

# Finance Committee Management Plan

## Welcome

### FRANKLIN FINANCE COMMITTEE INTERNAL MANAGEMENT PLAN

#### **I.GENERAL.**

The Franklin Finance Committee (“FinCom”), in carrying out its duties, shall do so in accordance with statute law, generally M.G.L. c. 39, § 16, c. 40, § 6, and c. 41, § 59, and the Town Charter. Additionally, the FinCom recognizes its duty to abide by the Conflict of Interest Law, M.G.L. c. 268A; the Open Meeting Law, M.G.L. c. 39, §§ 23A-23C; and the Public Records Law, M.G.L. c. 66.

The FinCom’s primary fiscal responsibility is to make recommendations to the Town Council, in consonance with the guidelines received from the Council, on all financial matters. Additionally, the FinCom has oversight responsibility for all municipal financial matters, as well as other statutory authority granted to the FinCom by Town Charter and bylaws. The goals of the FinCom are to understand the complexities of the budget process, analyze the budget and its process, simplify the process, and recommend a budget that includes the rationale for such recommendation.

#### **II.LEGISLATIVE.**

The FinCom, working in conjunction with the Town Administration, shall promulgate policies regarding:

- A. The Budget Process.The FinCom shall issue:
  1. budget process instructions;
  2. a budget calendar that details the time requirements and constraints of the overall process;
  3. a budget presentation format; and
  4. a schedule for public hearings on each Department’s budget request.
  
- B. Standardization.The FinCom shall establish a standardized program that requires each Town Department to prepare and submit budget requests that:
  1. describes the Department’s services and operations;
  2. identifies the Department’s challenges, goals, priorities and how they will meet their challenges and accomplish their goals;
  3. presents the Department’s current financial condition, comparing all revenues and expenditures for the prior year, the current year, and the coming year; and,
  4. projects the Department’s financial condition at the end of the budget period.
  
- C. Budget Report.The FinCom will prepare a budget report that:

1. identifies the challenges, programs, and financial goals and policies;
2. presents the Town's current financial condition, comparing all revenues and expenditures for the prior year, the current year, and the coming year, stating economic assumptions;
3. projects the Town's financial condition at the end of the budget period; and,
4. a communications device that articulates the Town's challenges and priorities for the coming year and summarizes for taxpayers how the Town's programs, services, and finances will meet those challenges and accomplish those goals.

D. Access to Records. The FinCom shall have regular and free access and inspection rights to all books and accounts in any Town Department or Office.

### **III. ADMINISTRATION.**

- A. Organization of the FinCom. The FinCom shall elect from its membership, for one-year terms of office, a Chairman, a Vice-Chairman, and a Clerk.
- B. Sub-Committees. The FinCom shall have four sub-committees consisting of a minimum of two members each. The subcommittees shall be:
  1. Education (Franklin Public Schools, Norfolk Aggie, Tri County Regional);
  2. Public Safety (Fire, Police, Regional Dispatch and Inspectional Services);
  3. Infrastructure (Public Works, Public Facilities and Enterprise Funds);
  4. General Government (All Boards, Committees and Departments not covered in other Areas)
- C. Internal Controls. The FinCom will adopt an Internal Management Plan ("IMP") as an annex to this Mission Statement.
- D. Annual Budget Reports. The Annual Budget Report to the Town Council shall be a critical end-product of the budget development process that informs the Town Council of the proposed budget and its recommendations. The Report will provide analyses, explanations, and justifications for the FinCom's recommendations. The Report should include financial and statistical data, trace historical trends and specific appropriations.
- E. Innovation. The FinCom shall be cognizant of social and technological trends when compiling its annual budget report

**Revised October 6, 2020**