



TOWN OF NEW IPSWICH

Town Office
661 Turnpike Road
New Ipswich, NH

FINANCE ADVISORY COMMITTEE MEETING September 26, 2022

The Finance Advisory Committee will be holding a Public Meeting on Monday, September 26, 2022, at 5:00pm at 661 Turnpike Road.

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www.townofnewipswich.org

Finance Advisory Committee
Meeting Agenda
August 29, 2022

Open Discussion to address conformity of data entry by multiple collection points

1. Modifications to the BudgetWorksheet Master (see previous handout to modify database)
2. Capturing Employee Salary and Stipends
 - a. Include lines equal to the number of persons that expenses are paid
 - b. Description column entries
 - i. Do not include person's name in description
 - ii. Do include:
 1. Position title
 2. \$ Rate per hour
 3. Number of hours expected over a year
 4. Brief description of services provided
 - iii. If stipend, so designate (Fire has line that mixes both salaries and stipend)
3. Capturing Contract Expenses
 - a. Include lines equal to number of contracts paid
 - b. Description column entries should include narrative to address:
 - i. Type of contract
 1. Fix Price Contract, (usually immune from inflation) or
 2. Delivery order (susceptible to inflation)
 - ii. Was contract procured through Sole source or multiple bids
4. Capturing Fuel
 - a. Description column should include:
 - i. Identify:
 1. Gasoline, or
 2. Diesel
 - ii. Estimated mileage using current 2022 values
 - iii. Identify 2022 gas price value used in calculations
 - iv. Identify usual source, if possible (gas station or diesel depot (State managed?))
5. Capturing Supplies valued over \$3,000.00
 - a. Verify these costs are not a contract and purchases made on demand
 - b. Description column should include:
 - i. Identify the typical supplies purchased with these funds
6. Other general topics for discussion