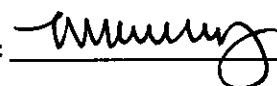


TOWN COUNCIL MEASURE SUBMITTAL

Date: 06/12/2023	Submitted by: Town Manager	Telephone #: 508-699-0100
------------------	----------------------------	---------------------------

MEASURE DESCRIPTION:

End of Year Transfers (Municipal Relief Transfers)

Signed:  12 JUN 23

PURPOSE AND JUSTIFICATION:

Page 1 of 3

Purpose: The purpose of end-of-year budget transfers without additional appropriation is to ensure efficient financial management and effective utilization of available funds within the Town's operating budget. By making these transfers, we aim to reallocate resources from underspent areas to critical areas of need, maximize the utilization of existing budgetary allocations, and maintain a balanced and responsible fiscal approach.

Justification:

1. **Maximizing Resource Utilization:** End-of-year budget transfers allow for the optimization of available resources within the organization. Throughout the fiscal year, it is common for some budget categories to remain underutilized or underspent due to unforeseen circumstances, changes in priorities, or project delays. By transferring funds from these areas to departments or projects with higher demands or immediate needs, we can maximize resource utilization and ensure that the allocated funds are effectively utilized to achieve organizational objectives.
2. **Responsiveness to Changing Priorities:** Over the course of a fiscal year, priorities may shift due to emerging needs or evolving circumstances. End-of-year budget transfers provide the flexibility to reallocate funds to areas that require additional resources to address these changing priorities effectively. By making such transfers, we ensure that the organization remains responsive to emerging challenges and can allocate resources where they are most needed.

SPECIAL REQUIREMENTS:

This Measure does not require a Public Hearing.

ATTACHMENTS:

Spreadsheet "Muni Relief Transfers"

REFER TO SUB-COMMITTEE:

Finance

TOWN COUNCIL MEASURE SUBMITTAL

Date:	06/12/2023	Submitted by:	Town Manager	Telephone #	508-699-0100
-------	------------	---------------	--------------	-------------	--------------

MEASURE DESCRIPTION:

End of Year Transfers (Municipal Relief Transfers)

Signed: _____

PURPOSE AND JUSTIFICATION:

Page 2 of 3

3. Avoiding Budgetary Surpluses: Carrying significant unspent balances into the next fiscal year surpluses. By making end-of-year budget transfers, we actively avoid accumulating surpluses, demonstrating responsible financial management, budgeting to requirement, and a commitment to utilizing funds efficiently and effectively.
4. Strategic Investment and Risk Mitigation: End-of-year budget transfers offer an opportunity to strategically invest in projects or initiatives that are deemed critical for the Town's long-term success but may have initially faced budgetary constraints. By reallocating funds to these high-priority areas, we can mitigate risks, seize opportunities, and ensure that essential projects receive the necessary financial support for successful implementation.
5. Maintaining Fiscal Responsibility: Conducting end-of-year budget transfers without additional appropriation enables the organization to maintain fiscal responsibility. It ensures that any reallocations are made within the existing budgetary framework, without requiring additional funding from external sources. This approach promotes efficiency, accountability, and prudent financial management, aligning with best practices and demonstrating the Town's commitment to responsible stewardship of public funds.

SPECIAL REQUIREMENTS:

This Measure does not require a Public Hearing.

ATTACHMENTS:

Spreadsheet "Muni Relief Transfers"

REFER TO SUB-COMMITTEE:

Finance

TOWN COUNCIL MEASURE SUBMITTAL

Date: 06/12/2023	Submitted by: Town Manager	Telephone #: 508-699-0100
------------------	----------------------------	---------------------------

MEASURE DESCRIPTION:

End of Year Transfers (Municipal Relief Transfers)

Signed: _____

PURPOSE AND JUSTIFICATION:

Page 3 of 3

6. Achieving Performance Targets: End-of-year budget transfers provide a mechanism for addressing budgetary shortfalls in departments or projects that are at risk of falling short of their performance targets. By reallocating funds from underutilized areas, we can bridge the financial gaps, enabling these departments or projects to meet their goals and deliver the expected outcomes. This promotes accountability, supports effective project management, and ensures that the Town's overall performance remains on track.

In conclusion, end-of-year budget transfers without additional appropriation serve the purpose of maximizing resource utilization, responsiveness to changing priorities, avoiding budgetary surpluses, strategic investment, maintaining fiscal responsibility, and achieving performance targets. By reallocating funds within the existing budget, we optimize resource allocation, respond to emerging needs, and ensure responsible financial management, ultimately supporting the organization's overall effectiveness and success.

Details of each transfer are attached to this measure as Appendix – A Transfer Details.

Therefore, in accordance with MGL Chapter 44 § 33B, I respectfully request that the Town Council vote to approve the transfer of \$ 244,502.81 from various department budgets and line items.

SPECIAL REQUIREMENTS:

This Measure does not require a Public Hearing.

ATTACHMENTS:

Spreadsheet "Muni Relief Transfers"

REFER TO SUB-COMMITTEE:

Finance

**Town of North Attleborough
Muni Relief Transfers
June 12, 2023**

TRANSFER FROM				TRANSFER TO			
Department	Account Name	Account #	Amount	Department	Account Name	Account #	Amount
Salary Reserve	Salary Reserve	019498 518000	\$ 2,000.00	Town Council	Clerical Salaries	011118 511001	\$ 2,000.00
Salary Reserve	Salary Reserve	019498 518000	2,239.00	Town Manager	Full Time Salaries	011238 511000	2,239.00
Salary Reserve	Salary Reserve	019498 518000	545.00	Town Manager	Economic Development Coord.	011238 511028	545.00
Salary Reserve	Salary Reserve	019498 518000	470.00	Collector	Appointed Dept. Heads	011468 510101	470.00
Salary Reserve	Salary Reserve	019498 518000	160.00	Collector	Part Time Clerical	011468 511100	160.00
Short Term Interest	Paydown	017529 591100	24,000.00	Town Attorney	Legal Services	011519 530003	24,000.00
Salary Reserve	Salary Reserve	019498 518000	1,125.00	Human Resources	Appointed Dept. Heads	011528 510101	1,125.00
Salary Reserve	Salary Reserve	019498 518000	1,607.00	Human Resources	Clerical Salaries	011528 511001	1,607.00
Salary Reserve	Salary Reserve	019498 518000	562.00	Town Clerk	Appointed Dept. Heads	011618 510101	562.00
Salary Reserve	Salary Reserve	019498 518000	701.00	Elections	Regular Overtime	011628 513000	701.00
Police	Patrolman Salaries	012108 511003	5,745.48	Police	Office Supplies	012109 542000	5,745.48
Police	Patrolman Salaries	012108 511003	1,296.08	Police	Computer Supplies	012109 542500	1,296.08
Police	Patrolman Salaries	012108 511003	97,500.00	Police	Other Supplies - Uniforms	012109 558000 INVEN	97,500.00
Police	Patrolman Salaries	012108 511003	9,092.25	Police	Other Supplies - Radios	012109 558007	9,092.25
Short Term Interest	Paydown	017529 591100	8,100.00	Fire	Maint. of Building	012209 524000	8,100.00
Short Term Interest	Paydown	017529 591100	1,000.00	Building	Building Supplies	012419 543001	1,000.00
Salary Reserve	Salary Reserve	019498 518000	4,344.00	Animal	Appointed Dept. Heads	012928 510101	4,344.00
Salary Reserve	Salary Reserve	019498 518000	2,562.00	Animal	Full Time Salaries	012928 511000	2,562.00
Salary Reserve	Salary Reserve	019498 518000	5,055.00	Animal	Part Time Other	012928 511107	5,055.00
Salary Reserve	Salary Reserve	019498 518000	7,010.00	Animal	Regular Overtime	012928 511107	7,010.00
Salary Reserve	Salary Reserve	019498 518000	883.00	DPW-Admin.	Appointed Dept. Heads	014219 510101	883.00
DPW-Highway	Laborer Wages	014228 511008	10,000.00	DPW-Highway	PW Supplies - Asphalt	014229 553101	10,000.00
Salary Reserve	Salary Reserve	019498 518000	6.00	COA	Clerical Salaries	015418 511001	6.00
Parks	Laborer Wages	016508 511008	13,500.00	Parks	Maint. of Building	016509 524000	13,500.00
Short Term Interest	Paydown	017529 591100	20,000.00	Medicare Tax	Medicare Tax	019169 574300 TOWN	20,000.00
Short Term Interest	Paydown	017529 591100	25,000.00	Medicare Tax	Medicare Tax	019169 574300 SCHL	25,000.00
Total			\$ 244,502.81	Total			\$ 244,502.81