



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

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To: Louise Miller, Town Administrator  
From: Brian Keveny, Finance Director  
Date: May 25, 2020  
Subject: Fiscal 2020 General Fund Estimates

Please find enclosed General Fund revenue and expenditure estimates for Fiscal 2020. The estimates are based on actual year to date results and estimates from current and prior year revenues and expenditures. The Fiscal Year 2020 General Fund Budget, Unappropriated Budgets, OPEB, and Capital Appropriations totaled \$85.4M net of Overlay.

## General Fund Revenues:

### Taxation-

The Taxation Budget is \$70.7M net of overlay. It is estimated that 99% or \$70.2M will be collected. The variance of \$.465M will be collected in future fiscal years. A variance is expected each year as the Town doesn't collect 100% of the annual levy. The variance for FY20 is within the annual anticipated amount.

### State Aid-

The State Aid Budget is \$6.3M and it is expected that the Town will receive 100% of this budget. It is uncommon that the State not fund 100% of the budget after the start of the fiscal year. The Town has not been informed by the State of any FY20 State Aid cuts.

### Local Receipts-

The Local Receipts Budget is \$5.0M. I am estimating that 92% or \$4.6M will be collected. The unfavorable variance of \$.375M is due to lower amounts received for Motor Vehicle Excise Tax, Meals Tax, and License and Permits. The FY20 Motor Vehicle Excise Tax commitments total \$2.4M compared to \$2.8M budgeted in FY20 and 2.6M collected in FY19. The budget for Meals Tax within the Local Receipts budget is \$.245M. Year to date collections, which are only through February 2020 total \$.181M. The June receipt for Meals Taxes from the State will be for the March-May 2020 time frame, and the total FY20 collections are estimated to be \$.200M. Additionally, License and Permits revenue is expected to be under budget by \$.110M. This estimate may be reduced if activity in the Building Department increases in late May and June.

### Transfers from Other Funds-

The Transfers from Other Funds budget is \$1.8M and is expected to be 100% collected.

### Free Cash-

The Fiscal 2020 Capital Budget was funded in part with the use of \$1.489M in Free Cash.

### Unbudgeted Revenue:

Each year the Town receives revenue related to prior years revenue budgets. It is estimated that that the Town will collect \$.600M to \$.700M in unbudgeted revenue.

General Fund Expenditures:

I have prepared both a summary and detailed estimate of Fiscal 2020 Town, School and Unclassified expenditure turnbacks. These estimated include appropriation lines that will need additional funding at Fiscal Year End. The Town is still required to resolve all appropriation deficits that are non Covid 19 related, through year-end transfers reviewed and voted by the Board of Selectmen and Finance Committee.

Town Budgets Turnback

Town Payroll- \$.797M

Town Expenses - \$.478M

School Department Turnback

Payroll and Non Payroll - \$0

Unclassified Budget Turnback

Total Unclassified- \$.730M

Total combined turnback- \$2.005M

As required by the Massachusetts Division of Local Services we are monitoring and tracking all Covid 19 related expenses. I will update you if estimates change during the final weeks of Fiscal 2020.

Respectfully submitted,

Brian Keveny  
Finance Director

**TOWN OF WAYLAND  
FISCAL 2020  
BUDGET vs. ACTUAL- Full Budget**

	Original Budget	Final Budget	Estimated Rev. / Exp.	Estimated Sur. / ( Def. )
<b>REVENUES:</b>				
Property Taxes-net of overlay	70,710,585	70,710,585	70,245,554	(465,031)
State Aid- all catagories	6,389,455	6,389,455	6,389,455	-
<b>Local Receipts</b>				
Motor Vehicle Excise	2,820,000	2,820,000	2,650,000	(170,000)
Meals Tax	245,000	245,000	200,000	(45,000)
Penalties & Interest	267,596	267,596	200,000	(67,596)
In-Lieu Payments	75,000	75,000	83,643.00	8,643
Departmental Fees & Charges	630,000	630,000	600,000	(30,000)
Licenses & Permits	560,000	560,000	450,000	(110,000)
Special Assessments	7,000	7,000	5,000.00	(2,000)
Fines & Forfeits	40,000	40,000	30,000	(10,000)
Investment Income	350,000	350,000	400,000	50,000
Misc/Bond Premium	5,404	5,404	5,404.00	-
<b>Total Local Receipts</b>	<u>5,000,000</u>	<u>5,000,000</u>	<u>4,624,047</u>	<u>(375,953)</u>
<b>Transfers</b>				
Transfers From Other Funds	1,794,356	1,794,356	1,794,356.00	-
Bond Premium	75,329	75,329	75,329.00	-
	1,869,685	1,869,685	1,869,685	0
<b>Other Reserves</b>				
Use of Free Cash- Capital	1,489,367	1,489,367	1,489,367	0
Total	1,489,367	1,489,367	1,489,367	0
<b>Total Budgeted Revenues:</b>	<u>85,459,092</u>	<u>85,459,092</u>	<u>84,618,108</u>	<u>(840,984)</u>
<b>Non Budgeted Revenue:</b>	<u>-</u>	<u>-</u>	<u>607,462</u>	<u>607,462</u>
<b>Total All Revenue:</b>	<u>85,459,092</u>	<u>85,459,092</u>	<u>85,225,570</u>	<u>(233,522)</u>

	Original Budget	Final Budget	Estimated Rev. / Exp.	Estimated Sur. / ( Def. )
<b>EXPENDITURES:</b>				
<b>Town Payroll Budgets:</b>				
General Government	2,423,688	2,423,688	2,227,443	196,245
Public Safety	6,519,699	6,519,699	6,201,548	318,151
Public Works	2,217,173	2,217,173	2,027,685	189,488
Health and Human Services	1,222,915	1,222,915	1,158,120	64,795
Culture and Recreation	1,029,178	1,029,178	1,000,851	28,327
<b>Total Payroll:</b>	<u>13,412,653</u>	<u>13,412,653</u>	<u>12,615,648</u>	<u>797,005</u>
<b>Town Expense Budgets:</b>				
General Government	2,367,078	2,367,078	2,075,892	291,186
Public Safety	709,545	709,545	658,545	51,000
Public Works	1,343,020	1,343,020	1,293,020	50,000
Health and Human Services	286,330	286,330	245,455	40,875
Culture and Recreation	281,125	281,125	236,125	45,000
<b>Total Expenses:</b>	<u>4,987,098</u>	<u>4,987,098</u>	<u>4,509,037</u>	<u>478,061</u>
<b>School Education Budget:</b>	<u>41,919,750</u>	<u>41,919,750</u>	<u>41,919,750</u>	<u>0</u>
<b>Unclassified</b>				
Vocational Education	230,000	230,000	302,000	(72,000)
Debt Service	6,814,789	6,814,789	6,764,789	50,000
Pension	4,862,852	4,862,852	4,862,852	-
Unclassified-all other categories	10,425,262	10,425,262	9,672,722	752,540
<b>Total Operating Budget</b>	<u>82,652,404</u>	<u>82,652,404</u>	<u>80,646,798</u>	<u>2,005,606</u>
<b>State and County Assessments:</b>	<u>122,321</u>	<u>122,321</u>	<u>122,321</u>	<u>-</u>
<b>Transfers to Other Funds:</b>				
Transfer to OPEB	500,000	500,000	500,000	-
Transfers To Other Funds-Capital	2,184,367	2,184,367	2,184,367	-
<b>Total</b>	<u>2,684,367</u>	<u>2,684,367</u>	<u>2,684,367</u>	<u>-</u>
<b>Total All Budgets:</b>	<u>85,459,092</u>	<u>85,459,092</u>	<u>83,453,486</u>	<u>2,005,606</u>
Total Revenues:	<u>85,459,092</u>	<u>85,459,092</u>	<u>85,225,570</u>	<u>(233,522)</u>
Total Expenses: ( Actual plus encumb )	<u>85,459,092</u>	<u>85,459,092</u>	<u>83,453,486</u>	<u>2,005,606</u>
	<u>-</u>	<u>-</u>	<u>1,772,084</u>	<u>1,772,084</u>

SUMMARY FISCAL 2021 BUDGETS										
	JULY 2020	JULY 2021	AUGUST 2020	AUGUST 2021	SEPTEMBER 2020	SEPTEMBER 2021	3-MONTHS FY20	3-MONTHS FY21	\$ VAR FY21 / FY20	
<b>General Government</b>										
Payroll	160,524	276,161	248,190	184,608	135,376	184,608	544,090	645,376	101,286	
Expenses	27,746	56,633	56,904	70,370	151,275	82,083	235,925	209,087	-26,838	
<b>Total</b>	<b>188,270</b>	<b>332,795</b>	<b>305,094</b>	<b>254,978</b>	<b>286,651</b>	<b>266,691</b>	<b>780,015</b>	<b>854,463</b>	<b>74,448</b>	
<b>Public Safety</b>										
Payroll	524,503	663,842	675,326	408,516	267,670	403,526	1,467,499	1,475,884	8,385	
Expenses	16,016	16,418	36,138	33,008	169,568	169,347	221,722	218,773	-2,949	
<b>Total</b>	<b>540,519</b>	<b>680,260</b>	<b>711,464</b>	<b>441,524</b>	<b>437,238</b>	<b>572,873</b>	<b>1,689,221</b>	<b>1,694,657</b>	<b>5,436</b>	
<b>Public Works</b>										
Payroll	162,321	207,558	255,545	181,335	109,185	122,415	527,051	511,308	-15,743	
Expenses	2,989	3,100	30,817	32,000	37,665	38,000	71,471	73,100	1,629	
<b>Total</b>	<b>165,310</b>	<b>210,658</b>	<b>286,362</b>	<b>213,335</b>	<b>146,850</b>	<b>160,415</b>	<b>598,522</b>	<b>584,408</b>	<b>(14,114)</b>	
<b>Health and Human Services</b>										
Payroll	61,778	98,548	105,483	69,032	78,036	82,032	245,297	249,612	4,315	
Expenses	2,250	2,250	19,931	20,290	47,111	47,371	69,292	69,911	619	
<b>Total</b>	<b>64,028</b>	<b>100,798</b>	<b>125,414</b>	<b>89,322</b>	<b>125,147</b>	<b>129,403</b>	<b>314,589</b>	<b>319,523</b>	<b>4,934</b>	
<b>Culture and Recreation</b>										
Payroll	76,413	117,522	113,078	78,348	52,273	78,348	241,764	274,218	32,454	
Expenses	504	600	66,569	67,000	12,343	12,350	79,416	79,950	534	
<b>Total</b>	<b>76,917</b>	<b>118,122</b>	<b>179,647</b>	<b>145,348</b>	<b>64,616</b>	<b>90,698</b>	<b>321,180</b>	<b>354,168</b>	<b>32,988</b>	
<b>UNCLASSIFIED</b>										
DEBT	896,596	401,375	911,482	731,570	-234,021	239,775	1,574,057	1,372,720	-201,337	
RETIREMENT ASSESSMENT	4,862,852	5,182,237	0	0	0	0	4,862,852	5,182,237	319,385	
INSURANCE GENERAL	683,392	683,392	0	0	0	0	683,392	683,392	0	
INSURANCE 32B	1,255,179	1,420,000	626,378	710,000	660,300	710,000	2,541,857	2,840,000	298,143	
MEDICARE TAX	24,055	37,500	55,138	37,333	57,346	58,000	136,539	132,833	-3,706	
UNEMPLOYMENT	2,256	2,300	9,178	9,500	4,480	4,500	15,914	16,300	386	
POLICE / FIRE DISABILITY	-	-	-	-	-	-	-	-	-	
RESERVE FOR SALARY ADJ	-	-	-	-	-	-	-	-	-	
OCCUPATIONAL HEALTH	-	-	-	-	-	-	-	-	-	
BUY-BACK	10,000	10,000	7,500	7,500	10,000	10,000	27,500	27,500	-	
EMPLOYEE MITIGATION	-	-	-	-	-	-	-	-	-	
STORMWATER	-	-	-	-	-	-	-	-	-	
TOWN MEETING	-	-	-	-	-	-	-	-	-	
STREET LIGHTING	-	5,000	-	5,000	1,556	5,000	1,556	15,000	13,444	
SCHOOL BUS PARKING	-	-	-	-	-	-	-	-	-	
RESERVE FUND	-	-	-	-	-	-	-	-	-	
MINUTEMAN REGIONAL SC	-	-	8,582.00	8,582.00	-	-	8,582	8,582	-	
<b>Total</b>	<b>7,734,330</b>	<b>7,741,804</b>	<b>1,618,258</b>	<b>1,509,485</b>	<b>500,066</b>	<b>1,027,275</b>	<b>9,852,654</b>	<b>10,278,564</b>	<b>425,910</b>	
<b>WAYLAND PUBLIC SCHOOLS</b>										
Payroll	514,465	514,465	2,333,690	2,333,691	3,481,686	3,481,686	6,329,841	6,329,842	-	
Expenses	39,800	39,800	27,790	27,790	9,308	9,308	76,898	76,898	0	
<b>Total</b>	<b>554,265</b>	<b>554,265</b>	<b>2,361,480</b>	<b>2,361,481</b>	<b>3,491,000</b>	<b>3,491,000</b>	<b>6,396,739</b>	<b>6,396,740</b>	<b>1</b>	
<b>State Assessments</b>										
Totals	9,323,639	9,738,701	5,587,719	5,015,473	5,051,562	5,738,949	19,962,920	20,492,523	529,602	