



Town of Chaplin, Connecticut

Incorporated 1822

495 Phoenixville Road, Chaplin, Connecticut 06235

Phone: (860) 455-0073; Fax: (860) 455-0027

www.ChaplinCT.org

Town of Chaplin Annual Report FY 2020-2021 Request Memo

To: All Boards and Agencies receiving funds from the Town of Chaplin

From: Chaplin Board of Finance
Peter Haines, BOF Annual Report Coordinator

Date: August 13, 2021

Re: Annual Report for the year from July 1, 2020 to June 30, 2021

Dear Chaplin Town Board or Agency Member,

On behalf of the Town of Chaplin, the Board of Finance would like to thank you and your colleagues, paid staff, and volunteers, for your service to our town.

The Chaplin Board of Finance is charged by State Statute to compile an annual report for the purpose of assuring taxpayers that there is municipal accountability regarding its expenditures of public funds. To meet this mandate, the Board of Finance requires each Board and Agency receiving funds from the Town of Chaplin to submit a detailed report of its respective activity for the fiscal year from July 1, 2020 to June 30, 2021, as required by state statute.

Important for the FY 2020-2021 Annual Report:

What to Put in the Report: This report serves as your opportunity to tell our townspeople and taxpayers how you have managed the portion of their tax payments entrusted to you. It is also recorded for posterity in the town archives and forms the official record of our town's history. Please use this opportunity to record any achievements, notable milestones, or important events that happened in the previous year. This does not need to be an exhaustive journal of events. The Board of Finance has suggested minimum content within the template.

Report Template: A Word document to serve as a template is attached and is also available from the Administrative Assistant. Please use this template as it includes features to make it printer and online friendly. If you have your own template, please merge the unique portions into this template.

Acceptable Formats: Please provide either a Microsoft Word document or a PDF. The Board of Finance will not alter any report other than to correct formatting, insert headers, footers, and/or page numbers.

COVID-19: The corona virus has obviously played a huge part in this past year and will this year as well. Please mention briefly how it has affected your agency's functioning and how you are staying safe while continuing to provide town services.

Keep in mind when preparing Annual Reports:

- *Every agency which uses town funds must submit an annual report* or must be featured in another annual report. For example, the Transfer Station's activities can be included as a distinct section in the Department of Public Works report.
- The Board of Finance will consider whether the report is submitted among other items when preparing the Town Budget for FY 2022–2023 in the Spring.
- The Chaplin Finance Manager, Valerie Garrison, is ready to assist in filling the brief financial section of the report template.

All Annual Reports are due by September 30, 2021. Reports can be emailed to the Chaplin Board of Finance at the Town Hall care of Administrative Assistant Sue Krodel at assistant@chaplinct.org.

Respectfully Submitted,
Peter Haines, Board of Finance Annual Report Coordinator
Chaplin Board of Finance

Attachment:

- Report Template (Word Document)



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BOARD / AGENCY / COMMISSION NAME
Annual Report FY 2020-21

Your report should explain the duties of your Board, Agency or Commission. Summarize your activities and achievements throughout the year. **This is your opportunity to educate the Townspeople on how you spent their tax payments for their benefit.**

Consider the following bulleted paragraphs for inclusion. For those of you that have routinely submitted reports in the past nothing has changed. For those of you submitting a report for the first time, please use the bulleted list as guidance.

- Did you achieve any milestones or large projects during this year?
- Are there any rules or regulations that the public should be aware of?
- Please provide a brief explanation of your finances. You may add as much or as little explanation as you prefer. At the very minimum, fill in the following table, for which data can be obtained from the Town Finance Manager, Valerie Garrison.

Brief Financial Statement*	
Approved Budget	\$XX.XX
Additional Appropriations	\$XX.XX
Actual Expenditure	\$XX.XX

** These figures may not have been audited by the time of this publication.*

- Have you faced any unexpected challenges during this year? COVID-19?
- Add a concluding paragraph, if desired. If your report spans multiple pages, please remember to edit the second page header to include your board's name.
- To conclude your report, please use the format below:

Respectfully Submitted,

Type your name and your title / position in your Board or Commission

Other Members:

List here the Titles and Names of other members for FY 2020-2021

When complete, please send the final Word document of your annual report to

Sue Krodel at assistant@chaplinct.org