

Town of Stonington
Board of Finance, Budget Book Subcommittee
APPROVED Minutes of Special Meeting, held July 9, 2018
Location - Town Hall, 153 Elm Street, Stonington CT, first floor meeting room.

Board of Finance Members in attendance, Blunt White, Danielle Chesebrough and Michael Fauerbach.
Town Staff - Director of Finance James Sullivan. No members of the public were in attendance.

The meeting was called to order at 3:00pm. A motion to approve the minutes of the prior meeting were made by Danielle and seconded by Michael Fauerbach, after a typographical correction they were approved unanimously. There were no comments or communications from the public.

It was agreed the Subcommittee's next meeting would be Wednesday July 25th at 4:00pm at Town Hall.

Discussion - First Item – Additional ideas to improve the Budget Book, since the last meeting (adds to list)

- 1) Mill Rate – express as a percent by moving the decimal point one space to the left. This would make tax dollar calculations easier for readers. The use of mill rates in communications is likely controlled by Statute, needs further research, follow up with Linda Camelio.
- 2) Town website – provide an interactive tax dollar calculator (at the proposed mill rate) tied to the input of a property address (link to Town GIS).
- 3) Additional historical Metrics – Town employees per capita (town employees / population).
- 4) Metrics – provide proper context by including reasonable amount of history and where appropriate some narrative explanation.
- 5) BOF requirement for certain topics to be included by Department Heads in their Budget Book narrative, for example, revenue and expense budget variances and their explanations.
- 6) A chart of Unassigned Fund Balance, history and future trend lines, explanation for Use of Fund Balance (tie to Executive Summary).
- 7) During or in advance of Budget Season BOF holds a workshop for Citizens.

Discussion – Second Item – what will be our “deliverable”? It was agreed it would be in list format. The list from the last meeting is included below with meeting comments in bold.

Discussion – Third Item – Interesting Budget Books and resources

https://westlinnoregon.gov/sites/default/files/fileattachments/finance/page/16691/cowl-bn2019_081617.pdf

<https://s3.amazonaws.com/gfoa/Budget/2016/GlstonburyCT.pdf>

<https://opengov.com/article/webinar-takeaways-what-makes-a-gfoa-award-winning-budget>

In the Introduction

- 1) An Executive Summary (similar to the one in the Audit but shorter, 1 to 2 pages in length, **BOF Chair to write.**

- 2) A one page GAAP format Income Statement (Use of Fund Balance shown below the line, not a revenue source). **Simple, about 5 lines.**
- 3) Budget to Actual for State and Federal grants over past 5 (7) years. **To include General Government, CIP and BOE.**
- 4) A summary of activity in Special Revenue Accounts (CIP, School construction spend, WPCA).
- 5) Legal expenditures over the past 5 years. **Requirement for Head of Administrative Services to include in Department narrative.**
- 6) CIP expenditures over past 5 years
- 7) Gross expenditures over past 5 years. **Disclose risk of 3rd party payments to Town.**
- 8) Net expenditures over past 5 years
- 9) Change in mill rate over past 5 years
- 10) Debt per capita over past 5 years
- 11) 5 year history plus projection of student population and spend per pupil
- 12) Eliminate the multiple columns of budgets and revised budgets from prior fiscal years in the various introductory tables...but retain actuals (and consider adding more history) from prior fiscal years
- 13) Detail how the budget is allocated for a typical home in Stonington across the various categories (e.g., education, police, highway, debt service, etc.)

In Each of the Departmental Sections

- 14) Column for projected spend for the current fiscal year
- 15) FTE history (Full Time Equivalent Employee)
- 16) Eliminate the multiple columns of budgets and revised budgets from prior fiscal years in the various departmental tables... but retain actuals (and consider adding more history) from prior fiscal years.
- 17) For Town and BOE show gross and net revenues. Current presentation in most cases is net of State and Federal grants.
- 18) Move Capital Leasing Payments to Debt Service Section.

Upon motion duly made and seconded the meeting was adjourned at 4:05pm

Respectfully submitted
Blunt White
Acting Secretary

Approved 2/25/2018
Blunt White
Acting Secretary