

GENERAL LAWS OF MASSACHUSETTS

PART PARTIzMV-RP. ADMINISTRATION OF THE GOVERNMENT

TITLE VII. CITIES, TOWNS AND DISTRICTS

CHAPTER 39. MUNICIPAL GOVERNMENT

TOWN MEETINGS

Chapter 39: Section 16 Appropriation, advisory or finance committees; appointment; tenure; powers and duties

Section 16. Every town whose valuation for the purpose of apportioning the state tax exceeds one million dollars shall, and any other town may, by by-law provide for the election or the appointment and duties of appropriation, advisory or finance committees, who shall consider any or all municipal questions for the purpose of making reports or recommendations to the town; and such by-laws may provide that committees so appointed or elected may continue in office for terms not exceeding three years from the date of appointment or election.

In every town having a committee appointed under authority of this section, such committee, or the selectmen if authorized by a by-law of the town, and, in any town not having such a committee, the selectmen, shall submit a budget at the annual town meeting.

CHAPTER B

TOWN AGENCIES & OFFICERS

B1. Structure of the Finance Committee

There shall be a Finance Committee consisting of nine (9) voters of the Town. The committee shall be appointed by the Moderator in the following manner: three (3) members shall be appointed for a term of one (1) year; three (3) members shall be appointed for a term of two (2) years; and three (3) members shall be appointed for a term of three (3) years. Thereafter, each appointment shall be for a term of three (3) years.

B2. Restriction on Finance Committee Members

No member of the Finance Committee shall serve on any other standing committee having to do with the expenditure of town funds.

B3. Duties of the Finance Committee

The Finance Committee shall consider any and all municipal questions for the purpose of making reports and recommendations. Without restricting the general intent of the foregoing, the Finance Committee shall include in its duties the review of and recommendations concerning the budget for the annual meeting, the review of and recommendations concerning any other matter of a financial nature arising at the annual meeting or at any special meeting, and the preparation of long range fiscal plans for the Town.

B4. Procedure of the Finance Committee

Before making recommendations concerning the budget for the annual meeting, as prescribed in Section 3 of this Article, the Finance Committee shall hold one (1) or more hearings with the Board of Selectmen.

B5. Appointment of the Police Chief

The Town Manager shall appoint a Chief of Police and shall have the general supervision over the Police Department.

CHAPTER Q

FINANCIAL CONDITION REPORTS

LOCAL SCHOOL COMMITTEE FINANCIAL CONDITION REPORTS TO THE FINANCE COMMITTEE

1.1 *The Board of Selectmen shall direct the Local School Committee, or its designee, to submit to the Finance Committee a quarterly financial report, due no later than 45 days from the end of the quarter, making the DEC. 31 report due Feb. 15, the March 31 report due May 15, the June 30 report containing all fiscal year end results due August 15, and the Sept. 30 report due Nov 15, and the report shall give an accounting of:*

1.1A *all Local School Committee revenue of whatever type, including but limited to tax revenue, receipts, fees, fines, etc., receipts of all revolving funds, enterprise funds, gifts, grants, trust funds, and entrepreneurial activities, and giving a comparison with projected revenue for the current fiscal year;*

1.1B *all Local School Committee expenditures of whatever type, including but not limited to expenses charged to: all items listed in the revenue accounting; tax receipts; fees, fines, etc. Paid to the town; all revolving funds; all enterprise funds; gifts and grants to the Local School Committee; all entrepreneurial activities, and giving a comparison with projected expenditure for the current fiscal year;*

1.1C *the current balance of each fund maintained by the Local School Committee, including but not limited to all general funds, all revolving funds, all enterprise funds, all gift funds, all grant funds, all entrepreneurial balances, and all trust funds; the beginning balance of each fund; and, the sources and uses of each fund.*

1.2 *The format of the Local School Committee FINANCIAL REPORT TO THE FINCOM shall: include a presentation reflecting the Local School Committee Object Budget, that is present spending by cost code; include a presentation reflecting the Local School Committee Departmental budget with all Departmental line items; substantially reflect all revolving, enterprise, and trust funds; substantially reflect all spending authorized the Local School Committee Warrant Article; give the fiscal year beginning balance and the current balance of each fund reported; and, provide a means to compare trends in revenue and spending over a time period of at least five years.*

1.3 *The Finance Committee shall make all reports received under this article available to the public.*

TOWN FINANCIAL CONDITION REPORTS TO THE FINANCE COMMITTEE

2.1 *The Board of Selectmen, or its designee, shall submit to the Finance Committee a quarterly financial report, due no later than 45 days from the end of the quarter, making the Dec. 31 report due Feb. 15, the March 31 report due May 15, the June 30 report containing all fiscal year end results due August 15, and the Sept. 30 report due Nov 15, and the report shall give an accounting of:*

2.1A *All Town revenue of whatever type, including but not limited to tax revenue receipts, fees, fines, etc., receipts of all revolving funds, enterprise funds, gifts, grants, trust funds, and entrepreneurial activities, and giving a comparison with projected revenue for the current fiscal year;*

2.1B *All Town expenditures of whatever type, including but not limited to expenses charged to: all items listed in the revenue accounting; tax receipts; fees, fines, etc. paid to the town; all revolving funds; all enterprise funds; gifts and grants to the Town; all entrepreneurial activities, and giving a comparison with projected expenditure for the current fiscal year;*

2.1C *the current balance of each fund maintained by the Town, including but not limited to all general funds, all revolving funds, all enterprise funds, all gift funds, all grant funds, all entrepreneurial balances, and all trust funds; the beginning balance of each fund; and, the sources and uses of each fund.*

2.2 *The format of the TOWN FINANCIAL REPORT TO THE FINCOM shall: include a presentation reflecting the Town Object Budget, that is present spending by cost code; include a presentation reflecting the Town Departmental Budget with all Departmental line items; substantially reflect all revolving, enterprise, and trust funds; shall substantially reflect all spending authorized by Town Warrant Article; shall give the fiscal year beginning balance and the current balance of each fund reported; and, shall provide a means to compare trends in revenue and spending over a time period of a least five years.*

2.3 *The Finance Committee shall make all reports received under this article available to the public.*