

Kenai Peninsula Borough  
Finance Department

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**MEMORANDUM**

**TO:** Wayne Ogle, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Charlie Pierce, Mayor *gk*

**FROM:** Brandi Harbaugh, Finance Director *BH*

**DATE:** February 22, 2018

**RE:** Ordinance 2017-19-19, Appropriating \$5,000.00 from the Seldovia Recreational Service Area Fund Balance for Payment of Prior Fiscal Year Invoices for Contract Services (Mayor)

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The Seldovia Recreational Service Area ("SRSA") is currently under contract with the City of Seldovia to receive administrative and clerical support. During this past fiscal year, the City of Seldovia implemented a new finance system and the SRSA has indicated they did not receive the September 2016, January 2017 and April 2017 invoices totaling approximately \$5,000.00 for payment. Another contributing factor was that the SRSA experienced changes in personnel creating inconsistencies and making it difficult to reconcile. SRSA has since implemented a calendar tracking system to verify that invoices from the city are received and paid timely.

Your approval of this ordinance would be appreciated.

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED	
Acct. No.	<u>227.00000.00000.27910 (FB)</u>
Amount:	<u>\$ 5,000.00</u>
By: <u>pp</u>	Date: <u>2/20/18</u>