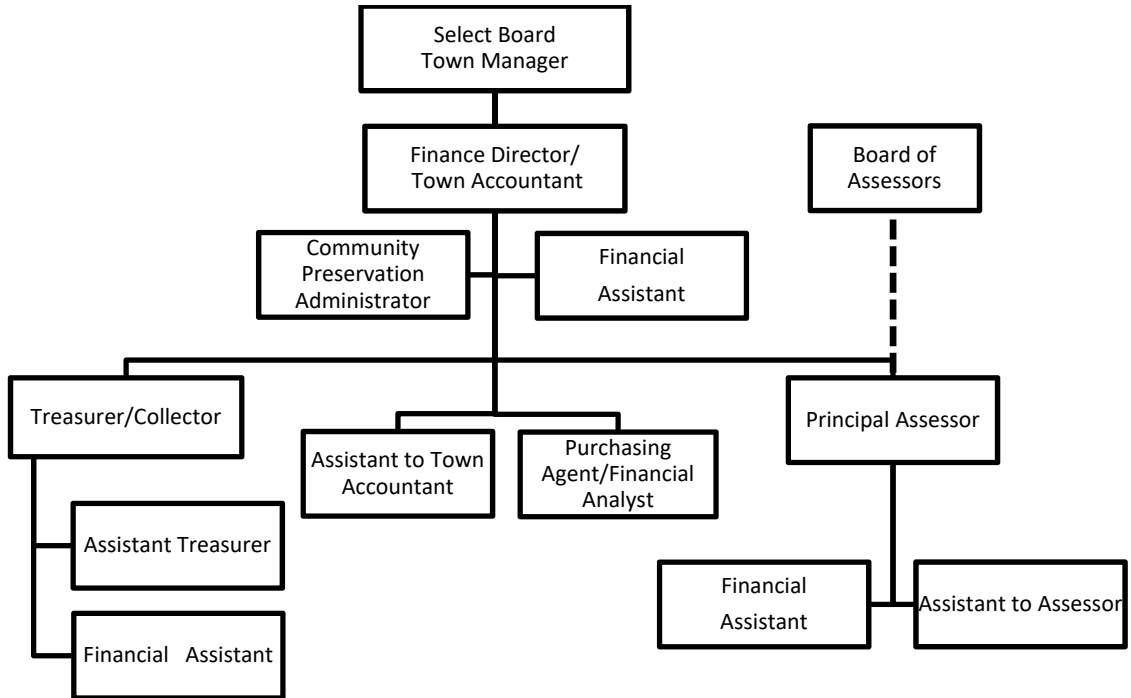


**TOWN OF WESTON
FY21 TOWN MANAGER'S PROPOSED BUDGET AND FINANCING PLAN
FINANCE**



	Actual FY18	Actual FY19	Budget FY20	Town Manager Recommended FY21 Budget	FY20 to FY21 \$ Change % Change	
FINANCE						
Revenues						
Tax Levy and General Fund Revenues	799,630	813,729	855,108	887,362	32,254	3.8%
Brook School Apartments Enterprise Fund	14,552	14,770	14,992	15,217	225	1.5%
Water Enterprise Fund	17,790	18,057	18,328	18,602	274	1.5%
Fees & Departmental Revenue	8,957	7,322	8,000	8,000	-	0.0%
Total	840,929	853,879	896,427	929,180	32,753	3.7%
Expenditures						
Salaries	710,217	728,611	756,812	794,490	37,678	5.0%
Expenses	130,712	125,268	139,615	134,690	(4,925)	-3.5%
Total	840,929	853,879	896,427	929,180	32,753	3.7%
FINANCE COMMITTEE						
Revenues						
Tax Levy and General Fund Revenues	426	258	7,750	7,750	-	0.0%
Total	426	258	7,750	7,750	-	0.0%
Expenditures						
Finance Committee Expenses	426	258	7,750	7,750	-	0.0%
Total	426	258	7,750	7,750	-	0.0%
TOTAL FINANCE	841,355	854,137	904,177	936,930	32,753	3.6%

**Town of Weston
FY21 Town Manager’s Proposed Budget**

FINANCE: Finance Director/ Town Accountant

Description of Services

The Finance Director/Town Accountant 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.

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, and filings of quarterly federal and state payroll returns and W-2 form are prepared. This office is responsible for monitoring compliance with all Town contracts and the Town purchase order system.

FY21 Departmental Goals

1. Work with Assessor and Treasurer/Collector to efficiently update processes and streamline workflow in the Finance Department.
2. Use performance measurements throughout the Finance Department and work toward a strategic financial planning model for all Town departmental operating and capital budgets.
3. Work with the Town Manager to efficiently build upon the budget presentation process.
4. Work with Town Manager, Select Board and Finance Committee to ensure financial policies are relevant and adhered to.
5. Review & update internal controls across departments to align with best accounting practices.
6. Enhance the purchase order workflow process across municipal departments and update and reorganize the Chart of Accounts.
7. Utilize document management systems to more efficiently file and retrieve accounting documents.

Staffing Levels	FY18 Funded	FY19 Funded	FY20 Funded	FY21 Recommended
Finance Director/Town Accountant	1	1	1	1
Financial Assistant	1	1	1	1
Financial Analyst	1	0	0	0
Assistant to Town Accountant	1	1	1	1
Purchasing Agent/Financial Analyst	1	1	1	1
Total FTE	5	4	4	4

Budget Recommendations

Level Services: This is a level service budget

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

**Town of Weston
FY21 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY18	BUDGET FY19	ACTUAL FY19	BUDGET FY20	DEPT REQ FY21	TOWN MANAGER'S RECOMMENDATION			FY20 to FY21	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
Finance										
Salaries	279,919	297,782	298,801	300,118	318,024	318,024	-	318,024	17,906	6.0%
Parking Clerk	499	500	499	500	800	800	-	800	300	60.0%
Sub-total Personal Services	280,418	298,282	299,300	300,618	318,824	318,824	-	318,824	18,206	6.1%
Finance Expenses										
Professional & Consulting	3,000	3,000	3,000	8,500	3,000	3,000	-	3,000	(5,500)	-64.7%
Office Supplies	563	1,600	518	1,600	1,500	1,500	-	1,500	(100)	-6.3%
In-State Travel	620	775	470	775	775	775	-	775	-	0.0%
Dues/Memberships	440	1,140	720	1,140	1,140	1,140	-	1,140	-	0.0%
Conferences	4,254	5,600	3,094	5,600	5,600	5,600	-	5,600	-	0.0%
All Other Expenses	425	800	425	800	600	600	-	600	(200)	-25.0%
Parking Clerk Expenses	400	500	545	500	600	600	-	600	100	20.0%
Sub-total Expenses	9,702	13,415	8,772	18,915	13,215	13,215	-	13,215	(5,700)	-30.1%
Town Accountant Expenses										
Audit	39,000	39,000	39,000	39,000	39,000	39,000	-	39,000	-	0.0%
Forms	518	1,400	1,334	1,400	2,400	2,400	-	2,400	1,000	71.4%
Sub-total Expenses	39,518	40,400	40,334	40,400	41,400	41,400	-	41,400	1,000	2.5%
Total Finance	329,638	352,097	348,405	359,933	373,439	373,439	-	373,439	13,506	3.8%

**Town of Weston
FY21 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 Select Board 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: The Finance Committee has requested funds to do several mailings to residents.

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

**Town of Weston
FY21 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY18	BUDGET FY19	ACTUAL FY19	BUDGET FY20	DEPT REQ FY21	TOWN MANAGER'S RECOMMENDATION			FY20 to FY21	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
Finance Committee										
Dues	210	250	210	250	250	250		250	-	0.0%
All Other	216	7,500	48	7,500	7,500	7,500		7,500	-	0.0%
Total Finance Committee	426	7,750	258	7,750	7,750	7,750	-	7,750	-	0.0%

**Town of Weston
FY21 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/Town Accountant 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. Fiscal Year 2021 represents an interim revaluation year of all real and personal property accounts. The next state certification year is Fiscal Year 2024. 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.

FY21 Departmental Goals

1. Start and Complete the Interim Year 2021 Reassessment of all Real and Personal Property for timely completion in November 2020 in compliance with DOR standards.
2. Continue the cyclical inspection and data recollection of all Real and Personal properties as required by DOR on a systematic basis. Additionally, office staff will follow-up with those property owners who have not complied with physical on-site inspections.
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	FY18 Funded	FY19 Funded	FY20 Funded	FY21 Recommended
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: This is a level service budget

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

**Town of Weston
FY21 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY18	BUDGET FY19	ACTUAL FY19	BUDGET FY20	DEPT REQ FY21	TOWN MANAGER'S RECOMMENDATION			FY20 to FY21	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
Assessors										
Office Salaries	210,765	216,851	215,467	226,564	237,062	237,062	-	237,062	10,498	4.6%
Sub-total Personal Services	210,765	216,851	215,467	226,564	237,062	237,062	-	237,062	10,498	4.6%
Professional/Consulting	33,198	33,200	33,200	24,500	24,500	24,500	-	24,500	-	0.0%
Computer	4,093	3,800	4,093	4,100	4,100	4,100	-	4,100	-	0.0%
Stationery	147	200	422	200	200	200	-	200	-	0.0%
Forms	437	300	610	300	300	300	-	300	-	0.0%
Office Supplies	2,142	1,400	1,527	1,400	1,400	1,400	-	1,400	-	0.0%
In-State Travel	3,575	3,500	2,617	3,500	3,500	3,500	-	3,500	-	0.0%
Dues	825	700	810	825	825	825	-	825	-	0.0%
Registry of Deeds	225	375	75	300	300	300	-	300	-	0.0%
Subscriptions/Publications	-	100	267	100	100	100	-	100	-	0.0%
Conference	3,556	5,000	3,246	5,000	5,000	5,000	-	5,000	-	0.0%
All Other	668	1,000	416	1,000	1,000	1,000	-	1,000	-	0.0%
Sub-total Expenses	48,866	49,575	47,283	41,225	41,225	41,225	-	41,225	-	0.0%
Total Assessors	259,631	266,426	262,750	267,789	278,287	278,287	-	278,287	10,498	3.9%

**Town of Weston
FY21 Town Manager’s Proposed Budget**

FINANCE: Finance Department – Treasurer/Collector

Description of Services

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, via mail (to a lockbox service) or online at the Town’s website. The Treasury office maintains a collection rate of over 99 percent for all property tax bills. Additionally, the office issues over 2,500 transfer station decals annually. Working with Assessing Department, Treasury establishes and maintains deferred taxes and also maintains tax title liens on all delinquent property tax accounts. The Treasury office processes Payroll and Vendor payments. Additional Treasury 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.

FY21 Departmental Goals

1. Develop and document policies and procedures of the functions performed by this department.
2. Enhance customer service through use of technology and information access.
3. Improve operating efficiency of the Department and workflows in conjunction with the Accounting office.

Staffing Levels	FY18 Funded	FY19 Funded	FY20 Funded	FY21 Recommende d
Treasurer/Collector	1	1	1	1
Assistant Treasurer	1	1	1	1
Financial Assistant	1	1	1	1
Total FTE	3	3	3	3

Budget Recommendations

Level Services: This is a level service budget

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

**Town of Weston
FY21 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY18	BUDGET FY19	ACTUAL FY19	BUDGET FY20	DEPT REQ FY21	TOWN MANAGER'S RECOMMENDATION			FY20 to FY21	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
Treasurer & Collector										
Salaries	219,034	222,226	213,844	229,630	238,604	238,604	-	238,604	8,974	3.9%
Sub-total Salaries	219,034	222,226	213,844	229,630	238,604	238,604	-	238,604	8,974	3.9%
Repair Office Equipment	1,226	800	2,278	800	800	800	-	800	-	0.0%
Recording	375	1,500	1,500	1,500	2,250	2,250	-	2,250	750	50.0%
Bank Fees	7,934	10,000	6,253	10,000	10,000	10,000	-	10,000	-	0.0%
Advertising	65	300	186	300	400	400	-	400	100	33.3%
Print Bills	5,958	4,500	3,348	4,500	4,500	4,500	-	4,500	-	0.0%
Postage	13,098	15,000	11,609	15,000	14,000	14,000	-	14,000	(1,000)	-6.7%
Stationery	-	500	305	500	500	500	-	500	-	0.0%
Office Supplies	1,129	1,800	254	1,800	1,000	1,000	-	1,000	(800)	-44.4%
In-State Travel	259	500	-	500	750	750	-	750	250	50.0%
Dues	50	175	50	175	150	150	-	150	(25)	-14.3%
Conference	95	750	639	750	1,250	1,250	-	1,250	500	66.7%
Fidelity Bond	2,438	2,750	2,458	2,750	2,750	2,750	-	2,750	-	0.0%
All Other	-	500	-	500	500	500	-	500	-	0.0%
Debt Service Costs	-	-	-	-	-	-	-	-	-	0.0%
Sub-total Expenses	32,626	39,075	28,879	39,075	38,850	38,850	-	38,850	(225)	-0.6%
Total Treasurer & Collector	251,660	261,301	242,723	268,705	277,454	277,454	-	277,454	8,749	3.3%