

# Avon Volunteer Fire Department – Committee Report

## Meeting Minutes

<b>Finance Committee</b>	Chief Officer:	Tom Kline, Assistant Chief	<b>Meeting Date</b>	June 24, 2024
	Board Representative(s):	Kristen Shaw, Treasurer Stephen Gwizdak, CPA (Assistant Treasurer)		
	Other Committee Members:	Gina Kline; Lynn Sedlak		
	Others Present:	Grace Bianchi (Staff)		

## Items Discussed and Key Takeaways

1. The meeting began at 18:05 hours.
2. The Committee discussed the next steps based on the goals from the April 2023 Finance Committee meeting:
  - a) A monthly comprehensive report to the board for a clear financial picture
    - i. Financial report will be emailed to the Board for their review and questions **before the meeting**.
    - ii. Any questions from the BOD should be asked, researched and answered before the meeting.
  - b) Fundraising letter will be updated by G. Kline and approved by the Board of Directors at the August meeting
  - c) Evaluate Financial Procedures including a calendar of financial dates for financial staff projects (i.e. tax abatement, point checks)
    - i. Committee reviewed and updated the Headquarters calendar
  - d) Research and recommend CD investment, savings and checking options  
The following items will be presented to the Board at the July meeting.
    - Savings Accounts will be closed
    - 2024-2025 funds from the Town will be deposited into CDs
    - Switch from Liberty Bank to Northwest Bank
3. The Committee will review the year end budget to actual report that will be distributed to the Board at the August meeting.
4. The meeting concluded at 19:15 hours.

## Next Meetings

Monday, August 26  
Monday, September 23  
Monday, October 21

Monday, November 18  
Tuesday, December 17  
Company 1 Board Room

Draft for Treasurer review

draft

## HEADQUARTERS CALENDAR FINANCIAL

JANUARY	FEBRUARY	MARCH
<input type="checkbox"/> <b>“Out of Towner’s Tax Abatement Report</b>		
APRIL	MAY	JUNE
JULY	AUGUST	SEPTEMBER
<input type="checkbox"/> Send email/paper mail letters to Out of Town members requesting tax information for <b>Out of Town Tax Abatement</b> .  <input type="checkbox"/> <b>Encumbered Funds</b> - determine funds to encumber from past fiscal year.	<input type="checkbox"/> <b>Point Reimbursement - Preliminary run</b> of July-June points due by <b>8/15</b> . (These points also used for LOSAP reimbursement)  <input type="checkbox"/> <b>Workers Comp audit</b> . The Accounting Dept. may need count of firefighters.  <input type="checkbox"/> <b>Out of Towner’s Tax Abatement</b> package to Town Accountant	<input type="checkbox"/> <b>Point Reimbursement - Corrected</b> points due by <b>9/25</b> . <input type="checkbox"/> <b>Operating Budget</b> preparation <input type="checkbox"/> Annual <b>Fund-Raising Campaign</b>
OCTOBER	NOVEMBER	DECEMBER
<input type="checkbox"/> <b>Capital Improvement Budget</b> to town  <input type="checkbox"/> <b>Guest invitations</b> go out for annual dinner  <input type="checkbox"/> Board nominations - <b>Petitioning candidates</b> must post by 1st Monday of November  <input type="checkbox"/> Board Approves new Corporate Budget	<input type="checkbox"/> <b>Annual Meeting / elections</b> Point checks distributed – second Monday  <input type="checkbox"/> <b>Tax Abatement</b>  Oct-Sept (Assessment yr.) points list due by <b>11/25</b> (for December Board meeting).	<input type="checkbox"/> <b>Tax Abatement (Avon residents)</b> packet to Assessor.  <input type="checkbox"/> <b>Tax Abatement (Simsbury residents)</b> – letter to Simsbury Assessor.