

**JEFF GLAZIER**

**Controller**

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**TO:** Matt Tuerk, Mayor (Administration)  
Michael Hanlon, City Clerk (City Council)

**CC:** Seth O'Neill, Finance Director  
Jessica Baraket, Deputy Director Finance  
Efrain Agosto Jr, Fire Dept Director  
Karen El-Chaar, Parks Rec Trail Director  
Matthew J. Kloiber, City Solicitor  
Matthew L. Leibert, Chief Information Officer  
Leonard Lightner, Comm Develop Director  
Craig Messinger, Public Works Director  
Charles O. Roca, Police Chief  
Meloney Sallie-Dosunmu, Human Resource Director  
Bina Patel, Treas & Acct Manager  
Sarrah McNeil, Purchasing Agent

**FROM:** Jeff Glazier, Controller

**DATE:** January 06, 2022

**SUBJECT:** Accounts Payable Weekly Check & Wire Review  
For the period: 12/04 – 12/31/2021

Weekly our office reviews all the checks and wires generated by Accounts Payable. Testing includes a review of the invoices being paid and their corresponding documentation, approvals, compliance to AIMs and reasonableness of expenditure.

Attached is a recap of the exceptions and their corresponding resolutions identified for the check period referenced above. The initial inquiries were forwarded to the individual(s) responsible for the expense resulting in either clarification of the inquiry or an audit exception with a corresponding resolution; no formal audit responses were required.

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