



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Distribution Below

Date December 17, 1981

From William H. O'Leary *WHO?*
Assistant City
Treasurer

Reference Attachment

Subject Councillor Crane's Order regarding Payees on "Tailings"
Account. Council Order # 10, dated 11-23-81.

Per your request dated December 3, 1981 (attachment), the balance of the tailings account as of 6-30-81 will show the ledger balances, and also the Treasurer's balances per the Treasurer's Office.

1. Old ledger balance, prior to the state audit on 11-30-74 (Treasurer does not have a listing on this)	616,393.81
2. Vendor tailing started 6-30-81	89,013.85
3. Payroll tailings started 5-31-80	71,442.82
TOTAL	776,850.48

1. Treasurer's Office does not have a listing of what makes up this amount.

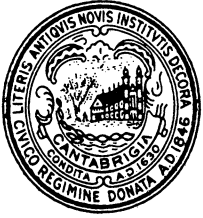
2. * 3. Treasurer's Office has a listing by check number and amount of checks that make up #2 and #3.

When we receive a claim on the tailings account, the Treasurer's Office in the case of Vendors, and the Payroll Department in the case of payroll items does the research. We have always received as a claim, the actual check, and have always been able to I.D. the check number and amount on our outstanding lists.

The Treasurer's Office then writes a memo to the City Auditor requesting a warrant to be made up to authorize the payment. The Treasurer's Office transfers the funds to the proper replacement check account, and then the checks are written.

DISTRIBUTION:

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CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

December 28, 1981

To the Honorable, the City Council:

With respect to Awaiting Report Item No. 8 relative to a list of "tailings", enclosed please find copy of a report from William H. O'Leary, Assistant City Treasurer.

Very truly yours,

Robert W. Healy
City Manager

RWH/mbf
Enc.

Agenda Item Number One

3702

Re: response to Awaiting Report Item No. 8
relative to preparation of a list of "tailings"

In City Council,

December 28, 1981

12/28/81/

P/Recd on File -