

**Budget Advisory Committee
Town of Temple**

May 23, 2007 meeting minutes

BAC members attending: Mike Darnell, Ben Tirey, Shawn Smith, John Pierce, George Willard

Meeting convened 7:05 p.m. by Darnell, Chair

BAC meeting minutes of 4/25/07 were reviewed and approved.

Discussed email reply to Mike's questions about Fund Balance from Sandra O'Rourke, Municipal Advisor, DRA. Discussed: percentage retainage of Fund Balance, what does Temple have for retainage, what is a reasonable percentage retainage, what should Fund Balance be used for. Another question for DRA: is tax rate set based on budget (as voted) only or on expenditures? Mike would like to have DRA explain spreadsheet used to set tax rate and to explain where Fund Balance is taken into account. DRA email to be copied to BAC members.

Discussed flood damage expenses: Town's portion and FEMA reimbursement.

Discussed April Police budget spreadsheet: telephone, fuel, etc. 74% unspent in budget > 67%.

Reviewed 4/24 Temple budget BAC spreadsheet and discussed line items where some expense is covered by outside revenue.

Reviewed BAC timeline, Rev. 1. Invite Selectmen to June 13 meeting to discuss BAC plans and ask for suggestions.

Reviewed job descriptions for Town employees, scanned by Mike from Municipal Assoc. study. It lacks detailing of financial responsibilities, particularly for AA.

Financial Policies & Procedures: Shawn to draft Table of Contents by next meeting. Procedures should include a flow chart of how all money matters are handled: Dept. heads, Selectmen, Tax Collector, Town Clerk, Treasurer.

BAC members provided info for a BAC contact roster. May 9 BAC meeting attended by Mike & Tedd Petro, no quorum, no minutes. John may be absent for some June/July BAC meetings due to travel.

Meeting adjourned 8:50 p.m.

Submitted by: Ben Tirey, BAC minute taker