

Taylor,Sophia

From: Francois,Ashley
Sent: Wednesday, February 22, 2023 12:14 PM
To: Taylor,Sophia
Subject: RE: Statement ID 2922, 2979, and 2902

Hello Sophia,

Regarding statement #2979 please note this is not a transaction that was processed by me. I will attempt to search for documentation surrounding this trip cancellation.

Kind regards,

City of North Miami Beach



Ashley Francois | *Executive Assistant*
City of North Miami Beach
Office of the City Manager
T (305) 947-7581, ext. 2123

17011 NE 19th Avenue, North Miami Beach, FL 33162 | www.citynmb.com | City NMB on Social Media:   

From: Taylor,Sophia <Sophia.Taylor@citynmb.com>
Sent: Wednesday, February 22, 2023 12:11 PM
To: Francois,Ashley <Ashley.Francois@citynmb.com>
Subject: RE: Statement ID 2922, 2979, and 2902

Hello Ashley, hope you are doing well.

Agnew is no longer with the City.. I did mention this to him way back when I first discussed it with you; his response was that your department would provide a memo or a blurb just explaining that the expense was incurred for xyzzy, to attach to the statement in lieu of the travel form. How do we move this forward now so we can get the GL closed out FY2022? Can you please reach out to Kemarr to discuss the resolution to this the expense was already incurred by your department, we need to document it.

Regarding Statement #2979, we still have the Picard expense for the airline ticket which means there is supposed to be a Pre-Authorized Travel Form to support the expense, unless the City received a refund. If a refund was issued, can you please provide that information so that I can attach to show the cancellation then we won't need the Travel Form.

Thank you much,
Sophia

From: Francois,Ashley <Ashley.Francois@citynmb.com>
Sent: Wednesday, February 22, 2023 11:32 AM
To: Taylor,Sophia <Sophia.Taylor@citynmb.com>
Subject: RE: Statement ID 2922, 2979, and 2902

Hello Sophia,

I believe Agnew mentioned he would discuss the CA travel prior to his departure. However, there is no travel packet for statement 2979 as that trip was cancelled.

Kind regards,

City of North Miami Beach



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From: Taylor,Sophia <Sophia.Taylor@citynmb.com>
Sent: Wednesday, February 15, 2023 4:08 PM
To: Francois,Ashley <Ashley.Francois@citynmb.com>
Subject: Statement ID 2922, 2979, and 2902

Good afternoon Ashley, hope your day is going well.

Can you please assist me with the closing out those three old year (FY22) statements; we are pushing to get GL information to our Auditors, but these items are still pending approval. I know I discussed with you previously about the travel expenses for the CA on those two PCARDS, I just need a little blurb(to say something along the lines of “the expenses for the CA were incurred for XYZ purpose”), since we can’t do a travel form, as he is a contractor with the City. Additionally, the other needs a travel form for Gedel.

Thanks for your help with this matter.

Warmest Regards,

Sophia

Purchase Card Statements [City of North Miami Beach]

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Attach (1)
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Statement ID

Statement ID *

Card

Card number

Name on card

Statement Details

Dept CITY MANAGER
 Code Notes Dispute Cc
 Status
 GL year/period
 GL effective date
 Invoice date
 Total

Transactions

	Charge Date	Import Date	Vendor	Description
	07/07/2022	08/09/2022	AMERICAN AIR0010657606164	ASHLEY FRANCOIS SEAT FOR F
	07/07/2022	08/09/2022	AMERICAN AIR0012440645344	ASHLEY FRANCOIS FLIGHT FO
	07/07/2022	08/09/2022	HILTON HOTELS	UNAWARE OF HOTELS CONST
	07/09/2022	08/09/2022	HILTON HOTELS	COMMISSIONER FLEURIMOND
	07/09/2022	08/09/2022	HILTON HOTELS	COMMISSIONER VILLARD STAY
	07/09/2022	08/09/2022	HILTON HOTELS	COMMISSIONER JOSEPH STAY
	07/09/2022	08/09/2022	HILTON HOTELS	HANS STAY NEW ORLEANS LA
	07/10/2022	08/09/2022	HILTON HOTELS	ASHLEY F STAY NEW ORLEANS
	07/10/2022	08/09/2022	HILTON HOTELS	NEW ORLEANS LA- APEX VISIT
	07/08/2022	08/09/2022	HILTON RIVER BLENDS	DINNER WITH THE COMMISSIC
	07/21/2022	08/09/2022	MIAMI HERALD, THE	MIAMI HERALD MONTHLY SUE

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Statement ID

Statement ID *

Card

Card number
 Name on card

Statement Details

Dept ... CITY MANAGER
 Code Notes Dispute Cc
 Status
 GL year/period
 GL effective date
 Invoice date
 Total

Transactions

	Charge Date	Import Date	Vendor	Description
	08/29/2022	09/06/2022	AMERICAN AIR	ACM SEATS FOR ATL TRIP 9/14-
	08/29/2022	09/06/2022	AMERICAN AIR	ACM FLIGHTS FOR ATL -INFRAI
	08/16/2022	09/06/2022	BAROLI RESTAURANT	COMMISSION MEETING FOOD
	08/11/2022	09/06/2022	DUNKIN DONUTS	PUBLIC WORKS MEETING WITH

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(1) Attach
Transaction

Statement ID

Statement ID *

Card

Card number

Name on card

Statement Details

Dept CITY MANAGER

Code Notes Dispute Cor

Status

Fiscal year/period

Fiscal effective date

Invoice date

Total

Transactions

	Charge Date	Import Date	Vendor	Description
	07/05/2022	08/09/2022	AMERICAN AIR0010657468362	CITY MANAGERS SEAT TO NEW ORLEANS
	07/05/2022	08/09/2022	AMERICAN AIR0010657474882	HANS SEAT TO NEW ORLEANS L
	07/05/2022	08/09/2022	AMERICAN AIR0012440133508	CITY MANAGERS FLIGHT TO NEW ORLEANS
	07/05/2022	08/09/2022	AMERICAN AIR0012440153539	HANS TICKET TO NEW ORLEANS
	07/09/2022	08/09/2022	CURB SVC METAIRIE	CAB RIDE IN NEW ORLEANS APE
	07/08/2022	08/09/2022	CURIO HOTELS	CANCELLED HOTEL FOR CM IN N
	07/08/2022	08/09/2022	HILTON DRAGOS	DINNER WITH THE COMMISSIO
	07/13/2022	08/09/2022	MIAMI DADE PARKING ISD	MIAMI DADE PARKING - OUT O
	07/21/2022	08/09/2022	PRESTIGE AS, LLC	MONTHLY CITY CAR WASH



Sophia Taylor

Finance Department

T (305)787-6000 EXT 2705

Sophia.Taylor@Citynmb.com

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