



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To James Sullivan, City Manager

Date February 21, 1975

From Edward A. Lehan, Temporary Treasurer

Reference

Subject Bills Payable Backlog

This is to bring you up to date on our efforts to reduce the backlog of bills payable:

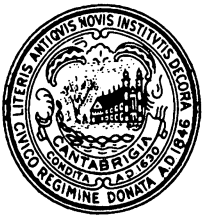
WARRANT PREPARATION. In January, Mr. Arthur Libitz, City Auditor, established a new four-person team, funded by Comprehensive Employment and Training Act funds, to assist his staff in warrant preparation. He has set a goal of one-day service.

CHECK PRODUCTION. On my part, as Temporary Treasurer, I have detailed two clerk typists (hired for the records management program) to assist the Treasury check production staff in coping with the sharply increased volume of warrants resulting from the City Auditor's initiative. One-day service is also our goal in check preparation.

WORK FLOW PROBLEMS REMAIN. The key to achieving one-day service in both offices lies in smoothing out the flow of transmittals from the departments. So far, Mr. Libitz and I have held discussions with education and hospital representatives to encourage the reduction of peakloads resulting from the "batching" of their transmittals to the Auditor's office. These discussions will continue, with several changes in procedures expected in the near future.

BACKLOG STATUS. The backlog of bills payable in the Auditor's office was estimated at three months' work in January. As of this date, this backlog has been reduced to one week. Currently, the backlog of warrants pending checks in the Treasury is five working days.

cc: Arthur Libitz, City Auditor



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

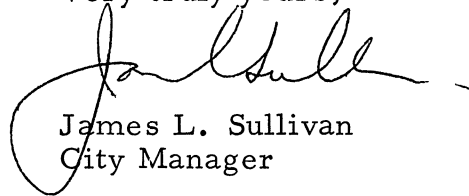
EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

February 24, 1975

To the Honorable, the City Council:

Enclosed for your information is an updated status of the
Bills Payable Backlog as requested in Awaiting Report Item #10.

Very truly yours,



James L. Sullivan
City Manager

JLS/mbf
Enc.

Agenda # 2 80

Awaiting Report re: payment of bills.

In City Council,

February 24, 1975

Placed on file