

# Finance Sub-Committee

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Date: Thursday, January 13, 2022  
From: Phil Littlehale  
Type of Meeting: Monthly Meeting  
Time: 8:00 a.m.  
Place: **Central Office  
Conference Room**

Members:  
Brian Callahan, Sarah Hall  
Invited Guests:  
Sean Gallagher, Phil Littlehale

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## Agenda Items

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Topic	Presenter	Time allotted
<ul style="list-style-type: none"><li>Review and approval of December Minutes</li></ul>	Phil Littlehale	5 Minutes
<ul style="list-style-type: none"><li>Transfers</li></ul>	Phil Littlehale	5 Minutes
<ul style="list-style-type: none"><li>FY23 Budget Process Update</li></ul>	Sean Gallagher	10 Minutes
<ul style="list-style-type: none"><li>4th Quarter Fundraiser Review</li></ul>	Brian Callahan	15 Minutes
<ul style="list-style-type: none"><li>Other Business</li></ul>	All	10 Minutes

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## Other Information

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**NEWBURYPORT SCHOOL COMMITTEE  
FINANCE SUB-COMMITTEE MEETING  
Central Office Conference Room, 70 Low Street, Newburyport  
Thursday, December 16, 2021**

**Meeting Convened at 8:05 AM**

**Present:** Brian Callahan, Steve Cole, Sean Gallagher, Phil Littlehale  
**Absent:** Mayor Donna Holaday

**CALL TO ORDER:**

Meeting called to order at 8:04 AM.

**MINUTES**

Minutes of the November 14, 2021, meeting were approved.

**TRANSFERS**

One budget line transfer was reviewed: Noch:

<b>Org</b>	<b>Obj</b>	<b>Description</b>	<b>Dec(-)/Inc+</b>
25106336	500	Grade 6 Supplies & Materials	(28.96)
25106336	510	Grade 6 General Supplies	(32.09)
25107336	500	Grade 7 Supplies & Materials	(9.96)
25207336	500	Art Supplies & Materials	(19.10)
25218356	500	Library Supplies & Materials	(7.03)
25206336	500	Music Supplies & Materials	(60.00)
25205336	500	Technology Supplies & Materials	(133.72)
25201336	500	World Language Supplies & Materials	(32.45)
25214366	510	Instructional Materials - General Supplies	323.31

Transfer was a non-personnel transfer. The request was to move budgeted amounts to Instructional Materials General Supplies to more properly reflect for what the funds are to be used. The transfer was approved.

**PAYROLL AND FINANCE SUB-COMMITTEE**

Discussion on changing policy to utilize MA General Law - Part I, Title VII, Chapter 41, Section 56 – Warrants for Payment of Bills allowing the committee to

designate any 1 of its members to approve all bills, drafts, orders and payrolls; provided, however, that the member shall make available to the board, committee or other department head, at the first meeting following such action, a record of such actions.

And that the chair of the finance sub-committee will be the designate and the finance sub-committee would select another member of the finance sub-committee as backup as the Division of Local Services has indicated is also possible.

This was unanimously approved.

**ADJOURNMENT**

Meeting was adjourned at 8:25 AM.

DRAFT