






Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **HCT**


Control No.: **2015-18** Invoice No.: **02-2019-12**

Invoice Date: **FEBRUARY 5, 2019** Payment Amount: **\$7,000**

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 type="checkbox"/> If final payment, have all deliverables been received?	N/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: Feb 20, 2019

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)

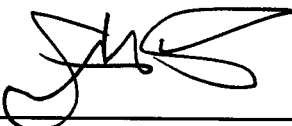
**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM**

TODAYS DATE: 2/11/2019
 VENDOR NAME: HCT CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS, LLC
 VENDOR #: 19542
 INVOICE #: 02 2019-12
 INVOICE DATE: 2/5/2019
 PO #: _____

X

BCP
 C & S
 CDE
 CRA
 MEC
 MV
 RBEC, LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101532010	PROFESSIONAL AUDITING SERVICES PER PSA		\$ 7,000.00
	Jan-19		
INVOICE TOTAL			\$7,000.00

COMMENTS: _____ APPROVED BY: 

CRA POLICY ON PURCHASES LESS THAN \$2,500 REQUIRES THAT THE PURCHASE PRICE IS "FAIR AND REASONABLE." IF COMPETITIVE QUOTES ARE REQUIRED, PLEASE COMPLETE SECTION C AND SUBMIT QUOTES WITH INVOICE. IF UNDER \$2500 PLEASE COMPLETE SECTION A OR B BELOW.

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:

SECTION B - OTHER PROFESSIONAL SERVICE AGREEMENT

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		#1547 - #

RECEIVED BY FINANCE: _____
 ENTERED IN TYLER: FEB 21 2019 *S*
 DATE MAILED: _____



Invoice # 02 2019 - 12

February 5, 2019

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

Payment for professional auditing services rendered to Riviera Beach CRA

January 2019

Roderick Harvey, CPA , CVA

- Administrative 2.0 hours
 - o Preplanning
 - o Workpaper Review
 - o Audit Supervision

Kimberly Burke/Brianna Hemmings

- Audit Administration 1.0 hours

Thomas Williams – Senior Auditor

- Preplanning 30.25 hours
- Fieldwork
 - o Liabilities
 - o Equity
 - o Internal Controls

Ivan Perez CPA – Senior Auditor

- Preplanning 8.75 hours
- Fieldwork
 - o Cash
 - o Fixed Assets
 - o General Audit

BALANCE DUE

\$ 7,000.00

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

Tamara Seguin

From: NAN STRIPLIN Administration <hctadmin@hct-cpa.com>
Sent: Tuesday, February 05, 2019 7:53 PM
To: Darlene Hatcher; Conrad Koller; Tessfa Bell; CITY OF RIVIERA BEACH
Cc: Roderick Harvey
Subject: February 2019 Invoice - Riviera Beach Community Redevelopment Authority
Attachments: Invoice 02 2019_12-Riviera Beach CRA.pdf

Hello Ms. Reynolds,

Attached is a copy of the February 2019 invoice for Riviera Beach Community Redevelopment Authority. Thank you and we here at HCT appreciate servicing you.

Sincerely,

Kimberly Burke

Strategic Executive Administrator/Administrative Operating Officer



HCT Certified Public Accountants & Consultants, LLC.
3816 Hollywood Boulevard, Suite 203
Hollywood, FL 33021
Phone: (954) 966 4435 ext 5000
Fax: (954) 962 7747
Email: hctadmin@hct-cpa.com
Website: www.hct-cpa.com