

**TOWN OF TRUMBULL
APPROVED MINUTES
BOARD OF FINANCE
JULY 14, 2016**

CALL TO ORDER

Chairman Hammers called the Board of Finance meeting to order at 7:15 pm in the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance. The Chair also asked for a moment of silence for the Dallas shooting victims.

PUBLIC COMMENT

There was no Public Comment

ATTENDANCE

Present

Elaine A. Hammers, Chairman
William S. Haberlin
Vincent DeGennaro, Alternate
Roy Molgard
Thomas Kelly
Andrew Palo
Scott Zimov
Ted Chase, Alternate

Absent

Karen A. Egri, Alternate

Also present:

Gary Cialfi, Superintendent of Schools; Mark Deming, Facilities Director; Sean O'Keefe, Business Manager

TREASURER'S REPORT – Anthony Musto

Attorney Musto was not available to present his report for this month. The Chair indicated that the Internal Auditor re-did the report to conform to the preferred format. In addition, she indicated the audit is complete and the corrections made, not including the June report, since we do not have those statements yet.

By unanimous consent, the Board of Finance agreed to take the following items out of order:

BOARD OF EDUCATION – Sean O'Keefe – Mark Deming – Dr. Cialfi

Dr. Cialfi spoke indicating that the Board of Education would like to use the \$580,000 in the funds saved from the Hillcrest Middle School roof project, which came in below estimate, for replacing the existing incandescent and florescent lighting at Tashua, Daniels Farm and Middlebrook Schools with LED lighting.

The Chair read the amended Form of Authorizing Resolution into the minutes (see Exhibit A attached hereto and made a part hereof).

Mr. Haberlin moved, seconded by Mr. Kelly, to accept the amended resolution, as read into the minutes.

Mr. Zimov recused himself and the Chair indicated Mr. Chase would be voting in his place.

Roll call vote to approve the resolution, as amended:

	AYE	NAY
William Haberlin	x	
Roy Molgard	x	
Thomas Kelly	x	
Andrew Palo	x	
Elaine Hammers	x	
Ted Chase	x	

Vote: 6-0-0

DISCUSSION REGARDING TRANSFER STATION OPTIONS – John Marsilio

The Chair noted that the discussion regarding the Transfer Station is on hold indefinitely. Mr. Marsilio will provide individual Board members with information but he has the authority to do what he wants.

INTERNAL AUDITOR’S REPORT – Therese Keegan

Ms. Keegan presented an update of the projects in process. Currently, she is writing an Accounting Policies & Procedures manual, which is approximately 85% complete, and should be finished next month. In going through her list of outstanding topics, she noted that she first looks to see if there is a policy associated with the topic; if not, she writes one. Once written, Ms. Keegan has it reviewed for accuracy by the appropriate individuals.

Ms. Keegan indicated that she had recently completed a review of the Continuing Education program for the Board of Education, since they could not make sense of the financial statements. They requested that she document the current financial statement preparation process and suggest improvements where possible.

She presented the report to the BOE in May, indicating that Continuing Education consists of three programs: Summer Explorations, Adult Education, and Drivers Education. Summer Explorations is open to all school age children and includes three areas of focus: accelerated academic progress; providing enrichment camps; variety of sports opportunities. Class fees vary. Waivers are available, but only for the academic program.

In addition, she noted the following issues and discussed them with the BOE:

- Program Policy & Procedures should be written to include:
 - Description and purpose of each program, timing of activities
 - Receipt processing
 - Disbursement authorization and process
 - Roles, responsibilities and instructions for data compilation, review and reconciliation of the funds
- Tax treatment of instructors; i.e. distinction between employee and contractor
- The Continuing Education program personnel and associated finance employees should receive a copy of the written Policy.
- The finance department should implement a monthly or quarterly reconciliation process
- Need for consistency in accounts used for postings
- Need for consistency in reporting information
- Need to determine how to classify a person providing service as either an employee or an independent contractor
- Due to potential safety risk, they should obtain certificates of insurance for all contractors or written waivers from participants.

07-16-01 FISCAL YEAR 2016-2017 TRANSFER

Mr. Haberlin moved, seconded by Mr. Zimov, to transfer from 01022800-501101 Salaries - FT \$6,936 to 01022800-501103 Salaries-Seasonal \$6,936 to hire seasonal help to fill in for employee on ST 19.5 hours for 12 weeks at \$29.64= \$6,935.76. (September 1- November 17, 2016)

The Fire Marshal needs to extend the original seasonal help request made – Item 6-16-05 Fiscal Year 2016-2017 transfer – to cover sick time from September 1, 2016 through November 17, 2016.

Vote: 6-0-0

06-16-03 FISCAL YEAR 2016-2017 TRANSFER - Tabled from June 9, 2016 meeting

Mr. Haberlin moved, seconded by Mr. Zimov, to transfer from 20100000-501101 Salaries-FT \$3,080 to 20100000-501103 Salaries-Seasonal \$, 3080 to hire seasonal help to fill current Vacancy in Engineering/WPCA for 35 hours for 8 weeks \$11=\$3,080 (July 1-Aug 31, 2016)

Vote: 6-0-0

6-16-05 FISCAL YEAR 2016-2017 TRANSFER –Tabled from June 9, 2016 meeting

Mr. Haberlin moved, seconded by Mr. Zimov, to transfer from 20100000-501101Salaries-FT \$4,624 to 20100000-501103 Salaries-Seasonal \$4,624 to hire seasonal help to hire seasonal help to fill in for employee on ST 19.5 hours for 8 weeks at \$29.64=\$4,624. (July 1-August 31, 2016)

Vote: 6-0-0

DISCUSSION ITEMS

- **Year to Date Budget to Actual Report – Expenditures FY 2016:** Ms. Pires indicated that the fiscal year isn't finalized until mid-August.
- **Fund Balance Report:** Ms. Pires indicated that the Fund Balance Report should be reviewed, since it contains the projection detail for the year ending June 30, 2016 not contained in the YTD Budget to Actual Report. Ms. Pires went on to explain how she arrived at the 10.7% Fund Balance as a percentage of the expenditures for the current year, using the Supplemental Appropriations, Total Revenue over Budget, and Projected Expenditures under Budget as of 6/30/2016. These are detailed on page 2 of the Fund Balance Report (see Exhibit B attached hereto and made a part hereof).
- **Funding of K-9:** The Chair indicated that the entire amount of \$13,500 needed for a new canine was raised through donations; all checks written to the Town for donations are tax deductible and donors will receive a letter of thanks. Mr. Kelly expressed concern that when donations for the town are made through a "Go Fund Me" account, there is no way of knowing if the town is in favor of this. The Chair indicated that we have no control over who sets up a "Go Fund Me" account nor do we have control over the funds. Ms. Pires indicated that all funds donated by check and made payable to the town for the K-9 will receive a letter from the Police Department.

The Chair called a recess at 8:15; the meeting reconvened at 8:20.

APPROVAL OF MINUTES

Mr. Haberlin moved, seconded by Mr. Zimov, to approve the minutes of the June 9, 2016 meeting as presented.

Vote: 6-0-0

ADJOURNMENT

By unanimous consent, the meeting adjourned at 8:25 p.m.

Respectfully submitted,

Phyllis C. Collier
Board of Finance Clerk