

TOWN OF CANAAN
BOARD OF FINANCE, REGULAR MEETING MINUTES
NOVEMBER 13, 2023 @ 6:30PM
TOWN HALL, 108 MAIN STREET IN-PERSON AND VIA ZOOM
(note: Wifi/Zoom unavailable after 20:24 mark – area wide outage)
FALLS VILLAGE, CT

Members Present:

In person: Steve Dean, Amy Wynn, Carol Staats, John Steines, and Thomas Wilson.

Alternate Members Present:

In person: Ginger Betti and Karl Munson

Absent:

Members -David Wilburn (has not been officially sworn in as a member)

Alternates - John Haddon

Call to order – Amy Wynn called the meeting to order at 6:30pm.

Temporary Chair

Carol Staats made a motion to nominate Steve Dean as Temporary Chair. Seconded by John Steines; unanimous. Steve Dean declined the nomination for Temporary Chair.

Steve Dean made a motion to nominate Amy Wynn as Temporary Chair. Seconded by Thomas Wilson; unanimous.

Steve Dean made a motion to close the nominations for Temporary Chair. Seconded by Carol Staats; unanimous.

Amy Wynn was elected Temporary Chair. The vote was four YEA and one abstention (Wynn)

Seating of Alternates

No alternates were seated as there were no vacancies. David Wilburn had not been officially sworn in therefore could not be replaced at the meeting by an alternate.

Election of Chairperson

Amy Wynn nominated David Wilburn as Chairperson. Motion was not seconded.

Steve Dean made a motion to nominate Amy Wynn as Chair. Seconded by Thomas Wilson

Carol Staats made a motion to nominate John Steines as Chair. Motion was not seconded.

Carol Staats made a motion to close nominations. Thomas Wilson seconded the motion; unanimous.

Votes for Amy Wynn were three YEA (Steines, Wilson, and Dean), One NO (Staats) and one abstention (Wynn). Motion carried.

Term of Chair

Carol Staats made a motion to limit the term of the Chairperson of the Board of Finance to one year. Thomas Wilson seconded the motion; unanimous.

Public comment

None received in writing to be included in the minutes.

Communications

Memo from Interim Treasurer (attached and added to New Business)

Agenda

Carol Staats made a motion to add under New Business supplemental appropriation requests from Interim Treasurer Michelle Hansen – 9a Secretary and 9b Training for Treasurer. John Steines seconded the motion; unanimous.

Carol Staats made a motion to add 2024 Meeting Dates to New Business 9c. Seconded by Steve Dean; unanimous.

Carol Staats made a motion to add Solar Project discussion under Old Business, 7a. Seconded by Thomas Wilson; unanimous.

Carol Staats made a motion to add Public Comment at the end of the meeting, prior to adjournment. Seconded by Thomas Wilson; unanimous.

Secretary's Report

Steve Dean made a motion to approve the minutes for The Board of Finance meeting held on October 30, 2023, with the change of the word Regular to Special in the header. Carol Staats seconded the motion; motion carried with two abstentions, Thomas Wilson and John Steines.

Treasurer's Report

Steve Dean made a motion to receive the Treasurer's Report as presented. Seconded by Carol Staats; unanimous.

Tax Collector's Report

Carol Staats made a motion to receive the Tax Collector's Report as presented. Seconded by Steve Dean; unanimous.

Board of Education Report

Carol Staats made a motion to receive the Board of Education Report as presented. Seconded by Thomas Wilson; unanimous.

First Selectman's Report presented by David Barger

- a) 2024 Meeting Dates: The Board of Selectman dates for 2024 will be set at the Board of Selectmen's meeting. David Barger will be suggesting the Board of Selectmen's meetings be held prior to the Board of Finance meetings. They are held the second Monday of the month except when it falls on a holiday which will then be scheduled for the next business day (Tuesday).
- b) Cell Tower: The Citing Council sent a letter explaining there will be work performed on the cell tower at 188 Route 7 South.
- c) Transfer Fee Increases: David stated there will need to be an increase in the fees for bulky waste.
- d) Transfer Station Supervisor: Peter Roussis has completed his State certification.
- e) CEN Connect: CEN Connect will be holding a Zoom meeting to discuss their program (fiber installation). David will circulate the information to all.
- f) HVRHS All Hazards Safety and Security Plan: David Barger has signed the agreement.
- g) CT DOT Resurfacing: The DOT will be resurfacing parts of Route 63 and Route 7 in the spring.
- h) EV Rider Rate: The EV Rate Rider Enrollment form has been signed. (EV charger for public use)
- i) Recreation Commission: The Board of Selectmen will be considering the reappointment of two members, one new member, and reappointing the Director, as requested by the Recreation Commission.
- j) Tree Lighting and Holiday Program: Will be held on December 2nd hosted by the Recreation Commission.

First Selectmen's Report continued....

- k) ARPA Balance: David asked if the Board of Finance had been made aware of the current ARPA balance. The Board of Finance stated they had.
- l) Appointment of an Economic Development Director: The Board of Selectmen will be discussing this appointment at their meeting (following this Board of Finance meeting).
- m) Time of Selectmen's Meeting: Dave will be suggesting 6pm for the Selectmen's meetings and Board of Finance meetings held at 7pm or immediately following the Selectmen's Meetings.

Old Business

- a) Solar Project

Carol Staats made a motion to rescind the motion made by the Board of Finance at the 10/30/23 Board of Finance meeting regarding sending the Solar Project to Town meeting, which is:

David Wilburn made a motion to approve the purpose of the Solar Panel project and to recommend to Town Meeting the appropriation of up to \$200,000 from the General Fund and financing up to \$190,000, for a total of up to \$390,000, to pay for the Solar Project as presented. In addition, the Solar Project is subject to successful sale and transfer of title for 35 Railroad Street. Seconded by Corinna Fleming. David Wilburn, Dan Silverman, Corinna Fleming, and Amy Wynn voted Yea. Carol Staats and Steve Dean voted No. Motion carried.

Thomas Wilson seconded the motion to rescind the above motion; unanimous.

The Board of Finance requested the following information and/or discussion of:

- 1) Financial proposal including suggested financing options which includes rate quotes and proposals from the other community banks.
- 2) Information from the Bridge/Infrastructure committee on Town needs and costs.
- 3) Warranty Agreement.
- 4) Cost to prep the available sites for the solar project.
- 5) Possibility of speaking with other solar companies
- 6) How does the IRA credit affect non-taxpaying entities?
- 7) What is the return-on-investment calculation?
- 8) Solar agreement/contract/proposal.
- 9) Clarification on the new cost of the inverters.

Suspense Items:

None

New Business:

- a) Supplemental Appropriation for Recording Secretary
Carol Staats made a motion to table the item until the Interim Treasurer was available to discuss. Seconded by Steve Dean; unanimous.
- b) Supplemental Appropriation of \$3500 to train the Interim Treasurer.
Amy Wynn made a motion to table the item until the Interim Treasurer was available to discuss. Seconded by Steve Dean; unanimous.
- c) 2024 Meeting Dates: **Thomas Wilson made a motion to hold a Special Meeting to discuss the dates for the 2024 Board of Finance Meetings via Zoom only, on November 20th at 6:30pm. Seconded by Carol Staats. Unanimous.**

Adjournment

Carol Staats made a motion to adjourn the meeting at 7:36pm. Seconded by Steve Dean; unanimous. Meeting adjourned.

Attachments:

Treasurer's Reports

Board of Education Report

Tax Collector Report

Communication from Interim Treasurer

General Fund Accounts:

<u>Bank</u>	<u>Account</u>	<u>Type</u>	<u>Balance</u>	
Nat'l. Iron	Main Account	Money Market	\$ 680,156.20	Int Rate .02%
Nat'l. Iron	Regular Account	Checking	\$ 3,270.34	
NBT Bank	Municipal Account	Savings	\$ 886,435.11	Int Rate - 3.05%
NBT Bank	Board of Education	Checkings	\$ 3,099.88	
Litchfield Bancorp	Savings	Cert. of Deposit	\$ 202,270.55	Rate - 2.05% mat-2/3/2024
Salisbury Bank	Savings	Money Market	\$ 134,879.39	Int rate 3%
General Fund Total			\$ 1,910,111.47	
Committed Funds: GF commitment			\$ 329,542.00	
Total Designated Funds:			\$ 329,542.00	
Net General Funds Total:			\$ 1,580,569.47	
Cash Requirement for FY 23-24 Kellogg Accounts Payable			\$ 744,257.42	
Projected General Fund - 6/30/24			\$ 836,312.05	
Capital Reserve Accounts:				
Torrington Savings		Savings, CDs, MM	\$ 937,165.79	8/31/2023
NBT Bank		Cert. of Deposit	\$ 143,110.59	8/31/2023
Total Reserve Accounts:			\$ 1,080,276.38	

Summary of Budgets:

	<u>Approved Budget</u>	<u>Amended Budget</u>	<u>Year to Date Activity</u>	<u>Unexpended/ Uncollected Balance</u>	<u>% Used</u>
Revenue Receipts	\$ 5,544,557.00	\$ 5,544,557.00	\$ 3,173,596.27	\$ 2,512,444.23	57.24%
Municipal Budget	\$ 2,247,689.00	\$ 2,253,689.00	\$ 1,036,648.96	\$ 1,217,040.04	46.00%
Bd of Education	\$ 3,620,410.00	\$ 3,620,410.00	\$ 1,251,206.39	\$ 2,369,203.61	34.56%
Approved GF Approp.	\$ 323,542.00	\$ 329,542.00	\$ -	\$ 329,542.00	
Cash Requirement for FY 23-24				\$ (744,257.42)	
Amount Received			Expensed	Balance	
ARPA/CRF Grant	311,635.96		\$ 294,640.46	\$ 16,995.50	

<u>Account Number</u>	<u>Title of Account</u>	<u>Balance</u>	<u>Date Last Funded</u>	<u>Purpose</u>	<u>Anticipated Disbursement Date</u>
<u>Kellogg School Reserves:</u>					
1022305	Lee H. Kellogg Capital Improv	\$133,392.61	6/30/2023	Building maint	on going
1703228155	Lee H. Kellogg Technology Res.	\$23,446.51	6/30/2023	Technology upgrade	on going
<u>Highway Dept Reserves</u>					
1702301209	Heavy Equipment Reserve	\$21,261.39	8/29/2023	purchase equip for town garage	purchase excavator in 3 yrs
51001439	Truck Reserve	\$143,906.00	8/29/2023	purchase highway truck	purchase truck in 3 yrs(\$200,000)
1702646689	Bridge Maint & Repair Reserve	\$24,757.91	8/29/2023	repairs/maint required to bridges	as required by State of CT
5100144	Salt Shed Fund Reserve	\$115,512.17	8/29/2023	Anticipation of building salt shed at town garage	when mandated by State of CT
<u>Emergency Services Reserves</u>					
4020025150	Fire Truck Reserve	\$143,110.59	8/17/2021	purchase new fire truck	purchase tanker in 4 yrs
51001405	Fire Truck Reserve	\$93,581.32	8/30/2022	purchase new fire truck	purchase tanker in 4 yrs
1702838046	Ambulance Reserve	\$38,313.73	8/29/2023	purchase new ambulance	purchase in 10 yrs - 2027+/-
<u>Transfer Station Reserves</u>					
1702731852	Bulky Waste Building Reserve	\$75,882.63	8/29/2023	anticipation of building bulky waste building at TS	when mandated by State of CT
<u>Recreation Reserves</u>					
1022570	Pool Reserves	\$28,562.12	8/29/2023	improve recreation property &/or on going maint to pool	as needed
<u>Property Reserves</u>					
51001426	Environmental Cleanup Reserve	\$16,933.75	8/29/2023	anticipation of a cleanup problem	as needed
1705336856	Painting Reserve	\$53,560.38	8/29/2023	painting at 107/108 Main St. proper	as scheduled
1702630541	107/108 Main St. Prop. Reserve	\$44,280.60	8/29/2023	Major property repairs/improvement	as needed
1703579673	Tree Replacement Reserve	\$2,001.71	8/29/2023	to replace trees on Main St.	
<u>Office/Dept Reserves</u>					
1022318	Training Reserve	\$1,978.00	7/1/09*	training of town officials	as needed
51001380	Board of Assessors Reserve	\$42,062.84	8/29/2023	Revaluation (5/10 years)	every 5 & 10 years
51001431	Planning & Zoning Reserve	\$31,821.41	8/29/2023	Mandated update of plans	rewrite in 7 yrs - 2025
1022891	Registrars Capital Reserve	\$11,020.99	11/30/09*	purchase voting machine(s)	when mandated by State of CT
51001454	Computer Reserve	\$4,667.79	8/29/2023	purchase computers	as needed
1703228147	Post Employment Benefits Res.	\$30,221.93	8/29/2023	Mandated res. for retiree benefits	when applicable
Total		\$1,080,276.38			

* after funded date = prior to that date

<u>ACCT#</u>	<u>ACCOUNT TITLE</u>	<u>ORIGINAL 2023 - 24 BUDGET</u>	<u>AMENDED 2023 - 24 BUDGET</u>	<u>10/1/2023- 10/31/2023</u>	<u>07/1/23 - 10/31/2023</u>	<u>Unexpended Balance</u>	<u>% Used</u>
1001	Selectmen Expenses	\$60,208.00	\$60,208.00	\$4,267.49	\$18,974.36	\$41,233.64	32%
1002	Town Hall Expenses	\$60,050.00	\$60,050.00	\$2,088.68	\$17,613.84	\$42,436.16	29%
1003	Legal Expenses	\$13,673.00	\$13,673.00	\$238.96	\$1,419.95	\$12,253.05	10%
1005	Board of Assessors	\$57,956.00	\$57,956.00	\$7,227.55	\$20,548.43	\$37,407.57	35%
1006	Board of Tax Review	\$1,500.00	\$1,500.00	\$53.36	\$53.36	\$1,446.64	4%
1007	Board of Finance	\$34,950.00	\$34,950.00	\$0.00	\$16,970.00	\$17,980.00	49%
1008	Tax Collector	\$36,920.00	\$36,920.00	\$1,682.30	\$14,080.91	\$22,839.09	38%
1009	Treasurer	\$43,335.00	\$43,335.00	\$3,753.02	\$15,018.53	\$28,316.47	35%
1010	Town Clerk	\$51,213.00	\$51,213.00	\$4,998.24	\$16,240.95	\$34,972.05	32%
1011	Planning & Zoning	\$37,770.00	\$37,770.00	\$4,490.00	\$11,915.84	\$25,854.16	32%
1012	Zoning Board of Appeals	\$500.00	\$500.00	\$135.00	\$135.00	\$365.00	27%
1014	Registrar of Voters	\$28,960.00	\$28,960.00	\$3,390.87	\$4,310.87	\$24,649.13	15%
1015	Insurance	\$45,960.00	\$45,960.00	\$0.00	\$24,279.91	\$21,680.09	53%
1016	Benefits	\$230,050.00	\$230,050.00	\$17,411.23	\$77,745.72	\$152,304.28	34%
1017	Economic Development	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	0%
1018	Public Health	\$19,171.00	\$19,171.00	\$500.00	\$10,907.44	\$8,263.56	57%
1019	Social Services	\$53,923.00	\$53,923.00	\$6,290.00	\$25,283.68	\$28,639.32	47%
1020	Wm. Surdam Blding	\$14,420.00	\$20,420.00	\$239.75	\$4,511.11	\$15,908.89	22%
1021	Street Lights	\$7,700.00	\$7,700.00	\$733.57	\$3,576.66	\$4,123.34	46%
1022	General Assistance	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0%
1023	Selectmen's Fund for Non-municipal Public Benefit Activities	\$71,297.00	\$71,297.00	\$44.00	\$57,401.00	\$13,896.00	81%
1024	Conservation Commission	\$2,250.00	\$2,250.00	\$0.00	\$551.00	\$1,699.00	24%
1025	Debt Service - Interest	\$37,765.00	\$37,765.00	\$0.00	\$20,448.34	\$17,316.66	54%
1026	Debt Service - Principal	\$132,500.00	\$132,500.00	\$0.00	\$132,500.00	\$0.00	100%
1027	General Public Safety	\$63,239.00	\$63,239.00	\$2,776.76	\$15,640.89	\$47,598.11	25%
1028	Non-Recur. Capital Accounts	\$141,000.00	\$141,000.00	\$0.00	\$141,000.00	\$0.00	100%
1202	107 Main St. Property	\$26,600.00	\$26,600.00	\$1,938.99	\$15,824.37	\$10,775.63	59%
1203	35 Railroad St Property	\$4,550.00	\$4,550.00	\$244.99	\$1,253.15	\$3,296.85	28%
2001	Fire Commission	\$112,500.00	\$112,500.00	\$1,942.52	\$37,124.35	\$75,375.65	33%
3001	Road Maintenance	\$565,419.00	\$565,419.00	\$34,690.56	\$209,518.09	\$355,900.91	37%
3002	Town Garage	\$27,950.00	\$27,950.00	\$1,161.29	\$4,979.00	\$22,971.00	18%
4001	Recreation Commission	\$87,145.00	\$87,145.00	\$2,605.25	\$72,978.01	\$14,166.99	84%
6001	Waste Management	\$173,715.00	\$173,715.00	\$15,549.26	\$43,844.20	\$129,870.80	25%
	Total	\$2,247,689.00	\$2,253,689.00	\$118,453.64	\$1,036,648.96	\$1,217,040.04	46%

*** 33% thru fiscal year 2023-24

Board of Finance/Town Mtg Approved:

BOF approved:

10/16/2023 BOF approved for water testing 1020-352 \$6,000.00

BOF Transfers between departments:

		Approved 2023 - 2024 Revenue Budget	Amended 2023- 2024 Revenue Budget	7/1/2023 - 10/31/2023	Revenue Uncollected	
1108-901	Current Property Tax	\$ 4,978,256.00	\$ 4,978,256.00	\$ 2,759,629.41	\$ 2,218,626.59	
1108-902	Prior Years Tax	\$ -	\$ -	\$ 71,066.91		\$ (71,066.91)
1108-103	Interest/Lien Fees	\$ -	\$ -	\$ 55,432.69		\$ (55,432.69)
2110-904	Conveyance Tax	\$ 15,000.00	\$ 15,000.00	\$ 18,854.06		\$ (3,854.06)
2111-912	Planning & Zoning	\$ 1,500.00	\$ 1,500.00	\$ 535.00	\$ 965.00	
2113-913	Building Permits	\$ 20,000.00	\$ 20,000.00	\$ 8,484.65	\$ 11,515.35	
2122-953	General Assistance	\$ -	\$ -	\$ -	\$ -	
2124-915	Inlands/Wetlands	\$ 500.00	\$ 500.00	\$ 435.00	\$ 65.00	
2210-920	Town Clerk Fees	\$ 8,550.00	\$ 8,550.00	\$ 2,915.00	\$ 5,635.00	
2410-951	Rental Income	\$ 19,525.00	\$ 19,525.00	\$ 6,375.00	\$ 13,150.00	
2410-951	Copy/Fax Income	\$ 1,700.00	\$ 1,700.00	\$ 411.75	\$ 1,288.25	
2410-951	Other Town Revenue	\$ 32,000.00	\$ 32,000.00	\$ 33,835.43		\$ (1,835.43)
2410-951	Recreation Fees	\$ 10,500.00	\$ 10,500.00	\$ 6,355.00	\$ 4,145.00	
2420-952	Public Works	\$ -	\$ -	\$ -	\$ -	
2601-922	Transfer Station Fees	\$ 16,225.00	\$ 16,225.00	\$ 6,616.71	\$ 9,608.29	
3101-939	Town Aid Road Money	\$ 169,392.00	\$ 169,392.00	\$ 83,724.87	\$ 85,667.13	
4110-950	Bank Dep/Investments	\$ 5,000.00	\$ 5,000.00	\$ 6,579.07		\$ (1,579.07)
5210-930	Pilot State Property	\$ 77,153.00	\$ 77,153.00	\$ 84,868.34		\$ (7,715.34)
5215-931	Colleges/Hospitals	\$ -	\$ -	\$ -	\$ -	
5220-932	Mashnatucket Pequot Fund	\$ 6,202.00	\$ 6,202.00	\$ -	\$ 6,202.00	
5240-933	Elderly Relief	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	
5290-934	All Other State	\$ 44,844.00	\$ 44,844.00	\$ 27,477.38	\$ 17,366.62	
5291-935	Tel Access Line Tax	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	
5292-936	Local Capital Improv(LOCIP)	\$ 18,530.00	\$ 18,530.00	\$ -	\$ 18,530.00	
5410-937	Education Cost Sharing	\$ 111,680.00	\$ 111,680.00	\$ -	\$ 111,680.00	
5420-938	Pupil Transportation	\$ -	\$ -	\$ -	\$ -	
	Property Taxes	\$ 4,978,256.00	\$ 4,978,256.00	\$ 2,886,129.01	\$ 2,218,626.59	
	State & Local Revenues	\$ 566,301.00	\$ 566,301.00	\$ 287,467.26	\$ 293,817.64	
	Revenue Receivables	\$ 5,544,557.00	\$ 5,544,557.00	\$ 3,173,596.27	\$ 2,512,444.23	
1400-954	Approp. From Gen Fund	\$ 323,542.00	\$ 329,542.00	\$ -	\$ 329,542.00	
	Trans. from Reserve Accts				\$ -	
	Total Revenue Budget	\$ 5,868,099.00	\$ 5,874,099.00	\$ 3,173,596.27	\$ 2,841,986.23	

**

General Fund Appropriations Amendments:

Oct-23 BOF approved for water testing 1020-352

\$6,000.00

Canaan Board of Education
Profit & Loss Budget vs. Actual 2022-23
July 2023 through June 2024

CBOE October 2023 Cash Report

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
100 - Salaries				
Certified Salaries				
1111120 - Severance	0.00	0.00	0.00	0.0%
1201101 - Substitutes Salary	2,375.50	15,000.00	-12,624.50	15.84%
1111105 - Title One Teacher	12,559.80	83,410.00	-70,850.20	15.06%
1111104 - Extra Pay/Extra Duty	902.50	11,686.00	-10,783.50	7.72%
1111100 - Teachers Salary	149,084.21	747,752.00	-598,667.79	19.94%
1112410 - Principal's Salary	46,730.79	135,000.00	-88,269.21	34.62%
Total Certified Salaries	211,652.80	992,848.00	-781,195.20	21.32%
Non Certified Salaries				
1122213 - Paraprofessional 2	350.29	12,451.00	-12,100.71	2.81%
1122223 - Library Manager	6,947.48	37,890.00	-30,942.52	18.34%
1122134 - Nurse Salary	11,521.44	50,632.00	-39,110.56	22.76%
1122630 - Summer Custodian	2,070.00	4,635.00	-2,565.00	44.66%
1122112 - Paraprofessional 1	6,579.90	31,088.00	-24,508.10	21.17%
1122411 - Office Administrator	19,760.50	56,048.00	-36,287.50	35.26%
2400130 - Overtime Secretary	0.00			
1122312 - Board Clerk Salary	4,504.86	13,014.00	-8,509.14	34.62%
1122610 - Custodian Salary	21,593.72	60,986.00	-39,392.28	35.41%
1132610 - Overtime Custodian	293.16	4,793.00	-4,499.84	6.12%
1122620 - Evening Custodian	2,307.03	12,443.00	-10,135.97	18.54%
Total Non Certified Salaries	75,928.38	283,980.00	-208,051.62	26.74%
Total 100 - Salaries	287,581.18	1,276,828.00	-989,246.82	22.52%
200 - Benefits				
Health Benefits				
2102621 - Non-Certified Dental	1,122.31	5,597.00	-4,474.69	20.05%
2101102 - Certified Dental	5,887.26	9,800.00	-3,912.74	60.07%
2101101 - Health Insuranc Certified Staff	81,876.48	272,370.00	-190,493.52	30.06%
2102620 - Health Insurance Non-Certified	20,779.61	80,767.00	-59,987.39	25.73%
Total Health Benefits	109,665.66	368,534.00	-258,868.34	29.76%
Social Security				
2202100 - Social Sec. Other	5,109.22	19,471.00	-14,361.78	26.24%
Total Social Security	5,109.22	19,471.00	-14,361.78	26.24%
Medicare				
2211101 - Medicare Certified Staff	4,077.95	18,512.00	-14,434.05	22.03%
Total Medicare	4,077.95	18,512.00	-14,434.05	22.03%
Pension/Annuities				
2401101 - Reimbursement Graduate Credits	0.00	5,000.00	-5,000.00	0.0%
2302100 - Pension - Libraria	0.00	2,652.00	-2,652.00	0.0%
2302110 - Pension Paraprofessionals	0.00	933.00	-933.00	0.0%
2302120 - Pension Nurse	0.00	3,544.00	-3,544.00	0.0%
2302130 - Pension Office Administrator	0.00	3,923.00	-3,923.00	0.0%
2302140 - Pension Custodian	0.00	4,269.00	-4,269.00	0.0%
Total Pension/Annuities	0.00	20,321.00	-20,321.00	0.0%
Insurance				
2502310 - Unemployment Insurance	0.00	500.00	-500.00	0.0%
2602310 - Workers' Compensation Insurance	2,830.43	6,898.00	-4,067.57	41.03%
2701100 - Life Insurance	763.00	2,699.00	-1,936.00	28.27%
Total Insurance	3,593.43	10,097.00	-6,503.57	35.59%
Total 200 - Benefits	122,446.26	436,935.00	-314,488.74	28.02%
300 - Educational Services				
Educational Services				
3222283 - Inservice Learning	2,721.92	15,000.00	-12,278.08	18.15%
3231005 - Middle School Sports & Act.	0.00	12,478.00	-12,478.00	0.0%
3051100 - LHK Yearbook	0.00	600.00	-600.00	0.0%
3211102 - Outdoor Education	5,130.00	7,010.00	-1,880.00	73.18%
3211103 - Assembly Programs	1,349.13	2,000.00	-650.87	67.46%
3221100 - Staff Development	2,302.42	6,457.00	-4,154.58	35.66%
Total Educational Services	11,503.47	43,545.00	-32,041.53	26.42%
Professional & Tech. Services				
3402210 - Telecommunication/Internet	5.00	2,940.00	-2,935.00	0.17%
3092620 - Environmental Testing Services	0.00	1,000.00	-1,000.00	0.0%
3222210 - Professional Services	119.60	8,000.00	-7,880.40	1.5%
3402211 - Technical Support Services	4,225.50	31,460.00	-27,234.50	13.43%
Total Professional & Tech. Services	4,350.10	43,400.00	-39,049.90	10.02%
Total 300 - Educational Services	15,853.57	86,945.00	-71,091.43	18.23%
400 - Property Services				
Utilities				
4112620 - Water	415.02	2,400.00	-1,984.98	17.29%
Total Utilities	415.02	2,400.00	-1,984.98	17.29%
Maintenance Services				
4302400 - Copier/Lease	2,223.90	4,867.00	-2,643.10	45.69%
4242630 - Lawn Care	0.00	5,600.00	-5,600.00	0.0%
4302620 - Equipment Maintenance	0.00	3,186.00	-3,186.00	0.0%
4302610 - Septic Tank Maintenance	0.00	1,000.00	-1,000.00	0.0%
4302640 - Facility Maintenance	7,002.71	14,335.00	-7,332.29	48.85%
4302630 - Building Improvements	40.20	5,000.00	-4,959.80	0.8%
Total Maintenance Services	9,266.81	33,988.00	-24,721.19	27.27%
Total 400 - Property Services	9,681.83	36,388.00	-26,706.17	26.61%
500 - Purchased Services				

Canaan Board of Education
Profit & Loss Budget vs. Actual 2022-23
July 2023 through June 2024

CBOE October 2023 Cash Report

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Transportation Services				
5102700 · Transportation / Bus Contract	39,779.40	132,599.00	-92,819.60	30.0%
5102710 · Field Trips / Bus	0.00	5,853.00	-5,853.00	0.0%
Total Transportation Services	39,779.40	138,452.00	-98,672.60	28.73%
Insurance				
5213200 · Physicals-Students	0.00	150.00	-150.00	0.0%
5222620 · Cyber Insurance	0.00	9,000.00	-9,000.00	0.0%
5202620 · Property/Liability Insurance	8,263.55	17,900.00	-9,636.45	46.17%
5212620 · Student Insurance	142.62	250.00	-107.38	57.05%
Total Insurance	8,406.17	27,300.00	-18,893.83	30.79%
Communication				
5312400 · Telephone	1,290.43	3,700.00	-2,409.57	34.88%
5302410 · Postage	154.20	1,400.00	-1,245.80	11.01%
5502540 · Printing & Advertising	0.00	500.00	-500.00	0.0%
Total Communication	1,444.63	5,600.00	-4,155.37	25.8%
Tuitions				
5601401 · Summer School	2,316.02	7,000.00	-4,683.98	33.09%
Total Tuitions	2,316.02	7,000.00	-4,683.98	33.09%
Travel				
5801101 · Travel -Staff	389.05	1,200.00	-810.95	32.42%
5801102 · Travel- Principal	0.00	800.00	-800.00	0.0%
Total Travel	389.05	2,000.00	-1,610.95	19.45%
Total 500 · Purchased Services	52,335.27	180,352.00	-128,016.73	29.02%
600 · Supplies				
Supplies				
4012400 · Professional Publications	0.00	500.00	-500.00	0.0%
6122410 · Graduation/Awards	66.48	1,700.00	-1,633.52	3.91%
6102310 · Accounting Services/Supplies	0.00	1,400.00	-1,400.00	0.0%
6101105 · Student Testing Services	0.00	500.00	-500.00	0.0%
6101106 · Science Supplies	40.86	3,000.00	-2,959.14	1.36%
6101104 · Athletic Supplies	0.00	1,350.00	-1,350.00	0.0%
6101103 · Music Supplies	933.83	1,350.00	-416.17	69.17%
6101102 · Art Supplies	1,838.53	1,350.00	488.53	136.19%
6102223 · Library Software	2,296.28	2,100.00	196.28	109.35%
6101100 · Board of Educ Office Supplies	105.00	250.00	-145.00	42.0%
6102134 · Nurse's Supplies	186.51	1,500.00	-1,313.49	12.43%
6102410 · Office Supplies	447.89	800.00	-352.11	55.99%
6101101 · Instructional Supplies	7,314.70	15,000.00	-7,685.30	48.77%
6102224 · Technology Applications	13,327.31	15,362.00	-2,034.69	86.76%
2223104 · Library Supplies	293.09	850.00	-556.91	34.48%
6102225 · Technology Supplies	136.49	992.00	-855.51	13.76%
6132620 · Custodial Supplies	1,252.43	13,000.00	-11,747.57	9.63%
Total Supplies	28,239.40	61,004.00	-32,764.60	46.29%
Energy				
6222620 · Electricity	3,317.63	23,588.00	-20,270.37	14.07%
6242622 · Propane Gas	0.00	13,200.00	-13,200.00	0.0%
6242620 · Fuel Oil	13,900.71	13,950.00	-49.29	99.65%
6242621 · Diesel Fuel	10,774.19	9,450.00	1,324.19	114.01%
Total Energy	27,992.53	60,188.00	-32,195.47	46.51%
Books				
6401101 · Textbooks	-603.06	15,000.00	-15,603.06	-4.02%
6412222 · Library Periodicals	0.00	0.00	0.00	0.0%
6402222 · Library Books	0.00	2,700.00	-2,700.00	0.0%
Total Books	-603.06	17,700.00	-18,303.06	-3.41%
Total 600 · Supplies	55,628.87	138,892.00	-83,263.13	40.05%
700 · Property Equipment				
Equipment				
5902540 · Technology Hardware	4,934.43	20,858.00	-15,923.57	23.66%
7302520 · Non-Instructional Equipment	89.98	1,500.00	-1,410.02	6.0%
7301101 · Instructional Equipment	62.50	7,515.00	-7,452.50	0.83%
Total Equipment	5,086.91	29,873.00	-24,786.09	17.03%
Total 700 · Property Equipment	5,086.91	29,873.00	-24,786.09	17.03%
800 · Dues				
Dues & Fees				
2082213 · Ed Advance	308.00	320.00	-12.00	96.25%
1012310 · Dues & Fees	995.00	1,299.00	-304.00	76.6%
Total Dues & Fees	1,303.00	1,619.00	-316.00	80.48%
Total 800 · Dues	1,303.00	1,619.00	-316.00	80.48%
900 · Capital				
0015200 · Technology Capital Fund	0.00	10,000.00	-10,000.00	0.0%
0005200 · Building Capital Fund	0.00	20,000.00	-20,000.00	0.0%
Total 900 · Capital	0.00	30,000.00	-30,000.00	0.0%
950 · Region One Tuition Assessments				
Region One Tuition Assessments				
5605201 · HVRHS Tuition	440,062.50	880,124.00	-440,061.50	50.0%
5605202 · Pupil Services Tuition	201,565.00	403,130.00	-201,565.00	50.0%
5605203 · RSSC Tuition	59,662.00	119,324.00	-59,662.00	50.0%
Total Region One Tuition Assessments	701,289.50	1,402,578.00	-701,288.50	50.0%
Total 950 · Region One Tuition Assessments	701,289.50	1,402,578.00	-701,288.50	50.0%
Total Expense	1,251,206.39	3,620,410.00	-2,369,203.61	34.56%
Net Ordinary Income	-1,251,206.39	-3,620,410.00	2,369,203.61	34.56%
Net Income	-1,251,206.39	-3,620,410.00	2,369,203.61	34.56%

FISCAL YEAR 2023/2024 - 2022 Grand List

TOWN OF CANAAN TAX COLLECTOR'S REPORT FOR YEAR TO DATE

Grand List	Uncollected Taxes	Current Levy	Lawful Corrections		Transfers to Suspense	Adjusted Taxes Collectible	Collections			Uncollected	Refunds					
										Taxes w/ Refunds	Prior F/Y's	Over-	Adjustments	Transfers/	Refunds unpaid	
			Year	July 1, 2021			Levy	Additions	Deductions	Collectible	** Taxes	Interest	Total	Paid refunds Added back in 31-Oct-23	Refunds	payments
2022		4,966,079.85	1,324.85	35,854.37	-	4,931,550.33	2,809,113.25	6,900.25	2,816,013.50	2,123,515.31	-	200.92	1,078.23	-	1,078.23	200.92
2021	47,747.64		17.99	58.89	-	47,706.74	25,868.43	4,094.41	29,962.84	21,948.28	721.53	-	135.00	-	109.97	746.56
2020	17,678.71		-	-	-	17,678.71	11,301.32	3,583.70	14,885.02	6,377.39	2,611.16	-	-	-	-	2,611.16
2019	10,200.32		-	3.89	-	10,196.43	7,567.34	3,571.81	11,139.15	2,629.09	-	-	-	-	-	-
2018	6,801.83		-	-	-	6,801.83	4,379.05	3,152.51	7,531.56	2,422.78	8.29	-	-	-	-	8.29
2017	5,498.72		-	-	-	5,498.72	4,212.60	3,791.34	8,003.94	1,286.12	-	-	-	-	-	-
2016	5,034.54		-	-	-	5,034.54	4,356.78	4,705.33	9,062.11	677.76	-	-	-	-	-	-
2015	4,363.83		-	-	-	4,363.83	3,757.76	4,228.99	7,986.75	606.07	-	-	-	-	-	-
2014	2,327.14		-	-	-	2,327.14	2,282.96	3,287.46	5,570.42	44.18	-	-	-	-	-	-
2013	2,220.95		-	-	-	2,220.95	2,178.18	3,528.65	5,706.83	42.77	-	-	-	-	-	-
2012	2,003.55		-	-	-	2,003.55	2,003.55	3,696.55	5,700.10	-	-	-	-	-	-	-
2011	2,171.35		-	-	-	2,171.35	2,171.35	4,396.98	6,568.33	-	-	-	-	-	-	-
2010	2,171.35		-	-	-	2,171.35	2,171.35	4,787.83	6,959.18	-	-	-	-	-	-	-
2009	1,318.39		-	-	-	1,318.39	1,318.39	3,144.36	4,462.75	-	-	-	-	-	-	-
	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
OLD REFUNDS CHECKS VOIDED				-	-	-	-	-	-	-	-	-	-	-	-	-
							-			-						
Total	109,538.32	4,966,079.85	1,342.84	35,917.15	-	5,041,043.86	2,882,682.31	56,870.17	2,939,552.48	2,159,549.75	3,340.98	200.92	1,213.23	-	1,188.20	3,566.93
COLLECTION FEES							-	-	84.26	84.26						
MARSHAL FEES							-									
ADMIN FEES								825.90	825.90							
LIEN FEES							-	576.00	576.00			-	-	-	-	-
TOTAL COLLECTIONS TO DATE							-	2,882,682.31	58,356.33	2,941,038.64	****					
								(1,188.20)	Refunds	(1,188.20)	Refunds Paid Out		1,188.20 3,566.93			
							***	2,881,494.11	Total Coll.	2,939,850.44	***					
										-3,566.93	Refunds Not Yet Paid					
										2,936,283.51	*					

COLLECTION INFORMATION AS OF OCTOBER 31, 2023
MEMO FROM TAX COLLECTOR'S OFFICE

2022 Grand List Collection Information

Beginning Tax Levy		4,966,079.85
Adjusted Tax Levy (as of month end)		4,931,550.33
Current Grand List Year Collections	**	2,809,113.25
Current year collection rate - collected vs. tax levy =		56.96%
Total collections(includes interest & taxes & fees)	****	2,940,954.38
Refunds paid & unpaid		4,755.13
<hr/>		
Total collections less refunds(paid & unpaid)	*	2,936,199.25

2021 Grand List Collection Information

Beginning Tax Levy		4,930,152.41
Adjusted Tax Levy (as of month end)		4,940,808.52
Current Grand List Year Collections(as of month end)		2,966,374.48
Current year collection rate - collected vs. tax levy =		60.04%

Prior Three Years Collection Rates

2020 GL Collection rate - collected less refunds vs tax levy	59.57%
2019 GL Collection rate - collected less refunds vs tax levy	57.94%
2018 GL Collection rate - collected less refunds vs tax levy	57.07%

November 8, 2023

To: Board of Selectman, Board of Finance

From: Michelle Hansen, Treasurer

Re: Supplemental Appropriations

Due to the fact that there were many meetings/hearings for 35 Railroad Street the recording secretary line #1001-104 is over spent at this point by \$320.00. There will be at least 9 more regular meetings at \$80.00 per meeting=\$720.00. I would suggest that the BOF make a supplemental appropriation to finish the fiscal year.

Also, with the change of me becoming treasurer, I will need more training. With this transition, I will need a supplement appropriation of \$3500.00 to #1009-104 to allow Linda to continue training me and be my deputy.

If you have any questions please contact me.

Thank you

Michelle