

## **ARTICLE 4. ANNUAL REPORTS**

*(Amended to delete section 4.6, ATM 2018.)*

4.1. Annual Reports Required. The following shall prepare and submit annual reports:

- a. Each Board,
- b. Chief of Police,
- c. Chief Engineer of the Fire Department,
- d. Inspectors listed in Article 23,
- e. Sealer of Weights and Measures,
- f. Department of Financial Services,
- g. Town Clerk, and
- h. Town Counsel.

4.2. Contents. An annual report shall include a summary statement of receipts and disbursements for the preceding fiscal year, a statement of the significant activities of the Board, Officer or Official during the preceding fiscal year, and a discussion of any significant issues which the Town may face within the next several years within the jurisdiction of the Board, Officer or Official.

4.3. Filing. All annual reports, except those portions which require the completion of the annual audit, shall be filed with the Select Board no later than September 1. Those portions of reports which require the completion of the annual audit shall be filed with the Select Board as soon after the receipt of the audit as possible and no later than a date determined by the Select Board.

4.4. Annual Town Report. The Select Board shall prepare an Annual Town Report and shall have said report printed in such quantities as in their opinion shall satisfy the usual and customary demand for such report, which will be made available to the public at the Town Hall. The report shall be available not later than the third Monday in December of each year. The Annual Town Report shall contain the annual reports for the last completed fiscal year and other matters required by law. The Select Board may add such additional information as they find advisable to make the Annual Town Report an accurate and useful report to the residents of the Town.

4.5. Annual Reports of Subcommittees. Notwithstanding section 4.3, subcommittees, study committees, and other similar committees may file their annual reports with the Board to which they are responsible no later than August 15. A Board receiving such a report and the Select Board may agree to include such a report in the Annual Town Report.