

CITY OF BALTIMORE

BERNARD C. "JACK" YOUNG, Mayor



DEPARTMENT OF FINANCE

HENRY J. RAYMOND  
CHIEF FINANCIAL OFFICER

100 N. Holliday Street  
Room 454, City Hall  
Baltimore, Maryland 21202

September 11, 2019

Mr. Thomas R. Akras, Esq.  
Deputy Executive Secretary  
Board of Liquor License Commissioners  
1 N. Charles Street, Suite 1500  
Baltimore, MD 21201

Dear Mr. Akras:

This correspondence was prepared at the request of the Board of Liquor License Commissioners for Baltimore City ("BLLC") pursuant to a potential legislative audit finding. This correspondence outlines how the City Finance Department ("Department") receives and processes BLLC payments.

The BLLC creates a file of the payments and hand-delivers the payments, in the form of checks and/or money orders, with the attached invoices in a sealed envelope to Department cashiers. The Department does not provide receipts to the BLLC, nor is it in the ordinary course of business for the Department to do so as it does not create the invoices on behalf of the BLLC. The top of the invoice already has been given to the customer for his or her records upon submission of payment to the BLLC.

If there are any questions, please contact me at [henry.raymond@baltimorecity.gov](mailto:henry.raymond@baltimorecity.gov) or 410-396-4940.

Sincerely,

A handwritten signature in blue ink that reads "H Raymond". The signature is written in a cursive style.

Henry J. Raymond