TOWN OF WAYLAND 41 COCHITUATE ROAD

WAYLAND, MASSACHUSETTS 01778



BRIAN KEVENY FINANCE DIRECTOR TEL. (508) 358-3610 www.wayland.ma.us

To: Louise Miller, Town Administrator

From: Brian Keveny, Finance Director

Date: April 25, 2019

Subject: Budget Status Report FY 2019, 3rd Quarter

General Fund:

Please find enclosed the budget status reports for the General Fund, Enterprise Funds and Revolving Funds as of March 31, 2019. The reports detail actual revenues and expenditures to budget as well as a year to year comparison to Fiscal 2018. Additionally I have prepared Health Insurance, Free Cash and Reserve Fund Reports. All recent Town Meeting approved articles related to Fiscal 2019 will be recorded in May.

General Fund Expenditures:

Town Departments have expended / encumbered \$12,733,437 or 71% of budget compared to \$11,589,576 last fiscal year. Currently the balance in the Reserve Fund is \$22,000. Various Fiscal 2019 budgets including Snow and Ice will be receiving additional funding at Town Meeting. It is also apparent that the Town Meeting and General Insurance budgets may need additional funding at year end. We will be monitoring all budgets closely during the final quarter of FY 2019.

School Department has expended / encumbered \$28,690,603 or 70% of budget compared to \$24,946,442 or 63% of budget last year same period. I did receive notification from the School Department that they are planning on prepaying FY 2020 special education tuition costs in June.

General Fund Revenues:

The Town has collected approximately 72% of budgeted Property Tax, Local Receipts, State Aid and Transfers from Other funds revenue thru 9 months. The total dollar increase year to year is \$-1,766,180. The decrease is related to the early prepayment of taxes in December 2017. Actual Local Receipts are down \$106,095 compared to last fiscal year primarily due to decreases in Motor Vehicle Excise and License and Permits. Investment Income collections increased by \$232,143 due to changes in investments. The Town Treasurers Office has collected \$636,812 in unbudgeted prior year Tax Lien and Real Estate receivables compared to \$572,512 last year. Additionally surplus capital in the amount of \$59,905 was closed to the General Fund. All budgeted transfers from other funds will be posted to the MUNIS system in May. Total revenue collected is \$59,599,926 compared to \$61,515,491 last year. The actual total revenue year to year decreased \$(-1,713,753).

Fiscal 2018 Continuing Appropriations:

Both the town and school rolled over into Fiscal 2018 continuing appropriations from Fiscal 2018 in the amount of \$1,396,381. Included in this amount is \$300,000 related to Health Insurance Employee Benefits. This amount will be closed to Free Cash at year end. Additionally \$183,741 in other departmental purchase orders will be closed to Free Cash.

Free Cash:

I have provided a Free Cash schedule which includes the upcoming Town Meeting votes. The projected Free Cash at June 30, 2019 is \$7.6M compared to \$7.1M last fiscal year. If the Assessors release overlay prior to year end the projected Free Cash amount will increase.

Reserve Fund:

Thru March 2018 the Finance Committee has authorized \$228,000 in additional funding which leaves a remaining balance of \$22,000. I have prepared for your review a report showing approved and pending transfers.

Wastewater Enterprise Fund:

Revenue:

Through nine months the Wastewater Fund has collected 54% of budget revenue or \$422,668 compared to \$386,412 in FY 2018. The dollar collection variance year to year is related to Betterment revenue.

Expenditures:

Total expenses are \$584,496 or 73% of budget which is consistent with prior year. The annual debt payments are \$435,922 which is 56% of the total budget. The current fund balance is \$1,251,546 compared to \$1,187,387 last year same period.

Water Enterprise Fund:

Revenue:

The Water Fund has collected 70% of budgeted revenue or \$2,828,796 compared to \$2,843,375 last fiscal year. Actual revenue is down \$63.941 compared to prior year mainly due to an unfavorable variance in Water Meter Charges. I transferred \$51,362 in closed Water Capital Projects in the Capital Fund back to the Water Fund.

Expenditures:

The Water Fund has expended \$2,323,393 in operation expenses and \$190,000 capital appropriations thru March 2019. Approximately 57% of budget has been expended which is consistent with prior year which was 57%.

Fiscal 2019 Audit

The Fiscal 2019 Preliminary Audit is expected to begin May 13th. Town staff is currently preparing the required information in advance of the audit.

Respectfully submitted,

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Finance Director

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	Fiscal 2019	Fiscal 2019	% Budget
	Budget	Actual	Spent
Revenue			
Taxation	68,669,847	50,917,492	74.15%
State Aid	5,700,275	4,281,727	75.11%
Local Reciepts	4,900,000	3,703,410	75.58%
Transfers from Other Funds	1,860,755	-	0.00%
Other Sources	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Total	81,130,877	FQ 002 C20	72.60%
iotai	81,130,8//	58,902,629	72.00%
Non Budgeted	-	696,717	n/a
Total Revenue	81,130,877	59,599,346	73.46%
Expenditures			
Town Budget	18,052,237	12,733,437	70.54%
School Budget	40,524,035	28,690,603	70.80%
Unclassified	21,318,673	18,576,663	87.14%
Unappropriated / Transfers	3,179,122	2,848,093	89.59%
Total Expense	83,074,067	62,848,796	75.65%
Enterprise Fund			
	Fiscal 2019	Fiscal 2019	% Budget
	Budget	Actual	Spent
Revenue			
Operating revenue	4,026,873	2,828,796	70.25%
Use of Water Capital	190,000	, ,	0.00%
Unbudgeted Revenue	0	0	0.00%
Total Revenue	4,216,873	2,828,796	67.08%
Europe diturne			
Expenditures			
Operating expenses	4,026,873	2,323,393	57.70%
Use of Water Capital	190,000	190,000	0.00%
Total Expense	4,216,873	2,513,393	59.60%
Unbudgeted Expense	0	0	0.00%
Total Expenses	4,216,873	2,513,393	59.60%
water Enterprise Fund			
STATES ATTACK PROPERTY.	Fiscal 2019	Fiscal 2019	% Budget
	Budget	Actual	Spent
Revenue			
Operating revenue Total Revenue	795,149	422,668	53.16%
Expenditures			
Operating expenses Total Expense	795,149	584,496	73.51%

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			F	iscal	201	9				
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	1	own of Wayland, Mass General Fund Revenue Fiscal 2019 March 31, 2019	Report			
	Fiscal 2018 YTD-Actual	Fiscal 2019 YTD-Actual	Fiscal 2019 Budget	\$ Variance 2019 / 2018	B / A Fiscal 2018 \$ Variance	% of Budget Collected
Taxatlon:						
Real Estate Personal Property Overlay	52,268,944 644,148 -	50,278,347 639,145	68,116,273 819,824 {266,250}	(1,990,597) (5,003) -	(17,837,926) (180,679) 266,250	73.81% 77.96% 0.00%
Total	52,913,092	50,917,492	68,669,847	(1,995,600)	(17,752,355)	74.15%
State Ald:						
School Construction						
Local Aid : Cherry Sheet	2 100 441	2 405 100	4 500 305	200 555	(1 212 400)	74 500/
Chapter 70 Charter Tultion Assessment	3,196,441 0	3,485,106	4,698,206	288,665	(1,213,100)	74.18% 0.00%
Unrestricted Ald	677,268	700,974	903,034	23,706	(202,060)	77.62%
Veterans Benefits Chapter 115	4,363	4,177	5,854	(186)	(1,677)	71.35%
Exemption: Vets, Blind, Surviving Spouse	22,420	22,062	32,215	(358)	(10,153)	68.48%
State Owned Land Reimbursement	45,720	69,408	60,966	23,688	8,442	113.85%
Unknown Total	0 3,946,212	4,281,727	5,700,275	335,515	(1,418,548)	0.00% 75.11%
the same	3,340,212	4,201,727	3,700,273	33,243	(4,740,340)	73.1176
Local Receipts:						
Motor Vehicle Excise	2,338,405	2,216,739	2,696,596	(121,666)	(479,857)	82.21%
Other Excise	180,686	121,681	225,000	(59,005)	(103,319)	54.08%
Penalties and Interest Payment in Lieu of Taxes	157,668 41,234	195,011 41,234	325,000 40,000	37,343 0	(129,989) 1,234	60.00% 103.09%
Fees	398,732	325,658	650,000	(73,074)	(324,342)	50.10%
Licenses and Permits	539,190	426,357	790,000	(112,833)	(363,643)	53.97%
Special Assessments	5,056	2,628	0	(2,428)	2,628	0.00%
Fines and Forteits	33,501	26,926	43,000	(6,575)	(16,074)	62.62%
Investment Income	115,613	347,176	125,000	231,563	222,176	277.74%
Miscellaneous Recurring	0	0	5,404	0	(5,404)	0.00%
Bond Premium Total	3,810,085	3,703,410	4,900,000	{106,675}	(1,196,590)	0.00% 75.58%
Transfers from other funds:						
Fund 24-Ambulance			635,500	_	(635,500)	0.00%
Fund 24-Council on Aging		<u>-</u>	2,250		(2,250)	0.00%
Fund 24-Tranfer Station			0		0	0.00%
Fund 24-Recreation	-	-	46,849	•	(46,849)	0.00%
Fund 24-Recreation-Fields	-	-	6,750			
Fund 25-Food Service	•	•	184,691	•	(184,691)	0.00%
Fund 25-8ASE Fund 25-TCW	-	-	210,690 224,241	•	(210,690)	0.00% 0.00%
Fund 25-Full Day Kinder		-	71,282		(224,241) (71,282)	0.00%
Fund 61-Water	_	_	383,537		(383,537)	0.00%
Fund 62-Septage		•	0	-	o o	0.00%
Fund 63-Wastewater	•	•	94,965	٠	(94,965)	0.00%
Total	-		1,860,755		(1,854,005)	0.00%
• • • • • • • • • • • • • • • • • • • •			-,,		1-1 (1000)	3,00/6
Total Budgeted Revenue	60,669,389	58,902,629	81,130,877	{1,766,760}	(22,221,498)	72.60%
Unbudgeted Revenue:						
Tax Title Liens	181,131	232,047	-	50,916	-	0.00%
Prior Year RE collections Fund 24-Recreation-New FY 17 accounts	391,381 7,666	404,765	-	13,384	-	0.00%
Fund 24-Recreation-New FY 17 accounts Account Closeout	7,666	59,905	•	(7,666)	•	0.00%
School Funds OPEB		23,505				
Wastewater / Library Agreement	2,207			(2,207)		
Total Unbudgeted Revenue	582,385	696,717	_	54,427	696,717	0.00%
Total All Barrague	£4 704 77A	E0 E08 240	g1 120 077	/4 943 3331	122 524 7041	73 400
Total All Revenue	61,251,774	59,599,346	81,130,877	(1,712,333)	{21,524,781}	73.46%

		FISCAL 2019 BUI	FISCAL 2019 BUDGET TO ACTUAL			FISCAL 201	FISCAL 2018 ROLLOVER BUDGET TO ACTUAL	TO ACTUAL	
	Final	YTD		FY 2019 Total (Uncollected) /	FISCAL 2018	FISCAL 2018	ENCUMBERED	UNENCUMBERED	COMBINED
REVENUES:	Budget	Actual	Encumbrance	Unspent	CARRYFORWARD	ACTUAL	CARRYFORWARD	CARRYFORWARD	FY 18 / FY 17
veltovo jo tomotjeve	20 620 847	50 637 463	d.	(336 C35 C4)	45	77	4		1
State Aid:	5.700.275	4.281.727	e/u	(1,72,355)	e/u	e/u	e/u	в/п c/u	(17,752,355)
Local Receipts	4.900.000	3.703.410	e/e	(1 195 590)	e/u	e/e	e du		(5,416,014,0)
Transfers From Other Funds	1,860,755		e/u	(1.860,755)	e/a	e/u	e/d	e/:	(1,860 755)
Non Budgeted Revenue	•	696,717	n/a	696,717	e/u	e/u	e/u	s/u	696 717
Free Cash	1,596,720	. •	n/a	•	n/a	n/a	e/u	e/u	n/a
Overlay	•	•	n/a	•	n/a	n/a	n/a	e/u	n/a
Bond Premium	80,220		e/u	,	n/a	e/u	e/u	e/u	n/a
Total Revenues	82,807,817	59,599,346		(21,531,531)		•		1 1/2 E	(21,531,531.00)
EXPENDITURES:									
General Government	4.598.681	3,002,475	229 421	1 366 785	QE 80E	195 283	070 01	103 486	1260371
Public Safety	6.933.595	4.939.657	713	1 493 775	16 311	1114	Orini		272,504,4
Education	40,524,035	26,315,080	2,457,114	11,751,841	501,256	390,331	85.794		11,776,972
Minuteman Reg School	199,452	100,125	81,591	17,736	• •	•	•		17,736
Public Works	3,728,366	2,452,896	139,805	1,135,664	246,319	218,364	0	27,955	1,163,619
Health and Human Services	1,474,643	959,435	31,425	483,783	12,361	1,718	•	10,643	494,426
Culture and Recreation	1,316,952	934,550	43,559	338,843	2,329		0	2,329.00	341,172
State and County Assessments	223,333	158,554	•	64,779	,		•	•	64,779
Debt Service	7,201,386	6,944,639	,	256,747	•		0	0	256,747
Pension Unclassified	9,268,851	4,648,984 6,792,928	8,396.00	2,467,527	309,466	9,466	300,000,000	,	2.467.527
									•
Other Expenditures	•	•	,		,	•	•	•	•
				••••					
Transfers To Other Funds Transfer to Recreation	492,819	492,819.00	1	•	1				•
Transfer to Other Funds-Capital	2,196,720	2,196,720	,	•	•	•		•	•
Overlay		•	•	•					, ,
	718 418 68	59.938.862	7 441 575	10 677 430	1 296 381	816 775	205 864	167 001	The same of the sa

Fiscal 2019- Reserve Fund	
3/31/2019	
FY 2019 Budget	250,000
1 1 Zozo baaget	230,000
Year to date transfers:	
Rivers Edge Asbestos	(40,000)
Legal Settlement	(88,000)
Transfer Station	(100,000)
Adjusted balance:	22,000
Aujusteu balance.	22,000
Available budget:	22,000

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Town of Wayland Fiscal 2019 Health Insurance Report- thru April-2019

scal 2019	Fiscal 2019 Budget	Actual Total Expense	% Of Budget Spent	Estimated Turnback	% of Total Unspent
Health Insurance	7,207,600.00	5,759,266.20	79.91%	338,837.08	4.70%
Incentive Waiver	232,600.00	166,542.13	71.60%	9,584.27	4.12%
Life Insurance	18,000.00	13,542.40	75.24%	1,822.50	10.13%
Other Expenses	65,200.00	47,970.98	73.58%	5,029.02	7.71%
	7,523,400.00	5,987,321.71	79.58%	355,272.87	4.72%

	Projected	CASH ANALYSIS
	FY 2019	ch 31,2019
	F1 2013	.11 51,2019
1,495	81,4	nated total budget: - Based on (Town / School / Other)
7,197	7,1	Cash Balance beginning year:
		of Free Cash
		ent year increase
		ГМ
(1,489)	(1,4	tal Projects subsequent year
(200)	(2	adjustments- various fund deficits
1,689)	(1,6	Total
		ces of Free Cash
5		rtization of MSBA
157	1	year recovery
750		Year Real Estate / PP revenue
(320)	(3	al Estate / Personal Property
0	- 	te Aid
500	5	al Reciepts
500	5	year rollover appropriation turnback
500	5	backs-Current Year (Equals 1.50% of CY Budget)
2,092	2,0	Total
403	4	annual source & use change:
		-
7,600	7,6	Cash Balance Beginning Of Next Fiscal Year
9.02%	9.0	Cash as % of next year budget
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	March 3	1,2019	

	Fiscal 2019 Budget	Fiscal 2019 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2018 Actual	\$ Variance FY 19 / FY 18
Operating Revenue:						
Penalties and Interest		256	0.00%	256	344	(88)
Wastewater User Charges	283,063	191,638	67.70%	(91,425)	154,914	36,724
Liens	-	768	0.00%	768	1,622.00	(854)
Betterments	43,247	6,150	14.22%	(37,097)	12,176.00	(6,026.00)
Betterment Interest	5,256	11,442	217.69%	6,186	1,826.00	9,616.00
Betterment paid in advance	238,077.00	1,144	0.00%	(236,933.00)		1,144.00
Unapportioned WW betterment TC	165,506.00	94,433	0.00%	(71,073.00)	24,336	70,097
Unapportioned WW betterment TC-int	-	73,455	0.00%	73,455.00	1,065	72,390
WW Betterment TC RE	-	33,524	0.00%	33,524	101,955	(68,431)
WW Betterment TC Int	-	1,744	0.00%	1,744	83,760	(82,016
Interest on Savings	-	8,114	0.00%	8,114	-	8,114
Misc. revenue	-	•	0.00%	0	4,414.00	(4,414)
Fund Balance Reserve	60,000		0.00%	(60,000)	- ,	•
T	otal 795,149	422,668	53.16%	(372,481)	386,412	36,256
Operating Expenditures Personal Services Expenditures Funded Debt	26,500 316,563 452,086 otal 795,149	21,898 126,676 435,922 584,496	0.00% 40.02% 95.42% 73.51%	4,602 189,887 16,164 210,653	21,698 128,007 423,920 573,625	200 (1,331) 12,002 10,871
Other Financing Sources / { Uses } Transfers to General Fund		-	0.00%	-	-	_
Te	etal •		0.00%			-
Total YTD Reveni	yes 795,149	422,668	53.16%	(372,481)	386,412	36,256
Total YTD Expenditu	res795,149	584,496	73.51%	210,653	573,625	10,871
FUND BALANCE Undesignated Fund balance Current outstanding encumbrances YTD expenditures (Current Year & FY 17 rollover) YTD revenues Undesignated Fund balance-		1,415,975 - (587,084) 422,673 1,251,564				

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REVENUES	Fiscal 2019 Budget	Físcal 2019 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2018 Actual	\$ Variance FY 19 / FY 18
Operating Revenue:						
Penalties and Interest	25,000	15,691	62.76%	(9,309)	21,365	(5,674.00
Water Meter Charges	3,507,574	2,428,973	69.25%	(1,078,601)	2,492,790	(63,817.00
Liens	120,000	60,048	0.00%	(59,952)	91,181	(31,133.00
Water Administration Fee	295,000	199,107	67.49%	(95,893)	194,038	5,069.00
Water Service Order	31,000	18,930	61.06%	(12,070)	15,326	3,694.00
Misc. Revenue	43,299	49,679	114.73%	6,380	24,010	25,669.00
Interest on Savings	5,000	5,006	0.00%	6	4,665	341.00
Capital Closeout		51,362				
Tota	4,026,873	2,828,796	70.25%	(1,249,439)	2,843,375	[65,941.00
EXPENDITURES						
Operating Expenditures:						
Personal Services	762,296	550,541	72.22%	211,755	467,266	83,275.00
Expenditures ·	1,566,142	704,291	44.97%	861,851	778,040	(73,749.00)
Funded Debt	1,307,263	1,068,561	81.74%	238,702	1,070,490	(1,929.00)
Indirect Fringe Transfers to GF	383,537	•	0.00%	383,537	0	-
Indirect Fringe Transfers to GF and OPEB	7,635		0.00%	7,635	0	
Total	4,026,873	2,323,393	57.70%	1,703,480	2,315,796	7,597.00
OTHER FINANCING TRANSFERS TO WATER CAPITAL						
Other Financing Uses:	190,000	190,000	100.00%		390,000.00	
Transfers to Capital Projects / Unbudgeted expense	190,000.00	190,000.00		•	390,000.00	200,000.00
Other Financing Sources: Water Surplus to Fund 42	190,000.00	_	_	_	_	
Water Revenue to General Fund	-	-	-	-	<u>-</u>	
Total YTD Revenues	4,216,873	2,828,796	67.08%	(1,388,077)	2,843,375	{14,579.00]
Total YTD Expenditures	4,216,873	2,513,393	59.60%	1,703,480	2,705,796	(192,403.00)
FUND BALANCE Undesignated Fund balance YTD expenditures (Current Year & FY 17 rollover) YTD revenues Total Fund Balance		2019 2,425,772 (2,560,456) 2,828,796 2,694,112				

	Amubu	00805575							
]	Amedia	00602247			24494000			24652000	
		FY 2018		FY 2019	FY 2018	FY 19 / FY 18	FY 2019	creation Revolving Fur	nd FY19/FY18
Beginning Fund Balanca-7/01/18 REVENUE: Revenue from services :	Actual	Actual	Variance	Actual	Actual	Variance	Actual	Actual	Variance
REVENUE: Revenue from services :	570,729	1,070,106	(489,377)	1,962	88,295	(86,333)	587,733	697,608	(109,875)
Revenue from services :									
	356,494	506,846	(150,352)	220,804	219,971	833		,	,
Revenue from programs:									
Beath			•	,	•	•		533.00	(533)
Boat Rentals Facility Rentals							5,715 13,310		
Snack Bar Beach Other	• •	,	1	•	,			7,900.00	(2,900)
Day Passes	•	•		•	,		3,52b 20,540	54,471.DU	Š
Memberships Field Permits	,	•	•	•	•		16,707		necr 7
Summer Camps	•	•	,	•	•	. ()	295,467	303,555	(8,08)
Adult Programs			• •		. ,	101 60 60 60 60 60	148,067	58.647	1.396
Lessons							3,048		3,048
Prek Programs			•		• •		9,122 31.477	(7,604)	16,726
Ski Programs	٠	•		•	•	1	33,980	29,822	\$158
Seasonal events Transfers from Other Funds		۰					7,050		7,050
Total	559,810	506,846	52,964	262,581	219,971	42,610	662,664	623,113	(16,721)
EXPENDITURES:									
Operating Expenditures									
Personal Services	•		•	137,734	101,289	36,445	266,541	279,624	(13,083)
Expenses	24,425	49,880.00	(25,455)	148,293	176,689	(28,396)	261,559	373,040	(111,481)
Total	24,425	49,880.00	(25,455)	286,027	876,772	8,049	528,100	652,664	(124,564)
Other Financing Sources / (Uses)									
Transfers to Other Funds	25,000	445,000	(390,000)	0	Post Park	•	•	•	0
Total	\$5,000	445,000	(390,000)	0		T. 00			7
Total YTD Revenues	559.810	506.846	19675	262.581	219.971	42.510	667 664	573.113	132.00
The state of the s	307 65	000 000	1000		910 600				
ipidi Tib expenditares	19,465	474,880	(415,455)	78P,U27	2/1/3/8	8,049	528,100	652,664	(124,564)
Year to date Fund Bajance total: Beginning Fund Balance-7/01/18	570,729	1,070,106		1,962	88,295	(86,333)	587,733	809'269	(109.875)
Total YTD Revenues	559,810	506,846		262,581	219,971	42,610	662,664	623,113	39,551
וסיקו גוס באספטסונתנפט	674'67	424,850	(413,455)	770,482	8/6/17	et de	528,100	652,664	(124,564)
Balance 12/31/18:	1,051,114	1,082,072	(30,958)	(21,484)	30,288	(51,772)	722,297	668,057	54,240