

42 Willow Street
Reading, MA 01867
November 26, 2002

To: Selectmen
T. Manager
T. Accountant
Finance Committee

Re: School Department Invoices for Flansburgh Associates

Ladies & Gentlemen:

When I received a copy of the latest print-out for the vendor Flansburgh Associates (attached) I requested copies of invoices on the high school project. To my surprise I saw a \$2,400 charge to the Coolidge Project Account #297 (instead of new school account of #291), so I requested a copy of that invoice also.

The Flansburgh invoice 0021844 (attached) is dated 10/23/00 – 2 years late. The charges were for “Reading Bid Protest @ A.G. hearing”. The Bid Protest hearing was held 5/4/00 and Flansburgh has already submitted multiple invoices (5) for the same one day hearing (see attached my 4/12/02 memo questioning duplicate billings). Also, there is already an invoice for September 2000. If this is valid why wasn't this included in that billing 2 years ago? The terms of the design contract for Flansburgh require a once a month billing cycle. This invoice is approved for payment by only the superintendent's signature of 11/18/02 and designated by his office to be paid from the #297 Coolidge account.

Apparently, no one has been reviewing these invoices. Again, I ask, what business procedures is the school department using? Who is ultimately responsible to oversee these issues and correct errors when they occur?

It is my expectation that school department business practices be audited and reviewed to insure that the Town of Reading's best interests are served; whether it involves invoice approvals or contract execution. Clearly there need to be more oversight in these financial areas.

Very truly yours,


Mrs. Linda Phillips

Cc: Superintendent
School Committee

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TOWN OF READING, MASSACHUSETTS
SCHEDULE OF DEPARTMENTAL BILLS PAYABLE

TO THE ACCOUNTING OFFICER:

THE FOLLOWING NAMED BILLS AMOUNTING IN THE AGGREGATE TO **\$2,400.00**
DOLLARS HAVE BEEN APPROVED BY THE PRINCIPAL, AND YOU ARE REQUESTED TO PLACE THEM ON A
WARRANT FOR PAYMENT.

DATE 11/18/02


SUPERINTENDENT

ACCOUNT PO #	VENDOR # FID #	NAME ADDRESS	SCHOOL	AMOUNT
31-297-5800-203	008452	FLANSBURGH ASSOCIATES	SUPERINTENDENT'S OFFICE	\$2,400.00
032000217	04-2453000	77 NORTH WAHINGTON STREET BOSTON, MA 02114		
TOTAL:				\$2,400.00

FLANSBURGH ASSOCIATES

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Invoice

October 23, 2000
Project No: 02002.01
Invoice No: 0021844

Dr. Harry Harutunian
Superintendent
Reading Public Schools
82 Oakland Rd
Reading MA 01867

Project: 02002.01 Reading Additional Services
Preparation and attendance at AG hearing regarding Reading Bid Protest
Professional services from September 1, 2000 to September 30, 2000

Professional Personnel

	Hours	Rate	Amount
Bowen III, Sidney	16.00	150.00	2,400.00
Totals	16.00		2,400.00
Total Labor			2,400.00

Total this invoice = **\$2,400.00**

TOWN OF READING SPECIFIC VENDOR REPORT

DATE RUN: 22Nov2002 16:05:04

VENDOR: 08452 EARL R. FLANSBURG &
77 N WASHINGTON ST.
BOSTON, MA

02114

DATE	CK#	ACCOUNT	INVOICE	DESCRIPTION	AMOUNT
30Jul2002	205,450	31 295 5800 203 000	0024087	BARROWS SCH(ART#5 DE	1,628.60
13Aug2002	205,979	31 295 5800 209 000	0024086	BARROWS SCHOOL(ART#5	1,331.79
17Sep2002	207,447	31 295 5800 203 000	0024281	BARROWS(ART#5,DEC98)	710.00
17Sep2002	207,447	31 295 5800 203 000	0024178	BARROWS(ART#5,DEC98)	892.50
17Sep2002	207,447	31 295 5800 203 000	0024179	BARROWS(ART#5,DEC98)	819.94
17Sep2002	207,447	31 295 5800 209 000	0024282	BARROWS(ART#5,DEC98)	2,343.41
01Oct2002	201,491	31 295 5800 209 000	06MAY2002	BARROWS (ART5, 12/98)	343.20
01Oct2002	201,491	31 291 5800 209 000	06MAY2002	ELEMENTARY (ART#14)	343.20
01Oct2002	208,124	31 293 5800 203 000	0024235	HIGH SCH. (ART4, 4/02)	148,650.00 ✓
15Oct2002	208,840	31 293 5800 203 000	0024325	H.S. (ART#4, APR'02)	70,750.00 ✓
29Oct2002	209,537	31 295 5800 209 000	0024370	BARROWS(ART#5,DEC98)	169.40
29Oct2002	209,537	31 295 5800 203 000	0024369	BARROWS(ART#5,DEC98)	105.00
12Nov2002	210,187	31 293 5800 203 000	0024409	H.S. (ART#4, APR'02)	56,280.00 ✓
19Nov2002	210,570	31 291 5800 209 000	0024464	ELEMENTARY (ART#14)	285.45
19Nov2002	210,570	31 295 5800 209 000	0024460	BARROWS SCH. (ART#5)	352.00
26Nov2002	210,956	31 297 5800 203 000	0021844	COOLIDGE(ART6, MAR98)	2,400.00
.....					286,718.09

