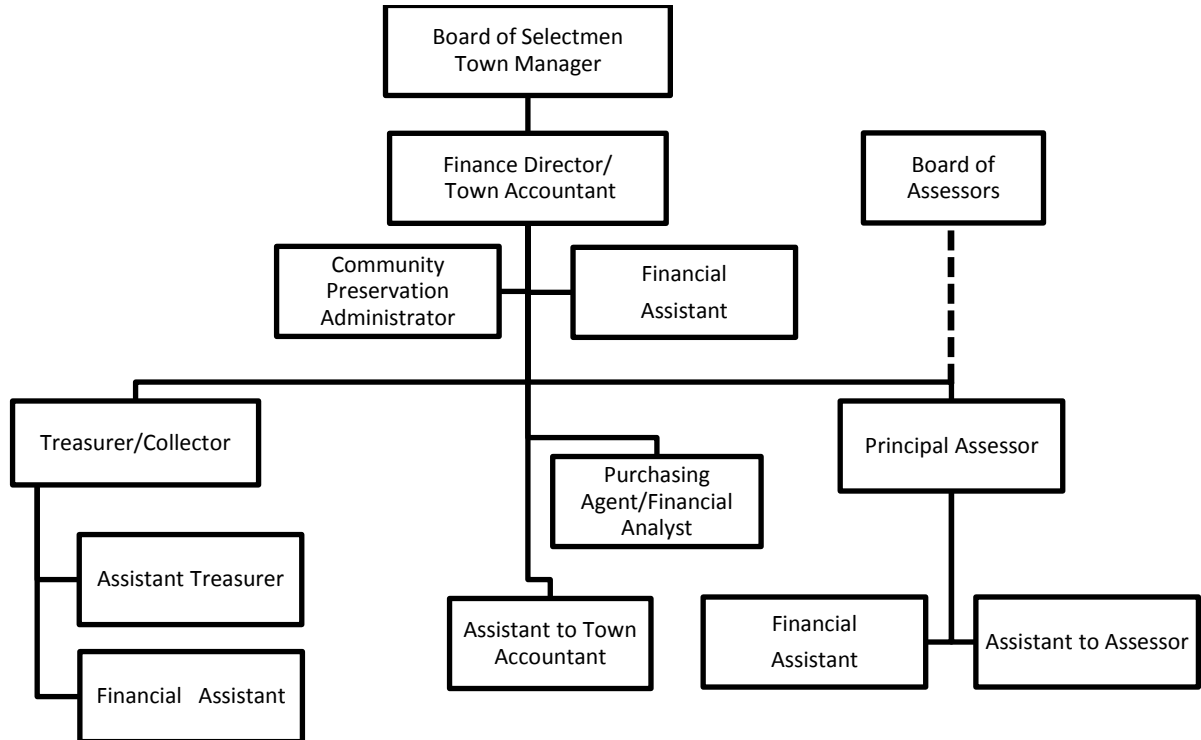


**TOWN OF WESTON  
FY19 TOWN MANAGER'S PROPOSED BUDGET AND FINANCING PLAN  
FINANCE**



	Actual FY16	Actual FY17	Budget FY18	Town Manager Recommended FY19 Budget	FY18 to FY19 \$ Change	% Change
<b>FINANCE</b>						
<b>Revenues</b>						
Tax Levy and General Fund Revenues	782,589	785,850	900,694	831,567	(69,127)	-7.7%
Brook School Apartments Enterprise Fund	14,232	14,720	14,942	15,166	224	1.5%
Water Enterprise Fund	16,746	14,906	16,184	16,427	243	1.5%
Fees & Departmental Revenue	11,277	9,499	10,000	10,000	-	0.0%
<b>Total</b>	<b>824,843</b>	<b>824,976</b>	<b>941,820</b>	<b>873,160</b>	<b>(68,660)</b>	<b>-7.3%</b>
<b>Expenditures</b>						
Finance Committee	204	204	10,400	7,750	(2,650)	-25.48%
Salaries	700,184	698,547	789,205	722,945	(66,260)	-8.4%
Expenses	124,455	126,225	142,215	142,465	250	0.2%
<b>Total</b>	<b>824,843</b>	<b>824,976</b>	<b>941,820</b>	<b>873,160</b>	<b>(68,660)</b>	<b>-7.3%</b>

**Town of Weston  
FY19 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: The Finance Committee has requested funds to do several mailings to residents.

**Town of Weston  
FY19 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY16	BUDGET FY17	ACTUAL FY17	BUDGET FY18	DEPT REQ FY19	TOWN MANAGER'S RECOMMENDATION			FY18 to FY19	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
<b>Finance Committee</b>										
Dues	204	250	204	250	250	250		250	-	0.0%
All Other	-	150	-	10,150	7,500	7,500		7,500	(2,650)	-26.1%
<b>Total Finance Committee</b>	<b>204</b>	<b>400</b>	<b>204</b>	<b>10,400</b>	<b>7,750</b>	<b>7,750</b>	<b>-</b>	<b>7,750</b>	<b>(2,650)</b>	<b>-25.5%</b>

**Town of Weston  
FY19 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.

**FY19 Departmental Goals**

1. Work with Assessor and Treasurer/Collector to efficiently update processes and streamline workflow in the Finance Department.
2. Introduce performance measurement in the Finance Department.
3. Work with the Town Manager to efficiently build upon the budget presentation process.
4. Work with Town Manager, Board of Selectmen and Finance Committee to ensure financial policies are relevant and adhered to.

Staffing Levels	FY16 Funded	FY17 Funded	FY18 Funded	FY19 Requested
Finance Director/Town Accountant	0	0	1	1
Finance Director/Treasurer & Collector	1	1	0	0
Financial Assistant	1	1	1	1
Purchasing Agent/Financial Analyst	0	0	1	1
<b>Total FTE</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>

**Budget Recommendations**

Level Services: Salaries are lower in FY19 due to the Purchasing Agent/Financial Analyst position being budgeted at a higher pay step in FY18. Professional & Consulting includes \$3,000 for OPEB actuarial expense previously paid from the Selectmen’s Professional & Consulting account.

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

**Town of Weston  
FY19 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY16	BUDGET FY17	ACTUAL FY17	BUDGET FY18	DEPT REQ FY19	TOWN MANAGER'S RECOMMENDATION			FY18 to FY19	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
<b>Finance</b>										
Salaries	165,376	202,021	56,181	232,623	223,557	223,557		223,557	(9,066)	-3.9%
Parking Clerk	484	500	500	500	500	500	-	500	-	0.0%
<b>Sub-total Personal Services</b>	<b>165,860</b>	<b>202,521</b>	<b>56,681</b>	<b>233,123</b>	<b>224,057</b>	<b>224,057</b>	<b>-</b>	<b>224,057</b>	<b>(9,066)</b>	<b>-3.9%</b>
<b>Finance Expenses</b>										
Professional & Consulting	-	-	-	-	3,000	3,000	-	3,000	3,000	-
Office Supplies	115	300	-	300	300	300	-	300	-	0.0%
In-State Travel	285	375	102	375	375	375	-	375	-	0.0%
Dues/Memberships	579	640	649	640	640	640	-	640	-	0.0%
Conferences	1,535	2,600	3,524	2,600	2,600	2,600	-	2,600	-	0.0%
All Other Expenses	425	-	425	500	500	500	-	500	-	0.0%
Parking Clerk Expenses	258	500	2,533	500	500	500	-	500	-	0.0%
<b>Sub-total Expenses</b>	<b>3,198</b>	<b>4,415</b>	<b>7,233</b>	<b>4,915</b>	<b>7,915</b>	<b>7,915</b>	<b>-</b>	<b>7,915</b>	<b>3,000</b>	<b>61.0%</b>
<b>Total Finance</b>	<b>169,058</b>	<b>206,936</b>	<b>63,914</b>	<b>238,038</b>	<b>231,972</b>	<b>231,972</b>	<b>-</b>	<b>231,972</b>	<b>(6,066)</b>	<b>-2.5%</b>

**Town of Weston  
FY19 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.

**FY19 Departmental Goals**

1. Incorporate the use of purchase orders across municipal departments.
2. Review & update internal controls across departments to align with best accounting practices.
3. Update and reorganize Chart of Accounts.
4. Use technology to more efficiently track accounting documents.

<b>Staffing Levels</b>	<b>FY16 Funded</b>	<b>FY17 Funded</b>	<b>FY18 Funded</b>	<b>FY19 Requested</b>
Town Accountant	1	1	Fin. Dir.	Fin. Dir.
Financial Analyst	1	1	1	0
Assistant to Town Accountant	1	1	1	1
<b>Total FTE</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>

**Budget Recommendations**

Level Services: The position of Financial Analyst is eliminated in this budget, having been replaced by the Purchasing Agent/Financial Analyst, which is included in the Finance Director’s portion of the budget.

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

**Town of Weston  
FY19 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY16	BUDGET FY17	ACTUAL FY17	BUDGET FY18	DEPT REQ FY19	TOWN MANAGER'S RECOMMENDATION			FY18 to FY19	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
<b><u>Town Accountant</u></b>										
Salaries	203,445	202,871	229,094	123,341	117,787	59,811	-	59,811	(63,530)	-51.5%
<b>Sub-total Personal Services</b>	<b>203,445</b>	<b>202,871</b>	<b>229,094</b>	<b>123,341</b>	<b>117,787</b>	<b>59,811</b>	<b>-</b>	<b>59,811</b>	<b>(63,530)</b>	<b>-51.5%</b>
Professional & Consulting	594	-	-	-	-	-	-	-	-	-
Audit	40,000	45,000	39,000	39,000	39,000	39,000	-	39,000	-	0.0%
Forms	713	1,400	521	1,400	1,400	1,400	-	1,400	-	0.0%
Office Supplies	760	1,300	739	1,300	1,300	1,300	-	1,300	-	0.0%
In-State Travel	150	400	-	400	400	400	-	400	-	0.0%
Dues	200	500	140	500	500	500	-	500	-	0.0%
Conference	3,037	2,600	3,770	3,000	3,000	3,000	-	3,000	-	0.0%
All Other	25	300	(447)	300	300	300	-	300	-	0.0%
<b>Sub-total Expenses</b>	<b>45,479</b>	<b>51,500</b>	<b>43,724</b>	<b>45,900</b>	<b>45,900</b>	<b>45,900</b>	<b>-</b>	<b>45,900</b>	<b>-</b>	<b>0.0%</b>
<b>Total Town Accountant</b>	<b>248,924</b>	<b>254,371</b>	<b>272,818</b>	<b>169,241</b>	<b>163,687</b>	<b>105,711</b>	<b>-</b>	<b>105,711</b>	<b>(63,530)</b>	<b>-37.5%</b>

**Town of Weston  
FY19 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 2019 is a state certification year of all real and personal property accounts. 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. 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.

**FY19 Departmental Goals**

1. Complete the Quinquennial Reassessment of all Real and Personal Property for timely completion in October 2018 in compliance with DOR standards.
2. Continue the cyclical inspection and data recollection of all Real and Personal properties as required by DOR.
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.

<b>Staffing Levels</b>	<b>FY16 Funded</b>	<b>FY17 Funded</b>	<b>FY18 Funded</b>	<b>FY19 Requested</b>
Principal Assessor	1	1	1	1
Assistant to Assessor	1	1	1	1
Financial Assistant	1	1	1	1
<b>Total FTE</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Budget Recommendations**

Level Services: This budget is increasing by the amount of the salary increase.

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None



**Town of Weston  
FY19 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY16	BUDGET FY17	ACTUAL FY17	BUDGET FY18	DEPT REQ FY19	TOWN MANAGER'S RECOMMENDATION			FY18 to FY19	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
<b>Assessors</b>										
Office Salaries	208,877	217,349	207,904	212,567	216,851	216,851	-	216,851	4,284	2.0%
<b>Sub-total Personal Services</b>	<b>208,877</b>	<b>217,349</b>	<b>207,904</b>	<b>212,567</b>	<b>216,851</b>	<b>216,851</b>	<b>-</b>	<b>216,851</b>	<b>4,284</b>	<b>2.0%</b>
Professional/Consulting	22,998	33,200	22,996	33,200	33,200	33,200	-	33,200	-	0.0%
Computer	4,291	3,300	4,293	3,300	3,800	3,800	-	3,800	500	15.2%
Stationery	748	200	99	200	200	200	-	200	-	0.0%
Forms	463	300	419	300	300	300	-	300	-	0.0%
Office Supplies	1,882	1,400	3,121	1,400	1,400	1,400	-	1,400	-	0.0%
In-State Travel	3,761	4,000	3,202	4,000	3,500	3,500	-	3,500	(500)	-12.5%
Dues	870	700	905	700	700	700	-	700	-	0.0%
Registry of Deeds	375	375	75	375	375	375	-	375	-	0.0%
Subscriptions/Publications	-	100	-	100	100	100	-	100	-	0.0%
Conference	3,343	5,000	4,703	5,000	5,000	5,000	-	5,000	-	0.0%
All Other	394	1,000	377	1,000	1,000	1,000	-	1,000	-	0.0%
<b>Sub-total Expenses</b>	<b>39,124</b>	<b>49,575</b>	<b>40,190</b>	<b>49,575</b>	<b>49,575</b>	<b>49,575</b>	<b>-</b>	<b>49,575</b>	<b>-</b>	<b>0.0%</b>
<b>Total Assessors</b>	<b>248,001</b>	<b>266,924</b>	<b>248,095</b>	<b>262,142</b>	<b>266,426</b>	<b>266,426</b>	<b>-</b>	<b>266,426</b>	<b>4,284</b>	<b>1.6%</b>

**Town of Weston  
FY19 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, 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.

**FY19 Departmental Goals**

1. Improve investment earnings.
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	FY16 Funded	FY17 Funded	FY18 Funded	FY19 Requested
Treasurer/Collector	Fin. Dir.	Fin. Dir.	1	1
Assistant Treasurer	1	1	1	1
Financial Assistant	1	1	1	1
<b>Total FTE</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>

**Budget Recommendations**

Level Services: The amount for bank fees has been reduced, because there are fewer bank accounts.

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

**Town of Weston  
FY19 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY16	BUDGET FY17	ACTUAL FY17	BUDGET FY18	DEPT REQ FY19	TOWN MANAGER'S RECOMMENDATION			FY18 to FY19	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
<b>Treasurer &amp; Collector</b>										
Salaries	122,002	123,708	204,869	220,174	220,174	222,226	-	222,226	2,052	0.9%
<b>Sub-total Salaries</b>	<b>122,002</b>	<b>123,708</b>	<b>204,869</b>	<b>220,174</b>	<b>220,174</b>	<b>222,226</b>	<b>-</b>	<b>222,226</b>	<b>2,052</b>	<b>0.9%</b>
Repair Office Equipment	929	800	809	800	800	800	-	800	-	0.0%
Recording	1,350	1,400	75	1,500	1,500	1,500	-	1,500	-	0.0%
Bank Fees	10,076	12,750	7,034	12,750	12,750	10,000	-	10,000	(2,750)	-21.6%
Advertising	328	200	430	300	300	300	-	300	-	0.0%
Print Bills	4,293	4,500	9,079	4,500	4,500	4,500	-	4,500	-	0.0%
Printing Checks	-	-	407	-	-	-	-	-	-	-
Postage	11,620	15,000	11,545	15,000	15,000	15,000	-	15,000	-	0.0%
Stationery	-	500	641	500	500	500	-	500	-	0.0%
Office Supplies	1,439	2,000	1,766	1,800	1,800	1,800	-	1,800	-	0.0%
In-State Travel	50	500	17	500	500	500	-	500	-	0.0%
Dues	50	175	50	175	175	175	-	175	-	0.0%
Conference	309	750	256	750	750	750	-	750	-	0.0%
Fidelity Bond	2,468	2,750	2,468	2,750	2,750	2,750	-	2,750	-	0.0%
All Other	3,242	500	-	500	500	500	-	500	-	0.0%
Debt Service Costs	500	-	500	-	-	-	-	-	-	0.0%
<b>Sub-total Expenses</b>	<b>36,654</b>	<b>41,825</b>	<b>35,077</b>	<b>41,825</b>	<b>41,825</b>	<b>39,075</b>	<b>-</b>	<b>39,075</b>	<b>(2,750)</b>	<b>-6.6%</b>
<b>Total Treasurer &amp; Collector</b>	<b>158,656</b>	<b>165,533</b>	<b>239,946</b>	<b>261,999</b>	<b>261,999</b>	<b>261,301</b>	<b>-</b>	<b>261,301</b>	<b>(698)</b>	<b>-0.3%</b>