

Municipality	Town/School Split
Amherst	<p>Budget Coordinating Group meets to allocate funds (SB, Fin. Comm., SC, and Library reps plus Manger, Superintendent, and key staff).</p> <p>Town, schools, regional schools, and library all increase at the same percentage.</p> <p>Health insurance budgeted in town and school.</p> <p>Capital 10% of tax levy.</p> <p>Pensions budgeted separately.</p>
Arlington	<p>Long Range Planning Committee meets to allocate funds (SB, Fin. Comm., SC reps plus Manger, Superintendent, and key staff).</p> <p>No revenue split.</p> <p>Expenditure limits: Town 3.25% annually, Schools 3.5% + 7% for SPED + enrollment growth factor (50% of avg. cost of each new student per DESE cost figures).</p> <p>Pensions, health insurance, and capital (5% of budget) budgeted separately.</p> <p>Use of override stabilization fund for revenue surplus or deficits and to create lag between operating overrides of 3 to 5 years.</p>
Canton	<p>A revenue committee that meets, usually in January after the Governor's budget is released, to estimate general revenues and state & county charges.</p> <p>Cash capital has been set from the capital budgeting process, which precedes the operating budget process.</p> <p>Fixed costs have been determined from the operating budgets submitted.</p> <p>Estimates agreed to by our revenue committee go to Fin Com who then set school and municipal operating budget caps, taking into consideration the revenue committee estimates and the attached process used in the past.</p>
Longmeadow	<p>Separates the budget initially into non-discretionary (employee benefits, debt service, capital allocations, etc.) and discretionary.</p> <p>Based on the current year's allocation, the discretionary budget for school and non-school are determined and converted into percentages. Those percentages are applied to any new revenue remaining after the increases /decreases for non-discretionary budgets are accounted for.</p> <p>Special funding circumstances are considered during the final allocation.</p>
Newton	<p>New revenue 70% to schools, 30% to municipal departments.</p> <p>Health insurance is budgeted by department; pension and capital were city expenses.</p> <p>City departments could raise additional fee revenue for city side budgets.</p>
Orleans	<p>Operating budget increase is determined by the Selectmen via annual vote of their budget policy.</p> <p>The Town, Elementary School, and Regional schools are provided the policy increase as a baseline for the maximum allowed during compilation of their annual budget request.</p> <p>For the Town and Elementary School, the health insurance and pensions are increased based on actual costs and are charged to each based on % of payroll composition.</p> <p>Capital for the Town and Elementary School is based on our annual Capital Improvement Plan.</p> <p>The Regional School Capital is based on a separate MOA with them.</p>
Scituate	<p>A revenue sharing agreement between the Town and School Department is managed by a charter designated Financial Forecast Committee made up of Town finance officials, Town Administrator, School administration, BOS, School Committee, Advisory Committee, and Capital Planning Committee (10 persons) which includes the following shared costs:</p>

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	<p>Reserve Fund Tax Title Insurance/Town Bldgs. So. Shore Vo. Tech./Norfolk Agric. Debt & Interest - Capital Stabilization/Capital Plan - Capital Stabilization/Plan (Meals Tax) - Debt Exclusion MS & PSC (Meals Tax) Plymouth County Retirement Assessment School Bus Lease Street Lights Workers' Comp. Unemployment Insurance Contributory Group Insurance Federal Taxes OPEB</p> <p>The total revenue from all available sources is identified and the above costs are deducted and the remaining revenue is apportioned 66.67% to the School Department and 33.33% to the Town departments.</p>
Seekonk	<p>Former Town Administrator Michael Carroll formalized it back in 2007, there has been a 65%/35% understanding for many years. I has worked well for the 15 years I have been here.</p>
Sharon	<p>Allocates about 75% to the schools after accounting for fixed and uncontrollable – debt service, pension, health and general insurance.</p>
Walpole	<p><u>Extra revenue</u> = New growth + additional State aid (if any) + additional local receipt amount over prior year. This is the extra money over last year. <u>Additional fixed cost</u> = Change in the debt (+/-) budget + change in the Health Ins budget and all employee benefit budget + change in any fixed cost. <u>Actual excess amount</u> = Extra revenue – additional fixed cost. The leftover amount divided between school 66% and Town 34 %.</p>
Wellesley	<p>BOS estimates total revenue and considers its current position vis a vis its reserve policy (8-12% of revenue). In order to calculate current available operating funds, known “fixed and past service” costs are deducted first: (1) Cash capital and <u>inside</u> the level debt are held to 6.2%-6.8% of revenues, (2) Pension/OPEB costs from the actuarial schedules, and (3) Benefits for existing employees. BOS develops guidelines after conversations with the Schools and the larger boards. Typically the school gets 0.5% or 1% higher guideline than the Town, but the guidelines were 3.5% for both School and Town for the 2021 cycle. Any department adding (net) full time employees needs to include \$20,000 for benefits within their guideline.</p>

**Town of Seekonk
Budget Allotment Methodology**

Total revenue shall be added together, this will include **TOTAL TAX LEVY, TOTAL STATE AID, TOTAL DEPARTMENTAL RECEIPTS and RECEIPTS RESERVED and DEDICATED Funds**. This total is available for all town operations.

To arrive at total revenue to be allocated using the 65% school, 35% general government; total revenue less the following (use):

- a. State Aid Local (General Government) (Cherry Sheet)
- b. School Building Authority (Fixed Costs) (Debt Reimbursement)
- c. Chapter 70 Aid (School) (Cherry Sheet)
- d. Ambulance Receipts (General Government) (Estimate of PY Receipts)
- e. Sanitation Interfund (General Government) (Budgeted Revenue from Trash Fee)
- f. Dog Receipts (General Government) (MGL % of dog fines to library)
- g. WPAT Payback (Fixed Costs) (Town Septic Loan Program Payback)
- h. Fixed Costs (see below)

Result is ***TOTAL ALLOCATABLE REVENUE***

Fixed costs include the following:

Health Insurance
Pension Assessment
Debt Service
 Less School Building Authority (B above)
 Less WPAT Payback (G above)
EPA/DEP Mandates
State and County Charges (Cherry Sheets)
Abatements and Exemptions (Recap)

Total is ***TOTAL FIXED COSTS*** (H above)

SCHOOL

TOTAL ALLOCATABLE REVENUE x 65%
Plus Chapter 70 Aid (C above)
Less Vocational School Assessments
Less School Committee Stipend

Result is ***TOTAL AVAILABLE FOR LOCAL SCHOOL BUDGET***

GENERAL GOVERNMENT

TOTAL ALLOCATABLE REVENUE x 35%
Plus Ambulance Receipts (D above)
Plus Dog Receipts (F above)
Plus State Aid Local (A above)
Plus Sanitation Interfund (E above)

Result is ***TOTAL AVAILABLE FOR GENERAL GOV'T BUDGET***

PROCESS USED TO ESTABLISH OPERATING BUDGET TARGETS

- Estimate budget year's general revenues (e.g. \$112 million)
- Estimate budget year's state aid increase or decrease from current year's budgeted state aid (e.g. education state aid increases \$600k & general government state aid increases \$300k)
- Estimate budget year's increase or decrease in regular transfer from ambulance fund (e.g. increase of \$100k)
- Estimate budget year's fixed costs (e.g. \$30 million)
- Estimate budget year's state & county charges (e.g. \$1.0 million)
- Use school & municipal cash capital allocated to budget year (e.g. \$2.0 million)
- Use current year's ATM voted school operating budget (e.g. \$50 million)
- Use current year's ATM voted municipal operating budget (e.g. \$25 million)
- Determine school share as a % (e.g. $\$50\text{m} + \$25\text{m} = \$75\text{m}$, $\$50\text{m}/\$75\text{m} = 66.7\%$)
- Determine municipal share as a % (e.g. $\$25\text{m}/\$75\text{m} = 33.3\%$)

- Determine any “new money” for budget year:

\$112m (general revenues)

- \$600k increase for education state aid

- \$300k increase for general government state aid

- \$100k increase for regular ambulance transfer

- \$50m (school operating budget for current year)

- \$25m (municipal operating budget for current year)

- \$30m (fixed costs estimated for budget year)

- \$1.0m (state & county charges estimated for budget year)

- \$2.0m (school & municipal cash capital allocated for budget year)

= \$3m (new money for budget year)

= \$2m (new money allocated to schools $\$3m \times 66.7\%$)

= \$1m (new money allocated to municipal $\$3m \times 33.3\%$)

+ \$600k for schools due to increased education state aid

+ \$300k for municipal due to increased general government state aid

+ \$100k for municipal due to increased ambulance transfer

= \$52.6m school budget target ($\$50m + \$2m + \$600k$)

= \$26.4m municipal budget target ($\$25m + \$1m + \$300k + \$100k$)

SUMMARY OF REVENUES AND EXPENDITURES

	BUDGET ESTIMATE
GENERAL FUND REVENUES:	
PROPERTY TAX REVENUE	88,271,634
STATE AID	10,268,213
LOCAL RECEIPTS	10,385,025
TRANSFERS FROM OTHER FUNDS	3,075,129
TAX TITLE / FORECLOSURE REVENUE	0
TOTAL REVENUES	112,000,000
GENERAL FUND EXPENDITURES:	
SCHOOL PRIOR YEAR ORIGINAL BUDGET	50,000,000
SCHOOL STEPS, LANES & LONGEVITY INCREASES	0
SCHOOL COLA'S	0
SCHOOL BUDGET ADJUSTMENT NEEDED TO BALANCE	2,600,000
SCHOOL EXPENSES	52,600,000
MUNICIPAL PRIOR YEAR ORIGINAL BUDGET	25,000,000
MUNICIPAL STEPS/LONGEVITY INCREASES	0
MUNICIPAL COLA'S	0
MUNICIPAL BUDGET ADJUSTMENT NEEDED TO BALANCE	1,400,000
MUNICIPAL EXPENSES	26,400,000
FIXED COSTS	30,000,000
TOTAL OPERATING EXPENSES	109,000,000
CASH CAPITAL EXPENDITURES	2,000,000
TRANSFERS TO STABILIZATION FUNDS	0
SPECIAL APPROPRIATIONS	0
STATE & COUNTY CHARGES	1,000,000
TOTAL EXPENDITURES	112,000,000
SURPLUS/(DEFICIT) - GENERAL FUND	0