



TOWN OF ANDOVER *Finance & Budget*

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Accounting Department

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Andrew P. Flanagan
Town Manager

Michael Lindstrom
Deputy Town Manager

To: Select Board
Finance Committee
School Committee
Revenue and Expenditure Task Force

From: Hayley Green, Town Accountant/Assistant Finance Director

CC: Andrew Flanagan, Michael Lindstrom, Austin Simko, Patrick Lawlor, Magda Parvey,
Keith Taverna, Martha Sybert, Tara Bicknell, Town Website

Date: December 4, 2023

Re: ***FY 2024 Financials***

The attached reports summarize the Town's financial position through October 31, 2023.
Included are the following:

- Executive Summary
- Budgeted versus Actual Revenues – General Fund and Enterprise Funds
- Revenue Comparison Graphs
- Personal Services and Other Expenditures by Department
- Reserve Account and Compensation Fund Analysis
- Chapter 44 § 53 E ½ Revolving Funds
- Capital Projects status – FY18 – FY24

Feel free to contact me, should you have any questions regarding the reports.

The attached reports of the Town Accountant summarize FY 2024 revenues and expenditures for the General Fund, Enterprise Funds, Reserve Fund, Revolving Funds and Capital Projects through October 31, 2023.

General Fund

The total general fund receipts of all sources collected through October 31, 2023 are greater than the annual projections through the first quarter of the year. FY2024 local receipts are \$1,124,957 greater than FY 2023 collections through the same period of time. This is primarily due to the increase in investment income as interest rates have risen in the past year. Off-set receipts collections are consistent with collections through the same period of time last fiscal year.

General fund personal services and other expenses are in line with FY 2024 projections through October 2023. Insurance premiums and the required appropriation for pension were paid in July. Encumbrances are adjusted throughout the year.

Water Enterprise Fund

The total water enterprise fund collections are in line with the annual projections through October 2023. The user charges receipts are \$233,301 less than FY23 through the same period, due to the timing of a North Reading payment recorded in FY23. Water personal services and other expenses are in line with FY 2024 projections through October 2023.

Sewer Enterprise Fund

The total sewer enterprise fund collections are lower than projections through October 2023 and user charges receipts are \$7,887 less than prior year receipts through the same period. Sewer personal services are slightly lower than FY 2024 projections through October 2023. Sewer other expenses are greater than projections but are in line with the prior year through this period.

Reserve Fund

Town Meeting approved a reserve fund balance of \$200,000. This money has not been used through October 2023.

Revolving Accounts

Town Meeting voted to approve 16 revolving funds with a total spending limit of \$2,490,000.

Capital Projects

These projects are part of the Town's capital improvement plan voted at Town Meeting from taxation. There is a balance of \$4,002,815 available for the most recent seven years of approved projects.

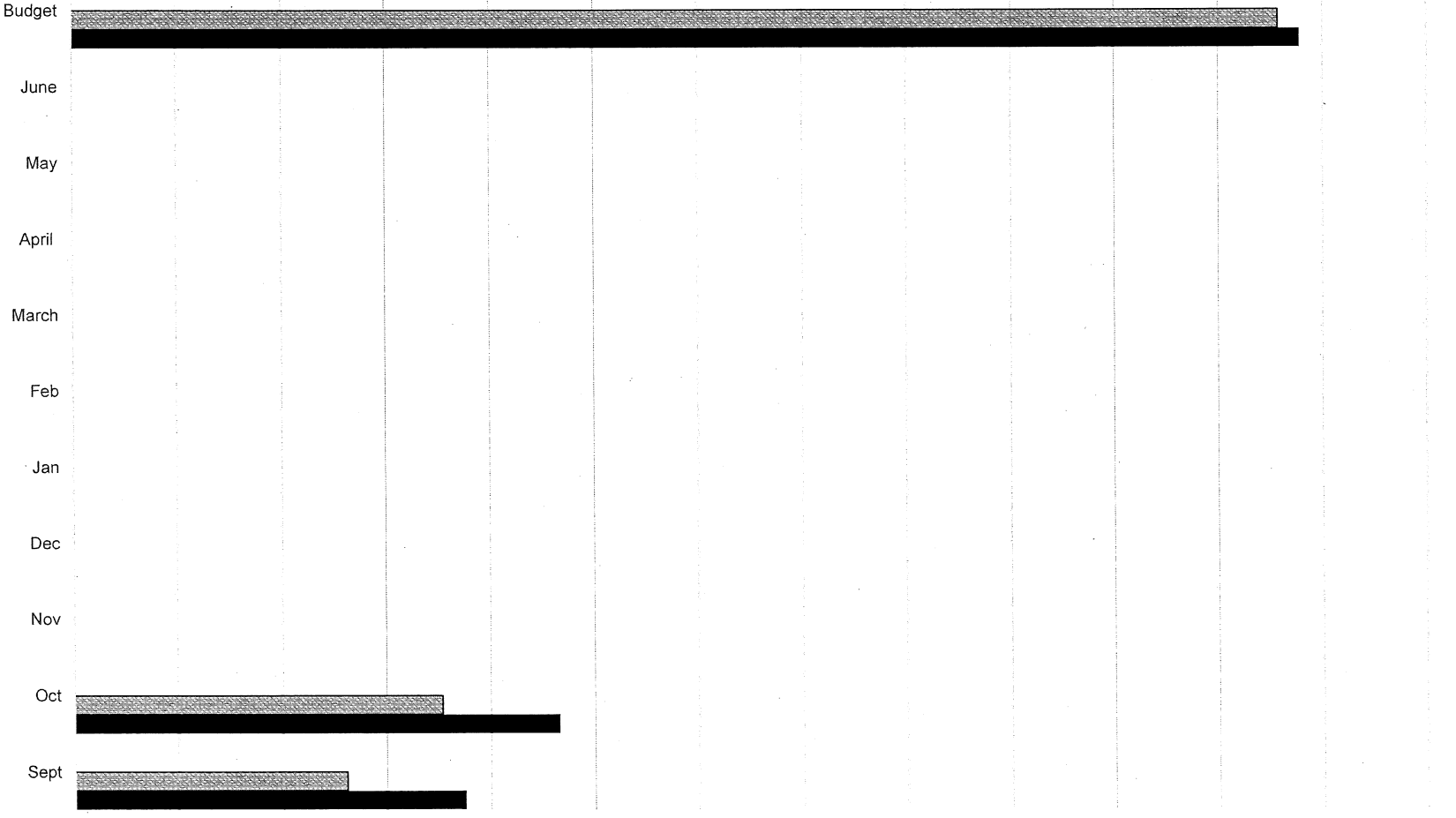
Town of Andover
FY 2024 General Fund Year-To-Date Revenue Report
Budgeted vs. Actuals 10/31/2023 and 10/31/2022

	FY 24 Budgeted Receipts	FY 24 YTD Revenues	% Collected	FY 23 Budgeted Receipts	FY 23 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
Local Receipts								
Motor Vehicle Excise	5,708,009	579,727	10.2%	5,651,834	557,539	9.9%	56,175	22,188
Hotel/Motel/Meals	1,841,700	924,042	50.2%	1,799,000	801,438	44.5%	42,700	122,605
Penalties and Interest on Taxes and Excises	405,000	227,734	56.2%	480,000	145,910	30.4%	(75,000)	81,824
Fees	38,000	7,483	19.7%	61,000	23,175	38.0%	(23,000)	(15,693)
Payments in Lieu of Taxes	467,463	-	0.0%	451,731	-	0.0%	15,732	-
Other Departmental Revenues	234,586	48,702	20.8%	213,000	247,395	116.1%	21,586	(198,693)
Other Departmental Revenues - School Medicare	275,000	96,748	35.2%	200,000	125,748	62.9%	75,000	(29,000)
Non-Recurring Revenues	-	400	0.0%	5,000	61,000	1220.0%	(5,000)	(60,600)
Licenses and Permits	2,401,315	715,768	29.8%	2,377,540	817,933	34.4%	23,775	(102,164)
Fines & Forfeits	132,500	51,807	39.1%	132,500	52,573	39.7%	-	(766)
Investment Income	275,794	2,007,463	727.9%	204,000	702,294	344.3%	71,794	1,305,169
Special Assessments	-	87	N/A	-	-	N/A	-	87
Total Estimated Receipts	11,779,367	4,659,961	39.6%	11,575,605	3,535,004	30.5%	203,762	1,124,957
Off-Set Receipts								
Recreation	556,531	69,918	12.6%	531,531	61,979	11.7%	25,000	7,940
Elder Services	106,000	40,112	37.8%	106,000	39,522	37.3%	-	590
Public Facilities - Rental Receipts	60,000	41,343	68.9%	40,000	30,670	76.7%	20,000	10,673
Cemetery - Interment Fees	60,000	14,683	24.5%	60,000	23,454	39.1%	-	(8,771)
Public Safety - Police Detail Fees	70,000	19,254	27.5%	60,000	19,503	32.5%	10,000	(250)
Public Safety / Fire - Ambulance Receipts	1,750,000	581,872	33.2%	1,300,000	543,002	41.8%	450,000	38,870
Total Off-Set Receipts	2,602,531	767,181	29.5%	2,097,531	718,129	34.2%	505,000	49,052
Other Revenues								
Property Taxes (inc. Tax Titles)	183,970,396	82,991,606	45.1%	174,778,254	78,697,886	45.0%	9,192,142	4,293,720
State Aid	16,716,855	5,628,893	33.7%	14,794,019	4,902,730	33.1%	1,922,836	726,163
Total Other Revenues	200,687,251	88,620,499	44.2%	189,572,273	83,600,616	44.1%	11,114,978	5,019,883
Total Revenues	215,069,149	94,047,641	43.7%	203,245,409	87,853,750	43.2%	11,823,740	6,193,891

Town of Andover
FY 2024 Enterprise Funds Year-To-Date Revenue Report
Budgeted vs. Actuals 10/31/2023 and 10/31/2022

Water Fund	FY 24 Budgeted	FY 24 YTD	%	FY 23 Budgeted	FY 23 YTD	%	Change in	Change in
	Receipts	Revenues	Collected	Receipts	Revenues	Collected	Budgets	YTD Receipts
User Charges	12,777,571	3,965,963	31.0%	10,445,844	4,199,265	40.2%	2,331,727	(233,301)
Water Connection	5,000	2,516	50.3%	7,500	2,516	33.5%	(2,500)	-
Water Testing Fees	5,000	14,385	287.7%	12,000	3,920	32.7%	(7,000)	10,465
Meter Installations	10,000	3,300	33.0%	10,000	3,150	31.5%	-	150
Fire Flow Test	5,000	3,000	60.0%	5,000	6,500	130.0%	-	(3,500)
Special/Final Reads	15,000	6,474	43.2%	25,000	8,536	34.1%	(10,000)	(2,062)
Backflow/Cross Connection Fees	80,000	5,145	6.4%	87,500	24,529	28.0%	(7,500)	(19,383)
Water Tap	-	-	N/A	-	425	N/A	-	(425)
Liens	70,000	4,437	6.3%	85,000	11,509	13.5%	(15,000)	(7,072)
Fire Suppression	250,000	71,793	28.7%	280,000	74,686	26.7%	(30,000)	(2,893)
Interest /Misc Revenue	-	837	N/A	2,500	530	21.2%	(2,500)	307
Non-Revenue Interest	26,445	2,296	8.7%	7,500	4,066	54.2%	18,945	(1,769)
Total Water Receipts	13,244,016	4,080,147	30.8%	10,967,844	4,339,631	39.6%	2,276,172	(259,484)
Sewer Fund	FY 24 Budgeted	FY 24 YTD	%	FY 23 Budgeted	FY 23 YTD	%	Change in	Change in
	Receipts	Revenues	Collected	Receipts	Revenues	Collected	Budgets	YTD Receipts
User Charges	5,354,484	1,560,322	29.1%	5,173,301	1,568,209	30.3%	181,183	(7,887)
Committed Interest/Income	130,000	2,418	1.9%	110,000	2,173	2.0%	20,000	245
Liens	50,000	2,220	4.4%	55,000	6,323	11.5%	(5,000)	(4,103)
Apport Assmnts	400,000	39,120	9.8%	340,000	35,373	10.4%	60,000	3,747
Interest /Misc Revenue	-	400	N/A	3,500	474	13.5%	(3,500)	(73)
Non-Revenue Interest	25,000	21,434.87	85.7%	6,500	6,648	102.3%	18,500	14,786
Total Sewer Receipts	5,959,484	1,625,915	27.3%	5,688,301	1,619,201	28.5%	271,183	6,714
Total Enterprise Revenues	19,203,500	5,706,062	29.7%	16,656,145	5,958,832	35.78%	2,547,355	(252,770)

Town of Andover Local Receipts FY 2024 and FY 2023

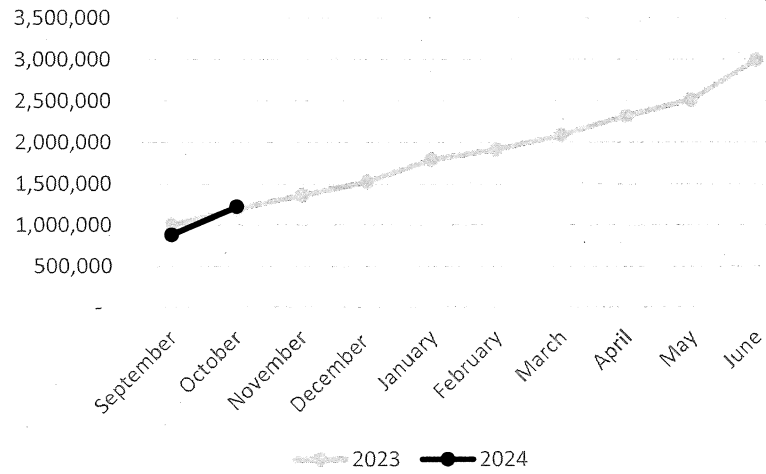


	0	\$1 M	\$2 M	\$3 M	\$4 M	\$5 M	\$6 M	\$7 M	\$8 M	\$9 M	\$10 M	\$11 M	\$12 M	\$13 M
■ FY 2023 % of Budget		22.6%	30.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	
■ FY 2024 % of Budget		31.9%	39.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	
■ FY 2023 Receipts		\$2,618,268	\$3,535,004	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,575,605	
■ FY 2024 Receipts		\$3,752,141	\$4,659,961	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,779,367	

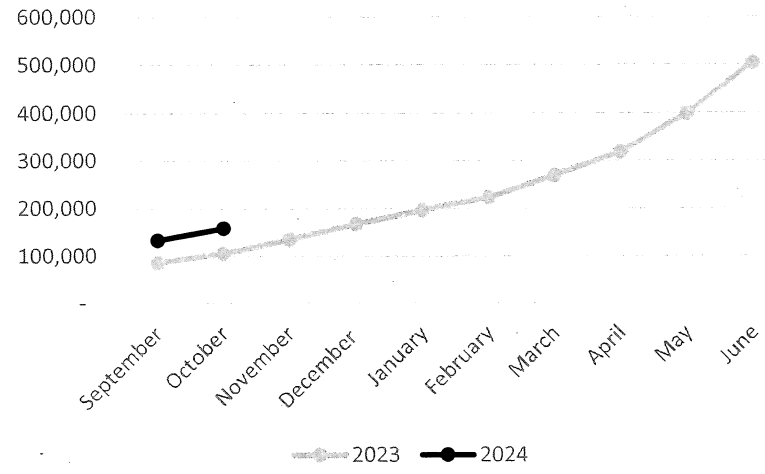
Town of Andover
FY 2024 Year-To-Date Budget Report
Personal Services and Other Expenditures thru 10/31/2023

	Original Appropriation	Transfers/ Adjustments	Revised Budget	YTD Expended	Encumbrances	Available Balance	% Expended & Encumbered	% Expended
Personal Services								
General Government	7,771,063	-	7,771,063	2,446,184	-	5,324,879	31.5%	31.5%
Community Services	1,956,387	-	1,956,387	672,327	-	1,284,060	34.4%	34.4%
Public Facilities	2,732,130	-	2,732,130	820,211	-	1,911,919	30.0%	30.0%
Public Safety - Fire	9,255,441	-	9,255,441	2,891,839	-	6,363,602	31.2%	31.2%
Public Safety - Police	8,579,059	-	8,579,059	2,583,301	-	5,995,758	30.1%	30.1%
Public Works	3,930,369	-	3,930,369	1,222,154	-	2,708,215	31.1%	31.1%
Library	2,383,930	-	2,383,930	713,476	-	1,670,454	29.9%	29.9%
School	79,732,097	-	79,732,097	14,404,658	-	65,327,439	18.1%	18.1%
Total Personal Services - General Fund	116,340,476	-	116,340,476	25,754,150	-	90,586,326	22.1%	22.1%
Water Enterprise	2,395,322	-	2,395,322	759,426	-	1,635,896	31.7%	31.7%
Sewer Enterprise	378,940	-	378,940	104,387	-	274,553	27.5%	27.5%
Total Personal Services - Enterprise Funds	2,774,262	-	2,774,262	863,813	-	1,910,449	31.1%	31.1%
Other Expenses								
General Government	2,911,145	348,766	3,259,911	1,224,085	525,709	1,510,117	53.7%	37.5%
Community Services	617,115	113,146	730,261	157,927	235,186	337,148	53.8%	21.6%
Public Facilities	1,446,400	112,124	1,558,524	411,373	536,211	610,940	60.8%	26.4%
Public Safety - Fire	749,465	46,696	796,161	283,634	204,686	307,840	61.3%	35.6%
Public Safety - Police	1,047,300	55,998	1,103,298	411,975	344,378	346,945	68.6%	37.3%
Public Works	6,445,997	619,297	7,065,294	1,898,074	3,483,519	1,683,702	76.2%	26.9%
Library	674,179	2,207	676,386	296,485	271,413	108,488	84.0%	43.8%
School	19,868,827	1,927,127	21,795,954	4,939,570	14,567,607	2,288,776	89.5%	22.7%
Technical Schools	1,312,220	-	1,312,220	289,337	868,011	154,872	88.2%	22.0%
Debt Service	25,503,634	-	25,503,634	14,163,192	-	11,340,442	55.5%	55.5%
Insurance	1,280,400	-	1,280,400	1,206,264	23,192	50,944	96.0%	94.2%
Health Insurance	23,835,094	-	23,835,094	3,682,398	-	20,152,696	15.4%	15.4%
Unemployment	168,100	29,031	197,131	48,179	22,985	125,967	36.1%	24.4%
Retirement	7,124,644	-	7,124,644	7,124,844	-	(200)	100.0%	100.0%
Reserve Fund	200,000	-	200,000	-	-	200,000	0.0%	0.0%
OPEB Appropriation	1,812,834	-	1,812,834	-	-	1,812,834	0.0%	0.0%
Total Other Expenses - General Fund	94,997,354	3,254,393	98,251,747	36,137,339	21,082,897	41,031,511	58.2%	36.8%
Water Enterprise	8,759,225	1,024,434	9,783,659	3,639,846	2,569,086	3,574,727	63.5%	37.2%
Sewer Enterprise	4,819,026	871,202	5,690,228	2,759,752	1,726,789	1,203,687	78.8%	48.5%
Total Other Expenses - Enterprise Funds	13,578,251	1,895,636	15,473,887	6,399,598	4,295,875	4,778,414	69.1%	41.4%
Total - General Fund	211,337,830	3,254,393	214,592,223	61,891,489	21,082,897	131,617,837	38.7%	28.8%
Total - Enterprise Funds	16,352,513	1,895,636	18,248,149	7,263,411	4,295,875	6,688,863	63.3%	39.8%

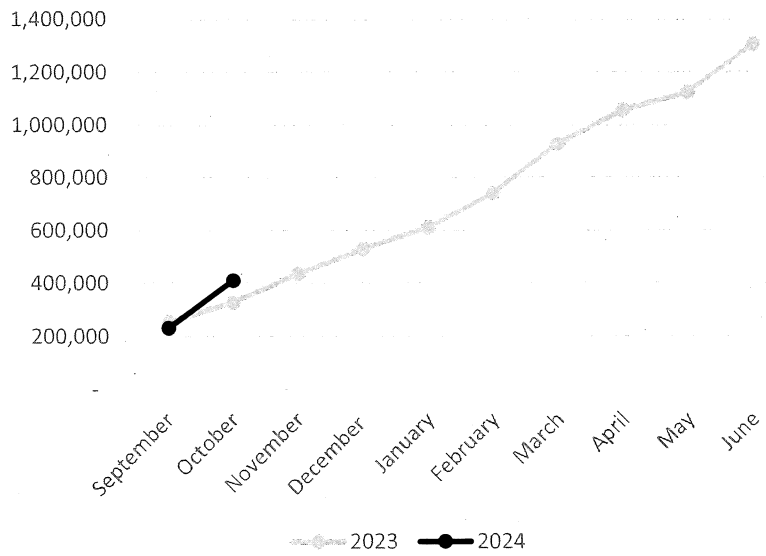
General Government Expenses



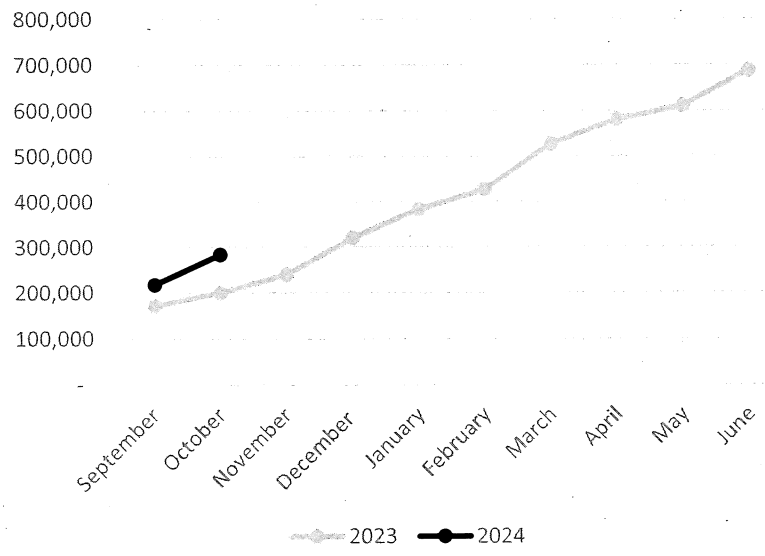
Community Services Expenses



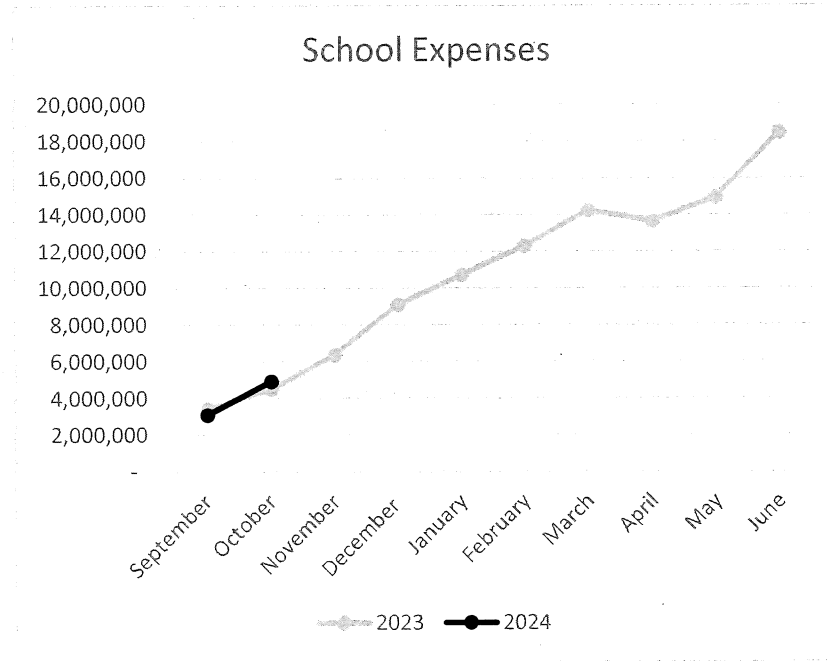
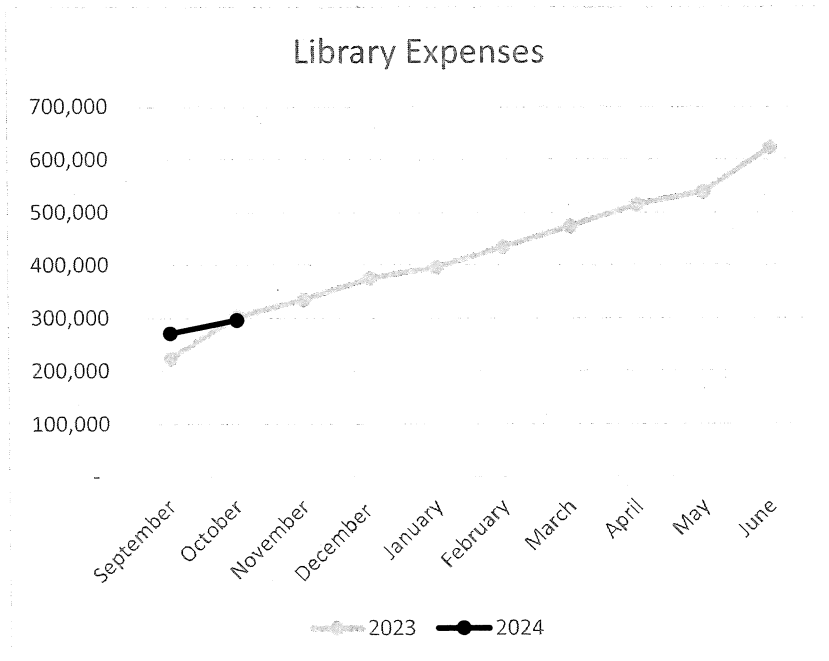
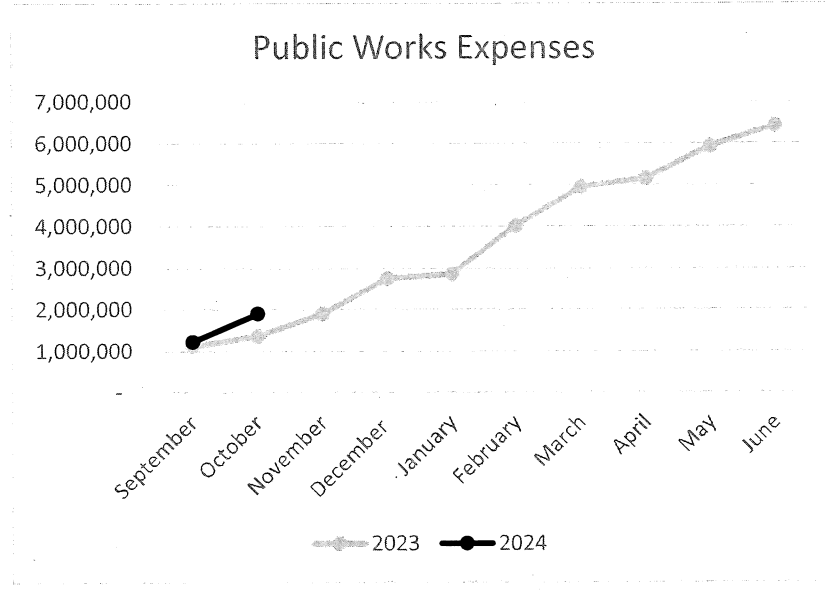
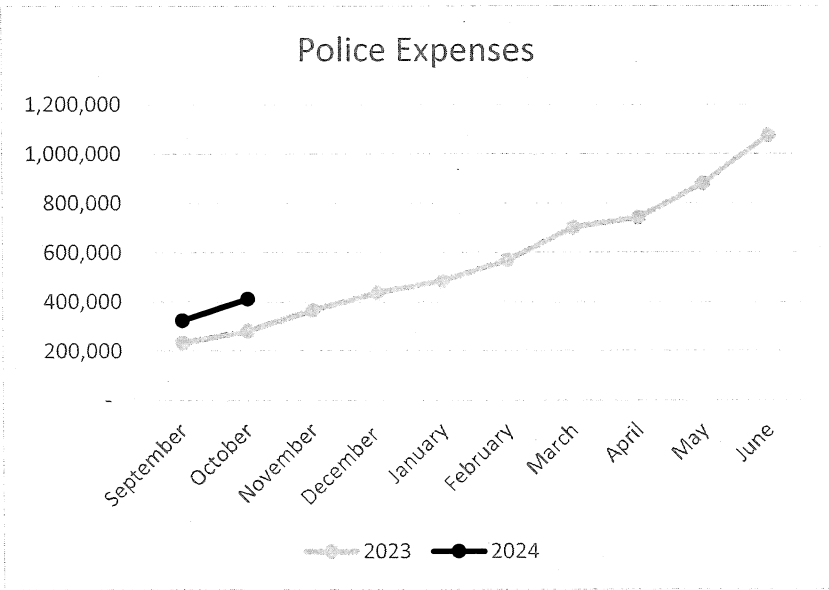
Public Facilities Expenses



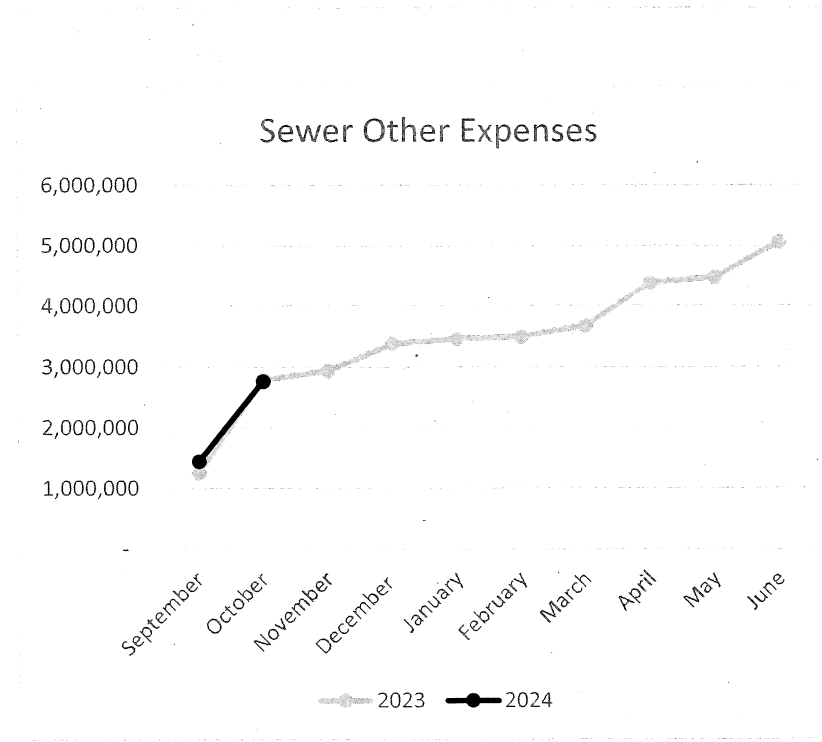
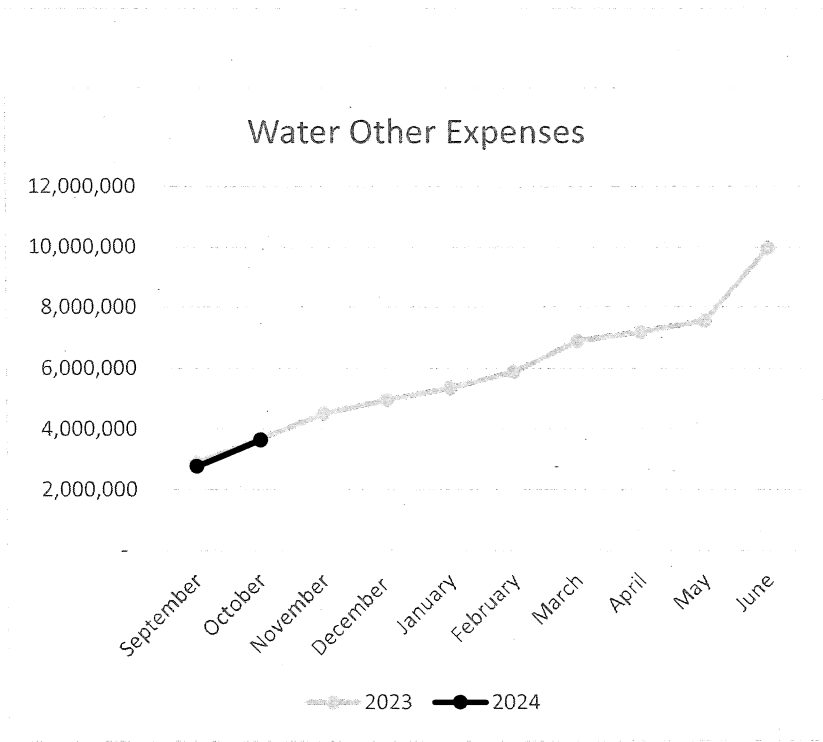
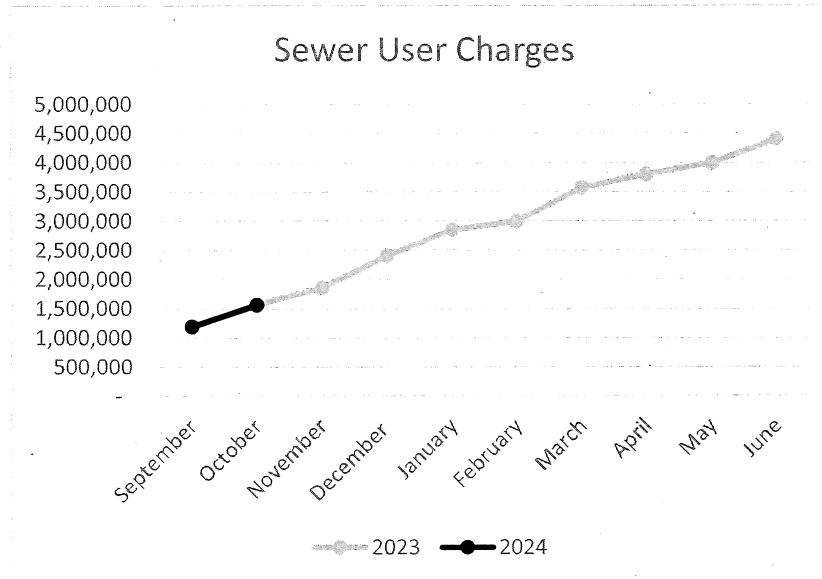
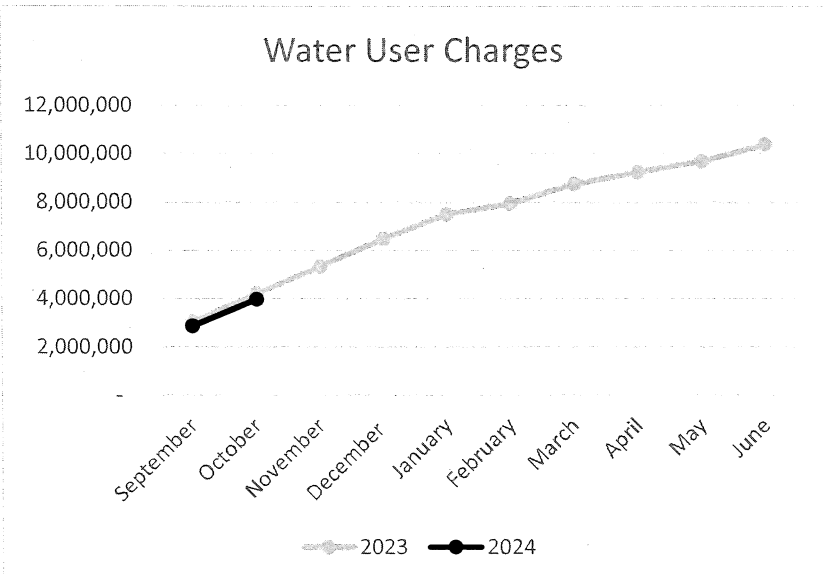
Fire Expenses



*Expenses vary from year to year due to timing and departmental needs, but can still be on budget.



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Town of Andover
FY 2024 Revolving Accounts
(M.G.L. CH. 44, § 53 E1/2)
As of 10/31/23

	CD & P Legal Notices Acct 5550	Library Lost/Damaged Materials Acct 5631	CD & P Health Services Clinics Acct 5557	Recreation Special Services Acct 5552	Youth Services Acct 5553	Facilities Field Maintenance Acct 5622	Elder Services Acct 5554	Police Antenna Uses Acct 5653	School Photocopy Fees Acct 4510	Facilities Compost Program Acct 5666	DPW Solid Waste Fees Acct 5667	CD & P Stormwater Management Acct 5668	Fire Emergency Billing Acct 5669	Health Services Inspections Acct 5670	School Professional Development Acct 4500	Student Technology Rental Acct 4260
Balance thru 6/30/2022	24,288	18,086	13,920	1,041,162	341,339	155,602	141,987	53,645	41,855	36,333	89,403	0	681	150,066	3,279	46,503
Receipts thru 6/30/2023	30,230	3,965	73,295	1,935,462	293,757	96,210	123,989	5,247	8,743	29,956	34,215	0	0	63,540	0	34,975
Expenditures thru 6/30/2023	20,000	3,163	34,139	1,546,422	200,020	27,601	86,427	0	0	32,093	40,000	0	0	37,130	95	29,624
Balance thru 6/30/2023	34,517	18,888	53,076	1,430,203	435,076	224,211	179,548	58,892	50,598	34,197	83,617.47	0	681	176,477	3,184	51,854
Receipts thru 10/31/2023	8,884	1,026	2,622	532,298	99,199	29,840	54,125	0	296	5,452	7,068	0	0	2,760	0	9,100
Expenditures thru 10/31/2023	9,121	706	598	611,262	71,976	16,767	35,407	0	0	13,691	10,497	0	0	275	0	20,390
Balance thru 10/31/2023	34,279	19,208	55,101	1,351,240	462,298	237,284	198,265	58,892	50,894	25,958	80,188	0	681	178,962	3,184	40,564

Spending Authorization	\$20,000	\$20,000	\$60,000	\$1,000,000	\$400,000	\$150,000	\$225,000	\$50,000	\$10,000	\$60,000	\$40,000	\$5,000	\$100,000	\$100,000	\$50,000	\$200,000
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Y-T-D % Spent	45.61%	3.53%	1.00%	61.13%	17.99%	11.18%	15.74%	0.00%	0.00%	22.82%	26.24%	0.00%	0.00%	0.28%	0.00%	10.20%
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**Town of Andover
Capital Projects
10/31/2023**

	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>Total Available</u>
Budget	1,495,643	1,040,000	1,011,600	1,150,000	1,185,000	1,271,500	1,338,000	
Expended	1,495,643	1,040,000	1,003,634	1,084,101	1,099,295	845,062	148,118	
Encumbered	-	-	7,966	12,200	36,435	92,175	196,208	
Total School CIP								
Available	-	-	-	53,699	49,270	334,263	993,674	1,430,906
Budget	579,018	487,000	1,044,098	902,108	137,000	150,000	95,000	
Expended	555,672	437,747	848,439	802,108	131,254	60,477	-	
Encumbered	9,300	3,517	10,540	-	130	7,455	-	
Total General Government CIP								
Available	14,046	45,736	185,118	100,000	5,616	82,068	95,000	527,584
Budget	32,214	-	-	-	-	-	-	-
Expended	32,214	-	-	-	-	-	-	-
Encumbered	-	-	-	-	-	-	-	-
Total Youth Services CIP								
Available	-	-	-	-	-	-	-	-
Budget	-	-	10,000	50,000	-	-	-	-
Expended	-	-	10,000	15,000	-	-	-	-
Encumbered	-	-	-	3,840	-	-	-	-
Total Library CIP								
Available	-	-	-	31,160	-	-	-	31,160
Budget	800,000	946,000	1,303,000	468,000	1,180,000	1,165,000	1,130,000	
Expended	781,652	942,538	1,302,540	390,111	853,601	385,212	31,305	
Encumbered	18,348	-	460	42,795	167,121	450,752	151,101	
Total Facilities CIP								
Available	-	3,462	-	35,093	159,278	329,036	947,594	1,474,463
Budget	293,500	250,077	195,000.00	195,000.00	255,000	-	40,000	
Expended	293,500	250,077	195,000.00	195,000.00	214,073	-	-	
Encumbered	-	-	-	-	40,927	-	1,500	
Total Police CIP								
Available	-	-	-	-	-	-	38,500	38,500
Budget	63,500	214,000	-	96,000	88,000	-	185,000	
Expended	61,353	205,282	-	96,000	77,383	-	-	
Encumbered	-	-	-	-	-	-	-	
Total Fire CIP								
Available	2,147	8,718	-	-	10,617	-	185,000	206,482
Budget	415,000	328,000	400,000	-	165,000	170,000	102,000	
Expended	366,924	328,000	399,118	-	145,000	-	-	
Encumbered	1,944	-	882	-	-	44,413	-	
Total DPW CIP								
Available	46,132	-	-	-	20,000	125,587	102,000	293,720
Budget	2,183,232	2,225,077	2,952,098	1,711,108	1,825,000	1,485,000	1,552,000	
Expended	2,091,314	2,163,645	2,755,098	1,498,219	1,421,312	445,690	31,305	
Encumbered	29,592	3,517	11,882	46,635	208,178	502,619	152,601	
Total Town CIP								
Available	62,326	57,916	185,118	166,253	195,511	536,691	1,368,094	2,571,909
Budget	3,678,875	3,265,077	3,963,698	2,861,108	3,010,000	2,756,500	2,890,000	
Expended	3,586,957	3,203,645	3,758,731	2,582,320	2,520,606	1,290,751	179,423	
Encumbered	29,592	3,517	19,848	58,836	244,612	594,795	348,810	
Grand Total								
Available	62,326	57,916	185,118	219,952	244,781	870,954	2,361,768	4,002,815