

BOROUGH OF BRADLEY BEACH

SHIP TO	RECEIVED ADMINISTRATOR'S OFFICE DEC 10 2022 BOROUGH OF BRADLEY BEACH AM PM	BOROUGH OF BRADLEY BEACH 701 MAIN STREET BRADLEY BEACH, NJ 07720
	VENDOR # : H0188 HOLMAN FRENIA ALLISON, P.C. 1985 CEDAR BRIDGE AVENUE SUITE 3 LAKEWOOD, NJ 08701 Phone: (732)797-1333	

PURCHASE ORDER	
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.	
NO.	22-02121

ORDER DATE: 12/15/22
 REQUISITION NO:
 DELIVERY DATE:
 STATE CONTRACT:
 ACCOUNT NUM:

PAYMENT RECORD	
CHECK NO.	55805
DATE PAID	1/26/23

NOTICE: TAX ID #21-6000377 - TAX EXEMPT

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	Payroll Assessment Project	2-01-20-130-000-101 CHIEF FINANCIAL OFFICER	4,365.0000	4,365.00
	50.00 %	2-05-55-502-000-217 CONTRACTS		
	25.00 %	2-07-55-501-050-102 CHIEF FINANCIAL OFFICER		
1.00	Payroll Assessment Project	2-07-55-501-050-102 CHIEF FINANCIAL OFFICER	4,400.0000	4,400.00
	25.00 %	2-05-55-502-000-217 CONTRACTS		
	50.00 %	2-01-20-130-000-101 CHIEF FINANCIAL OFFICER		
1.00	October Services	2-07-55-501-050-102 CHIEF FINANCIAL OFFICER	6,000.0000	6,000.00
	25.00 %	2-05-55-502-000-217 CONTRACTS		
	50.00 %	2-01-20-130-000-101 CHIEF FINANCIAL OFFICER		
1.00	November CFO Services	2-01-20-130-000-101 CHIEF FINANCIAL OFFICER	6,000.0000	6,000.00
	50.00 %	2-05-55-502-000-217 CONTRACTS		
	25.00 %			

CLAIMANT'S CERTIFICATION & DECLARATION	OFFICER'S CERTIFICATION	APPROVAL TO PURCHASE
I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one. x <u>See Attached</u> VENDOR SIGN HERE <u>Signature rec'd file. 12/30</u> OFFICIAL POSITION DATE TAX ID NO. OR SOCIAL SECURITY NO.	I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures. <u>Kathleen Mooney 12/30</u> DEPT. HEAD DATE VENDOR MUST SIGN CERTIFICATION STATEMENT ON THIS VOUCHER. MAIL VOUCHER & ITEMIZED BILLS TO: BOROUGH OF BRADLEY BEACH	DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW. <u>autho / mami</u> CFO <u>Kimberly Hughes</u> ADMINISTRATOR

BOROUGH OF BRADLEY BEACH

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKING LISTS, CORRESPONDENCE, ETC.

NO.

22-02121

Page # 2

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	Payroll Assessment Project	25.00 % 2-07-55-501-050-102 CHEIF FINANCIAL OFFICER	3,800.0000	3,800.00
		25.00 % 2-07-55-501-050-102 CHEIF FINANCIAL OFFICER		
		50.00 % 2-01-20-130-000-101 CHIEF FINANCIAL OFFICER		
		25.00 % 2-05-55-502-000-217 CONTRACTS		
			TOTAL	24,565.00

BOROUGH OF BRADLEY BEACH

PURCHASE ORDER	
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.	
NO.	22-02121

ORDER DATE: 12/15/22

REQUISITION NO:

DELIVERY DATE:

STATE CONTRACT:

ACCOUNT NUM:

PAYMENT RECORD	
CHECK NO.	
DATE PAID	

NOTICE: TAX ID #21-6000377 - TAX EXEMPT

SHIP TO	
VENDOR	VENDOR #: H0188
	HOLMAN FRENIA ALLISON, P.C. 1985 CEDAR BRIDGE AVENUE SUITE 3 LAKEWOOD, NJ 08701 Phone: (732)797-1333

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	Payroll Assessment Project		4,365.0000	4,365.00
	50.00 %	2-01-20-130-000-101 CHIEF FINANCIAL OFFICER		
	25.00 %	2-05-55-502-000-217 CONTRACTS		
	25.00 %	2-07-55-501-050-102 CHEIF FINANCIAL OFFICER		
1.00	Payroll Assessment Project		4,400.0000	4,400.00
	25.00 %	2-07-55-501-050-102 CHEIF FINANCIAL OFFICER		
	25.00 %	2-05-55-502-000-217 CONTRACTS		
	50.00 %	2-01-20-130-000-101 CHIEF FINANCIAL OFFICER		
1.00	October Services		6,000.0000	6,000.00
	25.00 %	2-07-55-501-050-102 CHEIF FINANCIAL OFFICER		
	25.00 %	2-05-55-502-000-217 CONTRACTS		
	50.00 %	2-01-20-130-000-101 CHIEF FINANCIAL OFFICER		
1.00	November CFO Services		6,000.0000	6,000.00
	50.00 %	2-01-20-130-000-101 CHIEF FINANCIAL OFFICER		
	25.00 %	2-05-55-502-000-217 CONTRACTS		

FINANCE

BOROUGH OF BRADLEY BEACH

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKING LISTS, CORRESPONDENCE, ETC.

NO. 22-02121

Page # 2

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	Payroll Assessment Project	25.00 % 2-07-55-501-050-102 CHEIF FINANCIAL OFFICER	3,800.0000	3,800.00
		25.00 % 2-07-55-501-050-102 CHEIF FINANCIAL OFFICER		
		50.00 % 2-01-20-130-000-101 CHIEF FINANCIAL OFFICER		
		25.00 % 2-05-55-502-000-217 CONTRACTS		
			TOTAL	24,565.00



1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only
www.hfacpas.com

BOROUGH OF BRADLEY BEACH
701 MAIN STREET
BRADLEY BEACH, NJ 07720

Date: 9/30/2022
Invoice Number: 54030
Client: 61018.

110188-

BILLING FOR ADVISORY SERVICES RENDERED TOWARDS THE PAYROLL ASSESSMENT PROJECT
KICKOFF AND ANALYSIS FOR 2019-2020 FOR THE BOROUGH OF BRADLEY BEACH.

PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS.

Please Remit: \$4,365.00

RECEIVED
10/13/22

VENDOR'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

SIGNATURE: _____

DATE: 9/30/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

The Borough of Bradley Beach - Payroll Assessment Study						
Description of this Month's Service	Sep 2022 Billings					
	Engagement Team Member	Level	Hourly Rate	Hours	Total Fee	
Bradley Beach - Payroll Assessment Project Kickoff and Analyses for 2019-2020 (Pending Data Availability) Across the Following Dimensions: 1. HEALTH BENEFIT DEDUCTION ANALYSIS 2. EMPLOYEE PAYROLL TAX WITHHOLDING ASSESSMENT 3. DPW FULL-TIME vs. PART-TIME PAYROLL ASSESSMENT 4. DPW SALARY vs. SALRY ORDINANCE & OT 5. ACCRUED SICK-TIME	Matt Holman	Partner	\$ 200.00	2.5	\$ 500.00	
	Corey Mottes	Advisor	110.00	1.5	165.00	
	Lauren Burdge	Analyst	100.00	26.5	2,650.00	
	Ad Hoc Advisory Staff	Advisor	100.00	10.5	1,050.00	
	Monthly Hours Fee - Monthly Amount Due				\$ 4,365.00	



Certified Public Accountants + Advisors

RECEIVED NOV 14 2022

1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only
www.hfacpas.com

BOROUGH OF BRADLEY BEACH
701 MAIN STREET
BRADLEY BEACH, NJ 07720

Date: 10/31/2022
Invoice Number: 54337
Client: 61018.

BILLING FOR CFO SERVICES PROVIDED TO THE BOROUGH OF BRADLEY BEACH FOR THE MONTH OF OCTOBER, 2022.

PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS

Please Remit: \$6,000.00

VENDOR'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

SIGNATURE: _____

DATE: 10/31/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

BRADLEY BEACH - CFO SERVICES						
Description of this Month's Service	OCTOBER 2022 Billings					
	Engagement Team Member	Level	Hours	Rate	Total	
CFO Services, Monthly financial consulting services, Edmunds Monthly System Tie Outs, Bank Reconciliations, Account Payable, Payroll, Pensions, Departmental Inquiries, Requisition Approvals.	Bob Allison	Senior Advisory Partner	0	\$ 200.00	\$ -	
	Matthew Holman	Advisory Partner	0	\$ 200.00	\$ -	
	John Zim	Advisory Director	0	\$ 175.00	\$ -	
	Anthony Mannino	Advisory Director	40	\$ 175.00	\$ 7,000.00	
	Chris Schweitzer	Advisory Supervisor	0	\$ 150.00	\$ -	
	Selene Tiko	Advisor	0	\$ 110.00	\$ -	
	Total Billing Amount				\$ 7,000.00	
	Monthly Discount to Fixed Fee Contract				\$ (1,000.00)	
	Final Monthly Billing Amount				\$ 6,000.00	



Certified Public Accountants + Advisors

RECEIVED
10/4/22

1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only
www.hfacpas.com

BOROUGH OF BRADLEY BEACH
701 MAIN STREET
BRADLEY BEACH, NJ 07720

Date: 8/31/2022
Invoice Number: 53781
Client: 61018.

H6188-

BILLING FOR CFO SERVICES PROVIDED TO THE BOROUGH OF BRADLEY BEACH FOR THE MONTH OF AUGUST, 2022.

PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS.

Please Remit on Account: \$6,000.00

VENDOR'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

SIGNATURE

DATE: 8/31/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

BRADLEY BEACH - CFO SERVICES					
Description of this Month's Service	Engagement Team Member	Level	Hours	Rate	Total
CFO Services, Monthly financial consulting services, Edmunds Monthly System Tie Outs, Bank Reconciliations, Account Payable, Payroll, Pensions, Departmental Inquiries, Requisition Approvals.	Bob Allison	Senior Advisory Partner	0	\$ 200.00	\$ -
	Matthew Holman	Advisory Partner	0	\$ 200.00	\$ -
	John Zim	Advisory Director	0	\$ 175.00	\$ -
	Anthony Mannino	Advisory Director	32	\$ 175.00	\$ 5,600.00
	Chris Schweitzer	Advisory Supervisor	6	\$ 150.00	\$ 900.00
	Selene Tiko	Advisor	0	\$ 110.00	\$ -
	Total Billing Amount			\$ 6,500.00	\$ 6,500.00
	Monthly Discount to Fixed Fee Contract			\$	\$ (500.00)
	Final Monthly Billing Amount			\$	\$ 6,000.00



1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only
www.hfacpas.com

BOROUGH OF BRADLEY BEACH
701 MAIN STREET
BRADLEY BEACH, NJ 07720

Date: 11/30/2022
Invoice Number: 54538
Client: 61018.

120188 22-02121

BILLING FOR CFO SERVICES PROVIDED TO THE BOROUGH OF BRADLEY BEACH FOR THE MONTH OF NOVEMBER 2022.

PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS

Please Remit: \$6,000.00

VENDOR'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

SIGNATURE: _____

DATE: 11/30/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

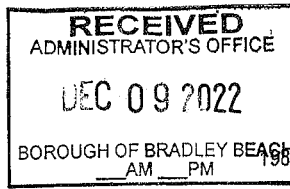
Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

BRADLEY BEACH - CFO SERVICES					
Description of this Month's Service	NOVEMBER 2022 Billings				
	Engagement Team Member	Level	Hours	Rate	Total
	Bob Allison	Senior Advisory Partner	0	\$ 200.00	\$ -
	Matthew Holman	Advisory Partner	0	\$ 200.00	\$ -
	Anthony Mannino	Advisory Director	40	\$ 175.00	\$ 7,000.00
	Selene Tiko	Advisor	0	\$ 110.00	\$ -
	Total Billing Amount				\$ 7,000.00
CFO Services, Monthly financial consulting services, Edmunds Monthly System Tie Outs, Bank Reconciliations, Account Payable, Payroll, Pensions, Departmental Inquiries, Requisition Approvals.	Monthly Discount to Fixed Fee Contract				\$ (1,000.00)
	Final Monthly Billing Amount				\$ 6,000.00



Certified Public Accountants + Advisors



Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only

www.hfacpas.com

BOROUGH OF BRADLEY BEACH
701 MAIN STREET
BRADLEY BEACH, NJ 07720

Date: 11/30/2022
Invoice Number: 54513
Client: 61018.

BILLING FOR ADVISORY SERVICES RENDERED TOWARDS THE PAYROLL ASSESSMENT PROJECT
KICKOFF AND ANALYSIS FOR 2019-2020 FOR THE BOROUGH OF BRADLEY BEACH.

***PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS ***

Please Remit: \$3,800.00

VENDOR'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

SIGNATURE: _____

DATE: 11/30/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

The Borough of Bradley Beach - Payroll Assessment Study						
Description of this Month's Service	Nov 2022 Billings					
	Engagement Team Member	Level	Hourly Rate	Hours	Total Fee	
Bradley Beach - Payroll Assessment Project Kickoff and Analyses for 2019-2020 (Pending Data Availability) Across the Following Dimensions: 1. HEALTH BENEFIT DEDUCTION ANALYSIS 2. EMPLOYEE PAYROLL TAX WITHHOLDING ASSESSMENT 3. DPW FULL-TIME vs. PART-TIME PAYROLL ASSESSMENT 4. DPW SALARY vs. SALRY ORDINANCE & OT 5. ACCRUED SICK-TIME	Matt Holman	Partner	\$ 200.00	1	\$ 200.00	
	Corey Mottes	Advisor	110.00	0	-	
	Lauren Burdge	Analyst	100.00	26.5	2,650.00	
	Ad Hoc Advisory Staff	Advisor	100.00	9.5	950.00	
	Monthly Hours Fee - Monthly Amount Due				\$ 3,800.00	

NO. 55805

BOROUGH OF BRADLEY BEACH

RETAIN FOR YOUR RECORDS

DESCRIPTION		AMOUNT
		24,565.00
PO: 22-02121 DESC: Open POs		
INV: 54030	AMT: 4,365.00	
INV: 54320	AMT: 4,400.00	
INV: 54337	AMT: 6,000.00	
INV: 54513	AMT: 3,800.00	
INV: 54538	AMT: 6,000.00	
VENDOR		CHECK DATE
HOLMAN FRENIA ALLISON, P.C.		01/26/23
		CHECK AMOUNT
		24,565.00

DETACH BEFORE DEPOSITING

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS • SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE • MISSING A FEATURE INDICATES A COPY

NO. 55805



BOROUGH OF BRADLEY BEACH
CLEARING ACCOUNT PROVIDENT
701 MAIN ST.
BRADLEY BEACH, NJ 07720

Provident Bank
40 Main Avenue
Ocean Grove, NJ 07756
55-7230/2212

DATE ISSUED
01/26/23

CHECK NO.
55805

CHECK AMOUNT
\$*****24,565.00

Twenty Four Thousand Five Hundred Sixty Five AND 00/100 Dollars

TO THE ORDER OF:

HOLMAN FRENIA ALLISON, P.C.
1985 CEDAR BRIDGE AVENUE
SUITE 3
LAKEWOOD, NJ 08701

MAYOR

Larry Fox
CHIEF FINANCIAL OFFICER

Erica Kestner
BOROUGH CLERK

199805 1221272303 1998002385