

FINANCIAL AFFAIRS

SECTION 1. FINANCIAL YEAR

The financial year shall begin with the first day of July each year and end on the thirtieth of June.

3-14-44 5-24 -44 5-26-44
5-15-01 8-15-01 8-21-01

SECTION 2. EXCEPTION OF EXPENDITURES WITHOUT WARRANT

No money except state and County taxes, Town debt and interest thereon shall be paid from the Town Treasury without an order therefor approved by the Town Accountant and signed by a majority of the Selectmen.

3-14-44 5-24-44 5-26-44

SECTION 3. APPROVED DEPOSITORIES

The Town Treasurer shall safely keep all moneys belonging to the town, separate and apart from all other moneys, and he shall deposit the same in the name of the Town from time to time for safe keeping, in some bank approved by the Selectmen, and may withdraw the same by check or order as occasion may require.

3-14-44 5-24-44 5-26-44

SECTION 4. TAX TITLE LAND

The Treasurer may, with the approval of the Selectmen, sell, sign, seal, and acknowledge in the name in behalf of the Town deeds conveying lands, the title to which has been acquired by the Town through foreclosure of a tax title, or by deed from the owner by reason of unpaid taxes.

3-14-44 5-24-44 5-26-44

SECTION 5. ANNUAL AUDIT

There shall be an annual audit of the accounts of the Town under the supervision of the Director of Accounts for the Department of Revenue, in accordance with the Provisions of Section 35 of Chapter 44 of the General Laws. If the Commonwealth fails to do so in any given fiscal year, the Select Board may provide for an independent audit of all records and accounts of the Town.

12-1-71 3-21-72 5-2-72
5-15-01 8-15-01 8-21-01

FINANCIAL AFFAIRS (cont'd)

SECTION 6. ITEMIZATION OF BILLS

All bills against the town shall, before the selectmen give an order on the Treasurer for their payment, be clearly itemized, and, excepting the bills for the salaries of all town officers approved by the officer on whose order the bill was contracted.

3-14-44 5-24-44 5-26-44

FINANCIAL MANAGER

SECTION 1. DIRECTOR OF BUDGET AND FINANCE/TREASURER

Sub-Section 1. REQUIREMENTS OF CANDIDATES FOR POSITION OF DIRECTOR OF BUDGET AND FINANCE/TREASURER

The Director shall be a person with high level administrative and public finance experience and qualifications. He/she shall have either

- (a) Master's degree in Business Administration (MBA) plus three years experience in municipal financial administration at a supervisory level; or
- (b) Master's degree in Public Administration (MPA) with specialization in Finance, or a Master's degree in Accounting or Finance, plus five years experience in municipal financial administration at a supervisory level; or
- (c) Bachelor's degree in Business Administration, Public Administration, Finance or Accounting with five to seven years municipal financial experience at a supervisory level.

5-23-89 9-22-89 9-26-89

Sub-Section 2. DUTIES OF THE DIRECTOR OF BUDGET AND FINANCE/TREASURER

The Director shall be responsible for coordinating fiscal management practices of the Treasurer's Division, Town Accountant's Division, Tax Collector's Division, Purchasing Division, and Administrator of Assessing, including financial reporting, accountability and control, as well as advice on financial and programmatic implications of current and future policies. The Director shall be responsible for coordinating all financial tasks upon the dates specified in the Mass. Department of Revenue Municipal Calendar, as amended.

3-14-89 5-5-89 5-12-89

Sub-Section 3. EMPLOYMENT CONTRACTS

The Select Board may enter in a formal written employment contract with the Director of Budget & Finance/Treasurer, pursuant to M.G.L. c.41, s. 108N, detailing responsibilities, goals and objectives for performance evaluation criteria, salary, fringe benefits, and term of contract.

3-14-89 5-5-89 5-12-89
5-15-01 8-15-01 8-21-01