

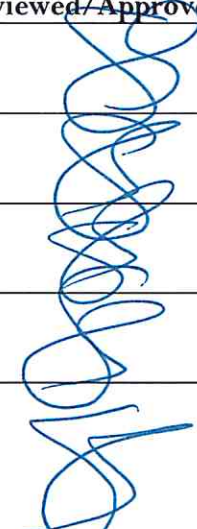



## Riviera Beach CRA Payment Authorization Checklist

Vendor Name: HCT CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS


Control No.: \_\_\_\_\_ Invoice No.: 06 2018-19

Invoice Date: 6/6/18 Payment Amount: \$ 2,000.00

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.		
<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: 6/6/2018

Approving Authority

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)



## Invoice # 06 2018 - 19

June 1, 2018

To: Riviera Beach Community Redevelopment Agency  
2001 Broadway  
Suite 300  
Riviera Beach, FL 33404

Payment for professional auditing services rendered to Riviera Beach CRA

### June 2018

**Roderick Harvey, CPA , CVA**

- Administrative 4.0 hours
  - o Preplanning
  - o Workpaper Review
  - o Audit Supervision

**Charles Wescokes**

- Audit Administration 2.0 hours

**Thomas Williams – Senior Auditor**

- Preplanning 13.5 hours
- Fieldwork
  - o Liabilities
  - o Equity
  - o Internal Controls
  - o Cash
  - o Fixed Assets
  - o General Audit

**Ivan Perez CPA – Senior Auditor**

- Administrative Tasks 15.00 hours

**BALANCE DUE**

**\$ 2,000.00**

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



# Invoice # 06 2018 - 19

*Revise*

June 1, 2018

To: Riviera Beach Community Redevelopment Agency  
2001 Broadway  
Suite 300  
Riviera Beach, FL 33404

Payment for professional auditing services rendered to Riviera Beach CRA

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  - o General Audit

**Ivan Perez CPA – Senior Auditor**

- Administrative Tasks 15.00 hours

**BALANCE DUE**

~~**\$ 10,500.00**~~

*\$2,000*

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

HCT Certified Public Accountants and Consultants

# Invoice

3816 Hollywood Boulevard  
 Suite 203  
 Hollywood, Florida 33021

Date	Invoice #
4/6/2018	3728

Bill To
Riviera Beach CRA Scott Evans Bank of America Financial Centre 2001 Broadway, Suite 300 Riviera Beach, FL 33404

*VOID*

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Financial Statement Audit--FY2017- progress payment	6,000.00	6,000.00
<div data-bbox="454 1113 1047 1417" data-label="Text"> <p><i>Per resolution                      04-2018-12 22,500                      actual                      Balance = \$8,000                      Total = \$16,500 = 8,000<sup>00</sup></i></p> </div>			
		<b>Total</b>	<b>\$6,000.00</b>

**Edit Vendor (9542) - HARVEY COVINGTON & THOMAS**



[Main](#) | 
 [Send to Address](#) | 
 [Recurring Invoices](#) | 
 [Vendor SIC Codes](#) | 
 [Invoice History](#) | 
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 [Vendor Contracts](#) | 
 [Notes \\*](#)

**Invoice History for Vendor 9542 - HARVEY COVINGTON & THOMAS**



Through Invoice Date:  /  /  
 Match Invoice: 
 Outstanding Only

[Main](#) | 
 [Notes](#) | 
 [Maintenance](#) | 
 [Filters](#) | 
 [Sorts](#)

	Batch No	Invoice No	Invoice Date	Invoice Amount	Invoice Balance	Due Date	PO Number	Description	Outstanding	Payment Address/ Sendto Number
⇒	77819	04-2018-12	04.05.2018	6,000.00	0.00	05.06.2018	0	AUDIT FYE 9-30-		3816 HOLLYWOOD
⇒	77802	04-2018-15	04.05.2018	3,500.00	0.00	05.06.2018	0	CDE AUDIT 9-30-		3816 HOLLYWOOD
⇒	77760	04-2018-11	04.05.2018	7,000.00	0.00	05.06.2018	119133	PER RESOLUTION		3816 HOLLYWOOD
⇒	77578	02-2018-12	02.21.2018	8,500.00	0.00	03.24.2018	0	1st INSTALLMENT		3816 HOLLYWOOD
⇒	77481	02-2018-15	02.21.2018	5,000.00	0.00	03.24.2018	0	RETAINER CDE AU		3816 HOLLYWOOD
⇒	77043	02-2018-14	02.21.2018	38,000.00	0.00	03.24.2018	119133	PER RESOLUTION		3816 HOLLYWOOD
⇒	74895	10-2017-8	10.02.2017	12,800.00	0.00	11.02.2017	119133	PER RESOLUTION		3816 HOLLYWOOD
⇒	72729	052017-1	05.03.2017	10,000.00	0.00	06.03.2017	113802	PAYMENT REQUIS		3816 HOLLYWOOD
⇒	72376	042017-08	04.06.2017	20,600.00	0.00	05.07.2017	113802	PAYMENT REQUIS		3816 HOLLYWOOD
⇒	71562	TEST-022117	02.21.2017	0.01	0.00	03.24.2017	0	TEST FOR ACH PA		3816 HOLLYWOOD

Showing 1 To 10 Of 61 Records

| 
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  |

Paid 14,500  
 Contract 16,500  


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 Balance \$2,000<sup>00</sup>

CDE 8,500<sup>00</sup> Kamouat  
PAID

**Edit Vendor (9542) - HARVEY COVINGTON & THOMAS**



- Main
- Send to Address
- Recurring Invoices
- Vendor SIC Codes
- Invoice History
- Payment History
- PO Inquiry
- Vendor Contracts
- Notes \*

**Payment for Vendor 9542 - HARVEY COVINGTON & THOMAS**



Through Payment Date: 06 / 06 / 2018 Payment Status: A - All Go

- Main
- Maintenance
- Filters
- Sorts

	Batch No	Bank	Payment No	Type	Payment Date	Payment Amount	Payment Status	Description
➡	77843	4	1654	NOD	04.12.2018	7,000.00	Cleared	PER RESOLUTION 62-14
➡	77834	4	1635	NOD	04.12.2018	9,500.00	Cleared	CDE AUDIT 9-30-17 PARTIAL PAY
➡	77595	4	1577	NOD	03.29.2018	8,500.00	Cleared	1st INSTALLMENT 2018 AUDIT FEE
➡	77504	4	1554	NOD	03.22.2018	5,000.00	Cleared	RETAINER CDE AUDIT FYE 2017
➡	77068	4	1470	NOD	02.22.2018	38,000.00	Cleared	PER RESOLUTION 62-14
➡	75043	4	973	NOD	10.12.2017	12,800.00	Cleared	PER RESOLUTION 62-14
➡	72857	4	416	NOD	05.11.2017	10,000.00	Cleared	PAYMENT REQUISITION
➡	72449	4	330	NOD	04.13.2017	20,600.00	Cleared	PAYMENT REQUISITION
➡	71569	4	95	NOD	02.21.2017	0.01	Cleared	TEST FOR ACH PAYMENTS
➡	71324	4	448345	Check	02.02.2017	25,900.00	Cleared	PAYMENT REQUISITION

Showing 1 To 10 Of 59 Records

- Home
- Prev
- Next
- End

VENDOR #: 1710

VENDOR NAME: HCT

1-A PO # \_\_\_\_\_

INVOICE # 04-2018-15

INVOICE DATE: 4-5-18

1-B ACCOUNT #:	ACCOUNT DESCRIPTION:	AMOUNT:
<u>842-3008-559-0-3201</u>	<u>CDE Accounting Fees</u>	<u>\$1,750</u>
2-B ACCOUNT #:	ACCOUNT DESCRIPTION:	AMOUNT:
<u>841-3007-559-0-3201</u>	<u>RBEC LLC Accounting Fees</u>	<u>\$1,750</u>
3-B ACCOUNT #:	ACCOUNT DESCRIPTION:	AMOUNT:

PURPOSE: partial pay for Audit 9-30-17

TOTAL TO PAY: \$3,500.00

COMMENTS: Approved for Payment by Randy Sherman

CRA POLICY ON PURCHASES LESS THAN \$2,500 REQUIRES THAT THE PURCHASE PRICE IS "FAIR AND REASONABLE."

ARE COMPETITIVE QUOTES REQUIRED?  YES (PLEASE COMPLETE SECTION B VENDOR QUOTE LINES BELOW)  NO (COMPLETE SECTION A)

SECTION A - CERTIFICATION

PLEASE ANNOTATE BELOW HOW YOU DETERMINED THAT THE PRICE IS FAIR AND REASONABLE; EXAMPLES INCLUDE: PROFESSIONAL MARKET EXPERIENCE, MARKET TREND, PREVIOUS PURCHASE, CATALOG PRICE, ADVERTISING PUBLICATIONS, ETC.)

I HAVE DETERMINED THAT THE PRICE IS FAIR AND REASONABLE. MY REASONS INCLUDE: Contract with CDE

SECTION B - VENDOR QUOTES

VENDOR:	PRICE QUOTED:	COMMENT / RANKING
1		
2		
3		

DATE COMPLETED: 4-10-18

PREPARED BY: [Signature]

RECEIVED BY FINANCE: 4-10-18

APPROVED FOR PAYMENT BY: [Signature]

DATE: April 10, 2018

ENTERED IN FMS/ADG ON: 4-12-18

BY: [Signature]

CHECK MAILED BY: \_\_\_\_\_ DATE: \_\_\_\_\_