



Town Warrant Audit

November 4, 2020

Completed by Selectman Matthew Kobus

Acknowledgements

Thank you to all department heads for their assistance and prompt responses in providing status updates on all audit inquiries.

A special “thank you” to Mrs. Diane Magliozi and Mrs. Sheila McGown for their assistance with the audit. In addition to the data, Mrs. Magliozi provided crucial procedural feedback that contributed to shaping future processes.

Audit Details

- ❑ Operational Audit - Systematic review of operation, focusing on efficiency, effectiveness, processes and procedures.
- ❑ Focused on departmental warrants for projects and purchases during FY15 through FY19.
- ❑ Funding Sources:
 - ❑ Free Cash
 - ❑ Borrowing
- ❑ Warrant Statuses:
 - ❑ Closed - Warrant expenditures completed or reappropriated.
 - ❑ Balance - Expenditures partially completed with funds still remaining.
 - ❑ Open - No expenditures executed from available funds
- ❑ Fiscal updates provided within the last 30-45 days.

Reminders

❑ **Free Cash**

- ❑ Once an expenditure has been deemed “Complete” by the department head:
 - ❑ the department head can provide, in writing or by email, that the remaining funds will not be used. These funds would be returned to the General Funds Account.
 - ❑ the remaining funds can be repurposed by way of a warrant and approval at town meeting.

❑ **Borrowing**

- ❑ Once an expenditure has been deemed “Complete” by the department head:
 - ❑ the remaining funds can be repurposed by way of a warrant and approval at town meeting.
 - ❑ Remaining funds can be applied to the borrowing debt or a project of a similar

Audit Findings

❑ **Open Articles**

- ❑ \$2,135,000.00 Approved Funding
- ❑ \$1,040,000.00 In Process
- ❑ \$1,000,000.00 Landfill Closure
- ❑ \$95,000.00 Approved Funding Remains Unspent
- ❑ \$395,000.00 funding approved between FY15-FY17 being carried to date (5-7 years)

❑ **Articles with Balance**

- ❑ \$4,148,273.40 Approved Funding
- ❑ \$2,038,334.70 Approved Expenditures (49.14%)
- ❑ \$2,109,938.70 Approved Funds Unspent (50.86%)
- ❑ Approximately \$219,555.24 in unspent funding remains for projects that have deemed “Completed” by department heads.

Recommendations

❑ **Include in Annual Warrant Process**

- ❑ Department heads close out any warrants as part of process in submitting new warrants for town meeting consideration

❑ **Target Date of Completion**

- ❑ Department head includes an Estimated Date of Completion on Warrant
- ❑ Provide regular updates on timeline as necessary

❑ **Establish, Formalize, and Adopt a Process**

- ❑ Work with Town Administrator, Town Accountant, and Department heads to formalize a process and adopt.

Notes