to accomplish the transition including, but not limited to the following.
  - a. Planning meetings with City Finance Department
  - b. Developing new chart of accounts based on Agency information needs and reporting requirements
  - c. Staff logistics and equipment requirements
  - d. Training requirements and timing
  - e. CRA accounting system interface and FMS accounting system set-up
  - f. Review of Agency checking accounts and account closings, as required
  - g. Duties and reporting responsibilities of staff
  - h. Identification of procedures to be modified/updated
3. Restructured fund balance accounts and set-up capital projects reserve account.
4. Analysis of accounts with balances not supported by underlying detail account transactions.
5. Reviewed status of agreed-upon procedures audit and develop strategy for completing the audit and address audit's preliminary findings and recommendations.
6. Project status discussions with CRA Interim Executive Director.
7. Miscellaneous administrative activities, as required.