

May 25, 2022 Board of Selectmen Meeting

April 2022 financials

- Monthly financials for April are complete, bank statements and tax accounts reconciled. Quickbooks for the General Fund and Declared Emergency Fund have been updated and the monthly P&L report for the both funds have been distributed with this report. Department heads will receive their reports this week.
- Tax collections totaled \$27k for the month, \$4.41M year to date. This is \$230k below the same period last year (due to lower mill rate), and we are \$52k short of the full year budget for the current levy. This shortfall is nearly fully made up by strong collections of back taxes and interest (on all levies), and we are now just \$12k short of the full year budget.
- General Revenues have already exceeded budget due to the receipt of \$80k reimbursement from the Tech Park and a larger than expected CIRMA Equity Distribution. Even excluding the unbudgeted Tech Park item, remaining revenues have exceeded budget (currently at 113%) partially due to Settlement Income which wasn't budgeted. As previously mentioned, Interest Income continues to lag the budget and I will ask the Board to approve the opening of a short term investment fund account administered through the State to improve our interest revenue. SES fuel reimbursement is also lower than budget, but this is offset by savings in the expense line item as well due to favorable pricing and usage of fuel. Departmental revenues are at 206% of budget, driven mainly by Conveyances and Building fees. All other lines except Pistol Permits have now exceeded the budget.
- Our final ECS payment (50%) was received from the State in April, along with \$4k of revenue from the Mashantucket/Mohegan fund.
- General Government expenditures have totaled \$1.188M year to date, including the FY22 CNR contributions/transfers totaling \$93k and debt payments totaling \$157k (including principal and interest on notes & bonds as well as the fire truck lease payment). Our annual bond principal payment of \$125k was made in May.
- School expenditures totaled \$1.64M for SES (70% of budget) and \$1.97M for RD11 and related transportation costs (90% of budget)
- At April 30, the Town General Fund had \$2.57M in cash, \$1.68M of which was held in interest-bearing accounts. The large ECS payment from the state was received on the last day of the month, and was transferred to an interest bearing account in May.
- **CAPITAL:** Deposits were made for construction costs and garage doors for the new Public Works garage in April and all YTD expenses associated with this project have been moved from CNR to the Town Aid Road fund. TAR balance at April 30 is \$178k. Other capital expenditures included architectural services for the Town Hall project and bunker gear at the Fire Department, month end balance in the Capital Non-Recurring fund totaled \$170k after these expenses. One large paving project being undertaken, unclear whether it will be fully complete by June 30, may have some carryover spend into FY23. No spend from the BOE CNR account this year, balance stands at \$124.4k.
- **DECLARED EMERGENCY FUND:** expenditures posted in April include hybrid meeting equipment set-up and the reverse 911 system, all from the ARPA/SLFRF category.

FY23 Budget

- Public Hearing held on May 19, with several questions from the audience regarding specific line items. Questions were answered with no changes contemplated.
- Propose that the Board approve the budget as presented at the Public Hearing for approval at the Town Meeting to be held on Thursday, June 2.

Other Key activities

- First annual report filed for ARPA/SLFRF by April 30 deadline. NECCOG requested data from us that was well above and beyond what was needed for the streamlined “revenue loss” filing that we are eligible for, so we filed the report ourselves and will discuss process with NECCOG moving forward.
- New Bookkeeper, Susan Lambert, began work in May and is coming up to speed very nicely. Expect there to be no issues with a reduction in the Treasurer’s hours in early July.

Upcoming due dates and activities

- State Appointment of Auditor filing due on June 1
- Budget data to be submitted to State within 30 days of approval, along with the Municipal Spending Cap Report (now in the states Fiscal Health Monitoring System and dates aligned with other budget filings)
- FOIA request received for employee pay data for the 2021 calendar year. The request was acknowledged within the required 4 day window, and my counter-offer of a reduced data set was accepted.
- UCOA filing for FY21 – State has not opened the filing for this period yet, but they have notified us that they anticipate opening it during the month of April.
- After attending an info session regarding the Freedom of Information Act and obtaining copies of the Records Retention policy, I believe that we need to carefully review the financial records that have been stored by the Town. The Finance Department will undertake that effort in the coming months, once we have a new bookkeeper on board.
- Final correcting entry to clean-up BOE balance sheet in Accufund
- Attempts to resolve ongoing “account ownership” issues with Intuit have been unsuccessful, and introduces risk in the payroll process. Will be exploring other options for payroll processing as a result.
- Update to Financial Processes document has been postponed, but with the time freed up with the addition of the new bookkeeper, I expect to complete the update to the manual by the end of the fiscal year. The plan is to include detailed information about each of the Town’s Funds as well.