



CITY OF SOMERVILLE, MASSACHUSETTS
HUMAN RESOURCES DEPARTMENT
KATJANA BALLANTYNE
MAYOR

ANNE GILL
DIRECTOR

ELLEN COLLINS
DEPUTY DIRECTOR

January 19, 2024

City Councilor Jake Wilson
Chair, Finance Committee
City of Somerville
93 Highland Avenue
Somerville, MA 02143

Re: Prior Year Invoices, Items 23-1757 and 24-0011

Honorable Chair Wilson and Committee Members,

I am writing in regards to two (2) prior year invoice items from the Human Resources Department that you have in front of you for review on January 23, 2024. This memo provides detail on the invoices in question.

1. Item 23-1757: Requesting approval to pay a prior year invoice totaling \$2,833.59 using available funds in the Human Resources Professional and Technical Services Account for investigative services.

The attached invoice for services rendered in April and May 2023 was received by HR in FY24, after the close of the fiscal year. The total cost will be \$2,833.59 to pay City costs on this prior year invoice, and the HR Department has the funding available in our Professional & Technical Services GL account.

2. Item 24-0011: Requesting approval to pay a prior year invoice totaling \$28.75 using available funds in the Human Resources Department Wellness Account for an employee Weight Watchers wellness benefit.

The attached invoice for services rendered in June 2023 was received by HR in FY24, after the close of the fiscal year. The total cost of this prior year Weight Watchers invoice is \$61.00. The HR Department has \$32.25 remaining on a FY23 Purchase Order to pay this last bill of FY23, and the bill received was in excess of this amount. Approval of an additional \$28.75 is needed to pay this invoice. The HR Department has the funding available in our Wellness GL account.

Thank you for your consideration of these items. Please do not hesitate to contact me should you have any further questions.

Kind Regards,

Anne Gill
Director, Human Resources

