



TOWN OF UXBRIDGE
OFFICE OF THE TOWN MANAGER

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Angeline Ellison
Town Manager

MEMORANDUM

To: Uxbridge Residents and Boards

From: Angie Ellison, Town Manager

RE: Financial plan update

Date: January 17, 2019

On December 3, 2018, the Division of Local Services (DLS) met with key board and committee members along with critical financial departments. DLS presented an overview of the Town's financial condition. Whereas there were concerns about the turnover of staff in the financial departments and incomplete audits for numerous years, DLS will not certify free cash and has placed certain restrictions until the completion of various tasks. State funding (Chapter 70 - schools and Chapter 90- roads) will be impacted if these conditions are not rectified. Additionally, the Town' has suffered with our bond rating companies.

A special town meeting, scheduled for February 5, 2019 is needed to address the financial shortfalls to fund the corrective measures outlined in the meeting and the plan below. Some have been completed while others are dependent upon the outcome of Town Meeting.

Accounting:

Provide documents to auditor for FY 2017 audit. (December 2018). -COMPLETED

Fieldwork for FY 2017 audit to commence. (January 2019)- COMPLETED- Auditors will be onsite February 4, 2019

Close FY 2018 books and prepare draft balance sheet. (January 2019)- Working on it now

Obtain engagement letter for FY 2018 audit. (January 2019)- Contingent on Article 1 passing

Submit FY 2018 Schedule A (February 15, 2019)

Submit all FY 2018 audit documentation to auditors (March 2019)

FY 2017 audit complete. (March 2019)

Fieldwork for FY 2018 audit (March 2019)

FY 2018 audit work completed. (April 2019)



Submit FY 2018: audit and balance sheet to DLS for free Cash certification (April 2019)

Assist and transition permanent accountant: [On-going](#)

Review procedures and protocols for Accounting Department and functions: [On-going](#)

Treasurer:

Provide any substantiation for the FY17 and FY18 as requested by the Auditors prior to 12/31/18. [COMPLETED](#)

Continue to keep payroll liabilities processed and paid by 12/31/18. [COMPLETED](#)

Reconcile bank accounts with the Cashbook through October and possibly November by 12/31/18. [COMPLETED](#)

Record monthly interest for bank accounts and trust funds through November by 12/31/18. [COMPLETED](#)

Transition new interim Treasurer/Collector: [On-going](#)

Assist and transition permanent Treasurer/Collector: [On-going](#)

Review procedures and protocols for Treasurer/Collector office and functions: [On-going](#)

Town Manager:

Transition new Interim Treasurer/Collector with outgoing interim – December 2018- [COMPLETED](#)

Review job descriptions and salary review with DLS as it relates to Budget Director/Accountant and Treasurer/Collector- December 2018- January 2019 [COMPLETED](#);

Reorganize functions and positions in Finance department- January 2019 – [Contingent upon Article 1 passing](#)

Create by-law to establish a Finance Director position: February 2019

Hire Assistant Accountant: February 2019

Interview and hire finance team - April 2019

Community Compact financial management review of Uxbridge after interim positions – Spring 2019