

**CHAPLIN BOARD OF FINANCE**  
**REGULAR MEETING AGENDA**  
**Monday, December 12, 2016 – 7:00 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:** Mr. Darin Offerdahl of MAWC, LLC presenting the FY 2015-16 Chaplin Audit.
- a. Review audit exceptions for FY 15-16 and prior: MW-08-01 – Entity Level Controls.
  - b. Consider and act on BOF approval of Chaplin FY 2015-16 Audit.

**6. Additions or changes to agenda.**

**7. Reports.**

- a. First Selectman monthly report.
- b. Staff reports:
  - Accountant: Review and accept Financial Statements; identify questions for follow up.
  - Tax Collector: Review and accept 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: R. Weingart
  - Annual report: C. Beltran
  - RSD11 Study Committee meetings: M. Foster & C. Beltran

**8. Approval of Minutes.**

- a. Regular meeting November 14, 2016.

**9. Correspondence.**

**10. Old Business.**

- a. Review FY 2015-16 budget results:
  - 1) General Fund - Town & BOE/CES; Other Govt. Funds - BOE/CES Pre-School & Cafeteria.

**11. New Business.**

- a. Discuss and act on appointment of BOF full member; Bruce Raymond has resigned. Linkesh (Link) Diwan has volunteered.
- b. Election of BOF Vice Chair; Cesar Beltran has volunteered.
- c. Approve regular BOF meeting Schedule for 2017.
- d. Consider and act on funds transfers and budget line additions/adjustments as requested (FY 16-17).
- e. Consider and act on FY 2017-18 budget documents:
  - 1) Agency budget request letters; General Fund policies; Capital Projects (CIP) policies; Agency Budget policies.
- f. Determine BOF members to attend CCM Municipal Budget session on Jan. 7, 2017 (no charge).

**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 15-16 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. Discuss and act on BOF-Board of Education budget request letter for FY 2017-18.
- b. Discuss and act on G/F and CIP Fund policies.
- c. Standard Regular meeting agenda.

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

- a. Monday, January 9, 2017: Regular Meeting @ 7:00 pm (Town Hall)
- b. Monday, February 6, 2017: Regular Meeting @ 7:00 pm (Town Hall)

**16. Adjourn.**

Submitted by: Richard G. Weingart, Chair