

CITY OF GREEN ACRES
INTEROFFICE MEMORANDUM
#2008.04MH2.001

TO: Wadie Atallah, City Manager
FROM: Jeffrey A. Price, Director of Finance
SUBJECT: Department of Finance Activity Report – March 31 – April 25, 2008
DATE: April 28, 2008

The following report provides the highlights of activity within the Department of Finance for the four-week period from March 31 through April 25, 2008.

1. AUDIT/BUDGET and FINANCE ADMINISTRATION:

- a. Mailed Comprehensive Annual Financial Report to various grant recipients, banks and the State.
- b. Submitted request for final funds of \$8,984 for debris pick-up for Hurricane Frances. This amount was discovered in a FEMA audit.
- c. Submitted quarterly FEMA report for Hurricane Frances and Wilma.
- d. Submitted requests for reimbursement to USDA for CARES food program totaling \$1,687.08 and the after-school grant totaling \$10,911.32.
- e. Conducted budget training for new employees.
- f. Submitted the application for bullet proof vests. The City is requesting to purchase 12 new vests.

2. FINANCE OPERATIONS:

ACTIVITY	3/31/2008 – 4/25/2008	
	Number	Amount
A/P Checks Issued	228	\$785,124.64
Payroll Checks Issued	8	> \$ 803,022.98
Direct Deposits	405	
Cashier Payments Processed	3,627	\$1,929,509.95
New Utility Accounts	3	

- a. Billed 6,630 solid waste bills to residents.
- b. Filed 941 Quarterly Payroll Tax Return with the IRS.
- c. Reviewed Statues pertaining to Fines and Forfeitures. Determined based on Statues and State Chart of Accounts that a new account is not needed. Reviewed Code Enforcement payments. Reminded Cashier and staff when penalties are paid to notify Code Enforcement.
- d. Completed National League of Cities annual survey.

3. PURCHASING AND CONTRACTING:

ACTIVITY	CURRENT	Year to Date (FY 2008 Only)
Purchase Orders Issued <i>Excluding Change P.O.s</i>	115	890
Purchase Order Amounts	\$107,937.19	\$2,775,549.70
Bids In Progress	1	3
Bids Advertised	0	3
Bids Awarded	0	2
Procurement Card Purchases	\$13,853.82	\$83,388.87
Purchasing Card Transactions	127	833

- a. Completed the Audio & Electronics Public Safety project for RFP 08-001 on March 29th.
- b. Held a selection committee meeting to review and rank proposals received for RFP No. 08-002 for professional banking services. The following five banks were short-listed for presentations and further inquiries: Wachovia Bank, Sun Trust Bank, Commerce Bank, Riverside Bank, and Bank of America.
- c. Attended the annual Florida Association of Public Purchasing Officers convention and trade show in Sarasota, FL. Got ideas and tips for the RFP process, procurement website, surety bonds, and updates on other procurement issues.

4. INFORMATION TECHNOLOGY:

- a. Evaluating Microsoft Office Suite 2007 upgrade. Calendar printing is an issue and Microsoft is working on the problem.
- b. IT Assessment – contacted Palm Beach County and Florida Local Government Information Systems Association (FLGISA) to get additional vendor information. FLGISA will be here on May 1st.
- c. Attended a demonstration for software given by the County for Local Government regarding 911 call tracking.
- d. Upgraded the firewall to the latest version.

Jeffrey A. Price
Director of Finance