

**TOWN OF SAUGUS**



**SEWER ENTERPRISE FUND**

**INDIRECT COST CALCULATION**

**FISCAL YEAR 2024**

**May 2023**

A. Fiscal Year 2024 Sewer Utility Indirect Cost Allocations

I. Benefit Costs of Sewer Utility Personnel

Wages	Health Insurance Plan	Health Insurance	Life Insurance	Medicare	Other Costs Non-Union	Workers' Compensation	Retirement Assessment	Total Benefits by Employee	Total Allocation	Prior Year Allocation	Increase (Decrease) Amt	Increase (Decrease) %
\$ 75,652		\$ 30,558	\$ 61	\$ 1,097	\$ -	\$ 2,179	N/A	\$ 33,895				
\$ 61,618		\$ 11,650	\$ 61	\$ 893	\$ -	\$ 1,775	N/A	\$ 14,380				
\$ 67,898		\$ 30,558	\$ 61	\$ 985	\$ -	\$ 1,955	N/A	\$ 33,560				
\$ 18,025		\$ 15,279	\$ 31	\$ 261	\$ -	\$ 11	N/A	\$ 15,582				
\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -				
Retirement Total for Department:							\$ 60,833					
Subtotal - Sewer Employee Benefits:									\$ 158,249	\$ 177,423	\$ (19,174)	-10.81%

II. Central Service Departments/Units

					Allocation %	Total Allocable to Sewer Ent by Dept.	Prior Year Allocation	Increase (Decrease) Amt	Increase (Decrease) %
	Wages	Benefits	Expenses	Total					
Accounting			\$ 140,000	\$ 140,000	3.55%	\$ 4,976			
Town Accountant	\$ 105,075	\$ 77,033		\$ 182,107	3.55%	\$ 6,472			
Accounting Manager	\$ 78,076	\$ 65,475		\$ 143,552	3.55%	\$ 5,102			
Accounting Clerk/Benefits	\$ 67,208	\$ 59,762		\$ 126,970	5.71%	\$ 7,247			
Payroll Coordinator	\$ 69,824	\$ 58,139		\$ 127,963	1.04%	\$ 1,336	\$ 24,312	\$ 822	3.38%
Treasurer/Collector	\$ 365,655	\$ 311,654	\$ 111,945	\$ 789,254	9.40%	\$ 74,200	\$ 75,953	\$ (1,753)	-2.31%
Human Resources	\$ 181,699	\$ 120,069	\$ 22,250	\$ 324,018	0.50%	\$ 1,618	\$ 3,216	\$ (1,598)	-49.70%
Purchasing	\$ 178,875	\$ 89,337	\$ -	\$ 268,212	5.71%	\$ 15,310	\$ 13,427	\$ 1,883	14.02%
MIS	\$ 107,265	\$ -	\$ 257,386	\$ 364,652	3.55%	\$ 12,960	\$ 13,882	\$ (922)	-6.64%
Legal	\$ 70,271	\$ 60,574	\$ 376,500	\$ 507,345	3.55%	\$ 18,032	\$ 17,131	\$ 901	5.26%
Town Manager	\$ 523,588	\$ 208,772	\$ 393,200	\$ 1,125,560	3.55%	\$ 40,004	\$ 35,539	\$ 4,465	12.56%
Board of Selectmen	\$ 53,920	\$ -	\$ 6,075	\$ 59,995	3.55%	\$ 2,132	\$ 2,226	\$ (94)	-4.21%
Finance Committee	\$ 5,000	\$ -	\$ -	\$ 5,000	3.55%	\$ 178	\$ 185	\$ (7)	-3.94%
DPW Directors	\$ 434,653	\$ 251,847	\$ 8,800	\$ 695,300	11.86%	\$ 82,477	\$ 85,959	\$ (3,482)	-4.05%
Engineering	\$ 192,032	\$ 100,296	\$ 31,950	\$ 324,278	35.47%	\$ 115,031	\$ 75,521	\$ 39,510	52.32%
Motor Pool	\$ 82,195	\$ 65,285	\$ 211,800	\$ 359,280	8.22%	\$ 29,530	\$ 25,348	\$ 4,182	16.50%
Total	\$ 2,515,336	\$ 1,468,244	\$ 1,559,906	\$ 5,543,487	Subtotal - Central Service Costs: \$ 416,605 \$ 372,699 \$ 43,906 11.78%				

A. Fiscal Year 2024 Sewer Utility Indirect Cost Allocations

I. Benefit Costs of Sewer Utility Personnel

III. Other Support/ Related Costs:

Automobile Insurance	6 sewer vehicles out of 157 covered =	3.82%	of	\$	236,000	=	\$	9,019	\$	9,019	\$	8,432	\$	587	6.96%		
Property Insurance	Coverage of Sewer's % of DPW Bldg =	0.20%	of	\$	745,000	=	\$	1,475	\$	1,475	\$	1,433	\$	42	2.92%		
Property Insurance	Coverage of Other Sewer Bldgs =	1.86%	of	\$	745,000	=	\$	13,856	\$	13,856	\$	13,462	\$	394	2.93%		
Postage (PKS Associates)	Sewer on 47.1% of 22,215 w/s bills	22,215	\$	0.60	per bill	=	\$	13,329	47.1%	\$	6,272	\$	6,303	\$	(31)	-0.49%	
Printing (PKS Associates)	Sewer on 47.1% of 22,215 w/s bills	22,215	\$	0.35	per bill	=	\$	7,775	47.1%	\$	3,659	\$	4,011	\$	(352)	-8.78%	
Lockbox (Eastern Bank)	Sewer accounts for 13.55% of costs	13.55%	of	\$	7,541	=	\$	1,022		\$	1,022	\$	944	\$	78	8.26%	
Subtotal - Other Support Costs:											\$	35,303	\$	34,585	\$	718	2.08%

TOTAL SEWER INDIRECT COSTS:	\$	610,157	\$	584,707	\$	25,450	4.35%
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## B. Sewer Utility - Central Service Department/Units - Allocation % calculation

Basis for Allocations:	Calculation:	Fiscal Year 2024	Allocation %
<b>Accounting</b>			
Town Accountant	$\frac{\text{Sewer Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}}$	$= \frac{\$ 1,254,376}{\$ 34,202,642} =$	<b>3.67%</b>
Accounting Manager	$\frac{\text{Sewer Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}}$	$= \frac{\$ 1,254,376}{\$ 34,202,642} =$	<b>3.67%</b>
Accounting Clerk/Benefits Analyst	$\frac{\text{Sewer Direct Operating Expenses}}{\text{Total Municipal and School Direct Operating Expenses}}$	$= \frac{\$ 1,013,157}{\$ 17,749,784} =$	<b>5.71%</b>
Payroll Coordinator	$\frac{\text{Sewer Wages}}{\text{Total Municipal Wages}}$	$= \frac{\$ 241,219}{\$ 23,106,871} =$	<b>1.04%</b>
<b>Treasurer/Collector</b>			
	$\frac{\text{Sewer Number of Bill Processed}}{\text{Total Number of Bill Processed}}$	$= \frac{\$ 10,474}{\$ 111,405} =$	<b>9.40%</b>
<b>Human Resources</b>			
	$\frac{\text{Sewer Wages}}{\text{Total Municipal and School Wages}}$	$= \frac{\$ 241,219}{\$ 48,318,581} =$	<b>0.50%</b>
<b>Purchasing</b>			
	$\frac{\text{Sewer Direct Operating Expenses}}{\text{Total Municipal and School Direct Operating Expenses}}$	$= \frac{\$ 1,013,157}{\$ 17,749,784} =$	<b>5.71%</b>
<b>Legal</b>			
	$\frac{\text{Sewer Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}}$	$= \frac{\$ 1,254,376}{\$ 35,293,115} =$	<b>3.55%</b>
<b>Town Manager</b>			
	$\frac{\text{Sewer Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}}$	$= \frac{\$ 1,254,376}{\$ 35,293,115} =$	<b>3.55%</b>

B. Sewer Utility - Central Service Department/Units - Allocation % calculation

Basis for Allocations:	Calculation:	Fiscal Year 2024	Allocation %
MIS	$\frac{\text{Sewer Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}} = \frac{\$ 1,254,376}{\$ 35,293,115} =$		3.55%
Board of Selectmen	$\frac{\text{Sewer Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}} = \frac{\$ 1,254,376}{\$ 35,293,115} =$		3.55%
Finance Committee	$\frac{\text{Sewer Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}} = \frac{\$ 1,254,376}{\$ 35,293,115} =$		3.55%
DPW Directors	$\frac{\text{Sewer Wages and Operating Expense}}{\text{All DPW Dept. Wages and Operating Expense}} = \frac{\$ 1,254,376}{\$ 10,574,689} =$		11.86%
Engineering	$\frac{\text{Sewer Wages and Operating Expenses}}{\text{Sewer, Water and Highway Budgets}} = \frac{\$ 1,254,376}{\$ 3,536,162} =$		35.47%
Motor Pool	$\frac{\text{Sewer Number of Vehicles}}{\text{Total Number of Vehicles Maintained}} = \frac{6}{73} =$		8.22%

### C. Fiscal Year 2024 Sewer Utility - Detailed Benefits Calculations

#### I. All Benefits Allocated for Direct Utility Staff:

Division/Unit	Title/Note	Wage	Health Insurance	Life Insurance	Medicare	Other Costs Non-Union	Workers' Compensation	Retirement Assessment	Total Benefits	Division/Unit Total Benefit
Sewer	Foreman	\$ 75,652	\$ 30,558	\$ 61	\$ 1,097	\$ -	\$ 2,179	N/A	\$ 33,895	
	Operator	\$ 61,618	\$ 11,650	\$ 61	\$ 893	\$ -	\$ 1,775	N/A	\$ 14,380	
	Operator	\$ 67,898	\$ 30,558	\$ 61	\$ 985	\$ -	\$ 1,955	N/A	\$ 33,560	
	WS Utility Billing Manager	\$ 18,025	\$ 15,279	\$ 31	\$ 261	\$ -	\$ 11	N/A	\$ 15,582	

Retirement Total for Department: \$ 60,833

Subtotal - Sewer Employee Benefits: \$ 158,249

#### II. Benefits Allocated based on method stated for each unit/division:

Division/Unit	Title/Note	Wage	Health Insurance	Life Insurance	Medicare	Other Costs Non-Union	Workers' Compensation	Retirement Assessment	Total Benefits	Division/Unit Total Benefit
Accounting	Town Accountant	\$ 105,075	\$ 30,558	\$ 61	\$ 1,524	\$ 850	\$ 63	\$ 43,976	\$ 77,033	
	Accounting Manager	\$ 78,076	\$ 30,558	\$ 61	\$ 1,132	\$ 1,000	\$ 47	\$ 32,677	\$ 65,475	
	Accounting Clerk/Benefits Analyst	\$ 67,208	\$ 30,558	\$ 61	\$ 975	\$ -	\$ 40	\$ 28,128	\$ 59,762	
	Payroll Coordinator	\$ 69,824	\$ 27,800	\$ 61	\$ 1,012	\$ -	\$ 42	\$ 29,223	\$ 58,139	\$ 260,409
Treasurer/Collector	Finance Director &T/Coll	\$ 141,987	\$ 30,558	\$ 61	\$ 2,059	N/A	\$ 85	\$ 59,425	\$ 92,188	
	Asst. Collector	\$ 63,723	\$ 30,558	\$ 61	\$ 924	N/A	\$ 38	\$ 26,670	\$ 58,252	
	Principal Clerk	\$ 54,318	\$ 30,558	\$ 61	\$ 788	N/A	\$ 33	\$ 22,733	\$ 54,173	
	Principal Clerk	\$ 53,465	\$ 30,558	\$ 61	\$ 775	N/A	\$ 32	\$ 22,376	\$ 53,803	\$ 311,654
Human Resources	Human Resources Director	\$ 103,396	\$ 30,558	\$ 61	\$ 1,499	N/A	\$ 62	\$ 43,274	\$ 75,455	
	HR Manager	\$ 78,303	\$ 10,599	\$ 61	\$ 1,135	N/A	\$ 47	\$ 32,772	\$ 44,614	
						N/A			\$ -	\$ 120,069
Purchasing	Purchasing/Account Manager	\$ 98,226		\$ 61	\$ 1,424	N/A	\$ 59	\$ 41,110	\$ 42,654	
	Assistant Purchasing Manager	\$ 80,649	\$ 11,650	\$ 61	\$ 1,169	N/A	\$ 48	\$ 33,753	\$ 46,683	\$ 89,337
Legal	Town Counsel	\$ 69,221	\$ 30,558	\$ -	\$ 1,004	N/A	\$ 42	\$ 28,971	\$ 60,574	\$ 60,574
Town Manager	Town Manager	\$ 194,680	\$ 30,558	\$ 61	\$ 2,823	N/A	\$ 117	\$ 81,478	\$ 115,038	
	Chief Administrative Aide	\$ 79,595	\$ 30,558	\$ 61	\$ 1,154	N/A	\$ 48	\$ 33,313	\$ 65,134	
	Admin Assistant	\$ 65,816		\$ 61	\$ 954	N/A	\$ 39	\$ 27,545	\$ 28,601	\$ 208,772

**C. Fiscal Year 2024 Sewer Utility - Detailed Benefits Calculations**

**I. All Benefits Allocated for Direct Utility Staff:**

Division/Unit	Title/Note	Wage	Health Insurance	Life Insurance	Medicare	Other Costs Non-Union	Workers' Compensation	Retirement Assessment	Total Benefits	Division/Unit Total Benefit
MIS	MIS Director	\$ 107,265	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	\$ -
DPW Directors	Director	\$ 163,031	\$ 27,800	\$ -	\$ 2,364	N/A	\$ 4,663	\$ 68,232	\$ 103,059	
	Assistant Director	\$ 98,724	\$ 11,650	\$ 61	\$ 1,431	N/A	\$ 2,823	\$ 41,318	\$ 57,285	
	Principal Clerk	\$ 59,933	\$ 30,558	\$ 61	\$ 869	N/A	\$ 36	\$ 25,083	\$ 56,608	
	Principal Clerk	\$ 53,465	\$ 11,650	\$ 61	\$ 775	N/A	\$ 32	\$ 22,376	\$ 34,895	\$ 251,847

**II. Benefits Allocated based on method stated for each unit/division:**

Division/Unit	Title/Note	Wage	Health Insurance	Life Insurance	Medicare	Other Costs Non-Union	Workers' Compensation	Retirement Assessment	Total Benefits	Division/Unit Total Benefit
DPW Engineering	Engineer	\$ 101,685		\$ -	\$ 1,474	N/A	\$ 2,908	\$ 42,558	\$ 46,940	\$ 100,296
DPW Motor Pool	Foreman	\$ 75,095	\$ 30,558	\$ 61	\$ 1,089	N/A	\$ 2,148	\$ 31,429	\$ 65,285	\$ 65,285

**Subtotal - Central Service Employee Benefits: \$ 1,468,244**