



Summary Minutes Budget & Finance Committee Meeting

Friday, June 7, 2024, at 12 pm at the Town Office

1. The meeting was called to Order at 12:01 pm
2. Present were Budget & Finance Committee members M. C. Bradley and Bonnie Schashek. Also present were Councilperson Judy Penniman and Town Clerk Charles Dyson.
3. Old Business
 - a. Ensure ready for the new fiscal year
 - i. B. Schashek confirmed most of the reclassifications were completed. However, an additional one is needed - the hanging of lights and flags should be Town Maintenance, not Capital Expense.
 - ii. M. C. Bradley suggested setting up a shared Google Drive folder for Budget & Finance, the Town Clerk, and the Treasurer.
 1. She will talk with the IT contractor to ensure that is the best way to share files electronically.
 - iii. The Clerk will send the summary and detailed budget for FY 2024 - 25 to the Treasurer, ccing the Town Clerk and Budget & Finance committee.
 - b. Reporting requirements for the COVID-related funding
 - i. After a discussion, it was decided that M. C. Bradley will request overtime for the Town Clerk so they can work outside of office hours to identify what is needed for the state reporting.
 - c. In the budget, we need to add a note that the insurance invoice is due on 07/01, meaning it is most likely paid in the previous FY.
4. New Business
 - a. M. C. Bradley proposed documenting the process for securing estimates and submitting invoices for payment. She proposed the following, which was agreed upon.
 - i. All securing of services (request for estimates, contract requests, etc.) should be handled by Town Staff and addressed to the Town of Irvington. The Town Council should approve the work to be contracted prior to requesting services, etc. As a part of initial effort, the line item to which invoices should be charged will be identified.

- ii. When the estimate is accepted or the contract approved for signature, there should be a second motion to appropriate funding, noting the line item in the budget to which invoices will be charged.
 - iii. Service providers will be notified they should submit invoices to the Town Clerk and that invoices will be paid within 30 days of receipt, assuming it is received prior to the first Friday of the month.
 - iv. When the Town Clerk receives an invoice, they will email to the Committee Chair, if appropriate, to confirm the work was completed to their satisfaction and the invoice may be paid. (This should be done via Town email to assist with record keeping.)
- b. B. Shaschek confirmed that there was a financial policy adopted by the Town Council on June 14, 2018. The current B&F committee will use that document as the starting point for an updated financial policy.
5. The meeting adjourned at 1:02 pm.