

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Tuesday, October 11, 2016 – 7:15 PM – Chaplin Town Hall

- 1. Call to order by Chairperson.**
- 2. Introduction of BOF Members and Audience.**
- 3. Seating of Alternates.**
- 4. First Audience for Citizens.**
- 5. Guests:** None expected.
- 6. Additions or changes to agenda.**
- 7. Reports.**
 - a. First Selectman monthly report.
 - b. Staff reports:
 - Accountant: Review and accept monthly Financial Statements; identify questions for follow up.
 - Tax Collector: Review and accept monthly Tax Collections report; identify questions for follow up.
 - Treasurer: Reports as needed.
 - Assessor: Reports as needed.
 - Other Staff reports:
 - c. Board Members' reports:
 - Selectmen's monthly meeting: None-October meeting cancelled.
 - Other Board reports: RSD11 Study Committee meetings – M. Foster & C. Beltran
- 8. Approval of Minutes.**
 - a. Special meeting September 28, 2016.
- 9. Correspondence.**
- 10. Old Business.**
 - a. Review FY 2015-16 Audit schedule.
 - b. Update/review of BOE/CES FY 2015-16 budget.
- 11. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested (FY 16-17).
 - b. Consider and act on end-of-year budget transfer corrections (FY 15-16).
 - c. Appoint BOF Annual Report coordinator.
 - d. Consider and act on revised BOF/BOE Non-Lapsing Carryover Account procedures.
 - e. Other urgent business.
- 12. Continuing Business.**
 - a. Review Board goals and policies for FY 2016-17.
 - 1) Board policies.
 - a) Revise BOF Agency Budget Management policy.
 - b) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors.
 - c) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation).
 - d) BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts.
 - 2) Board bylaws.
 - 3) Board member handbook.
 - b. Audit exceptions for FY 14-15 and prior: MW-08-01 – Entity Level Controls.
 - c. Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECCOG Paramedic Study Committee.
- 13. Second Audience for Citizens.** Note: Comments are limited to agenda items and subject to Chair discretion.
- 14. Agenda suggestions for next meeting.**
 - a. Review/approve BOF-Agency budget request letters for FY 2017-18.
 - b. Status of FY 2015-16 Audit.
 - c. Standard Regular meeting agenda.
- 15. Time and place of next Regular/Special Meetings.**
 - a. Monday, November 14, 2016: Regular Meeting @ 7:00 pm (Town Hall)
 - b. Monday, December 12, 2016: Regular Meeting @ 7:00 pm (Town Hall)
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair