



**Town of Montague**  
**Department, Board, Committee, Commission**  
**BUDGET NARRATIVE**

**FY 23**

***Complete this form electronically! Be clear and concise!***

Department: 131 - Finance Committee Submitted by: Jen Audley

**1. Please describe and provide the rationale for any substantial changes in your FY23 line-item budget submission.**

Our request for FY23 is for funding that maintains the new FY22 level of \$2000, which includes a \$1300 increase that was approved by Town Meeting at the October 2021 ATM. (See #4 for more details) A new line for Professional Services (Minutes) is increased to reflect the estimated cost of documenting a full fiscal year of meetings. We trimmed other lines to balance out this increase.

**2. To this point in FY22, has your department experienced any notable successes, such as improving or providing new programs or services, or implementing new technologies? If so, please describe.**

This year we made considerable progress on a special project - reviewing and making recommendations on updates to the Town's financial management policies. In October 2021, the Selectboard endorsed all of the policies we have recommended thus far. We are aiming to complete our work on the remaining 3 policies by the end of this fiscal year.

We started contracting with a "scribe" to produce minutes for our meetings a few months into the fiscal year, and so far that arrangement has been very successful. The minutes of our meetings are being drafted, approved, and posted in a timely manner, and the contractor has indicated that the estimate of 3 hours/meeting seems sufficient. Committee members who were devoting hours to producing meeting minutes are now able to dedicate that time to other matters, and the amount of time committee members spend on reviewing the minutes produced by the scribe seems reasonable.

**3. Are there presently challenges to your department's ability to meet its goals and objectives that are due to its FY22 operating budget? If so, offer your recommendation(s) for improving the situation.**

None at this time.

**4. Did you receive funding for any special articles in FY22? What is the status of those expenditures/investments? Does your department have any older special article appropriations that remain unspent?**

At the October 2021 Special Town Meeting, our committee requested \$1300 to pay for professional services – specifically, to pay a "scribe" to produce the minutes of our meetings. Town meeting approved this request, which almost tripled our original \$700 FY22 budget. See #2 above for our status report on that request. We have no other outstanding appropriations.