

TOWN OF PRINCETON MA  
Princeton Advisory Committee  
Meeting Minutes  
March 8, 2017

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AC members in attendance: John Shipman, George Handy, Jimmy O'Coin, Wayne Adams,  
Judy Dino, Bill Lawton  
Town Administrator

**Advisory Committee Agenda**

- Approve previous meeting minutes
- Q&A with TA for FY15-17 Accounting System Expense Reports
- Other new Business

Meeting started at 5:40 PM

**Meeting Minutes**

- Meeting minutes for 2/27 and 2/28 were approved
- Upcoming AC meetings and budget planning milestones
  - March 14, DESE Deputy Director Mr. Wulfson invited to speak with AC and other interested town committee/board stakeholders.
  - March 16, all Articles for ATM Warrant due
  - April 3, draft ATM Warrant due to Town Clerk
  - April 24, AC Public Hearing for ATM Warrant
  - May 8, Town Elections
  - May 9, ATM for Warrant Articles
  - \*\*\*note, there will be joint budget meetings with BOS/AC not listed here
- Q&A with TA about expense report
  - Expense codes adhere to UMAS (MA DOR Accounting)
    - <http://www.mass.gov/dor/docs/dls/publ/misc/umas.pdf>
    - UMAS = Unified Mass Accounting System
  - There is a strong correlation of the expense report to the town budget, but not identical
  - FY18 budget was planned as Level Service. The following notes are summaries and not definitions
    - Level Service = FY17 services plus any built-in increases such as salary increase schedules, increased cost projections for materials (e.g. fuel). There is no across the board COI increases or expansion of services.
    - Level Funded = FY17 budget; any increase that must be reflected for a line item would require a reduction elsewhere in the budget
  - General Expense report, all "01" expenses, all considered operating expenses.
    - Any expense not fully spent in a given year that is "01" eventually goes to "Free Cash"
      - Grand Total on the General Expense report also includes "02"

encumbered funds and “03” special project funds. Special project funds are established by a specific warrant article. The duration of the account can span more than a fiscal year. To project free cash from the grand total requires backing out “02” and “03” lines – both of which are just before the Grand Total line”.

- General target for free cash is 3%-5% of total budget.
  - Princeton in past years has typically been >5% due to over budgeting insurance and after ATM adjustments such as WRSD lowered budgets.
- Some multi-department costs are apportioned per department, while others are reflected as single lump-sum. While other costs may be reflective just to that department, but not apportioned
  - E.g. lump sum includes employee benefits
  - E.g. apportioned per dept include telephone
  - E.g., common type of expenses in dept specific budgets - building maintenance and IT
  - \*\*\* TA and accounting staff working to make more uniform accounting practices for the budget in FY19 for shared and common expenses.
- TBD, next iteration of town FY18 budget
  - Draft WRSD and Monty Tech budgets now known
  - Free Cash is certified
  - BOS may have a few recommendations to make adjustments, based on commentary made in a February BOS meeting

Meeting adjourned at 6:50 PM

Next BOS/AC meeting is Wednesday 3/14 at 5.00 at town annex , for Chapter 70  
The CATV Public Hearing is 3/13 at 6.30 at TPS

#### **Handouts and Referenced Documents**

- Emailed earlier in the month FY 15,16,17 General Fund and Other Fund Expense Reports

Minutes recorded by Wayne M. Adams, AC Member