

Town of Hampton
Board of Finance
Policies and Procedures Committee Meeting
October 15, 2020
10:30AM
Zoom Meeting
Minutes

1. The meeting was called to order by Kathy Donahue at 10:35am.
Members present: Kathy Donahue, Judy Buell, Kathi Newcombe.
Others present: Treasurer Ellen Rodriguez
2. Citizen Comments: None
3. Approval of minutes of 10/8/20 meeting:
Judy Buell moved and Kathi Newcombe seconded to approve the minutes of the October 8, 2020 P&P Committee.
Motion carried unanimously.
4. Discussion and Review of Fiscal Policies and Procedures
The Committee reviewed the fiscal policies document from Pomfret, section by section, to determine what customizations need to be made to it for Hampton. A list of Hampton Departments with policies is needed; Treasurer Rodriguez to research. Kathi Newcombe will incorporate agreed-upon changes and distribute for next meeting.
Audit Procedures: Remove references to Administrative Assistant and substitute HES Business Coordinator for Business Manager.
Banking Transfers: Remove references to Assistant Treasurer and Bookkeeper, and substitute Administrative Assistant for Clerk to the Board of Selectmen.
Bids & Proposals: Substitute wording from current Hampton ordinance.
Building Inspector office: Remove reference to Assistant Treasurer.
Capital Inventory: Treasurer Rodriguez to review. Threshold to be changed to \$5,000 for all items.
Capital & Non-recurring: Treasurer Rodriguez to review and adjust with list of current Hampton CNR accounts.
Citizen Assistance Funds: Treasurer Rodriguez to review and provide list of current Hampton accounts.
Land Use: Treasurer Rodriguez to review.
Dog Licensing: Treasurer Rodriguez to review.
Education Title Grants: Treasurer Rodriguez to review.
Expenditure Financials: Update list to reflect Hampton's funds. Remove references to Assistant Treasurer and replace Bookkeeper with Treasurer.
Fiscal Year End Financial: TBD.
Fund Balance: TBD.

Journal Entry: Update to reflect Hampton's fund accounts. Update version of QuickBooks.

Remove references to Assistant Treasurer and Bookkeeper.

Land Use fees: Update name of Land Use fees fund and policy if applicable.

Lunch program: Treasurer Rodriguez to review along with HES Business Coordinator.

Monthly Financial Balancing: Update to reflect Hampton's fund accounts. Update version of QuickBooks. Remove references to Bookkeeper and Clerk to the Board of Selectmen.

Non-lapsing Board of Education Surplus Funds: Update to reflect current threshold per Statute. Refer to current Hampton ordinance.

Purchasing Policy & Procedures: TBD.

Surplus Recreation Operating Funds: TBD.

Recreation Operating Procedures: TBD.

Reserve Funds: Update to reflect Hampton's fund accounts (Fuel, Beautification, Memorial Day, Rec Commission).

Revenue Financial: Update to reflect Hampton's fund accounts. Remove references to Assistant Treasurer and replace Bookkeeper with Treasurer.

Senior Services Budge and Programs: Remove section, not applicable to Hampton.

Town Aid Funds: Update name of fund account.

Town Clerk: Treasurer Rodriguez to review with Town Clerk.

Trust Funds: Update to reflect Hampton's fund accounts (Library, Cemetery, Stone Trust / Fire Dept.).

It was noted that in several sections, policies would have to be reviewed in light of losing an extra person in the financial procedures and the Board of Finance concerns about last year's bucket truck purchase.

Next meeting date and time: Thursday, October 29th at 10:30am, pending availability of stakeholders.

5. Citizen Comments: None
6. Meeting adjourned at 12:02pm.

Respectfully submitted,
Kathi Newcombe