

## April 28, 2021 BOS meeting

### March 2021 Financials

- Monthly financials are complete, bank statements reconciled and Quickbooks for the all funds updated. A consolidated balance sheet and P&L report for all funds distributed for this meeting. Department heads have received their reports.
- Tax collections totalled \$81k for the month, \$4.58M year to date. April's collections were about \$40k higher than the same month last year and we are now ~\$183k behind our year-to-date collections for the same period last year, with 75% of that driven by collections on back levies. Revenue from the current levy is \$38k behind last year. We have already exceeded the budget in back tax collections for this year. The COVID tax deferral program will likely result in our not meeting our budget in Interest on Current Levy, but any shortfalls have already been exceeded by back tax collections. Through March 31, we have \$162k remaining to hit our budget this year, and we've deposited another \$40k so far in April.
- General Revenues are at 75% of full year budget after adjusting for the PHHS fuel reimbursement budget item. Departmental revenues are at 186% of budget, driven by very strong revenues in Building Fees and Conveyances.
- State grant revenue is on track, with the final ECS payment (½ of the full budget) expected later this week. We don't expect to submit a LoCIP project this year, and are still awaiting a couple of smaller grants.
- General Government expenditures have totaled \$974k year to date, with most departments in good shape relative to budget. We are keeping an eye on the Transfer Station department, as well as several line items within Building Maintenance. We are working with the auditor to determine the best course of action for the accounting of COVID grant revenues and related expenses. Even with the tough weather in February/March, we are favorable in the snow removal costs.
- At March, the Town had \$2.1M in cash, \$1.9M of which was held in interest-bearing accounts.
- **CAPITAL:** There was no spend in March from CNR funds however the wood chipper purchased in January has now been posted to the Public Works balance, total balance currently stands at \$119.5k. TAR expenses include bridge assessment work (\$22k) and final installment of grant received from the State, with balance at March 31 at \$195k. Plans underway for spring paving projects. No spend from the BOE CNR account as yet, balance stands at \$96.6k

### FY2021-2022 Budget

- Department submissions and changes to costs for external costs (e.g. insurance, etc.) have now been consolidated and a draft budget is available for BOS review/discussion
- Key points for operating/General Fund budget:
  - Mill rates flat
  - Due to reduced census we've got a reduction in RD11 of \$225k
  - We've used that windfall to do the following:
    - Reduce our deficit spending from \$100k to \$70k

- Cover shortfall in State ECS \$44k
  - Cover SES increase of \$50k
  - Increase capital funding \$55k
  - Increase in technology costs (inc. cybersecurity insurance) \$14k
  - Increase various maintenance budgets \$10k
  - Provide 2.5% pay increases for town employees \$12k
- Capital budget has been changed this year to allow for dollar value appropriations to be approved at the Town Meeting
  - Plan to request accumulated LoCIP funds for FY22 projects, potentially including Town Hall work
  - Expected carryover of ~\$95k in TAR funds available for FY22 in addition to \$153k in new revenues
  - Plan includes library roof
  - Appropriations to cover any needed equipment replacements
  - CNR contributions reflect increases budgeted in General Fund

#### **Other Key activities**

- Issue with Quickbooks Payroll in our last paycycle resulted in significant extra work to run the payroll and resolve issues. Root cause is related to “ownership” of the Quickbooks/Intuit account, multiple licenses issued, and who is authorized to make administrative changes to the account (we don’t know who is authorized and they won’t tell us). Multiple attempts to resolve with Intuit have been unsuccessful, and introduces risk in the payroll process. Will be exploring other options for payroll processing as a result.
- Working with new Emergency Management Director to submit Tropical Isaias expenses to FEMA for potential reimbursement
- Have met with the implementation team from JPMorganChase about a P-card program for town purchases, will be submitting requirement documentation so bank can begin getting card users set up

#### **Upcoming due dates and activities**

- Final correcting entry to clean-up BOE balance sheet in Accufund - waiting for BOE Finance Manager for run year end close process for all years.
- Drafting of the Corrective Action Plan for audit finding related to BOE accounting system
- State UCOA reporting extended until June 30 due to implementation of new system at the state
- Update to Financial Processes document has been postponed, but plan to get to this in Q2 in time for year end audit.