



# Town of Templeton

## Advisory Committee

### Policy on End of Year Transfers Between Accounts

#### Purpose:

The purpose of this policy statement is to identify the criteria the Advisory Committee will use to rule on requests for transfers between account types. The Town Meeting may, by approving a specific article, during the budget process permit departments to transfer funds between account types with Advisory Committee approval.

#### Definitions:

1. **Fiscal Year (FY)** – For the Commonwealth of Massachusetts, the Fiscal Year is defined as July 1 through June 30.
2. **STM** – Special Town Meeting

#### Policy:

1. Transfers may be requested to help address unforeseen circumstances or changes in funding assumptions.
2. Intra-departmental transfers are intended to minimize the need for Special Town Meetings (STM) but are not intended to replace the Town Meeting. If a Town Meeting is held between the event prompting the transfer request and submission of the request, the committee will be justified in rejecting the request.
3. In order to approve a transfer request, the Advisory Committee must be of the opinion that the transfer would be approved by a Town Meeting.
4. The receiving account must not have had its appropriation level explicitly set by the Town Meeting at a level below the budget recommendation. Such action by the Town Meeting will be deemed as an indication to limit the respective account.
5. The transfer request must be for a legal expenditure.
6. Transfer requests will only be considered if the expenditure is consistent with the intent of the original Town Meeting appropriation.
7. No transfer requests will be approved after July 15 (fifteen days after the end of the fiscal year for which the transfer would be effective).
8. A Transfer request should first be submitted to the Select Board for their approval before submitting to the Advisory Committee.

9. Transfer requests should be submitted at least one week prior to the Advisory Committee meeting at which the request will be considered.
10. A representative of the requesting organization should plan to be present at the meeting to defend and explain the request.
11. Transfer requests should be submitted prior to the expenditure. Departments should not expend unappropriated funds anticipating approval of a transfer. Departments are prohibited to deficit spend accounts under any circumstances unless that account is snow and ice.
12. The Advisory Committee may require that the requesting department deplete other funds before the transfer request is considered.
13. Transfer requests must be submitted using “Request for Transfer Between/Within Accounts” Form. The request should include three copies of the request form as well as any supporting documentation (an explanation of the expense, estimate of the cost, and explanation of the changes prompting the request). Identify the “Source of Funds” as the applicable department account. Complete all sections of the form.
14. A request made for the described transfer between accounts occurring in the last 2 months of the fiscal year, up to first 15 days of new fiscal year, must be in accordance with Massachusetts General Laws Part I, Title VII, Chapter 44, Section 33B.

#### **Revision History**

Revision Number	Revision Date	Author	Next Review Date
1	October 7, 2021	Matthew Rivard AC Chairperson	October 31, 2024. If revised before this date, three (3) years from that revision date.