



Allentown
City without limits.

JEFF GLAZIER

Controller

Jacqueline Moore, CFE, Internal Audit Manager

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TO: Joseph McMahon, Managing Director (Administration)
Michael Hanlon, City Clerk (City Council)

CC: Karen El-Chaar, Parks Rec Trail Director
Glenn Granitz Jr., Police Chief
Brent Hartzell, Finance Director
Matthew J. Kloiber, City Solicitor
Matthew L. Leibert, Chief Information Officer
Leonard Lightner, Comm Develop Director
Craig Messinger, Public Works Director
Meloney Sallie-Dosunmu, Human Resource Director
James D. Wehr, Fire Department Director
Jessica Baraket, Purchasing Agent
Luisa Follweiler, Treas & Acct Manager

FROM: Jeff Glazier, Controller

DATE: February 10, 2020

SUBJECT: Accounts Payable Weekly Check & Wire Review
For the period: 11/30 – 12/27/2019

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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