

CHAPLIN BOARD OF FINANCE  
**REGULAR MEETING AGENDA**

Monday, January 13, 2014 – 7:00 PM – Chaplin Town Hall

**1. Call to order by Chairperson.**

**2. Introduction of BOF members and Audience.**

**3. Guests:** None invited.

**4. First Audience for Citizens.**

**5. Additions or changes to Agenda.**

**6. Reports.**

a. First Selectman monthly report:

b. Staff reports:

- Tax Collector: Review and accept monthly reports. Review with Windham Tax Collector as necessary.
- Accountant: Review and accept monthly Financial Statements. Report on Town Clerk negative revenue lines.
- Treasurer: Monthly report.
- Assessor:
- Other Staff reports:

c. Board Members' reports:

- Selectmen's Meeting: January 6, 2014
- Other Board reports: FY 2012-13 Annual Report

**7. Approval of Minutes.**

a. Regular Meeting: 12/09/2013; Special Meeting: 12/16/2013

**8. Correspondence.**

**9. Old Business.**

- a. Review December 16 Special Meeting presentation of FY 2012-13 Audit with MAWC, Auditors.
  - 1) Review of FY 2011-12 Audit response as requested by OPM – Municipal Finance Services.
    - o MW-08-1 – Entity Level Controls
  - 2) Determine action plan in coordination with BOS and MAWC, Auditors.
- b. FY 2014-15 budget procedures and pertinent documents – review and approve:
  - 1) BOF Budget & CIP Policies, Budget calendar, other related documents.
  - 2) Board of Education annual budget letter.
  - 3) Proposals for policy and procedure changes by BOF budget review sub-committee.
    - o Budget requests to be prepared/reviewed by BOS.
    - o Budget requests to be reviewed by BOF members.
- c. Review CES Teacher contract settlement.
- d. Chaplin/Hampton Ambulance Corps contract and future cost projections.

**10. New Business.**

- a. Consider and act on funds transfers and budget line additions/adjustments as requested.
- b. Review BOF 2014-15 budget request.
- c. Uniform Chart of Accounts (UCOA) for Municipal revenues and expenditures.

**11. Continuing Business.**

- a. Update on CVFD plans for fire truck and vehicle replacement/repair progress.
- b. Review of FY 2011-12 Audit response as requested by OPM – Municipal Finance Services.
  - Determine action plan in coordination with BOS and MAWC, Auditors.
- c. BOE Non-Lapsing Carryover Fund Account Procedures.
- d. Review Chaplin/Hampton Ambulance Corps contract and future cost projections.

**12. Second Audience for Citizens. Note: Comments are limited to agenda items and subject to Chair discretion.**

**13. Agenda suggestions for next meeting.**

- a. Review FY 2012-13 Audit response to OPM.
- b. Continue FY 2014-15 budget process.
  - Budget and CIP policies, Board of Education budget letter, and Budget calendar.
- c. Invite Chaplin CVFD officers to provide update on fire truck and vehicle replacement/repair progress.

**14. Time and place of next Regular/Special Meetings.**

- a. Monday, February 10, 2014 – Regular Meeting @ 7:00 pm (Town Hall)
- b. Monday, March 10, 2014 – Regular Meeting @ 7:00 pm (Town Hall)

**15. Adjourn.**

Submitted by: Richard G. Weingart, Chair