

Town of Southborough

FY25 Budget Brief

Section 1: FY25 budget summary: Information about key considerations.

The Town began the budget process with the submission of Department Budget requests in November 2023. In December the Town created its first draft of the FY25 budget. The budget includes several different areas for revenues and expenses. Many of these are in draft form to begin – such as state aid (which has an initial estimate annually each January). The initial budget typically indicates a large year over year tax increase. This is due to these unknown data points. Many revenue items are level funded until better information is known.

For FY25 some specific revenue issues are:

- Free cash revenue available is up \$737,080. Free cash is available for further appropriation through Town Meeting, whether to support the operating budgets or to support capital items. It may also be partially spent, and any remaining funds will stay as a balance for future use. Free cash is essentially the financial balance of the prior year (what you intended on spending versus what was spent, and also was the Town above revenue projections or under). For the upcoming fiscal year all available free cash will be used.
- Other major revenues outside the tax levy sections are local receipts (which comprise items such as excise tax, building permits dump stickers, and various other Town fees) and local aid. Estimates for these revenues are increased by \$280,000 for FY25, or by 6.7% from FY24.
- New growth revenue is also estimated annually. New growth is the amount of increased taxes to be collected from new development or growth within the Town. Typically, tax amounts collected from this range from \$400-\$700,000 – however in any one year this can vary so the Town will typically plan on a conservative amount.
- Other miscellaneous funds are sometimes used to offset the tax impact. Examples of these can be the ambulance fund – which are reimbursements received from insurance due to ambulance run activity. These are typically utilized to pay for Fire Department related items. Another example is indirect water costs – which funds the water fund transfers to the general budget in recognition that some staff and building costs to help operate the Water Department are paid from the general fund budget. These miscellaneous funds typically do not materially change year over year unless some unique specific source is used in the budget. It is important to note that for FY25 approximately \$1,201,466 was used in one-time funds to support the operational and capital funding requests. This was a mix of free cash, and American Rescue Plan Act funds.
- One other item that can swing commercial and residential tax bills are valuation changes. Some years commercial value growth may exceed residential, or vice versa. In either case this can change the mix of tax dollars necessary to support an annual budget. This can be estimated in rough form at Town Meeting however the final figures are not known until our annual tax setting each Fall. It is known that the sharp value shifts due to higher residential values over the last two years will largely subside for FY25.

For FY25 some specific expenditure issues are:

- Expenditure considerations are significantly more in terms of volume. The Town has approximately 52 operational budget requests annually including School budgets). Additionally, there are several other articles that have requests to fund capital or other money issues (called budget articles). Some years this can change in the number of articles and for FY25 it appears there may be approximately ten such requests. Note that some of these requests have layers within them – a capital article request may have eight different capital items within it in list form.
- The Town's top largest budgets (School, Regional School, DPW, and Fire Department and Police Department) account for approximately 69% of the total operational budget. This does not include debt or benefit costs for those cost centers thus that percentage would increase. It can be a challenge in difficult budget years to not reduce these budgets, since the impact of reducing smaller budgets (and some "minor" ones) will not have the savings necessary to balance the budget in a responsible fashion acceptable to Town Meeting.
- For FY25 there were several expenditure challenges identified early on after submissions were received. These can be summarized as follows:
 - Capital requests in general were higher than FY24 by over \$1 Million.
 - Personnel increases due to inflationary pressures were in general widespread between 3-5% - these are budgeted in each budget request. Some are binding in terms of contract stipulations and other are recommended with the annual Town personnel bylaw.
 - For several years K-8 Schools and the Region have had low year over year increases. It appears for FY25 this dynamic will change due to Departmental demands, some beyond their control.
 - One of the more difficult things to balance is a department that requests an increase in staff resources. Although many of these requests individually are well thought out and not unreasonable, every effort must be made to be creative, and address the needs that department heads identify. Budget discussions involved the addition of up to nine full-time positions. It should be noted that four of these new full-time positions were for operating the Town's Communications (Dispatch) Center. This is a complex situation since part of the discussion involves moving to a Regional Dispatch Center over the course of another year or two. Other new personnel requests were for a Town Engineer in DPW. The Select Board and Advisory supported the one new position – the Engineer in DPW. One final item to note is that each new position must have corresponding funds in the Town's benefit budget to support that position. This is typically budgeted at about \$21,000 per new employee.
- Employee health benefits are estimated at a year-over-year increase of 9% while the retirement assessment has been received and is 11%. Due to these being large budgets this has added to the projected tax increase.

Section 2: Budget Calendar.

- Select Board and Advisory Endorse Budget Schedule
- Capital Requests Updated and Due for FY25
- Budgets Distributed to Departments to Complete
- Initial Meeting – Select Board/Advisory
- Budgets & money warrant articles submitted to the Select Board's Office
- Warrant opened
- Non-money articles submitted to the Select Board
- Annual Town Reports submitted to the Select Board's Office
- Fire/Police, DPW, IT & Capital Reviewed by S-Board and Advisory
- Warrant closed
- Further Joint Budget Discussions (Schools to be discussed)
- Warrant to be signed by Select Board
- Warrant to printer
- Town Reports, Budget Report, and Warrant posted and available to public
- Annual Town Meeting
- Annual Town Election
- Week of September 5th
- Monday, September 11, 2023
- Wednesday, October 25, 2023
- Tuesday, December 5, 2023
- Wednesday, November 22, 2023 at Noon
- Tuesday, December 19, 2023
- Friday, December 15, 2023
- Friday, January 5, 2024
- Saturday, January 6, 2024
- Tuesday, February 6, 2024
- Tuesday, February 13, 2024
- Monday, March 4, 2024
- Wednesday, March 6, 2024
- Friday, March 8, 2024
- Saturday, March 23, 2024
- Tuesday, May 14, 2024

Section 3: Five Year Budget History FY20 – FY24.

	FY2020	FY2021	FY2022	FY2023	FY2024
LEVY	42,637,551	44,598,741	46,502,554	48,293,574	50,172,301
2 1/2	1,065,939	1,114,971	1,162,564	1,207,339	1,254,308
NEW GROWTH	895,251	788,843	628,456	671,388	720,635
LEVY	44,598,741	46,502,554	48,293,574	50,172,301	52,147,244
DEBT-CAP EXEMPT	2,948,030	3,275,362	3,315,181	3,251,883	1,932,522
SBAB PAYMENTS	(920,943)	(920,943)	(920,943)	(920,943)	0
TOTAL LEVY LIMIT	46,625,828	48,856,973	50,687,812	52,503,241	54,079,766
TAX RATE	16.66	16.21	16.28	14.76	13.91
ASSESSED VALUE	2,625,449	2,751,997	2,855,528	3,241,020	3,566,871
CERTIFIED FREE CASH	1,489,172	1,878,069	1,400,293	1,681,761	1,602,386
LOCAL RECEIPTS	3,743,400	3,683,000	3,732,525	3,947,525	4,208,600
COMM. PRESERV. FUNDS	716,474	662,160	1,483,222	829,379	919,243
LOCAL AID	3,520,576	3,519,925	3,575,921	3,704,247	3,771,119
SBAB PAYMENTS	920,943	920,943	920,943	920,943	0
OTHER AVAILABLE	1,408,084	958,002	1,111,821	1,208,401	1,379,488
TOTAL OTHER REVENUES	11,798,649	11,622,099	12,224,725	12,292,256	11,880,836
TOTAL REVENUE	58,424,477	60,479,072	62,912,537	64,795,497	65,960,602
OTHER	952,039	727,391	1,520,926	931,378	983,607
STATE- COUNTY CHARGES	258,489	204,698	237,965	266,491	234,445
OVERLAY	401,991	540,095	478,394	440,478	446,742
TOTAL CHARGES	1,612,519	1,472,184	2,237,285	1,638,347	1,664,794
TOWN					
TOWN BUDGET	11,337,797	12,081,150	12,713,390	13,099,285	14,108,403
EMPLOYEE BENEFITS	3,592,766	3,817,881	3,814,843	3,986,827	4,275,591
LEASE DEBT	282,420	49,507	0	102,316	35,659
GEN. LIABILITY INS.	108,936	113,838	118,961	133,894	153,770
BUDGET ARTICLES	164,560	78,000	310,000	546,276	313,000
DEBT & INTEREST	2,031,970	2,125,161	2,147,904	1,954,848	1,825,245
CAPITAL ARTICLES	987,925	707,000	903,081	859,500	1,222,621
TOTAL TOWN	18,506,374	19,197,537	20,008,179	20,682,946	21,934,290
SCHOOL					
SCHOOLS BUDGET	29,205,123	29,434,249	30,154,685	31,363,292	32,448,469
EMPLOYEE BENEFITS	4,546,180	4,725,893	4,727,014	4,882,658	5,158,458
GEN. LIABILITY INS.	163,404	170,757	178,441	200,840	230,656
SCHOOL SETTMENT NBORO	225,000	225,000	229,900	232,500	0
DEBT & INTEREST	1,280,038	1,231,363	1,177,218	1,129,125	59,350
TOTAL SCHOOL	55,763,638	35,562,262	36,467,258	37,808,415	37,896,933
TOTAL EXPENDITURES	2,885,839	56,231,983	58,712,722	60,129,708	61,496,016
LEVY BALANCE	2,885,839	4,247,089	4,199,815	4,665,789	4,464,586

AVG RES TAX BILL

10,569

10,710

11,234

11,860

12,427

Section 4: 3 Year Estimate.

	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
LEVY	48,293,574	50,172,301	52,147,244	53,950,925	55,799,698
2 1/2	1,207,339	1,254,308	1,303,681	1,348,773	1,394,992
NEW GROWTH	671,388	720,635	500,000	500,000	500,000
LEVY	50,172,301	52,147,244	53,950,925	55,799,698	57,694,691
DEBT-CAP EXEMPT	3,251,883	1,932,522	1,917,819	2,006,951	1,936,076
SBAB PAYMENTS	(920,943)	0	0	0	0
TOTAL LEVY LIMIT	52,503,241	54,079,766	55,868,744	57,806,649	59,630,767
TAX RATE	14.76	13.91	13.93	14.58	14.84
ASSESSED VALUE	3,241,020	3,566,871	3,740,949	3,903,285	4,051,787
CERTIFIED FREE CASH	1,681,761	1,602,386	2,339,466	1,550,000	1,550,000
LOCAL RECEIPTS	3,947,525	4,208,600	4,488,600	4,500,000	4,500,000
COMM. PRESERV. FUNDS	829,379	919,243	811,028	0	0
LOCAL AID	3,704,247	3,771,119	3,826,263	3,902,788	3,980,844
SBAB PAYMENTS	920,943	0	0	0	0
OTHER AVAILABLE	1,208,401	1,379,488	1,333,951	1,218,160	1,225,987
TOTAL OTHER REVENUES	12,292,256	11,880,836	12,799,308	11,170,948	11,256,831
TOTAL REVENUE	64,795,497	65,960,602	68,668,052	68,977,597	70,887,598
	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
OTHER	931,378	983,607	848,729	54,629	70,629
STATE- COUNTY CHARGES	266,491	234,445	252,215	252,000	252,000
OVERLAY	440,478	446,742	450,000	450,000	450,000
TOTAL CHARGES	1,638,347	1,664,794	1,550,944	756,629	772,629
TOWN BUDGET	13,099,285	14,108,403	14,875,739	15,554,872	16,265,051
EMPLOYEE BENEFITS	3,986,827	4,275,591	4,637,203	4,892,249	5,161,323
LEASE DEBT G-FUND	102,316	35,659	55,114	55,114	55,114
GEN. LIABILITY INSURANCE	133,894	153,770	175,601	189,649	204,821
BUDGET ARTICLES	546,276	313,000	416,115	282,000	282,000
DEBT & INTEREST	1,954,848	1,825,245	1,943,665	1,908,498	2,191,649
CAPITAL ARTICLES	859,500	1,222,621	883,743	2,272,375	2,254,083
TOTAL TOWN	20,682,946	21,934,290	22,987,180	25,154,757	26,414,040
SCHOOLS BUDGET	31,363,292	32,448,469	34,338,758	35,698,992	37,397,022
EMPLOYEE BENEFITS	4,882,658	5,158,458	5,601,425	5,909,503	6,234,526
GEN. LIABILITY INSURANCE	200,840	230,656	263,401	284,473	307,231
SETTLEMENT NBORO	232,500	0	0	0	0
DEBT & INTEREST	1,129,125	59,350	174,786	261,707	248,639
TOTAL SCHOOL	37,808,415	37,896,933	40,378,370	42,154,675	44,187,418
TOTAL EXPENDITURES	60,129,708	61,496,016	64,916,494	68,066,061	71,374,087
LEVY BALANCE	4,665,789	4,464,586	3,751,558	911,536	-486,490

Section 5: Tax Rate History.

	<u>TAX RATE</u>	<u>% INC</u>	<u>AVG S- FAM BILL</u>	<u>% INC</u>	<u>STATE</u>	<u>% INC</u>
2005	12.68	-0.9%	6,667	5.5%	3,588	5.2%
2006	12.36	-2.5%	6,884	3.3%	3,801	5.9%
2007	12.58	1.8%	7,289	5.9%	3,962	4.2%
2008	12.54	-0.3%	7,231	-0.8%	4,110	3.7%
2009	14.16	12.9%	7,879	9.0%	4,250	3.4%
2010	14.06	-0.7%	7,714	-2.1%	4,390	3.3%
2011	15.58	10.8%	7,942	3.0%	4,537	3.3%
2012	16.14	3.6%	8,334	4.9%	4,711	3.8%
2013	16.54	2.5%	8,573	2.9%	4,846	2.9%
2014	16.18	-2.2%	8,675	1.2%	4,993	3.0%
2015	16.02	-1.0%	8,929	2.9%	5,187	3.9%
2016	15.82	-1.2%	9,105	2.0%	5,391	3.9%
2017	16.38	3.5%	9,459	3.9%	5,587	3.6%
2018	16.14	-1.5%	9,632	1.8%	5,792	3.7%
2019	16.74	3.7%	10,274	6.7%	5,993	3.5%
2020	16.66	-0.5%	10,569	2.9%	6,177	3.1%
2021	16.21	-2.7%	10,709	1.3%	6,372	3.2%
2022	16.28	0.4%	11,234	4.9%	6,719	5.4%
2023	14.76	-9.3%	11,860	5.6%	7,056	5.0%
2024	13.91	-5.8%	12,427	4.8%	6,935	-1.7%

Avg S-Fam Bill

5 Year	3.89%	FY20-FY24
10 Year	3.67%	FY20-FY24

S'Boro Tax Rate Average

5 Year	-3.57%	FY20-FY24
10 Year	-1.43%	FY20-FY24

Section 6: A. Levy by Class B. New Growth C. Free Cash History

A

Fiscal Year	Residential Levy	Open Space Levy	Commercial Levy	Industrial Levy	Personal Property Levy	Total Levy	RO Levy as a % of Total	CIP Levy as a % of Total
2015	29,248,943	0	3,606,396	1,757,820	1,353,078	35,966,237	81.32	18.68
2016	29,927,721	0	3,864,325	1,866,121	1,388,607	37,046,774	80.78	19.22
2017	31,123,102	0	4,145,831	1,883,544	1,347,894	38,500,371	80.84	19.16
2018	31,757,107	0	4,239,139	1,997,172	1,408,483	39,401,901	80.60	19.40
2019	34,011,175	0	4,440,150	2,202,658	1,489,810	42,143,793	80.70	19.30
2020	35,213,476	0	4,726,490	2,380,702	1,419,320	43,739,989	80.51	19.49
2021	35,820,682	0	4,639,510	2,550,271	1,599,421	44,609,884	80.30	19.70
2022	37,713,461	0	4,121,613	3,047,354	1,605,569	46,487,997	81.13	18.87
2023	39,622,974	0	3,868,762	2,904,206	1,441,510	47,837,452	82.83	17.17
2024	41,520,340	0	3,749,270	2,828,214	1,517,331	49,615,155	83.69	16.31

B

Fiscal Year	Residential New Growth Value	Residential New Growth Applied to the Levy Limit	Total New Growth Value	Total New Growth Applied to Levy Limit	Res New Growth as a % of Total New Growth	Prior Year's Levy Limit	Total New Growth Applied to Limit as a % of PY Levy Limit
2015	40,289,008	651,876	57,672,488	933,141	69.86	34,482,049	2.71
2016	19,110,500	306,150	43,961,560	704,263	43.47	36,277,241	1.94
2017	12,282,700	194,312	32,532,240	514,659	37.76	37,888,435	1.36
2018	14,378,851	235,526	39,992,961	655,085	35.95	39,350,305	1.66
2019	19,285,000	311,260	38,641,520	623,675	49.91	40,989,148	1.52
2020	23,496,600	393,333	53,479,720	895,251	43.94	42,637,552	2.1
2021	24,754,438	412,409	47,349,518	788,843	52.28	44,598,742	1.77
2022	19,306,692	312,961	38,769,660	628,456	49.8	46,502,554	1.35
2023	22,939,000	373,447	41,240,040	671,388	55.62	48,293,574	1.39
2024	22,427,300	331,027	48,823,510	720,635	45.94	50,172,301	1.44

C

Fiscal Year	Certified Free Cash as of 7/1	Operating Budget Prior Year	Certified Free Cash as a % of the Budget
2015	1,592,138	47,490,663	3.35%
2016	1,155,194	48,332,951	2.39%
2017	1,553,963	50,015,097	3.11%
2018	1,201,684	51,544,377	2.33%
2019	1,489,172	53,106,240	2.80%
2020	1,878,069	55,761,633	3.37%
2021	1,400,293	54,756,285	2.56%
2022	1,821,761	55,413,400	3.29%
2023	1,951,394	57,066,830	3.42%
2024	2,339,466	60,187,290	3.89%
Note: 2024 has 96K Opioid Money			

Section 7: Comparison - Stabilization Fund Balances 2018-2022

Municipality	Fiscal Year	Stabilization Fund Amount	Municipality	Fiscal Year	Stabilization Fund Amount
Ashland	2018	6,179,969	Southborough	2018	561,988
Ashland	2019	6,995,862	Southborough	2019	590,099
Ashland	2020	8,076,283	Southborough	2020	606,627
Ashland	2021	8,234,786	Southborough	2021	633,603
Ashland	2022	8,374,053	Southborough	2022	632,666
Hopkinton	2018	3,441,489	Westborough	2018	3,159,014
Hopkinton	2019	3,819,869	Westborough	2019	3,549,022
Hopkinton	2020	4,075,727	Westborough	2020	3,723,871
Hopkinton	2021	4,270,521	Westborough	2021	4,236,370
Hopkinton	2022	4,223,375	Westborough	2022	4,321,226
Northborough	2018	4,567,834			
Northborough	2019	4,900,853			
Northborough	2020	5,061,660			
Northborough	2021	5,129,896			
Northborough	2022	4,984,476			

Section 8: Requested List of Operating Budgets FY24 vs FY25 as of 3-4-24

FY2025 REQUESTED	FY 24 APPROVED	FY 25 REQUESTED	% Chg
114 MODERATOR	100	100	0.00%
121 ELECTED SELECTBOARD	4,000	4,000	0.00%
122 SELECTBOARD	482,263	490,131	1.63%
131 ADVISORY COMMITTEE	5,250	5,250	0.00%
132 RESERVE FUND	180,000	180,000	0.00%
135 TOWN ACCOUNTANT	172,164	177,214	2.93%
136 AUDIT	46,000	45,550	-0.98%
140 ELECTED ASSESSORS	2,250	2,250	0.00%
141 ASSESSORS	259,861	275,138	5.88%
145 TREASURER/COLLECTOR	259,534	296,776	14.35%
151 TOWN COUNSEL/153 SP LEGAL	135,000	147,375	9.17%
152 PERSONNEL BOARD	14,875	14,875	0.00%
154 MUNICIPAL TECH COMMITTEE	1,500	1,500	0.00%
155 INFORMATION TECHNOLOGY	569,009	621,269	9.18%
159 OTHER OPERATION SUPP.	541,531	524,253	-3.19%
160 ELECTED CLERK	96,570	101,916	5.54%
161 TOWN CLERK	224,297	323,052	44.03%
171 CONSERVATION COMMISSION	138,827	143,169	3.13%
175 PLANNING BOARD	187,911	197,884	5.31%
176 ZONING BOARD OF APPEALS	12,896	29,731	130.54%
177 OPEN SPACE	5,000	5,000	0.00%
182 ECONOMIC DEVELOPMENT	41,581	43,256	4.03%
192 FACILITIES DEPARTMENT	660,108	692,033	4.84%
193 ADA COMMITTEE	2,500	2,500	0.00%
TOTAL GENERAL GOVERNMENT	4,043,027	4,324,222	6.96%
210 POLICE DEPARTMENT	2,818,137	2,921,046	3.65%
220 FIRE DEPARTMENT	2,538,740	2,641,029	4.03%
241 BUILDING DEPARTMENT	179,073	188,059	5.02%
291 EMERGENCY MANAGEMENT	14,560	16,060	10.30%
292 ANIMAL CONTROL OFFICER	30,359	30,359	0.00%
TOTAL PUBLIC SAFETY	5,580,869	5,796,553	3.86%
420,430,490 DPW	2,706,191	2,848,109	5.24%
TOTAL PUBLIC WORKS	2,706,191	2,848,109	5.24%
510 ELECTED BOH SALARIES	450	450	0.00%
512 BOARD OF HEALTH	275,224	284,218	3.27%
541 COUNCIL ON AGING	388,491	413,239	6.37%
542 YOUTH COMMISSION	283,486	334,274	17.92%
543 VETERANS SERVICES	35,600	39,700	11.52%
TOTAL HUMAN SERVICES	983,251	1,071,881	9.01%
610 LIBRARY	624,447	654,951	4.88%
630 RECREATION	166,268	179,023	7.67%
691 HISTORICAL COMMISSION	1,000	1,000	0.00%
692 MEMORIAL DAY	3,350	0	-100.00%
TOTAL CULTURE & RECREATION	795,065	834,974	5.02%
TOTAL TOWN	14,108,403	14,875,739	5.44%
300 ELECTED SCHOOL COMM	500	500	0.00%
301 SOUTHBOROUGH SCHOOLS	23,064,418	24,258,964	5.18%
302 ALGONQUIN	8,902,253	9,515,899	6.89%
304 ASSABET	436,423	517,861	18.66%
305 NORFOLK COUNTY AGRIC.	44,875	45,534	1.47%
TOTAL EDUCATION	32,448,469	34,338,758	5.83%
910 EMPLOYEE BENEFITS-Town	9,434,049	10,238,628	8.53%
TOTAL UNCLASSIFIED BENEFITS	9,434,049	10,238,628	8.53%
945 GENERAL LIABILITY INS.	384,426	439,002	14.20%
TOTAL LIABILITY INSURANCE	384,426	439,002	14.20%
700 DEBT SERVICE BUDGET	1,882,045	2,117,451	12.51%
700 CONTINUING DISCLOSURE	2,550	1,000	-60.78%
TOTAL DEBT SERVICE GEN FUND	1,884,595	2,118,451	12.41%
GRAND TOTAL	58,259,942	62,010,578	6.44%

Section 9: FY25 Capital Requests & Budget Articles

FY2025 CAPITAL G-FUND	Art #	Requested Amount
ROAD MAINTENANCE and MISC - FY25	11	272,500.00
RECREATION MAINTENANCE ARTICLE	21	25,000.00
MOWER ATTACHMENT FOR JD TRACTOR ATTACHMENT	11	20,630.00
CAPITAL MAINTENANCE FUND (INCL SOUTH UNION 50K)	20	150,000.00
LIBRARY BUILDING ENGINEERING	12	150,000.00
POLICE CRUISERS - 2	11	150,000.00
DEFIBRILATORS PARAMEDIC	11	50,000.00
LEASE: FIRE CH VEHICLE YEAR 4 OF 7	14	8,422.00
LEASE: FIRE AMBULANCE YEAR 4 OF 5	14	57,191.00
LEASE: DPW DIESEL YEAR 4 OF 7	14	10,622.00
LEASE: DPW HOOK TRUCK YEAR 4 OF 7	14	25,037.00
POLICE TASER LEASE YEAR 2 OF 3	14	19,455.00
TOTAL		938,857.00

FY2025 BUDGET ART. G-FUND	Art #	Requested Amount
APPROPRIATE TO OPEB TRUST	17	250,000.00
ENGINEER AND CONSULTANT FUNDS	16	30,000.00
INSURANCE DEDUCTIBLE INSURANCE	18	10,000.00
OPIOID ARTICLE	32	96,115.00
TRICENTENNIAL COMMITTEE	43	30,000.00
TOTAL		416,115.00

FY2025 WATER CAPITAL/LEASE	Art #	Requested Amount
LEASE: DPW DIESEL YEAR 4 OF 7	9	10,622.00
LEASE: DPW HOOK TRUCK YEAR 4 OF 7	9	9,105.00
WATER MAIN IMPROVEMENTS	9	250,000.00
TOTAL		269,727.00

FY2025 REQUESTED BOND PROJECTS	Art #	Requested Amount
FIRE TOWER DEMO TRUCK	13	1,300,000.00
AMBULANCE A28	13	551,000.00
TRASH TRAILER	13	125,000.00
SIDEWALK TRACTOR W/ ATTACHMENTS	13	210,000.00
TOTAL		2,186,000.00

FY2025 CPA FUNDED	Art #	Requested Amount
GOLF COURSE IRRIGATION	31	553,750.00
TOWN CLERK SCANNING	29	46,046.00
TRAILS PROJECT	30	211,232.00
TOTAL		811,028.00

Section 10: Finance Terminology

Capital (Includes Debt Service):

A capital item is a tangible asset or project estimated to cost over \$10,000 ("capital threshold") and estimated to have, or to extend, three or more years of useful life. Annual requests are made according to the Town's Capital "Plan."

Cherry Sheet:

Annual estimates of state aid and assessments to be used by assessors in the local budget process. Available for cities, towns and regional school districts.

Enterprise Funds:

Funds that account for all revenues and expenditures for services and allow surpluses to be used to reduce user fees for the services or to pay for capital improvements. Each fund has an independent budget. Losses are made up from the Town's general fund. Presently, Southborough has enterprise fund for Water operations.

Fiscal Year:

July 1 through June 30.

Free Cash:

"Free Cash" is a revenue source that results from the calculation, as of July 1, of a community's remaining, unrestricted funds from operations of the previous fiscal year, based on the balance sheet as of June 30. It typically includes actual receipts in excess of revenue estimates and unspent amounts in departmental budget line-items for the year just ending, plus unexpended free cash from the previous year.

Local Receipts:

Local receipts are revenue generated at the local level from a variety of sources other than property taxes. Some of the most common local receipts are excise taxes; regulatory fees (fines, licenses, and permits); user fees (charges for water, and trash services); departmental revenues, and investment income. Local receipts are paid into the community's general fund unless earmarked for a specific departmental use in compliance with state statute.

Non-Appropriated Expenses:

Expenses which are contained on the cherry sheet from the state and charged to the Town, the largest of which is the annual Regional Transit assessment. Other non-appropriated expenses include; parking fine registry surcharge, air pollution control district, Metropolitan Area Planning Council, and Charter School Tuition. Other non-appropriated expenses include cherry sheet offsets which include state aid to be received from the state in the form of grant funds for schools and libraries. Overlay reserve is also included in Non-Appropriated Expenses.

Non-Departmental (Healthcare & Pensions):

The Town's non-departmental liabilities, includes health insurance and retirement costs for employees and retirees.

Overlay Reserve:

Unused accumulated amount of overlay for previous years that is not required to be held in a specific overlay account for a given year. Once released by the Board of Assessors, the funds may be used for any municipal purpose.

Property Tax:

The property tax levy is the revenue a city or town raises through real and personal property taxes.

Reserve Fund:

A fund established by the Annual Town Meeting. It is under control of the Advisory Committee, which may authorize transfers for extraordinary or unforeseen expenditures. The fund may be composed of an appropriation of not more than 5% of the tax levy for the preceding year.

Stabilization Fund:

A special account created to provide a reserve for municipal expenditures.

State Aid:

The state aid portion of local revenues is aid allocated by the state directly to cities and towns. This aid is distributed through the Cherry Sheet programs.

Surplus Revenue:

The total amount of cash, accounts receivable, and other current assets that exceed liabilities and reserves.

Warrant Articles:

Money must be appropriated in the general fund budget for the purposes of funding spending articles approved by Town Meeting.