

Date: June 14, 2012

To: Members of the Board of Education and Board of Finance

From: Liz Charron, Chairman Board of Finance
Melissa Hofmann, Chairman Board of Education

Subject: Joint Session

We are proposing a joint session of our boards in order to have a dialogue about improving the communication and working relationship between our boards. We would plan to have this session facilitated in order to keep the session on track and to allow for us, as Chairmen, to participate fully in the discussion.

The session would begin with establishing ground rules we will all commit to during the session. There would then be a designated time period to discuss the budget process we just went through in order to capture areas we need to focus on for improvement. This will provide an opportunity for members from both boards to express concerns to each other. We would then begin a brainstorming session to identify ways we could improve the way our boards work together. Finally, we would come to some agreements on specific action plans from the brainstorming session.

We feel that a 2 hour session on a Saturday morning would be the most conducive for this type of session. We are proposing one of the following Saturday mornings: July 28th or August 25th from 9:00 to 11:00 at the Fire Safety Complex.

We will be discussing this with you at our next board meetings and wanted to give you this summary ahead of time so you have time to consider it before those meetings.

Item D 1

Town of Lebanon						
Board of Finance	Adopted Budget	Reported Period	Amount Remaining	Percent Remaining	Notes	
Monthly Expenditure Report						
As of 06/17/2012						
Account Number / Description	06/30/2012	07/01/2011-6/17/2012	07/01/2011-6/17/2012	07/01/2011-6/17/2012		
400 LEGAL COUNSEL	\$25,000	\$36,016	(\$11,016)	-44%		
401 SELECTMEN	\$115,992	\$111,103	\$4,889	4%		
402 ELECTIONS	\$30,447	\$30,775	(\$328)	-1%		
403 PROBATE COURT	\$2,479	\$2,479	0%	0%		
405 BOARD OF FINANCE	\$2,000	\$1,349	\$651	33%		
406 FINANCE OFFICE	\$116,247	\$100,879	\$15,368	13%		
407 TAX COLLECTOR	\$64,860	\$86,226	(\$21,366)	-33%		
408 BD ASSESSMENT	\$1,000	\$786	\$214	21%		
409 TOWN CLERK	\$87,264	\$83,370	\$3,894	4%		
410 ASSESSOR	\$67,804	\$51,976	\$15,828	23%		
411 AUDITOR	\$12,350	\$12,350	\$0.00	0%		
412 TOWN REPORT	\$1,200	\$900	\$300	25%		
415 COMPUTER SERVICE	\$76,256	\$71,375	\$4,881	6%		
417 TOWN HALL	\$53,550	\$30,594	\$22,956	43%		
418 INSURANCE	\$146,720	\$146,343	\$377	0%		

Town of Lebanon	Adopted Budget	Reported Period	Amount Remaining	Percent Remaining	Notes
Board of Finance	07/01/2011-	07/01/2011-	07/01/2011-	07/01/2011-	
Monthly Expenditure Report	06/30/2012	6/17/2012	6/17/2012	6/17/2012	
As of 06/17/2012					
420 POLICE SERVICES	\$190,000	\$60,974	\$129,026	68%	
422 VOLUNTEER FIRE DEPT	\$91,350	\$91,350	\$0	0%	
423 FIRE MARSHALL	\$16,371	\$14,779	\$1,592	10%	
424 BURNING OFFICIALS	\$2,335	\$2,125	\$210	9%	
425 BUILDING DEPT	\$21,122	\$20,435	\$687	3%	
426 FIRE SAFETY COMPLEX	\$31,100	\$29,417	\$1,683	5%	
429 TREE WARDEN	\$175	\$50	\$125	71%	
430 DEPT PUBLIC WORKS	\$627,786	\$564,089	\$63,697	10%	
431 BLDGS & GROUNDS	\$102,048	\$82,456	\$19,592	19%	
433 SNOW REMOVAL	\$150,000	\$94,308	\$55,692	37%	
434 STREETS LIGHTS	\$1,000	\$2,001	(\$1,001)	-100%	
436 SOLID WASTE	\$190,000	\$138,977	\$51,023	27%	
437 WATER POLLUTION CONTROL	\$12,704	\$5,254	\$7,450	59%	
439 CEMETERY COMMISSION	\$12,687	\$11,336	\$1,351	11%	
441 HEALTH DEPARTMENT	\$15,515	\$12,384	\$3,131	20%	
443 PUBLIC HEALTH NURSE	\$1,000	\$1,000	\$0	0%	

Town of Lebanon									Notes
Board of Finance	Adopted Budget	Reported Period	Amount	Percent					
Monthly Expenditure Report	07/01/2011-	07/01/2011-	07/01/2011-	07/01/2011-					
As of 06/17/2012	06/30/2012	6/17/2012	6/17/2012	6/17/2012					
445 HUMAN SERVICES	\$18,269	\$15,441.0	\$2,828	15%					
446 WCOMM PARAMEDIC PROGRAM	\$29,032	\$35,377	(\$6,345)	-22%					M. Elliott researching with Windham Hosp
448 UNITED SERVICES	\$4,835	\$4,835	\$0	0%					
449 SWITCHBOARD	\$45,734	\$45,734	\$0	0%					
455 SPECIAL EVENTS	\$1,000	\$1,286	(\$286)	-29%					
458 SENIOR CENTER	\$53,907	\$46,883	\$7,024	13%					
461 PLANNING & ZONING	\$133,670	\$122,252	\$11,418	9%					
464 ZBA	\$4,760	\$3,627	\$1,133	24%					
465 ECONOMIC DEVELOPMENT	\$2,030	\$888	\$1,142	56%					
467 INLAND WETLANDS	\$2,000	\$1,544	\$456	23%					
469 CONSERVATION COMMISSION	\$250	\$241.0	\$9.0	4%					
480 FRINGE BENEFITS	\$442,817	\$427,341	\$15,476	3%					
490 TRANSFERS	\$19,476,791	\$16,811,292	\$2,665,499	14%					
GRAND TOTAL	\$22,483,457	\$19,414,197	\$3,069,260	14%					

Item D

TOWN OF LEBANON
YEAR TO DATE REVENUES FOR FY 2012
AS OF 06/17/2012
TRIAL BALANCE

Account Number / Description	FY 2012 Approved Budget	FY 2012 Actuals	FY 2012 Difference Budget vs Actuals	FY 2012 Percent Remaining to be Collected
100 GENERAL FUND				
100-00-000-4300-0000-0000 EDUCATION COST SH4	\$5,467,634	\$5,467,511	(\$123)	0.0%
100-00-000-4301-0000-0000 ARRA ECS REVENUE	\$0	\$0	\$0	0.0%
Subtotal	\$5,467,634	\$5,467,511	(\$123)	0.0%
100-00-000-4304-0000-0000 TRANSPORTATION	\$118,246	\$100,059	(\$18,187)	15.4%
100-00-000-4306-0000-0000 VOCATIONAL AGRICULT	\$132,662	\$138,429	\$5,767	0.0%
100-00-000-4308-0000-0000 CONSTRUCTION PRIN	\$0	\$0	\$0	0.0%
100-00-000-4310-0000-0000 CONSTRUCTION INTE	\$0	\$0	\$0	0.0%
100-00-000-4320-0000-0000 BOATS	\$2,500	\$0	(\$2,500)	100.0%
100-00-000-4322-0000-0000 IN LIEU OF TAXES	\$32,108	\$32,032	(\$76)	0.2%
100-00-000-4324-0000-0000 CIRCUIT BREAKER	\$28,000	\$28,988	\$988	0.0%
100-00-000-4328-0000-0000 ADD VETS EXEMPT	\$3,000	\$2,410	(\$590)	19.7%
100-00-000-4329-0000-0000 MACHINERY	\$0	\$18,082	\$18,082	0.0%
100-00-000-4330-0000-0000 DISABLED	\$600	\$616	\$16	0.0%
100-00-000-4340-0000-0000 TOWN AID ROADS	\$158,093	\$110,919	(\$47,174)	29.8%
100-00-000-4342-0000-0000 MASH-PEQUOT	\$30,617	\$21,694	(\$8,923)	29.1%
100-00-000-4350-0000-0000 MISC - STATE OF CON	\$4,000	\$1,564	(\$2,436)	60.9%
100-00-000-4360-0000-0000 UTILITIES DIRECT	\$30,000	\$31,888	\$1,888	0.0%
100-00-000-4361-0000-0000 INTEREST TAXES	\$110,000	\$142,922	\$32,922	0.0%
100-00-000-4362-0000-0000 LIEN FEES	\$4,000	\$14,369	\$10,369	0.0%
100-00-000-4363-0000-0000 SUSPENSE BOOK	\$3,000	\$12,228	\$9,228	0.0%
100-00-000-4365-0000-0000 MISC SELECTMAN	\$3,000	\$4,151	\$1,151	0.0%
100-00-000-4366-0000-0000 TOWN CLERK FEES	\$20,000	\$5,166	(\$14,834)	74.2%
100-00-000-4367-0000-0000 CONVEYANCE FEES	\$52,000	\$61,530	\$9,530	0.0%
100-00-000-4368-0000-0000 COPIES	\$7,000	\$7,909	\$909	0.0%

TOWN OF LEBANON
YEAR TO DATE REVENUES FOR FY 2012
AS OF 06/17/2012
TRIAL BALANCE

Account Number / Description	FY 2012 Approved Budget	FY 2012 Budget Actuals	FY 2012 Difference	FY 2012 Percent Remaining to be Collected
100-00-000-4369-0000-0000 BOOKS AND ORDINAN	\$100	\$45	(\$55)	55.0%
100-00-000-4370-0000-0000 FILING MAPS	\$300	\$90	(\$210)	70.0%
100-00-000-4371-0000-0000 ASSESSORS	\$800	\$619	(\$181)	22.6%
100-00-000-4372-0000-0000 INSURANCE REIMBUR	\$0	\$0	\$0	0.0%
100-00-000-4373-0000-0000 CONSTABLES	\$0	\$3,390	\$3,390	0.0%
100-00-000-4374-0000-0000 FIRE MARSHAL	\$1,000	\$3,935	\$2,935	0.0%
100-00-000-4375-0000-0000 BUILDING FEES	\$50,000	\$117,290	\$67,290	0.0%
100-00-000-4376-0000-0000 FIRE SAFETY	\$1,000	\$1,300	\$300	0.0%
100-00-000-4377-0000-0000 SOLID WASTE FACILI	\$105,000	\$102,103	(\$2,897)	2.8%
100-00-000-4378-0000-0000 SEXTON FEES	\$6,000	\$6,500	\$500	0.0%
100-00-000-4380-0000-0000 PZC FEES	\$5,000	\$1,070	(\$3,930)	78.6%
100-00-000-4381-0000-0000 ZBA FEES	\$500	\$1,600	\$1,100	0.0%
100-00-000-4382-0000-0000 IVC FEES	\$1,000	\$564	(\$436)	43.6%
100-00-000-4383-0000-0000 BOARD OF ED REIMBUR	\$14,000	\$0	(\$14,000)	100.0%
100-00-000-4384-0000-0000 SCHOOL TUITION	\$1,026,751	\$816,552	(\$210,199)	20.5%
100-00-000-4385-0000-0000 INVESTMENT INCOME	\$24,000	\$8,096	(\$15,904)	66.3%
100-00-000-4389-0000-0000 MISC REVENUE	\$6,248	\$11,594	\$5,346	0.0%
100-00-000-4390-0000-0000 SALE OF ASSETS	\$0	\$0	\$0	0.0%
100-00-000-4391-0000-0000 TOWN DEPOSIT	\$0	\$0	\$0	0.0%
100-00-000-4392-0000-0000 LOCAL SCHOOL	\$0	\$6	\$6	0.0%
100-00-000-4393-0000-0000 SCHOOL PRIZES	\$0	\$0	\$0	0.0%
100-00-000-4394-0000-0000 CARE CEMETERY	\$0	\$0	\$0	0.0%
100-00-000-4395-0000-0000 LYMAN FUND	\$0	\$0	\$0	0.0%
100-05-420-4350-0000-0000 MISC. STATE GRANTS	\$0	\$0	\$0	0.0%
TOTAL	\$7,448,159	\$7,277,219	(\$170,940)	2.3%

TRM D

TRANSFERS FOR
FY 2011-2012

Approved	Approved	Action Approved by Board & Town Meetings	Amount	FY 12 Impacts	FY 12 Impacts	FY 11 Impacts
BOF	TM	Beginning Balance		Contingency	Fund Balance	Contingency
6/9/2011	8/8/2011	Authorized the WPCA to borrow up to an additional \$350,000 from fund balance for the Arnston Lake Sewer project. Funds to be repaid when short term borrowing is complete no later than 12/31/11.	\$ 350,000.00		\$ 350,000.00	
7/14/2011	8/8/2011	Authorized release of funds from Capital Reserve acct. no. 220-900-6210 to purchase and equip a police cruiser.	\$ 46,003.79			
7/14/2011	8/8/2011	Authorized release of funds from Capital Reserve acct. no. 220-900-6306 to purchase a highway plow truck, plow and sander.	\$ 140,000.00			
7/14/2011	8/8/2011	Authorized reallocation from Capital Reserve acct. no. 220-900-5314 (\$4,117.75); acct. 220-900-6303 (\$8,000); acct. 220-900-6316 (\$10,000) to acct. 220-900-6302 Highway pickup reserve and release \$34,566.46 from acct. 220-900-6302	\$ 34,566.46			
07/14/11	8/8/2011	Authorized the release of \$8,812.50 from the Open Space Fund acct 200-900-5469 as a match to a \$52,875.00 grant from USDA to preserve the Skaats property.	\$ 8,812.50			
	8/8/2011	Accept and expend a bequest from the estate of Elnor V. Imlay for providing perpetual care of the Rev. James Fitch Cemetery plot.	\$ 837.91			
		WHERE DOES THIS MONEY GET DEPOSITED?				
08/27/11	No	Authorized the BOS to expend up to \$25,000 for storm Irene clean up. funds to come from acct 492 contingency. (actual expenses totalled \$14,576.07). Reimbursed by FEMA \$18,491.73	\$ 25,000.00	\$ -		
9/8/2011	No	Moved to transfer the following funds from acct 492 contingency: \$26,671 to acct 406 finance office; \$11,595 to acct 411 auditor; and \$13,561 to acct 433 snow removal (FY 2010-2011)	\$ 51,827.00			\$ (51,827.00)
11/10/2011	No	Authorized the repair and retest of the LVFD ladder truck in the amount of \$12,200 funds to come from acct 492 contingency.	\$ 12,200.00	\$ (12,200.00)		
1/17/2012	No	Authorized the Tax Collector to overspend by up to \$33,000 in the current fiscal year.	\$ 33,000.00			

Item D

Town of Lebanon
TIP Report as of 06/17/2012
Trial Balance

Account Number	Class	Description	Net Change	Ending Balance
				Expenses
208-00-510-5100-0000-0000	Expense		371.91	371.91
Posting Date	Document #		Debit Amount	Credit Amount
12/22/2011	24-O L WILLARD CO	Paint	329.92	0.00
12/22/2011	24-O L WILLARD CO	Paint	41.99	0.00
			\$371.91	\$0.00
208-00-520-5201-0000-0000	Expense			6,083.91
Posting Date	Document #		Debit Amount	Credit Amount
11/08/2011	24-O L WILLARD CO	Shutters	547.02	0.00
12/23/2011	3834-CARDMEMBER SERVICE	Monitor	75.00	0.00
12/23/2011	3834-CARDMEMBER SERVICE	Monitor (3)	473.78	0.00
02/14/2012	3834-CARDMEMBER SERVICE	Monitor	265.86	0.00
02/14/2012	3834-CARDMEMBER SERVICE	Mechanic Laptop	34.16	0.00
02/14/2012	3834-CARDMEMBER SERVICE	Satellite antenna project	511.39	0.00
02/21/2012	1248-CADY, BOB	Labor antenna project	287.14	0.00
03/01/2012	67-STAPLES CREDIT PLAN	Carpet protect Town Clerk	129.98	0.00
03/27/2012	67-STAPLES CREDIT PLAN	Town Clerk printer	322.22	0.00
06/07/2012	46-PROFESSIONAL LOCK CO	Tax Office renovation	11.00	0.00
06/07/2012	46-PROFESSIONAL LOCK CO	Tax Office renovation	449.00	0.00
06/07/2012	13-NICHOLS ELECTRIC	Tax Office renovation	2,700.00	0.00
06/07/2012	24-WILLARD CO	Tax Office renovation	65.39	0.00
06/12/2012	40-QUILL CORPORATION	Tax Office renovation	101.98	0.00
06/12/2012	40-QUILL CORPORATION	Tax Office renovation	109.99	0.00
			\$6,083.91	\$0.00
208-00-610-6100-0000-0000	Expense			6,287.42
Posting Date	Document #		Debit Amount	Credit Amount
07/21/2011	3834-CARDMEMBER SERVICE	AC units (3)	372.20	0.00
08/18/2011	1417-LESSARD AIR CONDITIONIN	Replace AC coil	3,250.00	0.00
08/25/2011	1938-HOME DEPOT CREDIT SERV	Water heater replace	268.40	0.00

Item D

Year End Projections for FY 2012

Department	Surplus	Deficit
400 - Legal	\$ -	\$ 16,000
401 - Selectmen	\$ -	\$ 5,200
410 - Assessor	\$ 9,500	
417 - Town Hall	\$ 5,000	
420 - Police	\$ 14,000	
425 - Building Dept	\$ -	\$ 1,400
431 - Buildings & Grounds	\$ 8,000	
433 - Snow Removal	\$ 55,692	
436 - Solid Waste	\$ 35,000	
458 - Senior Center	\$ 1,775	
480 - Benefits		\$ 29,000
	\$ 128,967	\$ 51,600

\$ 77,367

F New Business
a)

Audit Finding: Accounting and recording of Teacher's summer salaries and town hall payrolls is not in conformance with GAAP.

TOWN
PAYROLL

FY 2011	\$ 35,491	Prior Period Adjustment (impact on Fund Balance)
FY 2012	<u>\$ 39,500</u>	(Estimate for one bi-weekly payroll and one day pay)
	<u>\$ 4,009</u>	Increase in expenses (impact on budget)

BOE
PAYROLL

FY 2011	\$ 1,009,129	Prior Period Adjustment (impact on Fund Balance)
FY 2012	<u>\$ 975,000</u>	(Estimate for teachers summer salaries)
	<u>\$ (34,129)</u>	Decrease in expenses (impact on budget)