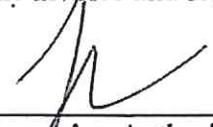


**Riviera Beach CRA**  
**Payment Authorization Checklist**

Vendor Name: HCT Certified Public Accountants  
Control No.: 2015-18 Invoice No.: 052016-4  
Invoice Date: 5-2-16 Payment Amount: \$ 8,000  
Project Supervisor/Responsible Official: TONY BROWN



	Reviewed/Approved by
<input type="checkbox"/> Project "scope of work and deliverables" reviewed ?	
<input type="checkbox"/> Payment support documentation appropriate based on work scope ?	
<input type="checkbox"/> Deliverables due with this invoice have been received ?	
<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 ?	gy
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	gy
<input 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.	gy

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

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

Date: 5-9-16

<input type="checkbox"/> Payment approved by the Board of Commissioners by Motion No. <u>2015-18</u> or the Consent Agenda, at its meeting on <u>April 22, 2015</u> (If applicable)
---

MAILED MAY - 9 2016 	PROCESSED MAY - 9 2016 
---	--

entered  
5-9-16 gy



## Invoice # 052016 - 4

May 2, 2016

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

Payment for professional auditing services rendered to City of Riviera Beach CRA

### April 2016

**Roderick Harvey, CPA, CVA – Managing Partner**

- |                        |            |
|------------------------|------------|
| - Review               | 7.25 hours |
| - Administrative Tasks | 3.0 hours  |

**Allan Cohen, CPA – Quality Reviewer**

- |          |             |
|----------|-------------|
| - Review | 55.25 hours |
|----------|-------------|

**DeAnna Stinson - Director**

- |                           |           |
|---------------------------|-----------|
| - Administrative Planning | 1.5 hours |
|---------------------------|-----------|

**Michael Vetter – Manager**

- |                             |            |
|-----------------------------|------------|
| - Administrative Planning   | 1.75 hours |
| - General Planning          | .75 hours  |
| - Trial Balance Preparation | .25 hours  |

**Charles Dougall – Senior Auditor**

- |                                       |           |
|---------------------------------------|-----------|
| - Preparation of Financial Statements | 9.5 hours |
| - Cash                                | 5.0 hours |
| - Expense Testing                     | 6.0 hours |
| - Revenue                             | 2.0 hours |

**Arben Hankollari – Senior Auditor**

- |                     |             |
|---------------------|-------------|
| - Internal Controls | 46.0 hours  |
| - Cash              | 40.0 hours  |
| - Investments       | 33.00 hours |
| - Capital Assets    | 28.00 hours |
| - Other Liabilities | 5.00 hours  |

**Thomas Williams – Senior Auditor**

- |                        |           |
|------------------------|-----------|
| - Trial Balance Review | 5.0 hours |
|------------------------|-----------|

**BALANCE DUE:**

**\$ 8,000.00**

**Please remit Payment to:**

HCT Certified Public Accountants & Consultants, LLC  
3816 Hollywood Boulevard, Suite 203  
Hollywood, Florida 33021