

MINUTES – approved 02.14.18

Greenfield Public Schools
Full Committee Special Meeting
Budget Development Workshop


Date: 1/29/18

Time: 6-7:30 pm

Location: GHS Library

Attendees: Members: Eckstrom, Caron, Alexander, Mayor Martin, Nunez (chair); TMS rep. Andy Paquette; Superintendent Harper

Absent: Member Hollins, Member Ward

Supporting Documents Received: TMS Budget Binder ( [GREENFIELD FINANCE 101.pdf](#))

Call to order: 6:01 pm; Roll Call by Sec. Alexander

Agenda Items:

1. **Public Comment**—None
2. **Workshop on Budget Development led by Andy Paquette from TMS (The Management Solution)**
 - a. Overview of resource book provided. Noted that appendix contains notes on best practice centered on Government Finance Officers Association best practices for budget development and management. Book has been provided as a resource for group. Not to review all in this session.
 - b. Presentation and review pages 7-9 of the *Greenfield Finance 101* resource book including overview of accounts and basic timeline for budget development. Questions and answers along the way including some discussion on benefits costs, Special Education financial responsibility, revolving account carryover balances, and beyond.
3. **Motion to adjourn (Mayor Martin, SE 2nd): Unanimous. 7:47 pm**

Submitted by AN 2/1/2018