

# Office of the Comptroller

## Mission

*To maintain, prepare, and distribute timely and accurate financial reports to management, the City Council, state and federal agencies, taxpayers, and members of the public and to provide supervision and oversight of all financial activities.*

The Office of the Comptroller is the key to financial compliance. In Newton, proper accounting standards are used to record virtually every transaction in all facets of the City, from the setting of the annual tax rates, to changes in long and short-term liabilities, to the calculation of annual free cash, and to the maintenance of appropriated legal levels of control over revenues and expenditures. The City's local aid, through the Commonwealth of Massachusetts and the Federal government, are predicated upon the timely and accurate reporting of the City's financial position each year.

Annual reporting in Newton includes the Annual Financial Report (Budgetary Basis) and the audited Generally Accepted Accounting Principles (GAAP) based financial statements including balance sheets and operating statements. Newton's Annual Comprehensive Financial Report is useful to residents, elected officials and bond rating agencies, including Moody's Investors Service.

Fiscal Year 2022 was a strong year for the Office of the Comptroller in the first year of transition to the new Comptroller. Highlights of the Comptroller's Office include:

- Worked with the City's financial management team to maintain a credit rating of Aaa from Moody's Investors Service, Inc. (January 2022 and February 2023).
- Issued the audited FY22 Annual Comprehensive Financial Report with Generally Accepted Accounting Principles (GAAP) reporting and the FY22 internal Budgetary Basis Annual Financial Report. Both reports reflect the positive view by the City's external annual auditors, CliftonLarsonAllen, LLP.
- Continued automation of different revenue source recognition with Treasury, ensuring payments and receipts are more streamlined and efficient.
- Participated in professional development opportunities to ensure staff continue to learn and develop new skills each year
- Continued to find resolutions to improve Munis, our software system for Receivables, Financials and Payroll. Assisted in the upgrade to the newest version of Munis to ensure financials were accurate and any changes in processes were documented.
- Advised members of the Finance Committee, the Executive Office, the Retirement Board and other City departments as issues and questions arose.

In FY2024, the Office of the Comptroller will maintain a level-funded budget and continue the department's exceptional performance.

The Comptroller's Office thrives because of the long-term experience and professional commitment of staff, including Regina Zegarelli,

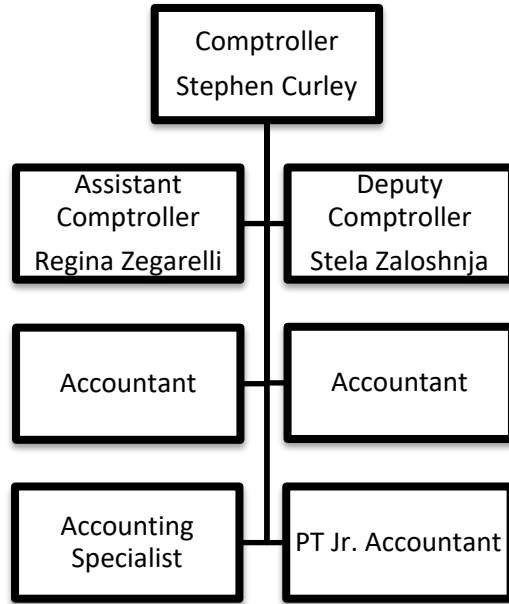
Denise King, Stela Zaloshnja, Michelle Tan and newcomer Valerie- Anne Siek.

The Office of the Comptroller has continued the smooth transition with the change in Comptroller as well as seeing internal growth and promotions of staff. The effectiveness of the Comptroller's Office is largely due to maintaining a continued focus on professional development, cross-training, and succession planning.

## Stephen Curley

Comptroller

# Comptroller



# Financial and Operating Highlights

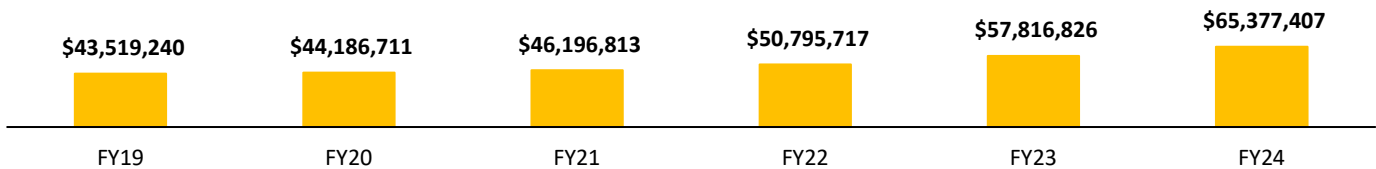
## Financial Highlights

	< -----Actual ----->					Original FY2023	Proposed FY2024
	FY2019	FY2020	FY2021	FY2022			
<b>Expenditure by Department</b>							
Comptroller	\$ 701,803	\$ 766,869	\$ 712,309	\$ 756,059	\$ 795,667	\$ 830,044	
Inter-Fund Trans.	\$ 2,090,000	\$ 974,800	\$ 1,127,600	\$ 800,000	\$ -	\$ 1,160,684	
Retirement	\$ 39,410,176	\$ 41,058,809	\$ 42,916,424	\$ 47,772,419	\$ 52,020,527	\$ 58,182,289	
Workers Comp	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	
Property Ins.	\$ 517,261	\$ 586,233	\$ 640,480	\$ 667,239	\$ 700,631	\$ 806,600	
Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 3,597,790	
<b>Total</b>	<b>\$ 43,519,240</b>	<b>\$ 44,186,711</b>	<b>\$ 46,196,813</b>	<b>\$ 50,795,717</b>	<b>\$ 57,816,826</b>	<b>\$ 65,377,407</b>	
<b>% Incr</b>	<b>14.00%</b>	<b>1.53%</b>	<b>4.55%</b>	<b>9.96%</b>	<b>13.82%</b>	<b>13.08%</b>	

## Personnel

Full-Time	6	6	6	6	6	6
Part-Time	1	1	1	1	1	1
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

## Total Comptroller Expenditures



## Operating Highlights

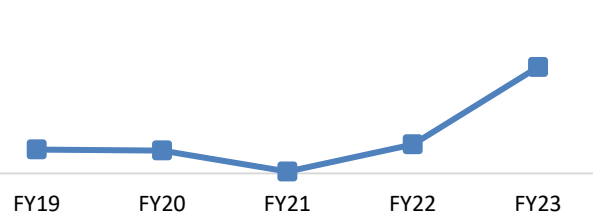
### Bond Rating

Moody's Aaa

### FY22 Revenues by Source (General Fund)

Property Taxes	81%	\$37,000,000
Other Taxes	4%	\$27,000,000
Licenses/Permits	3%	\$17,000,000
Fees/Charges	3%	\$7,000,000
All Other	10%	

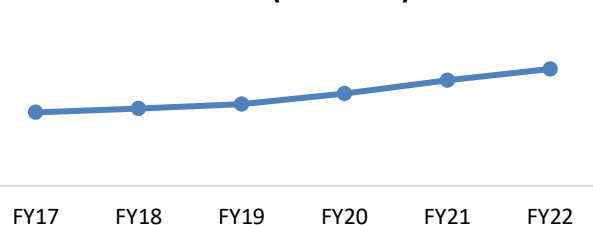
### Free Cash



### FY22 Expenses by Function (General Fund)

Education	54%	\$400,000,000
Public Works	6%	\$300,000,000
Public Safety	12%	\$200,000,000
General Gov't	7%	\$100,000,000
Culture/Recr.	2%	\$0
Debt Service	5%	
Other	13%	

### Fund Balance (All Funds)



# Office of the Comptroller

## Fiscal Year 2024 Outcomes and Strategies

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### Outcome 1

#### Meet All Statutory Requirements

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Meeting statutory requirements is a critical outcome and includes doing the analytical work to complete necessary reports accurately and on-time. The timeline of reports include the following during the fiscal year from July 2023 through June 2024: Complete the budgetary basis annual financial report within three months of fiscal

year end; submit free cash certification documents to the State in September; issue the audited Annual Comprehensive Financial Report (ACFR), without any audit qualifications, within six months of fiscal year end; prepare and submit the City's annual Schedule A to the state Department of Revenue, Division of Local Services in November; submit financial requirements for certification of the City's tax rate by the date provided by the City Assessor; issue quarterly interim financial reports for all City funds within 60 days of month end; prepare the Comptroller's portion of bond Offering Statements according to the schedule of the bond issue, typically in Q3; prepare citywide budgetary roll-up documents as per the schedule set by the Mayor and CFO; and prepare the budgetary analysis and City Council Order for the annual operating budget in May. In addition, the Comptroller's Office is tracking the use of the American Rescue Plan Act grant (ARPA). With hard work, growing experience and ongoing training of the Comptroller's staff, we are confident we will continue to achieve this critical outcome.

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For reliable and innovative reporting by the City of Newton to continue for many years, the Comptroller's Office needs to retain and promote staff from within the department. Since the Comptroller took over a year ago, we have seen the promotion of internal candidates to both Deputy Comptroller and Accountant. The Comptroller's team

continues to prove every day their abilities to problem solve to keep the Comptroller's Office moving forward amid great change. The staff has years of institutional knowledge with our Assistant Comptroller and Accountant combining for over 30 years of service. There has also been great development, mentoring and training of staff that have joined our team in the last few years. We have been able to fill the Accounting Specialist role, which was vacant due to an internal promotion. An increased focus on training with these individuals will help continue the pattern of growth and development our office covets.

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### Outcome 2

#### Provide Succession Planning Within the Comptroller's Office

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# Office of the Comptroller

## Fiscal Year 2024 Outcomes and Strategies

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### Outcome 3

#### Provide Munis Departmental Training

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capabilities to run different budgetary reports, look up employee information, process payroll and payables, and many other functions in Munis.

The Comptroller's Office will work with other departments on these and other MUNIS initiatives.

With Munis fully-implemented and the having gone through the most recent upgrade of Munis, we want to refocus departmental training with Munis, ensuring all departments are comfortable using it to satisfy all of their needs. This includes the

Reliable and accurate reporting by the City of Newton Comptroller's Office is dependent upon continuing professional development. From auditing best practices, to MUNIS tutorials, to Retirement Board seminars, each staff member participates in varied professional development.

Participating in professional development training, including the Certified Governmental Accountant accreditation (CGA), is a priority because it increases knowledge within the office and builds a support network with other communities. We currently have one CGA on staff, which must be recertified every two years, and another staff member working toward the designation.

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### Outcome 4

#### Prioritize Professional Development & Training

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FUND: 0001 - GENERAL FUND  
DEPARTMENT: 104 - COMPTROLLER

CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	ORIGINAL 2023	RECOMMENDED 2024	CHANGE 2023 to 2024
<b>COMPTROLLER SUMMARY</b>						
51 - PERSONNEL SERVICES	527,521	547,982	566,897	2,077,320	2,199,497	122,177
52 - EXPENSES	1,535,226	1,527,829	1,583,985	3,637,881	3,734,295	96,414
59 - TRANS TO OTHER FUND	150,000	1,127,600	800,000	0	1,160,684	1,160,684
57 - FRINGE BENEFITS	41,141,044	42,993,402	47,844,836	52,101,625	58,282,931	6,181,306
<b>TOTAL DEPARTMENT</b>	<b>43,353,791</b>	<b>46,196,813</b>	<b>50,795,717</b>	<b>57,816,826</b>	<b>65,377,407</b>	<b>7,560,581</b>
<b>COMPTROLLER</b>						
51 - PERSONNEL SERVICES	527,521	547,982	566,897	577,320	601,707	24,387
52 - EXPENSES	148,993	87,349	116,746	137,250	127,695	-9,555
57 - FRINGE BENEFITS	82,235	76,978	72,417	81,097	100,642	19,545
<b>TOTAL COMPTROLLER</b>	<b>758,749</b>	<b>712,309</b>	<b>756,059</b>	<b>795,667</b>	<b>830,044</b>	<b>34,377</b>
<b>INTER-FUND TRANSFERS</b>						
59 - TRANS TO OTHER FUND	150,000	1,127,600	800,000	0	1,160,684	1,160,684
<b>TOTAL INTER-FUND TRANSFERS</b>	<b>150,000</b>	<b>1,127,600</b>	<b>800,000</b>	<b>0</b>	<b>1,160,684</b>	<b>1,160,684</b>
<b>RETIREMENT</b>						
51 - PERSONNEL SERVICES	0	0	0	0	0	0
57 - FRINGE BENEFITS	41,058,809	42,916,424	47,772,419	52,020,527	58,182,289	6,161,762
<b>TOTAL RETIREMENT</b>	<b>41,058,809</b>	<b>42,916,424</b>	<b>47,772,419</b>	<b>52,020,527</b>	<b>58,182,289</b>	<b>6,161,762</b>
<b>WORKERS COMPENSATION</b>						
52 - EXPENSES	800,000	800,000	800,000	800,000	800,000	0
<b>TOTAL WORKERS COMPENSATION</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>0</b>
<b>PROPERTY INSURANCE</b>						
52 - EXPENSES	586,233	640,480	667,239	700,631	806,600	105,969
<b>TOTAL PROPERTY INSURANCE</b>	<b>586,233</b>	<b>640,480</b>	<b>667,239</b>	<b>700,631</b>	<b>806,600</b>	<b>105,969</b>
<b>RESERVE FUNDS</b>						
51 - PERSONNEL SERVICES	0	0	0	1,500,000	1,597,790	97,790
52 - EXPENSES	0	0	0	2,000,000	2,000,000	0
<b>TOTAL RESERVE FUNDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,500,000</b>	<b>3,597,790</b>	<b>97,790</b>

FUND: 0001 - GENERAL FUND  
DEPARTMENT: 104 - COMPTROLLER

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	ORIGINAL 2023	RECOMMENDED 2024	CHANGE 2023 to 2024
<b>104 - COMPTROLLER</b>						
<b>0110434 - COMPTROLLER</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	505,605	531,689	519,282	545,889	564,907	19,018
511101 PART TIME < 20 HRS/WK	16,516	10,766	24,835	27,631	23,000	-4,631
514001 LONGEVITY	5,400	4,800	5,133	3,800	3,800	0
514399 ADMIN SUPPORT STIPEND	3,120	0	0	0	0	0
515005 BONUSES	5,000	0	0	0	0	0
515006 VACATION BUY BACK	0	727	17,646	0	0	0
519700 CURRENT YEAR WAGE RE				0	10,000	10,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>535,641</b>	<b>547,982</b>	<b>566,897</b>	<b>577,320</b>	<b>601,707</b>	<b>24,387</b>
<b>EXPENSES</b>						
530201 AUDITING SERVICES	77,975	66,750	88,840	88,750	95,400	6,650
530215 ACTUARIAL SERVICES	67,900	14,350	19,400	40,900	25,000	-15,900
531900 TRAINING EXPENSES	390	1,898	3,486	4,000	4,000	0
534010 TELEPHONE	169	183	169	225	225	0
534100 POSTAGE	5	11	13	50	20	-30
534200 PRINTING	496	354	234	400	400	0
542000 OFFICE SUPPLIES	1,133	3,569	4,502	2,000	2,000	0
571000 VEHICLE USE REIMBURSE	0	21	101	0	150	150
573000 DUES & SUBSCRIPTIONS	925	213	0	925	500	-425
<b>TOTAL EXPENSES</b>	<b>148,993</b>	<b>87,349</b>	<b>116,746</b>	<b>137,250</b>	<b>127,695</b>	<b>-9,555</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	1,013	1,016	1,013	1,106	1,481	375
57HLTH HEALTH INSURANCE	71,448	66,385	61,142	66,896	85,588	18,692
57LIFE BASIC LIFE INSURANCE	113	80	28	0	60	60
57MEDA MEDICARE PAYROLL TAX	7,406	7,642	7,965	8,372	8,583	211
57OPEB OPEB CONTRIBUTION	2,254	1,854	2,269	4,724	4,930	206
<b>TOTAL FRINGE BENEFITS</b>	<b>82,235</b>	<b>76,978</b>	<b>72,417</b>	<b>81,097</b>	<b>100,642</b>	<b>19,545</b>
<b>TOTAL COMPTROLLER</b>	<b>766,869</b>	<b>712,309</b>	<b>756,059</b>	<b>795,667</b>	<b>830,044</b>	<b>34,377</b>
<b>0110490 - INTER-FUND TRANSFERS</b>						
<b>TRANS TO OTHER FUND</b>						
595500 TRANS TO-RECEIPTS RES		127,600	0	0	0	0
595900 TRANS TO-RAINY DAY STA	150,000	1,000,000	800,000	0	0	0
597320 TRANS TO- HORACE MAN	150,000	0	0	0	0	0
597323 TT- HORACE MANN ADD/R				0	1,160,684	1,160,684
597528 TRANS TO-COMM AVE GR	200,000	0	0	0	0	0
597628 TRANS TO- TWO COMPAC	88,000	0	0	0	0	0
597824 TRANS TO- POLICE HQ BOI	86,800	0	0	0	0	0
597826 TRANS TO- 687 WASH ST	300,000	0	0	0	0	0
<b>TOTAL TRANS TO OTHER FUND</b>	<b>974,800</b>	<b>1,127,600</b>	<b>800,000</b>	<b>0</b>	<b>1,160,684</b>	<b>1,160,684</b>
<b>TOTAL INTER-FUND TRANSFERS</b>	<b>974,800</b>	<b>1,127,600</b>	<b>800,000</b>	<b>0</b>	<b>1,160,684</b>	<b>1,160,684</b>



<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	ORIGINAL 2023	RECOMMENDED 2024	CHANGE 2023 to 2024
<b>0110491 - RETIREMENT</b>						
<b>FRINGE BENEFITS</b>						
570700 NCRS PENSION CONTB	29,389,020	30,805,376	35,267,015	38,631,457	41,242,922	2,611,465
570800 NON CONTRIB PENS BENE	70,020	47,700	22,351	0	0	0
57DENT DENTAL INSURANCE	450	685	649	0	0	0
57HLTH HEALTH INSURANCE	10,683,375	11,189,750	11,589,229	12,514,070	13,264,915	750,845
57LIFE BASIC LIFE INSURANCE	27,362	26,432	24,778	0	37,200	37,200
57MEDA MEDICARE PAYROLL TAX	2,273	2,390	2,795	0	0	0
57MEDB MEDICARE PART B REIMB	884,011	841,012	861,353	875,000	450,000	-425,000
57OPEB OPEB CONTRIBUTION	2,298	3,078	4,249	0	3,187,252	3,187,252
<b>TOTAL FRINGE BENEFITS</b>	<b>41,058,809</b>	<b>42,916,424</b>	<b>47,772,419</b>	<b>52,020,527</b>	<b>58,182,289</b>	<b>6,161,762</b>
<b>TOTAL RETIREMENT</b>	<b>41,058,809</b>	<b>42,916,424</b>	<b>47,772,419</b>	<b>52,020,527</b>	<b>58,182,289</b>	<b>6,161,762</b>
<b>0110492 - WORKERS COMPENSATION</b>						
<b>EXPENSES</b>						
575007 WORKERS COMP INSURA	800,000	800,000	800,000	800,000	800,000	0
<b>TOTAL EXPENSES</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>0</b>
<b>TOTAL WORKERS COMPENSATION</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>0</b>
<b>0110493 - PROPERTY INSURANCE</b>						
<b>EXPENSES</b>						
575001 PROPERTY INSURANCE	586,233	640,480	660,964	694,331	800,000	105,669
575005 EMPLOYEE HONESTY BON	0	0	6,275	6,300	6,600	300
<b>TOTAL EXPENSES</b>	<b>586,233</b>	<b>640,480</b>	<b>667,239</b>	<b>700,631</b>	<b>806,600</b>	<b>105,969</b>
<b>TOTAL PROPERTY INSURANCE</b>	<b>586,233</b>	<b>640,480</b>	<b>667,239</b>	<b>700,631</b>	<b>806,600</b>	<b>105,969</b>
<b>0110498 - RESERVE FUNDS</b>						
<b>PERSONNEL SERVICES</b>						
519700 CURRENT YEAR WAGE RE	0	0	0	1,500,000	1,597,790	97,790
<b>TOTAL PERSONNEL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>	<b>1,597,790</b>	<b>97,790</b>
<b>EXPENSES</b>						
579000 CURRENT YEAR RESERVE	0	0	0	500,000	500,000	0
579400 BUDGET RESERVE/SNOW	0	0	0	1,500,000	1,500,000	0
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>0</b>
<b>TOTAL RESERVE FUNDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,500,000</b>	<b>3,597,790</b>	<b>97,790</b>
<b>TOTAL COMPTROLLER</b>	<b>44,186,711</b>	<b>46,196,813</b>	<b>50,795,717</b>	<b>57,816,826</b>	<b>65,377,407</b>	<b>7,560,581</b>