



TOWN OF NEW IPSWICH

Town Office
661 Turnpike Road
New Ipswich, NH

FINANCE ADVISORY COMMITTEE MEETING August 22, 2022

The Finance Advisory Committee will be holding a Public Meeting on Monday, August 22, 2022 at 5:00pm at 661 Turnpike Road.

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www.townofnewipswich.org

Finance Advisory Committee
Meeting Agenda
August 22, 2022

- “Standardization” of Department Head meeting engagements (open discussion)
 - Two Spreadsheets – different purposes
 - Historical data to convey trends, variances, charts, etc
 - Actual 2023 Budget Data capture
 - FAC members help convert Department Heads budget input into Excel (2023 Budget Capture)
 - Excel template must be built (ongoing)
 - Templates tailored for Department Heads
 - Capability to consolidate into master budget rollout
 - Update of actual 2020 expenditures (monthly, and on demand, if necessary)
 - Budget Data must be detailed enough to advocate to BOS, Town, Deliberations, etc
 - Each meeting engagement must be documented with “minutes” of meeting
 - Discussion regarding minimum essential information to convey (documentation to be provided to FAC members)
 - Individual line items that contribute to the budget submission.
 - Prioritization of each line item from 1 to “n” to convey importance of funding.
 - Identify line items susceptible to inflation or COLA from items that are not.
 - Provide narrative / detailed identification of what each budgeted accounting line purchases.
 - Backup data to support funding request (?)
- Scheduling for All Hands Meeting with Department Heads (video recording)
- Other Business