

DEC 6 '16 PM 5:15

**Uxbridge Cultural Council
Meeting Minutes
November 30, 2016**

Received by
Uxbridge
Town Clerk

Members Attending Meeting:

Barry Giles – Chairman
June Bangma – Vice Chairman
Bill Wilson – Clerk
Rumsey Smithson – new member

Absent from Meeting: Jennifer Lutton, Angela McCarthy

Call Meeting to Order: Barry Giles called meeting to order at 4:05pm

Old Business:

No Old Business to discuss

New Business:

1. Discussion took place on application process:

- a. Next step in process is to review applications and vote on funding for applications.
- b. Complete voting application worksheet – in process of being completed by Barry Giles and June Bangma.
- c. Barry Giles state voted needed to take place regarding council administration fees before we review FY17 applications. June Bangma stated that \$500.00 was appropriated for FY16 and none of it had been used. Discussion took place on administrative supplies needed such as postage and paper. Bill Wilson suggested \$100 for fees. June Bangma suggested \$200.00. June Bangma made a motion to appropriate \$200.00 for administrative fees. Rumsey Smithson second motion.

Vote 4 YES 0 NO

2. Appropriations for FY17

- a. Barry Giles stated that the amount \$5885.00 is available for appropriations for FY17. Discussion took place regarding last year finances and the town accountants report for the Uxbridge Cultural Council.
- b. Fiscal information discussed from annual report to be filed.
- c. June Bangma suggested we appropriate \$5000.00 for new FY17 applications. Discussion took place regarding suggested amount. Barry Giles stated that Rumsey Smithson had not had the opportunity to review applications. Before we could decide on amount to appropriate, all members needed to have reviewed applications. Barry Giles gave Rumsey Smithson information on accessing application online.

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3. Application Review:

- a. Barry Giles presented philosophy of how we as a council review application and the criteria used. Discussion took place amount council members regarding criteria. First two application were pulled and review as examples.

4. Next Meeting:

- a. Discussion took place regarding scheduling of next meeting. Next meeting for review and voting on funding for applications decided by council to take place on Tuesday, December 6, 2016 at 3:00pm.

5. Minutes from September 20, 2016 meeting.

Minutes presented by Bill Wilson. June Bangma noted that there were errors in the minutes. Bill Wilson apologized and agreed to the errors and proposed to present revised minutes at next meeting. Barry Giles agreed.

End Meeting: June Bangma made motion to adjourn meeting at 4:59pm. Rumsey Smithson second motion.

Vote 4 YES 0 NO

Meeting adjourned at 4:59pm

Approval Signatures from Council Members:

Barry Giles Chair 12/6/16.

Bill Wilson Clerk 12-6-16

Rumsey Smithson member 12-6-16

June Bangma VC 12-6-16

VOTING MEETING CALCULATION SHEET

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This worksheet should be used to determine the amount of funds the council has available for granting and will help you complete Section 2 of the Annual Report to the MCC. You will see each element of Section 2 represented below. This worksheet will be most useful if you work on it before the voting meeting and then bring it to the meeting with you. Once completed, you can enter this information directly into the Annual Report.

You may also find it helpful to use the Grant Tracking Worksheet at http://www.mass-culture.org/managing_funds.aspx in the "Resources" section under "Financial Reporting."

You will not be able to complete this section unless you have submitted your LCC Account Form in Section 1 of the Annual Report (due Oct. 15). Call your MCC staff contact if you were unable to meet with your municipality or have not received the completed LCC Account Form.

VOTING MEETING PREPARATION: Boxes A - E

Prepare this section prior to your voting meeting to determine your available remaining balance. Since your account balance may have changed since you received your LCC Account Form, you will need to account for those changes as well as any funds you are still holding for grantees (encumbered funds).

Box A. ACCOUNT BALANCE End of Period (6/30/16)

6,064.89

What was your account balance as of 6/30/16?
(Box 6 in your LCC Account Form)

Box B. TOTAL EXPENDITURES From 7/1/16 to / /

(-) 2,030

Enter the date on which you complete this section in the blank spaces above. Has your council processed any reimbursements or payments from your account between July 1, 2016 and your current preparation for the council's voting meeting? This may include grant payments, administrative expenses, bank or finance fees associated with your account, etc.

If the council has expended funds since 7/1/16, tally the expenditures and list the total amount above.

Box C. TOTAL PENDING EXPENDITURES (Encumbered Funds)

(-) 2703

Does your council have any encumbered funds in your account? That is, do you have any FY16 grantees who have not yet finished their project or submitted their reimbursement, and funds in your account are still being reserved for them? Please note, grantees have one year from the date on their approval letter to request reimbursement. If more than a year has passed, the council does not have to keep the funds encumbered and should regrant them.

If the council does have encumbered funds, tally the grant amounts that are outstanding and list the amount above. The MCC's Grant Tracking Worksheet is a useful tool for calculating your encumbered funds.

Box D. ADDITIONAL LOCAL REVENUE/INTEREST From 7/1/16 to / /

(+) 0

Enter the date on which you complete this section in the blank spaces above. Has any local revenue or interest been added to your account between July 1, 2016 and your current preparation for the council's voting meeting? This may include donations, fundraised monies, other grants received, interest payments since July 1, etc.

If so, tally the additional local revenue and enter it above.

Box E. AVAILABLE REMAINING BALANCE

(=) 1331.89

To calculate your Available Remaining Balance:

Account Balance End of Period	6064.89	Box A
Subtract Total Expenditures	2030	Box B
Subtract Pending Expenditures	2703	Box C
Add Additional Local Revenue/Interest	0	Box D
<u>Equals Available Remaining Balance</u>	<u>1331.89</u>	Box E

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VOTING MEETING DECISIONS: Boxes F - I

In this section, you will determine your available granting amount. During the voting meeting the council should make decisions regarding administrative funds and locally raised funds and/or interest (if applicable). In Section 2 of the Annual Report to the MCC, Box F will only apply if you report locally raised money in Sections 1 or 2.

AVAILABLE REMAINING BALANCE

Carry down the amount in Box E from Voting Meeting Preparation on page 1.

Box F. LOCAL REVENUE/INTEREST

If you do not have any local funds in your account and have not been tracking interest, this section of the worksheet does not apply. It only applies if you have reported funds in Box 7 of the LCC Account form in Section 1, or Box D from the Voting Meeting Preparations.

(-) 46.89

From 6/30 sheet

If you have any locally raised funds or interest in your account, how much (if any) do you intend to keep in the account and do NOT plan to contribute to the FY16 grant cycle?

Please note – the amount entered WILL NOT be included in your available granting amount. Any local funds you do not specifically save are automatically added to the granting pool. Councils may choose to save their fundraised money and interest to put towards a large-scale project, and should communicate these intentions to their municipal fiscal officer. If you do have local funds in your account but left Box 7 of your LCC Account Form blank, you must meet with your municipal fiscal officer to complete a revised form.

Box G. ADMINISTRATIVE FUNDS (reserved for use in 2017)

(-) 200

Note

Has your council decided to set aside any money for administrative funds?

Councils may set aside **up to 5% of their FY17 allocation** for administrative funds. Administrative funds may include: postage, stationary, bank fees, P.O. Box, etc. See P.3 of the LCC Program Guidelines for more information. Any unspent administrative funds from previous state allocations in your Available Remaining Balance must be regranted.

Box H. FY17 MCC ALLOCATION

(+) 48100

Your MCC allocation amount can be found by logging into the Online Office (www.mass-culture.org) with the council username and password and clicking on "Council Info".

Box I. AMOUNT AVAILABLE FOR GRANTING IN FY17

(-) 5885

NOTE: This amount must be fully granted out in FY17.

This is your available granting pool. It should be rounded **down** to the nearest whole dollar amount (this will happen automatically in Section 2 of the Annual Report). This includes the FY16 allocation and any local revenue/interest you decided to grant out, as well as unspent administrative money and unencumbered state funds from previous years. LCCs may not accumulate state funds on the local level. Unspent state funds from previous years must be distributed this grant cycle. **The Total Amount Available for Granting must equal the total in grants the council awards in order to complete the grant cycle.**

To calculate your Amount Available for Granting This Year:

Available Remaining Balance	<u>1331.89</u>	Box E
Subtract Local Revenue/Interest	<u>46.89</u>	Box F
Subtract Administrative Funds	<u>200</u>	Box G
Add FY16 MCC Allocation	<u>4800</u>	Box H
Equals Amount Available for Granting	<u>5885</u>	Box I