



CITY OF SOMERVILLE, MASSACHUSETTS
HUMAN RESOURCES DEPARTMENT
KATJANA BALLANTYNE
MAYOR

ANNE GILL
DIRECTOR

ELLEN COLLINS
DEPUTY DIRECTOR

November 14, 2023

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

Re: Prior Year Invoices, Items 23-1587, 23-1588

Honorable Chair Wilson and Committee Members,

I am writing in regards to two prior year invoice items from the Human Resources Department that you have in front of you for review this evening. This memo provides detail on each of the invoices in question.

1. Item 23-1587: Requesting approval to pay a prior year invoice totaling \$1,424 using available funds in the Human Resources Professional and Technical Services Account for employment medical screens.

The attached invoice for services rendered in June 2022 was received by HR in FY23. The invoice was not paid in error, and came to the attention of HR in FY24. The total cost will be \$1,424.00 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 23-1588: Requesting approval to pay a prior year invoice totaling \$2,205 using available funds in the Human Resources Professional and Technical Services Account for employment medical screens.

The attached invoice for services rendered in June 2023 was received by HR in FY24, after the close of the fiscal year. The final invoice was more than the projected estimated bill. The total cost will be \$2,205.00 to pay City costs on this prior year invoice, and the HR Department has the funding available in our Professional & Technical Services 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

