



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BRIAN KEVENY
FINANCE DIRECTOR
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To: Louise Miller, Town Administrator
From: Brian Keveny, Finance Director
Date: January 27, 2020
Subject: Budget Status Report FY 2020, 2nd Quarter

Please find enclosed the budget status reports for the General Fund, Enterprise Funds, Health Insurance and Revolving Funds as of December 31, 2019 for the Town of Wayland. The reports detail actual revenues and expenditures to budget as well as a year to year comparison to Fiscal 2019.

General Fund Expenditures:

Town Departments have expended / encumbered \$8,728,394 or 47% of budget. The Unclassified Budgets expended / encumbered \$12,485,054 or 55% of budget and the Unappropriated / Transfer Budgets expended \$2,749,459 or 97% of budget.

All inter fund transfers that were voted at the Annual Spring 2019 Town Meeting will be processed in May 2020. To date the Finance Committee has approved no transfers from the Reserve Fund..

The School Department has expended / encumbered \$19,733,178 or 47% of budget compared to \$19,200,732 or 47% of budgeted last year. Actual year to date total expenses have increased year to year \$532,446.

Health Insurance:

Thru December 2019 the town has expended 57% of the Health Insurance Budget or \$4,536,569. It is anticipated that the Employee Mitigation account will be transferred into the Health Insurance 32B account at the 2020 Annual Town Meeting.

Fiscal 2019 Continuing Appropriations:

Both the town and school rolled over into Fiscal 2020 continuing appropriations from Fiscal 2019 in the amount of \$733,493 compared to \$1,396,381 last fiscal year. The unexpended balance of this appropriation is \$253,671. All unexpended rollovers will be closed to Free Cash.

General Fund Appropriation Deficits:

As of the date of this memo we are aware that the Treasurer Office appropriation will need additional funding in Fiscal 2020. This deficit will be included in the Spring 2020 ATM Current Year Article.

General Fund Revenues:

The Town has collected approximately 47% of budgeted Property Tax, Local Receipts, State Aid and Transfers revenue thru 6 months compared to 46% in the prior year. The total dollar increase year to year is \$2,224,521. Property Tax Revenue collections have increased \$1,860,231 compared to prior year. Actual Local Receipts are up \$13,614 compared to prior year. License and Permit revenue is down \$132,301 compared to last fiscal year. The majority of the FY 20 Motor Vehicle collections will occur in March and April. Interest Income is showing the same level of revenue compared to prior year. State Aid is showing a \$350,694 increase compared to \$242,181 last fiscal year same period. The collection of unbudgeted revenue is \$533,524 compared to \$537,202 last year.

Free Cash

The Massachusetts Department of Revenue certifying the town's Free Cash amount at June 30, 2019 at \$7,690,322. It is expected that the Fiscal 2021 Omnibus Capital Budget will use \$1.7M to of the certification for capital appropriations.

Wastewater Enterprise Fund:

Revenue

Through six months the Wastewater Fund has collected 17% of budgeted revenue or \$140,795 compared to 21% or \$169,442 last fiscal year. The main cause of the variance is evident in the collection of User Charges.

Expenditures:

Total expenses are \$261,887 or 33% of budget compared to \$229,369 or 26% last year. The current fund balance is \$1,267,248 compared to \$1,423,309 last year same period.

Water Enterprise Fund:

Revenue:

The Water Fund has collected 53% of budget or \$2,117,953 compared to 49% of budget or \$2,003,459 last fiscal year. Total revenue shows an increase of \$114,494. The variance is related to billing of Water Meter Charges. The Fiscal 2020 budget also includes using \$1,350,000 in Water Capital compared to \$190,000 last fiscal year.

Expenditures:

The Water Fund has expended \$1,167,860 in operating expenses or 29% of budget compared to \$1,210,193 or 30% last fiscal year. A total of \$1,350,000 in fund balance has been transferred to Water Capital Accounts. The current fund balance is \$2,004,011 compared to \$3,547,657 last year same period.

Respectfully submitted,



Brian Keveny

Finance Director

Town of Wayland
Fiscal 2020
December 31, 2019

General Fund

	Fiscal 2020 Budget	Fiscal 2020 Actual	% Budget Spent
<i>Revenue</i>			
Taxation	70,710,585	34,952,935	49.43%
State Aid	6,389,455	3,213,172	50.29%
Local Receipts	5,000,000	1,415,847	28.32%
Transfers from Other Funds	1,794,356	-	0.00%
Free Cash / Bond Premium	1,564,696	-	0.00%
Total	85,459,092	39,581,954	46.32%
Non Budgeted	-	553,524	n/a
Total Revenue	85,459,092	40,135,478	46.96%
<i>Expenditures</i>			
Town Budget	18,354,751	8,728,394	47.55%
School Budget	41,919,750	19,733,178	47.07%
Unclassified	22,377,903	12,485,054	55.79%
Transfers / State Assessments	2,806,688	2,749,459	97.96%
Total Expense	85,459,092	43,696,085	51.13%

Water Enterprise Fund

	Fiscal 2020 Budget	Fiscal 2020 Actual	% Budget Spent
<i>Revenue</i>			
Operating revenue	4,054,930	2,117,953	52.23%
Use of Water Capital	1,350,000	-	0.00%
Unbudgeted Revenue	-	-	0.00%
Total Revenue	5,404,930	2,117,953	39.19%
<i>Expenditures</i>			
Operating expenses	4,004,930	1,167,860	29.16%
Use of Water Capital	1,350,000	1,300,000	0.00%
Total Expense	5,354,930	2,467,860	46.09%
Unbudgeted Expense	-	-	0.00%
Total Expenses	5,354,930	2,467,860	46.09%

Wastewater Enterprise Fund

	Fiscal 2020 Budget	Fiscal 2020 Actual	% Budget Spent
<i>Revenue</i>			
Operating revenue	787,940	140,795	17.87%
Total Revenue	787,940	140,795	17.87%
<i>Expenditures</i>			
Operating expenses	787,940	261,887	33.24%
Total Expense	787,940	261,887	33.24%

Town of Wayland, Massachusetts
General Fund Revenue Report
Fiscal 2020
December 31, 2019

	Fiscal 2019 YTD-Actual	Fiscal 2020 YTD-Actual	Fiscal 2020 Budget	\$ Variance 2020 / 2019	B / A Fiscal 2018 \$ Variance	% of Budget Collected
Taxation:						
Real Estate	32,676,961	34,527,171	70,136,923	1,850,210	(35,609,752)	49.23%
Personal Property	415,761	425,764	813,074	10,003	(387,310)	52.36%
Overlay	-	-	(239,412)	-	239,412	0.00%
Total	33,092,722	34,952,935	70,710,585	1,860,213	(35,757,650)	49.43%
State Aid:						
School Construction						
Local Aid : Cherry Sheet						
Chapter 70	2,323,404	2,593,403	5,299,764	269,999	(2,706,361)	48.93%
Charter Tuition Assessment	0	-	959,875.00	-	(959,875.00)	0.00%
Unrestricted Aid	467,316	557,828	0	90,512	557,828	0.00%
Veterans Benefits Chapter 115	4,177	2,970	7,610	(1,207)	(4,640)	39.03%
Exemption : Vets, Blind, Surviving Spouse	21,309	1,757	22,815	(19,552)	(21,058)	7.70%
State Owned Land Reimbursement	46,272	57,214	99,391	10,942	(42,177)	57.56%
Unknown	-	-	-	-	-	0.00%
Total	2,862,478	3,213,172	6,389,455	350,694	(3,176,283)	50.29%
Local Receipts:						
Motor Vehicle Excise	310,372	316,504	2,818,596	6,132	(2,502,092)	11.23%
Other Excise	121,681	121,863	235,000	182	(113,137)	51.86%
Penalties and Interest	129,409	107,973	275,000	(21,436)	(167,027)	39.26%
Payment in Lieu of Taxes	41,234	40,103	40,000	(1,131)	103	100.26%
Fees	218,206	374,714	609,000	156,508	(234,286)	61.53%
Licenses and Permits	345,184	212,883	790,000	(132,301)	(577,117)	26.95%
Special Assessments	102	-	7,000	(102)	(7,000)	0.00%
Fines and Forfeits	15,208	14,977	45,000	(231)	(30,023)	33.28%
Investment Income	218,887	224,880	175,000	5,993	49,880	128.50%
Miscellaneous Recurring	0	-	5,404	0	(5,404)	0.00%
Bond Premium	-	1,950	0	1,950	1,950	0.00%
Total	1,400,283	1,415,847	5,000,000	13,614	(3,584,153)	28.32%
Transfers from other funds:						
Fund 24-Ambulance	-	-	630,400	-	(630,400)	0.00%
Fund 24-Council on Aging	-	-	2,210	-	(2,210)	0.00%
Fund 24-Recreation	-	-	51,717	-	(51,717)	0.00%
Fund 24-Recreation-Fields	-	-	9,945	-	-	0.00%
Fund 25-Food Service	-	-	161,581	-	(161,581)	0.00%
Fund 25-Base	-	-	237,701	-	(237,701)	0.00%
Fund 25-TCW	-	-	237,300	-	(237,300)	0.00%
Fund 25-Full Day Kinder	-	-	53,810	-	(53,810)	0.00%
Fund 61-Water	-	-	374,779	-	(374,779)	0.00%
Fund 63-Wastewater	-	-	34,913	-	(34,913)	0.00%
			1,794,356		(1,784,411)	0.00%
Total Budgeted Revenue	37,355,483	39,581,954	83,894,396	2,224,521	(44,302,497)	47.18%
Unbudgeted Revenue:						
Tax Title Liens	143,844	233,515	-	89,671	-	0.00%
Prior Year RE collections	393,358	320,009	-	(73,349)	-	0.00%
Fund 24-Recreation-New FY 17 accounts	-	-	-	0	-	0.00%
Account Closeout	-	-	-	-	-	-
School Funds OPEB	-	-	-	-	-	-
Wastewater / Library Agreement	-	-	-	0	-	-
Total Unbudgeted Revenue	537,202	553,524	-	16,322	553,524	0.00%
Total All Revenue	37,892,685	40,135,478	83,894,396	2,240,843	(43,748,973)	47.84%
Other Revenue Sources:						
Bond Premium	-	-	75,329	-	-	0.00%
Overlay	-	-	0	-	-	0.00%
Transfer from Free Cash	-	-	1,489,367	-	-	0.00%
Transfer from Free Cash	-	-	0	-	-	-
Transfer from Free Cash	-	-	0	-	-	-
Month End Totals		40,135,478	85,459,092			

Town of Wayland
Fiscal 2020 Total Revenue and Expenditures-GAAP
December 31, 2019

	FISCAL 2020 BUDGET TO ACTUAL				FISCAL 2019 ROLLOVER BUDGET TO ACTUAL					
	Final Budget	YTD Actual	Encumbrance	FY 2019 Total (Uncollected) / Unspent	FISCAL 2018 CARRYFORWARD	FISCAL 2018 ACTUAL	ENCUMBERED CARRYFORWARD	UNENCUMBERED CARRYFORWARD	COMBINED FY 18 / FY 17	
REVENUES:										
Taxation-net of overlay	70,710,585	34,952,935	n/a	(35,757,650)	n/a	n/a	n/a	n/a	(35,757,650)	
State Aid:	6,389,455	3,213,172	n/a	(3,176,283)	n/a	n/a	n/a	n/a	(3,176,283)	
Local Receipts	5,000,000	1,415,847	n/a	(3,584,153)	n/a	n/a	n/a	n/a	(3,584,153)	
Transfers From Other Funds	1,794,356	-	n/a	(1,794,356)	n/a	n/a	n/a	n/a	(1,794,356)	
Non Budgeted Revenue	-	553,524	n/a	553,524	n/a	n/a	n/a	n/a	553,524	
Free Cash	1,489,367	-	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	75,329	-	n/a	-	n/a	n/a	n/a	n/a	n/a	
Total Revenues	85,459,092	40,135,478	0	(43,758,918)	0	0	0	0	(43,758,918.00)	
EXPENDITURES:										
General Government	4,745,766	1,649,326	727,857	2,368,583	148,736	117,632	34,297	-3,193	2,365,390	
Public Safety	7,229,244	3,158,778	161,254	3,909,212	5,394	3,835	0	1,559	3,910,771	
Education	41,919,750	15,963,084	3,770,094	22,186,572	370,336	241,921	88,794	39,621	22,226,193	
MinuteMan Reg School	230,000	8,582	142,532	78,886	-	-	-	-	78,886	
Public Works	3,560,193	1,221,854	433,519	1,904,820	184,620	111,113	54,560	18,947	1,923,767	
Health and Human Services	1,509,245	636,903	53,669	818,673	1,267	1,255	12,000	0	818,673	
Culture and Recreation	1,310,303	594,325	90,909	625,069	8,651	14,000	8,637	-	625,069	
State and County Assessments	122,321	65,092	0	57,229	-	14,000	-	(14,000)	57,215	
Debt Service	6,814,789	1,625,057	0	5,189,732	-	-	8,637	-8,637	5,181,095	
Pension	4,862,852	4,862,852	0	0	-	-	-	-	-	
Unclassified	10,470,262	5,672,593	173,438	4,624,231	14,489	4,052	12,436.00	-1,999	4,622,232	
Other Expenditures										
Transfers To Other Funds	500,000	500,000.00	-	0	-	-	-	-	-	
Transfer to Recreation	-	-	-	-	-	-	-	-	-	
Transfer to Other Funds-Capital Overlay	2,184,367	2,184,367	-	0	-	-	-	-	-	
Total Expenditures	85,459,092	38,142,813	5,553,272	41,763,007	733,493	479,836	207,373	46,284	41,809,291	

Town of Wayland
Fiscal 2020
Health Insurance Report

	Fiscal 2020 Budget	6-Months Actual Total Expense	% Of Budget Spent	Estimated Turnback	% of Total Unspent
<i>Fiscal 2019</i>					
Health Insurance	7,630,000.00	4,379,249.42	57.40%	156,232.88	2.05%
Incentive Waiver	240,000.00	114,840.77	47.85%	9,363.11	3.90%
Life Insurance	18,000.00	7,786.82	43.26%	2,326.78	12.93%
Other Expenses	67,200.00	34,692.05	51.63%	(692.05)	-1.03%
Bench Mark	-	-		-	100.00%
	<u>7,955,200.00</u>	<u>4,536,569.06</u>	<u>57.03%</u>	<u>167,230.72</u>	<u>2.10%</u>

Fiscal 2019- Reserve Fund

12/31/2019

FY 2020 Budget 250,000

Year to date transfers:

Adjusted balance: 250,000

Available budget: 250,000

Town of Wayland, Massachusetts
Wastewater Enterprise Fund
Fiscal 2020
Quarterly Report , 12/31/2019

	Fiscal 2020 Budget	Fiscal 2020 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2019 Actual	\$ Variance FY 20 / FY 19
Operating Revenue:						
Penalties and Interest	-	369.00	0.00%	369.00	220	149
Wastewater User Charges	274,653	132,123	48.11%	(142,530)	122,102	10,021
Liens	-	1,319	0.00%	1,319	299	1,020
Betterments	22,885	-	0.00%	(22,885)	-	-
Betterment Interest	1,144	-	0.00%	(1,144)	-	-
Betterment paid in advance	-	-	0.00%	-	-	-
Unapportioned WW betterment TC	-	-	0.00%	-	33,524.00	(33,524.00)
Unapportioned WW betterment TC-int	-	-	0.00%	-	1,744.00	(1,744.00)
WW Betterment TC RE	189,830	357	0.00%	(189,473)	357	-
WW Betterment TC Int	140,832	913	0.00%	(139,919)	1,162	(249)
Interest on Savings	5,000.00	5,714	0.00%	714	5,154	560
Misc. revenue	-	-	0.00%	0	4,880	(4,880)
Fund Balance Reserve	153,596	-	0.00%	(153,596)	-	-
Total	787,940	140,795	17.87%	(647,145)	169,442	(28,647)
Operating Expenditures						
Personal Services	87,600	39,731	0.00%	47,869	17,520	22,211
Expenditures	212,053	95,283	44.93%	116,770	80,975	14,308
Funded Debt	488,287	126,873	25.98%	361,414	130,874	(4,001)
Total	787,940	261,887	33.24%	526,053	229,369	32,518
Other Financing Sources / (Uses)						
Transfers to General Fund	-	-	0.00%	-	-	-
Total	-	-	0.00%	-	-	-
Total YTD Revenues	787,940	140,795	17.87%	(647,145)	169,442	(28,647)
Total YTD Expenditures	787,940	261,887	33.24%	526,053	229,369	32,518

FUND BALANCE

Undesignated Fund balance	1,349,785
Reserve for expenditure	-
Current outstanding encumbrances	-
YTD expenditures (Current Year & FY 19 rollover)	(223,332)
YTD revenues	140,795
Undesignated Fund balance-	1,267,248

Town of Wayland, Massachusetts
Water Enterprise Fund
Fiscal 2020
Quarterly Report, 12/31/2019

	Fiscal 2020 Budget	Fiscal 2020 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2019 Actual	\$ Variance FY 19 / FY 18
REVENUES						
<i>Operating Revenue:</i>						
Penalties and Interest	25,000	16,765	67.06%	-8,235	12,811	3,954
Water Meter Charges	3,490,631	0	0.00%	-3,490,631	1,775,672	-1,775,672
Water Meter Charges	120,000	1,953,687	1628.07%	1,833,687	0	1,953,687
Liens	0	3,874	0.00%	3,874	3,954	-80
Water Administration Fee	295,000	132,080	44.77%	-162,920	144,064	-11,984
Water Service Order	31,000	2,848	9.19%	-28,152	15,652	-12,804
Misc. Revenue	43,299	8,699	20.09%	-34,600	48,179	-39,480
Interest on Savings	50,000	0	0.00%	-50,000	3,127	-3,127
Total	<u>4,054,930</u>	<u>2,117,953</u>	<u>52.23%</u>	<u>-1,936,977</u>	<u>2,003,459</u>	<u>114,494</u>
EXPENDITURES						
<i>Operating Expenditures:</i>						
Personal Services	808,888	363,840	44.98%	445,048	366,515	-2,675
Expenditures	1,476,000	427,253	28.95%	1,048,747	421,700	5,553
Funded Debt	1,337,510	376,767	28.17%	960,743	421,978	-45,211
Indirect Fringe Transfers to GF	374,779	0	0.00%	374,779	0	0
Indirect Fringe Transfers to GF and OPEB	7,753	0	0.00%	7,753	0	0
Total	<u>4,004,930</u>	<u>1,167,860</u>	<u>29.16%</u>	<u>2,837,070</u>	<u>1,210,193</u>	<u>-42,333</u>
OTHER FINANCING TRANSFERS TO WATER CAPITAL						
<i>Other Financing Uses:</i>						
Transfers to Capital Projects / Unbudgeted expense	1,350,000	1,300,000	96.30%	50,000	190,000	0
	<u>1,350,000</u>	<u>1,300,000</u>		<u>50,000</u>	<u>190,000</u>	<u>-1,110,000</u>
<i>Other Financing Sources:</i>						
Water Surplus to Fund 42	1,300,000	0	-	0	0	0
Water Surplus to Fund 42-FY 2008 Project				0		
Water Revenue to General Fund	0	0	-	0	0	0
Total YTD Revenues	<u>5,354,930</u>	<u>2,117,953</u>	<u>39.55%</u>	<u>-3,236,977</u>	<u>2,003,459</u>	<u>114,494</u>
Total YTD Expenditures	<u>5,354,930</u>	<u>2,467,860</u>	<u>46.09%</u>	<u>2,887,070</u>	<u>1,400,193</u>	<u>1,067,667</u>
FUND BALANCE						
		<u>2,020</u>				
Undesignated Fund balance		2,471,737				
YTD expenditures (Current Year & FY 19 rollover)		-2,585,679				
YTD revenues		2,117,953				
Total Fund Balance		<u>2,004,011</u>				

Town of Weyland, Massachusetts
Major Town Revolving Funds
December 31, 2019

	24220900 Amulance Revolving Fund		24494000 Transfer Station Fund		24652000 Recreation Revolving Fund	
	FY 2020 Actual	FY 2019 Actual	FY 2020 Actual	FY 2019 Actual	FY 2020 Actual	FY 2019 Actual
Beginning Fund Balance-7/01/19	563,906	570,729	71,899	1,962	679,954	587,733
REVENUE:						
Revenue from services :	366,131	188,415	277,323	188,396	-	-
Revenue from programs:						
Beach	-	-	-	-	6,325	3,325.00
Boat Rentals	-	-	-	-	8,975	737.00
Facility Rentals	-	-	-	-	10,748	9,526.00
Snack Bar	-	-	-	-	-	-
Beach Other	-	-	-	-	30,125	20,540.00
Day Passes	-	-	-	-	14,445	13,657.00
Memberships	-	-	-	-	6,257	2,391.00
Field Permits	-	-	-	-	25,759	27,663.00
Summer Camps	-	-	-	-	24,981	13,624.00
Youth Programs	-	-	-	-	1,570	3,048.00
Adult Programs	-	-	-	-	10,239	1,980.00
Lessons	-	-	-	-	11,528	9,384.00
Misc revenue	-	-	-	-	19,380	9,985.00
Pre K Programs	-	-	-	-	8,730	600.00
Ski Programs	-	-	-	-	179,063	116,460
Seasonal events	-	-	-	-	-	-
Transfers from Other Funds	366,131	188,415	277,323	188,396	-	-
Total	13,923	11,061.00	214,434	116,302	473,606	390,185
EXPENDITURES:						
Operating Expenditures						
Personal Services	-	-	97,657	54,763	307,362	252,947
Expenses	13,923	2,862	116,777	61,539	166,244	137,238
Total	13,923	2,862	214,434	116,302	473,606	390,185
Other Financing Sources / (Uses)						
Transfers to Other Funds	140,000	140,000	-	-	-	-
Total	140,000	140,000	-	-	-	-
Total YTD Revenues	366,131	188,415	277,323	188,396	179,063	116,460
Total YTD Expenditures	153,923	11,061	214,434	116,302	473,606	390,185
Year to date Fund Balance total:						
Beginning Fund Balance-7/01/19	563,906	570,729	71,899	1,962	679,954	587,733
Total YTD Revenues	366,131	188,415	277,323	188,396	179,063	116,460
Total YTD Expenditures	153,923	11,061	214,434	116,302	473,606	390,185
Balance 09/30/19:	776,114	748,083	134,788	74,056	385,411	314,008
		28,031		60,732		71,483