Date: June 18, 2012
To: Members Lebanon Board of Finance
From: Liz Charron, Chairman
Subject: Regular Meeting

The Lebanon Board of Finance will hold a regular meeting on Tuesday, June 19, 2012 at 7:00 in the Town Hall.

Agenda

A. Call to order.

B. Minutes of previous meetings: May 17, 2012 Special Meeting
June 12, 2012 Special Meeting

C. Correspondence
   1. Memo dated June 14, 2012 from Liz Charron (Chairman of BOF) and Melissa Hofmann (Chairman of BOE) to the BOF and BOE regarding a joint session.

D. Monthly Expenditures/Revenues/TIP
   1. Review YTD reports
   2. Review projections for full year.
   3. Consider and act on requests to over expend current year budgets in the following:
      a) Cemetery Commission
      b) Health Department

E. Subcommittee updates – none scheduled

F. New Business
   1. Report from Tax Collector on waiving of interest on specific past due taxes.
   2. Consider and act on items resulting from the annual audit for year ending June 30, 2011:
      a) Year-end salary adjustments for Town employees
      b) Appropriately accounting for teacher's summer salaries
      c) 11-01-Accounting policies and procedures manual
      d) 11-02-Capital assets and inventory record keeping (including Fire Department)
      e) 11-03-Account reconciliations
      f) 11-04-Compliance with provisions of permanent trust fund principal balance
         1. Replacing funds incorrectly withdrawn
         2. Addressing policy and procedures
      g) Status of three findings related to education finance office procedures.
   3. Discuss referendum results and non-binding advisory questions.
   4. Discuss budget process to identify changes to implement next year.
   5. Discuss memo regarding joint session with BOF and BOE.

G. Other

H. Adjourn.