



## **FINANCIAL MANAGEMENT TEAM POLICY**

### **PURPOSE**

To maximize the effectiveness of financial practices, a formal, financial management team helps promote optimal coordination of interdepartmental activities and long-term planning. Through regular team meetings, the Town Administrator gains insight into progress on fiscal objectives and a valuable analytical resource for budget decision making. An additional benefit of the financial management team approach is institutional continuity during times of employee turnover in financial offices. A final benefit of a financial management team approach is to cross-train employees to gather a better understanding of municipal finance.

Team meetings open lines of communication among finance officers and reinforce awareness of their interdependence. These meetings help team members identify critical junctures, consider strategies to deal with anticipated areas of concern, and establish agreement about goals, deadlines, and common objectives.

### **APPLICABILITY**

This policy applies to the Town Administrator, Town Accountant, Treasurer/Collector, Town Clerk, Assessor and Payroll Coordinator.

### **POLICY**

The Town establishes a Financial Management Team consisting of the Town Administrator, Town Accountant, Treasurer/Collector, Town Clerk, Assessor, Assessing Assistant and Executive Assistant (Payroll Coordinator). The Town Administrator will schedule meetings of the team at least quarterly and will do so more frequently when necessary. Agenda topics will include:

- Status of projects requested by the Town Administrator or the Board of Selectmen
- Review of revenue and expenditure reports and analysis of cash flow
- Financial forecasting (e.g., discussion of new growth, fees, etc.)
- Analysis of capital funding projects/sources
- Creating and reporting on corrective action plans in response to management letter citations by the independent auditor

- Reviewing the effectiveness of internal controls and proposing internal audits
- Coordinating submissions to the Division of Local Services, Massachusetts Department of Revenue
- Reviewing quarterly reports
- Preparing for the annual budget process
- Preparing for town meetings

**REFERENCES**

Division of Local Services Best Practice: *Financial Management Team*

**EFFECTIVE DATE**

This policy was adopted: October 2018