

November 18, 2020 at BOS meeting

Discussion of AUDITED Financials as of June 30, 2020

- Adjusting journal entries have been received and posted, with two main adjustments from the auditors:
 - an additional \$20k of revenue was recorded in taxes, largely related to the removal of a balance sheet related to reconciliation of credit balances. These have been addressed, and we are now in balance with the Revenue Collection Department, so the item was removed from the balance sheet
 - \$20k of revenue related to the reconciliation of SES educational grant funds to the General Fund. This account has been out of balance for some time, so it's been forced into balance as of June 30, and we will ensure that it balances going forward.
- The only remaining item will be the BOE Capital Non-recurring contribution from the FY20 budget of \$47,814 that the Board of Selectmen will be voting on tonight.
- Assuming tonight's motion passes, the audited financials will reflect an FY20 General Fund surplus of approximately even with our unaudited financials, and an Unassigned Fund Balance of \$680k.
- As mentioned previously, we will have one audit finding on the BOE side that will require a corrective action plan be filed with the State within 60 days of report issuance.
- Legal representation letters have been sent out to our various counsel, this is one of the final steps before report issuance.

October 2020 Financials

- Monthly financials are complete, bank statements reconciled and Quickbooks for all funds updated. Department heads will receive their October reports this week.
- As expected, tax collections slowed down in October, totalling \$112k for the month, \$2.6M year to date. We gained some ground in October 2020 v. October 2019 and now only trail prior year-to-date collections by about \$50k. Given the impact of the pandemic, I'm very pleased with this.
- Departmental and General Revenues are at 43% and 26% of full year budget. General revenues slightly behind due to the change in transportation contract at RD11 - we will no longer be receiving the fuel reimbursement, but will also have lower fuel costs (in the Public Works budget).
- We received our first ECS payment on October 31, along with several smaller grants, bringing State Revenues to \$363.4k
- General Government expenditures have totaled \$445k year to date, with our first lease payment on the new fire truck made in October.
- At October 31, the Town had \$2.0M in cash, \$1.5M of which was held in interest-bearing accounts.
- **CAPITAL:** No further spend in October, balance remains at \$146k in CNR funds. TAR balance is \$139k including the July state money, with another \$77k of revenue expected this year.

Other Key activities

- The library has begun expenditures against the new Everybody Learns Grant, with only \$8k of invoicing remaining.
- An ad has been placed on craigslist for a new bookkeeper, I hope to begin interviews the week after Thanksgiving.
- COVID-19 - no word from the state yet on our CRF reimbursement, nor have they opened up the next reporting period for submissions (although I expect ours will be minimal).
- I met with the Worker's Comp auditor briefly to resolve any outstanding items on the Town side, and we are now complete. Awaiting BOE completion for any final reporting.

Upcoming due dates and activities

- Review and issuance of final audit report (imminent post-approval of BOE CNR contribution)
- We have a number of annual reporting requirements that will be upcoming as the audit is completed (bonding disclosures, state reporting, etc.)
- 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