

A Letter to the Citizens of the Town of Colebrook

Each year, the citizens of the Town of Colebrook meet annually to vote on the budget that is presented to them by the board of selectmen. Once the budget is approved, the department heads/supervisors, town manager, and board of selectmen work together to stay within the budget. A manifest is presented bi-weekly to the board of selectmen for approval so the administrative staff can prepare the payment of expenditures and payroll for the signature of the treasurer. The Town of Colebrook does not utilize a signature stamp and thus, each check is signed individually. I appreciate the help of the administrative staff and believe that we have excellent internal controls in place to safeguard our funds.

At times throughout our fiscal year, revenues for the Town of Colebrook do not match up with expenditures. In order to deal with this revenue/expenditure gap, we have established a low-interest tax anticipation note with the First Colebrook Bank that allows us to meet our financial obligations throughout the year in anticipation of tax revenue. We are very fortunate to have this low-cost, flexible option available to us.

At this time, I would like to extend a thank you to Julie Brunault. Julie serves as the assistant town treasurer when I am not able to perform the duties. I appreciate her willingness to offer her assistance to the citizens of the Town of Colebrook.

Sincerely,

A handwritten signature in cursive script that reads "Alicia Boire". The signature is written in black ink and is positioned above the printed name and title.

Alicia Boire, Treasurer
Town of Colebrook