

**Amherst Finance Committee
Report Template Subcommittee**

July 21, 2010

10:00 A.M.

First Floor Meeting Room, Town Hall

Agenda:

1. Elect a chair
2. Develop a draft template for Finance Committee members to use when preparing committee reports on assigned budget sections
3. Develop a list of Finance Committee questions and guidelines for budget-making authorities to use in preparing their presentations to the Finance Committee

All recommendations will be presented to the Finance Committee for review and adoption.