

APPENDICES

Appendix A**GRANT FUNDED PROGRAMS AND POSITIONS**

NAME OF GRANT	PURPOSE	STATE OR FEDERAL	AMOUNT REQUESTED	AWARD AMOUNT
COMMUNITY SERVICES:				
CDBG-Community Development Block Grant Program	FFY17 CDBG- East Hadley Rd improvements, planning for supportive housing project, housing authority modernization and support for a food pantry, homelessness services, youth mentoring & family stabilization	Federal	\$ 825,000	\$ 825,000
CDBG-Community Development Block Grant Program	FFY18 CDBG- East Hadley Rd infrastructure improvements, planning for ADA transitiin plan, and to provide support for a food pantry, homelessness services, adult literacy, immigrant services and family stabilization services	Federal	\$ 825,000	\$ 825,000
CONSERVATION:				
LAND (Local Acquisitions for Natural Diversity) Grant	For the acquisition of 30+/- acres of land known as the Epstein Property	State	\$ 194,285	\$ 194,285
MVP (Municipal Vulnerability Preparedness) Grant	To conduct municipal vulnerability preparedness planning	State	\$ 29,000	\$ 29,000
Amherst Groff Park Land Water Conservation Fund Grant	Groff Park Improvements	Stae	\$ 300,000	\$ 300,000
COUNCIL ON AGING:				
FY19 Formula Grant	The development and implementation of local programs for the elderly	State	\$ 48,180	\$ 48,180
Highland Valley Elder Services Title III Grant-Nutrition Grant	To provide nutrition to every senior who wishes to participate	Federal	\$1.00 per meal	Up to \$17,500
Highland Valley Elder Services Title III Grant-Aging across the Spectrum Program Grant	To reduce isolation, stress via ongoing caregivers, widow to widowers & LGBT support/social groups and provide easier access to support groups, speakers, loaning library, etc. to elders	Federal	\$ 7,000	\$ 7,000
DISPATCH:				
FY19 State 911 Dept Support and Incentive Grant	Personnel costs	State	\$ 108,749	\$ 108,749
FY19 STATE 911 Dept Training Grant	Reimbursement of training-related costs associated with the 9-1-1 system	State	\$ 12,300	\$ 12,300
FIRE:				
FY19 Student Awareness of Fire Education (SAFE) Grant	The Student Awareness of Fire Education program is to teach fire safety education in local schools and to senior citizens	State	\$ 18,162	\$ 18,162
Ambulance Task Force Mobilization & Mass Casualty Incident Planning	Cooperative agreement between MDPH-EOHHS-HRSA to provide EMS in reponse to mass casualty incidents. The grant includes the placement of a MCI trailer at the North station and the funds are to help support this also.	State	\$ 2,000	\$ 2,000
Department of Fire Services Hazmat Dispatch Grant	DFS will provide a yearly stipend of up to \$10,000 to provide dispatch services for hazmat events in our region	State		\$ 10,000
MDU Grant	To ensure the Mass Decontamination Units assigned to AFD will be maintained in a state of readiness in the event of an emergency	State	\$ 2,000	\$ 2,000
LIBRARY:				
LSTA (Library Services & Technology Act) Grant	Jones Library centennial, creating community project	Federal	\$ 15,000	\$ 15,000
PLANNING:				
Community Compact Grant	To assist with the development of an economic development plan	State	\$ 25,000	\$ 25,000
Amherst Center Cultural District	For promotional brochures, networking events and hiring temporary staff to support the cultural district	State	\$ 5,000	\$ 5,000
POLICE:				
Community-Defined Solutions to Violence Against Women Program	Town of Amherst, Umass and Hadley collaborative response to combat domestic violence, sexual violence and stalking against women by strengthening response plans	Federal	\$ 400,207	\$ 400,207
FFY2019 Traffic Enforcement & Equipment Program Grant	Highway Safety Traffic Enforcement grant program- participate in approx. 5 traffic mobilizations	State	\$ 12,000	\$ 12,000
FY19 Crisis Intervention Team Expansion- Jail Diversion Program	To continue the Crisis Intervention Team (CIT) and to fund the additional staffing needed to attend training	State	\$ 17,484	\$ 17,484
PUBLIC WORKS:				
Sustainable Materials Recovery Program Grant	To hire a Waste Reduction Enforcement Officer	State	\$ 55,000	\$ 55,000
Recycling Dividends Program	For recycling, composting, improving air quality and reuse and source reduction activities	State	\$ 7,700	\$ 7,700

Appendix A**GRANT FUNDED PROGRAMS AND POSITIONS**

Amount of Matching Funds	AGENCY	DURATION	Name of POSITION	FTE
\$ 0	Department of Housing & Community Development	July 1, 2017 - June 30, 2020	Administrative Assistant Planner	Senior 1.0 0.5
\$ 0	Department of Housing & Community Development	July 1, 2018 - June 30, 2021	Administrative Assistant Planner	Senior 1.0 0.5
\$ 83,265	Executive Office of Energy & Environmental Affairs	July 1, 2018 - June 30, 2019	N/A	N/A
\$ 0	Executive Office of Energy & Environmental Affairs	June 30, 2018 - June 30, 2019	N/A	N/A
\$ 0	Executive Office of Energy & Environmental Affairs	July 1, 2018 - June 30, 2019	N/A	N/A
\$ 0	Executive Office of Elder Affairs	July 1, 2018 - June 30, 2019	Social Worker	0.74
\$ 0	Highland Valley Elder Services, Inc	October 1, 2018 - September 30, 2019	N/A	N/A
\$ 0	Highland Valley Elder Services, Inc	October 1, 2018 - September 30, 2019	N/A	N/A
amended	EOPPS- State 911 Dept	July 5, 2018 - June 30, 2019	Dispatcher	1.00
\$ 0	Executive Office of Public Safety/ State 911 Department	July 5, 2018 - June 30, 2019	N/A	N/A
\$ 0	Executive Office of Public Safety	Funds must be expended w/in 12 months of receipt	N/A	N/A
\$ 0	Massachusetts Department of Public Health	Ongoing	N/A	N/A
\$ 0	Department of Fire Services	Yearly stipend	N/A	N/A
\$ 0	Department of Public Health	Ongoing	N/A	N/A
\$ 0	Massachusetts Board of Library Commissioners	October 1, 2018 - September 30, 2020	N/A	N/A
\$ 0	Executive Office for Administration and Finance	June 28, 2017 - June 30, 2019	N/A	N/A
\$ 0	Massachusetts Cultural Council	January 18, 2019 - June 30, 2019	N/A	N/A
\$ 0	US Dept of Justice-Office on Violence Against Women	October 1, 2017 - September 30, 2020	Police Dectective	1.00
In Kind	Executive Office of Public Safety & Security	By mobilization - September 30, 2019	N/A	N/A
In Kind	Executive Office of Health and Human Services (EOHHS)- Department of Mental Health (DMH)	July 1, 2018 - June 30, 2019	NA	NA
\$ 0	Department of Environmental Protection	June 6, 2017 - November 1, 2019	Waste Reduction Enforcement Coordinator	1.00
\$ 0	Department of Environmental Protection	August 21, 2018- June 30, 2019	N/A	N/A

APPENDIX B**MAINTENANCE COSTS BY MUNICIPAL FACILITY**

	Town Hall		Bangs Community Center		Police Facility		Munson Memorial Library		North Amherst School		Amherst Child Care Facility		East Street School	
	23,000		30,703		24,465		7,520		8,945		5,500		8,550	
	75		75		168		50		60		50			
	1069		3580		226		730							
	FY 18 Actual	FY 20 Manager	FY 18 Actual	FY 20 Manager	FY 18 Actual	FY 20 Manager	FY 18 Actual	FY 20 Manager	FY 18 Actual	FY 20 Manager	FY 18 Actual	FY 20 Manager	FY 18 Actual	FY 20 Manager
Square Feet														
Hours of Operation (weekly)														
Meetings Scheduled (FY 18)														
Personnel Services	77,346	71,932	154,052	167,130	70,530	73,585	36,084	26,016	10,511	9,962	133	0	10,467	8,462
Operating Expenses														
Fuel	11,849	15,000	11,934	17,000	19,543	30,000	4,654	5,000	4,528	6,250	0	0	3,783	8,800
Electricity	39,613	47,100	30,575	36,000	97,447	85,200	5,199	6,000	4,139	3,950	0	0	769	2,500
Refuse Collection	1,206	1,850	1,245	1,500	1,200	1,300	482	450	554	250	0	0	0	500
Water/Sewer	722	725	1,131	2,550	1,989	2,625	300	650	490	250	0	0	130	500
Building Maintenance & Contracts	33,304	20,200	10,331	11,500	21,729	18,100	7,765	9,250	5,226	4,050	2,170	3,300	1,928	4,500
Grounds Maintenance	792	250	1,144	600	590	500	528	100	0	0	0	0	0	250
Equipment Maintenance	706	1,950	589	2,000	480	3,830	273	525	3,034	950	0	1,000	0	500
Supplies	2,570	4,600	5,687	6,775	5,502	4,700	532	1,200	40	1,000	0	0	0	1,500
All Other	698	1,500	2,648	1,900	0	500	0	150	0	0	0	900	0	1,150
Capital	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	168,805	165,107	219,335	246,955	219,009	220,340	55,817	49,341	28,522	26,662	2,303	5,200	17,077	28,662

APPENDIX C

FEE-BASED RECREATION PROGRAMS

Massachusetts General Laws allow fees to be charged and retained separately for certain recreational and adult educational and recreational programs. Revenues generated from these programs may be expended without further appropriation for expenses incurred in operating such programs.

REVENUE SUMMARY

	FY 14	FY15	FY 16	FY 17	FY 18	FY 19	FY 20
RECREATION REVOLVING FUND	Actual	Actual	Actual	Actual	Actual	Budget	Estimate
<u>Purchase of Services</u>							
Printing/Advertising	\$10,312	\$9,289	\$12,354	\$9,602	\$8,984	\$11,000	\$9,000
Misc.					\$14,764		\$13,000
Food & Bev Supplies							
Subtotal Purchase of Services	\$10,312	\$9,289	\$12,354	\$9,602	\$23,748	\$11,000	\$22,000
<u>Youth Programs</u>							
Instructional Classes	\$82,122	\$93,433	\$93,943	\$76,218	\$65,679	\$59,423	\$66,000
Day Camps	\$111,751	\$96,097	\$119,648	\$154,488	\$147,405	\$145,183	\$175,000
Sports Camps	\$75,071	\$63,340	\$73,096	\$87,430	\$87,649	\$101,275	\$109,899
NUTC	\$195,094	\$213,427	\$258,574	\$248,967	\$230,055	\$252,597	\$227,000
Youth Sports Leagues	\$109,759	\$109,828	\$108,193	\$88,949	\$103,051	\$108,510	\$106,800
Downhill Skiing	\$20,694	\$13,428	\$16,868	\$14,933	\$16,790	\$17,500	\$17,000
Vacation Camps	\$11,961	\$23,001	\$28,658	\$20,682	\$21,593	\$22,370	\$21,000
Subtotal Youth Programs	\$606,452	\$612,554	\$698,979	\$691,667	\$672,222	\$706,858	\$722,699
<u>Adult Programs</u>							
Sports Leagues	\$23,945	\$23,692	\$25,664	\$21,942	\$17,394	\$22,800	\$24,450
Open Gyms	\$8,276	\$5,702	\$6,022	\$2,498	\$3,495	\$5,960	\$4,175
Boltwood Project	\$1,345	\$940	\$915	\$510	\$635	\$450	\$500
Subtotal Adult Programs	\$33,566	\$30,334	\$32,601	\$24,950	\$21,524	\$29,210	\$29,125
<u>Family Programs</u>							
Special Events	\$26,782	\$25,874	\$27,844	\$34,097	\$34,169	\$39,200	\$41,000
Community Theater	\$76,997	\$58,131	\$90,307	\$80,722	\$92,152	\$92,267	\$95,000
Field/Facility Activities	\$14,741	\$11,970	\$15,300	\$10,897	\$15,735	\$16,624	\$18,500
Miscellaneous Programs	\$7,804	\$4,355	\$0	\$2,655	\$1,897	\$0	\$4,000
Indoor Pool	\$16,051	\$12,985	\$16,394	\$11,563	\$34,144	\$49,240	\$40,850
Subtotal Family Programs	\$142,375	\$113,315	\$149,845	\$139,934	\$178,097	\$197,331	\$199,350
TOTAL	\$792,705	\$765,492	\$893,779	\$866,153	\$895,591	\$944,399	\$973,174
ADULT ED. REVOLVING FUND							
Performing Arts	\$10,552	\$11,656	\$11,849	\$8,997	\$1,969	\$8,395	\$1,320
Visual Arts	\$7,271	\$5,658	\$2,354	\$0	\$0	\$2,862	\$2,970
Health Programs	\$20,390	\$15,784	\$19,881	\$18,465	\$13,512	\$15,696	\$13,000
Hobbies Programs	\$6,019	\$5,897	\$7,087	\$3,831	\$452	\$3,156	\$500
Personal Development	\$7,537	\$7,351	\$4,523	\$3,576	\$3,177	\$1,930	\$1,000
Sports Programs	\$1,384	\$570	\$780	\$0	\$0	\$0	\$0
TOTAL	\$53,153	\$46,916	\$46,474	\$34,869	\$19,110	\$32,039	\$18,790
	\$845,858	\$812,408	\$940,253	\$901,022	\$914,701	\$976,438	\$991,964

APPENDIX C

FEE-BASED RECREATION PROGRAMS

EXPENDITURE SUMMARY

	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
RECREATION REVOLVING FUND	Actual	Actual	Actual	Actual	Actual	Budget	Estimate
<u>Purchase of Services</u>							
Extra Help	\$19,955	\$16,420	\$8,244	\$16,177	\$10,123	\$22,930	\$22,000
Printing/Advertising	\$11,060	\$11,317	\$11,467	\$11,636	\$11,701	\$13,155	\$15,700
Postage	\$7,720	\$10,220	\$10,004	\$10,225	\$3,750	\$10,000	\$7,800
Credit Card Services	\$12,368	\$14,037	\$14,286	\$13,769	\$15,823	\$15,000	\$9,834
Food & Bev Supplies	\$0	\$0	\$0	\$5,072	\$14,700	\$0	\$8,000
Subtotal Purch. of Svcs.	\$51,103	\$51,994	\$44,000	\$56,879	\$56,096	\$61,085	\$63,334
<u>Youth Programs</u>							
Instructional Classes	\$44,071	\$43,667	\$57,114	\$46,858	\$38,031	\$31,798	\$38,500
Day Camps	\$84,070	\$69,799	\$65,328	\$66,308	\$86,125	\$84,621	\$101,170
Sports Camps	\$42,747	\$32,717	\$36,562	\$44,202	\$42,986	\$59,611	\$62,510
NUTC	\$171,873	\$192,731	\$226,777	\$225,287	\$202,387	\$242,960	\$200,000
Youth Sports Leagues	\$59,714	\$53,639	\$42,355	\$42,875	\$49,711	\$57,288	\$65,470
Downhill Skiing	\$16,031	\$8,283	\$14,304	\$11,500	\$11,589	\$14,500	\$12,896
Vacation Camps	\$3,469	\$9,542	\$10,281	\$9,955	\$4,489	\$7,696	\$6,900
Subtotal Youth Programs	\$421,975	\$410,378	\$452,721	\$446,985	\$435,318	\$498,474	\$487,446
<u>Adult Programs</u>							
Sports Leagues	\$3,800	\$3,980	\$5,585	\$14,318	\$2,567	\$6,035	\$7,400
Open Gyms	\$2,122	\$1,555	\$2,090	\$1,194	\$28	\$2,941	\$900
Boltwood Project	\$221	\$83	\$0	\$0	\$292	\$100	\$300
Subtotal Adult Programs	\$6,143	\$5,618	\$7,675	\$15,512	\$2,887	\$9,076	\$8,600
<u>Family Programs</u>							
Special Events	\$20,614	\$19,728	\$25,972	\$27,485	\$31,653	\$30,193	\$28,899
Community Theater	\$59,507	\$40,382	\$70,593	\$62,860	\$71,683	\$71,389	\$73,704
Field/Facility Activities	\$12,341	\$14,765	\$18,994	\$24,492	\$11,741	\$25,650	\$31,000
Miscellaneous Programs	\$2,213	\$2,223	\$30	\$7,374	\$1,948	\$0	\$2,000
Indoor Pool	\$10,377	\$11,675	\$14,775	\$8,733	\$56,116	\$48,940	\$55,025
Subtotal Family Programs	\$105,052	\$88,773	\$130,364	\$130,944	\$173,141	\$176,172	\$190,628
Administrative Reimb.	\$210,593	\$204,036	\$250,979	\$225,734	\$221,355	\$199,592	\$223,166
Operating Expenses	\$51,103	\$51,994	\$44,000	\$56,879	\$56,096	\$61,085	\$63,334
TOTAL	\$794,866	\$760,799	\$885,739	\$876,054	\$888,797	\$944,399	\$973,174
ADULT ED. REVOLVING FUND							
Performing Arts	\$5,450	\$5,713	\$6,454	\$3,710	\$1,122	\$4,002	\$858
Visual Arts	\$2,999	\$2,346	\$1,064	\$0	\$3,856	\$1,825	\$1,798
Health Programs	\$11,672	\$9,020	\$11,235	\$9,831	\$8,065	\$8,425	\$8,250
Hobbies Programs	\$2,909	\$2,421	\$2,102	\$1,847	\$369	\$1,860	\$250
Personal Development	\$3,044	\$2,987	\$1,991	\$1,600	\$0	\$927	\$800
Sports Programs	\$202	\$182	\$319	\$0	\$0	\$0	\$0
Misc. Programs	\$6,000	\$9,160	\$8,951	\$10,946	\$96	\$0	\$0
Admin. Reimbursements	\$20,877	\$15,088	\$14,395	\$6,935	\$5,602	\$15,000	\$6,834
TOTAL	\$53,153	\$46,917	\$46,509	\$34,869	\$19,110	\$32,039	\$18,790
Total Rec Rev & Ad ED	\$848,019	\$807,716	\$932,248	\$910,923	\$907,907	\$976,438	\$991,964

APPENDIX C**FEE-BASED RECREATION PROGRAMS**

The Leisure Services and Supplemental Education Department manages the statutory revolving funds, and through fee-based programming, attempts to provide as many diverse programs as possible. Programs for youth include instructional classes in art, dance, crafts, sports, and community theater; ultimate camps; football; summer day camps; sports camps; basketball leagues; downhill ski program; swimming lessons and recreational swimming; tennis lessons; after-school programs; family bus trips; special events; and other activities. Programs for adults include instructional classes in personal development, ultimate, health and fitness, crafts, dance, art, and music; softball leagues; and open gyms. Approximately 250 programs are offered annually and nearly 800 volunteers are utilized to assist with the preparation and implementation of these activities.

REGISTRATION SUMMARY

RECREATION REVOLVING FUNDS	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY18 Actual	FY 19 Budget	FY 20 Estimate
Youth Programs							
Instructional Classes	429	431	388	306	262	210	265
Day Camps	618	582	690	844	756	810	742
Sports Camps	402	331	401	420	454	550	625
NUTC	243	269	330	295	268	300	265
Youth Sports Leagues	990	1,029	998	831	857	995	1,010
Downhill Skiing	63	32	40	42	47	40	45
Vacation Camps	62	73	151	125	111	130	100
Subtotal Youth Programs	2,807	2,747	2,998	2,863	2,755	3,035	3,052
Adult Programs							
Sports Leagues	528	533	509	393	423	440	565
Open Gyms	1,370	1,371	1,348	500	1,275	1,360	1,210
Subtotal Adult Programs	1,898	1,904	1,857	893	1,698	1,800	1,775
Family Programs							
Special Events	20,343	20,300	20,350	20,250	22,168	20,350	20,350
Community Theater	3,879	3,554	5,147	4,032	4,448	5,058	4,885
Indoor Pool	167	166	223	183	265	200	540
Boltwood Project	29	19	18	10	12	10	10
Miscellaneous Programs	348	158	123	79	183	129	940
Subtotal Family Programs	24,766	24,197	25,861	24,554	27,076	25,747	26,725
TOTAL	29,471	28,848	30,716	28,310	31,529	30,582	31,552
ADULT ED. REVOLVING FUND							
Performing Arts	110	116	100	62	19	55	12
Visual Arts	59	37	9	-	13	18	15
Health Programs	118	102	143	101	81	92	85
Hobbies Programs	75	73	86	35	2	20	10
Personal Development	58	5	14	40	2	15	15
Sports Programs	6	52	7	-	-	-	-
Total Adult Ed. Registrations	426	385	359	238	117	200	137
Total Adult Ed/Rec Rev Regis	29,897	29,233	31,075	28,548	31,646	30,782	31,689

APPENDIX C

FEE-BASED RECREATION PROGRAMS

LSSE TAX SUPPORT

Department	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Proposed	FY 20 Proposed	Change
Expenditures								
6630 LEISURE SERVICES & SUPPLEMENTAL EDU	513,765	529,832	666,915	586,768	625,692	602,085	595,293	(6,792)
2002 RECREATION REVOLVING FUND	794,866	760,799	885,739	876,054	888,797	944,399	973,174	28,775
2001 ADULT ED./CONTINUING ED. REVOLVING	53,153	46,917	46,509	34,869	19,110	32,039	18,790	(13,249)
2000 AFTER SCHOOL	338,990	180,640	184,232	201,528	174,033	142,233	173,637	31,404
TOTAL RECREATION BUDGET	1,700,774	1,518,188	1,783,395	1,699,218	1,707,633	1,720,756	1,760,894	40,138
Revenues								
6630 LEISURE SERVICES & SUPPLEMENTAL EDU	242,746	231,079	275,366	239,723	269,458	238,592	254,000	15,408
2002 RECREATION REVOLVING FUND	792,705	765,492	893,779	873,336	895,591	944,399	973,174	28,775
2001 ADULT ED./CONTINUING ED. REVOLVING	53,153	46,916	46,474	34,869	19,110	32,039	18,790	(13,249)
2000 AFTER SCHOOL	357,408	167,531	184,506	201,879	173,570	142,233	173,637	31,404
TOTAL RECREATION RESOURCES excluding Taxation	1,446,012	1,211,018	1,400,125	1,349,807	1,357,729	1,357,263	1,419,601	62,338
Tax Support - Operating Budget	254,762	307,169	383,269	349,411	349,904	363,493	341,293	(22,200)
% of Total Recreation Operating Budget from Tax Support	15%	20%	21%	21%	20%	21%	19%	(0)
Employee Benefits	184,977	197,213	182,724	200,780	206,500	211,884	197,655	(14,229)
Tax Support - Operating Budget plus Employee Benefits	439,739	504,382	565,993	550,191	556,404	575,377	538,948	(36,429)
% of Total Recreation Budget from Tax Support	23%	29%	29%	29%	29%	30%	28%	
PROGRAM SUBSIDIES	110,889	110,889	205,061	207,156	195,367	207,376	207,376	
SPECIAL ACTIVITIES								
TOTAL	110,889	110,889	205,061	207,156	195,367	207,376	207,376	
% of Tax Support for Subsidies and Special Activities	44%	36%	54%	59%	56%	57%	61%	
% of Total Recreation Budget for Subsidies and Special Activities	7%	7%	11%	12%	11%	12%	12%	
Operating Tax Support less Subsidies and Special Activities	143,873	196,280	178,208	142,255	154,537	156,117	133,917	
% of Total Recreation Budget from Tax Support	8%	13%	10%	8%	9%	9%	8%	
CAPITAL EXPENDITURES	32,451	15,000		15,000	5,000	140,000	557,500	
Operating Tax Support less Subsidies with Capital	176,324	211,280	178,208	157,255	159,537	296,117	691,417	
% of Total Recreation Budget and Capital from Tax Support	10%	14%	10%	9%	9%	16%	30%	
Tax Support including Subsidies and Capital	287,213	322,169	383,269	364,411	354,904	503,493	898,793	
% of Total Recreation Budget and Capital from Tax Support	17%	21%	21%	21%	21%	27%	39%	

APPENDIX D**CURRENT DEBT OBLIGATIONS**

Issue	Interest Rate	Amount Issued	Interest	Total Issue Cost	Outstanding Balance 6/30/2019		Budgeted FY 20		Outstanding Balance 6/30/2020	
					Principal	Interest	Principal	Interest	Principal	Interest
General Fund Debt										
Town Hall Exterior (General Fund)	2.13%	280,000	44,079	324,079	28,000	560	28,000	560	0	0
Town Hall Exterior (CPA)	2.13%	225,000	35,421	260,421	22,500	449	22,500	450	0	0
Bangs Community Center Roof/HVAC	2.19%	420,000	71,369	491,369	49,500	990	49,500	990	0	0
Road Improvements, FY 2012	2.21%	4,500,000	685,188	5,185,188	900,000	32,063	450,000	23,625	450,000	8,438
Hawthorne Land Acquisition (CPA)	2.21%	500,000	76,132	576,132	100,000	15,562	50,000	2,625	50,000	12,937
South Amherst School Roof Repair and Renovation	2.10%	177,000	24,390	201,390	45,000	1,950	15,000	1,050	30,000	900
Housing Authority Co-Project (CPA)	2.10%	350,000	50,050	400,050	105,000	4,550	35,000	2,450	70,000	2,100
Central Fire Station Renovations	1.26%	184,000	25,719	209,719	73,600	3,772	18,400	1,748	55,200	2,024
Roads, 2013	1.26%	1,000,000	139,775	1,139,775	400,000	20,500	100,000	9,500	300,000	11,000
AFD Pumper Truck	2.61%	400,000	82,800	482,800	200,000	15,600	40,000	4,800	160,000	10,800
East ST School Renovations	1.43%	700,000	119,560	819,560	420,000	37,800	70,000	12,600	350,000	25,200
S East St Land Acquisition (CPA)	2.61%	60,000	12,420	72,420	30,000	2,340	6,000	720	24,000	1,620
Ann Whalen Unit Preservation (Housing) (CPA)	2.61%	110,000	22,770	132,770	55,000	4,290	11,000	1,320	44,000	2,970
Rolling Green Unit Preservation (Housing) (CPA)	1.43%	1,250,000	212,046	1,462,046	730,000	64,200	130,000	22,400	600,000	41,800
24 Montague Rd Land Acquisition	BAN	675,000	81,000	756,000	405,000	32,400	135,000	16,200	270,000	16,200
Fort River School Study	BAN	250,000	10,000	260,000	200,000	7,000	100,000	4,000	100,000	3,000
Wildwood School Boilers	BAN	500,000	30,000	530,000	400,000	20,000	100,000	8,000	300,000	12,000
Kieras Land Acquisition (CPA)	BAN	125,000	7,500	132,500	100,000	5,000	25,000	2,000	75,000	3,000
Groff Park Modernization	BAN	500,000	30,000	530,000			100,000	10,000	400,000	20,000
Total General Fund Debt		18,933,400	3,538,775	23,992,175	4,263,600	269,026	1,485,400	125,038	3,278,200	173,989

APPENDIX D**CURRENT DEBT OBLIGATIONS**

Issue	Interest Rate	Amount Issued	Interest	Total Issue Cost	Outstanding Balance 6/30/2019		Budgeted FY 20		Outstanding Balance 6/30/2020	
					Principal	Interest	Principal	Interest	Principal	Interest
<u>Regional School Debt</u>										
Regional Cap'l Projects, 2013-2015		1,628,786	264,319	1,893,106	1,099,412	84,282	157,608	25,332	941,804	58,950
Capital projects of 16 - 18					900,000	110,032	100,000	19,102	800,000	90,930
Total Regional School Debt		17,773,678	9,234,663	27,008,341	1,999,412	194,314	257,608	44,434	1,741,804	149,880
<u>Water Fund Debt</u>										
Centennial WTP	2.16%	4,000,000	1,027,700	5,027,700	2,600,000	439,750	200,000	60,850	2,400,000	378,900
Pine St Extensions	2.61%	1,000,000	358,125	1,358,125	750,000	205,125	50,000	23,250	700,000	181,875
Radio Read Meters	BAN	800,000	176,000	976,000	720,000	144,000	80,000	28,800	640,000	115,200
Total Water Debt		5,000,000	1,385,825	6,385,825	4,070,000	788,875	330,000	112,900	3,740,000	675,975
<u>Sewer Fund Debt</u>										
Sewer Extensions design	2.03%	113,000	14,660	127,660	30,000	1,300	10,000	700	20,000	600
Sewer Extensions of 2013	2.04%	4,087,000	977,394	5,064,394	2,826,400	457,353	206,600	64,627	2,619,800	392,726
Pine St Extensions	2.61%	1,000,000	356,895	1,356,895	765,000	206,295	53,000	23,610	712,000	182,685
Phase II Amherst Woods Ext's	BAN	3,000,000	1,260,000	4,260,000	2,800,000	1,195,000	200,000	140,000	2,600,000	1,055,000
Total Sewer Debt		9,200,000	1,167,554	6,367,554	6,421,400	1,859,948	469,600	228,937	5,951,800	1,631,011
<u>Transportation Fund Debt</u>										
Parking Garage Refunding	2.10%	500,000	75,157	575,157	45,000	901	45,000	900	0	0
Amity Lot, Crosswalk & HP ramp	BAN	200,000	12,000	212,000	80,000	2,400	40,000	1,600	40,000	800
Main Street Lot	BAN	450,000	76,500	526,500			0	9,000	450,000	67,500
Total Transportation Debt		1,150,000	163,657	1,313,657	125,000	3,301	85,000	11,500	490,000	68,300
TOTAL DEBT		51,407,078	15,243,224	62,650,303	16,879,412	3,115,463	2,627,608	522,809	15,201,804	2,699,155

APPENDIX D**DEBT OBLIGATIONS FY 20 - FY 26**

Issue	Maturity Date	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 23 Projected	FY 24 Projected	FY 25 Projected	FY 26 Projected	Future Periods
General Fund Municipal Debt:									
Municipal:									
Town Hall Exterior (GF)	FY 20	28,560	0						
Bangs Community Center Roof/HVAC	FY 20	50,490	0						
Road Improvements, FY 2012	FY 21	473,625	458,438	0					
South Amherst School Roof Repair and Renovation	FY 22	16,050	15,600	15,300	0				
Central Fire Station Renovations	FY 24	20,148	19,596	19,044	18,584	0			
Roads 2013	FY 24	109,500	106,500	103,500	101,000	0			
AFD Pumper Truck	FY 24	44,800	44,000	43,200	42,400	41,200	0		
East ST School Renovations	FY 25	82,600	79,800	77,000	74,200	72,800	71,400	0	
24 Montague Rd Land Acquisition	FY 22	151,200	145,800	140,400	0				
Fort River School Study	FY 21	104,000	103,000	0					
Wildwood School Boilers	FY 23	108,000	106,000	104,000	102,000	0			
Subtotal Municipal Debt		1,188,973	1,078,734	502,444	338,184	114,000	71,400	0	0
Regional School District Debt (Amherst Share):									
Capital Projects of '13-'15	FY 26	182,940	176,636	171,908	168,755	165,603	162,451	155,401	
Capital Projects of '16-'18	FY 29	119,102	115,930	115,000	114,000	113,000	113,000	112,000	208,000
Subtotal Regional School District Debt		302,042	292,566	286,908	282,755	278,603	275,451	267,401	208,000
CPA Fund Debt									
Town Hall Exterior	FY 20	22,950	0						
Hawthorne Land Acquisition	FY 21	52,625	50,938	0					
Housing authority co-project	FY 22	37,450	36,400	35,700	0				
S. East St Land acquisition	FY 24	6,720	6,600	6,480	6,360	6,180	0		
Ann Whalen Unit Preservation (Housing)	FY 24	12,320	12,100	11,880	11,660	11,330	0		
Kieras Land Acquisition	FY 24	27,000	26,500	26,000	25,500	0			
Rolling Green Unit Preservation (Housing)	FY 25	152,400	147,200	142,000	136,800	134,200	81,600	0	
Groff Park Modernization	FY 24	110,000	108,000	106,000	104,000	102,000	0		
Subtotal CPA Fund Debt		421,465	387,738	328,060	284,320	253,710	81,600	0	0
TOTAL GENERAL FUND DEBT		1,912,480	1,759,037	1,117,412	905,259	646,313	428,451	267,401	208,000

APPENDIX D**DEBT OBLIGATIONS FY 20 - FY 26**

Issue	Maturity Date	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 23 Projected	FY 24 Projected	FY 25 Projected	FY 26 Projected	Future Periods
<u>Water Fund Debt</u>									
Centennial WTP Improvements	FY 32	260,850	254,850	250,850	246,850	242,850	238,850	234,850	1,309,800
Pine St Extensions	FY 34	73,250	72,250	71,250	70,250	68,750	67,250	65,750	466,375
Radio Read Meters	FY 28	108,800	105,600	102,400	99,200	96,000	92,800	89,600	169,600
TOTAL WATER FUND DEBT		442,900	432,700	424,500	416,300	407,600	398,900	390,200	1,945,775
<u>Sewer Fund Debt</u>									
Sewer Extensions, 2012 and 2013	FY 33	281,927	275,429	269,031	253,666	243,000	239,000	234,875	1,518,125
Pine St Extensions	FY 34	76,610	75,550	74,490	73,430	71,840	67,250	65,750	466,375
Phase II Amherst Woods Ext's	FY 33	340,000	330,000	320,000	310,000	300,000	290,000	280,000	1,680,000
TOTAL SEWER FUND DEBT		698,537	680,979	663,521	637,096	614,840	596,250	580,625	3,664,500
<u>Transportation Fund Debt</u>									
Boltwood Parking Garage Refunding	FY 20	45,900	0						
Amity Lot, Crosswalk & HP ramp	FY 21	41,600	40,800	0					
Main Street Lot	FY 25	9,000	112,500	108,000	103,500	99,000	94,500	0	
TOTAL TRANSPORTATION FUND DEBT		96,500	153,300	108,000	103,500	99,000	94,500	0	0
TOTAL ENTERPRISE FUND DEBT		1,237,937	1,266,979	1,196,021	1,156,896	1,121,440	1,089,650	970,825	5,610,275
TOTAL DEBT SERVICE (ALL FUNDS)		3,150,417	3,026,016	2,313,433	2,062,155	1,767,753	1,518,101	1,238,226	5,818,275

APPENDIX E**Community Development Block Grant (CDBG)**

The Community Development Block Grant (CDBG) is an important source of funding for Town projects and services.

Amherst is considered a Mini-entitlement community because of its “high statistical indication of need, poverty rate and size” and applies annually to the Massachusetts Department of Housing and Community Development (DHCD) for CDBG funds that come from the U.S. Department of Housing and Urban Development (HUD). As a Mini-entitlement community, the Town can apply for \$825,000 in funding for projects, programs, and services that improve the lives of Amherst’s low- and moderate-income residents whose annual income does not exceed 80% of the Area Median Income as determined by HUD.

The CDBG Advisory Committee, with assistance from Town staff, advises the Town Manager on the Town’s Mini-entitlement application process by holding public hearings and public meetings so that Amherst residents and boards and committees have an opportunity to discuss funding priorities and target areas for projects. The CDBG Advisory Committee solicits proposals from the community and then prioritizes its recommendations to the Town Manager who determines the final projects to be included in the Town’s application to DHCD.

For the 2018 CDBG grant, Amherst received nearly \$500,000 to continue the multi-use path along East Hadley Road, \$40,000 to update the Town’s ADA self-evaluations and Transition Plan, and \$165,000 in funding for five social services. The multi-use path on East Hadley Road will connect one of the Town’s highest needs neighborhood with the newly renovated Groff Park, as well as public transportation on Route 116. The Transition Plan update will help the Town identify strategies to make programs and facilities more accessible. The social service agencies that received funding include the food pantry at the Amherst Survival Center, the one stop resource center at Amherst Community Connections, supportive housing program at Family Outreach of Amherst, adult education at the Literacy Project, and immigrant education and career training at the Center for New Americans. A designated portion of the CDBG grant is spent on administration.

The Town Council does not have a role in CDBG funding.

APPENDIX F**TRANSPORTATION FUND DATA**

UMASS TRANSIT PVTA PASSENGERS BY ROUTE Summary							
ROUTE	FY 15	FY 16	Diff	FY 17	Diff	FY 18	Diff
Route 30 (North Amherst/Old Belchertown)	1,066,995	1,116,039	49,044	1,064,800	(51,239)	999,301	(65,499)
Route 31 (Sunderland/South Amherst)	1,000,140	1,009,142	9,002	954,149	(54,993)	936,826	(17,323)
Route 33 (Shopper Shuttle/Puffers Pond)	200,536	275,163	74,627	268,306	(6,857)	262,035	(6,271)
Route 34 (Orchard Hill)	274,059	334,243	60,184	360,309	26,066	344,912	(15,397)
Route 35 (Mullins Center)	316,966	382,046	65,080	413,949	31,903	445,608	31,659
Route 36 (Gatehouse)	649		(649)		0		0
Route 36 (Atkins Corner/Olympia Drive)	10,927	22,632	11,705	27,902	5,270	30,447	2,545
Route 37 (Amity Shuttle)	21,512		(21,512)		0		0
Route 38 (MHC)	315,178	288,248	(26,930)	279,817	(8,431)	267,061	(12,756)
Route 39 (Smith/Hampshire)	85,371	71,762	(13,609)	53,833	(17,929)	59,988	6,155
Route 45 (B'town)	64,095	75,651	11,556	71,533	(4,118)	61,206	(10,327)
Route 46 (S. Drfld)	14,212	16,606	2,394	15,704	(902)	13,438	(2,266)
SN/SD (S.Deerfield Combo)	390		(390)		0		0
BR/BN (B'town Combo)	748		(748)		0		0
Trippers	11,176	8,934	(2,242)	7,706	(1,228)	4,094	(3,612)
TOTALS	3,392,851	3,600,466	207,615	3,518,008	(82,458)	3,424,916	(93,092)

APPENDIX F**TRANSPORTATION FUND DATA**

UMASS TRANSIT													
PVTA Passengers by Route													
FY16													
ROUTE	July	August	September	October	November	December	January	February	March	April	May	June	Total
Route 30 (North Amherst/Old Belchertown Rd.)	31,872	33,156	139,132	150,480	122,924	90,008	82,343	131,741	117,696	140,054	45,536	31,097	1,116,039
Route 31 (Sunderland/South Amherst)	37,189	35,356	122,638	130,087	106,839	80,359	75,334	116,939	105,460	119,346	46,353	33,242	1,009,142
Route 33 (Shopper Shuttle/Puffers Pond)	17,388	17,653	29,535	27,097	24,599	21,102	21,543	26,483	26,091	26,445	19,502	17,725	275,163
Route 34 (Orchard Hill)	0	0	38,880	45,419	40,049	28,755	26,470	54,793	45,412	48,248	6,217	0	334,243
Route 35 (Mullins Center)	0	0	41,096	51,356	46,319	33,679	30,195	61,759	51,081	59,057	7,504	0	382,046
Route 36 (Atkins Corner/Olympia Drive)	5,063	5,058	1,314	0	0	799	1,244	0	1,023	0	3,540	4,591	22,632
Route 38 (MHC)	0	0	37,706	45,391	35,134	23,038	23,343	41,207	33,368	41,954	7,107	0	288,248
Route 39 (Smith/Hampshire)	0	0	10,075	11,004	10,274	6,212	5,935	11,182	7,103	8,720	1,257	0	71,762
Route 45 (Belchertown Center)	3,723	3,670	8,693	8,612	7,765	6,008	6,185	8,255	8,061	7,312	3,597	3,770	75,651
Route 46 (South Deerfield/Whately Park & Ride)	817	806	1,908	1,890	1,705	1,319	1,358	1,812	1,770	1,605	789	827	16,606
Trippers	0	0	1,659	1,615	965	498	842	1,487	975	893	0	0	8,934
TOTALS	96,052	95,699	432,636	472,951	396,573	291,777	274,792	455,658	398,040	453,634	141,402	91,252	3,600,466
UMASS TRANSIT													
PVTA Passengers per In-Service Hour (Hastus)													
FY16													
ROUTE	July	August	September	October	November	December	January	February	March	April	May	June	Total
Route 30 (North Amherst/Old Belchertown Rd.)	44.86	47.16	93.18	88.27	84.26	68.03	74.39	81.78	75.02	85.93	51.10	42.88	69.74
Route 31 (Sunderland/South Amherst)	49.23	47.62	81.36	75.94	72.91	60.26	67.21	72.27	66.84	72.80	51.00	44.40	63.49
Route 33 (Shopper Shuttle/Puffers Pond)	25.99	27.92	43.98	39.30	41.15	31.51	33.40	40.60	36.91	39.93	29.45	26.08	34.68
Route 34 (Orchard Hill)	0.00	0.00	54.71	51.74	53.51	49.48	70.36	65.54	60.68	57.71	38.09	0.00	55.76
Route 35 (Mullins Center)	0.00	0.00	54.79	54.26	57.20	55.59	74.80	68.83	65.56	65.26	44.49	0.00	77.25
Route 36 (Atkins Corner/Olympia Drive)	16.34	16.33	18.38	0.00	0.00	6.70	7.46	0.00	12.26	0.00	14.15	14.82	13.30
Route 38 (MHC)	0.00	0.00	37.98	34.13	31.57	24.19	27.10	33.17	32.62	32.78	19.81	0.00	30.37
Route 39 (Smith/Hampshire)	0.00	0.00	18.20	16.81	16.97	11.96	11.25	16.08	12.01	11.58	8.22	0.00	13.68
Route 45 (Belchertown Center)	18.02	19.45	39.11	37.69	39.37	27.20	29.54	38.04	34.37	33.54	17.92	18.33	29.38
Route 46 (South Deerfield/Whately Park & Ride)	8.33	9.56	18.40	17.72	18.35	12.68	15.16	17.64	16.02	15.62	8.35	8.54	13.86
Trippers	0.00	0.00	40.88	32.35	22.53	14.87	54.57	31.42	22.59	18.73	0.00	0.00	26.44
HOURS	2685.71	2700.48	7,248.20	8,454.28	7,265.58	6,586.54	5,622.43	8,067.85	6,576.53	8,215.89	3,929.49	2,805.78	70,158.76
miles	40,465	39,192	100,759	117,415	100,967	92,747	82,101	112,211	105,190	114,294	56,510	40,969	1,002,820

APPENDIX F**TRANSPORTATION FUND DATA**

UMASS TRANSIT													
PVTA Passengers by Route													
FY17													
ROUTE	July	August	September	October	November	December	January	February	March	April	May	June	Total
Route 30 (North Amherst/Old Belchertown Rd.)	29,817	33,598	140,176	143,104	110,968	93,354	67,768	120,363	112,816	121,482	62,609	28,745	1,064,800
Route 31 (Sunderland/South Amherst)	31,884	35,537	119,156	123,840	99,269	81,750	63,086	101,824	100,291	106,032	59,456	32,024	954,149
Route 33 (Shopper Shuttle/Puffers Pond)	17,590	18,967	28,612	28,686	25,604	21,180	20,106	23,604	23,760	24,811	18,721	16,665	268,306
Route 34 (Orchard Hill)	0	0	42,324	52,019	44,107	35,205	21,674	48,117	49,106	51,307	16,450	0	360,309
Route 35 (Mullins Center)	0	0	47,775	58,473	48,510	43,954	25,431	57,782	57,131	57,154	17,739	0	413,949
Route 36 (Atkins Corner/Olympia Drive)	5,000	5,620	975	0	769	946	2,741	0	1,265	0	3,868	6,718	27,902
Route 38 (MHC)	0	0	40,909	41,591	34,110	24,733	18,887	36,520	31,493	39,356	12,218	0	279,817
Route 39 (Smith/Hampshire)	0	0	7,834	7,764	7,318	4,489	3,232	7,338	5,749	7,333	2,776	0	53,833
Route 45 (Belchertown Center)	3,556	3,940	7,782	8,354	6,736	5,610	5,426	7,556	7,477	6,955	4,439	3,702	71,533
Route 46 (South Deerfield/Whately Park & Ride)	781	865	1,708	1,834	1,479	1,232	1,191	1,659	1,641	1,527	974	813	15,704
Trippers	0	0	1,840	1,355	963	672	594	1,081	672	476	53	0	7,706
TOTALS	88,628	98,527	439,091	467,020	379,833	313,125	230,136	405,844	391,401	416,433	199,303	88,667	3,518,008
UMASS TRANSIT													
PVTA Passengers per In-Service Hour (Hastus)													
FY17													
ROUTE	July	August	September	October	November	December	January	February	March	April	May	June	Total
Route 30 (North Amherst/Old Belchertown Rd.)	41.63	44.63	88.08	87.11	78.73	65.19	65.03	78.22	71.81	77.33	55.27	39.64	66.06
Route 31 (Sunderland/South Amherst)	44.29	45.71	74.34	74.78	69.86	56.51	59.45	65.68	63.34	66.94	51.71	42.78	59.61
Route 33 (Shopper Shuttle/Puffers Pond)	27.27	26.83	42.10	42.67	40.32	31.51	29.59	37.76	33.61	38.47	27.55	24.52	33.52
Route 34 (Orchard Hill)	0.00	0.00	53.38	62.32	66.46	53.04	74.17	60.68	65.72	64.71	44.27	0.00	60.53
Route 35 (Mullins Center)	0.00	0.00	54.98	59.75	65.55	59.40	80.16	63.50	70.60	60.98	44.86	0.00	62.20
Route 36 (Atkins Corner/Olympia Drive)	16.78	17.47	20.45	0.00	10.61	9.79	12.60	0.00	14.96	0.00	20.01	21.38	16.01
Route 38 (MHC)	0.00	0.00	37.39	32.24	30.31	25.40	22.72	30.64	30.71	31.70	22.89	0.00	29.33
Route 39 (Smith/Hampshire)	0.00	0.00	12.14	11.47	11.28	8.12	5.85	10.40	9.69	9.94	8.83	0.00	9.75
Route 45 (Belchertown Center)	19.02	18.32	34.49	38.63	33.06	25.22	25.47	36.74	32.13	33.82	20.69	18.00	27.96
Route 46 (South Deerfield/Whately Park & Ride)	8.88	8.55	16.12	17.96	15.44	11.78	11.89	16.85	14.77	15.52	9.58	8.40	12.98
Trippers	0.00	0.00	31.64	37.67	35.93	25.07	50.55	33.78	21.82	14.51	3.52	0.00	28.28
HOURS	2691.52	2916.85	7,847.37	8,243.00	7,164.41	7,053.02	5,417.81	7,782.48	7,624.25	7,845.92	5,186.94	2,809.69	72,583.26
miles	38,928	42,607	108,370	114,327	100,428	98,399	80,643	108,039	105,711	111,085	73,151	41,384	1,023,071

APPENDIX F**TRANSPORTATION FUND DATA**

UMASS TRANSIT													
PVTA Passengers by Route													
FY18													
ROUTE	July	August	September	October	November	December	January	February	March	April	May	June	Total
Route 30 (North Amherst/Old Belchertown Rd.)	27,860	30,223	133,236	132,029	103,536	82,035	65,383	113,443	103,393	123,982	56,213	27,968	999,301
Route 31 (Sunderland/South Amherst)	30,675	35,365	121,676	121,320	96,828	74,757	59,604	102,699	93,465	108,176	61,355	30,906	936,826
Route 33 (Shopper Shuttle/Puffers Pond)	16,737	18,328	28,883	27,946	23,960	19,118	18,612	24,126	23,079	26,194	18,686	16,366	262,035
Route 34 (Orchard Hill)	0	0	43,679	50,357	42,925	31,193	21,983	48,368	41,636	53,380	11,391	0	344,912
Route 35 (Mullins Center)	0	0	53,896	64,147	54,698	42,277	27,794	64,153	53,448	69,534	15,661	0	445,608
Route 36 (Atkins Corner/Olympia Drive)	5,823	6,679	996	0	937	885	2,526	0	1,564	0	4,387	6,650	30,447
Route 38 (MHC)	0	0	40,604	41,762	31,232	23,131	17,523	33,890	30,243	38,127	10,549	0	267,061
Route 39 (Smith/Hampshire)	0	0	8,548	8,201	7,598	5,318	4,085	8,089	6,846	8,627	2,676	0	59,988
Route 45 (Belchertown Center)	3,205	3,794	7,279	7,052	6,126	4,463	4,490	6,135	5,588	6,032	3,828	3,214	61,206
Route 46 (South Deerfield/Whately Park & Ride)	704	833	1,598	1,548	1,345	980	986	1,347	1,227	1,324	840	706	13,438
Trippers	0	0	728	528	564	152	224	495	429	919	55	0	4,094
TOTALS	85,004	95,222	441,123	454,890	369,749	284,309	223,210	402,745	360,918	436,295	185,641	85,810	3,424,916

UMASS TRANSIT													
PVTA Passengers per In-Service Hour (Hastus)													
FY18													
ROUTE	July	August	September	October	November	December	January	February	March	April	May	June	Total
Route 30 (North Amherst/Old Belchertown Rd.)	39.85	40.15	84.23	77.81	71.02	62.81	60.18	73.71	68.16	76.30	51.64	39.19	62.09
Route 31 (Sunderland/South Amherst)	42.61	45.49	76.36	70.99	65.95	56.61	53.96	66.25	61.07	66.09	55.45	41.98	58.57
Route 33 (Shopper Shuttle/Puffers Pond)	25.95	25.93	43.75	40.68	37.87	30.35	27.49	38.74	33.59	39.70	27.60	24.80	33.04
Route 34 (Orchard Hill)	0.00	0.00	55.04	57.41	60.80	53.72	65.79	60.95	58.98	63.90	34.51	0.00	56.79
Route 35 (Mullins Center)	0.00	0.00	60.84	63.53	70.94	64.10	77.15	70.28	68.13	71.83	44.03	0.00	65.65
Route 36 (Atkins Corner/Olympia Drive)	19.28	20.47	27.48	0.00	12.92	9.15	12.30	0.00	18.48	0.00	21.36	19.23	17.85
Route 38 (MHC)	0.00	0.00	36.02	31.99	28.55	24.18	20.44	28.43	29.94	30.34	21.72	0.00	27.96
Route 39 (Smith/Hampshire)	0.00	0.00	13.66	12.61	12.30	10.17	7.54	12.13	12.46	12.18	9.93	0.00	11.44
Route 45 (Belchertown Center)	17.14	17.64	33.95	31.24	30.11	22.16	20.91	29.62	24.94	27.73	17.76	16.20	24.12
Route 46 (South Deerfield/Whately Park & Ride)	8.00	8.23	21.22	20.26	19.71	14.77	14.33	19.60	16.75	18.34	12.38	11.73	15.44
Trippers	0.00	0.00	20.75	13.48	17.92	7.64	14.98	14.50	14.01	25.10	7.61	0.00	15.11
HOURS	2,678.26	2,920.90	7,767.10	8,425.46	7,253.92	6,477.51	5,569.38	7,726.31	7,327.03	8,162.96	4,889.92	2,749.90	71,948.65
miles	39,326	43,037	107,498	116,367	101,105	90,801	82,255	106,968	101,570	112,930	68,957	39,730	1,010,544

APPENDIX G**TOWN OF AMHERST HISTORICAL FINANCIAL DATA**

The information on the following pages reflects a historical database from which analysis can be performed and trends monitored. Capital expenditures as well as pertinent demographic information need to be added before this database can be used effectively.

Over the years differing accounting and/or budgeting processes have been used making it difficult to classify information consistently. For that reason the revenue, expenditure, tax rate and property valuation information provided on the following pages begins in different fiscal years.

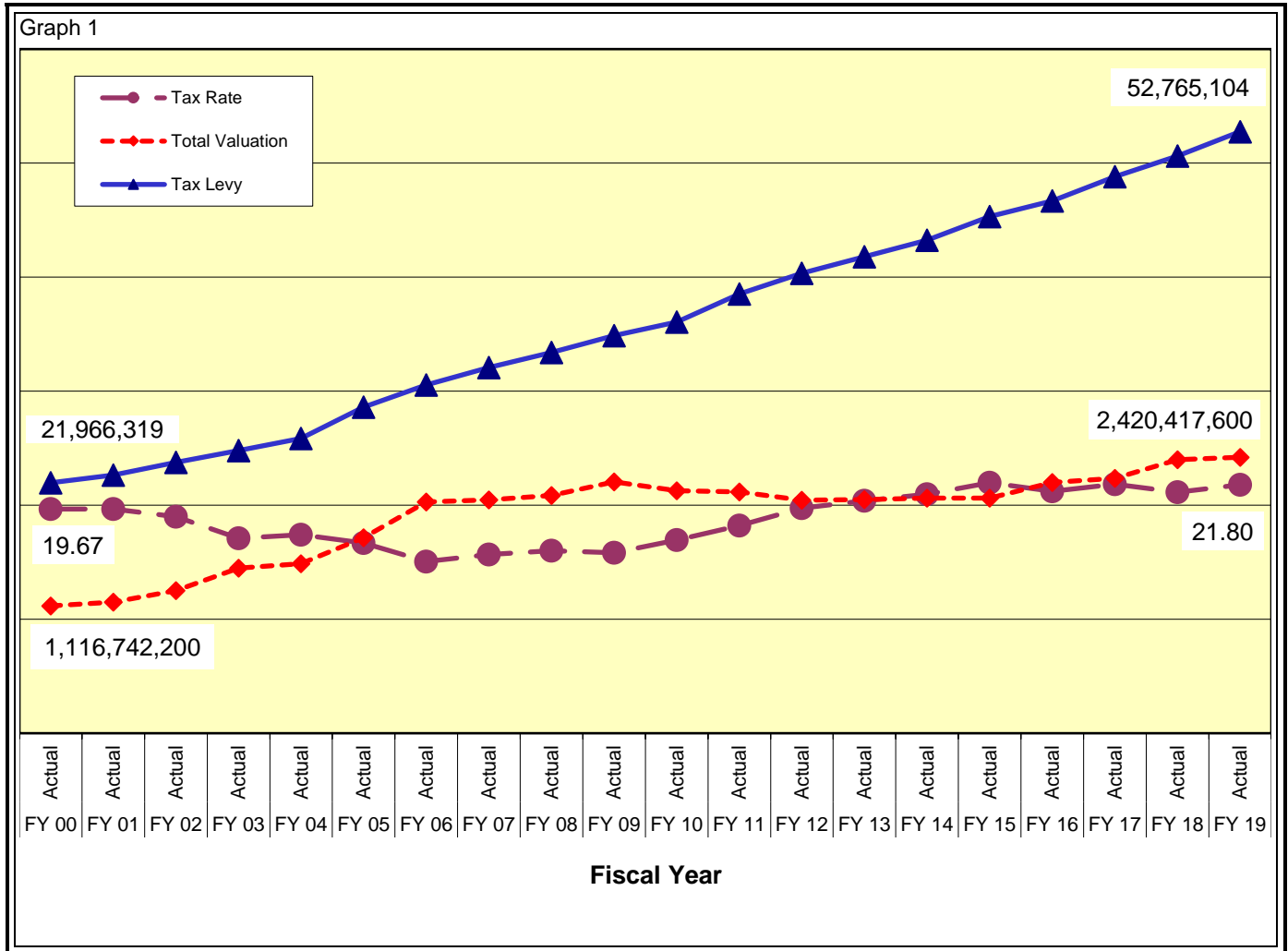
RECURRING REVENUE SUMMARY
FY 09 – FY 18

	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Taxes and Excise:</u>										
Real & Personal	34,471,642	36,067,594	38,959,791	40,344,032	41,799,726	43,254,058	44,993,435	46,699,210	48,827,161	50,972,199
Payments in Lieu of Taxes	924,112	937,568	937,452	947,646	941,877	947,025	948,735	948,435	950,525	977,397
Excise Taxes	1,503,164	1,698,222	1,918,250	2,198,362	2,233,020	2,336,987	2,327,782	2,561,676	2,542,360	2,661,946
<i>Total</i>	36,898,918	38,703,384	41,815,493	43,490,040	44,974,623	46,538,070	48,269,952	50,209,321	52,320,046	54,611,542
<u>Other Local Source Revenues</u>										
Charges for Services	777,492									
Departmental Revenue	1,420,447	1,292,870	1,435,020	1,314,518	1,484,745	1,092,364	1,428,148	1,548,636	1,419,010	1,221,496
Rentals	62,665	57,732	74,506	85,438	85,729	97,954	85,965	102,243	131,392	137,726
Licenses and Permits	841,873	808,840	739,013	884,535	1,109,086	1,102,441	1,301,754	1,529,475	1,190,837	926,576
Special Assessments	644,640	855,146	695,986	671,811	649,540	583,126	741,867	763,033	878,930	913,056
Fines and Forfeits	174,287	178,086	243,692	256,169	269,229	232,437	147,562	129,758	101,928	127,331
Penalties and Interest	186,444	179,980	199,214	210,239	216,058	303,430	223,077	203,416	260,469	330,465
Investment Income	262,531	159,206	103,369	79,177	76,094	53,610	96,608	107,336	90,117	101,309
Miscellaneous	1,877,982	1,535,615	1,738,937	1,791,024	1,249,408	1,153,087	136,250	488,533	403,311	370,391
<i>Total</i>	6,248,361	5,067,475	5,229,737	5,292,911	5,139,889	4,618,449	4,161,230	4,872,430	4,475,994	4,128,350
TOTAL LOCAL REVENUES	43,147,279	43,770,859	47,045,230	48,782,951	50,114,512	51,156,519	52,431,182	55,081,751	56,796,040	58,739,892
<u>State Aid:</u>										
Chapter 70	5,607,673	6,141,373	5,782,594	5,813,638	5,864,398	5,895,073	5,925,198	5,954,998	6,020,943	6,055,023
Lottery	8,859,880									
Unrestricted General Govt Aid		7,417,544	7,120,842	6,605,976	7,120,842	7,289,164	7,491,306	7,760,993	8,094,716	8,410,410
Additional Assistance	201,188									
Other Cherry Sheet Revenues	781,358	679,131	611,901	683,496	605,394	690,581	709,425	489,774	623,200	463,244
Other State Revenues	92,136	72,139	73,096	70,456	295,553	329,204	345,652	430,346	441,403	737,337
<i>Total</i>	15,542,235	14,310,187	13,588,433	13,173,566	13,886,187	14,204,022	14,471,581	14,636,111	15,180,262	15,666,014
<u>Other Financing Sources</u>										
Special Revenue Funds	2,068,818	2,094,262	2,117,978	2,276,577	2,546,028	2,355,028	2,839,433	2,592,292	2,594,380	2,599,780
Available Funds	86,582	83,774	44,844	44,844	83,798					
Surplus Funds:										
Free Cash	991,243	1,044,833	66,347	65,250	218,200	1,602,341	125,000	836,675	1,328,964	3,561,633
Stabilization Fund								105,000	0	
Enterprise Fund Reimburs.		797,467	830,089	831,243	852,083	880,193	1,050,777	1,067,358	1,145,843	1,115,339
Overlay Surplus	153,975			39,000		160,028			115,000	
Miscellaneous	40,778									
Jones Inc										
<i>Total</i>	3,341,396	4,020,336	3,059,258	3,256,914	3,700,109	4,997,590	4,015,210	4,601,325	5,184,187	7,276,752
TOTAL REVENUES	62,030,910	62,101,382	63,692,921	65,213,431	67,700,808	70,358,131	70,917,973	74,319,187	77,160,489	81,682,658

RECURRING EXPENDITURE SUMMARY
FY 09 – FY 18

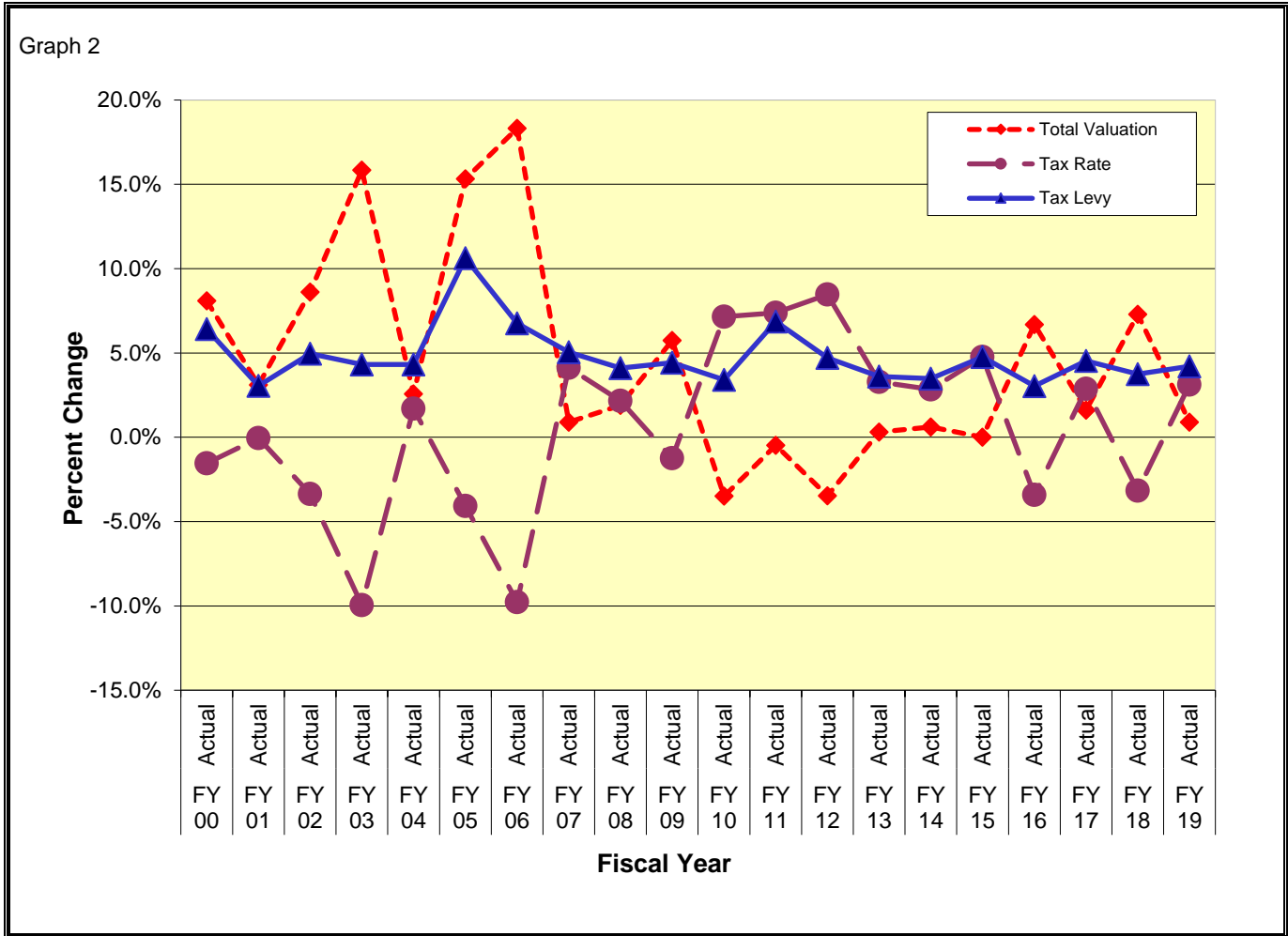
	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL
GENERAL GOVERNMENT:										
Select Board/Town Mgr	245,255	223,184	309,252	244,920	249,184	252,261	276,078	344,103	364,483	397,065
Fin Comm & Res Fund	448	580	550	634	878	887	822	1,159	8,404	2,372
Elect & Regis	71,510	29,257	50,569	42,008	77,443	31,940	50,314	45,719	79,684	33,327
Finance Department	798,993	836,395	822,734	855,276	891,474	905,876	943,390	940,216	916,356	966,974
Town Clerk's Office	158,551	161,039	173,285	180,743	193,229	195,245	207,670	191,748	196,646	206,598
Legal Services	142,307	125,797	137,237	174,287	117,896	135,220	113,401	116,612	116,995	69,507
Human Resources/Human Rights	186,551	155,164	134,428	193,251	152,208	152,696	149,558	186,101	196,836	185,866
Employee Pay and Benefits	2,764,584	2,868,547	2,931,935	3,019,192	3,670,560	3,189,862	3,089,442	3,131,233	3,117,848	3,902,810
Information Technology	491,576	478,780	491,892	500,942	522,338	503,452	481,683	517,985	522,224	526,607
Facilities Maintenance	474,154	440,102	438,251	420,175	437,966	502,831	478,542	477,806	495,788	491,860
General Services	374,468	378,822	358,507	387,688	301,578	382,187	471,566	454,834	341,119	499,025
<i>Total</i>	<u>5,708,397</u>	<u>5,697,667</u>	<u>5,848,640</u>	<u>6,019,118</u>	<u>6,614,755</u>	<u>6,252,457</u>	<u>6,262,466</u>	<u>6,407,517</u>	<u>6,356,383</u>	<u>7,282,011</u>
PUBLIC SAFETY:										
Police	3,904,939	3,863,374	3,712,557	3,925,667	4,064,748	4,177,267	4,362,392	4,441,382	4,569,588	4,738,303
Police Facility	198,787	196,498	197,874	181,407	188,878	208,373	186,127	221,110	209,626	219,009
Fire/EMS	3,613,303	3,771,709	3,868,072	3,848,915	3,990,973	4,093,704	4,350,636	4,503,744	4,576,466	4,520,940
Communications Center	588,458	490,783	554,084	541,510	578,087	607,665	626,235	634,485	643,829	683,501
Animal Welfare	47,013	49,121	52,366	51,737	53,751	53,787	55,442	55,867	57,901	60,035
<i>Total</i>	<u>8,352,500</u>	<u>8,371,485</u>	<u>8,384,953</u>	<u>8,549,237</u>	<u>8,876,437</u>	<u>9,140,796</u>	<u>9,580,832</u>	<u>9,856,588</u>	<u>10,057,411</u>	<u>10,221,788</u>
PUBLIC WORKS:										
Public Works Administration	251,731	236,116	259,075	286,085	279,044	315,861	302,210	360,668	369,649	384,857
Highway	524,374	654,469	718,467	741,264	643,309	681,129	716,555	784,634	731,848	771,332
Snow and Ice Removal	285,733	187,455	280,081	150,238	187,280	418,813	531,586	224,955	501,550	378,238
Street and Traffic Lights	110,564	128,037	114,754	104,938	102,591	83,309	64,910	60,279	62,855	114,022
Equipment Maintenance	248,467	226,039	239,442	258,364	263,912	268,046	244,365	254,432	266,471	250,847
Tree and Grounds Maintenance				410,098	452,586	435,442	450,456	416,314	432,305	480,047
Tree Care & Pest Co.	116,292	73,559	71,282							
Town Cemeteries	15,571	16,156	17,197							
Parks, Commons & Downtown Maintenance	267,473	276,647	312,559							
<i>Total</i>	<u>1,820,205</u>	<u>1,798,478</u>	<u>2,012,857</u>	<u>1,950,987</u>	<u>1,928,722</u>	<u>2,202,600</u>	<u>2,310,082</u>	<u>2,101,281</u>	<u>2,364,678</u>	<u>2,379,343</u>
PLANNING, CONSERVATION, INSPECTIONS:										
Planning Department	295,471	266,851	232,038	251,398	268,560	250,432	337,293	329,630	371,842	334,683
Conservation Commission	216,596	244,045	215,219	265,645	261,897	282,319	330,880	310,465	322,028	385,471
Inspection Services	346,937	314,876	315,227	361,743	397,822	440,799	455,864	612,506	624,657	681,848
<i>Total</i>	<u>859,004</u>	<u>825,772</u>	<u>762,484</u>	<u>878,785</u>	<u>928,279</u>	<u>973,550</u>	<u>1,124,037</u>	<u>1,252,602</u>	<u>1,318,526</u>	<u>1,402,003</u>
COMMUNITY SERVICES:										
Public Health	272,335	247,636	234,787	246,265	243,102	259,315	282,671	184,366	183,891	118,847
Community Development	77,613	0	0							
Senior Center	189,615	173,536	176,485	180,059	183,820	188,595	193,213	211,361	230,141	249,147
Veterans' Services and Benefits	215,455	253,976	328,590	331,260	357,005	322,393	305,552	310,928	294,710	239,651
Town Commemorations	1,156	787	350							
Social Services							107,491	37,500	20,000	16,126
Leisure Serv. & S.E.	571,827	554,180	453,943	478,136	533,041	513,765	529,832	666,915	586,768	625,692
Pools	193,193	90,734	75,927	122,078	177,169	182,016	187,050	191,070	192,655	190,580
Golf Course	212,540	218,996	221,414	237,455	236,134	247,162	242,175	241,247	244,990	224,337
<i>Total</i>	<u>1,733,734</u>	<u>1,539,845</u>	<u>1,491,496</u>	<u>1,595,253</u>	<u>1,730,271</u>	<u>1,713,245</u>	<u>1,847,984</u>	<u>1,843,387</u>	<u>1,753,155</u>	<u>1,664,381</u>
DEBT SERVICE:										
<i>Total Town Budget</i>	<u>400,928</u>	<u>387,619</u>	<u>455,266</u>	<u>1,088,925</u>	<u>1,079,550</u>	<u>1,353,551</u>	<u>1,480,992</u>	<u>1,660,698</u>	<u>1,636,921</u>	<u>1,731,945</u>
<i>Total School Budget</i>	<u>18,874,768</u>	<u>18,620,866</u>	<u>18,955,696</u>	<u>20,082,304</u>	<u>21,158,013</u>	<u>21,636,199</u>	<u>22,606,393</u>	<u>23,122,072</u>	<u>23,487,075</u>	<u>24,681,471</u>
Amherst Elementary School	19,549,757	20,332,601	21,580,892	20,771,672	21,551,249	21,989,199	21,490,563	21,854,065	21,992,281	22,522,642
Amherst-Pelham Regional School District	12,385,189	12,574,043	13,112,795	13,506,166	13,746,434	13,746,434	14,463,908	14,825,506	15,033,646	15,502,710
Debt Service	967,598	911,001	850,865	765,677	711,906	586,049	537,178	419,091	697,951	560,260
<i>Total School Budget</i>	<u>32,902,544</u>	<u>33,817,645</u>	<u>35,544,552</u>	<u>35,043,515</u>	<u>36,009,589</u>	<u>36,321,682</u>	<u>36,491,649</u>	<u>37,098,662</u>	<u>37,723,879</u>	<u>38,585,612</u>
Jones Library	1,587,673	1,467,093	1,509,623	1,665,666	1,690,788	1,741,512	1,788,532	1,833,245	1,879,077	1,926,054
Debt Service	58,547	54,473	47,179							
<i>Total Library Budget (excluding direct expenditures)</i>	<u>1,646,221</u>	<u>1,521,566</u>	<u>1,556,802</u>	<u>1,665,666</u>	<u>1,690,788</u>	<u>1,741,512</u>	<u>1,788,532</u>	<u>1,833,245</u>	<u>1,879,077</u>	<u>1,926,054</u>
TOTAL	<u>53,423,533</u>	<u>53,960,077</u>	<u>56,057,050</u>	<u>56,791,485</u>	<u>58,858,390</u>	<u>59,699,393</u>	<u>60,886,574</u>	<u>62,053,979</u>	<u>63,090,030</u>	<u>65,193,137</u>

TAX RATE AND PROPERTY VALUATION SUMMARY



Graph 1:
 This graph illustrates growth in property values, tax levies, and the effect of these two factors on the tax rate. Property values have increased by 117%, the tax levy by 140%, and the tax rate has increased by 11% over the period FY 00 – FY 19.

TAX RATE AND PROPERTY VALUATION SUMMARY



Graph2:

This graph shows annual percentage changes in the tax rate, tax levy and total property valuation since FY 99.

In FY 80 and FY 81 two significant legislative changes occurred. The Court in the “Sudbury Decision” ordered that property valuations be based on full and fair cash values. Therefore, every property, not just those sold during the prior fiscal period, were required to be valued based on current arms-length sales. The effect of this decision was to raise property values in all cities and towns, thereby redistributing the tax burden between individual properties and lowering tax rates.

The second significant change was the passage of the referendum called Proposition 2½ which limited the annual increase in property tax levies to 2½% over the prior year. Throughout most of the 1980s the Town used reserves to balance budgets rather than using its allowable taxing capacity under Proposition 2½. By FY 88 the Town was taxing up to its limit and the only significant increases after that period resulted from Proposition 2½ override referendums in 1992, 2004, and 2010. For FY 92, voters approved raising taxes by more than \$1 million over the limit, by \$2 million in FY 04, and by \$1.7 million in FY 10.

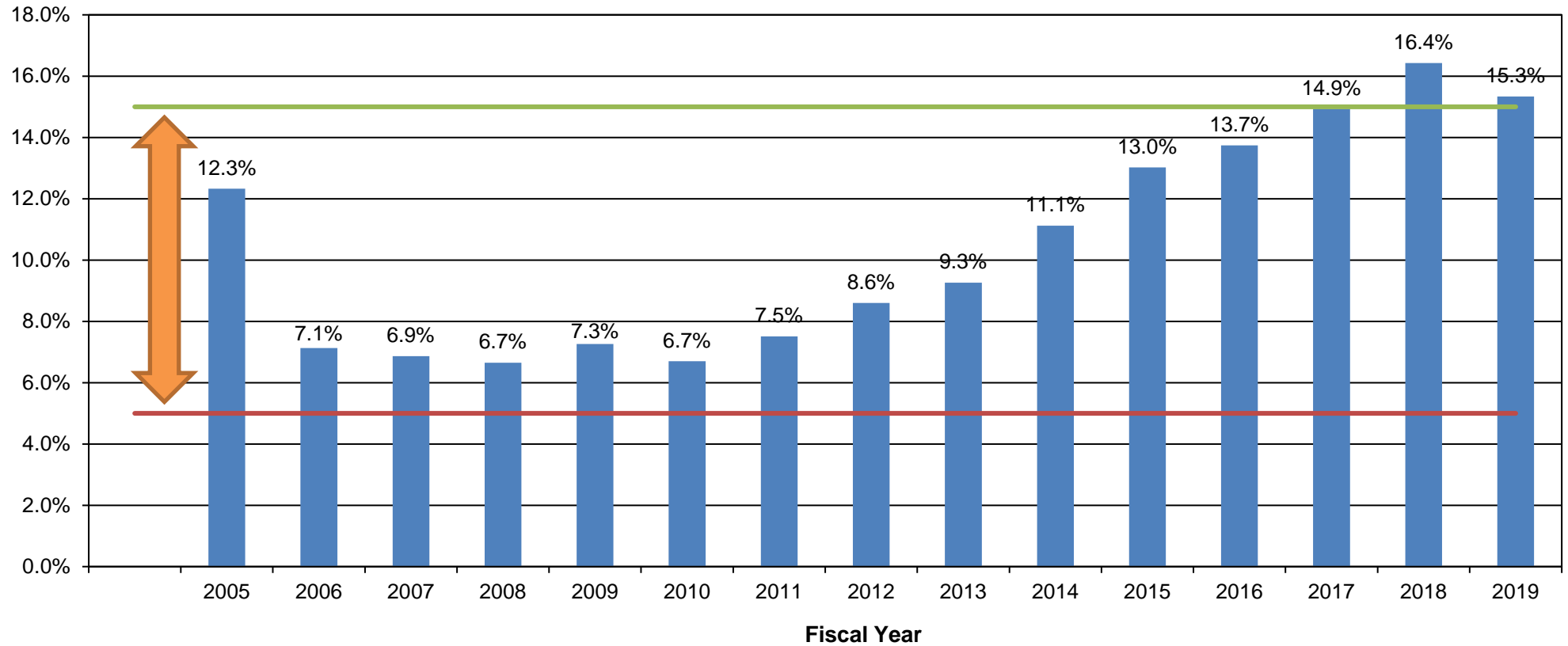
This graph illustrates the relationship between property values, tax rates and the tax levy. Generally, as long as the levy is stable, values and rates mirror each other; as values increase, rates decrease. If the levy increases and values decrease, the rate increases. If the levy and values increase, the rate will increase or decrease depending on the amount of increase in the other two variables.

Only a levy increase causes taxes to increase. Valuation changes cause the tax burden to be redistributed. The rate results from changes in the other two variables.

TAX RATE AND PROPERTY VALUATION SUMMARY

	FY 10 Actual	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual
Tax Rate	16.95	18.20	19.74	20.39	20.97	21.97	21.22	21.83	21.14	21.80
Total Valuation	2,127,375,010	2,117,159,900	2,043,770,600	2,050,011,060	2,062,663,700	2,062,663,700	2,200,466,300	2,235,716,580	2,398,902,300	2,420,417,600
Residential Valuation	1,918,464,577	1,912,485,770	1,836,413,460	1,839,983,064	1,851,630,904	1,851,630,904	1,975,561,465	1,993,310,284	2,138,408,369	2,155,858,664
Residential Valuation %	90.18%	90.33%	89.85%	89.75%	89.77%	89.77%	89.78%	89.16%	89.14%	89.07%
Commercial Valuation	154,294,823	149,671,530	146,292,440	148,642,836	150,328,496	150,328,497	158,148,535	156,410,516	173,366,831	179,515,636
Commercial Valuation %	7.25%	7.07%	7.16%	7.25%	7.29%	7.29%	7.19%	7.00%	7.23%	7.42%
Industrial Valuation	4,563,700	4,317,000	4,557,000	4,557,000	4,557,000	4,557,001	4,669,400	4,669,400	4,713,400	4,713,400
Industrial Valuation %	0.21%	0.20%	0.22%	0.22%	0.22%	0.22%	0.21%	0.21%	0.20%	0.19%
Personal Property Valuation	50,051,910	50,685,600	56,507,700	56,828,160	56,147,300	56,147,301	62,086,900	81,326,380	82,413,700	80,329,900
Personal Property Valuation %	2.35%	2.39%	2.76%	2.77%	2.72%	2.72%	2.82%	3.64%	3.44%	3.32%
Open Space Valuation	-	-	-	-	-	-	-	-	-	-
Open Space Valuation %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Tax Levy	36,059,006	38,532,310	40,344,032	41,799,726	43,254,058	45,316,721	46,693,895	48,805,693	50,632,229	52,765,104
Total Real Estate Parcels	6,816	6,812	6,799	6,801	6,805	6,805	6,756	6,750	6,741	6,742
Total Residential	6,190	6,196	6,186	6,188	6,188	6,188	6,217	6,225	6,226	6,226
Total Open Space										
Total Commercial	586	586	584	584	591	591	529	496	486	487
Total Industrial	30	30	29	29	29	29	29	29	29	29
Total Personal Property	269	266	266	264	270	270	262	258	166	177
New Growth (Dollars)	366,366	367,924	473,730	504,145	455,075	707,541	624,631	1,012,274	730,933	819,985
New Growth (Values)	36,059,006	21,706,390	26,029,140	25,539,300	22,318,540	33,740,650	30,410,465	47,703,770	33,482,920	38,788,290

Reserves as a Percentage of General Fund Budget



Free cash and a stabilization fund permit greater financial flexibility and provide the Town with a safety net.

From FY 05 to FY 06, Amherst's reserves as a percentage of operating revenue declined substantially. Since FY 11, reserves have gradually increased, in keeping with the Town's Financial Policies and Objectives.

With plans for major investment in capital in the 2-20-year horizon, exceeding the Reserve ceiling is an intentional buffer against future spikes in debt expense.

APPENDIX H**GLOSSARY**

The following definitions explain the meaning of some of the terms frequently used in documents and discussions related to the Town's financial matters:

Abatement	A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit. (See Commitment.)
Accounting System	The total structure of records and procedures that identify, record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.
Accrued Interest	The amount of interest that has accumulated on the bond since the date of the last interest payment, and in the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest.)
Additional Assistance	A state aid program that provides unrestricted general fund revenue to a certain number of communities through the Cherry Sheet. Additional Assistance evolved from the old resolution aid formula of the 1980s, but following state budget cuts, it was level funded beginning in FY 92 and then subsequently reduced.
Adopted Budget	The resulting budget that has been approved by the Town Council.
Agency Fund	One of four types of Fiduciary Funds. It is used to report resources in a purely custodial capacity by a governmental unit. Agency funds generally involve only the receipt, temporary investment, and periodic transfer of money to fulfill legal obligations to individuals, private organizations, or other governments. For example, certain employee payroll withholdings typically accumulate in an agency fund until due and forwarded to the federal government, health care provider, and so forth.
Allocation	The distribution of available monies, personnel, buildings and equipment among various Town departments, divisions or cost centers.
Amortization	The gradual repayment of an obligation over time and in accordance with a pre-determined payment schedule.
Annual Budget	An estimate of Expenditures for specific purposes during the Fiscal Year and the proposed means (estimated Revenues) for financing those activities.
Appellate Tax Board (ATB)	A board appointed by the governor that has jurisdiction to decide appeals from local decisions relating to property taxes, motor vehicle excises, state owned land valuations, exemption eligibility, property classification, and equalized valuations.
Appropriation	An authorization granted by a town meeting, city council or other legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended. (See Encumbrance, Free Cash).
Assessed Valuation	A value assigned to real estate or other property by a government as the basis for levying taxes. In Massachusetts, assessed valuation is based on the property's full and fair cash value as set by the Assessors. (See Fair Market Value.)
Assessment Date	The date property tax liability is fixed. In Massachusetts, property taxes are assessed as of the January 1 prior to the fiscal year. Assessors determine the physical status of taxable real and personal property, its ownership, fair cash value and usage classification as of that date. By local option (M.G.L. ch. 59 §2A), the physical status of real property on June 30 is deemed to be its condition on the previous January 1.
Audit	An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool for evaluating the fiscal performance of a community.
Audit Committee	A committee appointed by the select board, mayor, or city council, with specific responsibility to review a community's independent audit of financial statements and to address all issues relating to it as well as those outlined in the accompanying management letter.
Audit Management Letter	An independent auditor's written communication to government officials, separate from the community's audit. It generally identifies areas of deficiency, if any, and presents recommendations for improvements in accounting procedures, internal controls and other matters.
Audit Report	Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions; (d) financial statements and schedules; and (e) statistical tables, supplementary comments, and recommendations. Almost always accompanied by a management letter.
Available Funds	Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for

	capital expenditures or other onetime costs. Examples of available funds include Free Cash, Stabilization Fund, Overlay Surplus, water surplus, and enterprise Retained Earnings. (See Reserves.)
Balance Sheet	A statement that discloses the assets, liabilities, reserves, and equities of a fund or governmental unit at a specified date.
Balance Budget	A budget in which receipts are greater than (or equal to) expenditures. A requirement for all Massachusetts cities and Towns.
Betterments (Special Assessments)	A special property tax that may be assessed to the property owners of an area whenever part of a community benefits from a public improvement, or betterment (e.g., water, sewer, sidewalks, etc.), to reimburse the governmental entity for all, or part, of the costs it incurred in completing the project. Each property parcel receiving the benefit is assessed a proportionate share of the cost which may be paid in full, or apportioned over a period of up to 20 years. In this case, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.
Block Grant	A Federal grant of money awarded by formula under very general guidelines that allow grantees broad latitude in spending activities. Recipients are normally state or local governments.
Bond	A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year.
Bond Anticipation Note (BAN)	Short-term debt instrument used to generate cash for initial project costs and with the expectation that the debt will be replaced later by permanent bonding. Typically issued for a term of less than one year, BANs may be re-issued for up to five years, provided principal repayment begins after two years (M.G.L. ch. 44 §17). Principal payments on school related BANs may be deferred up to seven years (increased in 2002 from five years) if the community has an approved project on the Massachusetts School Building Authority (MSBA) priority list. BANs are full faith and credit obligations.
Bond Authorization	Action of town meeting or a city council authorizing the executive branch to raise money through the sale of bonds in a specific amount and for a specific purpose. Once authorized, issuance is by the treasurer upon the signature of the mayor, or select board. (See Bond Issue.)
Bond Issue	The actual sale of the entire, or a portion of, the bond amount authorized by a town meeting or city council.
Bond Rating	A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed income investment. Rating agencies such as Moody's and Standard and Poor's use rating systems which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.
Bonds Authorized and Unissued	Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by town meeting or the city council to be removed from community's books.
Budget	A plan for allocating resources to support particular services, purposes and functions over a specified period of time.
Budget Calendar	The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.
Budget Message	A statement that, among other things, offers context by summarizing the main points of a budget, explains priorities, describes underlying policies that drive funding decisions, and otherwise justifies the expenditure plan and provides a vision for the future.
Business-Type Activities	One of two classes of activities reported in the GASB 34 government-wide financial statements. These activities are financed in whole or in part by fees charged to users for goods or services. Some examples are enterprise (M.G.L. ch. 44 §53F½), special revenue (M.G.L. ch. 41 §69B) water, and municipal electric fund.
Capital Assets	All tangible property used in the operation of government which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Asset).
Capital Budget	An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method

	of financing for each recommended expenditure, <i>i.e.</i> , tax levy and rates, and identify those items that were not recommended. (See Capital Asset, Fixed Asset).
Capital Improvements Plan	A blueprint for planning a community's capital expenditures that comprises an annual capital budget and a five-year capital plan. It coordinates community planning, fiscal capacity and physical development. While all of the community's needs should be identified in the plan, there is a set of criteria that prioritizes the expenditures.
Capital Outlay Expenditure Exclusion	A temporary increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require two-thirds vote of the select board or city council (sometimes with the mayor's approval) and a majority vote in a community wide referendum. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.
Capital Projects Fund	Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).
Cash	Currency, coin, checks and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.
Cash Basis of Accounting	An accounting method used that records and recognizes revenues when cash is received and expenses when cash is paid out of the Town treasury.
Cash Book	A source book of original entry, which a treasurer is required to maintain, for the purpose of recording municipal receipts, adjustments to balances, deposits to municipal accounts and disbursements through warrants.
Cash Management	The process of monitoring the ebb and flow of money in and out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short-term borrowing and investment of idle cash.
Cash Receipts	Any money received by a municipality or its departments whether by cash, check or electronic transfer.
Certificate of Deposit (CD)	A bank deposit evidenced by a negotiable or non-negotiable instrument that provides on its face that the amount of such deposit, plus a specified interest, is payable to the bearer or to any specified person on a certain date specified in the instrument, at the expiration of a certain specified time, or upon notice in writing.
Chapter 61 Land	Forest, agricultural/horticultural, and recreational lands valued according to M.G.L. ch. 61, 61A, and 61B. Land is valued at its current use rather than the full and fair cash value. The commercial property tax rate is applicable for land defined under these chapters.
Chapter 70 School Funds	The school funding formula created under the Education Reform Act of 1993 by which state aid is distributed through the Cherry Sheet to help establish educational equity among municipal and regional school districts.
Chapter 90 Highway Funds	State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on a formula under the provisions of M.G.L. ch. 90 §34. The formula is based on three variables: local road mileage (58.33%) as certified by the Massachusetts Highway Department (MHD), local employment level (20.83%) derived from the Department of Employment and Training (DET), and population estimates (20.83%) from the US Census Bureau. Local highway projects are approved in advance, and then later on the submission of certified expenditure reports to MHD, communities receive cost reimbursements to the limit of the grant. Under the formula, communities with a larger number of road miles receive proportionately more aid than those with fewer road miles.
Charges for Services (User Charges or Fees)	The charges levied on the users of particular goods or services provided by local government requiring individuals to pay for the private benefits they receive. Such charges reduce the reliance on property tax funding.
Charter School Aid	A component of ch. 70 state aid provided to a municipality for public education. Beginning in FY 99, no new charter aid will be included in ch. 70 aid, and any Charter Aid distributed in FY 98 and prior years has been included in FY 99 base aid, in ch. 70 aid, and any Charter Aid distributed in FY 98 and prior years has been included in FY 99 base aid.
Chief Procurement Officer (CPO)	An individual defined under M.G.L. ch. 30B §2 and authorized to procure supplies or services for a governmental body.
Cherry Sheet	Named for the cherry colored paper on which they were originally printed, the Cherry Sheet is the official notification to cities, towns and regional school districts of the next fiscal year's state aid and assessments. The aid is in the form of distributions, which provide funds based on formulas and reimbursements that provide funds for costs incurred during a prior period for certain programs or services. Cherry Sheets are located at www.mass.gov/dls . (See Cherry Sheet Assessments, Estimated Receipts.)
Cherry Sheet Assessments	Estimates of annual charges to cover the cost of certain state and county programs.
Cherry Sheet Offset Items	Local aid that may be spent without appropriation in the budget, but which must be spent for specific municipal and regional school district programs. Current offset items include racial equality grants, school lunch grants, School Choice Receiving Tuition and public libraries grants. (See also Offset Receipts.)
Cherry Sheet Receipts	M.G.L. ch. 58 §25A provides that the Commissioner of Revenue estimate the state's funding of local reimbursement and assistance programs as authorized by law and appropriated by

	the legislature. Local assessors are required to use these figures when determining the local property tax rate.
Classification Of The Tax Rate	Each year, the select board or city council vote whether to exercise certain tax rate options. Those options include choosing a residential factor to adopt (M.G.L. ch. 40 §56), and determining whether to offer an open space discount (ch. 61, 61A and 61B), a residential exemption (ch. 59 §5C), and/or a small commercial exemption (ch. 59 §5I) to property owners.
Collective Bargaining	The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union.
Commercial, Industrial, Personal Property (CIP)	A group of three property types used to describe the effect of multiple tax rates. A municipality can take a number of actions to shift the levy burden associated with a single tax rate from Open Space and Residential categories to the CIP categories.
Commitment	An authorization to collect taxes, fees or other charges due a municipality. For example, the assessors' commitment of real estate taxes authorizes the collector to pursue and receive payment from property owners.
Community Preservation Act (CPA)	Enacted as M.G.L. ch. 44B in 2000, the Community Preservation Act permits cities and towns accepting its provisions to establish a restricted fund from which monies can only be appropriated for a) the acquisition, creation and preservation of open space; b) the acquisition, preservation, rehabilitation, and restoration of historic resources; and c) the acquisition, creation and preservation of land for recreational use; d) the creation, preservation and support of community housing; and e) the rehabilitation and restoration of open space, land for recreational use and community housing that is acquired or created using monies from the fund. Acceptance requires town meeting or city council approval, together with referendum approval by majority vote. The local program is funded by a local surcharge up to 3% on real property tax bills and matching dollars from the state generated from registry of deeds fees. (See DOR IGR 00-209 as amended by IGR 01-207 and IGR 02-208).
Computer Assisted Mass Appraisal (CAMA)	An automated system for maintaining property data, valuing property, notifying owners, and ensuring tax equity through uniform valuations.
Consumer Price Index (CPI)	The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."
Contingent Appropriation	An appropriation that authorizes spending for a particular purpose only if subsequently approved in a voter referendum. Under M.G.L. ch. 59 §21C (m), towns may make appropriations from the tax levy, available funds or borrowing, contingent upon the subsequent passage of a Proposition 2½ override or exclusion question for the same purpose. If initially approved at an annual town meeting, voter approval of the contingent appropriation must occur by September 15. Otherwise, the referendum vote must occur within 90 days after the town meeting dissolves. The question may be placed before the voters at more than one election, but if not approved by the applicable deadline, the appropriation is null and void. If contingent appropriations are funded through property taxes, DOR cannot approve the tax rate until the related override or exclusion question is resolved or the deadline passes, whichever occurs first.
Cost-Benefit Analysis	A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.
Cost Of Living Adjustment (COLA)	Reference to language in municipal contracts that provide for annual or periodic increases in salaries and wages for employees over the course of the contract. The amount of an increase is most often negotiated based on a community's ability to pay, but is sometimes tied to the annual change in a specified index, <i>i.e.</i> , Consumer Price Index (CPI).
Debt Authorization	Formal approval by a two-thirds vote of town meeting or city council to incur debt, in accordance with procedures stated in M.G.L. ch. 44 §§1, 2, 3, 4a, 6-15.
Debt Exclusion	An action taken by a community through a referendum vote to raise the funds necessary to pay debt service costs for a particular project from the property tax levy, but outside the limits under Proposition 2½. By approving a debt exclusion, a community calculates its annual levy limit under Proposition 2½, then adds the excluded debt service cost. The amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling.
Debt Limit	The maximum amount of debt that a municipality may authorize for qualified purposes under state law. Under M.G.L. ch. 44 §10, debt limits are set at 5% of EQV for a city and 5% of EQV for a town. By petition to the Municipal Oversight Board, cities and towns can receive approval to increase their debt limit to 5 and 10% of EQV, respectively.
Debt Service	The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.
Debt Statement	Reference to a report, which local treasurers are required to file with the DOR, showing authorized and issued debt, debt retired and interest paid by a community during the prior

	fiscal year, as well as authorized but unissued debt at year-end. Also known as the "Statement of Indebtedness."
Deferred Revenue	Amounts that do not meet the criteria for revenue recognition. Also, earned amounts that are not yet available to liquidate liabilities of a current period.
Deficit	The excess of expenditures over revenues during an accounting period. Also refers to the excess of the liabilities of a fund over its assets.
Demand	Notice to a delinquent taxpayer of overdue taxes typically mailed soon after the 30-day, or otherwise determined, payment period has ended.
Department	A principal, functional, and administrative entity created by statute and the Town Manager to carry out specified public services.
Department Of Revenue (DOR)	State department responsible for collecting a wide variety of taxes, providing taxpayer support, and administering programs related to municipal finance through the Division of Local Services (DLS).
Deputy Collector	If 14 days after the mailing of a demand payment is not received, the collector may issue warrants to one or more deputy collectors authorizing them to collect delinquent taxes, commonly motor vehicle excise. For outstanding excise, the deputy may mark licenses/registrations or provide evidence (e.g., death absence, poverty, insolvency or other inability of the persons assessed to pay) that the accounts are uncollectable. All amounts collected by the deputy collector should be deposited to a municipal bank account from which the deputy may be paid his compensation by check signed by the collector once the tax payments have cleared (M.G.L. ch. 60 §92). However, if a community requires all receipts be paid over to the treasurer, the deputy collector must be paid through the warrant process. (See DOR IGR 90-219)
Designated Unreserved Fund Balance	A limitation on the use of all or part of the expendable balance in a governmental fund.
Division Of Local Services (DLS)	A division within the DOR (Department of Revenue) responsible for helping Massachusetts cities and towns achieve sound and efficient fiscal management through technical assistance, training, and oversight. DLS bureaus are responsible for ensuring the fairness and equity of local property taxation, the accuracy and quality of local accounting and treasury management, interpreting state laws that affect local governance, distributing local aid, maintaining a comprehensive databank on local finances, and auditing local school districts.
Education Reform Act of 1993	State law that authorized the seven-year ch. 70 funding program for education and that established spending targets for school districts as a means to remedy educational inequities. Scheduled to end by FY 00, the program has been extended, pending agreement on further reforms.
Emergency Spending	M.G.L. ch. 44 §31 allows a community to spend in excess of appropriation in cases of major disasters that pose an immediate threat to the health or safety of persons or property, following the emergency declaration by council or select board and the approval of the Director of Accounts.
Eminent Domain	The power of a government to take property for public purposes. Frequently used to obtain real property that cannot be purchased from owners in a voluntary transaction. Property owner receives fair compensation (market value at the time of the taking) as determined through court proceedings.
Encumbrance	A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that is chargeable to, but not yet paid from, a specific appropriation account.
Enterprise Funds	A fund authorized by M.G.L. ch. 44 §53F½ that is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery—direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or retained earnings generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services. Amherst has four: water, sewer, solid waste, and transportation. Both the costs and the revenues of the enterprise are segregated from other finances of the Town.
Equalized Valuations (EQV)	The determination of an estimate of the full and fair cash value of all property in the Commonwealth as of a certain taxable date. EQVs have historically been used as a variable in distributing some state aid accounts and for determining county assessments and other costs. The Commissioner of Revenue, in accordance with M.G.L. ch. 58 §10C, is charged with the responsibility of biannually determining an equalized valuation for each city and town in the Commonwealth.
Estimated Receipts	A term that typically refers to anticipated local revenues listed on page three of the Tax Recapitulation Sheet. Projects of local revenues are often based on the previous year's

	receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts.)
Excess Levy Capacity	The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually, the select board or city council must be informed of excess levy capacity and their acknowledgment must be submitted to DOR when setting the tax rate.
Exemption	A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include veterans, blind individuals, surviving spouses, and persons over 70 years of age.
Expendable Trust	A fund, administered by the treasurer, from which both principle and interest can be expended for the purposes specified and agreed upon when the money was donated or transferred to the community. (See Trust Fund; Non Expendable Trust.)
Expenditure/Expense	An outlay of money made by municipalities to provide the programs and services within their approved budget.
Fair Market Value/Full And Fair Cash Value (FFCV)	Fair cash value has been defined by the Massachusetts Supreme Judicial Court as "fair market value, which is the price an owner willing but not under compulsion to sell ought to receive from one willing but not under compulsion to buy. It means the highest price that a normal purchaser not under peculiar compulsion will pay at the time, and cannot exceed the sum that the owner after reasonable effort could obtain for his property. A valuation limited to what the property is worth to the purchaser is not market value. The fair cash value is the value the property would have on January first of any taxable year in the hands of any owner, including the present owner" (Boston Gas Co. v. Assessors of Boston, 334 Mass. 549, 566 (1956)).
Fiduciary Funds	Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include expendable trust, non-expendable trust, pension trust, and agency funds.
Financial Advisor	An individual or institution that assists municipalities in the issuance of tax exempt bonds and notes. The public finance department of a commercial bank or a non-bank advisor usually provides this service.
Financial Statement	A presentation of the assets and liabilities of a community as of a particular date and most often prepared after the close of the fiscal year.
Fiscal Year	Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends. For example, the 2000 fiscal year is July 1, 1999 to June 30, 2000. Since 1976, the federal government fiscal year has begun October 1 and ended September 30.
Fixed Assets	Long-lived, tangible assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.
Fixed Costs	Costs that are legally or contractually mandated such as retirement, taxes, insurance, debt service costs or interest on loans.
Foundation Budget	The spending target imposed by the Education Reform Act of 1993 for each school district as the level necessary to provide an adequate education for all students.
Free Cash	Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the community's auditor, accountant, or comptroller. Important: free cash is not available for appropriation until certified by the Director of Accounts. (See Available Funds.)
Full Accrual	A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.
Fund	An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.
Fund Accounting	Organizing the financial records of a municipality into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

Fund Balance	The difference between assets and liabilities reported in a governmental fund. Also known as fund equity. (See also Undesignated Fund Balance.)
General Fund	The fund used to account for most financial resources and activities governed by the normal town meeting/city council appropriation process.
General Ledger	The accountant's record of original entry, which is instrumental in forming a paper trail of all government financial activity.
General Obligation Bonds	Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.
Generally Accepted Accounting Principles (GAAP)	Uniform minimum standards and guidelines for financial accounting and reporting that serve to achieve some level of standardization
GIS (Geographical Information System)	A computerized mapping system and analytical tool that allows a community to raise information on a parcel, area or community wide basis. It also allows parcels to be identified and sorted on the basis of certain specified criteria. The system can integrate assessors' property data, water and sewer line networks, wetlands, floodplains and as well as other data.
Government Finance Officers Association (GFOA)	A nationwide association of public finance professionals.
Governmental Accounting Standards Board (GASB)	The ultimate authoritative on accounting and financial reporting standard setting body for state and local governments.
Governmental Funds	Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, capital projects funds, debt service funds, and permanent funds.
Grant	A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal government. Grants are usually made for specific purposes.
Hotel/Motel Excise	A local option since 1985 that allows a community to assess a tax on short-term room occupancy. The community may levy up to 4% of the charge for stays of less than 90 days at hotels, motels and lodging houses.
House 1 (Governor's Budget Proposal)	Designation given to the Governor's annual budget request, which is submitted to the House of Representatives by the fourth Wednesday of January. Except that a newly elected governor has eight weeks from the day he/she takes office to submit a budget. The budget is designated House 1 in the first year of the two-year legislative session and House 1A in the second year.
Indirect Cost	Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.
Inside Debt	Municipal debt incurred for purposes enumerated in M.G.L. ch. 44, §7, and measured against the community's debt limit as set under ch. 10. Consequently, the borrowing is inside the debt limit and referred to as inside debt. (See also Outside Debt.)
Interest	Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.
Interest Rate	The interest payable, expressed as a percentage of the principal available, for use during a specified period of time. It is always expressed in annual terms.
Internal Controls	The policies and procedures established by management to ensure the integrity and comprehensiveness of the data collected by the accounting system for use in internal and external financial reports, as well as the overall control environment in which the government operates.
Land Court	Established in 1898, the Land Court has the exclusive jurisdiction to foreclose rights of redemption on a property in tax title.
Levy	The amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Proposition 2½ provisions.
Levy Ceiling	A levy ceiling is one of two types of levy (tax) restrictions imposed by M.G.L. ch. 59 §21C (Proposition 2½). It states that, in any year, the real and personal property taxes imposed may not exceed 2½% of the total full and fair cash value of all taxable property. Property taxes levied may exceed this limit only if the community passes a capital exclusion, a debt exclusion, or a special exclusion. (See Levy Limit.)
Levy Limit	A levy limit is one of two types of levy (tax) restrictions imposed by M.G.L. ch. 59 §21C (Proposition 2½). It states that the real and personal property taxes imposed by a city or town may only grow each year by 2½% of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion. (See Levy Ceiling.)

Lien	A legal claim against real or personal property to protect the interest of a party (i.e., a city or town) to whom a debt is owed (i.e., taxes). In the case of real property, the lien in favor of a municipality automatically arises each January 1, but must be secured through other action. On other property, a lien must be recorded to become secure.
Line Item Budget	A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.
Local Aid	Revenue allocated by the Commonwealth to cities, towns, and regional school districts. Estimates of local aid are transmitted to cities, towns, and districts annually by the "Cherry Sheets." Most Cherry Sheet aid programs are considered general fund revenues and may be spent for any purpose, subject to appropriation.
Local Appropriating Authority	In a town, the town meeting has the power to appropriate funds, including the authorization of debt. In a city, the city council has the power upon the recommendation of the Town Manager.
Local Receipts	Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, investment income, hotel/motel tax, fees, rentals, and charges. Annual estimates of local receipts are shown on the tax rate recapitulation sheet.
Long-Term Debt	Community borrowing, or outstanding balance at any given time, involving loans with a maturity date of 12 months or more. (See Permanent Debt.)
Mass Appraisal	Use of standardized procedures for collecting data and appraising property to ensure that all properties within a municipality are valued uniformly and equitably.
Massachusetts General Laws (M.G.L.)	Laws passed by the Massachusetts legislature. The M.G.L. is organized by chapters with multiple sections in each chapter. Currently there are 282 chapters (see www.mass.gov/legis/laws/mgl/index.htm). Note that laws enacted prior to the current legislative session are in one location and those enacted in the current session are located in a separate location.
Massachusetts Municipal Depository Trust (MMDT)	An investment program, founded in 1977 under the supervision of the State Treasurer, in which municipalities may pool excess cash for investment.
Massachusetts School Building Authority (MSBA)	Administers the state program that reimburses cities, towns, and regional school districts varying percentages of their school construction costs depending on the wealth of the community or district and the category of reimbursement. Projects that received their first reimbursement payment prior to July 26, 2004 will continue to get annual state payments to offset the related annual debt service. Thereafter, cities, towns, and regional school districts will receive a lump sum amount representing the state's share of the eligible project costs. (See DLS Bulletin 200420B.)
Minimum Local Contribution	The minimum that a city or town must appropriate from property taxes and other local revenues for the support of schools (See Education Reform Act of 1993.)
Motor Vehicle Excise (MVE)	A locally imposed annual tax assessed to owners of motor vehicles registered to an address within the community. The excise tax rate is set by statute at \$25.00 per \$1000 of vehicle value. Owner registration and billing information is maintained by the State Registry of Motor Vehicles and is made available to a city or town, or to the Deputy Collector who represents it.
Municipal Charges Lien	For delinquent water (M.G.L. ch. 40 §§42A-F), sewer (M.G.L. ch. 83 §§16AF), and trash (M.G.L. ch. 44 §28C(f)) charges, a community may lien these amounts on the property tax provided the enabling legislation is accepted and a certificate of acceptance is on file at the Registry of Deeds. For other unpaid local charges and fees, a community may adopt M.G.L. ch. 40 §58 separately for each purpose in order to lien each upon the property tax. The lien is created by recording a listing of a particular type of charge or fee (by parcel of land and by name) at the Registry of Deeds.
Municipal Data Bank	Located within the Division of Local Services (DLS), the Municipal Data Bank collects, organizes, stores and publishes historical financial information on cities and towns, regional districts and the Commonwealth. Public access to the data is available through links at the DLS website at www.mass.gov/dls .
Net Assets Unrestricted (Formerly Retained Earnings)	An equity account reflecting the accumulated earnings of an enterprise fund that may be used to fund capital improvements, to reimburse the general fund for prior year subsidies, to reduce user charges and to provide for enterprise revenue deficits (operating loss).
Net School Spending (NSS)	School budget and municipal budget amounts attributable to education, excluding long-term debt service, student transportation, school lunches and certain other specified school expenditures. A community's NSS funding must equal or exceed the NSS Requirement established annually by the Department of Education (DOE) (See Education Reform Act of 1993).
Net School Spending Requirement	Sum of a school district's minimum local contribution and the Chapter 70 aid received in a given fiscal year (FY). Municipalities and regional school districts must appropriate funds sufficient to the net school spending requirement. In addition to the NSS requirement funds need to be appropriated to support costs of student transportation, fixed assets, long term debt service, and other costs not part of the NSS. Ch. 194 §126 of the Acts of 1998 limits

	the net school spending requirement for regional vocational districts to 150% of the foundation budget. When the net school spending requirements exceed 150% of the foundation budget, the required local contributions of the member towns are reduced proportionately. Any reduction is applied to any below foundation districts to which the municipality belongs.
New Growth	The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year. It does not include value increases caused by normal market forces or by revaluations. New growth is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate. The additional tax revenue is then incorporated into the calculation of the next year's levy limit. For example, new growth for FY 09 is based on new construction, etc. that occurred between January and December 2007. In the fall of 2008, when new growth is being estimated to set the FY 09 levy limit, the FY 08 tax rate is used in the calculation.
Non-Allocated Receipts	Municipal receipts that need not be expended in a particular way due to their source. Non-allocated receipts are listed on page 3 of the Tax Rate and Pro Forma Recapitulation form. Specifically excluded are offset receipts, enterprise funds, and revolving funds.
Non-Expendable Trust	A trust fund administered by the treasurer, from which principle, but not interest, can be expended for the purposes specified by the donor or agreed upon when the money was donated or transferred to the community. (See Trust Fund; Expendable Trust.)
Non-Recurring Revenue Source	A one-time source of money available to a city or town. By its nature, a non-recurring revenue source cannot be relied upon in future years. Therefore, such funds should not be used for operating or other expenses that continue from year-to-year. (See Recurring Revenue Source.)
Objects Of Expenditures	A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."
Official Statement	A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.
Offset Receipts	A local option that allows estimated receipts of a particular department to be earmarked for use of the department and appropriated to offset its annual operating budget. If accepted, M.G.L. ch. 44 §53E limits the amount of offset receipts appropriated to no more than the actual receipts collected for the prior fiscal year. The Director of Accounts must approve use of a higher amount before appropriation. Actual collections greater than the amount appropriated close to the general fund at year-end. If actual collections are less, the deficit must be raised in the next year's tax rate.
Operating Budget	A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.
Other Amounts To Be Raised (see Tax Recapitulation Sheet)	Amounts not appropriated but raised through taxation. Generally, these are locally generated expenditures (e.g., overlay, teacher pay deferral, deficits) as well as state, county and other special district charges. Because they must be funded in the annual budget, special consideration should be given to them when finalizing the budget recommendations to the city council or town meeting.
Other Post-Employment Benefits (OPEB)	Employees of state and local governments may be compensated in a variety of forms in exchange for service that will not be received until after their employment with the government ends. The most common type of these post-employment benefits is a pension. Post-employment benefits other than pensions generally take the form of health insurance and dental, vision, prescription, or other healthcare services provided to eligible retirees, including in some cases their beneficiaries. They may also include life insurance. As a group, these are referred to as OPEB.
Outside Debt	Municipal borrowing for purposes enumerated in M.G.L. ch. 44, §8, the debt incurred for which is not measured against the community's debt limit per ch. 10. Consequently, the borrowing is outside the debt limit and referred to as outside debt. (See Inside Debt.)
Overlay Reserve (Provision for Abatements & Exemptions)	An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year. The overlay reserve is not established by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet.
Overlay Deficit	A deficit that occurs when the amount of overlay raised in a given year is insufficient to cover abatements, statutory exemptions, and uncollected taxes for that year. Overlay deficits must be provided for in the next fiscal year.
Overlay Surplus	Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. Within ten days of a written request by the chief executive officer of a city or town, the assessors must provide a certification of the excess amount of overlay available to transfer. Overlay surplus may be appropriated for any lawful purpose. At the end of each fiscal year, unused overlay surplus is "closed" to surplus revenue; in other words, it becomes a part of free cash.
Override	A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount.

Override Capacity	The difference between a community's levy ceiling and its levy limit. It is the maximum amount by which a community may override its levy limit.
Payments In Lieu Of Taxes (PILOT)	An agreement between a municipality and an entity not subject to taxation, such as charitable or educational organizations, in which the payer agrees to make a voluntary payment to the municipality. By law, a city or town must make such a payment to any other community in which it owns land used for public purposes.
Permanent Debt	Borrowing by a community typically involving a debt service amortization period of greater than one year. (See Long-Term Debt.)
Personal Property	Movable items not permanently affixed to, or part of the real estate. It is assessed separately from real estate to certain businesses, public utilities, and owners of homes that are not their primary residences.
Personnel Costs	The cost of salaries, wages and related employment benefits.
Preliminary Tax Bill	The tax bill for the first two quarters of the fiscal year sent, no later than July 1, by communities on a quarterly tax billing cycle. The tax due on a preliminary tax bill can be no greater than the amount due in the last two quarters of the previous fiscal year.
Principal	The face amount of a bond, exclusive of accrued interest.
Procurement Officer	Through local acceptance of M.G.L. ch. 41, §103, a city or town may establish a purchasing department and appoint a purchasing agent who shall purchase all supplies for the city or town.
Property Tax Levy (See Levy)	The amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Proposition 2½ provisions.
Proposition 2½	State law enacted in 1980 that regulates local property tax administration. Major provisions of this legislation are located in M.G.L. ch. 59 - Assessment of Local Taxes §21C and relate to the determination of a levy limit and levy ceiling for each town.
Proprietary Funds	Funds that account for government's business-type activities (e.g., activities that receive a significant portion of their funding through user charges). The fund types included in proprietary funds are the enterprise fund and the internal service fund. The internal service fund accounts for certain central services (e.g., data processing, printing, postage, motor pool) and then allocates the cost among departments or funds within the governmental unit.
Provision for Abatements & Exemptions	(See Overlay Reserve.)
Public Employee Retirement Administration (PERAC)	The Public Employee Retirement Administration oversees and directs the state retirement system and administers benefits for members.
Purchase Order	An official document or form authorizing the purchase of products and services. Outstanding purchase orders are called encumbrances.
Quarterly Tax Bills	Local option to issue two estimated (or three estimated when authorized by the General Court) property tax bills followed by two (or one, if three estimated) regular bills by prescribed dates.
Raise And Appropriate	A phrase used to identify a funding source for an expenditure or expenditures, which refers to money generated by the tax levy or other local receipt.
Real Property	Land, buildings and the rights and benefits inherent in owning them.
Recap Sheet	(See Tax Rate Recapitulation Sheet.)
Receipts Reserved	Proceeds that are earmarked by law and placed in separate accounts for appropriation for particular purposes. For example, ambulance receipts.
Receivables	An expectation of payment of an amount certain accruing to the benefit of a city or town.
Reconciliation Of Receivables	Periodic process where the accountant and collector compare records to confirm amount of taxes outstanding. DOR requires an annual reconciliation of receivables without variances to be submitted with a balance sheet as a prerequisite to certifying a community's free cash.
Recertification/Triennial Certification	The Commissioner of Revenue, through the Bureau of Local Assessment, is required to review local assessed values every three years and to certify that they represent full and fair cash value (FFCV). Refer to M.G.L. ch. 40 §56 and ch. 59 §2A(c).
Recurring Revenue Source	A source of money used to support municipal expenditures, which by its nature can be relied upon, at some level, in future years. (See Non-Recurring Revenue Source.)
Requisition	Form used by the requesting department when ordering products and services from external vendors. This document generates a Purchase Order.
Reserve Fund	An amount set aside annually within the budget of a city (not to exceed 3% of the tax levy for the preceding year) or town (not to exceed 5% of the tax levy for the preceding year) to provide a funding source for extraordinary or unforeseen expenditures. In a town, the finance committee can authorize transfers from this fund for "extraordinary or unforeseen" expenditures. Other uses of the fund require budgetary transfers by town meeting. In a

	city, transfers from this fund may be voted by the city council upon recommendation of the mayor.
Reserves	Money accumulated for future expenditure. The General Fund savings account and the Stabilization Fund are general reserves that may be used for a wide variety of purposes. Some reserves are available only for restricted purposes, for example, the Pension and Insurance reserve.
Rating Agencies	This term usually refers to Moody's Investors Service, Standard and Poor's Corporation, and Fitch ICBA, Inc. These are the three major agencies which issue credit ratings on municipal bonds.
Residential Exemption	A municipality can grant a residential exemption of a dollar amount that cannot exceed 20% of the average assessed value of all residential class properties. The exemption reduces, by the adopted percentage, the taxable valuation of each residential parcel that is a taxpayer's principal residence. Granting the exemption raises the residential tax rate and shifts the residential tax burden from moderately valued homes to apartments, summer homes and higher valued homes.
Retained Earnings	An equity account reflecting the accumulated earnings of an enterprise fund that may be used to fund capital improvements, to reimburse the general fund for prior year subsidies, to reduce user charges and to provide for enterprise revenue deficits (operating loss).
Revaluation	The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information. Every three years, assessors must submit property values to the DOR for certification. Assessors must also maintain current values in the years between certifications so that each taxpayer in the community pays his or her share of the cost of local government in proportion to the value of his property. (See Recertification.)
Revenue Deficit	The amount by which actual revenues at year-end fall short of projected revenues and are insufficient to fund the amount appropriated. In such a case and unless otherwise funded, the revenue deficit must be raised in the following year's tax rate.
Revenues	All monies received by a governmental unit from any source.
Revolving Fund	Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. Wages or salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits.
Schedule A	A statement of revenues, expenditures and other financing sources, uses, changes in fund balance and certain balance sheet account information prepared annually by the accountant or auditor at the end of the fiscal year. This report is based on the fund account numbers and classifications contained in the UMAS manual.
School Choice Aid	A component of Chapter 70 state aid provided to a municipality for public education. If a district is spending below the foundation budget and it was a "sending" district under school choice in the prior fiscal year (FY), the district generally receives school choice aid in an amount equal to any increase in its prior year estimated gross school choice liability, when compared to the previous year.
Short-Term Debt/Temporary Debt	Outstanding balance, at any given time, on amounts borrowed with a maturity date of 12 months or less.
Special Assessments	(See Betterments.)
Special Revenue Fund	Funds, established by statute only, containing revenues that are earmarked for and restricted to expenditures for specific purposes. Special revenue funds include receipts reserved for appropriation, revolving funds, and grants from governmental entities and gifts from private individuals or organizations.
Stabilization Fund	A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (M.G.L. ch. 40 §5B). Communities may establish one or more stabilization funds for different purposes and may appropriate into them in any year an amount not to exceed 10% of the prior year's tax levy. The total of all stabilization fund balances shall not exceed 10% of the community's equalized value, and any interest shall be added to and become a part of the funds. A two-thirds vote of town meeting or city council is required to establish, amend the purpose of, or appropriate money from the stabilization fund
Submitted Budget	The proposed budget that has been approved by the Town Manager and forwarded to the Town Council for their approval. The Council must act upon the submitted budget within prescribed guidelines and limitations according to statute and the Town Charter.
Supplemental Appropriations	Appropriations made by the Town Council after an initial appropriation to cover expenditures beyond original estimates.

Surplus Revenue	The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.
Tailings	Unclaimed municipal funds, or a repository, referred to as a "tailings account," for the retention, until eventual disposition, of unclaimed funds in the custody of a municipality. Tailings might include unclaimed tax refunds, vendor payments yet to clear, overages on the community's commitment, etc. (M.G.L. ch. 200A)
Tax Rate	The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.
Tax Recapitulation Sheet	A document submitted by a city or town to the DOR in order to set a property tax rate. The recap sheet shows all estimated revenues and actual appropriations that affect the property tax rate. The recap sheet should be submitted to the DOR by September 1 (in order to issue the first-half semiannual property tax bills before October 1) or by December 1 (in order to issue the third quarterly property tax bills before January 1).
Tax Title	A collection procedure that secures a city or town's lien on real property and protects the municipality's right to payment of overdue property taxes. Otherwise, the lien expires if five years elapse from the January 1 assessment date and the property has been transferred to another owner. If amounts remain outstanding on the property after issuing a demand for overdue property taxes and after publishing a notice of tax taking, the collector may take the property for the city or town. After properly recording the instrument of taking, the collector transfers responsibility for collecting the overdue amounts to the treasurer. After six months, the treasurer may initiate foreclosure proceedings.
Tax Title Foreclosure	The procedure initiated in Land Court by a city or town treasurer to obtain legal title to real property already in tax title and on which property taxes are overdue.
Tax Title Redemption	The act of a property owner to pay overdue taxes, plus any fees, charges, other costs and interest, on real property that the community had placed in tax title to secure its lien. The taxpayer's right to redeem terminates when the treasurer files a petition to foreclose on the property in the Land Court.
Trust Fund	In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by town meeting. (See Expendable Trust and Non-Expendable Trust.)
Undesignated Fund Balance	A requirement imposed by law, regulation or order without underlying financial support, thereby resulting in direct or indirect costs to the body made responsible for its implementation.
Uniform Municipal Accounting System	UMAS succeeds the so-called Statutory System (STAT) and is regarded as the professional standard for municipal accounting in Massachusetts. As a uniform system for local governments, it conforms to Generally Accepted Accounting.
User Charges/Fees	A municipal funding source where payment is collected from the user of a service to help defray the cost of providing the service. Note that any increases in the fees must satisfy the three tests set forth in the so called Emerson case. (See Emerson College v. Boston, 391 Mass. 415 (1984); DOR IGR 88-207.)
Warrant	An authorization for an action. For example, a town meeting warrant establishes the matters that may be acted on by that town meeting. A treasury warrant authorizes the treasurer to pay specific bills. The assessors' warrant authorizes the tax collector to collect taxes in the amount and from the persons listed, respectively.