

**Moultonborough Advisory Budget Committee  
Meeting Minutes  
Tuesday, August 30th, 2010**

In Attendance: Advisory Budget Committee (ABC) Members Jean Beadle, Barbara Shepherd, Kathy Gary and Karel Crawford

Absent: Alan Ballard, Ed Marudzinski (with prior notice)

Public: None

The Chairperson called the meeting to order at 4:00 P.M. in Moultonborough Town Hall Meeting Room. A motion was made by Karel Crawford and seconded by Kathy Gary to approve the minutes from the August 17, 2010 meeting. The motion was approved unanimously.

The Chair noted that at the past couple of meetings, the committee had not accomplished all intended agenda items. In order to keep future meetings focused the following structure was proposed. The Chair will ask in advance of each meeting for any additional items the committee wishes to add to the proposed agenda. Agenda items will be addressed first and any remaining meeting time will be spent on open issues.

Next, the Committee reviewed the Town Second Quarter Financial Statements. The committee noted that all departments with the exception of Human Services and Fire were either on or under budget for the six months ended June 30, 2010. The committee drafted a list of open questions and concerns to be submitted to the Director of Finance and Town Administrator. (Draft copy of questions attached).

The Chair noted that she had requested and received copies of town bank statements for the past eighteen months and was awaiting the same from the school district. Alan Ballard has agreed to review all statements and prepare a draft cash flow analysis. The committee continues to review town wide cash management policies, procedures and practices.

The committee briefly discussed the potential impact of the SWEPT assessment and areas where continued consolidations and economies might be realized by the Town as a whole. The committee tabled further discussion until all at large members could be present.

The chair asked that the committee set standard meeting dates for the upcoming budget cycle. The committee tentatively agreed to the second and fourth Tuesday's at 4 P.M. each month. Jean will check availability with Alan and Ed before finalizing.

Next, Jean asked Barbara Shepard to provide the six month financial statements for the Library at the next meeting tentatively scheduled for September 14, 2010 at 4 P.M.

Karel Crawford, seconded by Kathy Gary, made a motion to adjourn the meeting at 5:30 P.M. The motion was approved unanimously.

Respectfully submitted,

Jean Beadle  
Chairperson ABC  
9/6/2010

**Quarterly Budget Review – Town Expenditure Report - 6 months ended June 30, 2010**

Per the ABC Charter, the Committee will conduct quarterly reviews of all School, Town and Library budgets. The ABC reviewed the First quarter year to date expenditure report which represented the six months ended June 30, 2010. The report was prepared by the Town Finance Director.

The following is a list of questions submitted to the Town Administrator and Finance Director. Attached is the response received from the Town

Most operating budgets were either on or below budget. The ABC would like to understand why the following departments have expended greater than 50% of their annual Budgets? Can we expect similar unfavorable budget to actual trends for these departments in 2010?

**Departments expended greater than 50% of the total 2010 Budget:**

**Human services 62 % expended:**

**Fire Department 52%**

**Human Services continues to run a budget deficit 5% in Q1; 7% Q2.... What is your Estimated annual shortfall and where do you plan to backfill shortage from?**

**In addition, The ABC has noted the account balances over budget? Please comment.**

|   |  |
|---|--|
| <b>Town Officers/ Other Charges:</b>        | <b>Expended 57%</b> (comment only if change from prior quarter)  |
| <b>Administration/Property Services:</b>    | <b>Expended 66%</b>  |
| <b>DPW/ Highway Other Services</b>          | <b>Expended 58%</b>  |
| <b>DPW/ Private Roads Property Services</b> | <b>Expended 78%</b>  |
| <b>DPW/ Other Services</b>                  | <b>Expended 86%</b>  |
| <b>Police/ Department Overtime</b>          | <b>Expended 69%</b> (assume seasonal ... please confirm)   |
| <b>Police/ Property Services</b>            | <b>Expended 65%</b>  |
| <b>VNA/ Overtime</b>                        | <b>Expended 92%</b> (we don't understand management comment in summary overview related to increased census) |
| <b>VNA/ Part Time</b>                       | <b>Expended 57%</b>  |

**We noted that Department insurance is over budget about 3% across most departments. Is the actual 2010 increase larger than previously noticed by the carrier at budget time? If not, what is driving the increase?**

**Capital Outlay:**

|  |                           |
|--|---------------------------|
| <b>Highway Generator</b>                       | <b>Under budget 4,551</b> |
| <b>Police Cruiser</b>                          | <b>Under budget 6,459</b> |
| <b>Cargo Van</b>                               | <b>Under budget 1,570</b> |
| <b>Are all costs complete for these items?</b> |                           |

**Other:**

**Abatement Refunds have been issued in the amount of \$21,822.84 with no anticipated budget amount. Given the recent issues with the town wide assessment valuations, abatement requests are likely to increase. Do you have an estimated dollar value and plan to backfill the budget to cover cost?**

**Misc. Revenue: The committee is currently building a quarterly analysis that will give us the ability to trend and better comment on miscellaneous revenue collections in future quarters?**

**Revolving Cash account - Rec Dept. In reviewing bank statements it appears that a 29 K deposit was made to the Revolving Rec bank account in February. It does not appear that any checks have been dispersed from this account in the past 18 months. What was the deposit for and what is the purpose for segregating these funds?**

The ABC has no further outstanding concerns with the expenditure information as reported.

Respectively Submitted,

Advisory Budget Committee  
August 31, 2010