



**ADMINISTRATIVE OFFICE**

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TO: Finance Committee  
FROM: John Balparda, Director of Finance  
DATE: Thursday, September 4, 2025  
RE: **FINANCE COMMITTEE MEETING**

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<b>DATE:</b>	Wednesday September 10, 2025
<b>TIME:</b>	5:00 P.M.
<b>PLACE:</b>	Hybrid Meeting - <i><b>ZOOM Meeting or In-person at CSWD Administrative Office, 19 Gregory Drive, Suite 204 South Burlington</b></i>

**MEETING AGENDA**

1. Agenda
2. Public Comment Period
3. (E) Consent Agenda – Minutes from April 8, 2025
4. (E) Proposed Format for Monthly Memo – warrant, cash, and reserve balances
  - a. New Memo Format – Re-issue of June 2025 Memo
    - i. Definition of Key Terms
    - ii. Establishment of Fund Minimum Balances and Priority Waterfall
  - b. Comparison of the Original June 2025 Monthly Memo – warrant, cash, and reserve balances with the New Memo Format
5. (E) Proposed Quarterly Reporting Format
6. Other Business
7. Adjourn