

Budget Advisory Committee
Town of Temple
August 8, 2007 meeting minutes

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

Meeting convened 7:35 p.m. by Darnell, Chair

BAC meeting minutes of 7/11/07 were reviewed and approved as amended.

Reviewed Temple's expenses as of July 8. Highway Dept. budget has been high due to repair of April 16th flood damage.

The Road Agent will meet with BAC on Sept. 12 on the Highway budget. The Fire Dept. will be scheduled for the same meeting. BAC will review Highway & Fire budgets on August 22.

George met with Temple's Administrative Assistant on Aug. 7. Cash receipts procedure was reviewed. A receipt is prepared and entered in a separate ledger. The AA has no petty cash. The Town Clerk keeps \$50 petty cash to make change for cash transactions. No petty cash is expended. The Town Offices have no written policy for cash receipts.

Any cash received by the AA is listed, then a second person checks the entry, then the Treasurer checks. Town Clerk & Tax Collector ledgers are also checked by a second and a third person.

Draft policies were prepared: Shawn – purchasing, John – debt, Mike – fraud. BAC to review and comment by next meeting.

Meeting adjourned 8:00 p.m.

Submitted by: Ben Tirey, BAC minute taker