

# BOROUGH OF BRADLEY BEACH

## PURCHASE ORDER

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

NO. 22-00928

ORDER DATE: 05/10/22

REQUISITION NO:

DELIVERY DATE:

STATE CONTRACT:

ACCOUNT NUM:

## PAYMENT RECORD

CHECK NO.

DATE PAID

NOTICE: TAX ID #21-6000377 - TAX EXEMPT

|            |                                                                                                                                         |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| SHIP<br>TO | BOROUGH OF BRADLEY BEACH<br>701 MAIN STREET<br>BRADLEY BEACH, NJ 07720                                                                  |
|            | VENDOR #: H0188<br>HOLMAN FRENIA ALLISON, P.C.<br>1985 CEDAR BRIDGE AVENUE<br>SUITE 3<br>LAKEWOOD, NJ 08701<br><br>Phone: (732)797-1333 |

| QTY/UNIT | DESCRIPTION                                     | ACCOUNT NO.                                 | UNIT PRICE | TOTAL COST |
|----------|-------------------------------------------------|---------------------------------------------|------------|------------|
| 1.00     | ACCOUNTS PAYABLE APRIL SERVICE<br>INVOICE 52721 | 2-01-20-130-000-211<br>THIRD PARTY EXPENSES | 3,520.0000 | 3,520.00   |
|          |                                                 |                                             | TOTAL      | 3,520.00   |

| CLAIMANT'S CERTIFICATION & DECLARATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | OFFICER'S CERTIFICATION                                                                                                                                                                                                                                                                                                                                                                                               | APPROVAL TO PURCHASE                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>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.</p> <p>X <i>Attached</i></p> <p>VENDOR SIGN HERE</p> <p>5/10/22</p> <p>OFFICIAL POSITION</p> <p>DATE</p> <p>TAX ID NO. OR SOCIAL SECURITY NO.</p> | <p>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.</p> <p><i>[Signature]</i></p> <p>DEPT. HEAD</p> <p>DATE</p> <p>VENDOR MUST SIGN CERTIFICATION STATEMENT ON THIS VOUCHER.<br/>MAIL VOUCHER &amp; ITEMIZED BILLS TO:<br/>BOROUGH OF BRADLEY BEACH</p> | <p>DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW.</p> <p><i>[Signature]</i></p> <p>CFO</p> <p><i>[Signature]</i></p> <p>ADMINISTRATOR</p> |



Certified Public Accountants + Advisors

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

Date: 4/30/2022  
Invoice Number: 52721  
Client: 61018.

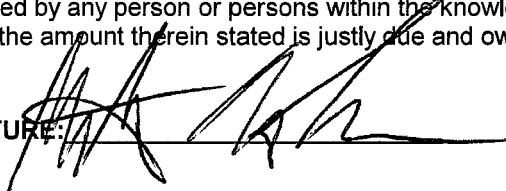
2-01-20-130-000-211

BILLING FOR SERVICES RENDERED IN THE MONTH OF APRIL, 2022 WITH REGARDS TO ACCOUNTS  
PAYABLE FOR THE BOROUGH OF BRADLEY BEACH.

Please Remit: \$3,520.00

**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: 4/30/2022

POSITION: PARTNER

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

**[www.hfacpas.com/pay-now](http://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*

# BOROUGH OF BRADLEY BEACH

## PURCHASE ORDER

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

NO. 22-00930

ORDER DATE: 05/10/22  
REQUISITION NO:  
DELIVERY DATE:  
STATE CONTRACT:  
ACCOUNT NUM:

## PAYMENT RECORD

CHECK NO.

DATE PAID

NOTICE: TAX ID #21-6000377 - TAX EXEMPT

|         |                                                                                                                                         |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------|
| SHIP TO | BOROUGH OF BRADLEY BEACH<br>701 MAIN STREET<br>BRADLEY BEACH, NJ 07720                                                                  |
|         | VENDOR #: H0188<br>HOLMAN FRENIA ALLISON, P.C.<br>1985 CEDAR BRIDGE AVENUE<br>SUITE 3<br>LAKEWOOD, NJ 08701<br><br>Phone: (732)797-1333 |

| QTY/UNIT | DESCRIPTION                         | ACCOUNT NO.                                 | UNIT PRICE | TOTAL COST |
|----------|-------------------------------------|---------------------------------------------|------------|------------|
| 1.00     | APRIL CFO SERVICES<br>INVOICE 52820 | 2-01-20-130-000-211<br>THIRD PARTY EXPENSES | 3,000.0000 | 3,000.00   |
| 1.00     | APRIL CFO SERVICES                  | 2-07-55-502-000-586<br>3RD PARTY EXPENSE    | 1,500.0000 | 1,500.00   |
| 1.00     | APRIL CFO SERVICES                  | 2-05-55-502-000-542<br>3RD PARTY SERVICES   | 1,500.0000 | 1,500.00   |
|          |                                     |                                             | TOTAL      | 6,000.00   |

### CLAIMANT'S CERTIFICATION & DECLARATION

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

*Attachee*

VENDOR SIGN HERE

OFFICIAL POSITION

DATE

TAX ID NO. OR SOCIAL SECURITY NO.

### OFFICER'S CERTIFICATION

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.

DEPT. HEAD DATE

VENDOR MUST SIGN CERTIFICATION STATEMENT ON THIS VOUCHER.  
MAIL VOUCHER & ITEMIZED BILLS TO:

BOROUGH OF BRADLEY BEACH

### APPROVAL TO PURCHASE

DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW.

*Anthony Warrini*

CFO

*Kimberly Hurd*

ADMINISTRATOR



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

Date: 4/30/2022  
Invoice Number: 52820  
Client: 61018.

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

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

Please Remit: \$6,000.00

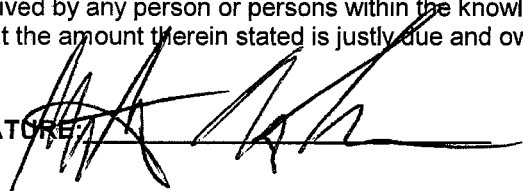
2-01-20-130-000-211 - 3,000

2-07-SS-502-000-586 - 1,500

2-05-SS-502-000-542 - 1,500

**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: 4/30/2022

POSITION: PARTNER

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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                                                                                                                                                            | APRIL 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       | 48    | \$ 175.00 | \$ 8,400.00          |  |
|                                                                                                                                                                                                | Chris Schweitzer                              | Advisory Supervisor     | 24    | \$ 150.00 | \$ 3,600.00          |  |
|                                                                                                                                                                                                | Selene Tiko                                   | Advisor                 | 32    | \$ 110.00 | \$ 3,520.00          |  |
|                                                                                                                                                                                                | <b>Total Billing Amount</b>                   |                         |       |           | <b>\$ 15,520.00</b>  |  |
|                                                                                                                                                                                                | <b>Monthly Discount to Fixed Fee Contract</b> |                         |       |           | <b>\$ (9,520.00)</b> |  |
|                                                                                                                                                                                                | <b>Final Monthly Billing Amount</b>           |                         |       |           | <b>\$ 6,000.00</b>   |  |
|                                                                                                                                                                                                |                                               |                         |       |           |                      |  |

# BOROUGH OF BRADLEY BEACH

25/20/22

|                                                                  |                                                                                                                                         |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| S<br>H<br>I<br>P<br><br>T<br>O<br><br>V<br>E<br>N<br>D<br>O<br>R | BOROUGH OF BRADLEY BEACH<br>701 MAIN STREET<br>BRADLEY BEACH, NJ 07720                                                                  |
|                                                                  | VENDOR #: H0188<br>HOLMAN FRENIA ALLISON, P.C.<br>1985 CEDAR BRIDGE AVENUE<br>SUITE 3<br>LAKEWOOD, NJ 08701<br><br>Phone: (732)797-1333 |

| PURCHASE ORDER                                                               |             |
|------------------------------------------------------------------------------|-------------|
| THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC. |             |
| NO.                                                                          | 22-00597-01 |

ORDER DATE: 03/29/22  
 REQUISITION NO:  
 DELIVERY DATE: 05/10/22  
 STATE CONTRACT:  
 ACCOUNT NUM:

| PAYMENT RECORD |
|----------------|
| CHECK NO.      |
| DATE PAID      |

NOTICE: TAX ID #21-6000377 - TAX EXEMPT

| QTY/UNIT | DESCRIPTION                                     | ACCOUNT NO.                              | UNIT PRICE | TOTAL COST |
|----------|-------------------------------------------------|------------------------------------------|------------|------------|
| 1.00     | Payroll Assessment<br>1ST PAYMENT INVOICE 52842 | 2-05-55-502-000-501<br>MISCELLANEOUS     | 2,000.0000 | 2,000.00   |
| 1.00     | Payroll Assessment<br>1ST PAYMENT INVOICE 52842 | 2-07-55-502-000-586<br>3RD PARTY EXPENSE | 3,500.0000 | 3,500.00   |
| 1.00     | Payroll Assessment<br>1ST PAYMENT INVOICE 52842 | 2-01-20-100-000-203<br>MISCELLANEOUS     | 620.0000   | 620.00     |
|          |                                                 |                                          | TOTAL      | 6,120.00   |

| 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.<br><br>X <u>Attached</u><br>VENDOR SIGN HERE<br><br>OFFICIAL POSITION _____ DATE _____<br><br>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.<br><br><u>[Signature]</u><br>DEPT. HEAD _____ DATE _____<br><br>VENDOR MUST SIGN CERTIFICATION STATEMENT ON THIS VOUCHER.<br>MAIL VOUCHER & ITEMIZED BILLS TO:<br><br>BOROUGH OF BRADLEY BEACH | DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW.<br><br><u>[Signature]</u><br>CFO<br><br><u>[Signature]</u><br>ADMINISTRATOR |

22-66597



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

Date: 4/30/2022  
Invoice Number: 52842  
Client: 61018.

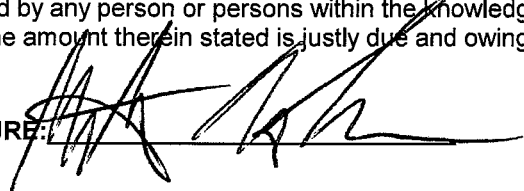
BILLING FOR SERVICES RENDERED WITH REGARDS TO THE PAYROLL ASSESSMENT STUDY FOR THE BOROUGH OF BRADLEY BEACH.

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

Please Remit: \$6,120.00

**VENDOR'S CERTIFICATION AND DECLARATION**

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SIGNATURE: 

DATE: 4/30/2022

POSITION: PARTNER

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*Questions? Contact us at 732-797-1333*

| The Borough of Bradley Beach - Payroll Assessment Study                                                                                                                                                                                                                                                                                                             |                                        |          |             |       |             |              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------|-------------|-------|-------------|--------------|
| Description of this Month's Service                                                                                                                                                                                                                                                                                                                                 | Apr 2022 Billings                      |          |             |       |             |              |
|                                                                                                                                                                                                                                                                                                                                                                     | Engagement Team Member                 | Level    | Hourly Rate | Hours | Total Fee   |              |
| Bradley Beach - Payroll Assessment Project<br>Kickoff and Analyses for 2021 (Pending Data<br>Availability) Across the Following Dimensions:<br>1. HEALTH BENEFIT DEDUCTION ANALYSIS<br>2. EMPLOYEE PAYROLL TAX WITHHOLDING<br>ASSESSMENT<br>3. DPW FULL-TIME vs. PART-TIME PAYROLL<br>ASSESSMENT<br>4. DPW SALARY vs. SALARY ORDINANCE & OT<br>5. ACCRUED SICK-TIME | Matt Holman                            | Partner  | \$ 200.00   | 4     | \$ 800.00   |              |
|                                                                                                                                                                                                                                                                                                                                                                     | John Zim                               | Director | \$ 175.00   | 16    | \$ 2,800.00 |              |
|                                                                                                                                                                                                                                                                                                                                                                     | Corey Moltes                           | Advisor  | \$ 110.00   | 12    | \$ 1,320.00 |              |
|                                                                                                                                                                                                                                                                                                                                                                     | Ad Hoc Advisory Staff                  | Advisor  | \$ 100.00   | 12    | \$ 1,200.00 |              |
|                                                                                                                                                                                                                                                                                                                                                                     | Monthly Hours Fee - Monthly Amount Due |          |             |       | 6,120.00    |              |
| Total Contracted Amount                                                                                                                                                                                                                                                                                                                                             |                                        |          |             |       |             | \$ 12,500.00 |
| Amount Remaining to Finalize Project (Not yet Billed)                                                                                                                                                                                                                                                                                                               |                                        |          |             |       |             | \$ 6,380.00  |