

# Memorandum

**REPORT TO:** City Commission

**FROM:** Nadine Waters, Accounts Payable Clerk  
Nicole Armstrong, Accounts Payable Clerk  
Levi Stewart, Assistant City Controller  
Aaron Funk, City Controller  
Melissa Hodnett, Finance Director

**SUBJECT:** Accounts Payable Claims Review and Approval

**MEETING DATE:** November 1, 2022

**AGENDA ITEM TYPE:** Finance

**RECOMMENDATION:** The City Commission is recommended to make a motion and approve payment of claims as presented.

**STRATEGIC PLAN:** 7.5. Funding and Delivery of City Services: Use equitable and sustainable sources of funding for appropriate City services, and deliver them in a lean and efficient manner.

**BACKGROUND:** Montana Code Annotated, Section 7-6-4301 requires the City Commission to review claims prior to payment. Claims presented to the City Commission under this item have been reviewed and validated by the Finance Department. The Department has ensured that all goods and services have been received along with necessary authorizations and supporting documentation. Additionally, the Department confirmed all expenditures were appropriately coded and within the current fiscal year allocated budget.

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:** The City Commission could decide not to approve these claims or a portion of the claims presented. This alternative is not recommended as it may result in unbudgeted late fees assessed against the City.

**FISCAL EFFECTS:** The total amount of the claims to be paid is presented at the bottom of the Expenditure Approval List posted on the City's website at <https://www.bozeman.net/departments/finance/purchasing>.

Report compiled on: October 27, 2022