



TOWN OF ANDOVER *Finance & Budget*

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Andrew P. Flanagan
Town Manager

Michael Lindstrom
Deputy Town Manager

To: Select Board
Finance Committee
Superintendent of Schools
School Committee

From: Hayley Green, Town Accountant/Assistant Finance Director *AG*

CC: Andrew Flanagan, Michael Lindstrom, Donna Walsh, Paul Szymanski,
Janet Wright, Jared Mullane, Town Website

Date: September 6, 2019

Re: ***FY 2019 Financials***

The attached reports summarize the Town's financial position through June 30, 2019.
Included are the following:

- Executive Summary
- Budgeted versus Actual Revenues – General Fund and Enterprise Funds
- Revenue Comparison Graph – Local Receipts
- Personal Services and Other Expenditures by Department
- Reserve Account and Compensation Fund Analysis
- Chapter 44 § 53 E ½ Revolving Funds
- Capital Projects status – FY10 – FY19

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

The attached reports of the Town Accountant summarize FY 2019 General Fund Revenues and Expenditures – *Preliminary and Unaudited* – through June 30, 2019.

General Fund – Revenues

FY 2019 Total General Fund Collections of all sources collected through June 2019 are \$174,682,110 which is \$2,058,295 *greater* than FY2019 Budgeted.

FY 2019 Local Receipts collected through June 2019 are approximately \$2.3 million greater than budgeted and approximately \$786,000 greater than FY 2018 collections. Specifically, the following collections contributed to the higher than budgeted collection:

- Motor Vehicle Excise Tax collections are \$845,304 greater than budgeted
- Hotel/Meal Taxes are \$732,234 greater than budgeted
- Penalties and Interest on Taxes and Excises are \$247,394 greater than budgeted
- Payments in Lieu of Taxes are \$30,015 greater than budgeted
- Other Department Revenues are \$35,617 greater than budgeted
- School Medicare Payments are \$59,728 greater than budgeted
- Investment Income is \$739,799 greater than budgeted

These large collections, offset the following collections which came in under budget:

- Fees are \$24,120 less than budgeted
- Licenses and Permits are \$339,856 less than budgeted
- Fines and Forfeits are \$26,503 less than budgeted

FY2019 Off-Set Receipts collected through June 2019 are \$356,000 greater than budgeted. This is primarily due to higher ambulance receipts and police detail fees.

General Fund – Expenditures

FY 2019 General Fund Personal Services plus Encumbrances total \$97,465,366, which is \$625,064 *less* than FY2019 Budgeted.

FY 2019 General Fund Other Expenses plus Encumbrances total \$76,993,264, which is \$929,124 *less* than FY2019 Budgeted.

General Fund Expenditures plus Encumbrances less than Budgeted:

• Personal Services – General Government	\$ 222,150
• Personal Services – Community Services	\$ 5,117
• Personal Services – Facilities	\$ 44,547
• Personal Services – Public Works	\$ 78,142
• Personal Services – Public Safety(Police & Fire)	\$ 225,414
• Personal Services – Library	\$ 49,694
Total Personal Services	\$ 625,063
• Other Expenses – General Government	\$ 40,836
• Other Expenses – Community Services	\$ 84,184
• Other Expenses – Facilities	\$ 93,019
• Other Expenses – Public Works	\$ 256,852
• Other Expenses – Public Safety(Police & Fire)	\$ 78,255
• Other Expenses – Library	\$ 50,625
• Other Expenses – Technical Schools	\$ 36,065
• Other Expenses – Debt Service	\$ 89,288
• Other Expenses – Reserve Fund	<u>\$ 200,000</u>
Total Other Expenses	\$ 929,125

<i>FY 2019 General Fund Expenditure Surplus Estimate</i>	<i>\$ 1,554,188</i>
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Water Enterprise Fund

FY 2019 Total Water Receipts are \$9,017,878 which is \$71,686 *greater* than FY2019 Budgeted.

FY 2019 Water Personal Services are \$47,396 *less* than FY 2019 Budgeted.

FY 2019 Water Other Expenses plus Encumbrances are \$291,987 *less* than FY2019 Budgeted.

<i>FY 2019 Water Enterprise Fund Expenditure Surplus Estimate</i> \$ 339,383
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Sewer Enterprise Fund

FY 2019 Total Sewer Receipts are \$5,929,111 which is \$319,143 *greater* than FY2019 Budgeted.

FY 2019 Sewer Personal Services are \$74,957 *less* than FY2019 Budgeted.

FY 2019 Sewer Other Expenses plus Encumbrances are \$207,721 *less* than FY2019 Budgeted.

<i>FY 2019 Sewer Enterprise Fund Expenditure Surplus Estimate</i> \$ 282,678
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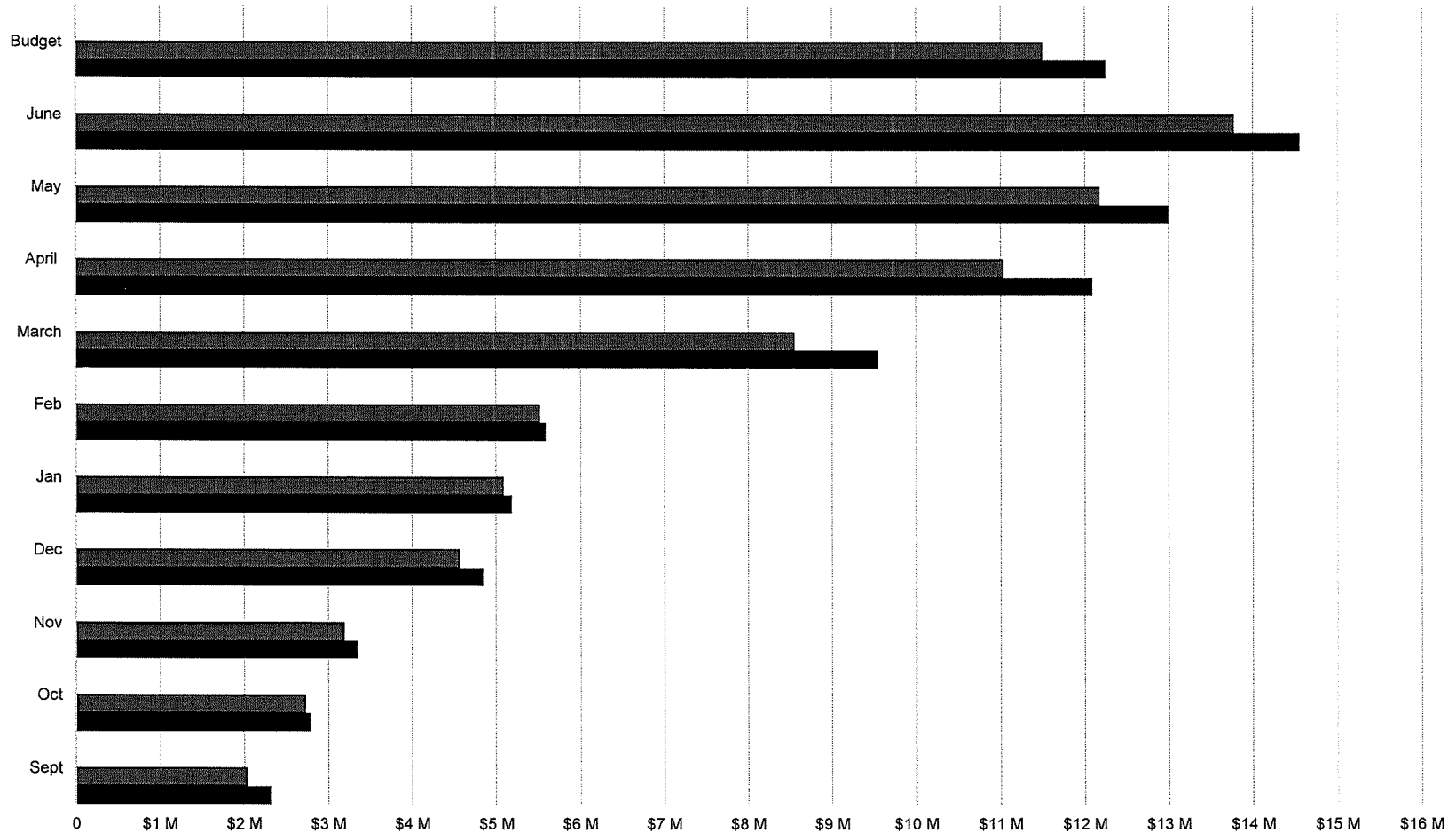
Town of Andover
FY 2019 General Fund Year-To-Date Revenue Report
Budgeted vs. Actuals 6/30/2019 and 6/30/2018

Local Receipts	FY 19 Budgeted Receipts	FY 19 YTD Revenues	% Collected	FY 18 Budgeted Receipts	FY 18 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
Motor Vehicle Excise	5,331,697	6,177,001	115.9%	5,103,600	5,830,305	114.2%	228,097	346,696
Hotel/Motel/Meals	2,250,205	2,982,439	132.5%	2,107,000	2,616,375	124.2%	143,205	366,064
Penalties and Interest on Taxes and Excises	326,345	573,739	175.8%	416,100	339,878	81.7%	(89,755)	233,861
Fees	82,813	58,693	70.9%	75,000	226,741	302.3%	7,813	(168,048)
Payments in Lieu of Taxes	382,000	412,015	107.9%	382,000	397,768	104.1%	-	14,247
Other Departmental Revenues	270,492	306,109	113.2%	300,000	288,541	96.2%	(29,508)	17,568
Other Departmental Revenues - School Medicare	353,279	413,007	116.9%	352,500	336,849	95.6%	779	76,158
Licenses and Permits	2,832,111	2,492,255	88.0%	2,445,000	3,059,668	125.1%	387,111	(567,413)
Fines & Forfeits	275,000	248,497	90.4%	236,100	279,102	118.2%	38,900	(30,605)
Investment Income	146,100	885,899	606.4%	75,000	387,287	516.4%	71,100	498,612
Special Assessments	-	1,301	N/A	-	2,434	N/A	-	(1,133)
Total Estimated Receipts	12,250,042	14,550,955	118.8%	11,492,300	13,764,948	119.8%	757,742	786,007

Off-Set Receipts	FY 19 Budgeted Receipts	FY 19 YTD Revenues	% Collected	FY 18 Budgeted Receipts	FY 18 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
Recreation	583,510	594,976	102.0%	582,930	579,137	99.3%	580	15,839
Elder Services	106,000	105,547	99.6%	97,000	100,875	104.0%	9,000	4,672
Department of Facilities - Rental Receipts	80,000	83,629	104.5%	47,600	90,150	189.4%	32,400	(6,521)
Cemetery - Interment Fees	60,000	77,589	129.3%	46,000	64,413	140.0%	14,000	13,176
Public Safety - Police Detail Fees	90,000	161,072	179.0%	75,000	95,449	127.3%	15,000	65,623
Public Safety / Fire - Ambulance Receipts	1,300,000	1,552,761	119.4%	1,300,000	1,358,958	104.5%	-	193,803
Total Off-Set Receipts	2,219,510	2,575,574	116.0%	2,148,530	2,288,982	106.5%	70,980	286,592

Other Revenues	FY 19 Budgeted Receipts	FY 19 YTD Revenues	% Collected	FY 18 Budgeted Receipts	FY 18 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
Property Taxes (inc. Tax Titles)	145,370,283	144,753,700	99.6%	139,352,561	137,811,373	98.9%	6,017,722	6,942,327
State Aid	12,783,980	12,801,881	100.1%	12,161,547	12,222,108	100.5%	622,433	579,773
Total Other Revenues	158,154,263	157,555,581	99.6%	151,514,108	150,033,481	99.0%	6,640,155	7,522,100
Total Revenues	172,623,815	174,682,110	101.2%	165,154,938	166,087,411	100.6%	7,468,877	8,594,699

Town of Andover Local Receipts FY 2019 and FY 2018



	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Budget
■ FY 2018 % of Budget	17.6%	23.7%	27.7%	39.7%	44.2%	48.0%	74.3%	96.0%	105.9%	119.8%	
■ FY 2019 % of Budget	18.9%	22.7%	27.3%	39.5%	42.3%	45.6%	77.9%	98.7%	106.1%	118.8%	
□ FY 2018 Receipts	\$2,023,983	\$2,723,355	\$3,184,565	\$4,558,766	\$5,079,147	\$5,511,171	\$8,541,993	\$11,030,689	\$12,172,213	\$13,764,948	\$11,492,300
■ FY 2019 Receipts	\$2,313,570	\$2,785,119	\$3,349,104	\$4,839,842	\$5,184,243	\$5,588,832	\$9,543,988	\$12,093,742	\$12,991,808	\$14,550,955	\$12,250,042

Town of Andover
FY 2019 Year-To-Date Budget Report
Personal Services and Other Expenditures thru 6/30/2019

	Original Appropriation	Revised Budget	YTD Expended	Encumbrances	Available Balance	% Expended & Encumbered	% Expended
Personal Services							
General Government	6,168,793	6,242,522	5,997,813	22,559	222,150	96.4%	96.1%
Community Services	1,712,735	1,713,886	1,708,334	435	5,117	99.7%	99.7%
Facilities	2,317,184	2,317,184	2,272,637	-	44,547	98.1%	98.1%
Public Safety - Fire	7,777,682	7,789,346	7,558,035	11,777	219,534	97.2%	97.0%
Public Safety - Police	7,627,531	7,639,858	7,621,518	12,460	5,880	99.9%	99.8%
Public Works	3,447,728	3,458,814	3,369,185	11,487	78,142	97.7%	97.4%
Library	2,163,080	2,174,349	2,124,655	-	49,694	97.7%	97.7%
School	66,753,383	66,754,471	66,754,471	-	-	100.0%	100.0%
Total Personal Services - General Fund	97,968,116	98,090,430	97,406,648	58,718	625,063	99.4%	99.3%
Water Enterprise	2,062,821	2,062,821	2,015,425	-	47,396	97.7%	97.7%
Sewer Enterprise	329,123	329,123	254,166	-	74,957	77.2%	77.2%
Total Personal Services - Enterprise Funds	2,391,944	2,391,944	2,269,591	-	122,353	94.9%	94.9%
Other Expenses							
General Government	2,209,706	2,383,263	2,174,610	167,817	40,836	98.3%	91.2%
Community Services	671,115	683,877	590,667	9,026	84,184	87.7%	86.4%
Facilities	1,459,534	1,653,306	1,397,516	162,771	93,019	94.4%	84.5%
Public Safety - Fire	517,150	537,747	513,378	28,863	(4,494)	100.8%	95.5%
Public Safety - Police	1,099,407	1,165,305	1,042,662	39,894	82,749	92.9%	89.5%
Public Works	4,965,663	5,384,869	4,595,380	532,637	256,852	95.2%	85.3%
Library	666,012	668,833	618,208	-	50,625	92.4%	92.4%
School	15,757,275	16,067,240	15,874,264	192,976	-	100.0%	98.8%
Technical Schools	628,300	628,300	592,235	-	36,065	94.3%	94.3%
Debt Service	14,568,902	14,568,902	14,479,614	-	89,288	99.4%	99.4%
Insurance	967,703	1,370,445	1,370,445	-	-	100.0%	100.0%
Health Insurance	20,662,075	20,662,075	20,662,075	-	-	100.0%	100.0%
Unemployment	160,000	160,000	160,000	-	-	100.0%	100.0%
Retirement	10,371,338	10,371,338	10,371,338	-	-	100.0%	100.0%
Reserve Fund	200,000	200,000	-	-	200,000	0.0%	0.0%
OPEB Appropriation	1,416,888	1,416,888	1,416,888	-	-	100.0%	100.0%
Total Other Expenses - General Fund	76,321,068	77,922,388	75,859,280	1,133,984	929,125	98.8%	97.4%
Water Enterprise	3,199,600	4,778,082	4,185,788	300,307	291,987	93.9%	87.6%
Sewer Enterprise	2,537,257	2,737,574	2,400,536	129,317	207,721	92.4%	87.7%
Total Other Expenses - Enterprise Funds	5,736,857	7,515,656	6,586,324	429,624	499,708	93.4%	87.6%
Total - General Fund	174,289,184	176,012,818	173,265,928	1,192,702	1,554,188	99.1%	98.4%
Total - Enterprise Funds	8,128,801	9,907,600	8,855,915	429,624	622,061	93.7%	89.4%

Town of Andover
FY 2019 Reserve Account and Compensation Fund
As of 6/30/19

RESERVE FUND

Appropriation by Vote of Town Meeting April 2018	\$ 200,000.00
Transfers by Vote of Town Meeting	0.00
Transfers by Authority of the Finance Committee	0.00
Available Balance	<u><u>\$ 200,000.00</u></u>

COMPENSATION FUND

There was no balance for the compensation fund voted at the Annual Town Meeting

Town of Andover
FY 2019 Revolving Accounts
(M.G.L. CH. 44, § 53 E1/2)
As of 6/30/19

	CD & P Legal Notices Acct 5550	Library Lost/Damaged Materials Acct 5631	CD & P Health Services Clinics Acct 5557	DCS Special Services Acct 5552	Youth Services Acct 5553	P & F Field Maintenance Acct 5622	Elder Services Acct 5554	Police Antenna Uses Acct 5653	School Photocopy Fees Acct 4510	P & F 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
Balance thru 6/30/2017	16,001	12,999	32,663	448,734	300,007	139,877	168,247	38,367	21,924	26,153	15,258	0	9,679	2,275
Receipts thru 6/30/2018	22,360	4,526	62,125	489,361	430,576	67,050	173,704	12,844	2,710	25,685	18,440	0	44,707	49,500
Expenditures thru 6/30/2018	24,043	3,588	50,487	562,866	459,941	96,212	147,043	24,905	10,000	26,866	11,208	0	18,160	12,830
Balance thru 6/30/2018	14,318	13,937	44,301	375,229	270,641	110,714	194,909	26,306	14,634	24,972	22,490	0	36,226	38,945
Receipts thru 6/30/2019	21,135	4,474	46,933	730,240	405,283	88,502	159,243	6,742	6,283	20,747	32,852	0	22,400	54,270
Expenditures thru 6/30/2019	20,812	452	49,617	683,717	425,005	80,724	161,340	0	0	14,914	8,059	0	23,197	28,943
Balance thru 6/30/2019	14,640	17,958	41,618	421,752	250,919	118,492	192,812	33,049	20,916	30,806	47,282	0	35,428	64,272

**Town of Andover
Capital Projects
6/30/2019**

	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	Total Available
Budget	520,400	520,400	520,800	912,500	1,003,000	1,040,000	1,078,000	1,120,000	1,495,643	1,040,000	
Expended	520,290	519,381	519,356	912,500	1,003,000	1,037,364	1,075,010	1,088,873	1,292,339	465,126	
Encumbered	-	-	-	-	-	-	1,719	27,997	56,614	261,268	
Total School CIP	Available	110	1,019	1,444	-	-	2,636	1,271	3,130	146,690	469,905
Budget	57,600	57,600	75,000	145,000	70,000	85,000	112,000	222,000	579,018	487,000	
Expended	57,600	53,675	65,606	115,737	70,000	60,095	65,900	157,061	544,971	109,774	
Encumbered	-	-	-	19,500	-	9,905	-	-	7,384	19,181	
Total General Government CIP	Available	-	3,925	9,394	9,763	-	15,000	46,100	64,939	26,663	358,045
Budget	-	-	-	-	-	62,000	-	-	32,214	-	
Expended	-	-	-	-	-	39,976	-	-	28,601	-	
Encumbered	-	-	-	-	-	-	-	-	-	-	
Total Youth Services CIP	Available	-	-	-	-	22,024	-	-	3,613	-	25,637
Budget	-	-	10,000	25,000	21,100	17,000	70,000	50,000	-	-	
Expended	-	-	7,596	25,000	21,100	17,000	66,873	50,000	-	-	
Encumbered	-	-	-	-	-	-	-	-	-	-	
Total Recreation CIP	Available	-	2,404	-	-	-	3,127	-	-	-	5,531
Budget	-	-	-	65,000	79,000	50,000	25,000	25,000	-	-	
Expended	-	-	-	65,000	79,000	50,000	20,933	23,423	-	-	
Encumbered	-	-	-	-	-	-	-	-	-	-	
Total Library CIP	Available	-	-	-	-	-	4,067	1,577	-	-	5,645
Budget	365,000	355,500	319,600	375,000	589,400	550,000	590,000	623,000	800,000	946,000	
Expended	365,000	355,500	319,600	375,000	589,400	550,000	574,836	610,886	709,814	331,979	
Encumbered	-	-	-	-	-	-	-	4,159	47,774	280,763	
Total Facilities CIP	Available	-	-	-	-	-	15,164	7,955	42,412	333,258	398,788
Budget	110,000	110,000	125,000	225,500	215,500	281,000	285,000	195,000	293,500	250,077	
Expended	110,000	110,000	125,000	181,820	213,853	241,475	281,849	195,000	293,400	198,471	
Encumbered	-	-	-	43,680	-	-	-	-	-	3,903	
Total Police CIP	Available	-	-	-	1,647	39,525	3,151	-	100	47,703	92,126
Budget	86,000	97,500	70,000	82,000	142,000	79,000	50,000	20,000	63,500	214,000	
Expended	86,000	97,500	69,967	66,800	142,000	20,455	37,332	16,623	61,352	71,715	
Encumbered	-	-	-	-	-	-	-	-	-	-	
Total Fire CIP	Available	-	33	15,200	-	58,545	12,668	3,378	2,148	142,285	234,257
Budget	107,000	105,000	75,000	190,000	160,000	206,000	240,000	285,000	415,000	328,000	
Expended	107,000	105,000	75,000	181,477	151,112	205,813	233,375	225,018	250,152	176,470	
Encumbered	-	-	-	-	7,888	187	6,625	1,082	59,083	22,989	
Total DPW CIP	Available	-	-	8,523	1,000	-	-	58,900	105,765	128,541	302,728
Budget	725,600	725,600	674,600	1,107,500	1,277,000	1,330,000	1,372,000	1,420,000	2,183,232	2,225,077	
Expended	725,600	721,675	662,770	1,010,834	1,266,465	1,184,813	1,281,097	1,278,010	1,888,290	888,410	
Encumbered	-	-	-	63,180	7,888	10,092	6,625	5,241	114,242	326,836	
Total Town CIP	Available	-	3,925	11,830	33,486	2,647	135,095	84,278	136,749	180,700	1,009,832
Budget	1,246,000	1,246,000	1,195,400	2,020,000	2,280,000	2,370,000	2,450,000	2,540,000	3,678,875	3,265,077	
Expended	1,245,890	1,241,056	1,182,126	1,923,334	2,269,465	2,222,177	2,356,107	2,366,883	3,180,629	1,353,536	
Encumbered	-	-	-	63,180	7,888	10,092	8,344	33,239	170,856	588,104	
Grand Total	Available	110	4,944	13,274	33,486	2,647	137,731	85,549	139,879	327,390	1,323,438