



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

BRIAN KEVENY  
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To: Louise Miller, Town Administrator  
From: Brian Keveny, Finance Director  
Date: December 17, 2019  
Subject: Budget Status Report FY 2020, 1st Quarter

Please find enclosed the budget status reports for the General Fund, Enterprise Funds, and Revolving Funds as of September 30, 2019. 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 \$16,324,179 compared to \$14,541,502 last fiscal year or 37% of budgeted expenses. All inter fund transfers that were voted at the Spring 2019 Town Meeting will be processed in May 2020.

School Department has expended \$6,330,915 compared to prior year \$6,009,490 or 15% of budgeted. Actual year to date expenses are also consistent with prior year spending.

### 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 increase year to year is \$1,226,829. Actual Local Receipts are up \$11,748. Both Motor Vehicle Excise and Fees collection revenue have shown strong growth while License and Permit revenue is off \$96,475 compared to last year same period. The town estimated \$5,000,000 in Local Receipts on the FY 2020 Tax Recap. State Aid revenue is \$1,617,573 compared to \$1,421,508 last fiscal year.

### 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 \$383,443 which will be closed to Free Cash at year end if not expended.

Wastewater Enterprise Fund:

Revenue

Through three months the Wastewater Fund has collected 7% of budget revenue or \$62,036 compared to \$57,149 in FY 2019. The dollar collection variance year to year is attributable to Wastewater User Charges revenue. The Wastewater revenue budget is using \$60,000 of fund balance to support expenditures in FY 20.

Expenditures:

Total expenses are \$165,808 or 21% compared to \$159,519 or 20% of budget last fiscal year. The current fund balance is \$1,244,837 compared to \$1,311,016 last year same time period.

Water Enterprise Fund:

Revenue:

The Water Fund has collected 7% of budgeted revenue or \$300,866 compared to 18% of budgeted revenue or \$726,522 last fiscal year. Total revenue is lower by \$425,000 compared to prior year. The negative variance thru September is due to timing of billing and changes to a positive variance at the end of November. The Fiscal 2020 budget also included using \$50,000 in Fund Balance to support Fiscal 2020 capital appropriations and \$1,300,000 of Fund Balance to support the new water meter reading system.

Expenditures:

The Water Fund has expended \$636,035 compared to \$726,522 last fiscal year. The year to year decrease is attributable to capital appropriation transfers last fiscal year. Approximately 15% of budget has been expended compared to 16% of budget in the prior year.

Fiscal 2019 Tax Recap

The Massachusetts Department of Revenue certified the town's tax rate on December 10, 2019. As of the date of this report the Department of Revenue is continuing to review Free Cash Certification.

Fiscal 2019 Audit

The Fiscal 2019 Audit commenced in late September 2019. The audit by the Town's auditors, Melanson Heath is ongoing and is expected to be completed shortly.

Respectfully submitted,



Brian Keveny

Finance Director



Town of Wayland  
Fiscal 2019  
September 30, 2019

**General Fund**

		Fiscal 2020 Budget	Fiscal 2020 Actual	% Budget Spent
<i>Revenue</i>				
Taxation		70,826,887	17,665,248	24.94%
State Aid		6,385,058	2,066,139	32.36%
Local Receipts		5,075,329	714,975	14.09%
Transfers from Other Funds		1,794,356	-	0.00%
Other Sources				
<b>Total</b>		<b>84,081,630</b>	<b>20,446,362</b>	<b>24.32%</b>
<b>Non Budgeted</b>		<b>-</b>	<b>322,391</b>	<b>n/a</b>
<b>Total Revenue</b>		<b>84,081,630</b>	<b>20,768,753</b>	<b>24.70%</b>
<i>Expenditures</i>				
Town Budget		42,989,342	16,324,179	37.97%
School Budget		42,149,750	6,330,915	15.02%
<b>Total Expense</b>		<b>85,139,092</b>	<b>22,655,094</b>	<b>26.61%</b>

**Water Enterprise Fund**

		Fiscal 2020 Budget	Fiscal 2020 Actual	% Budget Spent
<i>Revenue</i>				
Operating revenue		4,054,930	300,866	7.42%
Use of Water Capital		1,350,000	0	0.00%
Unbudgeted Revenue		0	0	0.00%
<b>Total Revenue</b>		<b>5,404,930</b>	<b>300,866</b>	<b>5.57%</b>
<i>Expenditures</i>				
Operating expenses		4,004,930	636,035	15.88%
Use of Water Capital		1,350,000	0	0.00%
<b>Total Expense</b>		<b>5,354,930</b>	<b>636,035</b>	<b>11.88%</b>
Unbudgeted Expense		0	0	0.00%
<b>Total Expenses</b>		<b>5,354,930</b>	<b>636,035</b>	<b>11.88%</b>

**Wastewater Enterprise Fund**

		Fiscal 2020 Budget	Fiscal 2020 Actual	% Budget Spent
<i>Revenue</i>				
Operating revenue	<b>Total Revenue</b>	<b>787,940</b>	<b>62,036</b>	<b>7.87%</b>
<i>Expenditures</i>				
Operating expenses	<b>Total Expense</b>	<b>787,940</b>	<b>165,808</b>	<b>21.04%</b>

Town of Wayland, Massachusetts  
General Fund Revenue Report  
Fiscal 2020  
September 30, 2019

	Fiscal 2019 YTD-Actual	Fiscal 2020 YTD-Actual	Fiscal 2020 Budget	\$ Variance 2020 / 2019	B / A Fiscal 2018 \$ Variance	% of Budget Collected
<b>Taxation:</b>						
Real Estate	16,418,687	17,426,379	70,246,063	1,007,692	(52,819,684)	24.81%
Personal Property	227,545	238,869	819,824	11,324	(580,955)	29.14%
Overlay	-	-	(239,000)	-	239,000	0.00%
<b>Total</b>	<b>16,646,232</b>	<b>17,665,248</b>	<b>70,826,887</b>	<b>1,019,016</b>	<b>(53,161,639)</b>	<b>24.94%</b>
<b>State Aid:</b>						
School Construction						
Local Aid : Cherry Sheet						
Chapter 70	1,161,702	1,264,607	5,299,764	102,905	(4,035,157)	23.86%
Charter Tuition Assessment	0	317,861.00	959,875.00	317,861.00	(642,014.00)	0.00%
Unrestricted Aid	233,658	0	0	(233,658)	0	0.00%
Veterans Benefits Chapter 115	2,259	1,832	7,610	(427)	(5,778)	24.07%
Exemption : Vets, Blind, Surviving Spouse	753	1,004	22,815	251	(21,811)	4.40%
State Owned Land Reimbursement	23,136	32,269	94,994	9,133	(62,725)	33.97%
Unknown	0	-	-	-	-	0.00%
<b>Total</b>	<b>1,421,508</b>	<b>1,617,573</b>	<b>6,385,058</b>	<b>196,065</b>	<b>(4,767,485)</b>	<b>25.33%</b>
<b>Local Receipts:</b>						
Motor Vehicle Excise	153,729	178,397	2,818,596	24,668	(2,640,199)	6.33%
Other Excise	63,268	61,668	235,000	(1,600)	(173,332)	26.24%
Penalties and Interest	82,393	37,296	275,000	(45,097)	(237,704)	13.56%
Payment in Lieu of Taxes	0	40,103	40,000	40,103	103	100.26%
Fees	123,202	210,780	609,000	87,578	(398,220)	34.61%
Licenses and Permits	168,906	72,431	790,000	(96,475)	(717,569)	9.17%
Special Assessments	0	-	7,000	0	(7,000)	0.00%
Fines and Forfeits	7,495	8,775	45,000	1,280	(36,225)	19.50%
Investment Income	104,234	105,525	175,000	1,291	(69,475)	60.30%
Miscellaneous Recurring	0	-	5,404	0	(5,404)	0.00%
Bond Premium	-	-	75,329	-	(75,329)	0.00%
<b>Total</b>	<b>703,227</b>	<b>714,975</b>	<b>5,075,329</b>	<b>11,748</b>	<b>(4,360,354)</b>	<b>14.09%</b>
<b>Transfers from other funds:</b>						
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	-	-	-
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%
<b>Total Budgeted Revenue</b>	<b>18,770,967</b>	<b>19,997,796</b>	<b>84,081,630</b>	<b>1,226,829</b>	<b>(64,073,889)</b>	<b>23.78%</b>
<b>Unbudgeted Revenue:</b>						
Tax Title Liens	130,321	104,160	-	(26,161)	-	0.00%
Prior Year RE collections	254,403	218,231	-	(36,172)	-	0.00%
Fund 24-Recreation-New FY 17 accounts	-	-	-	0	-	0.00%
Account Closeout	-	-	-	-	-	-
School Funds OPEB	-	-	-	-	-	-
Wastewater / Library Agreement	-	-	-	0	-	-
<b>Total Unbudgeted Revenue</b>	<b>384,724</b>	<b>322,391</b>	<b>-</b>	<b>(62,333)</b>	<b>322,391</b>	<b>0.00%</b>
<b>Total All Revenue</b>	<b>19,155,691</b>	<b>20,320,187</b>	<b>84,081,630</b>	<b>1,164,496</b>	<b>(63,751,498)</b>	<b>24.17%</b>

Town of Wayland  
Fiscal 2020 Total Revenue and Expenditures-GAAP  
September 30, 2019

	FISCAL 2020 BUDGET TO ACTUAL				FISCAL 2019 ROLLOVER BUDGET TO ACTUAL				
	Final Budget	YTD	Encumbrance	Total (Uncollected) / Unspent	FISCAL 2018 CARRYFORWARD	FISCAL 2018 ACTUAL	ENCUMBERED CARRYFORWARD	UNENCUMBERED CARRYFORWARD	COMBINED FY 18 / FY 17
		Actual							
<b>REVENUES:</b>									
Taxation-net of overlay	70,826,887	17,665,248	n/a	(53,161,639)	n/a	n/a	n/a	n/a	(53,161,639)
State Aid:	6,385,058	2,066,139	n/a	(4,318,919)	n/a	n/a	n/a	n/a	(4,318,919)
Local Receipts	5,075,329	714,975	n/a	(4,360,354)	n/a	n/a	n/a	n/a	(4,360,354)
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	-	322,391	n/a	322,391	n/a	n/a	n/a	n/a	322,391
Free Cash	1,596,720	-	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	80,220	-	n/a	-	n/a	n/a	n/a	n/a	n/a
<b>Total Revenues</b>	<b>85,758,570</b>	<b>20,768,753</b>	<b>0</b>	<b>(63,312,877)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(63,312,877.00)</b>
<b>EXPENDITURES:</b>									
General Government	4,745,766	780,054	660,169	3,305,543	148,736	81,391	70,520	-3,175	3,302,368
Public Safety	7,229,244	1,689,230	167,170	5,372,844	5,394	3,835	0	1,559	5,374,403
Education	42,149,750	6,330,915	3,959,228	31,859,607	370,336	164,243	187,794	18,299	31,877,906
Minuteman Reg School	230,000	8,582	0	221,418	-	-	-	-	221,418
Public Works	3,560,193	598,530	246,502	2,715,161	184,620	95,246	70,427	18,947	2,734,108
Health and Human Services	1,509,245	314,594	80,292	1,114,359	1,267	1,255	12,000	0	1,114,359
Culture and Recreation	1,310,303	371,173	108,455	880,675	8,651	14,000	8,637	-	880,675
State and County Assessments	122,321	76,898	-	45,423	-	14,000	-	(14,000)	45,409
Debt Service	6,814,789	1,574,057	-	5,240,732	-	-	8,637	-	5,232,095
Pension	4,862,852	4,862,852	-	-	-	-	-	-	-
Unclassified	9,920,262	3,406,908	101,743.00	6,411,611	14,489	4,052	12,436.00	-1,999	6,409,612
<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	500,000	500,000.00	-	0	-	-	-	-	-
Transfer to Recreation	-	-	-	(6,934.00)	-	-	-	-	(6,934.00)
Transfer to Other Funds-Capital	2,184,367	2,191,301	-	0	-	-	-	-	-
Overlay	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>85,139,092</b>	<b>22,655,094</b>	<b>5,323,559</b>	<b>57,160,439</b>	<b>733,493</b>	<b>350,050</b>	<b>358,463</b>	<b>24,980</b>	<b>57,185,419</b>

Fiscal 2020- Reserve Fund

9/30/2019

FY 2020 Budget 250,000

Year to date transfers:

**NO TRANSFERS** 0

Adjusted balance: 250,000

Available budget: 250,000

Town of Wayland, Massachusetts  
Wastewater Enterprise Fund  
Fiscal 2020  
Quarterly Report , 09/30/2019

	Fiscal 2020 Budget	Fiscal 2020 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2019 Actual	\$ Variance FY 20 / FY 19
<b>Operating Revenue:</b>						
Penalties and Interest	-	-	0.00%	-	189	(189)
Wastewater User Charges	274,653	56,199	20.46%	(218,454)	48,646	7,553
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%	-	-	-
Unapportioned WW betterment TC-int	-	-	0.00%	-	-	-
WW Betterment TC RE	189,830	357	0.00%	(189,473)	357	-
WW Betterment TC Int	140,832	913	0.00%	(139,919)	354	559
Interest on Savings	5,000.00	3,248	0.00%	(1,752)	2,424	824
Misc. revenue	-	-	0.00%	0	4,880	(4,880)
Fund Balance Reserve	153,596	-	0.00%	(153,596)	-	-
<b>Total</b>	<b>787,940</b>	<b>62,036</b>	<b>7.87%</b>	<b>(725,904)</b>	<b>57,149</b>	<b>4,887</b>
<b>Operating Expenditures</b>						
Personal Services	87,600	15,156	0.00%	72,444	6,859	8,297
Expenditures	212,053	23,779	11.21%	188,274	19,157	4,622
Funded Debt	488,287	126,873	25.98%	361,414	133,503	(6,630)
<b>Total</b>	<b>787,940</b>	<b>165,808</b>	<b>21.04%</b>	<b>622,132</b>	<b>159,519</b>	<b>6,289</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>787,940</b>	<b>62,036</b>	<b>7.87%</b>	<b>(725,904)</b>	<b>57,149</b>	<b>4,887</b>
<b>Total YTD Expenditures</b>	<b>787,940</b>	<b>165,808</b>	<b>21.04%</b>	<b>622,132</b>	<b>159,519</b>	<b>6,289</b>

**FUND BALANCE**

Undesignated Fund balance	1,349,785
Reserve for expenditure	-
Current outstanding encumbrances	-
YTD expenditures ( Current Year & FY 19 rollover)	(166,984)
YTD revenues	62,036
<b>Undesignated Fund balance-</b>	<b>1,244,837</b>



Town of Wayland, Massachusetts  
Water Enterprise Fund  
Fiscal 2020  
Quarterly Report, 09/30/2019

	Fiscal 2020 Budget	Fiscal 2020 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2019 Actual	\$ Variance FY 19 / FY 18
<b>REVENUES</b>						
<i>Operating Revenue:</i>						
Penalties and Interest	25,000	7,167	28.67%	(17,833)	6,837	330
Water Meter Charges	3,490,631	0	0.00%	(3,490,631)	607,483	-607,483
Water Meter Charges	120,000	280,340	233.62%	160,340	0	280,340
Liens	0	1,607	0.00%	1,607	1,360	247
Water Administration Fee	295,000	8,300	2.81%	(286,700)	55,767	-47,467
Water Service Order	31,000	(548)	-1.77%	(31,548)	11,904	-12,452
Misc. Revenue	43,299	4,000	9.24%	(39,299)	41,729	-37,729
Interest on Savings	50,000	0	0.00%	(50,000)	1,452	-1,452
<b>Total</b>	<b>4,054,930</b>	<b>300,866</b>	<b>7.42%</b>	<b>(3,754,064)</b>	<b>726,532</b>	<b>-425,666</b>
<b>EXPENDITURES</b>						
<i>Operating Expenditures:</i>						
Personal Services	808,888	173,587	21.46%	635,301	190,979	(17,392.00)
Expenditures	1,476,000	205,093	13.90%	1,270,907	213,278	(8,185.00)
Funded Debt	1,337,510	257,355	19.24%	1,080,155	246,293	11,062.00
Indirect Fringe Transfers to GF	374,779	-	0.00%	374,779	0	-
Indirect Fringe Transfers to GF and OPEB	7,753	-	0.00%	7,753	-	-
<b>Total</b>	<b>4,004,930</b>	<b>636,035</b>	<b>15.88%</b>	<b>3,368,895</b>	<b>650,550</b>	<b>(14,515.00)</b>
<b>OTHER FINANCING TRANSFERS TO WATER CAPITAL</b>						
<i>Other Financing Uses:</i>						
Transfers to Capital Projects / Unbudgeted expense	1,350,000	0	0.00%	1,350,000.00	190,000.00	-
	<u>1,350,000.00</u>	<u>-</u>		<u>1,350,000.00</u>	<u>190,000.00</u>	<u>190,000.00</u>
<i>Other Financing Sources:</i>						
Water Surplus to Fund 42	1,300,000.00	-	-	-	-	-
Water Surplus to Fund 42-FY 2008 Project	-	-	-	-	-	-
Water Revenue to General Fund	-	-	-	-	-	-
<b>Total YTD Revenues</b>	<b>5,354,930</b>	<b>300,866</b>	<b>5.62%</b>	<b>(5,054,064)</b>	<b>726,532</b>	<b>(425,666.00)</b>
<b>Total YTD Expenditures</b>	<b>5,354,930</b>	<b>636,035</b>	<b>11.88%</b>	<b>4,718,895</b>	<b>840,550</b>	<b>(204,515.00)</b>
<b>FUND BALANCE</b>						
		<u>2020</u>				
Undesignated Fund balance		2,471,737				
YTD expenditures ( Current Year & FY 19 rollover)		(702,491)				
YTD revenues		300,866				
<b>Total Fund Balance</b>		<u>2,070,112</u>				

Town of Wayland, Massachusetts  
Major Town Revolving Funds  
September 30, 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:	168,062	188,415	217,224	188,396	-	-
Revenue from programs:						
Beach	-	-	-	-	6,325	3,325.00
Boat Rentals	-	-	-	-	3,525	737.00
Facility Rentals	-	-	-	-	10,749	9,526.00
Snack Bar	-	-	-	-	-	1,223
Beach Other	-	-	-	-	-	0
Day Passes	-	-	-	-	30,125	20,540.00
Memberships	-	-	-	-	14,445	13,657.00
Field Permits	-	-	-	-	4,204.00	788
Summer Camps	-	-	-	-	6,257	2,391.00
Youth Programs	-	-	-	-	25,084	27,663.00
Adult Programs	-	-	-	-	19,992	13,624.00
Lessons	-	-	-	-	1,570	3,048.00
Misc revenue	-	-	-	-	1,430	1,980.00
Pre K Programs	-	-	-	-	11,428	9,384.00
Ski Programs	-	-	-	-	11,570	9,985.00
Seasonal events	-	-	-	-	7,230	600.00
Transfers from Other Funds	-	-	-	-	-	-
<b>Total</b>	<b>168,062</b>	<b>188,415</b>	<b>217,224</b>	<b>188,396</b>	<b>153,934</b>	<b>116,460</b>
EXPENDITURES:						
Operating Expenditures						
Personal Services	-	-	65,060	54,763	281,006	252,947
Expenses	6,993	11,061.00	54,496	61,539	122,078	137,238
<b>Total</b>	<b>6,993</b>	<b>11,061.00</b>	<b>119,556</b>	<b>116,302</b>	<b>403,084</b>	<b>390,185</b>
Other Financing Sources / (Uses)						
Transfers to Other Funds	140,000	-	-	-	-	-
<b>Total</b>	<b>140,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total YTD Revenues</b>	<b>168,062</b>	<b>188,415</b>	<b>217,224</b>	<b>188,396</b>	<b>153,934</b>	<b>116,460</b>
<b>Total YTD Expenditures</b>	<b>146,993</b>	<b>11,061</b>	<b>119,556</b>	<b>116,302</b>	<b>403,084</b>	<b>390,185</b>
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	168,062	188,415	217,224	188,396	153,934	116,460
Total YTD Expenditures	146,993	11,061	119,556	116,302	403,084	390,185
<b>Balance 09/30/19:</b>	<b>584,975</b>	<b>748,083</b>	<b>169,567</b>	<b>74,056</b>	<b>430,804</b>	<b>314,008</b>

37,474  
28,059  
(15,160)  
12,899  
37,474  
12,899  
92,221  
37,474  
12,899  
116,796