



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

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To: Louise Miller, Town Administrator  
From: Brian Keveny, Finance Director  
Date: December 31, 2020  
Subject: Budget Status Report FY 2021, 1st Quarter

Please find enclosed the budget status reports for the General Fund, Enterprise Funds, and Revolving Funds as of September 30, 2020. The reports detail actual revenues and expenditures to budget as well as a year to year comparison to Fiscal 2020. During the months of July, August and September the Town was complying with the Department of Revenue 1/12 budget model. In September 2020 the Town voted the Fiscal 2021 Omnibus Budget at Town Meeting.

### General Fund Expenditures:

Town Departments have expended \$5,258,424 or 26% of budgeted expenses. All inter fund transfers that were voted at the September 2020 Town Meeting will be processed in May 2021.

School Department has expended \$9,160,583 or 21% of budget compared to prior year \$10,290,147 or 24% of budgeted. Actual year to date expenses are also consistent with prior year spending.

Unclassified budgets have expended \$9,584,717 or 41% of budget. The total includes the July payment to Middlesex Retirement and July debt payments.

Total expenditures thru September 2020 totaled \$26,255,332 or 29% of budget compared to \$27,978,653 or 33% of budget last fiscal year same period.

### General Fund Revenues:

The Town has collected approximately 23% of Property Tax, Local Receipts and State Aid budgeted revenue thru 3 months. The total dollar change year to year is (\$209,013). The reduction is due to the time of State Aid Revenue which was posted in October and not September. Actual Local Receipts are up \$77,741 due to FY 20 Motor Vehicle receipt collections. Meals Tax is less than last year in the amount of \$33,814 as well as Investment Income by \$50,383. In total 6 of the 9 Local Receipt revenue categories show unfavorable variances to the same period last year. The town estimated \$5,100,000 in Local Receipts on the FY 2021 Tax Recap.

### Fiscal 2020 Continuing Appropriations:

Both the town and school rolled over into Fiscal 2021 continuing appropriations from Fiscal 2020 in the amount of \$1,157,450 compared to \$733,493 last fiscal year. The unexpended balance of this appropriation is \$804,970 which will be closed to Free Cash at year end if not expended.



**Town of Wayland  
Fiscal 2021  
September 30, 2020**

**General Fund**

		Fiscal 2021 Budget	Fiscal 2021 Actual	% Budget Spent
<i>Revenue</i>				
Taxation		73,932,433	18,384,295	24.87%
State Aid		6,385,669	1,060,562	16.61%
Local Receipts		5,100,000	791,099	15.51%
Transfers from Other Funds		1,329,103	-	0.00%
Other Sources				
	<b>Total</b>	<b>86,747,205</b>	<b>20,235,956</b>	<b>23.33%</b>
<b>Non Budgeted</b>		<b>-</b>	<b>355,125</b>	<b>n/a</b>
	<b>Total Revenue</b>	<b>86,747,205</b>	<b>20,591,081</b>	<b>23.74%</b>
<i>Expenditures</i>				
Town Budget		19,823,327	5,258,424	26.53%
School Budget		43,359,145	9,160,583	21.13%
Unclassified		22,966,653	9,584,717	41.73%
Transfers		2,736,896	2,251,608	82.27%
	<b>Total Expense</b>	<b>88,886,021</b>	<b>26,255,332</b>	<b>29.54%</b>

**Water Enterprise Fund**

		Fiscal 2021 Budget	Fiscal 2021 Actual	% Budget Spent
<i>Revenue</i>				
Operating revenue		3,986,754	497,152	12.47%
Use of Water Capital		75,000	0	0.00%
Unbudgeted Revenue		0	0	0.00%
	<b>Total Revenue</b>	<b>4,061,754</b>	<b>497,152</b>	<b>12.24%</b>
<i>Expenditures</i>				
Operating expenses		3,986,754	746,492	18.72%
Use of Water Capital		75,000	0	0.00%
	<b>Total Expense</b>	<b>4,061,754</b>	<b>746,492</b>	<b>18.38%</b>
<b>Unbudgeted Expense</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>
	<b>Total Expenses</b>	<b>4,061,754</b>	<b>746,492</b>	<b>18.38%</b>

**Wastewater Enterprise Fund**

		Fiscal 2021 Budget	Fiscal 2021 Actual	% Budget Spent
<i>Revenue</i>				
Operating revenue	<b>Total Revenue</b>	<b>794,004</b>	<b>89,054</b>	<b>11.22%</b>
<i>Expenditures</i>				
Operating expenses	<b>Total Expense</b>	<b>794,004</b>	<b>147,853</b>	<b>18.62%</b>

**Town of Wayland, Massachusetts**  
**General Fund Revenue Report**  
**Fiscal 2021**  
**September 30, 2020**

	Fiscal 2020 YTD-Actual	Fiscal 2021 YTD-Actual	Fiscal 2021 Budget	\$ Variance 2021 / 2020	B / A Fiscal 2018 \$ Variance	% of Budget Collected
<b>Taxation:</b>						
Real Estate	17,426,379	18,111,519	73,254,022	685,140	(55,142,503)	24.72%
Personal Property	238,869	272,776	815,790	33,907	(543,014)	33.44%
Overlay	-	-	(137,379)	-	137,379	0.00%
<b>Total</b>	<b>17,665,248</b>	<b>18,384,295</b>	<b>73,932,433</b>	<b>719,047</b>	<b>(55,548,138)</b>	<b>24.87%</b>
<b>State Aid:</b>						
<b>School Construction</b>						
Local Aid : Cherry Sheet						
Chapter 70	1,713,173	883,294	5,323,831	(829,879)	(4,440,537)	16.59%
Charter Tuition Assessment	317,861	-	-	(317,861.00)	-	0.00%
Unrestricted Aid	-	159,978	936,419	159,978	(776,441)	0.00%
Veterans Benefits Chapter 115	1,832	-	7,610	(1,832)	(7,610)	0.00%
Exemption : Vets, Blind, Surviving Spouse	1,004	502	22,815	(502)	(22,313)	2.20%
State Owned Land Reimbursement	32,269	16,564	94,994	(15,705)	(78,430)	17.44%
Unknown	-	224	-	-	224.00	0.00%
<b>Total</b>	<b>2,066,139</b>	<b>1,060,562</b>	<b>6,385,669</b>	<b>(1,005,801)</b>	<b>(5,325,107)</b>	<b>16.61%</b>
<b>Local Receipts:</b>						
Motor Vehicle Excise	176,780	386,829	2,921,596	210,049	(2,534,767)	13.24%
Other Excise	61,668	27,854	235,000	(33,814)	(207,146)	11.85%
Penalties and Interest	37,296	27,801	272,000	(9,495)	(244,199)	10.22%
Payment in Lieu of Taxes	40,103	0	40,000	(40,103)	(40,000)	0.00%
Fees	210,780	192,654	609,000	(18,126)	(416,346)	31.63%
Licenses and Permits	72,431	97,043	790,000	24,612	(692,957)	12.28%
Special Assessments	0	2,934	7,000	2,934	(4,066)	41.91%
Fines and Forfeits	8,775	842	45,000	(7,933)	(44,158)	1.87%
Investment Income	105,525	55,142	175,000	(50,383)	(119,858)	31.51%
Miscellaneous Recurring	0	0	5,404	0	(5,404)	0.00%
Bond Premium	-	-	-	-	0	0.00%
<b>Total</b>	<b>713,358</b>	<b>791,099</b>	<b>5,100,000</b>	<b>77,741</b>	<b>(4,308,901)</b>	<b>15.51%</b>
<b>Transfers from other funds:</b>						
Fund 24-Ambulance	-	-	575,000	-	(575,000)	0.00%
Fund 24-Council on Aging	-	-	2,116	-	(2,116)	0.00%
Fund 24-Recreation	-	-	44,987	-	(44,987)	0.00%
Fund 24-Recreation-Fields	-	-	10,579	-	-	0.00%
Fund 25-Food Service	-	-	76,477	-	(76,477)	0.00%
Fund 25-BASE	-	-	221,000	-	(221,000)	0.00%
Fund 25-TCW	-	-	-	-	-	0.00%
Fund 25-Full Day Kinder	-	-	-	-	-	0.00%
Fund 61-Water	-	-	362,472	-	(362,472)	0.00%
Fund 63-Wastewater	-	-	36,472	-	(36,472)	0.00%
	-	-	1,329,103	-	(1,318,524)	0.00%
<b>Total Budgeted Revenue</b>	<b>20,444,745</b>	<b>20,235,956</b>	<b>86,747,205</b>	<b>(209,013)</b>	<b>(66,500,670)</b>	<b>23.33%</b>
<b>Unbudgeted Revenue:</b>						
Tax Title Liens	104,160	2,779	-	(101,381)	-	0.00%
Prior Year RE collections	218,231	250,465	-	32,234	-	0.00%
Fund 24-Recreation-New FY 17 accounts	-	-	-	0	-	0.00%
Account Closeout	-	101,881	-	-	-	0.00%
	-	-	-	-	-	0.00%
	-	-	-	-	-	0.00%
<b>Total Unbudgeted Revenue</b>	<b>322,391</b>	<b>355,125</b>	<b>-</b>	<b>(69,147)</b>	<b>355,125</b>	<b>0.00%</b>
<b>Total All Revenue</b>	<b>20,767,136</b>	<b>20,591,081</b>	<b>86,747,205</b>	<b>(278,160)</b>	<b>(66,145,545)</b>	<b>23.74%</b>
	322,391					
<b>Other Revenue Sources:</b>						
Bond Premium	-	-	70,437	-	-	0.00%
Overlay	-	-	0	-	-	0.00%
Transfer from Free Cash	-	-	1,931,000	-	-	0.00%
Transfer from Free Cash	-	-	0	-	-	0.00%
Transfer from Free Cash	-	-	0	-	-	0.00%
<b>Month End Totals</b>		<b>20,591,081</b>	<b>88,748,642</b>			

Town of Wayland  
Fiscal 2021 Total Revenue and Expenditures-GAAP  
September 30, 2020

	FISCAL 2021 BUDGET TO ACTUAL			FISCAL 2020 ROLLOVER BUDGET TO ACTUAL					
	Final Budget	YTD Actual	Encumbrance	FY 2021 Total (Uncollected) / Unspent	FISCAL 2020 CARRYFORWARD	FISCAL 2020 ACTUAL	ENCUMBERED CARRYFORWARD	UNENCUMBERED CARRYFORWARD	COMBINED FY 21 / FY 20
<b>REVENUES:</b>									
Taxation-net of overlay	73,932,433	18,384,295	n/a	(55,548,138)	n/a	n/a	n/a	n/a	(55,548,138)
State Aid:	6,385,669	1,060,562	n/a	(5,325,107)	n/a	n/a	n/a	n/a	(5,325,107)
Local Receipts	5,100,000	791,099	n/a	(4,308,901)	n/a	n/a	n/a	n/a	(4,308,901)
Transfers From Other Funds	1,329,103	-	n/a	(1,329,103)	n/a	n/a	n/a	n/a	(1,329,103)
Non Budgeted Revenue	-	355,125	n/a	355,125	n/a	n/a	n/a	n/a	355,125
Free Cash	1,931,000	-	n/a	-	n/a	n/a	n/a	n/a	n/a
Overlay	0	-	n/a	-	n/a	n/a	n/a	n/a	n/a
Bond Premium	70,437	-	n/a	-	n/a	n/a	n/a	n/a	n/a
<b>Total Revenues</b>	<b>88,748,642</b>	<b>20,591,081</b>	<b>0</b>	<b>(66,156,124)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(66,156,124.00)</b>
<b>EXPENDITURES:</b>									
General Government	5,460,290	838,919	802,324	3,819,047	336,534	136,353	200,215	-34	3,819,013
Public Safety	7,414,894	1,618,148	261,008	5,535,738	42,286	17,603	33,857	-9,174	5,526,564
Education	43,359,145	5,888,514	3,272,069	34,198,562	499,330	144,344	359,141	15,845	34,214,407
Minuteman Reg School	333,000	7,375	-	325,625	-	-	-	-	325,625
Public Works	3,581,190	605,625	287,377	2,688,188	183,591	34,472	149,113	6	2,688,194
Health and Human Services	1,610,629	298,473	80,711	1,231,445	10,545	1,518	9,025,000	2	1,231,447
Culture and Recreation	1,423,324	333,098	125,366	964,860	25,566	4,883,000	20,661	2,000	964,862
State and County Assessments	117,517	19,608	-	97,909	-	-	-	-	97,909
Debt Service	6,874,864	658,566	-	6,216,298	-	-	-	-	6,216,298
Pension	5,182,237	5,182,237	-	-	-	-	-	-	-
Unclassified	10,909,552	3,620,333	123,581	7,165,638	59,598	13,307	46,290,000	1	7,165,639
<b>Other Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers To Other Funds	250,000	-	-	250,000	-	-	-	-	250,000.00
Transfer to Other Funds-Capital	2,232,000	2,232,000	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>88,748,642</b>	<b>21,302,896</b>	<b>4,952,436</b>	<b>62,493,310</b>	<b>1,157,450</b>	<b>352,480</b>	<b>798,322</b>	<b>6,648</b>	<b>62,499,558</b>

Fiscal 2021- Reserve Fund

9/30/2021

FY 2021 Budget	<u>250,000</u>
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Year to date transfers:	0
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Adjusted balance:	<u><u>250,000</u></u>
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Available budget:	<u><u>250,000</u></u>
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Town of Wayland  
Fiscal 2021  
Health Insurance Report

	Fiscal 2021 Budget	Actual Total Expense	% Of Budget Spent	Estimated Turnback	% of Total Unspent
<i>Fiscal 2021</i>					
Health Insurance	8,174,364.30	1,984,454.41	24.28%	308,088.59	3.77%
Incentive Waiver	242,000.00	43,608.70	18.02%	(1,608.70)	-0.66%
Life Insurance	30,600.00	7,602.55	24.84%	155.45	0.51%
Other Expenses	67,200.00	15,267.10	22.72%	2,832.90	4.22%
Bench Mark	-	-		-	100.00%
	<b>8,514,164.30</b>	<b>2,050,932.76</b>	<b>24.09%</b>	<b>309,468.24</b>	<b>3.63%</b>

Town of Wayland, Massachusetts  
Water Enterprise Fund  
Fiscal 2021  
Quarterly Report, 09/30/2020

	Fiscal 2021 Budget	Fiscal 2021 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2020 Actual	\$ Variance FY 21 / FY 20
<b>REVENUES</b>						
<i>Operating Revenue:</i>						
Penalties and Interest	25,000	4,144	16.58%	(20,856)	7,167	-3,023
Water Meter Charges	3,596,754	446,672	12.42%	(3,150,082)	280,340	166,332
Liens	0	1,465	0.00%	1,465	1,607	-142
Water Administration Fee	300,000	38,964	12.99%	(261,036)	8,300	30,664
Water Service Order	25,000	5,857	23.43%	(19,143)	(548)	6,405
Misc. Revenue	40,000	50	0.13%	(39,950)	4,000	-3,950
Interest on Savings	-	-	0.00%	-	-	-
<b>Total</b>	<b>3,986,754</b>	<b>497,152</b>	<b>12.47%</b>	<b>(3,489,602)</b>	<b>300,866</b>	<b>196,286</b>
<b>EXPENDITURES</b>						
<i>Operating Expenditures:</i>						
Personal Services	811,600	207,007	25.51%	604,593	173,587	33,420.00
Expenditures	1,495,967	252,733	16.89%	1,243,234	205,093	47,640.00
Funded Debt	1,313,018	286,752	21.84%	1,026,266	257,355	29,397.00
Indirect Fringe Transfers to GF	362,472	-	0.00%	362,472	-	-
Indirect Fringe Transfers to GF and OPEB	3,697	-	0.00%	3,697	-	-
<b>Total</b>	<b>3,986,754</b>	<b>746,492</b>	<b>18.72%</b>	<b>3,240,262</b>	<b>636,035</b>	<b>110,457.00</b>
<b>OTHER FINANCING TRANSFERS TO WATER CAPITAL</b>						
<i>Other Financing Uses:</i>						
Transfers to Capital Projects / Unbudgeted expense	75,000	-	0.00%	75,000.00	-	-
	<b>75,000</b>	<b>-</b>	<b>0.00%</b>	<b>75,000.00</b>	<b>-</b>	<b>-</b>
<i>Other Financing Sources:</i>						
Water Surplus to Fund 42	75,000	-	-	-	-	-
	<b>75,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total YTD Revenues</b>	<b>4,061,754</b>	<b>497,152</b>	<b>12.24%</b>	<b>(3,564,602)</b>	<b>300,866</b>	<b>196,286.00</b>
<b>Total YTD Expenditures</b>	<b>4,061,754</b>	<b>746,492</b>	<b>18.38%</b>	<b>3,315,262</b>	<b>636,035</b>	<b>110,457.00</b>
<b>FUND BALANCE</b>						
		<u>2021</u>				
Undesignated Fund balance		1,484,714				
YTD expenditures ( Current Year & FY 19 rollover)		(841,970)				
YTD revenues		497,152				
<b>Total Fund Balance</b>		<b>1,139,896</b>				



Town of Wayland, Massachusetts  
Wastewater Enterprise Fund  
Fiscal 2021  
Quarterly Report , 09/30/2020

	Fiscal 2021 Budget	Fiscal 2021 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2020 Actual	\$ Variance FY 21 / FY 20
<b>Operating Revenue:</b>						
Penalties and Interest	-	38.12	0.00%	38.12	0	38
Wastewater User Charges	317,557	65,013	20.47%	(252,544)	56,199	8,814
Liens	-	-	0.00%	-	1,319	(1,319)
Betterments	-	-	0.00%	-	-	-
Betterment Interest	-	-	0.00%	-	-	-
Betterment paid In advance	-	-	0.00%	-	-	-
Unapportioned WW betterment TC	-	20,838.00	0.00%	20,838.00	-	20,838.00
Unapportioned WW betterment TC-int	-	-	0.00%	-	-	-
WW Betterment TC RE	315,175	2,277	0.00%	(312,898)	1,270	1,007.00
WW Betterment TC Int	-	-	0.00%	-	-	0
Interest on Savings	-	-	0.00%	-	3,248	(3,248)
Misc. revenue	10,000	888.00	0.00%	(9,112)	-	888
Fund Balance Reserve	151,272	-	0.00%	(151,272)	-	-
<b>Total</b>	<b>794,004</b>	<b>89,054</b>	<b>11.22%</b>	<b>(704,950)</b>	<b>62,036</b>	<b>27,018</b>
<b>Operating Expenditures</b>						
Personal Services	-	20,095	0.00%	(20,095)	15,156	4,939
Expenditures	88,330	18,129	20.52%	70,201	23,779	(5,650)
Funded Debt	270,227	109,629	40.57%	160,598	126,873	(17,244)
	435,447	-	-	-	-	-
<b>Total</b>	<b>794,004</b>	<b>147,853</b>	<b>18.62%</b>	<b>210,704</b>	<b>165,808</b>	<b>(17,955)</b>
<b>Other Financing Sources / ( Uses )</b>						
Transfers to General Fund	-	-	0.00%	-	-	-
	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total YTD Revenues</b>	<b>794,004</b>	<b>89,054</b>	<b>11.22%</b>	<b>(704,950)</b>	<b>62,036</b>	<b>27,018</b>
<b>Total YTD Expenditures</b>	<b>794,004</b>	<b>147,853</b>	<b>18.62%</b>	<b>210,704</b>	<b>165,808</b>	<b>(17,955)</b>

**FUND BALANCE**

Undesignated Fund balance  
Reserve for expenditure  
Current outstanding encumbrances  
YTD expenditures ( Current Year & FY 19 rollover)  
YTD revenues

Fiscal 2021

1,379,495
-
-
(147,853)
89,054
1,320,696

Undesignated Fund balance-

Town of Wayland, Massachusetts  
Major Town Revolving Funds  
September 30, 2020

	24220900			24494000			24652000		
	FY 2021 Actual	FY 2020 Actual	FY 21 / FY 20 Variance	FY 2021 Actual	FY 2020 Actual	FY 21 / FY 20 Variance	FY 2021 Actual	FY 2020 Actual	FY 21 / FY 20 Variance
Beginning Fund Balance-7/01/20	465,103	563,906	(98,803)	79,263	71,899	7,364	616,149	679,954	(63,805)
<b>REVENUE:</b>									
Revenue from services :	169,841	168,062	1,779	219,447	217,224	2,223	-	-	-
Revenue from programs:									
Beach	-	-	-	-	-	-	-	-	-
Boat Rentals	-	-	-	-	-	-	-	6,325	(6,325)
Facility Rentals	-	-	-	-	-	-	-	3,525	(3,525)
Snack Bar	-	-	-	-	-	-	-	10,749	(10,749)
Beach Other	-	-	-	-	-	-	-	-	0
Day Passes	-	-	-	-	-	-	77,330	30,125	47,205
Memberships	-	-	-	-	-	-	(2,275)	14,445	(16,720)
Field Permits	-	-	-	-	-	-	-	4,204	(4,204)
Summer Camps	-	-	-	-	-	-	(97,881)	6,257	(104,138)
Youth Programs	-	-	-	-	-	-	(25,772)	25,084	(50,856)
Adult Programs	-	-	-	-	-	-	968	19,992	(19,024)
Lessons	-	-	-	-	-	-	-	1,570	(1,570)
Misc revenue	-	-	-	-	-	-	(2,262)	1,430	(3,692)
Pre K Programs	-	-	-	-	-	-	5,094	11,428	(6,334)
Ski Programs	-	-	-	-	-	-	-	11,570	(11,570)
Seasonal events	-	-	-	-	-	-	-	7,230	(7,230)
Transfers from Other Funds	13,364	-	13,364	-	-	13,364	-	-	13,364
<b>Total</b>	183,205	168,062	15,143	219,447	217,224	2,223	(44,798)	153,934	(198,732)
<b>EXPENDITURES:</b>									
Operating Expenditures									
Personal Services	-	-	-	-	65,060	(65,060)	152,825	281,006	(128,181)
Expenses	8,670	6,993.00	1,677	39,666	54,496	(14,830)	20,146	122,078	(101,932)
<b>Total</b>	8,670	6,993.00	1,677	95,219	119,556	(24,337)	172,971	403,084	(230,113)
Other Financing Sources / ( Uses )									
Transfers to Other Funds	-	140,000.00	(140,000)	-	-	-	-	-	-
<b>Total</b>	0	140,000.00	(140,000)	-	-	-	-	-	-
<b>Total YTD Revenues</b>	183,205	168,062	15,143	219,447	217,224	2,223	(44,798)	153,934	(198,732)
<b>Total YTD Expenditures</b>	8,670	146,993	(138,323)	95,219	119,556	(24,337)	172,971	403,084	(230,113)
Year to date Fund Balance total:									
Beginning Fund Balance-7/01/20	465,103	563,906	(98,803)	79,263	71,899	7,364	616,149	679,954	(63,805)
Total YTD Revenues	183,205	168,062	15,143	219,447	217,224	2,223	(44,798)	153,934	(198,732)
Total YTD Expenditures	8,670	146,993	(138,323)	95,219	119,556	(24,337)	172,971	403,084	(230,113)
<b>Balance 09/30/20:</b>	639,638	584,975	54,663	203,491	169,567	33,924	398,380	430,804	(32,424)