

TOWN OF ANDOVER



Town Accountant's Office
36 Bartlet Street
Andover, Massachusetts 01810
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To: The Andover Board of Selectmen
The Finance Committee
Superintendent of Schools
Andover School Committee

From: Hayley Green *HG*

CC: Andrew Flanagan, John Mangiaratti, Donna Walsh, Paul Szymanski,
Janet Wright, Accounting File

Date: December 29, 2016

Re: *FY 2017 Financials*

The attached reports summarize the Town's financial position through November 30, 2016.
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 Project(s) status – FY 10 – FY17

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

The attached reports of the Town Accountant summarize FY 2017 General Fund Revenues and Expenditures through November 30, 2016.

General Fund – Revenues

Total FY 2017 General Fund Collections of all sources collected through November 2016 are consistent with total FY 2016 receipts collected through the same period of time. It is notable that License and Permit fees collected increased approximately \$310,000 or 27% from last year's collections through the same period of time, signs of a strong economy. This large increase, however, was offset by various small decreases among other receipts due to timing.

General Fund – Personal Services

FY 2017 General Fund Personal Services are consistent with FY 2017 projections through November 2016.

General Fund – Other Expenses

FY 2017 General Fund Other Expenses are consistent with FY 2017 projections through November 2016.

The attached reports of the Town Accountant summarize FY 2017 Water and Sewer Revenues and Expenditures through November 30, 2016.

Water Enterprise Fund – Revenues

FY 2017 Total Water Receipts are approximately \$580,000 less than FY 2016 receipts collected through the same period of time. This is the result of delayed billing as the Town re-sections customers and changes the frequency of billing from biannually to quarterly.

Sewer Enterprise Fund – Revenues

FY 2017 Total Sewer Receipts are approximately \$234,000 less than FY 2016 actuals collected through the same period of time. This is the result of delayed billing as the Town re-sections customers and changes the frequency of billing from biannually to quarterly.

Water Enterprise Fund – Personal Services and Other Expenses

FY 2017 Water Enterprise Fund Personal Services are consistent with FY 2017 projections through November 2016.

FY 2017 Water Enterprise Fund Other Expenses are consistent with FY 2017 projections through November 2016.

Sewer Enterprise Fund – Personal Services and Other Expenses

FY 2017 Sewer Enterprise Fund Personal Services are consistent with FY 2017 projections through November 2016.

FY 2017 Sewer Enterprise Fund Other Expenses are consistent with FY 2017 projections through November 2016.

Town of Andover
FY 2017 General Fund Year-To-Date Revenue Report
Budgeted vs. Actuals 11/30/2016 and 11/30/2015

	FY 17 Estimated Receipts	FY 17 YTD Revenues	% Collected	FY 16 Estimated Receipts	FY 16 YTD Revenues	% Collected
Estimated Receipts						
Motor Vehicle Excise	5,000,000	652,774	13.1%	4,845,000	749,079	15.5%
Hotel/Motel/Meals	2,100,000	657,802	31.3%	2,055,300	702,268	34.2%
Penalties and Interest on Taxes and Excises	430,000	197,341	45.9%	400,000	116,349	29.1%
Fees	78,500	52,058	66.3%	50,000	25,216	50.4%
Payments in Lieu of Taxes	250,000	-	0.0%	176,750	-	0.0%
Departmental Revenue - Libraries	1,500	231	15.4%	6,000	1,229	20.5%
Other Departmental Revenues	230,000	117,391	51.0%	230,000	137,240	59.7%
Other Departmental Revenues - School Medicare	300,000	45,158	15.1%	270,000	86,699	32.1%
Licenses and Permits	2,237,000	1,441,283	64.4%	1,991,000	1,131,629	56.8%
Fines & Forfeits	300,000	105,107	35.0%	331,000	123,383	37.3%
Investment Income	70,428	51,423	73.0%	50,000	39,340	78.7%
Special Assessments	-	1,151	0.0%	-	60	0.0%
Total Estimated Receipts	10,997,428	3,321,719	30.2%	10,405,050	3,112,493	29.9%

	FY 17 Estimated Receipts	FY 17 YTD Revenues	% Collected	FY 16 Estimated Receipts	FY 16 YTD Revenues	% Collected
Off-Set Receipts						
Department of Community Services	550,000	201,876	36.7%	520,000	186,919	35.9%
Elder Services	97,000	38,082	39.3%	97,000	30,158	31.1%
Plant & Facilities - Rental Receipts	52,000	28,855	55.5%	70,000	46,752	66.8%
Public Safety - Police Detail Fees	75,000	42,478	56.6%	80,000	52,363	65.5%
Cemetery - Interment Fees	46,000	22,920	49.8%	46,000	31,065	67.5%
Public Safety / Fire - Ambulance Receipts	1,250,000	539,957	43.2%	1,300,000	576,620	44.4%
Total Off-Set Receipts	2,070,000	874,167	42.2%	2,113,000	923,876	43.7%

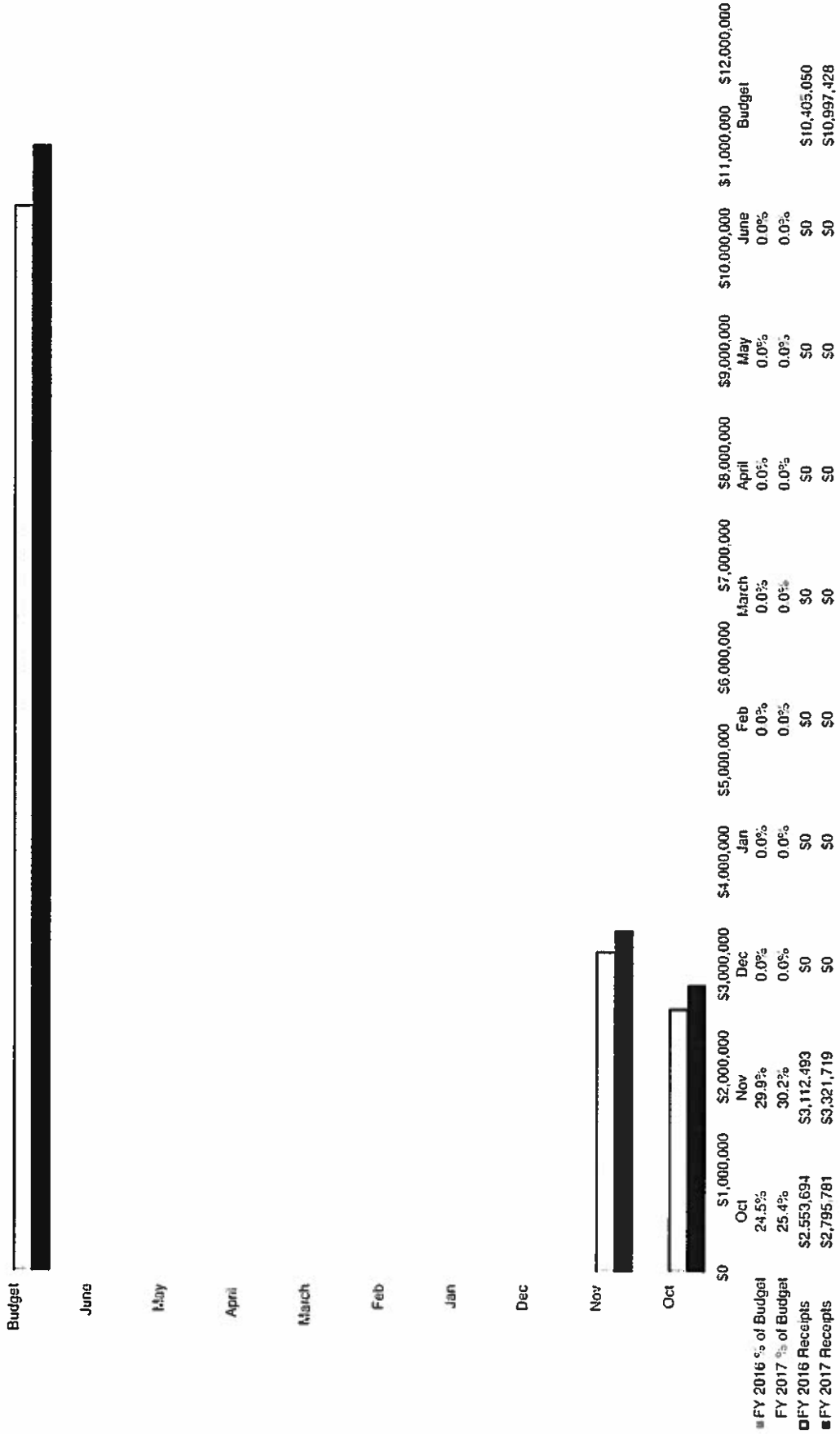
	FY 17 Estimated Receipts	FY 17 YTD Revenues	% Collected	FY 16 Estimated Receipts	FY 16 YTD Revenues	% Collected
Other Revenues						
Property Taxes (inc. Tax Tilies)	132,983,361	64,300,204	48.4%	127,696,871	60,737,005	47.6%
State Aid	12,964,455	4,964,560	38.3%	12,724,402	4,810,401	37.8%
Total Other Revenues	145,947,816	69,264,764	47.5%	140,421,273	65,547,406	46.7%
Total Revenues	159,015,244	73,460,649	46.2%	152,939,323	69,583,775	45.5%

Town of Andover
FY 2017 Enterprise Funds Year-To-Date Revenue Report
Budgeted vs. Actuals 11/30/2016 and 11/30/2015

Water Fund	FY 17 Estimated Receipts	FY 17 YTD Revenues	% Collected	FY 16 Estimated Receipts	FY 16 YTD Revenues	% Collected
User Charges	7,561,281	2,499,413	33.1%	7,035,000	3,130,486	44.5%
Water Services	45,000	25,320	56.3%	45,000	23,750	52.8%
Water Connection	10,000	29,902	299.0%	10,000	5,461	54.6%
Water Testing Fees	17,000	6,295	37.0%	17,000	15,420	90.7%
Meter Installations	7,000	9,390	134.1%	7,000	5,625	80.4%
Fire Flow Test	6,000	6,000	100.0%	6,000	5,000	83.3%
Special/Final Reads	23,000	15,481	67.3%	23,000	15,300	66.5%
Backflow/Cross Connection Fees	75,000	37,826	50.4%	75,000	7,735	10.3%
Water Tap	-	1,075	0.0%	-	600	0.0%
Liens	120,000	11,885	9.9%	100,000	10,699	10.7%
Fire Suppression	350,000	-	0.0%	-	-	0.0%
Interest /Misc Revenue	27,000	1,096	0.0%	27,000	3,509	13.0%
Total Water Receipts	8,241,281	2,643,683	32.1%	7,345,000	3,223,584	43.9%

Sewer Fund	FY 17 Estimated Receipts	FY 17 YTD Revenues	% Collected	FY 16 Estimated Receipts	FY 16 YTD Revenues	% Collected
User Charges	4,463,647	1,311,949	29.4%	3,969,000	1,501,371	37.8%
Committed Interest/Income	328,000	10,435	3.2%	369,000	10,808	2.9%
Liens	90,000	8,351	9.3%	90,000	10,370	11.5%
Apport Assmnl's	678,000	75,701	11.2%	698,000	115,959	16.6%
Interest /Misc Revenue	15,000	1,998	13.3%	12,000	4,029	33.6%
Non-Rvenue Interest	15,000	371	2.5%	10,000	270	2.7%
Total Sewer Receipts	5,589,647	1,409,805	25.2%	5,148,000	1,642,807	31.9%
Total Enterprise Revenues	13,830,928	4,052,489	29.3%	12,493,000	4,866,391	38.95%

Town of Andover Local Receipts FY 2017 and FY 2016



Town of Andover
FY 2017 Year-To-Date Budget Report
Personal Services and Other Expenditures thru 11/30/2016

Personal Services	Original Appropriation	Transfers/ Adjustments	Revised Budget	YTD Expended	Encumbrances	Available Balance	% Expended & Encumbered	% Expended
General Government	5,607,901	339,699	5,947,600	2,447,410	146,706	3,553,484	43.6%	41.1%
Community, Youth & Elder Services	1,419,478	81,061	1,500,539	712,077	33,561	754,901	49.7%	47.5%
Plant & Facilities	2,499,678	84,500	2,584,178	960,730	0	1,623,448	37.2%	37.2%
Public Safety - Fire	6,998,718	8,682	7,007,400	2,563,936	8,682	4,434,782	36.7%	36.6%
Public Safety - Police	7,328,601	91,000	7,419,601	2,817,528	40,000	4,562,073	38.5%	38.0%
Public Works	2,699,251	82,500	2,781,751	1,017,261	0	1,764,490	36.6%	36.6%
Library	1,996,922	79,088	2,076,010	729,364	12,088	1,334,558	35.7%	35.1%
School	62,088,111	0	62,088,111	16,783,189	0	45,304,912	27.0%	27.0%
Compensation Fund	1,110,000	-497,500	612,500	0	0	612,500	0.0%	0.0%
Total Personal Services - General Fund	91,748,660	269,030	92,017,690	28,031,503	241,037	63,745,150	30.7%	30.5%
Water Enterprise	1,910,789	0	1,921,116	790,435	10,327	1,120,354	41.7%	41.1%
Sewer Enterprise	297,869	0	297,869	112,204	0	185,665	37.7%	37.7%
Total Personal Services - Enterprise Funds	2,208,658	0	2,218,985	902,639	10,327	1,306,019	41.1%	40.7%
Other Expenses	2,170,854	83,795	2,254,649	805,310	358,792	1,090,548	51.6%	35.7%
General Government	523,570	4,205	527,775	192,787	27,232	307,756	41.7%	36.5%
Community, Youth & Elder Services	1,483,825	61,666	1,545,491	476,373	424,013	643,105	58.4%	31.0%
Plant & Facilities	498,338	22,321	520,659	173,241	37,312	310,105	40.4%	33.3%
Public Safety - Fire	1,119,526	86,250	1,205,776	425,100	239,629	541,047	55.1%	35.3%
Public Safety - Police	4,444,154	456,676	4,900,830	1,268,195	2,090,668	1,541,968	68.5%	25.9%
Public Works	671,575	1,045	672,620	319,918	285,362	67,341	90.0%	47.6%
Library	14,011,092	463,742	14,474,834	5,202,410	9,814,249	-541,826	103.7%	35.9%
School	610,000	0	610,000	220,950	333,376	55,675	90.9%	36.2%
Greater Lawrence Reg Voc School	14,790,395	0	14,790,395	7,768,828	0	7,021,567	52.5%	52.5%
Debt Service	783,831	0	783,831	722,345	16,238	45,248	94.2%	92.2%
Insurance	17,905,037	0	17,905,037	8,560,584	0	9,344,453	47.8%	47.8%
Health Insurance	160,000	0	160,000	0	0	160,000	0.0%	0.0%
Unemployment	8,360,984	16,724	8,377,708	8,581,696	16,724	-220,712	102.6%	102.4%
Retirement	200,000	0	200,000	0	0	200,000	0.0%	0.0%
Reserve Fund	1,127,572	0	1,127,572	0	0	1,127,572	0.0%	0.0%
OPEB Appropriation	68,860,753	1,196,423	70,057,176	34,719,738	13,643,592	21,693,846	69.0%	49.6%
Total Other Expenses - General Fund	3,015,300	538,494	3,553,794	1,351,238	1,190,666	1,011,890	71.5%	38.0%
Water Enterprise	2,376,030	110,673	2,486,703	1,129,880	1,109,112	248,711	90.0%	45.4%
Sewer Enterprise	5,391,330	649,167	6,040,497	2,480,118	2,299,778	1,260,601	79.1%	41.1%
Total Other Expenses - Enterprise Funds	160,609,413	1,465,453	162,074,866	62,751,241	13,884,629	85,438,995	47.3%	38.7%
Total - General Fund	7,599,988	649,167	8,259,482	3,382,757	2,310,105	2,566,619	68.9%	41.0%
Total - Enterprise Funds	168,209,401	2,114,619	170,334,347	66,133,998	16,194,735	89,005,615	48.3%	38.8%
Total General and Enterprise Funds								

Town of Andover
FY 2017 Reserve Account and Compensation Fund
As of 11/30/2016

RESERVE FUND

Appropriation by Vote of Town Meeting May 2016	200,000.00
Transfers by Vote of Town Meeting	0.00
Transfers by Authority of the Finance Committee	0.00
Available Balance	<u>200,000.00</u>

COMPENSATION FUND

Appropriation by Vote of Town Meeting May 2016	1,110,000.00
Transfers by Vote of Town Meeting	0.00
Transfer by Authority of the Board of Selectmen	497,500.00
Available Balance	<u>612,500.00</u>

Town of Andover
FY 2017 Revolving Accounts
(M.G.L. CH. 44, § 53 E1/2)
As of 11/30/2016

	CD & P Legal Notices	Library Lost/Damaged Materials	CD & P Health Services Clinics	DCS Special Services	Youth Services	P & F Field Maintenance	Elder Services	Police Antenna Uses	School Photocopy Fees	P & F Compost Program	DPW Solid Waste Fees	CD & P Stormwater Management	Fire Emergency Billing	Health Services Inspections
	Acct 5550	Acct 5631	Acct 5557	Acct 5552	Acct 5553	Acct 5622	Acct 5554	Acct 5653	Acct 4510	Acct 5666	Acct 5667	Acct 5668	Acct 5669	Acct 5670
Balance thru 6/30/2015	12,373	19,879	24,515	331,766	254,528	125,385	121,867	32,146	16,099	23,060	22,028	0	49,346	N/A
Receipts thru 6/30/2016	16,315	4,895	67,657	454,538	327,625	82,742	183,716	6,222	2,496	44,891	11,965	0	32,759	0
Expenditures thru 6/30/2016	14,588	7,972	55,823	421,678	400,000	25,508	138,556	0	0	34,821	16,258	0	70,538	0
Balance thru 6/30/2016	14,099	16,801	36,349	364,626	182,153	182,619	167,027	38,367	18,595	33,130	17,735	0	11,567	0
Receipts thru 11/30/2016	7,575	1,619	14,881	143,556	135,305	17,830	60,690	0	1,455	7,636	8,871	0	12,653	1,575
Expenditures thru 11/30/2016	7,069	3,676	41,503	207,819	124,168	30,709	49,611	0	512	9,828	4,326	0	3,196	0
Balance thru 11/30/2016	14,605	14,744	9,726	300,362	193,289	169,740	178,105	38,367	19,539	30,938	22,280	0	21,024	1,575

Spending Authorization														
Art 16 - ATM 2016														
	Acct 5550	Acct 5631	Acct 5557	Acct 5552	Acct 5553	Acct 5622	Acct 5554	Acct 5653	Acct 4510	Acct 5666	Acct 5667	Acct 5668	Acct 5669	Acct 5670
	\$20,000	\$20,000	\$60,000	\$625,000	\$400,000	\$100,000	\$225,000	\$50,000	\$10,000	\$60,000	\$40,000	\$5,000	\$100,000	\$75,000
Y-T-D % Spent	35.35%	18.38%	69.17%	33.25%	31.04%	30.71%	22.05%	0.00%	5.12%	16.38%	10.81%	0.00%	3.20%	0.00%

**Town of Andover
Capital Projects
11/30/2016**

	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	Total Available
Budget	520,400	520,400	520,800	912,500	1,003,000	1,040,000	1,078,000	1,120,000	
Expended	520,290	519,381	519,356	895,203	942,798	916,180	631,811	207,861	
Encumbered	-	-	-	8,620	35,808	21,445	42,503	48,827	
Total School CIP Available	110	1,018.85	1,444	8,677	24,394	102,375	403,686	863,313	1,405,017
Budget	57,600	57,600	75,000	145,000	70,000	85,000	112,000	222,000	
Expended	57,600	34,558	65,564	117,703	67,648	8,363	5,100	122,061	
Encumbered	-	-	-	2,048	2,352	21,549	-	-	
Total General Government CIP Available	-	23,042	9,436	25,250	0	55,088	106,900	99,939	319,656
Budget						62,000	-	-	
Expended						36,684	-	-	
Encumbered						8,534	-	-	
Total AYS CIP Available	-	-	-	-	-	16,782	-	-	16,782
Budget	-	-	10,000	25,000	21,100	17,000	70,000	50,000	
Expended	-	-	7,596	24,744	21,100	17,000	66,873	13,497	
Encumbered	-	-	-	-	-	-	2,000	-	
Total DCS CIP Available	-	-	2,404	256	-	-	1,127	36,503	40,290
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	
Expended	352,748	353,534	317,159	358,754	580,417	514,615	403,944	118,833	
Encumbered	9,900	1,878	2,441	8,064	4,346	33,617	71,140	44,485	
Total P&F CIP Available	2,352	88	(0)	8,182	4,637	1,768	114,916	459,682	591,625
Budget	110,000	110,000	125,000	225,500	215,500	281,000	285,000	195,000	
Expended	110,000	110,000	125,000	165,840	212,679	241,175	197,335	-	
Encumbered	-	-	-	-	-	-	22,269	-	
Total Police CIP Available	-	-	-	59,660	2,821	39,825	65,397	195,000	362,703
Budget	86,000	97,500	70,000	82,000	142,000	79,000	50,000	20,000	
Expended	86,000	97,500	69,967	66,800	131,133	20,455	33,772	16,623	
Encumbered	-	-	-	-	-	-	-	-	
Total Fire CIP Available	-	-	33	15,200	10,867	58,545	16,228	3,378	104,251
Budget	107,000	105,000	75,000	190,000	160,000	206,000	240,000	285,000	
Expended	107,000	106,580	75,000	181,477	141,085	161,203	70,232	-	
Encumbered	-	-	-	-	2,967	44,499	90,264	41,123	
Total DPW CIP Available	-	(1,580)	-	8,523	15,948	297	79,504	243,877	346,569
Budget	725,600	725,600	674,600	1,107,500	1,277,000	1,330,000	1,372,000	1,420,000	
Expended	713,348	702,172	660,286	980,318	1,233,062	1,049,494	798,188	294,435	
Encumbered	9,900	1,878	2,441	10,111	9,664	108,200	185,672	85,608	
Total Town CIP Available	2,352	21,550	11,873	117,070	34,274	172,306	388,140	1,039,957	1,787,522
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	
Expended	1,233,638	1,221,553	1,179,643	1,875,521	2,175,860	1,965,674	1,429,999	502,296	
Encumbered	9,900	1,878	2,441	18,731	45,473	129,645	228,175	134,435	
Grand Total Available	2,462	22,569	13,316	125,748	58,667	274,681	791,826	1,903,269	3,192,539