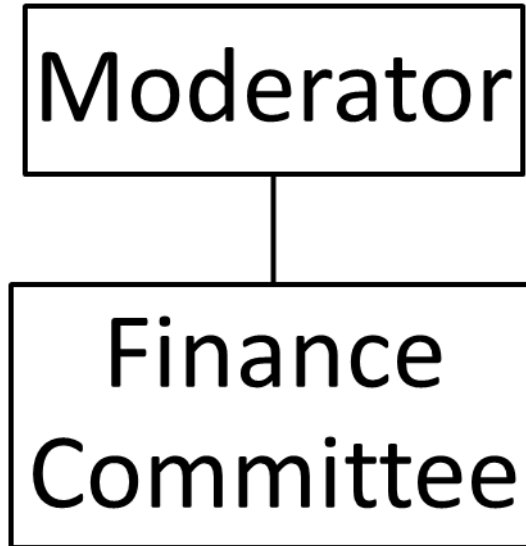


**TOWN OF WESTON
 FY16 TOWN MANAGER'S PROPOSED BUDGET AND FINANCING PLAN
 FINANCE COMMITTEE**



	Actual FY13	Actual FY14	Budget FY15	Town Manager Recommended FY16 Budget	\$ Change	% Change
FINANCE COMMITTEE						
<u>Revenues</u>						
Tax Levy and General Fund Revenues	285	400	400	400	-	0.0%
Total	285	400	400	400	-	0.0%
<u>Expenditures</u>						
	285	400	400	400	-	0.0%
Total	285	400	400	400	-	0.0%

**Town of Weston
FY16 Town Manager's Proposed Budget**

FINANCE: Finance Committee

Description of Services

The Weston Finance Committee is comprised of nine members, appointed by the Moderator. Members serve three-year overlapping terms. The role of the Finance Committee is to confer with the Board of Selectmen and other Town officials on all financial matters and to make recommendations to Town Meeting and the voters concerning the Town's financial position and proposed expenditures.

Staffing Levels

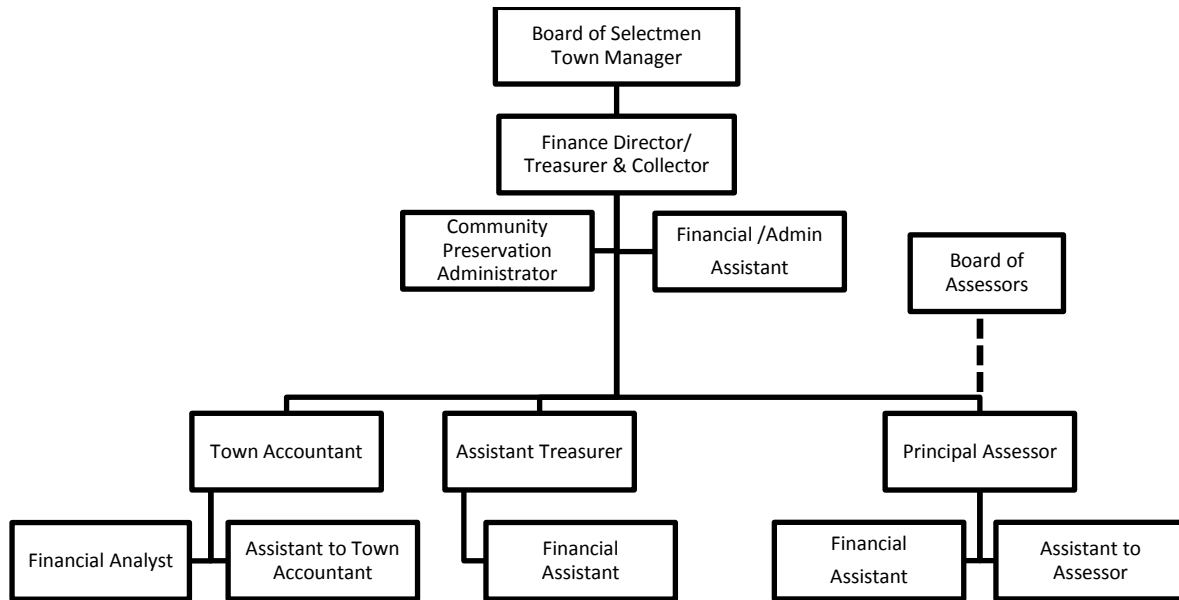
Volunteer Committee supported by Finance Director and Town Manager

Budget Recommendations

Level Services: This is a level funded budget.

FINANCE	ACTUAL FY13	BUDGET FY14	ACTUAL FY14	BUDGET FY15	DEPT REQ FY16	TOWN MANAGER'S RECOMMENDATION			\$ Change	% Change
						LEVEL SERVICE	NEW REQ	TOTAL		
<u>Finance Committee</u>										
Printing/Advertising		-	-	-						
Postage		-	-	-						
Dues	200	200	204	200	200	200		200	-	0.0%
All Other	85	200	85	200	200	200		200	-	0.0%
Total Finance Committee	285	400	289	400	400	400	-	400	-	0.0%

**TOWN OF WESTON
FY16 TOWN MANAGER'S PROPOSED BUDGET AND FINANCING PLAN
FINANCE**



	Actual FY13	Actual FY14	Budget FY15	Town Manager Recommended FY16 Budget	\$ Change	% Change
FINANCE						
Revenues						
Tax Levy and General Fund Revenues	722,030	719,229	779,986	785,474	5,488	0.7%
Brook School Apartments Enterprise Fund	10,574	11,544	12,794	12,922	128	1.0%
Water Enterprise Fund	10,878	14,824	17,526	17,701	175	1.0%
Fees & Departmental Revenue	15,622	10,458	15,000	10,500	(4,500)	-30.0%
Total	759,104	756,055	825,306	826,597	1,291	0.2%
Expenditures						
Salaries	649,685	639,591	688,541	691,632	3,091	0.4%
Salaries-Elected Officials	400	300	-	-	-	
Expenses	109,019	116,164	136,765	134,965	(1,800)	-1.3%
Total	759,104	756,055	825,306	826,597	1,291	0.2%

**Town of Weston
FY16 Town Manager’s Proposed Budget**

FINANCE: Finance Director/ Treasurer & Collector

Description of Services

The Finance Director/Treasurer & Collector is responsible for the management and supervision of the Finance Department (Accounting Office, Assessing Office, Treasurer/Collector’s Office), as well as the administrative office of the Community Preservation Administrator. Oversight of the Assessing Office is shared with an elected board. In addition, the Finance Director coordinates payroll processing working with the Assistant Town Manager/ Human Resource Director, oversees risk management and assists the Town Manager in the annual budget development process and other projects.

FY16 Departmental Goals

1. Refine and implement Payment in Lieu of Taxes (PILOT) Policy in conjunction with the Finance Committee and Selectmen
2. Implement the new Fraud Risk Assessment Policy after Finance Committee and Selectmen approval.
3. Work with the Town Accountant to improve the Chart of Accounts and implement audit recommendations.

Staffing Levels	FY13 Funded	FY14 Funded	FY15 Requested	FY16 Requested
Finance Director/Treasurer & Collector	1	1	1	1
Financial Analyst	1	1	1	0
Financial Assistant	1	1	1	1
Total FTE	3	3	3	2

Budget Recommendations

Level Services: In FY16, the position of Financial Analyst will be moved to the Town Accountant’s office.

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

**Town of Weston
FY16 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY13	BUDGET FY14	ACTUAL FY14	BUDGET FY15	DEPT REQ FY16	TOWN MANAGER'S RECOMMENDATION			\$ Change	% Change
						LEVEL SERVICE	NEW REQ	TOTAL		
Finance										
Salaries	202,015	208,789	189,145	214,501	160,535	160,535	-	160,535	(53,966)	-25.2%
Parking Clerk	499	500	500	500	500	500	-	500	-	0.0%
Sub-total Personal Services	202,514	209,289	189,645	215,001	161,035	161,035	-	161,035	(53,966)	-25.1%
Finance Expenses										
Office Supplies	150	300	215	300	300	300	-	300	-	0.0%
In-State Travel	432	375	356	375	375	375	-	375	-	0.0%
Dues/Memberships	694	850	540	850	640	640	-	640	(210)	-24.7%
Conferences	1,486	2,600	1,736	2,600	2,600	2,600	-	2,600	-	0.0%
All Other Expenses			187	-						
Parking Clerk Expenses	354	500	312	500	500	500	-	500	-	0.0%
Sub-total Expenses	3,116	4,625	3,346	4,625	4,415	4,415	-	4,415	(210)	-4.5%
Total Finance	205,630	213,914	192,991	219,626	165,450	165,450	-	165,450	(54,176)	-24.7%

**Town of Weston
FY16 Town Manager’s Proposed Budget**

FINANCE: Finance Department – Town Accountant

Description of Services

The Town Accountant’s Office is part of the Finance Department and maintains all financial records for the Town. Town and School accounts payable are processed through this office, the Town’s fixed assets are tracked, as well as preparation and filing of quarterly federal and state payroll returns and W-2 forms. In addition, the office is responsible for keeping and monitoring compliance with all Town contracts.

FY16 Departmental Goals

1. Implement Munis project and grant accounting module, assisting departmental users.
2. Implement the use of purchase orders in at least one municipal department.
3. Update and reorganize Chart of Accounts.

Staffing Levels	FY13 Funded	FY14 Funded	FY15 Requested	FY16 Requested
Town Accountant	1	1	1	1
Financial Analyst	0	0	0	1
Assistant to Town Accountant	1	1	1	1
Total FTE	2	2	2	3

Budget Recommendations

Level Services: The Financial Analyst position has been transferred to the Town Accountant’s office, including salary and related expenses. The fee for the annual audit will increase by \$1,500, and an additional \$700 is included for purchase order forms.

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

**Town of Weston
FY16 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY13	BUDGET FY14	ACTUAL FY14	BUDGET FY15	DEPT REQ FY16	TOWN MANAGER'S RECOMMENDATION			\$ Change	% Change
						LEVEL SERVICE	NEW REQ	TOTAL		
<u>Town Accountant</u>										
Salaries	131,455	136,264	135,047	139,134	202,512	202,512	-	202,512	63,378	45.6%
Sub-total Personal Services	131,455	136,264	135,047	139,134	202,512	202,512	-	202,512	63,378	45.6%
Audit	34,500	40,000	34,500	38,500	40,000	40,000	-	40,000	1,500	3.9%
Forms	687	1,000	754	700	1,400	1,400	-	1,400	700	100.0%
Office Supplies	751	1,200	323	1,200	1,500	1,300	-	1,300	100	8.3%
In-State Travel	260	300	455	300	500	400	-	400	100	33.3%
Dues	290	250	230	290	500	500	-	500	210	72.4%
Conference	2,000	2,400	947	2,400	3,000	2,600	-	2,600	200	8.3%
All Other	-	300	-	300	500	300	-	300	-	0.0%
Sub-total Expenses	38,489	45,450	37,209	43,690	47,400	46,500	-	46,500	2,810	6.4%
Total Town Accountant	169,944	181,714	172,256	182,824	249,912	249,012	-	249,012	66,188	36.2%

**Town of Weston
FY16 Town Manager’s Proposed Budget**

FINANCE: Finance Department – Board of Assessors

Description of Services

The Weston Board of Assessors is a five member elected Board. The Board of Assessors has direct supervision of this office for assessing, valuation and related matters. The Finance Director/Treasurer & Collector has supervisory responsibility for personnel, staffing and budgetary issues.

The Board of Assessors is responsible for determining the value of all real and personal property in Weston annually as required by the Department of Revenue. The office maintains a complete listing of current property assessments and in conjunction with the Treasurer’s office administers all automobile excise accounts and abatements. The office prepares appraisals for court appearances before the Appellate Tax Board and prepares all reports necessary for the values of property being certified by the Department of Revenue and setting the tax rate. Fiscal Year 2016 represents an interim revaluation year of all real and personal property accounts. The next state certification year is Fiscal Year 2018. The office is engaged in community outreach initiatives, providing several mailers to inform property owners of all statutory real estate exemptions, inform seniors of the opportunities for deferral of their property taxes, community preservation act exemptions, and all real estate abatements.

FY16 Departmental Goals

1. Ensure the accuracy of real property valuation through the routine re-inspection of all parcels on a systematic basis.
2. Improve customer access to the assessing data by enhancing information available via the web based mapping database, increasing the number of applications and other forms available on the Town’s website.
3. Improve public understanding of the property tax by adding to the website and updating Weston-specific information and elaborating on local issues, such as tax relief programs, from a Weston perspective.

Staffing Levels	FY13 Funded	FY14 Funded	FY15 Requested	FY16 Requested
Principal Assessor	1	1	1	1
Assistant to Assessor	1	1	1	1
Financial Assistant	1	1	1	1
Total FTE	3	3	3	3

Budget Recommendations

Level Services: Consulting fees are reduced because of the completion of the triennial revaluation.

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

**Town of Weston
FY16 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY13	BUDGET FY14	ACTUAL FY14	BUDGET FY15	DEPT REQ FY16	TOWN MANAGER'S RECOMMENDATION			\$ Change	% Change
						LEVEL SERVICE	NEW REQ	TOTAL		
Assessors										
Salary-Elected Officials	400	500	300	-	-	-	-	-	-	-
Office Salaries	197,831	203,680	195,242	209,908	207,007	207,007	-	207,007	(2,901)	-1.4%
Sub-total Personal Services	198,231	204,180	195,542	209,908	207,007	207,007	-	207,007	(2,901)	-1.4%
Professional/Consulting	20,466	30,250	29,775	30,250	25,450	25,450	-	25,450	(4,800)	-15.9%
Computer	2,954	3,300	2,508	3,300	3,300	3,300	-	3,300	-	0.0%
Stationery	105	200	363	200	200	200	-	200	-	0.0%
Forms	709	300	341	300	300	300	-	300	-	0.0%
Office Supplies	2,068	1,400	1,849	1,400	1,400	1,400	-	1,400	-	0.0%
In-State Travel	4,296	3,500	3,053	4,000	4,000	4,000	-	4,000	-	0.0%
Dues	680	700	855	700	700	700	-	700	-	0.0%
Registry of Deeds	150	375	75	375	375	375	-	375	-	0.0%
Subscriptions/Publications	215	100	151	100	100	100	-	100	-	0.0%
Conference	4,613	5,000	5,608	5,000	5,000	5,000	-	5,000	-	0.0%
All Other	383	1,000	561	1,000	1,000	1,000	-	1,000	-	0.0%
Sub-total Expenses	36,639	46,125	45,139	46,625	41,825	41,825	-	41,825	(4,800)	-10.3%
Total Assessors	234,870	250,305	240,681	256,533	248,832	248,832	-	248,832	(7,701)	-3.0%

**Town of Weston
FY16 Town Manager’s Proposed Budget**

FINANCE: Finance Department – Treasurer/Collector

Description of Services

The Treasurer/Collector’s Office is part of the Finance Department and issues over 34,000 real estate, water and motor vehicle excise bills each year. Payments are accepted at Town Hall, through the mail (to a lockbox service) or made by electronic debit from a checking account through the Town’s website. This office maintains a collection rate of over 99 percent for all property tax bills. Additionally, this office issues over 2,500 transfer station decals annually. As part of the Treasurer’s function, this office establishes and maintains deferred taxes and tax title accounts on all delinquent or deferred property tax accounts. The office also processes Payroll and Accounts Payable transfers and checks. Collection of tax titles takes place through the use of an attorney specializing in tax title and foreclosure. Also the office collects all departmental revenues. Additional Treasurer’s functions include investing, borrowing and managing all Town funds received or disbursed; and assisting the Commissioners of Trust funds in investing approximately \$13,000,000 in stocks, bonds and cash. By statute, the Treasurer/Collector is also the Town’s liaison to the Middlesex Retirement Board.

FY16 Departmental Goals

1. Streamline payment processes by adding improved online payment capabilities.
2. Analyze bank interest rates in an effort to increase interest earnings.
3. Update Treasurer Collector procedure manual with updated software instructions.

Staffing Levels	FY13 Funded	FY14 Funded	FY15 Requested	FY16 Requested
Treasurer/Collector	Fin. Dir.	Fin. Dir.	Fin. Dir.	Fin. Dir.
Assistant Treasurer	1	1	1	1
Financial Assistant	1	1	1	1
Total FTE	2	2	2	2

Budget Recommendations

Level Services: This budget is decreasing for FY16.

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

**Town of Weston
FY16 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY13	BUDGET FY14	ACTUAL FY14	BUDGET FY15	DEPT REQ FY16	TOWN MANAGER'S RECOMMENDATION			\$ Change	% Change
						LEVEL SERVICE	NEW REQ	TOTAL		
<u>Treasurer & Collector</u>										
Salaries	117,884	120,187	119,657	124,498	121,078	121,078	-	121,078	(3,420)	-2.75%
Sub-total Salaries	117,884	120,187	119,657	124,498	121,078	121,078	-	121,078	(3,420)	-2.7%
Repair Office Equipment	475	750	750	750	800	800	-	800	50	6.7%
Recording	825	1,500	2,175	1,250	1,450	1,450	-	1,450	200	16.0%
Bank Fees	9,369	12,000	9,894	12,000	12,000	12,000	-	12,000	-	0.0%
Advertising	96	250	55	250	200	200	-	200	(50)	-20.0%
Print Bills	2,980	4,500	4,421	5,000	5,200	5,200	-	5,200	200	4.0%
Printing Checks		-	-	-	-	-	-	-	-	-
Postage	12,590	16,000	8,269	15,500	15,000	15,000	-	15,000	(500)	-3.2%
Stationery	140	500	148	500	500	500	-	500	-	0.0%
Office Supplies	1,128	1,900	2,039	1,900	2,000	2,000	-	2,000	100	5.3%
In-State Travel	80	500	147	500	500	500	-	500	-	0.0%
Dues	135	175	135	175	175	175	-	175	-	0.0%
Conference	-	750	-	750	750	750	-	750	-	0.0%
Fidelity Bond	2,688	2,500	2,438	2,750	2,750	2,750	-	2,750	-	0.0%
All Other	271	500	-	500	500	500	-	500	-	0.0%
Sub-total Expenses	30,776	41,825	30,470	41,825	41,825	41,825	-	41,825	-	0.0%
Total Treasurer & Collector	148,661	162,012	150,127	166,323	162,903	162,903	-	162,903	(3,420)	-2.1%