

**Riviera Beach CRA**  
**Payment Authorization Checklist**

Vendor Name: **HCT** \_\_\_\_\_

Control No.: **2015-18** \_\_\_\_\_ Invoice No.: **04-2018-12** \_\_\_\_\_

Invoice Date: **April 5, 2018** \_\_\_\_\_ Payment Amount: **\$6,000** \_\_\_\_\_

Project Supervisor/Responsible Official: **Scott Evans**  
\_\_\_\_\_

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	SE
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	SE
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	SE
<input 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?	SE
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	NA
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	SE
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	SE

**The invoice and supporting documentation have been reviewed and it is approved for payment.**

  
\_\_\_\_\_  
Approving Authority

Date: \_\_\_\_\_

April 10, 2018

X ☐ Payment approved by the Board of Commissioners by:

Motion No. RES: 2015-18 \_\_\_\_\_

or the Consent Agenda, at its meeting on April 22, 2015. (If applicable)

# HCT

## Invoice # 04-2018-12

April 5, 2018

To: Riviera Beach CRA  
2001 Broadway  
Suite 300  
Riviera Beach, FL 33404

Payment for professional auditing services rendered to Riviera Beach CRA FY 2017

*April 2018*

**Roderick Harvey, CPA , CVA**

- Administrative 5.20 hours
  - o Preplanning
  - o Workpaper Review
  - o Audit Supervision

**Andrea Braynon**

- Audit Administration 2.00 hours

**Thomas Williams – Senior Auditor**

- Preplanning 16.00 hours
- Fieldwork
  - o Liabilities
  - o Equity
  - o Internal Controls

**BALANCE DUE**

**\$ 6,000.00**

**Please remit Payment to:**  
HCT Certified Public Accountants & Consultants, LLC  
3816 Hollywood Boulevard  
Suite 203  
Hollywood, Florida 33021