

# Riviera Beach CRA/CDC Payment Authorization Checklist

Vendor Name: Florida Fishing Academy  
Resort  
 Control No.: 2014-62 Invoice No.: 0915/1015  
 Invoice Date: Oct. 29, 2015 Payment Amount: \$ 2,500.00  
 Project Supervisor/Responsible Official: LATOYA A. JAMES

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

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

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

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

<input type="checkbox"/>	Payment approved by the Board of Commissioners by Motion No. <u>2014-62</u> or the Consent Agenda, at its meeting on <u>Nov 12, 2014</u> . (If applicable)
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*entered 11-23-15*



# INVOICE

Florida Fishing Academy  
7067 Peninsula Court  
Lake Worth, Fla. 33467  
Phone (561) 740-7227 Fax (561) 963-2773

INVOICE #1015  
DATE: NOVEMBER 20, 2015

**TO:**  
Riviera Beach Community Redevelopment Agency  
2001 Broadway #300  
Riviera Beach, FL 33404  
Ph. 561-844-3408, Fax 561-881-8043  
Att: Latoya James

**FOR:**  
Re: September 29,2015 to October 29, 2015

DESCRIPTION	Service Dates	AMOUNT DUE
Services rendered  Note: Refer to Monthly Report	Re: September 29,2015 to October 29, 2015	\$2,500
		\$2,500

**Class Overview: Please see attached report, Highlights section.**

Make all checks payable to **Florida Fishing Academy**

**Thank you for your business!**



ATTN: Latoya James  
Riviera Beach CRA  
2001 Broadway STE 300  
Riviera Beach Fl, 33404

Re: Re: Re: September 29,2015 to October 29, 2015

	Annual Target	Current Month	November 2014 To Date
Community Events	2	0	2
Riviera Residents-Single Sessions	550	0	1073
Riviera Residents-Camp	140	0	194
Non-Residents-Single Sessions	0	0	31
Non-Residents-Camp	0	0	0
Classes	55	4	96
Weeks of Camp	7	0	8
Volunteer Hours	0	0	0

### **Highlights**

The following was provided by FFA Camp Director Bob Cawood:

We did not have any Riviera residents attend our Saturday sessions due to bad weather and scheduling conflicts.

### **Challenges**

Groups had to be cancelled due to weather.

### **Volunteer Names**

Nothing new to report.

### **Community Partners**

Seagull Academy, Jay Ministries and Acts of Kindness.

### **Compliance**

Nothing new to report.

### **Innovation and News**

Nothing new to report.



## Pictures



Thank you,

*Captain Richard Brochu*

Executive Director  
Florida Fishing Academy, Inc.  
7067 Peninsula Court  
Lake Worth, FL 33467  
561-740-7227