

# TOWN OF ANDOVER



Town Accountant's Office  
36 Bartlet Street  
Andover, Massachusetts 01810  
(978) 623-8920

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, Jared Mullane, Accounting File, Town Website

Date: February 21, 2018

Re: ***FY 2018 Financials***

The attached reports summarize the Town's financial position through December 31, 2017. 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 – FY10 – FY18

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

**Town of Andover**  
**FY 2018 General Fund Year-To-Date Revenue Report**  
**Budgeted vs. Actuals 12/31/2017 and 12/31/2016**

<b>Local Receipts</b>	<b>FY 18 Budgeted Receipts</b>	<b>FY 18 YTD Revenues</b>	<b>% Collected</b>	<b>FY 17 Budgeted Receipts</b>	<b>FY 17 YTD Revenues</b>	<b>% Collected</b>	<b>Change in Budgets</b>	<b>Change in YTD Receipts</b>
Motor Vehicle Excise	5,103,600	669,434	13.1%	5,000,000	694,901	13.9%	103,600	(25,467)
Hotel/Motel/Meals	2,107,000	1,508,060	71.6%	2,100,000	1,521,967	72.5%	7,000	(13,907)
Penalties and Interest on Taxes and Excises	416,100	147,581	35.5%	430,000	218,981	50.9%	(13,900)	(71,400)
Fees	75,000	214,266	285.7%	78,500	55,673	70.9%	(3,500)	158,593
Payments in Lieu of Taxes	382,000	-	0.0%	250,000	-	0.0%	132,000	-
Other Department Revenues	300,000	114,451	38.2%	231,500	131,946	57.0%	68,500	(17,495)
Other Department Revenues - School Medicare	352,500	36,346	10.3%	300,000	90,609	30.2%	52,500	(54,263)
Licenses and Permits	2,445,000	1,546,839	63.3%	2,237,000	1,738,045	77.7%	208,000	(191,205)
Fines & Forfeits	236,100	146,230	61.9%	300,000	124,784	41.6%	(63,900)	21,446
Investment Income	75,000	174,191	232.3%	70,428	60,994	86.6%	4,572	113,197
Special Assessments	-	1,439	N/A	-	1,151	N/A	-	288
<b>Total Estimated Receipts</b>	<b>11,492,300</b>	<b>4,558,836</b>	<b>39.7%</b>	<b>10,997,428</b>	<b>4,639,050</b>	<b>42.2%</b>	<b>494,872</b>	<b>(80,214)</b>

<b>Off-Set Receipts</b>	<b>FY 18 Budgeted Receipts</b>	<b>FY 18 YTD Revenues</b>	<b>% Collected</b>	<b>FY 17 Budgeted Receipts</b>	<b>FY 17 YTD Revenues</b>	<b>% Collected</b>	<b>Change in Budgets</b>	<b>Change in YTD Receipts</b>
Recreation	582,930	203,316	34.9%	550,000	209,043	38.0%	32,930	(5,727)
Elder Services	97,000	54,094	55.8%	97,000	50,297	51.9%	-	3,797
Plant & Facilities - Rental Receipts	47,600	43,532	91.5%	52,000	39,303	75.6%	(4,400)	4,229
Public Safety - Police Detail Fees	75,000	62,665	83.6%	75,000	47,484	63.3%	-	15,181
Cemetery - Interment Fees	46,000	33,958	73.8%	46,000	30,372	66.0%	-	3,586
Public Safety / Fire - Ambulance Receipts	1,300,000	688,520	53.0%	1,250,000	651,894	52.2%	50,000	36,626
<b>Total Off-Set Receipts</b>	<b>2,148,530</b>	<b>1,086,086</b>	<b>50.6%</b>	<b>2,070,000</b>	<b>1,028,393</b>	<b>49.7%</b>	<b>78,530</b>	<b>57,692</b>

<b>Other Revenues</b>	<b>FY 18 Budgeted Receipts</b>	<b>FY 18 YTD Revenues</b>	<b>% Collected</b>	<b>FY 17 Budgeted Receipts</b>	<b>FY 17 YTD Revenues</b>	<b>% Collected</b>	<b>Change in Budgets</b>	<b>Change in YTD Receipts</b>
Property Taxes (inc. Tax Titles)	139,352,561	70,390,992	50.5%	132,983,361	65,404,271	49.2%	6,369,200	4,986,722
State Aid	12,161,547	6,116,906	50.3%	12,964,877	5,940,743	45.8%	(803,330)	176,163
<b>Total Other Revenues</b>	<b>151,514,108</b>	<b>76,507,898</b>	<b>50.5%</b>	<b>145,948,238</b>	<b>71,345,014</b>	<b>48.9%</b>	<b>5,565,870</b>	<b>5,162,885</b>
<b>Total Revenues</b>	<b>165,154,938</b>	<b>82,152,820</b>	<b>49.7%</b>	<b>159,015,666</b>	<b>77,012,457</b>	<b>48.4%</b>	<b>6,139,272</b>	<b>5,140,363</b>

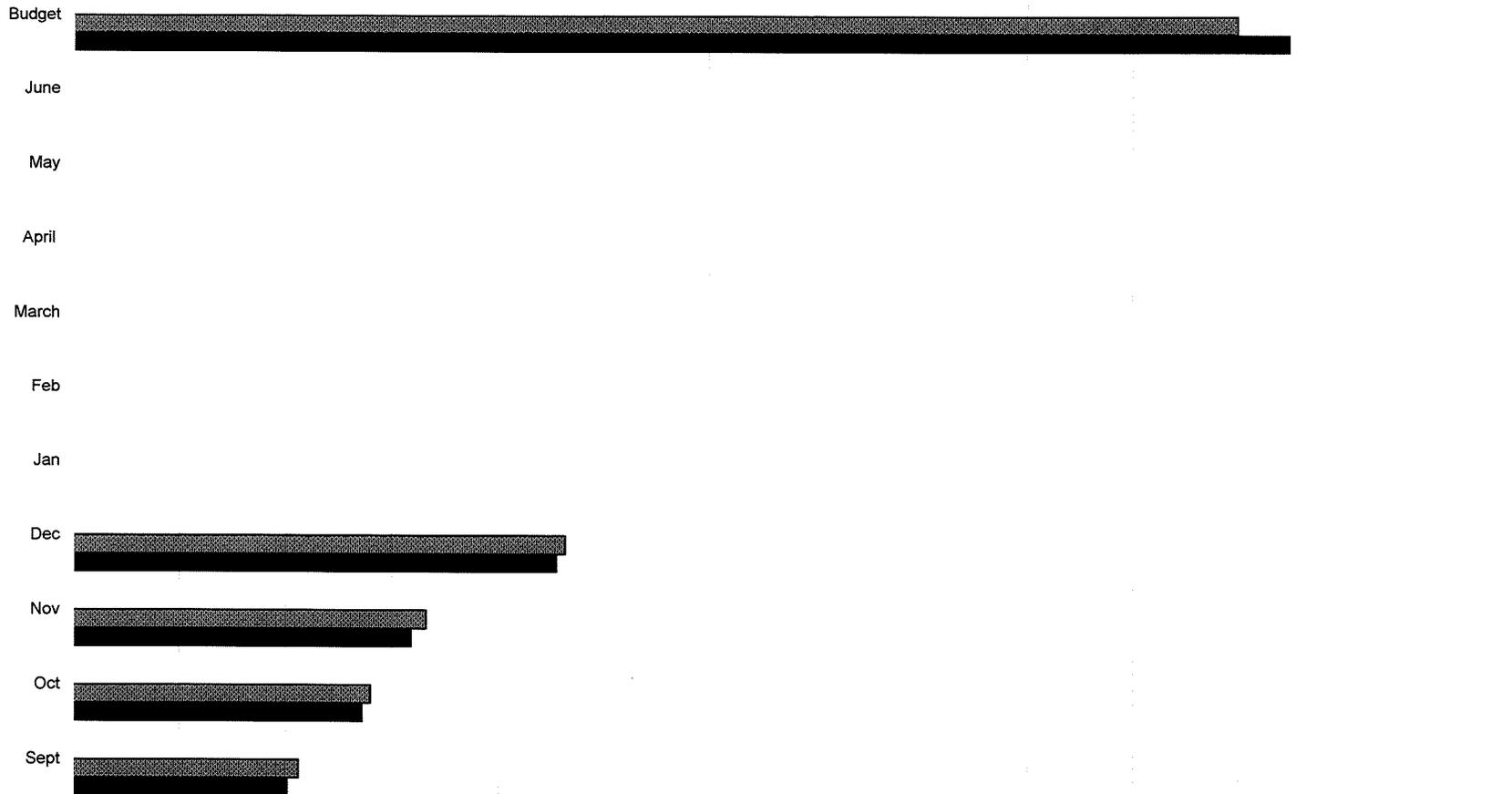
**Town of Andover**  
**FY 2018 Enterprise Funds Year-To-Date Revenue Report**  
**Budgeted vs. Actuals 12/31/2017 and 12/31/2016**

<b>Water Fund</b>	<b>FY 18 Budgeted Receipts</b>	<b>FY 18 YTD Revenues</b>	<b>% Collected</b>	<b>FY 17 Budgeted Receipts</b>	<b>FY 17 YTD Revenues</b>	<b>% Collected</b>	<b>Change in Budgets</b>	<b>Change in YTD Receipts</b>
User Charges	8,191,018	4,971,140	60.7%	7,561,281	2,676,802	35.4%	629,737	2,294,338
Water Connection	40,000	53,628	134.1%	40,000	32,418	81.0%	-	21,210
Water Testing Fees	22,000	14,190	64.5%	22,000	8,695	39.5%	-	5,495
Meter Installations	12,000	5,055	42.1%	12,000	10,515	87.6%	-	(5,460)
Fire Flow Test	6,000	8,442	140.7%	6,000	6,000	100.0%	-	2,442
Special/Final Reads	27,000	16,700	61.9%	27,000	17,631	65.3%	-	(931)
Backflow/Cross Connection Fees	75,000	37,770	50.4%	75,000	39,641	52.9%	-	(1,871)
Water Tap	-	575	N/A	-	1,675	N/A	-	(1,100)
Liens	120,000	56,873	47.4%	120,000	12,875	10.7%	-	43,997
Fire Suppression	115,293	76,076	66.0%	350,000	25,320	7.2%	(234,707)	50,756
Interest /Misc Revenue	28,000	8,634	30.8%	28,000	1,100	3.9%	-	7,535
<b>Total Water Receipts</b>	<b>8,636,311</b>	<b>5,249,083</b>	<b>60.8%</b>	<b>8,241,281</b>	<b>2,832,672</b>	<b>34.4%</b>	<b>395,030</b>	<b>2,416,411</b>

<b>Sewer Fund</b>	<b>FY 18 Budgeted Receipts</b>	<b>FY 18 YTD Revenues</b>	<b>% Collected</b>	<b>FY 17 Budgeted Receipts</b>	<b>FY 17 YTD Revenues</b>	<b>% Collected</b>	<b>Change in Budgets</b>	<b>Change in YTD Receipts</b>
User Charges	4,530,478	2,264,526	50.0%	4,463,647	1,325,085	29.7%	66,831	939,441
Committed Interest/Income	294,000	19,809	6.7%	328,000	25,931	7.9%	(34,000)	(6,122)
Liens	90,000	48,810	54.2%	90,000	9,036	10.0%	-	39,774
Apport Assmnts	678,000	123,118	18.2%	678,000	93,530	13.8%	-	29,588
Interest /Misc Revenue	15,000	7,649	51.0%	15,000	2,126	14.2%	-	5,523
Non-Revenue Interest	15,000	-	0.0%	15,000	371	2.5%	-	(371)
<b>Total Sewer Receipts</b>	<b>5,622,478</b>	<b>2,463,913</b>	<b>43.8%</b>	<b>5,589,647</b>	<b>1,456,079</b>	<b>26.0%</b>	<b>32,831</b>	<b>1,007,833</b>
<b>Total Enterprise Revenues</b>	<b>14,258,789</b>	<b>7,712,996</b>	<b>54.1%</b>	<b>13,830,928</b>	<b>4,288,752</b>	<b>31.01%</b>	<b>427,861</b>	<b>3,424,244</b>

## Town of Andover Local Receipts FY 2018 and FY 2017



	\$0	\$1,000,000	\$2,000,000	\$3,000,000	\$4,000,000	\$5,000,000	\$6,000,000	\$7,000,000	\$8,000,000	\$9,000,000	\$10,000,000	\$11,000,000	\$12,000,000	\$13,000,000
	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Budget			
■ FY 2017 % of Budget	19.3%	25.4%	30.2%	42.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%				
■ FY 2018 % of Budget	17.6%	23.7%	27.7%	39.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%				
■ FY 2017 Receipts	\$2,121,853	\$2,796,680	\$3,321,719	\$4,639,050										\$10,997,428
■ FY 2018 Receipts	\$2,024,463	\$2,724,314	\$3,185,593	\$4,558,836										\$11,492,300

**Town of Andover**  
**FY 2018 Year-To-Date Budget Report**  
**Personal Services and Other Expenditures thru 12/31/2017**

<b>Personal Services</b>	<b>Original Appropriation</b>	<b>Transfers/ Adjustments</b>	<b>Revised Budget</b>	<b>YTD Expended</b>	<b>Encumbrances</b>	<b>Available Balance</b>	<b>% Expended &amp; Encumbered</b>	<b>% Expended</b>
General Government	5,817,260	218,082	6,035,342	2,935,989	-	3,099,353	48.6%	48.6%
Community Services	1,550,445	40,000	1,590,445	925,171	-	665,274	58.2%	58.2%
Plant & Facilities	2,691,409	25,405	2,716,814	1,267,954	-	1,448,860	46.7%	46.7%
Public Safety - Fire	7,127,440	14,315	7,141,755	3,560,987	-	3,580,768	49.9%	49.9%
Public Safety - Police	7,364,458	252,351	7,616,809	3,601,650	-	4,015,159	47.3%	47.3%
Public Works	2,836,861	34,073	2,870,934	1,421,806	-	1,449,128	49.5%	49.5%
Library	2,011,697	68,272	2,079,969	973,843	-	1,106,126	46.8%	46.8%
School	64,447,734	-	64,447,734	22,426,090	40,223,825	1,797,819	97.2%	34.8%
Compensation Fund	1,140,000	-583,185	556,815	-	-	556,815	0.0%	0.0%
<b>Total Personal Services - General Fund</b>	<b>94,987,304</b>	<b>69,314</b>	<b>95,056,618</b>	<b>37,113,491</b>	<b>40,223,825</b>	<b>17,719,302</b>	<b>81.4%</b>	<b>39.0%</b>
Water Enterprise	1,969,534	197	1,969,731	1,002,835	-	966,896	50.9%	50.9%
Sewer Enterprise	313,280	48	313,328	158,082	-	155,247	50.5%	50.5%
<b>Total Personal Services - Enterprise Funds</b>	<b>2,282,814</b>	<b>245.90</b>	<b>2,283,060</b>	<b>1,160,917</b>	<b>-</b>	<b>1,122,142</b>	<b>50.8%</b>	<b>50.8%</b>
<b>Other Expenses</b>	<b>Original Appropriation</b>	<b>Transfers/ Adjustments</b>	<b>Revised Budget</b>	<b>YTD Expended</b>	<b>Encumbrances</b>	<b>Available Balance</b>	<b>% Expended &amp; Encumbered</b>	<b>% Expended</b>
General Government	2,211,604	87,029	2,298,633	1,134,966	252,567	911,100	60.4%	49.4%
Community Services	547,010	15,142	562,152	261,362	211,708	89,083	84.2%	46.5%
Plant & Facilities	1,530,635	87,366	1,618,001	481,867	343,097	793,037	51.0%	29.8%
Public Safety - Fire	479,188	60,568	539,756	272,855	78,960	187,942	65.2%	50.6%
Public Safety - Police	1,085,202	95,713	1,180,915	499,688	275,262	405,965	65.6%	42.3%
Public Works	4,761,899	508,439	5,270,338	1,812,347	1,787,572	1,670,419	68.3%	34.4%
Library	655,825	12,998	668,823	324,442	269,445	74,935	88.8%	48.5%
School	14,889,437	420,205	15,309,642	6,394,338	8,886,553	28,750	99.8%	41.8%
Technical Schools	610,000	-	610,000	290,870	290,415	28,715	95.3%	47.7%
Debt Service	14,048,907	-	14,048,907	7,549,401	-	6,499,506	53.7%	53.7%
Insurance	901,405	-	901,405	699,334	16,541	185,530	79.4%	77.6%
Health Insurance	19,257,000	-	19,257,000	7,034,338	-	12,222,662	36.5%	36.5%
Unemployment	160,000	-	160,000	-	-	160,000	0.0%	0.0%
Retirement	9,428,488	-	9,428,488	9,428,488	-	-	100.0%	100.0%
Reserve Fund	200,000	-	200,000	-	-	200,000	0.0%	0.0%
OPEB Appropriation	1,264,338	-	1,264,338	1,264,338	-	-	100.0%	100.0%
<b>Total Other Expenses - General Fund</b>	<b>72,030,938</b>	<b>1,287,459</b>	<b>73,318,397</b>	<b>37,448,633</b>	<b>12,412,120</b>	<b>23,457,644</b>	<b>68.0%</b>	<b>51.1%</b>
Water Enterprise	3,100,619	669,463	3,770,082	1,865,262	1,387,466	517,354	86.3%	49.5%
Sewer Enterprise	2,484,105	31,920	2,516,025	1,221,817	1,137,755	156,453	93.8%	48.6%
<b>Total Other Expenses - Enterprise Funds</b>	<b>5,584,724</b>	<b>701,383</b>	<b>6,286,107</b>	<b>3,087,079</b>	<b>2,525,221</b>	<b>673,807</b>	<b>89.3%</b>	<b>49.1%</b>
<b>Total - General Fund</b>	<b>167,018,242</b>	<b>1,356,773.02</b>	<b>168,375,015</b>	<b>74,562,124</b>	<b>52,635,945</b>	<b>41,176,945</b>	<b>75.5%</b>	<b>44.3%</b>
<b>Total - Enterprise Funds</b>	<b>7,867,538</b>	<b>701,629</b>	<b>8,569,167</b>	<b>4,247,996</b>	<b>2,525,221</b>	<b>1,795,949</b>	<b>79.0%</b>	<b>49.6%</b>
<b>Total General and Enterprise Funds</b>	<b>174,885,780</b>	<b>2,058,402</b>	<b>176,944,182</b>	<b>78,810,121</b>	<b>55,161,166</b>	<b>42,972,893</b>	<b>75.7%</b>	<b>44.5%</b>

**Town of Andover**  
**FY 2018 Reserve Account and Compensation Fund**  
**As of 12/31/17**

**RESERVE FUND**

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Appropriation by Vote of Town Meeting May 2017	\$ 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**

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Appropriation by Vote of Town Meeting May 2017	\$ 1,140,000.00
Transfers by Vote of Town Meeting	0.00
Transfer by Authority of the Board of Selectmen	583,185.00
Available Balance	<u>\$ 556,815.00</u>

**Town of Andover**  
**FY 2018 Revolving Accounts**  
**(M.G.L. CH. 44, § 53 E1/2)**  
**As of 12/31/17**

	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 6/30/2016	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 6/30/2017	19,575	3,777	54,966	474,739	466,191	38,009	157,957	0	3,841	24,278	18,787	0	28,959	2,275
Expenditures thru 6/30/2017	17,674	7,579	58,652	390,630	348,338	80,751	156,736	0	512	31,255	21,264	0	30,847	0
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 12/31/2017	10,845	1,903	17,665	136,843	180,089	36,907	76,152	0	1,537	5,058	7,481	0	10,674	42,100
Expenditures thru 12/31/2017	13,504	2,267	43,095	341,788	177,556	60,845	67,327	0	0	9,507	2,054	0	3,488	271
Balance thru 12/31/2017	13,342	12,635	7,233	243,789	302,539	115,938	177,072	38,367	23,461	21,705	20,685	0	16,865	44,104

Spending Authorization Art 16 - ATM 17	\$20,000	\$20,000	\$60,000	\$625,000	\$400,000	\$150,000	\$225,000	\$50,000	\$10,000	\$60,000	\$40,000	\$5,000	\$100,000	\$75,000
Y-T-D % Spent	67.52%	11.33%	71.83%	54.69%	44.39%	40.56%	29.92%	0.00%	0.00%	15.84%	5.14%	0.00%	3.49%	0.36%

**Town of Andover  
Capital Projects  
12/31/2017**

	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>Total Available</u>	
Budget	520,400	520,400	520,800	912,500	1,003,000	1,040,000	1,078,000	1,120,000	1,545,643		
Expended	520,290	519,381	519,356	910,124	999,888	1,015,498	1,031,765	773,307	337,607		
Encumbered	-	-	-	1,125	431	2,847	41,981	92,208	209,499		
<b>Total School CIP</b>	Available	110	1,019	1,444	1,251	2,681	21,655	4,253	254,484	998,537	1,285,433
Budget	57,600	57,600	75,000	145,000	70,000	85,000	112,000	222,000	529,018		
Expended	57,600	34,558	65,564	115,737	70,000	23,511	65,900	122,061	204,333		
Encumbered	-	-	-	-	-	7,529	-	-	30,000		
<b>Total General Government CIP</b>	Available	-	23,042	9,436	29,263	-	53,960	46,100	99,939	294,685	556,426
Budget	-	-	-	-	-	62,000	-	-	32,214		
Expended	-	-	-	-	-	39,976	-	-	-		
Encumbered	-	-	-	-	-	8,642	-	-	-		
<b>Total Youth Services CIP</b>	Available	-	-	-	-	13,382	-	-	32,214	45,596	
Budget	-	-	10,000	25,000	21,100	17,000	70,000	50,000	-		
Expended	-	-	7,596	24,744	21,100	17,000	66,873	43,870	-		
Encumbered	-	-	-	256	-	-	-	-	-		
<b>Total Recreation CIP</b>	Available	-	-	2,404	-	-	3,127	6,130	-	11,661	
Budget	-	-	-	65,000	79,000	50,000	25,000	25,000	-		
Expended	-	-	-	65,000	79,000	50,000	20,933	23,423	-		
Encumbered	-	-	-	-	-	-	-	-	-		
<b>Total Library CIP</b>	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		
Expended	363,840	355,412	319,600	366,818	589,400	550,000	564,791	363,311	53,369		
Encumbered	-	-	-	-	-	-	4,251	108,093	160,949		
<b>Total P&amp;F CIP</b>	Available	1,160	88	-	8,182	-	-	20,958	151,596	585,682	767,666
Budget	110,000	110,000	125,000	225,500	215,500	281,000	285,000	195,000	293,500		
Expended	110,000	110,000	125,000	165,840	212,679	241,475	220,273	168,510	-		
Encumbered	-	-	-	-	-	-	-	-	-		
<b>Total Police CIP</b>	Available	-	-	59,660	2,821	39,525	64,727	26,490	293,500	486,723	
Budget	86,000	97,500	70,000	82,000	142,000	79,000	50,000	20,000	63,500		
Expended	86,000	97,500	69,967	66,800	140,497	20,455	37,332	16,623	52,875		
Encumbered	-	-	-	-	1,503	-	-	-	8,477		
<b>Total Fire CIP</b>	Available	-	-	33	15,200	-	58,545	12,668	3,378	2,148	91,972
Budget	107,000	105,000	75,000	190,000	160,000	206,000	240,000	285,000	415,000		
Expended	107,000	105,000	75,000	181,477	151,112	205,813	175,264	80,653	36,927		
Encumbered	-	-	-	-	8,862	-	36,561	145,447	25,788		
<b>Total DPW CIP</b>	Available	-	-	8,523	25	187	28,175	58,900	352,285	448,095	
Budget	725,600	725,600	674,600	1,107,500	1,277,000	1,330,000	1,372,000	1,420,000	2,133,232		
Expended	724,440	702,470	662,727	986,416	1,263,788	1,148,229	1,151,365	818,448	347,503		
Encumbered	-	-	-	256	10,365	16,171	40,813	253,540	225,214		
<b>Total Town CIP</b>	Available	1,160	23,130	11,873	120,828	2,846	165,600	179,823	348,011	1,560,515	2,413,785
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		
Expended	1,244,731	1,221,851	1,182,084	1,896,541	2,263,676	2,163,727	2,183,130	1,591,756	685,110		
Encumbered	-	-	-	1,381	10,797	19,018	82,794	345,749	434,714		
<b>Grand Total</b>	Available	1,269	24,149	13,316	122,078	5,527	187,255	184,076	602,495	2,559,052	3,699,218