

Budget Advisory Meeting

Town of Temple, NH

Meeting Minutes

4:30 PM, 6 November 2019, Town Hall Annex

BAC Attendees: Gary Scholl (Chair BAC), John Kieley (BAC), Gail Cromwell (BAC), Christine Robidoux (BAC), Steve Concordia (BAC), Mike Darnell (BAC), Ken Caisse (BAC/SB)

Also in attendance: George Willard (Select Board), Andy Paul (CIP), Connie Kieley (Village Green)

Meeting called to order at 4:30 PM.

Budget Review – Select Board and Government Buildings

Follow-up needed on Contingency, Printing and Advertising, and Dues & Subscriptions. All three are over budget for 2019, but may have items logged there incorrectly.

- Printing and Advertising to \$350
- Dues and Subscriptions to \$200

Follow-up on Data Processing, Software for 2019. Are there any outstanding invoices? It seems low for 2019.

Follow-up also needed on Auditing, which also seems low. Have we received the proposal for 2020 from Melanson Heath yet?

Attorney fees are also low, but bills are expected. No change for 2020.

Government Buildings

Follow-up needed on Town Hall Other Improvements for 2019; \$1500 spent, nothing budgeted. We believe this should be under Town Hall Repairs and Maintenance.

Municipal Building Repairs and Maintenance over for 2019. BAC to work with Admin on creating a list of all annual maintenance required in all town buildings.

- Placeholder of \$3000 for Town Hall Repairs and Maintenance. Floors may need to be refinished or touched up in 2020.

The BAC recommends that if an item is \$1 in the current year budget, an expense for that line item must be approved by the Select Board.

Town Hall Supplies should be under Patriotic Purposes.

Other Property Repairs and Maintenance: The flag pole needs repainting, as well as the fence rails and posts on the town common (\$2000). A tree also needs to come down between the ballfield and the cemetery.

Budget Advisory Meeting

Town of Temple, NH

Meeting Minutes

4:30 PM, 6 November 2019, Town Hall Annex

- Proposal of \$4000 for Government Buildings, Other Property Repairs and Maintenance.

The Village Green is requesting funds to replace two benches on the town common. Estimated cost is \$650 per bench for durable long lasting benches. K. Caisse will assess the existing benches on the common.

The Village Green Committee presented a proposed budget for 2020, with the town taking on the cost of annual maintenance vs. relying on volunteers (*see attached*). Discussion of working with Highway department hiring a part time staff person or contracting with a local landscaper. Follow-up with Highway department is needed.

- Proposal of adding \$4800 under a new Government Buildings and Land for the Village Green Committee.
- Reduction of \$1000 to the Municipal Building Improvement to Buildings.
- Increase Ballfield Repairs and Maintenance to \$300 for porta-potty at the baseball field.
- GB Electricity to \$2700 (Municipal Building)
- GB Propane to \$1800
- GB Ballfield Electricity to \$200
- GB Heating Oil –Town Hall to \$4400

Review of Financial Procedures

Cromwell worked with the municipal office staff to draft financial procedures as a follow-up from the Auditor's recommendation. Caisse suggested adding an uncashed checks policy, and will draft language on that issue to present to the Select Board.

Motion to approve the draft version as written and Caisse will present to the Select Board for review, amendments, and approval. Unanimous approval.

Highway Roads Project – Cromwell spoke with Lisa Murphy at SWRPC regarding delivery of the final report. The plan is forthcoming and a final review has been scheduled for December 11th.

Fire Truck Acquisition – Caisse reports that the fire truck is getting some minor repairs before the tools are loaded onto the truck. The town has six months per the contract to get the truck in service. Once the truck is operational, a decision will be made on the truck being replaced.

The Supervisors of the Checklist have requested to attend the November 20th BAC meeting to discuss 2020 budget items.

Discussion of Tax Rate (*see attached*)

Cromwell proposes using unreserved fund balance to offset the tax rate increase. There was a 14% average increase in assessments this year, mostly affecting housing in the low to moderate

Budget Advisory Meeting

Town of Temple, NH

Meeting Minutes

4:30 PM, 6 November 2019, Town Hall Annex

range due to high market demand for housing in that price range. Using the fund balance would allow for no change to tax rate dollar wise, allowing the town to “hold harmless” those residents affected the most. An increase in revenue is expected, so the money in the fund balance will likely be replaced, although there is no guarantee of a dollar for dollar match.

BAC proposed further study in the next week with the Select Board to finalize the tax rate. Kieley, Cromwell, and Scholl to work with Select Board.

Unanimous approval of Minutes from BAC/CIP Meeting held on October 2, 2019.

Unanimous approval of Minutes from BAC/Select Board/Auditor Meeting held on October 16, 2019.

Next meeting on November 20, 2019 at 4:30 PM.

Motion to adjourn at 6:20 PM. Unanimous approval.

Meeting Agenda Attachments:

2019_11_06_TaxRateNotes_Cromwell

2019_11_06_Email_TaxRateReport_Cromwell

Financial Procedures #5

2019 Tax Rate Report (Preliminary) 10-31-2019

2019_11_04_Email_FinancialProcedure_Cromwell

2019_11_06_VillageGreenBudget

Other Email Attachments

2019_10_28_Email_Ambulance_Kieley

2019_10_28_AmbulanceAllocation

2019_10_24_Email_AuditText_BoardAsst

2019_11_04_CashReport_Allen

2019_10_24_Email_Payroll_Allen

2019_10_21_Email_RegionalReport_Darnell

2019_10_21_Email_FinalMunicipalAidReport_Darnell

Tax Rate

	<u>2018</u>	<u>2019</u>	<u>%Δ</u>
County	1.24	1.02	-17%
CV	18.57	16.31	-12%
Town	5.91	<u>-82¢</u> 5.09	-14%

Effect on FB

How much does 82¢ require to be used?

$$161,407,040 \times 5.09 = 821,561$$

$$\begin{array}{r} \text{Raise } 947,319 \\ \text{New Raise } 821,561 \\ \hline 125,758 \end{array}$$

$$\begin{array}{r} \text{FB Now } 641,253 \\ -125,000 \\ \hline 516,253 \end{array} = \underline{\underline{12\%}}$$

Cromwell 10/6/19

From: Gail Cromwell

Sent: Wednesday, November 6, 2019 8:37 AM

To: Gary Scholl; michael Darnell; Steve Concordia; christine Robidoux; Ken Caisse; John Kieley

Subject: Tax Rate Setting data

The town has received the preliminary tax data from DRA. Last night the select board referred it to a discussion by the BAC. Here is the information you need.



New Hampshire
Department of
Revenue
Administration

2019
\$23.19

Preliminary Tax Rate
Tax Rate not Finalized

Tax Rate Breakdown Temple

Municipal Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$947,319	\$161,407,040	\$5.86
County	\$163,989	\$161,407,040	\$1.02
Local Education	\$2,315,787	\$161,407,040	\$14.35
State Education	\$310,211	\$158,487,240	\$1.96
Total	\$3,737,306		\$23.19

Village Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Total	\$0		\$0.00

Tax Commitment Calculation	
Total Municipal Tax Effort	\$3,737,306
War Service Credits	(\$8,400)
Village District Tax Effort	\$0
Total Property Tax Commitment	\$3,728,906

Appropriations and Revenues

Municipal Accounting Overview

Description	Appropriation	Revenue
Total Appropriation	\$1,441,906	
Net Revenues (Not Including Fund Balance)		(\$504,811)
Fund Balance Voted Surplus		\$0
Fund Balance to Reduce Taxes		\$0
War Service Credits	\$8,400	
Special Adjustment	\$0	
Actual Overlay Used	\$1,824	
Net Required Local Tax Effort	\$947,319	

County Apportionment

Description	Appropriation	Revenue
Net County Apportionment	\$163,989	
Net Required County Tax Effort	\$163,989	

Education

Description	Appropriation	Revenue
Net Local School Appropriations	\$0	
Net Cooperative School Appropriations	\$3,022,468	
Net Education Grant		(\$396,470)
Locally Retained State Education Tax		(\$310,211)
Net Required Local Education Tax Effort	\$2,315,787	
State Education Tax	\$310,211	
State Education Tax Not Retained	\$0	
Net Required State Education Tax Effort	\$310,211	

Valuation

Municipal (MS-1)

Description	Current Year	Prior Year
Total Assessment Valuation with Utilities	\$161,407,040	\$141,487,747
Total Assessment Valuation without Utilities	\$158,487,240	\$138,597,347
Commercial/Industrial Construction Exemption	\$0	\$0
Total Assessment Valuation with Utilities, Less Commercial/Industrial Construction Exemption	\$161,407,040	\$141,487,747

Village (MS-1V)

Description	Current Year
-------------	--------------

Temple

Tax Commitment Verification

2019 Tax Commitment Verification - RSA 76:10 II

Description	Amount
Total Property Tax Commitment	\$3,728,906
1/2% Amount	\$18,645
Acceptable High	\$3,747,551
Acceptable Low	\$3,710,261

If the amount of your total warrant varies by more than 1/2%, the MS-1 form used to calculate the tax rate might not be correct. The tax rate will need to be recalculated. Contact your assessors immediately and call us at 603.230.5090 before you issue the bills. See RSA 76:10, II

Commitment Amount	
Less amount for any applicable Tax Increment Financing Districts (TIF)	
Net amount after TIF adjustment	

Under penalties of perjury, I verify the amount above was the 2019 commitment amount on the property tax warrant.

Tax Collector/Deputy Signature:

Date:

Requirements for Semi-Annual Billing

Pursuant to RSA 76:15-a

76:15-a Semi-Annual Collection of Taxes in Certain Towns and Cities - I. Taxes shall be collected in the following manner in towns and cities which adopt the provisions of this section in the manner set out in RSA 76:15-b. A partial payment of the taxes assessed on April 1 in any tax year shall be computed by taking the prior year's assessed valuation times 1/2 of the previous year's tax rate; provided, however, that whenever it shall appear to the selectmen or assessors that certain individual properties have physically changed in valuation, they may use the current year's appraisal times 1/2 the previous year's tax rate to compute the partial payment.

Temple	Total Tax Rate	Semi-Annual Tax Rate
Total 2019 Tax Rate	\$23.19	\$11.60

Associated Villages

Fund Balance Retention

Enterprise Funds and Current Year Bonds

\$0

General Fund Operating Expenses

\$4,231,893

Final Overlay

\$1,824

DRA has provided a reference range of fund balance retention amounts below. Please utilize these ranges in the determination of the adequacy of your municipality's unrestricted fund balance, as currently defined in GASB Statement 54. Retention amounts, as part of the municipality's stabilization fund policy [1], should be assessed dependent upon your governments own long-term forecasts and special circumstances. Please note that current best practices published by GFOA recommend, at a minimum, that "...general purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures." [2],[3]

[1] The National Advisory Council on State and Local Budgeting (NACSLB), (1998), *Framework for Improved State and Local Government Budgeting: Recommended Budget Practices (4.1)*, pg. 17.

[2] Government Finance Officers Association (GFOA), (2009), *Best Practice: Determining the Appropriate Level of Unrestricted Fund Balance in the General Fund*.

[3] Government Finance Officers Association (GFOA), (2011), *Best Practice: Replenishing General Fund Balance*.

2019 Fund Balance Retention Guidelines: Temple

Description	Amount
Current Amount Retained (15.15%)	\$641,253
17% Retained <i>(Maximum Recommended)</i>	\$719,422
10% Retained	\$423,189
8% Retained	\$338,551
5% Retained <i>(Minimum Recommended)</i>	\$211,595

Financial Procedures – Town of Temple – DRAFT #5.2

The basic guidelines for the financial operations of the Town of Temple are to be found in the Municipal Budget Law, stated in RSA 32.

Payments: Payroll and Accounts Payable

No bill will be paid without signed authorization by the appropriate Department or Committee Head, who will also indicate the budget account number to be charged.

If the amount to be paid will cause the budget line authorization to be exceeded, it is the responsibility of the Department or Committee Head to address the Select Board in writing as to how this amount will be covered by other line items in the department 's budget.

In the event that an expenditure cannot be covered by a different line item within the department's or committee's budget, the Select Board may choose to cover the payment by identifying an appropriation from another part of the budget that will not be spent or by using an expendable trust fund if legally available to satisfy the expenditure. The department or committee in question should prepare a written request in advance so that the Select Board can identify the best solution. Use of a trust fund should be the last resort unless so identified as a source during the budgeting process. For maximum transparency the actual amount expended should show in the department's budget.

Under no circumstance will the Bookkeeper enter a transaction that exceeds the budget line item without the authorization of the Select Board. The Bookkeeper will notify the Department or Committee Head should such a request be received without authorization of the Select Board.

The Select Board Assistant will provide the Bookkeeper with all authorizing payment documents from the Select Board as soon as possible.

Payments of payroll will not be made without signed authorization by the appropriate Department or Committee Head, who will indicate the budget account number to be charged. The Select Board is responsible for approving payroll of all elected officials and Board employees.

The Treasurer will be given copies of all signed manifests as soon as available so that provision may be made for adequate cash balances. The Treasurer should be notified in advance of any large payments upcoming.

Handling of Payments

The General Fund includes monies in the town's Checking Account and its holdings in the PDIP (Public Deposit Investment Pool) account. The Treasurer manages the balances in the two accounts to maximize the investment returns earned for the town while ensuring sufficient funds for all payments.

Transfers by the Treasurer between the Checking Account and PDIP Accounts will be documented and provided immediately to the Bookkeeper by both email and in hard copy form and filed appropriately in the Treasurer's files. All other activity in the General Fund accounts such as credit card activity, receipts of State of NH payments, etc., which are often received as electronic transfers, will also be documented and supplied by the Treasurer to the Bookkeeper and vice versa.

Electronic payments of bills, known as ACH transfers, will be utilized whenever possible to enable safe and efficient payments and will be authorized by signed manifests.

All receipts by the Tax Collector, the Town Clerk, and the Board Assistant will be given to the Treasurer who will make deposits on a timely basis. At least one weekly deposit is required when funds remitted from all departments total \$1500 or more.

Notice of all deposits with complete details regarding source will be given immediately to the Bookkeeper in hard copy form.

In addition, separately, the Town Clerk is responsible for collection and deposits of State of NH fees into a State account that is not part of town accounting. Those deposits are made daily by the Town Clerk who drives to the nearest bank with a State account (currently TD Bank.)

Transfers to and from Trust Funds

Town Trust Funds include a variety of funds such as perpetual care cemetery funds, charitable trusts, private donations, and the town's capital reserve/expendable trust funds, all of which are managed exclusively by the Trustees of Trust Funds. All funds have a specific legal purpose and an agent to "expend." The Trustees are usually the agents to expend for the private funds and the Select Board is usually the agent for the town reserve accounts. As the agent to expend, the Select Board votes to request payment from a specific trust account. The request to the Trustees, in writing, is to transfer funds from a specific fund to the town general fund, to either the town checking account or PDIP account, usually the latter. Requests are not made to pay a bill directly but only to transfer funds to the general fund to allow it to

cover the bill. An electronic payment is used for the actual transfer and both the Treasurer and Bookkeeper are to be notified by the Trustees when it takes place.

Warrant articles that are approved at town meeting may specify transfers from the general fund to specific capital reserve/expendable trust accounts held by the Trustees. The Select Board is to request in writing that the Treasurer make those transfers and the Treasurer will comply as soon as feasible considering the cash balance and other required payments. The optimal transfer will be by electronic means and will usually be from the town PDIP account to the trust account also held in a PDIP account. The Bookkeeper will be notified immediately via hardcopy form. The Treasurer will also notify the Trustees with requisite documents immediately upon transferring funds. (Note: warrant article transfers must be completed before the end of the year voted.)

Annual Budget Update

The Bookkeeper should record the new budget numbers and warrant articles in the budget as soon as possible following town meeting. This is also the time when wage/salary increases voted at town meeting are paid retroactively to the first of the year. State law only allows usual and customary expenditures to be made between January 1 and town meeting but no new expenditures.

Monthly Budget Reports

The Treasurer and Bookkeeper are jointly responsible for verifying that the monthly cash flows in the checking and investment (PDIP) accounts are accurately recorded. The Bookkeeper verifies the checking account monthly statement and makes note of the uncashed checks.

A record shall be kept of uncashed checks to comply with state requirements for handling such checks. An uncashed check 120 days old shall trigger action by the Treasurer as specified in state law. (RSA 471-C:19)

Within five days of each month end, the Bookkeeper shall transmit a town budget report (Revenue and Expense Accounting) to the Select Board, Chair of the Budget Advisory Committee and Treasurer.

Within five days of each month end, the Bookkeeper shall transmit a department/committee budget report to each Department or Committee Head.

Cash On Hand reports shall be transmitted by the Treasurer to the Select Board and Chair of the Budget Advisory Committee monthly or whenever requested.

Additional Treasurer Duties

The Treasurer by statute has custody of separate financial accounts for several town entities such as the Recreation Revolving Fund, the Conservation Commission, and the 250th Anniversary Fund. The Treasurer receives deposits, pays out funds at their request, and maintains all records. All details of these funds are to be readily available. Monthly statements are sent to all entity treasurers or managers.

The Treasurer is responsible for reviewing on a monthly basis the collateral available to support the town checking account.

Town Indebtedness

The Treasurer is responsible for maintaining a file with the details of all bond and notes owed by the town, when issued, payment schedule, etc.

Financial Reports to DRA

There are other reports required of the Town Clerk and Tax Collector but these are the ones generally signed by Select Board . Preparation responsibility:

MS 636 Posted Budget – Select Board – Board Assistant

MS 232 Voted Appropriations – Select Board – Board Assistant

MS 535 Financial Report – Select Board, Designated Advisor

MS 1 – Summary of Inventory – Avitar

MS 434 Revised Estimated Revenues – Select Board, Designated Advisor

These financial procedures are not considered final but can be modified from time to time in order to clarify and add to known processes.

Note:

The Department of Revenue Administration has at least two very useful documents on its website: www.revenue.nh.gov Rev. 1700 Financial Accounting or Cities & Towns for the recommended chart of accounts, and Rev. 1900 Municipal Matters.

From: Gail Cromwell

Sent: Monday, November 4, 2019 7:39 AM

To: Gary Scholl; michael Darnell; John Kieley; Steve Concordia; Ken Caisse; Christine Robidoux

Subject: Draft Policy on Financial Procedures

When we (the Budget Advisory Committee) met with the Auditors a few weeks ago. It was noted in the meeting that we seem to get the same report from them, year after year, that the town is making payments without authorizations. Not a lot but there should not be any. We realized at the same time that there is some confusion about who does what in the office with collections, deposits, transfers to and from trust funds, etc. The Auditors also noted our absence of town policies. The result was that we (several of us in the BAC) wrote the attached document to help clarify all these things.

Please read the document before we meet on Nov 6. We need to recommend as a policy to the SB if we approve it. It has been vetted with the town employees, the trustees of trust funds, and Brenda Wiley (accounting consultant.) with a number of useful changes incorporated into the document.

Thanks, Gail

Budgeting

- **2019 Annual VGC Budget: Trust Fund: Fundraising:** **\$500.00**
 - New and/or replacement shrubbery, trees, and annual flower boxes.
 - Christmas Wreaths
 - Education
- **VGC Request: Town Budget line item: Yearly, Seasonal & Weekly Care: Gardens**
 - Common -Trees: Yearly: Pruning, Compost & Mulch: **\$2000.00**
 - Gardens - Library, Town Hall Annex Garden, QM Triangle, Municipal Building Garden, Veterans' Memorial
 - Mulch **\$300.00**
 - Weekly weeding of all Gardens: **\$2500.00**
 - Summer watering of annuals & perennials Volunteers
- \$4,800.00**

TOTAL for VGC Line Item:
- **Common Hardscape on recommendation of VGC and Highway Dept.:**
 - Fence – Repair & Painting Last Painted in 2014: **\$1875.00**
 - Benches & Picnic tables – Repair, Painting and/or replacement (2) **\$1500.00**
- **Highway Dept. Budget:**
 - Common – Grass: Yearly: Aerate, Over seeding, Fertilization
 - Buildings:
 - Town Hall: weeding stone drip edge
 - Municipal Building: weeding stone drip edge, weed whacking sides and rear of building
 - Monuments – weeding stones surrounding

October 22, 2019

Memo

To: Select board

From: VGC

Mission Statement: The Village Green Committee's (VGC) mission is to support and carry out projects, at the committee's discretion, focusing on the maintenance, improvement, repair, and beautification of town-owned green areas in the Town of Temple. (Mission statement approved by SB in 2012 making the VGC a Town Committee.)

This year the VGC became aware that many town-owned green areas need maintenance and improvements that are financially and physically beyond our capability. The VGC is seeking your support to help in keeping these green areas spaces we can all be proud of.

The VGC would like to retain its supporting role to the Select Board in the following ways:

- 1. Continue the responsibility of planting & watering of summer annuals*
- 2. Continue donating the holiday wreaths to the Town owned buildings*
- 3. Continue to support the Town by helping to pay for new shrubbery, trees and plants*

The VGC would like financial support from the Town to help us maintain and improve the Town Common and other areas that need ongoing care as listed on page 2, Budgeting, with their estimated costs.

- 1. The VGC would like the Town to take on the associated costs of all general maintenance such as pruning and mulching the common trees as well as aerating and fertilizing the grass on the common and maintaining all existing gardens.*
- 2. To accomplish the above we are requesting \$4800 be placed in the Town budget with those funds managed by the VGC. Details of the budget request are listed below but as noted we would be responsible for recommending to the SB people and/or companies to complete the necessary jobs. The VGC wouldt also like your approval to supervise the jobs completed.*
- 3. Essential to the success of this project is working with the Highway Dept. See budget detail on next page.*

From: John Kieley
Sent: Monday, October 28, 2019 1:33 PM
To: Gail Cromwell; Kieley John
Cc: Gary Scholl; Christine Robidoux; Ken Caisse; Michael Darnell; Steve Concordia
Subject: Re: Wilton Ambulance Co-Op Data

This is interesting data.

Calls to other towns were likely mutual aid so no cost allocation to them.

The 2019 allocation was arbitrary because Wilton said they had no call volumes for Greenfield. Wilton took 51% and the other three took 16.33% each. Obviously the historic allocation between the original three towns was based on population.

The attached spreadsheet shows what the allocation percentages would be if the basis was alternatively population and call volumes.

Based on population Temple's share would be 16%. Based on call volume (excluding mutual aid) Temple would drop to 12%.

And if Wilton again took 51% and the balance was divided based on population, Temple's share would be 14%

We should discuss at next meeting but looks like Ken should lobby for call volume allocation.

On Mon, Oct 28, 2019 at 12:29 PM Gail Cromwell <gpiersoncromwell@gmail.com> wrote:
That is good news, why are numbers being included for Milford, Greenville, etc?

On Oct 28, 2019, at 11:18 AM, Gary Scholl <gwscholl@gmail.com> wrote:

All,
I received the following information from Ken Caisse for the ambulance runs between 1/1/2019 and 10/24/2019.

<u>Served Community</u>	<u>Number Runs</u>	<u>Percentage</u>
Wilton	234	41.15%
Greenfield	105	21.60%
Lyndeborough	59	12.14%
Temple	55	11.32%
Milford	23	4.37%
Greenville	6	1.23%
New Ipswich	2	0.41%
Peterborough	2	0.41%

If the overall budget is controlled, and the trend persists, Temple's allocation will decrease by about 5%.

g

WILTON AMBULANCE

TOWN	Allocation by population		Allocation by Calls*	
	Population	Percent	Calls	Percent
Wilton	3759	43	234	52
Greenfield	1877	21	105	23
Lyndeboro	1734	20	59	13
Temple	1435	16	55	12
	8805		453	

*Calls 1/1/19-10/24/19

From: Board Assistant

Sent: Thursday, October 24, 2019 8:09 AM

To: John Kieley

Cc: Gary Scholl; Christine Robidoux; Steve Concordia; Cromwell Gail P.; Michael Darnell; Bill Ezell; Ken Caisse; George Willard

Subject: Re:

Hi Folks:

For the sake of efficiency, can the BAC please place any/all comments from members on one chart or document and forward to me when ready. Thanks.

Paul

On Tue, Oct 22, 2019 at 6:55 PM John Kieley <johnkieley574@gmail.com> wrote:

Following is suggested revised language for the budget description in the auditor's report

The Town's budget is originally prepared by the Budget Advisory Committee (BAC) in cooperation with the various department heads. The resulting budget is reviewed by the Select Board which then presents its budget at the Budget Hearing in February. The BAC does not address salary/wage levels which are prepared by the Select Board.

Pls send any comments to Paul who i ask for to forward to Jen Reddington once final.

--

Paul Clifton-Waite

Assistant to the Select Board

Town of Temple, NH

603.878.2536

Hours: Mon. 7-9 a.m., Tues.8-6 p.m., Thurs. 8-6 p.m., 1st and 3rd Sat 8-11 a.m.

From: Peter Allen

Sent: Monday, November 4, 2019 9:04 AM

To: Selectboard NH; michael.t.darnell@comcast.net; Christine Robidoux; Gary Scholl; John Kieley; Steve Concordia; Gail Cromwell

Subject: End of October Net CASH on hand

Dear BOS and BAC

Here is snap shot of current status of both General Fund accounts: Citizens checking and our PDIP Investments account

Please note:

considering known large expenses (ie, 2 more Conval payments for Nov and Dec (roughly total of \$440,000, and the adjustment to Conval payments year-to-date to make up for actual tax authorized payments for July through November, which I estimate to be approx \$25,000, along with the County payment of appro \$164,000) all totalling approx \$625,000, we do foresee EOY cash-on-hand cushion of about \$100,000 in excess of known expenses.

Having reviewed tax receipts from Dec 2018, there should be approximately \$1,400,000 of comparable receipts on hand by December 17 of this year.

The weekly payroll and other customary and usual expenses are usually adequately covered by weekly receivables.

Thus, it does appear cash flow is well tended with a solid fund balance.

Please note BAC spreadsheet also attached C/O Mr Scholl, showing telling graphic of Temple's investment priority

my regards to all
Peter

10/1/2019		
To: BAC and BOS	Treasurer Report Current Cash assets	
From: Peter W. Allen, Treasurer	end of month	Oct-19
as of 10/31/19		
Citizens Gen Fund	\$ 54,974.20	(includes interest below)
Citizens Mthly earned interest	\$ 0.22	
Net in Quickbook treasurer	\$ 51,318.47	
(Gen Fund minus Quickbook net)	\$ 3,655.73	checks outstanding at EOM
PDIP	\$ 702,367.86	(includes interest below)
Pdip Mthly Earned interst	\$ 1,598.33	
Year-to-date PDIP Earned Interest	\$18,599.26	
NB: interest rate at PDIP now below 2% - 1.83% today - slowing interest earned along with less cash will impact int.		
Total Town NET Cash Assets	\$ 706,023.59	as of 10/31/19

From: Peter Allen

Sent: Thursday, October 24, 2019 11:06 AM

To: michael.t.darnell@comcast.net; Christine Robidoux; Gary Scholl; John Kieley; Steve Concordia; Gail Cromwell; Board Assistant

Subject: how to distribute and date payroll thanksgiving week

hello

wondering if BAC could recommend, or at least outline past practices, of payroll being distributed thanksgiving week.

we are closed thurs, and always on Friday

Since checks are always dated on Friday(Nov 28)after week of earning (ending 11/24) , there for employees cannot cash their checks before holiday.

I would like to suggest we make an exception for the holiday and date checks Monday 11/25/19 in order to allow employees to cash their checks on Tuesday or Wednesday before thanksgiving

also, it might be a good idea to consider last two weeks at end of year...while payroll be cut those last two weeks, and could the dates be changed for them also to the Monday at beginning of each week

Just and FYI: both town clerk and tax collector will only be here on thursday of each of those weeks to make sure receivables are addressed. otherwise, they will not be working tues and wed of those last two weeks.

Here too it would be nice to consider giving cashable checks the week after having earned.

they - clerk and tax collector - will be working tues and wed of thanksgiving week

Treasurer will be here of course whenever needed.

my regards

Peter

--

Peter W. Allen

Treasurer, Town of Temple

603-325-5177 cell

603-878 -2536 office

From: Gary Scholl
Sent: Saturday, October 19, 2019 10:57 AM
To: Paul Clifton-Waite
Cc: Christine Robidoux; Mike Darnell; Gail P. Cromwell; Steve Concordia; John Kieley; Ken Caisse; George Willard; Bill Ezell
Subject: Fwd: Municipal Aid Payments 2019 (check sent to towns last week)

See attached

g

Begin forwarded message:

From: "Darnell, Michael" <Michael.T.Darnell@Comcast.net>
Date: October 19, 2019 at 4:56:30 AM EDT
To: "Gary Scholl" <gwscholl@gmail.com>
Subject: **Municipal Aid Payments 2019** (check sent to towns last week)

Temple	9,977.20
Greenville	39,335.92
New Ipswich	75,312.90
Wilton	46,665.34
Lyndeborough	11,730.03
Dublin	13,857.84
Peterborough	89,352.57
Sharon	2,375.51

Town	Payment
Acworth	20,161.50
Albany	16,591.20
Alexandria	27,597.71
Allenstown	81,027.38
Alstead	33,003.25
Alton	64,961.71
Amherst	78,297.89
Andover	35,126.15
Antrim	44,748.67
Ashland	36,862.24
Atkinson	29,519.04
Auburn	43,330.77
Barnstead	87,364.15
Barrington	90,223.66
Bartlett	34,584.39
Bath	16,541.16
Bedford	179,567.91
Belmont	158,864.09
Bennington	24,755.60
Benton	3,600.66
Berlin	231,887.66
Bethlehem	33,836.60
Boscawen	65,755.85
Bow	63,778.27
Bradford	23,081.55
Brentwood	33,355.08
Bridgewater	9,021.56
Bristol	62,897.66
Brookfield	10,242.20
Brookline	48,777.26
Cambridge	-
Campton	53,588.09
Canaan	71,357.29
Candia	39,986.66
Canterbury	21,898.41
Carroll	8,494.69
Center Harbor	10,625.09
Chandlers Purcha	-
Charlestown	98,621.13
Chatham	4,490.88
Chester	31,298.40
Chesterfield	37,617.69
Chichester	25,201.93
Claremont	341,154.52
Clarksville	4,931.47
Colebrook	41,484.34

Columbia	12,817.30	
Concord	749,727.79	Includes Penacook share
Conway	188,204.85	Concord - \$652,353.05
Cornish	10,095.05	Penacook - \$97,374.74
Croydon	9,339.30	
Dalton	19,926.85	
Danbury	17,946.93	
Danville	41,724.59	
Deerfield	50,143.79	
Deering	31,137.27	
Derry	496,030.86	
Dix Grant	-	
Dixville	-	
Dorchester	6,381.97	
Dover	435,714.79	
Dublin	13,857.84	
Dummer	3,649.63	
Dunbarton	23,647.91	
Durham	33,767.72	
East Kingston	18,033.66	
Easton	1,911.46	
Eaton	2,005.14	
Effingham	38,468.80	
Ellsworth	1,905.58	
Enfield	54,834.35	
Epping	98,061.57	
Epsom	61,893.33	
Errol	715.52	
Exeter	158,990.20	
Farmington	159,034.20	
Fitzwilliam	32,164.04	
Francestown	17,408.62	
Franconia	12,400.75	
Franklin	228,925.14	
Freedom	15,568.76	
Fremont	42,547.81	
Gilford	85,927.86	
Gilmanton	43,197.18	
Gilsum	12,319.24	
Goffstown	209,103.59	
Gorham	43,221.99	
Goshen	11,480.62	
Grafton	22,299.31	
Grantham	23,342.58	
Greenfield	18,237.99	
Greenland	27,687.53	
Greens Grant	-	

Greenville	39,335.92
Groton	10,279.17
Hale's Location	46.35
Hampstead	66,615.84
Hampton	116,299.33
Hampton Falls	14,342.61
Hancock	11,319.91
Hanover	44,167.30
Harrisville	8,335.43
Hart's Location	46.35
Haverhill	90,926.91
Hebron	5,290.56
Henniker	52,935.75
Hill	12,237.23
Hillsborough	144,786.60
Hinsdale	96,914.28
Holderness	21,243.06
Hollis	45,044.43
Hooksett	152,392.50
Hopkinton	49,391.17
Hudson	268,277.48
Jackson	6,517.83
Jaffrey	103,453.79
Jefferson	18,577.65
Keene	391,627.32
Kensington	18,851.44
Kingston	56,654.36
Laconia	396,002.28
Lancaster	77,716.27
Landaff	4,813.69
Langdon	7,430.72
Lebanon	163,993.19
Lee	44,262.02
Lempster	17,988.57
Lincoln	15,745.59
Lisbon	55,823.52
Litchfield	68,205.54
Littleton	122,982.89
Londonderry	265,553.76
Loudon	64,648.59
Lyman	5,783.15
Lyme	13,125.53
Lyndeborough	11,730.03
Madbury	13,510.34
Madison	41,580.60
Manchester	2,934,757.44
Marlborough	42,054.45

Marlow	9,147.44
Martin's Location	-
Mason	10,576.01
Meredith	98,136.88
Merrimack	222,119.00
Middleton	40,444.93
Milan	30,872.10
Milford	182,960.44
Millsfield	46.35
Milton	74,990.03
Monroe	9,591.09
Mont Vernon	17,474.31
Moultonborough	52,068.32
Nashua	1,828,365.60
Nelson	7,079.37
New Boston	56,627.00
New Castle	3,214.53
New Durham	42,511.08
New Hampton	27,771.54
New Ipswich	75,312.90
New London	13,841.33
Newbury	16,802.62
Newfields	10,106.75
Newington	4,529.24
Newmarket	100,953.33
Newport	175,425.90
Newton	48,435.13
North Hampton	26,118.23
Northfield	91,339.22
Northumberland	52,604.35
Northwood	49,654.67
Nottingham	42,377.24
Odell	-
Orange	2,147.25
Orford	14,880.65
Ossipee	114,407.58
Pelham	108,543.56
Pembroke	102,297.51
Peterborough	89,352.57
Piermont	5,682.17
Pinkham's Grant	-
Pittsburg	7,446.73
Pittsfield	115,094.50
Plainfield	15,205.05
Plaistow	79,873.21
Plymouth	83,747.01
Portsmouth	205,234.03

Randolph	3,104.16
Raymond	145,518.82
Richmond	21,241.54
Rindge	64,478.06
Rochester	686,077.44
Rollinsford	20,165.55
Roxbury	3,105.48
Rumney	26,324.81
Rye	22,975.38
Salem	302,806.05
Salisbury	17,603.43
Sanbornton	32,840.44
Sandown	67,366.18
Sandwich	15,592.17
Seabrook	154,499.37
Sharon	2,375.51
Shelburne	4,660.80
Somersworth	273,216.41
South Hampton	2,884.49
Springfield	12,429.22
Stark	6,115.77
Stewartstown	18,702.83
Stoddard	17,654.20
Strafford	38,179.53
Stratford	21,613.19
Stratham	46,816.91
Sugar Hill	6,144.43
Sullivan	11,352.78
Success	-
Sunapee	30,558.08
Surry	8,054.96
Sutton	29,948.30
Swanzey	127,091.31
Tamworth	52,013.06
Temple	9,977.20
Thompson & Mes	-
Thornton	44,537.47
Tilton	71,161.39
Troy	55,946.54
Tuftsboro	34,304.23
Unity	23,448.43
Wakefield	103,843.22
Walpole	42,710.09
Warner	37,850.20
Warren	16,665.84
Washington	16,048.55
Waterville Valley	2,563.45

Weare	116,953.41
Webster	22,357.95
Wentworth	16,379.60
Wentworth's Loc:	-
Westmoreland	13,293.94
Whitefield	56,156.89
Wilmot	13,426.64
Wilton	46,665.34
Winchester	109,647.47
Windham	98,554.87
Windsor	2,736.43
Wolfeboro	76,640.90
Woodstock	29,677.13
	20,000,000.00