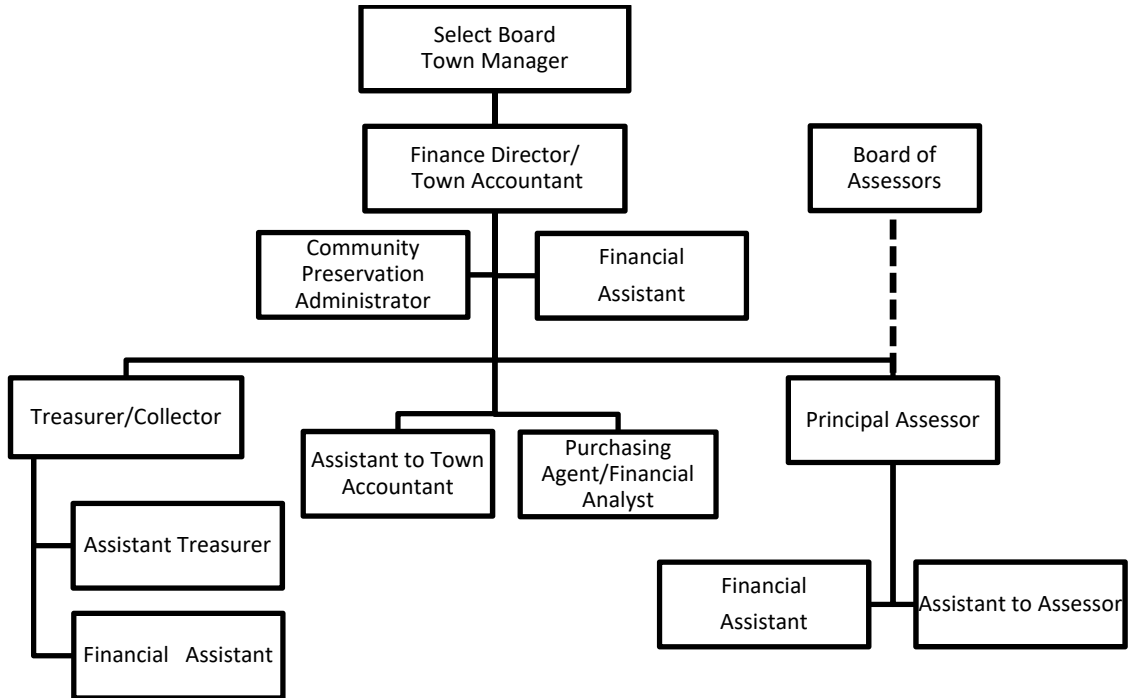


**TOWN OF WESTON  
FY22 TOWN MANAGER'S PROPOSED BUDGET AND FINANCING PLAN  
FINANCE**



	Actual FY19	Budget FY20	Actual FY20	Budget FY21	Town Manager Recommended FY22 Budget	FY21 to FY22 \$ Change	% Change
<b>FINANCE</b>							
<b>Revenues</b>							
Tax Levy and General Fund Revenues	813,729	895,063	854,009	903,106	920,594	17,487	1.9%
Brook School Apartments Enterprise Fund	14,770	14,992	15,217	15,445	15,754	309	2.0%
Water Enterprise Fund	18,057	18,328	18,603	18,882	19,259	378	2.0%
Fees & Departmental Revenue	7,322	8,000	12,461	8,000	8,000	-	0.0%
<b>Total</b>	<b>853,879</b>	<b>936,383</b>	<b>900,290</b>	<b>945,433</b>	<b>963,607</b>	<b>18,174</b>	<b>1.9%</b>
<b>Expenditures</b>							
Salaries	728,611	796,768	792,327	814,243	820,553	6,310	0.8%
Expenses	125,268	139,615	107,963	131,190	143,054	11,864	9.0%
<b>Total</b>	<b>853,879</b>	<b>936,383</b>	<b>900,290</b>	<b>945,433</b>	<b>963,607</b>	<b>18,174</b>	<b>1.9%</b>
<b>FINANCE COMMITTEE</b>							
<b>Revenues</b>							
Tax Levy and General Fund Revenues	258	7,750	2,520	7,750	7,750	-	0.0%
<b>Total</b>	<b>258</b>	<b>7,750</b>	<b>2,520</b>	<b>7,750</b>	<b>7,750</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditures</b>							
Finance Committee Expenses	258	7,750	2,520	7,750	7,750	-	0.0%
<b>Total</b>	<b>258</b>	<b>7,750</b>	<b>2,520</b>	<b>7,750</b>	<b>7,750</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL FINANCE</b>	<b>854,137</b>	<b>944,133</b>	<b>902,810</b>	<b>953,183</b>	<b>971,357</b>	<b>18,174</b>	<b>1.9%</b>

**Town of Weston  
FY22 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.

**FY22 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.
7. Utilize document management systems to more efficiently file and retrieve accounting documents.

Staffing Levels	FY19 Funded	FY20 Funded	FY21 Funded	FY22 Recommended
Finance Director/Town Accountant	1	1	1	1
Financial Assistant	1	1	1	1
Financial Analyst	0	0	0	0
Assistant to Town Accountant	1	1	1	1
Purchasing Agent/Financial Analyst	1	1	1	1
<b>Total FTE</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**Budget Recommendations**

Level Services: This is a level service budget

New Requests Recommended by Town Manager: \$1,299 for Amazon Business Prime subscription.

New Requests Not Recommended by Town Manager: None

**Town of Weston  
FY22 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY19	BUDGET FY20	ACTUAL FY20	BUDGET FY21	DEPT REQ FY22	TOWN MANAGER'S RECOMMENDATION			FY21 to FY22	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
<b>Finance</b>										
Salaries	298,801	318,545	318,808	325,957	329,016	329,016	-	329,016	3,059	0.9%
Parking Clerk	499	500	124	800	800	800	-	800	-	0.0%
<b>Sub-total Personal Services</b>	<b>299,300</b>	<b>319,045</b>	<b>318,933</b>	<b>326,757</b>	<b>329,816</b>	<b>329,816</b>	<b>-</b>	<b>329,816</b>	<b>3,059</b>	<b>0.9%</b>
<b>Finance Expenses</b>										
Professional & Consulting	3,000	8,500	8,500	3,000	11,995	11,995	-	11,995	8,995	299.8%
Office Supplies	518	1,600	182	1,500	1,500	1,500	-	1,500	-	0.0%
In-State Travel	470	775	-	775	775	775	-	775	-	0.0%
Subscriptions/Publications	-	-	-	-	1,299	-	1,299.00	1,299	1,299	-
Dues/Memberships	720	1,140	430	1,140	1,140	1,140	-	1,140	-	0.0%
Conferences	3,094	5,600	245	4,100	5,600	5,600	-	5,600	1,500	36.6%
All Other Expenses	425	800	345	600	600	600	-	600	-	0.0%
Parking Clerk Expenses	545	500	217	600	600	600	-	600	-	0.0%
<b>Sub-total Expenses</b>	<b>8,772</b>	<b>18,915</b>	<b>9,920</b>	<b>11,715</b>	<b>23,509</b>	<b>22,210</b>	<b>1,299</b>	<b>23,509</b>	<b>11,794</b>	<b>100.7%</b>
<b>Town Accountant Expenses</b>										
Professional & Consulting	-	-	4,995	-	-	-	-	-	-	-
Audit	39,000	39,000	35,000	39,000	35,000	35,000	-	35,000	(4,000)	-10.3%
Forms	1,334	1,400	991	2,400	2,400	2,400	-	2,400	-	0.0%
<b>Sub-total Expenses</b>	<b>40,334</b>	<b>40,400</b>	<b>40,986</b>	<b>41,400</b>	<b>37,400</b>	<b>37,400</b>	<b>-</b>	<b>37,400</b>	<b>(4,000)</b>	<b>-9.7%</b>
<b>Total Finance</b>	<b>348,405</b>	<b>378,360</b>	<b>369,838</b>	<b>379,872</b>	<b>390,725</b>	<b>389,426</b>	<b>1,299</b>	<b>390,725</b>	<b>10,853</b>	<b>2.9%</b>

**Town of Weston  
FY22 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  
FY22 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY19	BUDGET FY20	ACTUAL FY20	BUDGET FY21	DEPT REQ FY22	TOWN MANAGER'S RECOMMENDATION			FY21 to FY22	
						LEVEL SERVICE	NEW REQ	TOTAL	H Change	% Change
<b>Finance Committee</b>										
Dues	210	250	210	250	250	250		250	-	0.0%
All Other	48	7,500	2,310	7,500	7,500	7,500		7,500	-	0.0%
<b>Total Finance Committee</b>	<b>258</b>	<b>7,750</b>	<b>2,520</b>	<b>7,750</b>	<b>7,750</b>	<b>7,750</b>	<b>-</b>	<b>7,750</b>	<b>-</b>	<b>0.0%</b>

**Town of Weston  
FY22 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 2022 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.

**FY22 Departmental Goals**

1. Start and Complete the Interim Year 2022 Reassessment of all Real and Personal Property for timely completion in November 2021 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	FY19 Funded	FY20 Funded	FY21 Funded	FY22 Recommended
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 is a level service budget

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

**Town of Weston  
FY22 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY19	BUDGET FY20	ACTUAL FY20	BUDGET FY21	DEPT REQ FY22	TOWN MANAGER'S RECOMMENDATION			FY21 to FY22	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
<b>Assessors</b>										
Office Salaries	215,467	238,934	236,759	242,981	245,063	245,063	-	245,063	2,082	0.9%
<b>Sub-total Personal Services</b>	<b>215,467</b>	<b>238,934</b>	<b>236,759</b>	<b>242,981</b>	<b>245,063</b>	<b>245,063</b>	<b>-</b>	<b>245,063</b>	<b>2,082</b>	<b>0.9%</b>
Professional/Consulting	33,200	24,500	17,128	24,500	32,600	32,600	-	32,600	8,100	33.1%
Computer	4,093	4,100	4,068	4,100	4,120	4,120	-	4,120	20	0.5%
Stationery	422	200	185	200	200	200	-	200	-	0.0%
Forms	610	300	463	300	300	300	-	300	-	0.0%
Office Supplies	1,527	1,400	633	1,400	1,100	1,100	-	1,100	(300)	-21.4%
In-State Travel	2,617	3,500	1,734	3,500	3,000	3,000	-	3,000	(500)	-14.3%
Dues	810	825	835	825	825	825	-	825	-	0.0%
Registry of Deeds	75	300	180	300	300	300	-	300	-	0.0%
Subscriptions/Publications	267	100	-	100	100	100	-	100	-	0.0%
Conference	3,246	5,000	1,945	4,000	4,000	4,000	-	4,000	-	0.0%
All Other	416	1,000	583	1,000	1,000	1,000	-	1,000	-	0.0%
<b>Sub-total Expenses</b>	<b>47,283</b>	<b>41,225</b>	<b>27,753</b>	<b>40,225</b>	<b>47,545</b>	<b>47,545</b>	<b>-</b>	<b>47,545</b>	<b>7,320</b>	<b>18.2%</b>
<b>Total Assessors</b>	<b>262,750</b>	<b>280,159</b>	<b>264,512</b>	<b>283,206</b>	<b>292,608</b>	<b>292,608</b>	<b>-</b>	<b>292,608</b>	<b>9,402</b>	<b>3.3%</b>

**Town of Weston  
FY22 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 \$18,000,000 in stocks, bonds and cash. By statute, the Treasurer/Collector is also the Town’s liaison to the Middlesex Retirement Board.

**FY22 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	FY19 Funded	FY20 Funded	FY21 Funded	FY22 Recommended
Treasurer/Collector	1	1	1	1
Assistant Treasurer	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 is a level service budget

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None



**Town of Weston**  
**FY22 Town Manager's Proposed Budget**

FINANCE	ACTUAL FY19	BUDGET FY20	ACTUAL FY20	BUDGET FY21	DEPT REQ FY22	TOWN MANAGER'S RECOMMENDATION			FY21 to FY22	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
<b>Treasurer &amp; Collector</b>										
Salaries	213,844	238,789	236,635	244,505	245,674	245,674	-	245,674	1,169	0.5%
<b>Sub-total Salaries</b>	<b>213,844</b>	<b>238,789</b>	<b>236,635</b>	<b>244,505</b>	<b>245,674</b>	<b>245,674</b>	<b>-</b>	<b>245,674</b>	<b>1,169</b>	<b>0.5%</b>
Repair Office Equipment	2,278	800	733	800	800	800	-	800	-	0.0%
Recording	1,500	1,500	2,205	2,250	2,250	2,250	-	2,250	-	0.0%
Bank Fees	6,253	10,000	6,813	10,000	9,000	9,000	-	9,000	(1,000)	-10.0%
Advertising	186	300	338	400	400	400	-	400	-	0.0%
Print Bills	3,348	4,500	3,406	4,500	3,750	3,750	-	3,750	(750)	-16.7%
Postage	11,609	15,000	11,651	14,000	13,000	13,000	-	13,000	(1,000)	-7.1%
Stationery	305	500	-	500	-	-	-	-	(500)	-100.0%
Office Supplies	254	1,800	802	1,000	1,000	1,000	-	1,000	-	0.0%
In-State Travel	-	500	-	750	750	750	-	750	-	0.0%
Dues	50	175	50	150	150	150	-	150	-	0.0%
Conference	639	750	786	250	250	250	-	250	-	0.0%
Fidelity Bond	2,458	2,750	2,438	2,750	2,750	2,750	-	2,750	-	0.0%
All Other	-	500	83	500	500	500	-	500	-	0.0%
<b>Sub-total Expenses</b>	<b>28,879</b>	<b>39,075</b>	<b>29,304</b>	<b>37,850</b>	<b>34,600</b>	<b>34,600</b>	<b>-</b>	<b>34,600</b>	<b>(3,250)</b>	<b>-8.6%</b>
<b>Total Treasurer &amp; Collector</b>	<b>242,723</b>	<b>277,864</b>	<b>265,939</b>	<b>282,355</b>	<b>280,274</b>	<b>280,274</b>	<b>-</b>	<b>280,274</b>	<b>(2,081)</b>	<b>-0.7%</b>