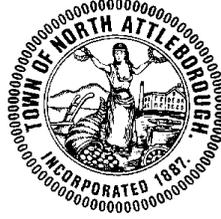


Michael Borg
Town Manager



TOWN OF NORTH ATTLEBOROUGH
43 South Washington Street
North Attleborough MA 02760
508-699-0100

INTEROFFICE MEMORANDUM

DATE: Monday, June 30, 2025
TO: Town Clerk Pat McNielly
FROM: Michael Borg *Mung 30 JUN 25*
CC: Linda Catanzariti, Town Accountant
Tammy Baillargeon, Assistant Town Accountant
Chris Sweet, Town Treasurer/Collector
RE: **Measure 2025-102-End of Year Transfers (Municipal Relief Transfers).
AMENDED**

**Town Council Meeting- President Justin Paré
Measure 2025-102- End of Year Transfers (Municipal Relief Transfers). AMENDED**

Purpose and Justification:

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.
- 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 The Town Council met on June 23, 2025, and on behalf of the Town Council, a motion was made by Vice-President Simmons to approve Measure 2025-111- Authorization to Transfer \$340,176.87 of the FY25 Free Cash to the Capital Improvement Stabilization Fund.

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.

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 \$ 145,000.00 from various department budgets and line items.

The Town Council met on June 09, 2025, and on behalf of the Town Council, a motion was made by Vice-President Simmons to refer Measure 2025-102- End of Year Transfers (Municipal Relief Transfers) to the Finance Sub-Committee for further review and discussion.

Councilor Donovan seconded the motion.

Motion carried 8-0.

The Finance Sub-Committee met on June 18, 2025, and on behalf of the Finance Sub-Committee, a motion was made by Councilor Donovan to refer Measure 2025-102- End of Year Transfers (Municipal Relief Transfers). AMENDED back to the Full Town Council with a favorable recommendation.

Councilor Costello seconded the motion.

Motion carried 7-0.

The Town Council met on June 23, 2025, and on behalf of the Town Council, a motion was made by Vice-President Simmons to approve Measure 2025-102- End of Year Transfers (Municipal Relief Transfers). AMENDED.

The motion was seconded.

Motion carried. 9-0 UNANIMOUS