



Town Administrator

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To: Board of Selectmen
All Boards, Committees and Departments

From: Ryan M. McLane
Town Administrator

Date: April 23, 2018

Subject: Fourth Quarter Expenditure Policy

The following will serve as a supplement to the Town of Hubbardston Financial Management Objectives, Policies and Procedures, dated July 2015. The purpose of this policy is to guide department heads, employees and volunteers in the final fund expenditures to close the fiscal year.

Appropriations made at Annual Town Meeting assist departments in service to the community. This policy is not intended to prevent proper expenditure, but to protect town resources from a final spend down in the last two months of the fiscal year.

All account types excepting those identified below are subject to approval by the Town Administrator prior to expenditure for any purchase exceeding \$50. Approval will be granted immediately upon request for items that fall within normal expenditures as anticipated by annual appropriation.

- Salary and wages
- Roadwork and construction equipment
- Contractual expenses
- Utility and operationally necessary bills
- Public safety related expenses
- Winter operations related expenses
- Fuel

Please note the following:

- 1.) Failure to follow this policy will result in non-reimbursement of expenditure
- 2.) Non-expenditure of funds will not result in a reduction of line items for next fiscal year

Ryan M. McLane
Town Administrator