

TOWN OF MANSFIELD  
FINANCE COMMITTEE MEETING

Monday, August 12, 2013

Audrey P. Beck Building  
Conference Room B  
**6:00pm**

A G E N D A

1. Call to order
2. Approval of minutes for July 15, 2013 Meeting
3. Opportunity for Public Comment
4. Finance Department Cost Allocation for Mansfield Discovery Depot
5. Quarterly Financial Statements - Storrs Center Reporting
6. Process for Information Requests
7. Preliminary Yearend 2012/13 Results
8. Other Business/Future Agenda Items
9. Adjournment

TOWN OF MANSFIELD  
FINANCE COMMITTEE MEETING  
MINUTES OF JULY 15, 2013

Members Present: Bill Ryan (Chair), Carl Schaefer, David Freudmann

Other Council Members Present: Paul Shapiro

Staff Present: Matt Hart, Cherie Trahan

1. Meeting called to order at 5:00pm.
2. Minutes from 05/13/13 meeting approved as presented.
3. Opportunity for Public Comment – None
4. The Committee discussed the memo from C. Trahan, dated 7/15/13 regarding the Finance Department Cost Allocation. Cherie answered various questions regarding the allocation methods and what was included/excluded from the calculations. For the next meeting, Cherie will provide the cost of the financial services provided to the Discovery Depot.
5. Other business/future agenda items – For a future meeting, Cherie will ask the Revenue Collector to come and answer various questions on the suspense tax listing and her various collection methods.
6. Adjournment. The meeting adjourned at 5:57 pm.

**Motions:**

Motion to approve the May 13, 2013 minutes by David Freudmann. Seconded by Carl Schaefer. Motion so passed.

Motion to adjourn.

Respectfully Submitted,

Cherie Trahan, Director of Finance

**Town of Mansfield**  
**Finance Department Cost Allocation**  
**Updated to include Mansfield Discovery Depot - 8/12/13**

	<u>Total Costs</u>	<u>Notes</u>
Salaries	\$ 477,880	July 1st actual salaries for all Finance staff - 7 FTE's
Benefits:		
Social Security	29,629	Rate = 6.2% of annual salaries & budgeted overtime
Medicare	6,929	Rate = 1.45% of annual salaries & budgeted overtime
MERS	57,250	July 1st rate = 11.98% of annual salaries & budgeted overtime
Medical Insurance	111,790	Est. \$15,970 for (7) FTE's - Family coverage average of POS/POE premiums
Workers Comp	24,103	Basis - Finance salaries as a % of total salaries times W/C annual premium
STD/LTD/Life	6,929	Actual premiums based on coverage for Finance staff
OPEB	4,922	Basis - Finance salaries as a % of total salaries times annual OPEB contribution
Bank Management Fees	22,000	Budgeted bank service fees
Central Supplies	10,000	Budgeted office supplies
Office Space	6,575	Alloc. of building maint/energy annual budget based on office square footage
Furniture & Fixtures	1,000	Estimated cost of desk units, file cabinets, chairs with average life of 10 years
Miscellaneous	2,425	
Total Costs	<u>\$ 761,432</u>	

**Cost of Services by Entity**

Service	Total Costs	Town	Day Care	Board	Region 19	EHHD	Notes
<b>Service:</b>							
Accounts Payable	\$ 192,733	\$ 90,089	\$ 2,289	\$ 64,155	\$ 27,100	\$ 9,099	Alloc basis - non-salary budget items
Payroll	89,018	19,851	2,403	36,498	28,486	1,780	Alloc basis - salary budget items
Budget	143,330	94,528	-	21,810	24,095	2,897	Estimated hours of support
Financial Reporting, etc	259,585	152,018	1,025	40,896	61,766	3,880	Estimated hours of support
Grants Management	76,765	25,013	-	14,948	14,948	21,855	Estimated hours of support
Total Costs	<u>761,432</u>	<u>381,499</u>	<u>5,718</u>	<u>178,307</u>	<u>156,395</u>	<u>39,512</u>	
<b>Payments:</b>							
Via Health Fund Prem.			-	23,444	23,444	7,815	
Via Direct Charges			-	113,085	54,160	5,000	
Via Charge for Services			-	-	93,790	27,000	
Total Payments			<u>-</u>	<u>136,529</u>	<u>171,394</u>	<u>39,815</u>	
<b>Net Excess Payment/(Cost)</b>				<u>\$ (5,718)</u>	<u>\$ (41,778)</u>	<u>\$ 14,999</u>	<u>\$ 302</u>

Town of Mansfield  
PRELIMINARY Revenue & Expenditure Statement - Project Leng

Fiscal Year: 1997 to 2013 for Dates from 01-Jul-1996 to 30-Jun-2013

Account and Description	30-Jun-1996 Balance	Current Budgets and Adjustments	Current Expenses and Encumbrances	Current Revenue	Ending Balance
<b>400 Capital Projects</b>					
<b>84103 STORRS CENTER RESERVE</b>					
<b>Revenue</b>					
40211 Zoning/Special Permits	.00	(15,400.00)	.00	6,900.00	(8,500.00)
40225 OTHER PERMITS	.00	(36,800.00)	.00	.00	(36,800.00)
40230 Building Permits	.00	(570,800.00)	.00	573,325.20	2,525.20
40450 State Support - Town	.00	.00	.00	.00	.00
40475 Urban Action Grant	.00	.00	.00	.00	.00
40554 Local Support	.00	(28,700.00)	.00	.00	(28,700.00)
40561 Local Support - From Leyland	.00	.00	.00	226,220.26	226,220.26
40699 Fire Safety Code Fees	.00	(372,000.00)	.00	347,924.07	(24,075.93)
40850 Bonds	.00	.00	.00	.00	.00
40925 Cnr	.00	(625,000.00)	.00	721,210.00	96,210.00
<b>Total Revenue</b>	<b>.00</b>	<b>(1,648,700.00)</b>	<b>.00</b>	<b>1,875,579.53</b>	<b>226,879.53</b>
<b>Expenditures</b>					
51601 Regular Payroll	.00	236,200.00	145,301.80	.00	90,898.20
51603 Temporary	.00	.00	101,731.89	.00	(101,731.89)
53120 Prof & Tech Services	.00	174,400.00	197,085.60	.00	(22,685.60)
53122 Legal Services	.00	411,100.00	377,902.77	.00	33,197.23
53124 Consultants	.00	.00	7,500.00	.00	(7,500.00)
55104 Site Improvements	.00	372,000.00	.00	.00	372,000.00
55105 Architects - Engineers	.00	105,000.00	123,645.80	.00	(18,645.80)
55203 Construction Costs	.00	.00	24,958.02	.00	(24,958.02)
55224 Moving Costs	.00	290,000.00	462,440.55	.00	(172,440.55)
55233 PERMIT BOND	.00	.00	96,000.00	.00	(96,000.00)
58614 DOWNTOWN PARTNERSHIP	.00	60,000.00	60,000.13	.00	(.13)
<b>Total Expenditures</b>	<b>.00</b>	<b>1,648,700.00</b>	<b>1,596,566.56</b>	<b>.00</b>	<b>52,133.44</b>
<b>Total 84103 STORRS CENTER RESERVE</b>	<b>.00</b>	<b>.00</b>	<b>1,596,566.56</b>	<b>1,875,579.53</b>	<b>279,012.97</b>
<b>Total 400 Capital Projects</b>	<b>.00</b>	<b>.00</b>	<b>1,596,566.56</b>	<b>1,875,579.53</b>	<b>279,012.97</b>

**Town of Mansfield  
General Fund**

**Preliminary Schedule of Changes in Fund Balance - Budgetary Basis**

**For the Year Ended June 30, 2013**

Designated for 2012/2013 Budget	\$	-
Undesignated		<u>2,371,657</u>

Fund Balance, July 1, 2012	\$	2,371,657
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	Original Budget	Proposed Amendment	Final Budget	Estimated Actual	Budget Comparison	
Total revenues and transfers in	\$ 45,251,040	\$ 100,000	\$ 45,351,040	\$ 45,684,140	\$ 333,100	
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Appropriation of fund balance						
Total appropriation, transfers in	<u>45,251,040</u>	<u>100,000</u>	<u>45,351,040</u>	<u>45,684,140</u>	<u>333,100</u>	
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Total expenditures and transfers out:						
Town	14,945,330	100,000	15,045,330	15,042,104	3,226	
Mansfield Board of Education	20,588,160		20,588,160	20,586,043	2,117	
Contribution to Region #19 Board of Ed	9,503,550		9,503,550	9,503,549	1	
Total expenditures	<u>45,037,040</u>	<u>100,000</u>	<u>45,137,040</u>	<u>45,131,696</u>	<u>5,344</u>	
Results from budgetary operations	<u>\$ 214,000</u>	<u>\$ -</u>	<u>\$ 214,000</u>	<u>\$ 552,444</u>	<u>\$ 338,444</u>	<u>552,444</u>
Fund balance, June 30, 2013						<u>\$ 2,924,101</u>
						6.5%
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Fund balance:						
Designated for 2013/14 budget						<u>2,924,101</u>
Undesignated						<u>2,924,101</u>
						<u>\$ 2,924,101</u>

Town of Mansfield  
 Monthly Expenditure Summary by Activity

Fiscal Year: 1997 to 2013 for Dates from 01-Jul-1996 to 30-Jun-2013

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
400 Capital Projects						
86278 FOUR SCHOOL RENOVATION PROJECT						
53124 Consultants	.00	.00	.00	50,161.27	(50,161.27)	.00
53924 Advertising	.00	.00	.00	2,307.44	(2,307.44)	.00
53925 Printing & Binding	.00	.00	.00	253.64	(253.64)	.00
53926 Postage	.00	.00	.00	2,367.15	(2,367.15)	.00
55201 Architects - Engineers	.00	150,000.00	.00	230,060.02	(80,060.02)	153.37
55216 Other/Miscellaneous	.00	10,000.00	.00	1,919.41	8,080.59	19.19
Total 86278 FOUR SCHOOL RENOVATION PROJECT	.00	160,000.00	.00	287,068.93	(127,068.93)	179.42
Total 400 Capital Projects	.00	160,000.00	.00	287,068.93	(127,068.93)	179.42