

Invoice and Credit Card Reconciliation Review

Review of the September invoice register and credit card statement raises a question about how the DDA reconciles billing periods, payment reporting, and expenditures from multiple funds. I recommend referring this question to the Director (my office) to work with Finance to determine whether the current process complies with applicable Village policies, accounting requirements, and Board approval procedures, and whether any clarification or adjustment is needed.

Information presented

Report or component	Amount
September register - Fund 248	\$28,303.33
September register - Fund 301	\$147,961.51
Combined September invoice register	\$176,264.84
August card expenses already included in register	\$2,463.69
September card net activity after provisional credit	\$4,570.74

The September register identifies its Comerica entries as August credit card expenses. The September 30 card statement therefore represents a different billing period from the card charges included in that register. The register also combines Fund 248 operating activity and Fund 301 project and debt service activity. The September statement includes a \$288.00 provisional credit associated with a disputed charge.

Question for review

Do the difference in credit card billing and payment periods, together with the presentation of disbursements from multiple funds in a single register, create a reconciliation or approval question that should be addressed in our monthly reporting process?

Referral to the Director and Finance

The Director should work with Finance to trace the card activity through central billing, payment, fund and GL allocation, and Board reporting; confirm how previously approved items are identified in later registers; and determine whether the process meets applicable requirements. The review should also confirm the treatment of the provisional credit and disputed charge and identify any needed changes to the monthly memo or supporting schedules.

This is an informational referral, not a finding of noncompliance or duplicate payment, and does not request disbursement approval. The Director should report the findings and any recommended changes to the Board.