

City of Dillingham Action Memorandum
2023-11

Agenda of: May 4, 2023

Action Memorandum No. _____

Subject:

Carmen Jackson CPA, LLC special project addendum

City Manager: Recommend Approval

Signature: Lori Goodell

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Fiscal Note

Summary Statement:

Carmen Jackson's Firm is providing additional support for special accounting project needs. This is allowing the City of Dillingham to meet the deadline for the May audit.

Some areas of support include:

- Utility Billing Cleanup
- Chart of Accounts Update
- Contract Administration Workflow Development
- Review and Close out Accounts
- Update Lease Accounting

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Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on _____.

Mayor

ATTEST:

[SEAL]

City Clerk

| Route to | Department Head | Date |
|----------|------------------|------|
| X | Finance Director | |
| | | |
| | | |
| | | |
| X | City Clerk | |