

APPENDIX H
FUND BALANCE POLICY



TOWN OF FALMOUTH FUND BALANCE POLICY

The purpose of this policy is to establish guidelines for preserving an adequate Unassigned Fund Balance in order to sustain financial stability for the Town of Falmouth (Town) and to provide for prudent management of the Town's financial reserves. The Town's Unassigned Fund Balance is a balance of funds that have accrued from unexpended operating budgets and unanticipated excess revenues.

The Unassigned Fund Balance provides the Town with a reserve fund for use in unforeseen, unbudgeted emergency situations, such as rapidly declining real estate values and tax collection rates; the loss of a major taxpayer; sudden changes in revenues or spending requirements imposed by the state or federal government; natural disasters or emergency infrastructure failures; or unplanned litigation. The Unassigned Fund Balance also provides proof of financial stability to bond holders and credit rating agencies. This proof offers the potential for lower interest costs on long-term financings.

The Town recognizes the importance of maintaining an appropriate level of Unassigned Fund Balance. After evaluating the Town's operating characteristics, diversity of tax base, reliability of non-property tax sources, working capital needs, current bond ratings and impact on future bond ratings, State and local economic outlooks, emergency and disaster risk and other contingent issues, the Town establishes the following goals regarding the Unassigned Fund Balance:

- The level of fund balance that the Town strives to maintain as unassigned is an amount equal to or greater than sixteen-point-seven percent (16.7%) of the Town's General Fund Budget. Sixteen-point-seven percent (16.7%) is an amount equal to two (2) months operating expenditures from the current operating budget. The calculation will be based on the Unassigned Fund Balance number as reported in the Town's most current audited June 30 fiscal year-end financial report. The Town Manager shall also report to the Town Council an estimated, unaudited Unassigned Fund Balance amount as of December 31 during each fiscal year.
- In addition the Town will retain \$1,000,000 of additional Unassigned Fund balance for as yet unidentified capital needs.
- Once the Town achieves its target goal of an appropriate level of Unassigned Fund Balance, 16.7% of General Fund Budget and \$1,000,000 for as yet

unidentified capital needs, as specified above, any excess funds may be utilized for other municipal fiscal purposes, including, without limitation, other capital improvement needs or debt reduction purposes. In accordance with prudent budgeting practices, the Unassigned Fund Balance will not be used on a routine or one-time basis to lower taxes or to offset normal operating expenditures, unless done as part of a planned drawdown with a minimum drawdown period of five years.

If the level drops below a fifteen percent (15.0%) and \$1,000,000 (additional Unassigned Fund balance for as yet unidentified capital needs) level, there will be a plan to restore it to the sixteen-point-seven percent (16.7%) and \$1,000,000 level over a three year period.

This policy has been adopted by the Town Council to recognize the financial importance of a stable and sufficient level of Unassigned Fund Balance.

Date Adopted: 07/22/13