

**QUEST TO BE MADE AND TRANSFER VOTED BEFORE ANY
EXPENDITURE IN EXCESS OF THE APPROPRIATION IS INCURRED**

DATE: 4/11/18

TO THE MILLIS FINANCE COMMITTEE:

REQUEST IS HEREBY MADE FOR THE FOLLOWING TRANSFER FROM THE RESERVE FUND (0113252-579000) IN ACCORDANCE WITH CHAPTER 40, SECTION 6 OF THE MASSACHUSETTS GENERAL LAWS:

1. AMOUNT REQUESTED: \$ 15,015.00
2. TO BE TRANSFERRED TO: 0112952 540400 Supplies & Expenses (BS)
ACCOUNT NUMBER NAME OF APPROPRIATION
3. THE AMOUNT REQUESTED WILL BE USED FOR (GIVE SPECIFIC PURPOSE): financial consulting services and interim Finance Director consulting payments
(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)
4. THIS EXPENDITURE IS EXTRAORDINARY AND/OR UNFORESEEN FOR THE FOLLOWING REASONS: unexpected vacancy of Finance Director position
(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)

[Signature]
DEPARTMENT HEAD/CHAIRPERSON

4-11-18
DATE

THE FOLLOWING TO BE COMPLETED BY THE FINANCE DIRECTOR

PRESENT BALANCE IN SAID LINE ITEM:

\$ -11,645

TOTAL BALANCE IN BUDGET:

\$ 6,239

[Signature]
FINANCE DIRECTOR

4/11/18
DATE

RECOMMENDATION OF THE TOWN ADMINISTRATOR



RECOMMENDED

☐ NOT RECOMMENDED

COMMENTS:

[Signature]
TOWN ADMINISTRATOR

4-11-18
DATE

FINANCE COMMITTEE ACTION

DATE OF MEETING _____

NUMBER PRESENT _____

AMOUNT APPROVED \$ _____

TO THE TOWN ACCOUNTANT:

DATE: **March 7, 2018**

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7,466 • 25 +

6,352 • 50 +

1,196 • 25 +

15,015 • 00 * +

0112952 540400 13981

Direct Billing Inquiries to:

CliftonLarsonAllen LLP
131 Hartwell Avenue
Suite 300
Lexington, MA 02421
(781) 402-6300

Michael J. Guzinski, Town Administrator
Millis, Town of
900 Main Street, Room 220
Millis, MA 02054

Account Number	025-000122
Invoice Date	2/28/2018
Invoice #	1731323
Authorization Number	0001262800

For professional services rendered in connection with providing accounting support to the Town. Please see attached detail worksheet.	\$7,466.25
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Invoice Total	\$7,466.25
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We Appreciate Your Business and Referrals

Payment is due upon receipt.

CliftonLarsonAllen LLP PO Box 829709 Philadelphia, PA 19182-9709 (781) 402-6300

Date	Staff	Hours	Rate	Amount	Detail
2/1/2018	Hannah York	9.00	165.00	1,485.00	Meetings with Selectmen, updating budget and correcting Schedule A.
2/5/2018	Hannah York	10.75	165.00	1,773.75	FY19 Budget preparation, meeting with Tri-Board
2/8/2018	Hannah York	8.00	165.00	1,320.00	budget preparation, health insurance analysis, YTD exp analysis
2/13/2018	Hannah York	1.00	165.00	165.00	Correspondance with departments, research/background on Combining Finance Director/Business Manager positions.
2/14/2018	Hannah York	1.00	165.00	165.00	Phone call with Mark Milne from Barrnstable regarding How they combined School Business Office/ Finance Director
2/15/2018	Hannah York	7.50	165.00	1,237.50	Further budget work, FY18 budgets for revenue that aren't populated. Meeting with Recreation. Meeting with School Superintendent and Selectboard Chair, assisting Finance committee questions.
2/21/2018	Hannah York	8.00	165.00	1,320.00	Working on budget, meeting with Mike, et al.
		45.25		7,466.25	

TO THE TOWN ACCOUNTANT:

DATE: February 9, 2018

[illegible]



Direct Billing Inquiries to:

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Suite 300
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(781) 402-6300

Michael J. Guzinski, Town Administrator
Millis, Town of
900 Main Street, Room 220
Millis, MA 02054

Account Number	025-000122
Invoice Date	1/31/2018
Invoice #	1708599
Authorization Number	0001262800

For professional services rendered in connection with providing accounting support to the Town. Please see attached detail worksheet. \$ 6,352.50

Invoice Total \$ 6,352.50

We Appreciate Your Business and Referrals

Payment is due upon receipt.

CliftonLarsonAllen LLP PO Box 829709 Philadelphia, PA 19182-9709 (781) 402-6300

Please detach and remit payment to the address below.

CliftonLarsonAllen LLP
PO Box 829709
Philadelphia, PA 19182-9709

Amount Remitted	\$ _____
Account Number	025-000122
Invoice Number	1708599

To pay your bill electronically please visit
claconnect.com/billpay

Millis, Town of
036075
036075

Date	Staff	Hours	Rate	Amount	Detail
1/4/2018	Hannah York	1.00	165.00	165.00	Revenue projections
1/9/2018	Hannah York	8.00	165.00	1,320.00	budget preparation
1/11/2018	Hannah York	6.00	165.00	990.00	Budget preparation and communications
1/16/2018	Hannah York	7.50	165.00	1,237.50	Budget preparation and meetings
1/23/2018	Hannah York	8.00	165.00	1,320.00	Budget preparation, meetings with Mike, Jim & Bernie. New Revenue Analysis, School analytics
1/30/2018	Hannah York	8.00	165.00	1,320.00	Budget Preparation, meetings, updating of Job Description for Finance Director position.
		<u>38.50</u>		<u>6,352.50</u>	

TO THE TOWN ACCOUNTANT:

DATE: January 12, 2018

INVOICE						
LINE ITEM NUMBER	AMOUNT	VENDOR ID	INVOICE NUMBER	DATE	PAY TO	ACCT USE ONLY
0112952 540400	\$ 1,196.25		1693043	12/29/17	CliftonLarsenAllen	
Total of Bills	\$ 1,196.25					



CliftonLarsonAllen

0112952 540400

Direct Billing Inquiries to:

CliftonLarsonAllen LLP
131 Hartwell Avenue
Suite 300
Lexington, MA 02421
(781) 402-6300

Michael J. Guzinski, Town Administrator
Millis, Town of
900 Main Street, Room 220
Millis, MA 02054

Account Number	025-000122
Invoice Date	12/29/2017
Invoice #	1693043
Authorization Number	0001262800

For professional services rendered in connection with providing support and assistance to the Finance Director and various other accounting services to the Town. Please see attached detail worksheet. \$ 1,196.25

Invoice Total \$ 1,196.25

We Appreciate Your Business and Referrals

Payment is due upon receipt.

CliftonLarsonAllen LLP PO Box 829709 Philadelphia, PA 19182-9709 (781) 402-6300

Please detach and remit payment to the address below.

CliftonLarsonAllen LLP
PO Box 829709
Philadelphia, PA 19182-9709

Amount Remitted	\$ _____
Account Number	025-000122
Invoice Number	1693043

To pay your bill electronically please visit
claconnect.com/billpay

Millis, Town of
036075
036075

Date	Staff	Hours	Rate	Amount	Detail
12/18/2017	Hannah York	7.25	165.00	1,196.25	working with the Finance Director on status of projects, meeting with Town Manager, and Select Board Chair, reviewing budget project and status. corresponding with Budget consultant.