

APPROVED 8/20/22

Quonochontaug Central Beach Fire District (QCBFD)
Finance & Budget Committee
Minutes of June 12, 2022 Meeting

1. Call to Order

A meeting of the QCBFD Finance and Budget Committee (F&BC) was held on June 12, 2022 at the Quonochontaug Grange. The meeting was called to order at 2:35 P.M. by Chairman Albert J. Bartosic. In attendance were F&BC members Jim Blair, Brooke Cote, Jeff Matthews, Tom McConnell, and Barry Okun as well as Treasurer Carollynne Weidler (ex-officio), Dede Consoli, Chair of Merchandise Sales and Kathy Alperin also of Merchandise Sales. Member Jim Furnivall was absent.

2. Approval of Minutes

Minutes from the May 14, 2022 meeting were reviewed and approved.

3. Discussion of 2023 budget and possible action on same:

The Chairman began the discussion of the proposed budget which sets out a 35.6% year over year tax increase, driven by large \$42K increase interest charges to pay for a proposed \$1.6 million loan from Rhode Island Infrastructure Bank which assumes an interest rate of 3.01% for 20 years. In response to a request from Ellen Frost, Long Range Planning (LRP) Chair, the Committee increased the 2023 reserve funding for LRP from \$1,000 to \$3,000, and increased the estimate for road impact fees by \$500 to \$2,000. After intense discussion about the uncertainty of the amounts and timing of Water Project spending in 2022-23 it was decided to approve and submit this budget to the Board of Governors, with the expectation that additional clarity may be provided by Public Works prior to the F&BC August meeting. If so, F&BC will revisit the budget and make a revised recommendation to the Board of Governors to approve for the Annual Meeting. The Committee views the assumptions used to build this preliminary recommendation to be sound, given the current level of information on the water project.

4. Report of the subcommittee on Agreed Upon Procedures for collection of taxes.

Tom and Jeff reviewed the Treasurer's procedures for reconciling invoices and bank deposits and sampled the Treasurer's accounts for accuracy. No discrepancies were noted. Elise vanHousen, the Fire District's accountant was recognized for scrupulous record keeping. Al added that Vision Data would be continuing to generate the Fire District's tax bills this year, notwithstanding earlier concerns that they were discontinuing that service. Finally, Al stated that we may not need to do Agreed Upon Procedures reviews next year because we may be moving into a Tier II Fire District status which will entail retaining an outside auditor to do agreed upon procedure work. The cost for this is estimated be under \$5,000 and will most likely include reviewing Merchandise Sales' activities and results.

5. Carollynne's announcement that she will be resigning from the Treasurer's position at the end of 2022

Based on personal considerations, Carollynne will not extend as Treasurer beyond year end. A discussion ensued about complexities of reporting between Merchandise Sales and the general Fire District accounting and the increasing complexity of accounting for the Water Project. It was suggested that the Treasurer, accountant and Assistant Treasurer (from Merchandise Sales) simplify the Merchandise Sales accounting process. It was agreed that Merchandise Sales grants which were not completely expended for the approved grant project be closed out into the retained earnings account of Merchandise Sales.

The meeting was adjourned by the Chair at 4:37 PM

Respectfully Submitted,

James Blair
Secretary