



Town of Winchester

Town Manager's Office
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Board of Selectmen Meeting
Wednesday, June 22, 2016

COMPTROLLER REPORT

Docket Item D: Comptroller Monthly Report – FY2016 through
May 31, 2016

Supporting Documents:

- Memo from Comptroller
- Monthly Summary Report

Action Required:

Informational purposes only.
Comptroller Ward will not be in attendance.



Town of Winchester

Town Comptroller's Office
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Winchester, MA 01890
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TO: Board of Selectmen
FROM: Stacie Ward, Comptroller *SW*
RE: Comptroller Report
Fiscal Year 2016 - As of May 31, 2016
DATE: June 22, 2016

In relation to the Comptroller's Report, I wish to highlight the following:

General Fund Revenue

- The PILOT revenue has not come in yet from the Winchester Hospital. The amount due is expected at any time now and is based on the new agreements with Winchester Hospital for 620 Washington Street and 1021 Main Street. The Town Manager's Office has reached out to the Hospital several times now to remind them of their payment that is due.
- The \$4,334,030 of Miscellaneous Non-Recurring Revenue includes \$4,321,011 of net premiums received upon the issuance of the general obligation bonds and notes issued in early July 2015 (primarily the High School borrowing). Most of this is reserved to offset debt exclusions or future debt issued for a debt-excluded project and will not fall to free cash. Spring Town Meeting voted to use \$4,181,569 of this to offset the amount the Town will borrow for the High School project.
- Other Local Receipts appear to be on target. We've collected \$320k more building permit revenue than expected which will help generate free cash.
- Indirects from the Enterprise Funds are posted quarterly up front; therefore, 100% of the indirects have been processed as of May 31.

General Fund Expenditures

- Salary budgets are less than 92% spent which is to be expected through May.
- For the most part, expenditures appear to be on target as well. Due to the nature of some of the departments, the budgets will be spent more than the expected 92% (debt, contributory retirement, insurance, etc.). Department Heads have been instructed to notify me (and/or the Town Manager's Office) of any budget issues they believe might arise.

General Fund Expenditures (continued)

- Since the last report, there have been a few departments who already requested Reserve Fund transfers (approved 6/6/16 – snow & ice \$17, Board of Health \$5,000 and Treas/Coll \$1,500) and others who claim they will need funds to get through the end of the fiscal year. With the Reserve Fund at \$360k, I have asked that they prepare Reserve Fund Transfer Request Forms for the FinCom's review and approval.

The following departments have come to me with needs and will most likely be requesting Reserve Fund Transfers:

- DPW, for overtime costs (est. \$20-\$25k).
- Recreation Enterprise Fund, for temporary wages (est \$35k).
- Veterans, for overtime (est \$50).

There are a few departments who may need funding but they are still under review (Legal and Police Department).

- Health insurance premiums were paid through May. Based on the current charges and our commitments through June 30, it appears that we should finish the year without needing additional funds. Since May 31, we've paid \$757k in health insurance premiums, \$284k in Medicare part b premiums and a few thousand for life insurance and Medicare penalties. We still have to process the retiree means-based mitigation program (\$55k budget) and one more month of wellness related costs, life insurance and Medicare penalties.
- The subsidies paid to the Enterprise Funds are posted quarterly up front; therefore 100% of the subsidies have been processed as of May 31. The subsidies include COLA increases were funded by the General Fund in FY16 (Water/Sewer \$5,767 and Recreation \$26,488).

Water/Sewer Enterprise Fund

Overall, the fund appears to be operating as planned and will meet budgeted targets. Revenue has already exceeded expectations, due primarily to the rate increase approved at Town Meeting effective March 1, 2016. Any excess collections and unspent appropriations will help grow retained earnings.

Recreation Enterprise Fund

Per a discussion with the Recreation Director, revenues should come in on target.

After a more detailed review of Recreation salaries, it came to my attention that they will need additional funding for temporary salaries to get through FY16 (as mentioned above). It appears that they will be short approximately \$35k if they continue their scheduled programming. I will be meeting with the Recreation Director this week to discuss the funding options (FinCom or year-end transfer).

Town of Winchester



Monthly Summary Office of the Comptroller

Stacie A. Ward, CPA, Town Comptroller

Fiscal Year 2016

As of May 31, 2016

TOWN OF WINCHESTER, MA
FINANCIAL UPDATE
OFFICE OF THE COMPTROLLER
FISCAL YEAR 2016 - AS OF MAY 31, 2016

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**TOWN OF WINCHESTER, MA
GENERAL FUND REVENUE - FISCAL YEAR TO DATE
THROUGH MAY 31, 2016**

	Revised Budget	Actual	(under)/over Budget	% of Budget Collected
TAXATION				
Real Estate Taxes	76,173,086.48	75,303,789.61	(869,296.87)	
Personal Property taxes	613,013.84	611,479.26	(1,534.58)	
Tax Title Liens/Deferred Taxes	-	231,477.92	231,477.92	
Allowance for Abatements (budgetary only)	(475,906.61)	-	475,906.61	
Total Taxation	76,310,193.71	76,146,746.79	(163,446.92)	99.79%
STATE AID				
Cherry Sheet Revenue, net of offsets	9,119,806.00	8,359,913.00	(759,893.00)	
School Construction	672,082.00	672,082.00	-	
Total State Aid	9,791,888.00	9,031,995.00	(759,893.00)	92.24%
LOCAL RECEIPTS				
Motor Vehicle & Boat Excise	3,400,000.00	3,381,817.45	(18,182.55)	
Other Excise - Meals Tax	148,000.00	125,637.59	(22,362.41)	
Penalties & Interest	240,000.00	206,792.49	(33,207.51)	
Payments in Lieu of Taxes	69,000.00	-	(69,000.00)	
Trash Disposal Service	1,300,000.00	1,281,147.46	(18,852.54)	
Fees	900,000.00	959,602.08	59,602.08	
Rentals	50,000.00	38,678.33	(11,321.67)	
Cemetery	240,000.00	255,856.25	15,856.25	
Other Departmental Revenue	70,000.00	59,841.07	(10,158.93)	
Licenses & Permits	1,400,000.00	1,720,826.95	320,826.95	
Special Assessments	-	1,703.86	1,703.86	
Fines & Forfeitures	34,000.00	32,994.01	(1,005.99)	
Investment Earnings	25,000.00	78,619.09	53,619.09	
Medicaid Reimbursement	50,000.00	59,984.24	9,984.24	
Miscellaneous Recurring	-	2,676.18	2,676.18	
Miscellaneous Non-Recurring	-	4,334,029.92	4,334,029.92	
Total Local Receipts	7,926,000.00	12,540,206.97	4,614,206.97	158.22%
TOTAL REVENUE	94,028,081.71	97,718,948.76	3,690,867.05	103.93%
TRANSFERS IN				
From Enterprise - Indirects	1,418,441.00	1,418,441.00	-	
From Building & Capital Stabilization	3,251,944.78	3,251,944.78	-	
From Other	172,000.00	172,175.00	175.00	
TOTAL TRANSFERS IN	4,842,385.78	4,842,560.78	175.00	100.00%
TOTAL REVENUE AND TRANSFERS IN	98,870,467.49	102,561,509.54	3,691,042.05	103.73%

TOWN OF WINCHESTER, MA
GENERAL FUND EXPENDITURES - FISCAL YEAR TO DATE
THROUGH MAY 31, 2016

	Revised Budget	Actual	Encumbrances	under/(over) Budget	% of Budget Used
TOWN MANAGER SALARIES	567,972.00	473,878.99	-	94,093.01	83.43%
TOWN MANAGER EXPENSES	183,145.00	72,251.39	14,237.08	96,656.53	47.22%
FINANCE COMMITTEE SALARIES	3,500.00	1,548.27	-	1,951.73	44.24%
FINANCE COMMITTEE EXPENSES	2,500.00	387.27	-	2,112.73	15.49%
COMPTROLLER SALARIES	355,908.00	313,739.88	-	42,168.12	88.15%
COMPTROLLER EXPENSES	2,670.00	2,274.33	-	395.67	85.18%
ASSESSORS SALARIES	210,160.00	165,635.80	-	44,524.20	78.81%
ASSESSORS EXPENSES	122,750.00	82,521.89	-	40,228.11	67.23%
COLLECTOR/TREASURER SALARIES	304,571.00	260,397.59	-	44,173.41	85.50%
COLLECTOR/TREASURER EXPENSES	108,350.00	85,454.50	8,425.00	14,470.50	86.64%
COLLECTOR/TREASURER CAPITAL	2,000.00	1,607.27	-	392.73	80.36%
AUDIT EXPENSES	84,750.00	79,750.00	-	5,000.00	94.10%
PLANNING & COMMUNITY DEVELOPMENT SALARIES	781,717.50	692,117.23	-	89,600.27	88.54%
PLANNING & COMMUNITY DEVELOPMENT EXPENSES	94,704.00	34,149.06	2,280.84	58,274.10	38.47%
PLANNING BOARD SALARIES	89,028.00	74,117.48	-	14,910.52	83.25%
PLANNING BOARD EXPENSES	49,559.00	12,705.87	18,234.14	18,618.99	62.43%
LEGAL EXPENSES	347,594.00	289,388.68	-	58,205.32	83.25%
HUMAN RESOURCES SALARIES	82,871.00	72,078.78	-	10,792.22	86.98%
HUMAN RESOURCES EXPENSES	11,200.00	6,479.07	-	4,720.93	57.85%
DATA PROCESSING SALARIES	95,028.00	83,541.26	-	11,486.74	87.91%
DATA PROCESSING EXPENSES	438,054.00	376,433.22	33,299.00	28,321.78	93.53%
GENERAL SERVICES EXPENSES	132,462.00	113,910.05	-	18,551.95	85.99%
TOWN CLERK SALARIES	312,308.00	245,133.46	-	67,174.54	78.49%
TOWN CLERK EXPENSES	55,952.00	25,501.93	17,805.13	12,644.94	77.40%
GENERAL GOVERNMENT	4,438,753.50	3,565,003.27	94,281.19	779,469.04	82.44%
LIBRARY SALARIES	1,436,287.00	1,230,892.73	-	205,394.27	85.70%
LIBRARY EXPENSES	383,185.00	349,761.84	1,130.00	32,293.16	91.57%
LIBRARY CAPITAL	13,500.00	4,813.18	-	8,686.82	35.65%
ARCHIVAL CENTER EXPENSES	11,665.00	8,684.80	2,000.00	980.20	91.60%
HISTORICAL COMMISSION SALARIES	1,500.00	112.81	-	1,387.19	7.52%
HISTORICAL COMMISSION EXPENSES	5,000.00	5,000.00	-	-	100.00%
CULTURE & RECREATION	1,851,137.00	1,599,265.36	3,130.00	248,741.64	86.56%
BOARD OF HEALTH SALARIES	247,607.00	216,680.57	-	30,926.43	87.51%
BOARD OF HEALTH EXPENSES	54,170.00	48,901.82	2,748.47	2,519.71	95.35%
COUNCIL ON AGING SALARIES	248,193.00	217,251.56	-	30,941.44	87.53%
COUNCIL ON AGING EXPENSES	6,350.00	2,480.36	-	3,869.64	39.06%
VETERANS' SERVICES SALARIES	8,906.00	6,773.85	-	2,132.15	76.06%
VETERANS' SERVICES EXPENSES	42,343.00	20,419.86	-	21,923.14	48.22%
HEALTH & SOCIAL SERVICES	607,569.00	512,508.02	2,748.47	92,312.51	84.81%
POLICE SALARIES	4,133,806.00	3,554,511.57	-	579,294.43	85.99%
POLICE EXPENSES	199,269.00	165,344.23	-	33,924.77	82.98%
POLICE CAPITAL	68,800.00	67,909.45	-	890.55	98.71%
FIRE SALARIES	4,274,814.00	3,522,357.08	-	752,456.92	82.40%
FIRE EXPENSES	229,574.00	155,000.14	-	74,573.86	67.52%
FIRE CAPITAL	32,500.00	16,323.44	-	16,176.56	50.23%

TOWN OF WINCHESTER, MA
GENERAL FUND EXPENDITURES - FISCAL YEAR TO DATE
THROUGH MAY 31, 2016

	Revised Budget	Actual	Encumbrances	under/(over) Budget	% of Budget Used
SEALER OF WEIGHTS & MEASURES SALARIES	7,582.00	6,747.77	-	834.23	89.00%
SEALER OF WEIGHTS & MEASURES EXPENSES	2,022.00	560.60	-	1,461.40	27.73%
PUBLIC SAFETY	8,948,367.00	7,488,754.28	-	1,459,612.72	83.69%
DEPARTMENT OF PUBLIC WORKS SALARIES	3,789,559.00	3,356,762.15	-	432,796.85	88.58%
DEPARTMENT OF PUBLIC WORKS EXPENSES	2,056,363.56	1,566,004.95	234,922.71	255,435.90	87.58%
DEPARTMENT OF PUBLIC WORKS CAPITAL	92,275.00	89,950.00	-	2,325.00	97.48%
SNOW & ICE SALARIES	166,768.68	166,785.69	-	(17.01)	100.01%
SNOW & ICE EXPENSES	252,242.36	252,242.36	-	-	100.00%
SNOW & ICE CAPITAL	13,430.17	13,430.17	-	-	100.00%
DEPARTMENT OF PUBLIC WORKS	6,370,638.77	5,445,175.32	234,922.71	690,540.74	89.16%
SCHOOL DEPARTMENT	43,285,480.45	35,837,491.22	7,107,486.66	340,502.57	99.21%
VOCATIONAL EDUCATION EXPENSES	184,105.00	184,105.00	-	-	100.00%
EDUCATION	43,469,585.45	36,021,596.22	7,107,486.66	340,502.57	99.22%
CONTRIBUTORY RETIREMENT EXPENSES	4,019,991.00	4,019,991.00	-	-	100.00%
WORKERS COMPENSATION/INDEMNITY EXPENSES	400,000.00	193,073.24	-	206,926.76	48.27%
UNEMPLOYMENT INSURANCE EXPENSES	75,000.00	57,177.31	-	17,822.69	76.24%
HEALTH INSURANCE EXPENSES	9,481,260.00	8,344,454.73	-	1,136,805.27	88.01%
MEDICARE TAX & REFUND EXPENSES	820,000.00	651,739.18	-	168,260.82	79.48%
NON-CONTRIBUTORY RETIREMENT EXPENSES	36,000.00	32,583.76	-	3,416.24	90.51%
UNDISTRIBUTED - PERSONNEL BENEFITS	14,832,251.00	13,299,019.22	-	1,533,231.78	89.66%
ENERGY EXPENSES	2,370,798.57	2,195,452.35	43,506.60	131,839.62	94.44%
STATE ASSESSMENTS & CHARGES	524,196.00	507,247.00	-	16,949.00	96.77%
RESERVE FUND	370,439.50	-	-	370,439.50	0.00%
GENERAL INSURANCE EXPENSES	351,575.00	341,301.20	-	10,273.80	97.08%
ENVIRONMENTAL REMEDIATION SERVICES EXPENSE	148,512.00	62,481.37	20,823.89	65,206.74	56.09%
UNDISTRIBUTED - STATE ASSESSMENTS, INSURANCE & OTH	3,765,521.07	3,106,481.92	64,330.49	594,708.66	84.21%
FUNDED DEBT EXPENSES	4,678,301.00	4,678,300.67	-	0.33	100.00%
INTEREST ON FUNDED DEBT EXPENSES	2,114,110.00	2,114,109.01	-	0.99	100.00%
FUNDED DEBT	6,792,411.00	6,792,409.68	-	1.32	100.00%
TOTAL EXPENDITURES	91,076,233.79	77,830,213.29	7,506,899.52	5,739,120.98	93.70%
TRANSFERS TO BUILDING & CAPITAL STABILIZATION FUNDS	4,283,264.00	4,283,264.00	-	-	100.00%
TRANSFERS TO ENTERPRISE FUNDS (CH110/SUBSIDY/COLA)	4,335,123.00	4,335,123.00	-	-	100.00%
TRANSFER TO RETIREE HEALTH CARE TRUST	350,000.00	350,000.00	-	-	100.00%
TRANSFERS TO CONTINUED ARTICLE/CAPITAL FUND	620,000.00	620,000.00	-	-	100.00%
TOTAL TRANSFERS OUT	9,588,387.00	9,588,387.00	-	-	100.00%
TOTAL EXPENDITURES AND TRANSFERS OUT	100,664,620.79	87,418,600.29	7,506,899.52	5,739,120.98	94.30%

TOWN OF WINCHESTER, MA
WATER/SEWER ENTERPRISE FUND - FISCAL YEAR TO DATE
THROUGH MAY 31, 2016

	Revised Budget	Actual	Encumbrances	Budget surplus/(deficit)	% of Budget Collected/Spent
REVENUE:					
Water usage and other charges	2,224,111.76	2,507,853.57	-	283,741.81	
Sewer usage and other charges	2,759,888.23	2,931,389.21	-	171,500.98	
Investment Income	1,000.00	-	-	(1,000.00)	
Total Revenue	4,984,999.99	5,439,242.78	-	454,242.79	109.11%
EXPENDITURES:					
Sewer Operations	1,594,379.00	1,469,484.61	15,674.10	109,220.29	
Water Operations	1,821,091.70	1,627,739.75	58,721.21	134,630.74	
Funded Debt & MWRA Capital	4,774,861.92	4,774,861.92	-	-	
Total Expenditures	8,190,332.62	7,872,086.28	74,395.31	243,851.03	96.11%
OTHER FINANCING SOURCES/(USES):					
Transfers from the General Fund	4,133,634.50	4,133,634.50	-	-	100.00%
Indirects to the General Fund	(1,132,079.00)	(1,132,079.00)	-	-	100.00%
Total OFS/(OFU)	3,001,555.50	3,001,555.50	-	-	
Net activity	(203,777.13)	568,712.00			

TOWN OF WINCHESTER, MA
 RECREATION ENTERPRISE FUND - FISCAL YEAR TO DATE
 THROUGH MAY 31, 2016

	Revised Budget	Actual	Encumbrances	Budget surplus/(deficit)	% of Budget Collected/Spent
REVENUE:					
Year Round Programs	916,000.00	814,029.00	-	(101,971.00)	
Adult Programs	86,000.00	57,126.50	-	(28,873.50)	
Youth Programs	575,000.00	602,791.46	-	27,791.46	
Special Events & Trips	51,000.00	72,614.57	-	21,614.57	
Investment Income	-	1,157.41	-	1,157.41	
Total Revenue	1,628,000.00	1,547,718.94	-	(80,281.06)	95.07%
EXPENDITURES:					
Personal Services	984,488.00	885,951.07	-	98,536.93	
Expenditures	558,708.00	429,889.23	49,336.50	79,482.27	
Total Expenditures	1,543,196.00	1,315,840.30	49,336.50	178,019.20	85.27%
OTHER FINANCING SOURCES/(USES):					
Transfers from the General Fund	201,488.00	201,488.00	-	-	100.00%
Indirect Transfers to the General Fund	(286,362.00)	(286,362.00)	-	-	100.00%
Total OFS/(OFU)	(84,874.00)	(84,874.00)	-	-	
Net Activity	(70.00)	147,004.64			