

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

3:00 PM, 4 October 2016, Town Hall Annex

Attendees: Gary Scholl (BAC-Chair), John Kieley (BAC Vice Chair), Christine Robidoux (BAC Secretary), Ken Sullivan (BAC), George Willard (BOS), Gail Cromwell (BOS), Ken Caisse (BOS)

Guests: Jen Reddington (Melanson-Heath), Frank Biron (Melanson-Heath)

Meeting called to order at 3:10 PM

Discussion:

Annual Financial Statements for 2015, Independent Auditor's Report – Melanson Heath

Action Items/Recommendations:

- Melanson Heath recommends that the BOS consider an audit of the Treasurer's books now as we transition to a new town Treasurer. This would protect both the previous treasurer and the new treasurer if there are any questions/problems. They estimate the cost would be about \$500.
- We agreed the outstanding checks should be monitored by the BOS, at least at year end.
- The BOS & Administrative Assistant should create an account for trust fund transfers/reimbursements and an unassigned fund balance journal of adjustments.
- Appropriations from trust funds should not be in the Budget and considered when setting the tax rate. Planned use should either be on both sides of the ledger or neither side of the ledger.
- As a rule, the Administrative Assistant should not be doing the deposits. Ms. Reddington did note that there are days when the Admin is the only person in the office so this may difficult.

There was general agreement that the meeting was very helpful and should be done annually.

Meeting was unanimously adjourned at 4:45 PM