

## **Budget Advisory Committee**

### **Town of Temple, NH**

#### ***Meeting Minutes***

10:00 AM, 24 September 2019, Town Hall Annex

**BAC Attendees:** Gary Scholl (Chair), John Kieley, Gail Cromwell, Christine Robidoux, Steve Concordia, Mike Darnell

Also in attendance: Elizabeth Maxcy-Humphrey (Tax Collector), Joyce Kullgren (Town Clerk), Peter Allen (Treasurer), and Paul Clifton-Waite (Administrative Assistant to Select Board)

Meeting called to order at 10:00 AM.

#### Review Budgets and Facilities Needs for Municipal Building Operations

*(See attachment with YTD Expenditures as of 2019 Aug 31)*

#### **Treasurer Peter Allen discussed Finance Administration**

Scholl reminded the group that we do not discuss salary related expense. Salaries are determined by the Select Board.

- Bank Charges are to cover fees for bounced checks. Scholl noted that there is a revenue offset for this line item. Keep at \$100 for 2020.
- Telephone is not applicable. Keep placeholder of \$1.
- Dues & Subscriptions are good at \$40 for 2020.
- Training and Seminars is showing a charge of \$35. This should be under Dues & Subscriptions. Peter will research Treasurer training/conference costs. Past expenses in this category were \$274. Gary will follow-up with Julie to move the \$35 dues fees.
- Office Supplies are under Town Administration.

Treasurer is requesting the purchase of a scanner so that more electronic banking can occur, cutting down on trips to the bank. Treasurer shared research he has done on costs so far for e-banking, including fees for using a bank scanner versus purchasing our own.

BAC requests more info about bank fees and offset of income from PDIP. BAC recommends doing whatever is most cost effective for the town. Treasurer will get back to the BAC if a "Bank Fees" budget item needs to be added for 2020, as well as an office equipment line for the purchase of a scanner.

We could be doing more ACH transactions, and Treasurer is in the process of setting them up. Treasurer shared other cost and time savings initiatives that he explained to the Select Board, including Direct Deposit for paychecks through QuickBooks and something called Positive Pay which prevents fraud. Treasurer is also creating a secure "share file" for the auditors, which many towns are already doing, to cut down on the amount of time spent tracking down data.

Treasurer reminded BAC that there will be an extra paycheck period in 2019. He will send the payroll dates for calculations.

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Treasurer is working from home more, and is using PC to PC software recommended by Ed Holz. Currently Mr. Holz is billing through his fees for this service. BAC may wish to break it out, but either way it should be included in Data Processing/Software line item. Treasurer will send info to Scholl.

#### **Town Clerk, Joyce Kullgren**

Discussion of moving to a "one-check" system which would require credit card payment capabilities. Town Clerk is researching and learning more about the system. She will make a decision soon on whether or not to do this in Temple. If she decides to switch to a "one-check" town, the transition will take 5-6 weeks. The town would be liable for bounced checks, the state gets paid either way.

Use of a credit card machine would cost \$575 for set-up, plus \$60 annually. The cost would offset what is currently paid in mileage for trips to the bank.

Town Clerk noted that 2020 is a 4-election year, so those expenses will be higher. BAC will meet with Election officers.

- There appear to be some misappropriated line items, including Printing and Advertising. Ballot printing (\$347.50), should be under Election Administration. Printing is still over for this year due to envelope printing. This is done every few years. Line item can stay at \$100 for 2020.
- Dues and Subscriptions can be reduced to \$25 from \$300.
- Training and seminars can be reduced to \$700 from \$900.
- Increase Dog Tags expense to \$950 from \$900.
- Postage appropriations are still being sorted. Admin provided readings from the postage meter. Town Clerk costs are at \$536, projected to reach about \$750 at year end. This includes PO Box annual fee.
- Hold \$500 for Travel for now. This covers mileage to and from the bank. If we switch to a one-check town, this line item will no longer be needed.

The printer used for State business has been given to the town. However, the printer is very old and the state will not replace it. The town will have to purchase the one approved by the state for state business, currently priced at \$260. This printer is used for printing car registrations. The printer is working fine now, so does not need to be replaced yet.

#### **Elizabeth Maxcy-Humphrey, Tax Collector**

Some corrections need to be made to YTD expenditures.

- Postage YTD should be \$743.81, with projections of \$1100 by year end.

## **Budget Advisory Committee**

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- Dues includes the PO Box fees. Move \$90 to Postage. Keep at \$30 for 2020.
- Office Supplies can be reduced to \$500 from \$600.
- Abatements included settlement for use of utility poles required. There was also one other adjustment. The results of the re-eval completed this year may affect this line item, however it is difficult to predict. BAC to research how much was budgeted for this line item the last time there was a re-eval (5 years ago).
- County Registration fees are for filing liens. Keep at \$150.
- Other Professional Services is for deeds. Keep at \$1000.
- Office Supplies needed in 2020 include a self-inking return address stamp (\$20-\$25), and under desk lighting. Darnell believes there are lights there. If not, there is money in this year's budget to cover these. BAC recommends getting authorization from Select Board.
- Other office equipment needed is an auto-feed shredder that can shred stacks of paper. Current shredder is unreliable. BAC recommends using Town Administration funds to cover this in 2019, with Select Board authorization. None of the \$1300 budgeted for this line item in 2019 has been used. A cross cutter is recommended.

Notification was received from the state regarding the state budget not being approved yet. If it is delayed much longer, the new tax rate information will not be ready in time for our budgeting. Tax rate information must be mailed by December 1. *(Update: The budget was passed on September 25)*

Noted: The state dropped interest rates on overdue taxes from 12% to 8%, and from 18% to 12% for liens starting in 2020.

Tax Collector will also request, through the Select Board, an increase for the Deputy Tax Collector to \$800.

#### **Administrative Assistant, Paul Clifton-Waite, Town Administration**

A color copier is needed occasionally in the office to print maps. Admin will research.

Postage allocation corrections will be completed by year-end. A discussion of use of the meter vs. other postage options like Stamps.com. We pay \$700 to lease the machine, plus a per transaction fee on top of the postage. Is this the best option? BAC suggests checking with other towns to see what they are using.

- Dues & Subscriptions includes the security system fees. These should be allocated under Government Buildings/Municipal. This line also includes the credit card charge for Quickbooks (\$40) and a subscription for the Ledger Transcript (\$42).
- Ezell is still researching the new phone system options. BAC will wait to hear from Select Board on outcome. This is allocated under Office Equipment. Leave \$300 as placeholder for 2020.

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- Books & Periodicals can be removed, as well as the County Registry Charges.
- BAC recommends Admin avails himself of NHMA training in 2020. Admin will research offerings. Keep at \$500 for now.

Municipal Building repairs identified by Admin include window repairs (Select Board, Caisse researching). Grounds maintenance, typically done by volunteers, needs regular attention. Request for funds to pay for regular maintenance.

Scholl requests list of annual systems maintenance at the municipal building, to prevent major breakdowns. These should include septic, water heater, furnace, security, generator, and air systems, plus any others. Admin will research.

Darnell suggested parking barriers to prevent cars from driving into the building might be good to install.

Admin discussed potential increase of hours to 30. Right now he's putting in about 24-27 hours per week.

#### **New Business:**

Schedule meeting with Election officers/Moderator, Supervisors of the Checklist.

Schedule Training session on Dashboard app created by Concordia. Kieley requests copy of the app before the training.

See attached for full DRAFT of BAC 2019/2020 schedule. Times and dates need to be confirmed with town departments and committees before the schedule is finalized.

Motion to adjourn at 12:45 PM. Unanimous approval.

#### ***Attachments:***

*2019\_09\_06\_Email\_BudgetInfo\_Cromwell*

*2019\_09\_09\_Email\_UtilityAccts\_Scholl*

*2019\_09\_09\_EmailAtt\_UtilityAcct\_Scholl*

*2019\_09\_24\_YTD\_Municipal\_Operations*

**2020**

**Budget Advisory Committee  
Town of Temple, NH**

***Proposed Meeting Schedule for Department Interviews and  
Consolidation***

<b><u>Department</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>
<b>Municipal Government &amp; Finance*</b>	<b>25 September 2019</b>	<b>10:00 AM</b>
<b>Highway and Cemetery*</b>	<b>2 October 2019</b>	<b>11:30 AM</b>
<b>BOS and Auditors</b>	<b>16 October 2019</b>	<b>4:30 PM</b>
<b>BOS &amp; Gov. Buildings*</b>	<b>6 November 2019</b>	<b>4:30 PM</b>
<b>Fire, Animal Control, Library*</b>	<b>20 November 2019</b>	<b>4:30 PM</b>
<b>BAC Member Reports</b>	<b>4 December 2019</b>	<b>4:30 PM</b>
<b>BAC Budget Consolidation &amp; Prep.</b>	<b>15 January 2020</b>	<b>4:30 PM</b>
<b>BAC Budget Consolidation &amp; Prep.</b>	<b>29 January 2020</b>	<b>4:30 PM</b>
<b>BoS &amp; BAC Town Budget Presentation</b>	<b>7 February 2020</b>	<b>7:00 PM</b>

***\*Dates and times are pending confirmation with town departments and committees.***

**Member Assignments:**

**Scholl: Welfare,**

**Concordia: Planning Board, Fire Dept**

**Robidoux: Town Hall, Library, Rec Committee, TCPC**

**Kieley: Energy, TEEC, ZBA, ConComm**

**Caisse: Ambulance, Recycling**

**Cromwell: Police, Animal Control**

**Darnell: Patriotic Purposes**

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**From:** Gary Scholl

**Sent:** Monday, September 9, 2019 4:06 PM

**To:** Christine Robidoux; Gail Cromwell; John Kieley; Ken Caisse; michael.t.darnell@comcast.net; Steve Concordia

**Cc:** Julie Dean

**Subject:** FW: Utility Accounts

BAC,

I received the attached Utility Account information from Julie Dean in response to our request for utilities clarification. Her email follows.

Julie,

Thank you for the prompt response. This will help with our budget reviews.

**g**

**From:** Temple Bookkeeper <templenhbookkeeper@gmail.com>

**Sent:** Saturday, September 7, 2019 4:28 PM

**To:** Gary Scholl <gwscholl@gmail.com>; Bookkeeper <bookkeeper@templenh.org>;  
noche4444@yahoo.com

**Subject:** Re: Utility Accounts

Hi Gary,

Please see attached. I have reviewed 2018 & 2019 utility bills paid and cross referenced account codes with utility account numbers/service address. It appears that utility bills have been and continue to be paid against correct account codes for buildings where utilities are delivered.

I reviewed 2019 utilities paid for electric, propane and heating oil for each account code (reports attached) - it appears charges against account codes by department are correct. I did find that diesel fuel was included in the Highway propane but I have re-assigned those charges to correct code 42299636 (Town Diesel).

Note that under 4194 Govern. Bldgs. and Land that there are two electric service accounts with Eversource which have been paid from 419550 - Eversource acct. #56209911015 service address Town of Temple Playground 0 General Miller Hwy & Eversource acct. # 56290610628 service address Town of Temple 0 General Miller Hwy (as appears on the bills received from Eversource).

Let me know if this is the information you needed.

Thank you,  
Julie

<...snip...>

## Town Building Utility Accounts

### Electric (Eversource)

#### 4194 - Government Buildings and Land

4194410 GB Electricity	56032890063 Town Offices 423 NH Rte. 45
4194412 GB Electricity Town Hall	56577211063 Town Hall 9 Main St.
4194450 GB Ballfield Electricity	5690616028 Town of Temple 9 Gen. Miller Hwy.
4194450 GB Ballfield Electricity	56209911015 Town of Temple Playground

#### 4312 - Highway Dept.

4312410 HW Electricity	56817211055 Hwy Garage
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#### 4550 - Library

4550410 Lib Electric	56467841052 Town of Temple Library 5 Main St.
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### Fuel Oil (Rymes)

#### 4194 - Government Buildings and Land

4194413 GB Heating Oil - Town Hall	Town Hall	9 Main St.
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### Propane (Rymes)

#### 4194 - Government Buildings and Land

4194411 GB Heating Propane MB	Municipal Bldg.	Town Offices 423 NH Rte. 45
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#### 4312 - Highway Dept.

4312411 HW Propane	Highway Barn	7 Main St.
<i>1/3 of total delivered charged to Highway, 2/3 of total delivered charged to Library</i>		

#### 455-Library

4550411 Lib Heating	Library	7 Main St.
<i>2/3 of total delivered charged to Library, 1/3 of total delivered charged to Highway</i>		

# Town of Temple

## Transaction Detail By Account

### January 1 through September 7, 2019

	Date	Num	Name	Memo	Clr	Amount	Balance
<b>4194 · 4194 Government Building, Land</b>							
<b>4194410 · GB Electricity</b>							
	01/18/2019	2890063jan	Eversource	Town Offices 423 NH Rte. 45		328.17	328.17
	01/18/2019	0616028jan	Eversource	Town of Temple 0 Gen. Miller ...		42.81	370.98
	02/19/2019	0616028feb	Eversource	Town of Temple 0 Gen. Miller ...		20.90	391.88
	02/19/2019	2890063feb	Eversource	Town Offices 423 NH Rte. 40		324.51	716.39
	02/27/2019	77211063 118-219	Eversource	Town Hall 9 Main St.		125.67	842.06
	03/19/2019	0616028march	Eversource	Town of Temple 0 Gen. Miller ...		14.89	856.95
	04/18/2019	2890063april	Eversource	Town Offices 423 NH Rte. 45		240.70	1,097.65
	05/20/2019	2890063may	Eversource	Town Offices 423 NH Rte. 45		195.86	1,293.51
	05/28/2019	2890063may	Eversource	Town Offices 423 NH Rte. 45		3.00	1,296.51
	05/29/2019	7211063apri may	Eversource	Town Hall 9 Main St.		124.57	1,421.08
	06/19/2019	2890063june	Eversource	Town Offices 423 NH Rte. 45		162.84	1,583.92
	06/19/2019	0616028june	Eversource	Town of Temple 0 Gen. Miller ...		15.19	1,599.11
	07/19/2019	56290616028	Eversource	Town of Temple 0 Gen. Miller ...		44.97	1,644.08
	08/20/2019	56032890063	Eversource	Town Offices 423 Rte. 45		209.03	1,853.11
	08/20/2019	56290616028	Eversource	Town of Temple 0 Gen. Miller ...		16.16	1,869.27
Total 4194410 · GB Electricity						1,869.27	1,869.27
Total 4194 · 4194 Government Building, Land						1,869.27	1,869.27
<b>TOTAL</b>						<b>1,869.27</b>	<b>1,869.27</b>



# Town of Temple

## Transaction Detail By Account

January 1 through September 7, 2019

Type	Date	Num	Name	Memo	Amount	Balance
4312 - 4312 Highway Dept.						
4312410 - HW Electricity						
Bill	01/18/2019	7211055Jan	Eversource		58.98	58.98
Bill	02/19/2019	7211055Feb	Eversource		64.90	123.88
Bill	03/19/2019	7211055 march	Eversource		50.64	174.52
Bill	04/18/2019	7211055April	Eversource		48.04	222.56
Bill	05/20/2019	7211055April may	Eversource		43.61	266.17
Bill	06/19/2019	June 56817211055	Eversource		37.67	303.84
Bill	07/19/2019	56817211055	Eversource	Town of Temple...	37.76	341.60
Total 4312410 - HW Electricity					341.60	341.60
Total 4312 - 4312 Highway Dept.					341.60	341.60
TOTAL					341.60	341.60

**Town of Temple**  
**Transaction Detail By Account**  
 January 1 through September 7, 2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>4550 - 4550 Library</b>						
<b>4550410 - LIB Electric</b>						
Bill	01/18/2019	7841052jan	Eversource		106.86	106.86
Bill	02/19/2019	7841052feb	Eversource		126.12	232.98
Bill	03/19/2019	7841052march	Eversource		99.55	332.53
Bill	04/18/2019	7841052april	Eversource		80.09	412.62
Bill	05/20/2019	7841052may	Eversource		77.49	490.11
Bill	06/19/2019	7841052june	Eversource		88.41	578.52
Bill	07/19/2019	56467841052	Eversource		140.68	719.20
Bill	08/20/2019	56467841052	Eversource		158.82	878.02
Total 4550410 - LIB Electric					878.02	878.02
Total 4550 - 4550 Library					878.02	878.02
<b>TOTAL</b>					<b>878.02</b>	<b>878.02</b>

**Town of Temple**  
**Transaction Detail By Account**  
 January 1 through September 7, 2019

Date	Num	Name	Memo	Amount	Balance
<b>4194 - 4194 Government Building, Land</b>					
<b>4194413 - GB Heating Oil - Town Hall</b>					
01/08/2019	93480	Rymes Propane & Oil		300.39	300.39
01/22/2019	41061	Rymes Propane & Oil		486.46	786.85
02/05/2019	95591	Rymes Propane & Oil		446.81	1,233.66
02/19/2019	43377	Rymes Propane & Oil		332.38	1,566.04
03/05/2019	88063	Rymes Propane & Oil		392.45	1,958.49
03/26/2019	44730	Rymes Propane & Oil		481.33	2,439.82
04/30/2019	30922	Rymes Propane & Oil		349.82	2,789.64
07/20/2019	6129	Rymes Propane & Oil		500.11	3,289.75
Total 4194413 - GB Heating Oil - Town Hall				3,289.75	3,289.75
Total 4194 - 4194 Government Building, Land				3,289.75	3,289.75
<b>TOTAL</b>				<b>3,289.75</b>	<b>3,289.75</b>

**Town of Temple**  
**Transaction Detail By Account**  
January 1 through September 7, 2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
4194 - 4194 Government Building, Land							
4194411 - GB Heating Propane MB							
Bill	01/01/2019	60412	Rymes Propane & Oil			295.97	295.97
Bill	03/26/2019	56949	Rymes Propane & Oil			1,107.09	1,403.06
Total 4194411 - GB Heating Propane MB						1,403.06	1,403.06
Total 4194 - 4194 Government Building, Land						1,403.06	1,403.06
TOTAL						1,403.06	1,403.06

**Town of Temple**  
**Transaction Detail By Account**  
 January 1 through September 7, 2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
4312 - 4312 Highway Dept.							
4312411 - HW Propane							
Bill	03/28/2019	60730	Rymes Propane & Oil			130.08	130.08
Bill	04/04/2019	76642	Rymes Propane & Oil			218.84	348.92
Total 4312411 - HW Propane						348.92	348.92
Total 4312 - 4312 Highway Dept.						348.92	348.92
<b>TOTAL</b>						<b>348.92</b>	<b>348.92</b>

**Town of Temple**  
**Transaction Detail By Account**  
 January 1 through September 7, 2019

Date	Num	Name	Memo	Clr	Amount	Balance
<b>4550 - 4550 Library</b>						
<b>4550411 - LIB Heating</b>						
03/28/2019	60730	Rymes Propane & Oil	Propane		260.15	260.15
04/04/2019	76642	Rymes Propane & Oil	Propane		437.69	697.84
Total 4550411 - LIB Heating					697.84	697.84
Total 4550 - 4550 Library					697.84	697.84
<b>TOTAL</b>					<b>697.84</b>	<b>697.84</b>

## 2019 Aug YtD Actual (66.6%)

	Expenditures	Budget	\$ Over Budget	%Of Budget
<b>4131 - 4131 Town Administration</b>				
4131110 - TA Wages Admin. Asst.	19,300	31,200	-11,900	61.9%
4131111 - TA Wages Bookkeeper	7,282	10,714	-3,432	68.0%
4131140 - TA Overtime	0	1,000	-1,000	0.0%
4131220 - TA Social Security	1,693	2,661	-968	63.6%
4131225 - TA Medicare	396	622	-226	63.7%
4131341 - TA Telephone/Internet	2,934	6,600	-3,666	44.5%
4131440 - TA Copier Maintenance & Supplie	464	1,000	-536	46.4%
4131560 - TA Dues and Subscriptions	782	100	682	782.3%
4131561 - TA Training and Seminars	317	500	-183	63.5%
4131620 - TA Office Supplies	1,110	1,700	-648	61.9%
4131625 - TA Postage	3,412	1,000	2,412	341.2%
4131670 - TA Books and Periodicals	0	1	-1	0.0%
4131740 - TA Office Equipment	0	1,300	-1,300	0.0%
4131810 - TA County Registry Charges	0	1	-1	0.0%
<b>Total 4131 - 4131 Town Administration</b>	<b>\$ 37,633</b>	<b>\$ 58,399</b>	<b>\$ (20,766)</b>	<b>64.4%</b>
<b>4140 - 4140 Town Clerk</b>				
4140130 - TC Salary	12,480	19,086	-6,606	65.4%
4140135 - TC Deputy Salary	343	1,370	-1,028	25.0%
4140220 - TC Social Security	845	1,268	-423	66.6%
4140225 - TC Medicare	199	297	-98	67.0%
4140550 - TC Printing and Advertising	622	100	522	622.1%
4140560 - TC Dues and Subscriptions	20	320	-300	6.3%
4140561 - TC Training and Seminars	633	900	-267	70.3%
4140562 - Office Supplies	0	0	0	No Budget
4140563 - Dog Tags Expense	940	900	40	104.4%
4140625 - TC Postage	64	200	-136	32.0%
4140564 - TC Travel	310	500	-190	61.9%
<b>Total 4140 - 4140 Town Clerk</b>	<b>\$ 16,455</b>	<b>\$ 24,941</b>	<b>\$ (8,487)</b>	<b>66.0%</b>



Expenditures Budget \$ Over Budget %Of Budget

2019 Aug YTD Actual (66.6%)

415000 - Financial Administration	2,285	3,970	-1,685	57.6%
4150130 - TR Salary	150	300	-150	50.0%
4150135 - TR Deputy Salary	151	265	-114	57.0%
4150220 - TR Social Security	35	62	-27	57.0%
4150225 - TR Medicare	41	100	-59	40.7%
4150340 - TR Bank Charges	0	1	-1	0.0%
4150341 - TR Telephone	0	40	-40	0.0%
4150560 - TR Dues and Subscription	35	300	-265	11.7%
4150561 - TR Training and Seminars	0	1	-1	0.0%
4150620 - TR Office Supplies	64	160	-96	40.0%
4150625 - TR Postage				
Total 415000 - Financial Administration	\$ 2,761	\$ 5,199	\$ (2,438)	53.1%

4151 - 4151 Tax Collector	10,885	16,000	-5,115	68.0%
4151130 - TX Salary	461	500	-39	92.3%
4151135 - TX Deputy Salary	741	1,023	-282	72.4%
4151220 - TX Social Security	173	239	-66	72.5%
4151225 - TX Medicare	0	1	-1	0.0%
4151341 - TX Telephone	678	1,000	-322	67.8%
4151390 - TX Other Professional Services	112	30	82	373.3%
4151560 - TX Dues and Subscriptions	550	550	0	100.0%
4151561 - TX Training and Seminars	280	600	-320	46.6%
4151620 - TX Office Supplies	226	1,000	-774	22.6%
4151623 - TX Postage	109	150	-41	72.9%
4151810 - TX County Registry Charges	22,037	27,000	-4,963	81.6%
4151820 - TX Abatements and Refunds				
Total 4151 - 4151 Tax Collector	\$ 36,252	\$ 48,093	\$ (11,841)	75.4%



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**From:** Gary Scholl

**Sent:** Friday, September 6, 2019 12:35 PM

**To:** Julie Dean

**Cc:** Christine Robidoux; Gail Cromwell; John Kieley; Ken Caisse; michael.t.darnell@comcast.net; Steve Concordia

**Subject:** FW: Budget information needed

Hi Julie,

Gail has identified the items below as requiring additional research. That research is indicated in the attachment but additional work is required.

1) Please research more deeply the postage charges to the TA Postage account to ensure that the charges listed are appropriate to 2019 etc. and are for the machine rental and expensed stamp charges.

2) Please research the FD expenditures for 3-PPE intended for the Warrant article. They appear to be charged directly to the FD but I am also unclear about what else was charged to the indicated line item.

g

-----Original Message-----

From: Gail Cromwell <gpiersoncromwell@gmail.com>

Sent: Tuesday, September 3, 2019 5:52 PM

To: gary Scholl <gwscholl@gmail.com>

Subject: Budget information needed

Hi Gary, I took a quick look at the budget and notice the following—how are we going to get answers?

TA Postage is \$3412, with a \$1000 budget. ??

PB Dues is \$1607 but I suspect that the SWRPC dues of \$1537 got put there. The dues line shows \$0 paid.

Likewise the. FD PPE's are not shown as a warrant article expenditure but in their budget.

The MCVP \$185 is not shown in the welfare group—it is apparently floating around somewhere.

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This email has been checked for viruses by AVG.

<https://www.avg.com>

Action Required

Type	Date	Num	Name	Memo	Clr	Split	Amount
4131625 - TA Postage							
Bill	01/04/2019	3307948776	Pitney Bowes Inc.		202001	Accounts Payable	172.56
Bill	02/03/2019	07486354 jan	Pitney Bowes Inc.		202001	Accounts Payable	201.00
Bill	02/03/2019	07486354 feb	Pitney Bowes Inc.		202001	Accounts Payable	201.00
Bill	03/03/2019	07486354 april posta	Pitney Bowes Inc.		202001	Accounts Payable	402.50
Bill	03/30/2019	3308529120	Pitney Bowes Inc.		202001	Accounts Payable	172.56
Bill	05/03/2019	07486354 5/3 state	Pitney Bowes Inc.		202001	Accounts Payable	402.50
Bill	06/03/2019	07486354	Pitney Bowes Inc.		202001	Accounts Payable	503.50
Bill	06/03/2019	07486354 may	Pitney Bowes Inc.		202001	Accounts Payable	503.50
Bill	06/26/2019	1013394405	Pitney Bowes Inc.		202001	Accounts Payable	339.96
Bill	07/03/2019	3309239152	Pitney Bowes Inc.		202001	Accounts Payable	172.56
Bill	07/23/2019	1013394405	Pitney Bowes Inc.		202001	Accounts Payable	339.96
Total 4131625 - TA Postage							3,411.60

4191560 - PB Dues and Subscriptions							
Bill	01/15/2019	7308	Southwest Region Planning Commission		202001	Accounts Payable	70.00
Bill	04/20/2019	7382	Southwest Region Planning Commission		202001	Accounts Payable	1,537.00
Total 4191560 - PB Dues and Subscriptions							1,607.00

Move item to 4197561

4903720 - W.A. 40MCVPCrisisPrevent							
Bill	04/02/2019	2019 contrib	MCVP		202001	Accounts Payable	185.00
Total 4903720 - W.A. 40MCVPCrisisPrevent							185.00

Move item to 4415360

4220610 - FD Fire Supplies (PPE)							
Bill	03/26/2019	368178	Firematic Supply		202001	Accounts Payable	414.49
Bill	03/26/2019	368290	Firematic Supply		202001	Accounts Payable	1,304.85
Bill	04/01/2019	368428	Firematic Supply		202001	Accounts Payable	1,541.99
Bill	04/18/2019	369011	Firematic Supply		202001	Accounts Payable	10,377.50
Total 4220610 - FD Fire Supplies (PPE)							13,638.83

A Warrant Article was approved for 3 sets of PPE for \$8,250  
Move appropriate amount to that item

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**From:** Gary Scholl

**Sent:** Friday, September 6, 2019 12:35 PM

**To:** Julie Dean

**Cc:** Christine Robidoux; Gail Cromwell; John Kieley; Ken Caisse; michael.t.darnell@comcast.net; Steve Concordia

**Subject:** FW: Budget information needed

Hi Julie,

Gail has identified the items below as requiring additional research. That research is indicated in the attachment but additional work is required.

1) Please research more deeply the postage charges to the TA Postage account to ensure that the charges listed are appropriate to 2019 etc. and are for the machine rental and expensed stamp charges.

2) Please research the FD expenditures for 3-PPE intended for the Warrant article. They appear to be charged directly to the FD but I am also unclear about what else was charged to the indicated line item.

g

-----Original Message-----

From: Gail Cromwell <gpiersoncromwell@gmail.com>

Sent: Tuesday, September 3, 2019 5:52 PM

To: gary Scholl <gwscholl@gmail.com>

Subject: Budget information needed

Hi Gary, I took a quick look at the budget and notice the following—how are we going to get answers?

TA Postage is \$3412, with a \$1000 budget. ??

PB Dues is \$1607 but I suspect that the SWRPC dues of \$1537 got put there. The dues line shows \$0 paid.

Likewise the. FD PPE's are not shown as a warrant article expenditure but in their budget.

The MCVP \$185 is not shown in the welfare group—it is apparently floating around somewhere.

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This email has been checked for viruses by AVG.

<https://www.avg.com>

Action Required

Type	Date	Num	Name	Memo	Clr	Split	Amount
4131625 - TA Postage							
Bill	01/04/2019	3307948776	Pitney Bowes Inc.		202001	Accounts Payable	172.56
Bill	02/03/2019	07486354 jan	Pitney Bowes Inc.		202001	Accounts Payable	201.00
Bill	02/03/2019	07486354 feb	Pitney Bowes Inc.		202001	Accounts Payable	201.00
Bill	03/03/2019	07486354 april posta	Pitney Bowes Inc.		202001	Accounts Payable	402.50
Bill	03/30/2019	3308529120	Pitney Bowes Inc.		202001	Accounts Payable	172.56
Bill	05/03/2019	07486354 5/3 state	Pitney Bowes Inc.		202001	Accounts Payable	402.50
Bill	06/03/2019	07486354	Pitney Bowes Inc.		202001	Accounts Payable	503.50
Bill	06/03/2019	07486354 may	Pitney Bowes Inc.		202001	Accounts Payable	503.50
Bill	06/26/2019	1013394405	Pitney Bowes Inc.		202001	Accounts Payable	339.96
Bill	07/03/2019	3309239152	Pitney Bowes Inc.		202001	Accounts Payable	172.56
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