

Finance Advisory Committee Meeting Minutes: April 24, 2023

Present were:

Mitch Gluck, FAC
Dennis Howe, FAC
Luke Moran, FAC
Joe Woodworth, FAC

Quarterly Budget Execution Review (BER) Discussion

The team reviewed the QBR tracking spreadsheet. Specific comments:

- a. The decision was made to convert the DOS-based data into Excel, allowing quick identification of areas that are overspent, underspent, etc. Joe took the responsibility for conversion of the file into Excel.
- b. The process for FYQ1, FYQ2, FYQ3 and FYQ4 will differ.
 - a. For FYQ1: account lines will be filtered to highlight expenditures in excess of 25% (i.e. less than 75% remaining). We will disregard expenditures with far less than 25% expenditures as the official budget was not approved for spending until recently.
 - b. For FYQ2 and FYQ3: account lines will be filtered for those with expenditures higher than 50%. At this point, we'll also review 0% and very low expenditures and share that data with the Department Heads for their information. Corrective actions will be planned and tracked.
 - c. For FYQ4, we'll primarily use this data for the following year budget cycle. Corrective actions are not possible at this time.
 - d. Throughout the review, the FAC will work with the Department Heads to categorize the expenditures and add comments and corrective actions into the Quarterly BER spreadsheet.
- c. Categories will be as follows:

Expenditure Type	Impact	Corrective Action
One-time planned (annual Expenses)	High (raise awareness)	Anomaly (no action required)
Monthly (Wages, benefits)	Medium (track)	Budget Adjustment Needed (transfer)
Seasonal (pool, recreation)	Low (notification)	Expense in Incorrect Account (admin correction)
Unscheduled (consulting, legal)		Specific Action Required (refer to comments)
		Tracking (no action required)

To help explain the expenditure types, the following comments will be added:

- One-time planned (annual Expenses). Examples: Dues & Memberships, Town Report generation expenses, road salt, etc.)

- Monthly (Wages, benefits). Examples: Wages, stipends, benefits, FICA, medicare, retirement, etc.
 - Seasonal (pool, recreation). Examples: Pool expenses, sports & recreation, heat, etc.
 - Unscheduled (consulting, legal. Examples: Consulting services, Legal fees, drug & alcohol tests, vehicle maintenance, etc.
- d. Action: Joe to update the tracking tool and share with the FAC.
- e. Action: FAC to review the data with the Department Heads, categorize the expenditures, and develop corrective action plans if necessary.

2023 Budget Development Lessons Learned

Mitch consolidated the Lessons Learned summary and categorized them by the budget phase (development, briefing, deliberation, etc.); and detailed individuals needed to help improve.

The Process will be updated to include the BOS scheduled kickoff meeting with the Department Heads.

Action: Joe to update the Lessons Learned summary, and also create a short slide deck (PowerPoint) for sharing with the BOS.

Next steps

- A follow-on FAC meeting has not been scheduled.
- FAC will review and comment on the Lessons Learned summaries (Word and PowerPoint versions). These will be shared with the BOS prior to their meeting on Tuesday, May 2, 2023
- FAC will work with the Department Heads to update the Quarterly BER spreadsheet. Joe will update/maintain the BER spreadsheet.
- Dennis will schedule some time with the BOS to review the Quarterly BER updates on May 9, 2023. If requested, the FAC will also be available to review the Lessons Learned at this time.

Meeting Adjourned

The meeting was adjourned at 6:30pm.