TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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To: John Senchyshyn, Acting Town Administrator

From: Brian Keveny, Finance Director

Date: October 11, 2013

Subject: Town of Wayland First Quarter Reports

Please find attached the Fiscal 2014 first quarter reports thru September 30, 2013. The following year to date reports are presented:

1) General Fund Budget Report
2) General Fund Revenue Report
3) Water Enterprise Fund Operational Report
4) Wastewater Enterprise Operational Report
5) Major Revolving Fund Report

Respectfully submitted,

Brian Keveny
Finance Director

Town of Wayland
General Fund Budget
Fiscal 2014

September 30, 2013	FY 13 ACTUALS	FY 14 ACTUALS	FY 14 BUDGET	% BUDGET EXPENDED	$ Variance FY 14 / FY 13
SELECTMEN EXPENSES	8,818.64	10,871.69	33,505.00	32.45%	2,053.05
TOWN OFFICE PERSONNEL SERVICES	82,484.05	84,753.68	406,424.00	20.85%	2,269.63
TOWN OFFICE EXPENSES	8,390.06	13,508.60	82,355.35	16.40%	5,118.54
PERSONNEL BOARD P S	-	-	6,750.00	0.00%	-
PERSONNEL BOARD EXPENSES	4,137.21	584.23	10,088.88	5.79%	(3,552.98)
FINANCE PERSONNEL SERVICES	64,457.31	68,318.19	301,880.00	22.63%	3,860.88
FINANCE EXPENSES	7,278.35	9,241.00	51,700.00	17.87%	1,962.65
SCH BUD RESTATEMENT	-	-	-		-
ASSESSOR PERSONNEL SERVICES	47,999.81	52,456.52	238,510.00	21.99%	4,456.71
ASSESSOR EXPENSES	1,761.19	11,514.33	80,450.00	14.31%	9,753.14
TREASURER PERSONNEL SERVICES	42,554.52	43,374.54	199,368.00	21.76%	820.02
TREASURER EXPENSES	5,496.73	6,604.12	30,750.00	21.48%	1,107.39
LEGAL EXPENSES	49,950.20	36,847.27	181,554.77	20.30%	(13,102.93)
INFORMATION TECHNOLOGY P S	18,291.25	18,670.63	83,842.00	22.27%	379.38
INFORMATION TECHNOLOGY EXP	55,126.55	77,405.04	249,626.00	31.01%	22,278.49
TOWN CLERK PERSONNEL SERVICES	26,308.92	26,854.50	120,023.00	22.37%	545.58
TOWN CLERK EXPENSES	2,079.95	1,800.42	11,615.00	15.50%	(279.53)
ELECTIONS PERSONNEL SERVICES	5,023.35	1,480.48	13,564.00	10.91%	(3,542.87)
ELECTIONS EXPENSES	2,268.76	1,238.66	6,738.68	18.38%	(1,030.10)
REGISTRAR PERSONNEL SERVICES	-	-	275.00	0.00%	-
REGISTRAR EXPENSES	-	-	4,000.00	0.00%	-
CONSERVATION P S	31,074.13	34,275.79	142,026.00	24.13%	3,201.66
CONSERVATION EXPENSES	7,308.93	1,805.06	20,227.76	8.92%	(5,503.87)
PLANNING PERSONNEL SERVICES	22,558.73	23,026.67	105,990.00	21.73%	467.94
PLANNING EXPENSES	130.23	88.26	4,500.00	1.96%	(41.97)
SURVEYOR PERSONNEL SERVICES	35,075.89	35,803.39	160,778.00	22.27%	727.50
SURVEYOR EXPENSES	3,336.12	858.07	16,950.00	5.06%	(2,478.05)
FACILITIES P S	55,011.60	59,414.34	272,106.00	21.83%	4,402.74
FACILITIES EXP	146,637.08	130,142.20	1,030,516.10	12.63%	(16,494.88)
MISC COMMITTEES	22,001.49	34,234.90	49,775.00	68.78%	12,233.41
POLICE PERSONNEL SERVICES	460,939.23	468,159.62	2,181,252.00	21.46%	7,220.39
POLICE EXPENSES	51,789.35	51,751.44	332,070.00	15.58%	(37.91)
JCC PERSONNEL SERVICES	101,310.09	104,465.30	473,001.00	22.09%	3,155.21
JCC EXPENSES	15,042.73	15,129.08	42,215.49	35.84%	86.35
EMERGENCY MANAGEMENT EXP	980.34	6,764.99	25,091.74	26.96%	5,784.65
DOG OFFICER EXPENSES	5,202.75	7,041.25	24,969.50	28.20%	1,838.50
FIRE PERSONNEL SERVICES	514,857.12	528,982.77	2,271,520.00	23.29%	14,125.65
FIRE EXPENSES	41,999.94	52,951.69	220,138.26	24.05%	10,951.75
BUILDING & ZONING P S	43,263.25	59,025.50	281,054.00	21.00%	15,762.25
BUILDING & ZONING EXPENSES	2,195.10	1,474.99	14,639.40	10.08%	(720.11)
MINUTEMAN REGIONAL SCH EXP	94,315.00	77,886.00	212,427.00	36.66%	(16,429.00)
HIGHWAY PERSONNEL SERVICES	215,829.87	212,951.82	930,497.00	22.89%	(2,878.05)
HIGHWAY EXPENSES	50,435.89	71,046.26	331,500.00	21.43%	20,610.37
SNOW REMOVAL P S	-	-	125,000.00	0.00%	-
SNOW REMOVAL EXPENSES	-	853.22	325,000.00	0.26%	853.22
TF STATION PERSONNEL SERVICES	-	-	-		-
TF STATION EXPENSES	4,712.40	-	71,359.02	0.00%	(4,712.40)
BOARD OF HEALTH P S	81,852.37	85,525.41	589,213.00	14.52%	3,673.04
BOARD OF HEALTH EXPENSES	10,612.35	28,687.33	183,657.16	15.62%	18,074.98
VETERANS SERVICES P S	566.12	-	-		(566.12)
VETERANS SERVICES EXPENSES	15,864.00	1,800.00	30,000.00	6.00%	(14,064.00)
C.O.A. PERSONNEL SERVICES	35,122.83	36,690.35	165,940.00	22.11%	1,567.52
C.O.A. EXPENSES	1,940.64	3,677.40	55,500.00	6.63%	1,736.76
YOUTH SERVICES P S	34,792.85	35,713.01	156,285.00	22.85%	920.16
YOUTH SERVICES EXPENSES	128.41	436.11	3,825.00	11.40%	307.70
LIBRARY PERSONNEL SERVICES	159,375.27	167,631.02	772,518.00	21.70%	8,255.75
LIBRARY EXPENSES	92,449.44	90,492.50	228,288.06	39.64%	(1,956.94)
PARKS PERSONAL SERVICES	125,502.93	114,282.54	403,195.00	28.34%	(11,220.39)
PARKS EXPENSES	2,757.47	29,446.15	206,545.01	14.26%	26,688.68
RECREATION P.S.	39,524.08	39,471.62	314,456.00	12.55%	(52.46)
RECREATION EXPENSES	25,000.00	-	-		(25,000.00)
POOL PERSONNEL SERVICES	-	-	-		-
DEBT EXPENSES	1,755,407.50	1,407,691.87	7,348,947.00	19.16%	(347,715.63)
STATE ASSESSMENTS EXP	-	-	158,812.00	0.00%	-
RETIREMENT ASSESSMENT P S	3,171,056.00	3,507,480.00	3,507,480.00	100.00%	336,424.00
UNCLASSIFIED EXPENSES	2,011,071.27	2,526,503.67	9,174,966.25	27.54%	515,432.40
TRANSFER TO OTHER FUNDS	-	650,000.00	650,000.00	100.00%	-
	9,921,457.64	11,169,185.49	35,727,250.43	31.26%	1,247,727.85

Town of Wayland, Massachusetts
General Fund Revenue Report
Fiscal 2014
Quarterly Report , September 30, 2013

	Fiscal 2013 3-Months	Fiscal 2014 3-Months	$ Variance 2014 / 2013	Fiscal 2014 Budget	Fiscal 2014 % of Budget
Taxation:					
Real Estate	12,831,135.00	14,059,753.00	1,228,618.00		
Personal Property	197,813.00	240,411.28	42,598.28		
Tax Title Liens	93,393.00	24,171.76	(69,221.24)	-	
Total	13,122,341.00	14,324,336.04	1,201,995.04	53,600,000.00	26.72%
State Aid:					
School Construction	43,262.00	65,466.00	22,204.00	-	
Local Aid : Cherry Sheet					
Chapter 70	812,567.00	797,187.00	(15,380.00)	3,316,668.00	24.04%
Charter Tuition Assessment			-	2,494.00	0.00%
Unrestricted Aid	191,143.00	195,660.00	4,517.00	782,645.00	25.00%
Veterans Benefits Chapter 115	6,294.00	1,058.00	(5,236.00)	35,975.00	0.00%
Exemption : Vets, Blind, Surviving Spouse	503.00	1,881.00	1,378.00		0.00%
State Owned Land Reimbursement		13,515.00	13,515.00	53,057.00	25.47%
Total	1,053,769.00	1,074,767.00	20,998.00	4,190,839.00	25.65%
Local Receipts:					
Motor Vehicle Excise	108,761.00	176,965.00	68,204.00	2,010,000.00	8.80%
Other Excise	42,689.00	47,646.00	4,957.00	150,000.00	31.76%
Penalties and Interest	28,040.00	42,136.00	14,096.00	150,000.00	28.09%
Payment in Lieu of Taxes	23,625.00	-	(23,625.00)	30,000.00	0.00%
Fees	79,346.00	91,293.00	11,947.00	825,000.00	11.07%
Licenses and Permits	272,076.00	144,124.00	(127,952.00)	725,000.00	19.88%
Special Assessments	653.00	9,321.00	8,668.00	5,000.00	186.42%
Fines and Forfeits	17,004.00	17,733.00	729.00	55,000.00	32.24%
Investment Income	10,992.00	12,163.00	1,171.00	225,000.00	5.41%
Miscellaneous Recurring		-	-	-	
Miscellaneous Non Recurring		-	-	-	
Total	583,186.00	541,381.00	(41,805.00)	4,175,000.00	12.97%
Transfers from other funds:	-	927,818.00	927,818.00	1,508,577.00	61.50%
Month End Totals	14,759,296.00	16,868,302.04	2,109,006.04	63,474,416.00	26.57%

Town of Wayland, Massachusetts
Water Enterprise Fund
Fiscal 2014
September 30, 2013

	Fiscal 2014 Budget	Fiscal 2014 3 Month-Actual	% Budget Collected	Fiscal 2013 3 Month-Actual
REVENUES				
Operating Revenue:				
Penalties and Interest	25,000.00	5,972.00	23.89%	7,542.00
Water Meter Charges	3,133,100.00	283,469.00	9.05%	867,275.00
Liens	-	4,355.00	n/a	809.00
Water Capital Improvement	-	369.00	n/a	293.00
Water Administration Fee	300,000.00	5,789.00	1.93%	166,975.00
Water Service Order	40,000.00	4,492.00	11.23%	11,469.00
Misc. Revenue	50,000.00	13,175.00	26.35%	35,931.00
Interest on Savings	8,000.00	1,391.00	n/a	2,931.00
Total	3,556,100.00	319,012.00	8.97%	1,093,225.00
Other Financing Sources:				
Water Surplus				
Operating budget	-	0	0.00%	
Capital projects	-	0	0.00%	
	-	0	0.00%	
EXPENDITURES				
Operating Expenditures:				
Personal Services	702,974.00	147,793.00	21.02%	148,515.00
Expenditures	1,165,117.00	190,394.00	16.34%	219,482.00
Funded Debt	1,281,990.00	204,206.00	15.93%	211,696.00
Total	3,150,081.00	542,393.00	17.22%	579,693.00
Other Financing Uses:				
Transfers to Capital Projects	1,501,019.00	1,543,213.00	102.81%	-
Total	1,501,019.00	1,543,213.00	102.81%	-
Total YTD Revenues	3,556,100.00	319,012.00	8.97%	1,093,225.00
Total YTD Expenditures	4,651,100.00	2,085,606.00	44.84%	579,693.00
Net YTD Operating Surplus / (Deficit)		(1,766,594.00)		513,532.00

FUND BALANCE	
Undesignated Fund balance 7/01/2013	2,594,974.00
Reserve for expenditure- Fiscal 2014	1,501,019.00
Current outstanding encumbrances	
YTD expenditures (Current Year & FY 13 rollover)	(2,096,818.00)
YTD revenues	319,016.00
Undesignated Fund balance-April 2013	2,318,191.00

Town of Wayland, Massachusetts
Wastewater Enterprise Fund
Fiscal 2014
Quarterly Report , September 30, 2013

	Fiscal 2014 Budget	Fiscal 2014 3-Month-Actual	% Budget Collected	Fiscal 2013 3-Month-Actual
Operating Revenue:				
Penalties and Interest	-			
Wastewater User Charges	226,638.00	117.00	0.05%	177.00
Betterments	238,531.00	1,102.00	0.46%	3,617.00
Betterment Interest	220,311.00		0.00%	-
Interest on Savings	2,400.00	122.00	5.08%	742.00
				-
Total	687,880.00	1,341.00	0.19%	4,536.00
Operating Expenditures				
Expenditures	216,706.00	49,397.00	22.79%	19,462.00
Funded Debt	455,255.00	127,115.00	27.92%	27,708.00
Total	671,961.00	176,512.00	26.27%	47,170.00
Other Financing Sources / (Uses)				
Transfers to Capital Projects-OPEB	15,919.00	15,919.00	0.00%	-
Use of Retained Earnings	-	-	0.00%	-
Total	15,919.00	15,919.00	0.00%	-
Total YTD Revenues	687,880.00	1,341.00	0.19%	
Total YTD Expenditures	687,880.00	192,431.00	27.97%	

FUND BALANCE	
Undesignated Fund balance 7/01/2013	263,319.00
Reserve for expenditure- Fiscal 2014	15,919.00
Current outstanding encumbrances	
YTD expenditures (Current Year & FY 13 rollover)	(202,359.00)
YTD revenues	1,342.00
Undesignated Fund balance-April 2013	78,221.00

Town of Wayland, Massachusetts
Major Town Revolving Funds
Comparision Report: Q1 2014 to Q1 2013
September 30, 2013

	Amubulance Revolving Fund			Transfer Station Fund			Recreation Revolving Fund		
	FY 2014 Actual	FY 2013 Actual	FY 14 / FY 13 Variance	FY 2014	FY 2013	FY 14 / FY 13 Variance	FY 2014	FY 2013	FY 14 / FY 13 Variance
Beginning Fund Balance-7/01/13	1,377,479.00	1,320,813.00	56,666.00	318,377.00	188,523.00	129,854.00	446,084.00	94,367.00	351,717.00
REVENUE:									
Revenue from services :	40,368.00	81,414.00	(41,046.00)	265,885.00	302,212.00	(36,327.00)	-		
Revenue from programs:	-			-	-				
Sudbury Recreation	-	-		-	-		12,810.00	5,543.00	7,267.00
Beach	-	-		-	-		4,399.00	-	4,399.00
Field Permits	-	-		-	-		11,985.00	-	11,985.00
Summer Camps	-	-		-	-		948.00	-	948.00
Youth Programs	-	-		-	-		1,236.00	-	1,236.00
Adult Programs	-	-		-	-		4,316.00	-	4,316.00
Misc revenue	-	-		-	-		48,744.00	77,900.00	(29,156.00)
Total	40,368.00	81,414.00	(41,046.00)	265,885.00	302,212.00	(36,327.00)	84,438.00	83,443.00	995.00
EXPENDITURES:									
Operating Expenditures									
Personal Services	-	-		39,598.00	30,234.00	9,364.00	125,604.00	117,250.00	8,354.00
Expenses	-	-		54,113.00	170,866.00	(116,753.00)	120,722.00	124,491.00	(3,769.00)
Total	-	-	[illegible]	93,711.00	201,100.00	(107,389.00)	246,326.00	241,741.00	4,585.00
Other Financing Sources / (Uses)									
Transfers to Other Funds	640,000.00	-	640,000.00	42,831.00	-	42,831.00	87,413.00	-	
Total	640,000.00	-	640,000.00	42,831.00	-	42,831.00	87,413.00	-	87,413.00
Total YTD Revenues	40,368.00	81,414.00	(41,046.00)	265,885.00	302,212.00	(36,327.00)	84,438.00	83,443.00	995.00
Total YTD Expenditures	640,000.00	-	640,000.00	136,542.00	201,100.00	(64,558.00)	333,739.00	241,741.00	91,998.00
Year to date Fund Balance total:									
Beginning Fund Balance-7/01/13	1,377,479.00	1,320,813.00	56,666.00	318,377.00	188,523.00	129,854.00	446,084.00	94,367.00	351,717.00
Total YTD Revenues	40,368.00	81,414.00	(41,046.00)	265,885.00	302,212.00	(36,327.00)	84,438.00	83,443.00	995.00
Total YTD Expenditures	640,000.00	-	640,000.00	136,542.00	201,100.00	(64,558.00)	333,739.00	241,741.00	91,998.00
Balance 9/30/13:	777,847.00	1,402,227.00	(624,380.00)	447,720.00	289,635.00	158,085.00	196,783.00	(63,931.00)	260,714.00