

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, June 2, 2004**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, June 2, 2004 at 5:15 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts. Because there was no quorum regular business could not be conducted.

**PRESENT:** Margaret Carroll-Bergman, Chair  
Arturo Alon, Vice-Treasurer  
Patrick J. Manning, Executive Director  
Lucy Singer Farkas, Recording Secretary  
  
Steve Roderick, PHA Bookkeeper

**EXCUSED:** Teri Nezbeth, Vice-Chair

Steve Roderick, the new bookkeeper for the Authority, introduced himself to the Board. He advised that he had previously met with the former PHA Bookkeeper and with Jenna Milne, the PHA Accountant and will be meeting with her again this month.

Accounting and bookkeeping records are being converted from the Quicken System to Quick Book; records will be adjusted accordingly so that in-house accounts will match up. The systems change will allow for easier transfer of information between accounts.

Steve advised that there had been a discrepancy in the accounts (on paper) but that as of last month records reflect corrected balance.

Steve indicated that he will be making some minor changes in bookkeeping procedure (i.e. issuing one monthly check for each vendor rather than multiple checks by class).

He, also, suggested that all Authority bank accounts be put into interest bearing accounts. Currently the operational account with Seamen's is in a regular checking account and could earn money in a Money Market instrument.

Steve, also, said that he will keep an eye on any fee changes at Bank North (recently took over CCB&T) and, if indicated, will recommend change in accounts. Currently there are no bank fees for non-profits but this could change.

A. Alon asked about Revolving Account which showed large drop in balance since last report.

ED said this account holds funds to pay bills. Sometimes due to unanticipated higher operating costs money must be transferred from other accounts to meet bills; he does not know if a transfer is necessary until end of the month.

A. Alon asked about the "missing" check noticed several months ago.

Steve advised that he has checked for same and could find no record of issuance or voiding; possible that check destroyed in the processing machine. To date the check has not been presented for payment by anyone. Suggests that Board put a hold on check with bank; bank should not charge a fee for this service.

ED said he will be notifying Town Board of Selectmen about a joint meeting with the PHA relative to Board vacancies. The Town has advertised the positions.

Although no official vote to approve the check vouchers could be taken due to lack of a quorum, the check register was reviewed and checks signed by the two Commissioners present. Nothing appeared out of order relative to same.

The next regular meeting of the Board was scheduled for Wednesday, July 7, 2004 at 5:15 p.m. in the Maushope Common Room. There being no further business meeting was adjourned at 6:00 p.m..

Respectfully submitted,

Lucy Singer Farkas  
Clerk/Receptionist.

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