

Monroe, Luecinda J.

From: Sherman, Randy
Sent: Wednesday, January 24, 2018 8:33 AM
To: Monroe, Luecinda J.
Subject: FW: Citizens Leadership Academy and Utility Stipend

Luecinda,

Chair Miller-Anderson requested that a new object code be established for her Leadership Academy. Nydia created the account listed below. Please submit a budget transfer for \$12,000 to transfer her Stipend money from 4801 to 4811.

Randy

From: Reynolds, Nydia
Sent: Wednesday, January 24, 2018 8:22 AM
To: Sherman, Randy <Rsherman@Rivierabch.com>
Subject: RE: Citizens Leadership Academy and Utility Stipend

411-1417-536-0-4811 CITIZENS LEADERSHIP ACADEMY created.

Please add this object code to BMO.

Thanks.
Nydia

From: Sherman, Randy
Sent: Wednesday, January 24, 2018 7:29 AM
To: Reynolds, Nydia
Subject: FW: Citizens Leadership Academy and Utility Stipend

Please create account 4811 in 1417 so Councilwoman Miller-Anderson can track her spending apart from other USD costs.

From: Kashamba Miller-Anderson
Sent: Tuesday, January 23, 2018 9:01 AM
To: Sherman, Randy <Rsherman@Rivierabch.com>
Subject: Re: Citizens Leadership Academy and Utility Stipend

Whatever will make it simple and clear that it's coming from that account. A unique code would be good.

Thanks

Sent from my iPad

On Jan 23, 2018, at 8:49 AM, "Sherman, Randy" <Rsherman@Rivierabch.com> wrote:

The correct account is the one I provided this morning. The earlier one had the account number transposed.

You will have to search for each of the three segments because the Fund and Cost Center are not your default codes.

If you wish to have a unique code, that can be accomplished, but I will need the full day to do so. Please confirm.

Randy

From: Kashamba Miller-Anderson
Sent: Tuesday, January 23, 2018 8:40 AM
To: Sherman, Randy <Rsherman@Rivierabch.com>
Cc: Hoskins, Karen <KHOSKINS@Rivierabch.com>; Reynolds, Nydia <nreynolds@Rivierabch.com>; Klenk, Jennifer <jklenk@Rivierabch.com>; Cook, Keonna <kcook@Rivierabch.com>; Little, Rickey <rlittle@Rivierabch.com>
Subject: Re: Citizens Leadership Academy and Utility Stipend

I have that account number from you on the Nov. 21st email below. Is there not a four digit object code to select or will I be selecting other? Typically, I select the code for promotional, travel, office supplies, etc. Can a four digit code be created to say Citizens Leadership Academy?

Sent from my iPad

On Jan 23, 2018, at 7:30 AM, "Sherman, Randy" <Rsherman@Rivierabch.com> wrote:

Chairperson Miller-Anderson,

The funds were transferred into account 411-1417-536-0-4801. If you have any difficulties using this account in BMO, please just key the code into the description field. Finance will then properly code the transactions through the interface process.

Randy

From: Kashamba Miller-Anderson
Sent: Monday, January 22, 2018 11:39 PM
To: Hoskins, Karen <KHOSKINS@Rivierabch.com>; Sherman, Randy <Rsherman@Rivierabch.com>
Cc: Reynolds, Nydia <nreynolds@Rivierabch.com>; Klenk, Jennifer <jklenk@Rivierabch.com>; Cook, Keonna <kcook@Rivierabch.com>; Little, Rickey <rlittle@Rivierabch.com>
Subject: RE: Citizens Leadership Academy and Utility Stipend

I have uploaded all of the receipts for all items, however, I need the correct object code that correlates with the account that was setup for the Citizens Leadership Academy, so that the money is charged to that budgeted line item. Please let me know what the object code is and I will select it for each of those items.

Thanks.

City of Riviera Beach Councilwoman, District 2
Chairperson
KaShamba L. Miller-Anderson
Phone: (561) 444-5192

From: Kashamba Miller-Anderson
Sent: Monday, January 22, 2018 9:46 PM
To: Hoskins, Karen; Sherman, Randy
Cc: Reynolds, Nydia; Klenk, Jennifer; Cook, Keonna; Little, Rickey
Subject: FW: Citizens Leadership Academy and Utility Stipend

Hello,

Some of the purchases for the Citizen Leadership Academy were made with my credit card. Which object code am I suppose to use so that the charge is against the account for the Leadership Academy?

Thanks.

City of Riviera Beach Councilwoman, District 2
Chairperson
KaShamba L. Miller-Anderson
Phone: (561) 444-5192

From: Hoskins, Karen
Sent: Tuesday, November 21, 2017 3:23 PM
To: Kashamba Miller-Anderson
Subject: FW: Citizens Leadership Academy and Utility Stipend

FYI

From: Reynolds, Nydia
Sent: Tuesday, November 21, 2017 3:05 PM
To: Hoskins, Karen <KHOSKINS@Rivierabch.com>
Cc: Sherman, Randy <Rsherman@Rivierabch.com>; Horton, Willie <whorton@Rivierabch.com>; Monroe, Luecinda J. <Lmonroe@Rivierabch.com>
Subject: RE: Citizens Leadership Academy and Utility Stipend

Karen,

As requested, G/L A/C No. 411-1417-536-0-4810 – Citizens Leadership Academy has been created. The amount of \$12,000.00 representing the FY 2018 stipend now transferred from Regular Salaries to the new account.

Thanks.
Nydia

From: Reynolds, Nydia
Sent: Tuesday, November 21, 2017 9:22 AM
To: Monroe, Luecinda J.
Cc: Hoskins, Karen; Sherman, Randy; Horton, Willie
Subject: RE: Citizens Leadership Academy and Utility Stipend

Luecinda,

Based on the following email messages, G/L A/C No. 411-1417-536-0-4810 – Citizens Leadership Academy has been created.

Please complete the budget transfer form to transfer \$12,000.00 from G/L A/C No. 411-1417-536-1201-Regular Salaries to G/L A/C No. 411-1417-536-0-4810 – Citizens Leadership Academy.

Thanks.

Nydia

From: Sherman, Randy
Sent: Tuesday, November 21, 2017 9:01 AM
To: Reynolds, Nydia
Cc: Hoskins, Karen; Monroe, Luecinda J.
Subject: FW: Citizens Leadership Academy and Utility Stipend

Nydia,

Please create a new account within the USD budget. USD will then need to transfer \$12,000 from the Stipend budget (Regular Salaries) before the account can be used.

Randy

From: Hoskins, Karen
Sent: Saturday, November 18, 2017 9:13 AM
To: Sherman, Randy <Rsherman@Rivierabch.com>
Subject: Fwd: Citizens Leadership Academy and Utility Stipend

Good morning, please provide an account number and provide access to the account for her aide to make purchases .

Thanks

Sent from my iPhone

Begin forwarded message:

From: Kashamba Miller-Anderson <kmiller@Rivierabch.com>
Date: 18 November 2017 at 2:06:40 AM GMT-5
To: "Hoskins, Karen" <KHOSKINS@Rivierabch.com> ,

"Sherman, Randy" <Rsherman@Rivierabch.com>

Subject: Citizens Leadership Academy and Utility Stipend

Hello,

During the utility special district stipend budget discussion, I indicated I was interested in using my \$12,000.00 stipend to educate our constituents. The Citizens Leadership Academy that I am planning will be the vehicle for the educational component. Throughout the sessions the following Water Utilities topics will be discussed along with additional functions of our government:

1. Water conservation tips
2. How to reduce water usage
3. Utility District Policy Review
4. Utility Assistance Program
5. Review of Utility Budget
6. Water Treatment Distribution
7. Sewage Collection
8. Review Water & Waste Water Master Plan
9. Review Water Quality Information
10. Utility Billing
11. Review Storm Water Master Plan

The sessions will begin on Dec. 12th, so I need to start planning this week and purchasing the necessary materials for the course. What do I need to do in order to set the account up and how do I go about ordering and paying for the items needed?

I will need to order the following:

1. Design and print of advertisement brochure
2. Materials for class (binded manual)
3. Shirts
4. Tote bags
5. Food for sessions
6. Class completion certificates

Thank you.

Sent from my iPad