



TOWN OF SCOTLAND BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264
(860) 456-7797 x 101

BOARD OF SELECTMEN February 24th - 7:00 PM

Please join the meeting from your computer, tablet or smartphone

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AGENDA

- I. Call to Order
- II. Additions to Agenda
- III. Approval of January 13th, 2021 Meeting Minutes
- IV. Auditor's Presentation
- V. Treasurers Report (***attached to this agenda***)
- VI. Appointment of Planning & Zoning Commission Alternate
- VII. Tax Refunds
 - Brittany Boulanger \$360.35
 - Cab East/Ford Credit \$51.60
 - Boudreau Survivors Trust \$200.00
 - Vault Trust \$34.12
- VIII. Report of Selectmen
- IX. Audience for Citizens
- X. Adjournment

Action Anticipated On Agenda Items

February 24, 2021 BOS meeting

January 2021 Financials

- Monthly financials are complete, bank statements reconciled and Quickbooks for the General Fund updated. All other funds are updated quarterly. Department heads received their reports last week.
- Tax collections totalled \$913k for the month, \$4.08M year to date. We ~\$220k behind our total collections for the same period last year, with just over half of that driven by collections on back levies. Revenue from the current levy is \$100k behind last year likely due to the COVID relief extension of time to pay January installments. We have already exceeded the budget in back tax collections for this year, and are on track to meet or exceed our budgeted revenue. The COVID tax deferral program will likely result in our not meeting our budget in Interest on Current Levy, but I expect any shortfalls to be offset by back collections.
- General Revenues are at 25% of full year budget and will continue to remain low all year due to the RD11 fuel reimbursement issue previously discussed. Excluding this budget item, revenues would be at 47%. Departmental revenues are at 147% of budget, driven by very strong revenues in Building Fees, Conveyances and Pistol Permits.
- We received \$319k of state ECS monies in January, with another 50% to be received April 30. Most other state funds have now been received.
- General Government expenditures have totaled \$793k 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. The Emergency expenses department will require additional appropriations, which will be offset by unbudgeted revenues already received from the State. So far, line items related to snow removal are in good shape, but we'll continue to keep a close eye on them given the recent weather.
- At December 31, the Town had \$2.4M in cash, \$1.7M of which was held in interest-bearing accounts (large deposit in transit into tax account at very end of month).
- **CAPITAL:** There was no spend in January from CNR funds, balance stands at \$126.6k. TAR expenses include \$7,200 for the purchase of a wood chipper, with balance at January 31 at \$201k (including second payment from the state). No spend from the BOE CNR account as yet, balance stands at \$96.6k

Other Key activities

- Julie Lane, our bookkeeper, has resigned her position effective March 5.
- Analysis of outstanding balances shown as Driveway bonds on the balance sheet is completed and we've identified the 3 applicants whose bonds have been outstanding for some time. These will be followed up on, and returned or proposed for forfeiture as appropriate.
- Quarterly state and federal payroll tax returns filed by January 31
- Employee W-2's and SVFD volunteer stipend 1099s distributed by January 31
- Transmission of W-2s and 1099s to IRS by February 28 due date
- Municipal Spending Cap report filed by February 6 (early)
- Continuing Disclosure report filed January 28 (early)

- State notified us of missing FY19 Form DE-2017 that was due September 30, 2019. That was completed and returned as requested. The form was not required for FY20 (we didn't have any grants that required filing for FY20).
- Reconciliation of BOE's Accufund system and Town's Quickbooks as of Dec 31 was fully completed, including for grant funds. This is the first time this has been done. I've created a grant fund tracker as recommended by the auditors. I've also implemented a new format for the BOE continuous tally that will facilitate the quarterly reconciliations. Lastly, I've identified the likely root cause of the Accufund out-of-balance situation and the BOE accounting manager will be running the processes necessary to resolve the issue.

Upcoming due dates and activities

- Final correcting entry to clean-up BOE balance sheet in Accufund.
- 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 as we work to evaluate changes that will result for the bookkeeper role. I hope to get back to this in early 2021