

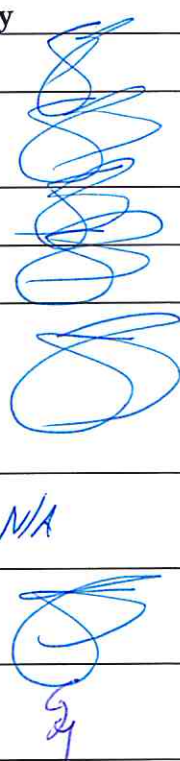
Riviera Beach CRA Payment Authorization Checklist

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

Control No.: **RES #: 2017-21** _____ Invoice No.: **2017-12-002**

Invoice Date: **12-26-2017** _____ 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 checked="" type="checkbox"/> Deliverables due with this invoice have been received?		
<input checked="" type="checkbox"/> If final payment, have all deliverables been received?		
<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 type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.		N/A
<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.



Date: Jan 17, 2018

X Payment approved by the Board of Commissioners by:

Motion No. **2017-21** _____ or the Consent Agenda, at its meeting on **10-25-17** _____. (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 #
12/26/2017	2017-12-002

Description	Amount
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 December 1 - 20, 2017. Report of activities for the period December 1 - 20, 2017 attached. FINAL INVOICE	9,000.00
Total	\$9,000.00

The Palm Beach Consulting Group, LLC
Interim Finance Manager
Activities During the Period December 1 - 20, 2017

1. Work status meetings with staff.
2. Ongoing activities in support of the Agency's transition of its accounting and financial reporting functions to the City Finance Department for general oversight, administration, and management.
3. Completed changes to the Agency's policies and procedures and presented recommendations to the Board of Commissioners in the following areas.
 - Implementation of corrective actions as a result of findings in the 2016 fiscal year external audit
 - Annual Leave
 - Sick Leave
 - Small Purchases
 - Purchasing Cards
 - Travel
4. Project status discussions with CRA Interim Executive Director.
5. Miscellaneous administrative activities, as required.