



**TOWN OF ANDOVER** *Finance & Budget*

Hayley Green, CPA, Town Accountant/Assistant Finance Director  
Accounting Department

36 Bartlet Street  
Andover, MA 01810  
(978) 623-8920

[hayley.green@andoverma.us](mailto:hayley.green@andoverma.us)  
[www.andoverma.gov](http://www.andoverma.gov)

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: November 20, 2023

Re: ***FY 2024 Financials***

The attached reports summarize the Town's financial position through September 30, 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 September 30, 2023.

**General Fund**

The total general fund receipts of all sources collected through September 30, 2023 are in line with the annual projections through the first quarter of the year. FY2024 local receipts are \$1,133,874 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 are lower than FY 2024 projections through September 2023 and other expenses appear greater than projections because 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 September 2023. The user charges receipts are \$165,436 less than FY23 through the same period, due to timing of a North Reading payment which was recorded in FY23 rather than FY22. Water personal services and other expenses are in line with FY 2024 projections through September 2023.

**Sewer Enterprise Fund**

The total sewer enterprise fund collections are consistent with projections through September 2023 and user charges receipts are \$16,089 more than prior year receipts through the same period. Sewer personal services are lower than and other expenses are consistent with the FY 2024 projections through September 2023.

**Reserve Fund**

Town Meeting approved a reserve fund balance of \$200,000. This money has not been used through September 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 \$4,271,471 available for the most recent seven years of approved projects.

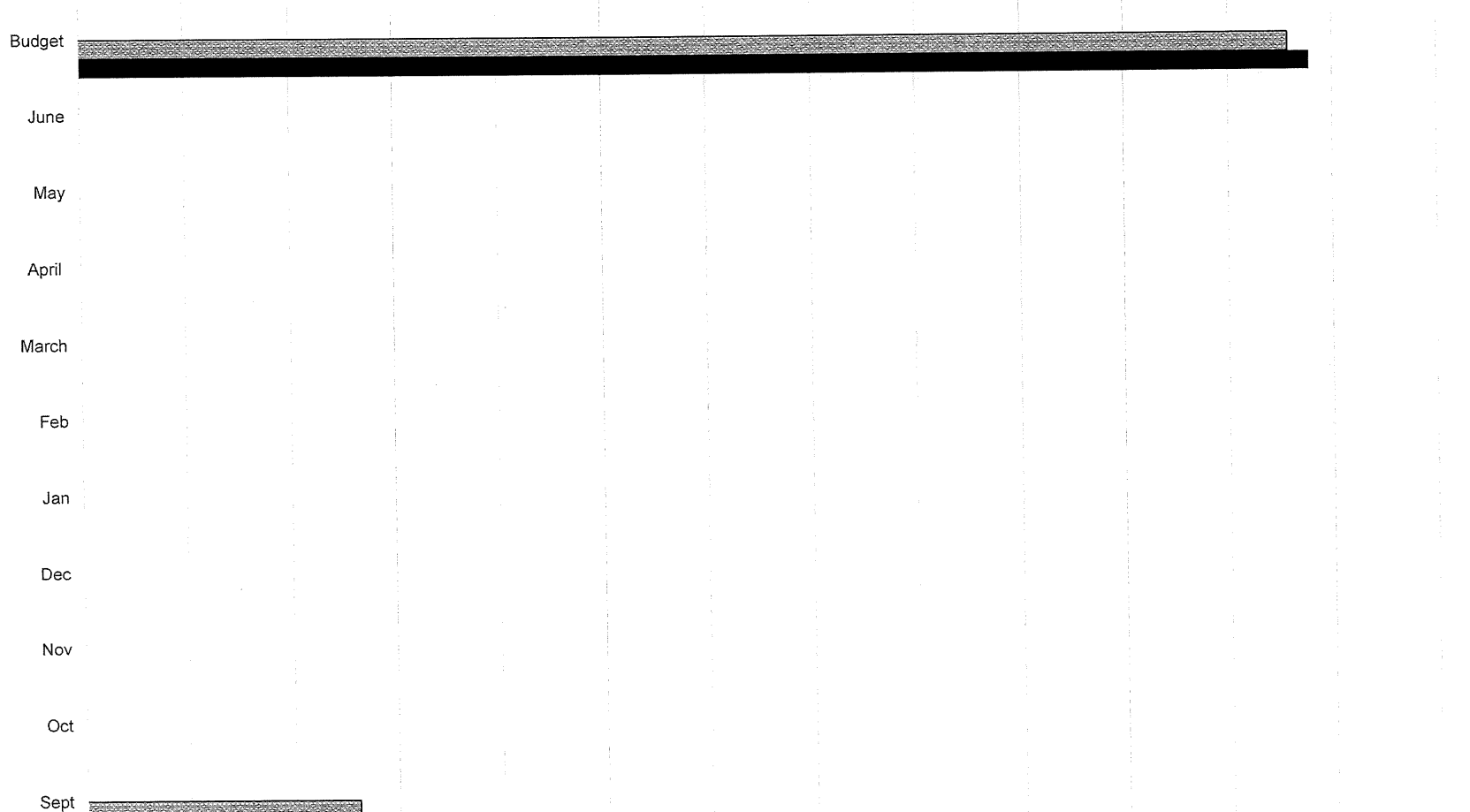
**Town of Andover**  
**FY 2024 General Fund Year-To-Date Revenue Report**  
**Budgeted vs. Actuals 9/30/2023 and 9/30/2022**

	<b>FY 24 Budgeted Receipts</b>	<b>FY 24 YTD Revenues</b>	<b>% Collected</b>	<b>FY 23 Budgeted Receipts</b>	<b>FY 23 YTD Revenues</b>	<b>% Collected</b>	<b>Change in Budgets</b>	<b>Change in YTD Receipts</b>
<b>Local Receipts</b>								
Motor Vehicle Excise	5,708,009	419,981	7.4%	5,651,834	383,375	6.8%	56,175	36,606
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	171,338	42.3%	480,000	75,508	15.7%	(75,000)	95,830
Fees	38,000	5,405	14.2%	61,000	21,110	34.6%	(23,000)	(15,705)
Payments in Lieu of Taxes	467,463	-	0.0%	451,731	-	0.0%	15,732	-
Other Departmental Revenues	234,586	40,516	17.3%	213,000	239,575	112.5%	21,586	(199,060)
Other Departmental Revenues - School Medicare	275,000	96,748	35.2%	200,000	-	0.0%	75,000	96,748
Non-Recurring Revenues	-	400	0.0%	5,000	33,333	666.7%	(5,000)	(32,933)
Licenses and Permits	2,401,315	504,156	21.0%	2,377,540	576,729	24.3%	23,775	(72,573)
Fines & Forfeits	132,500	39,457	29.8%	132,500	42,470	32.1%	-	(3,013)
Investment Income	275,794	1,550,012	562.0%	204,000	444,729	218.0%	71,794	1,105,283
Special Assessments	-	87	N/A	-	-	N/A	-	87
<b>Total Estimated Receipts</b>	<b>11,779,367</b>	<b>3,752,141</b>	<b>31.9%</b>	<b>11,575,605</b>	<b>2,618,268</b>	<b>22.6%</b>	<b>203,762</b>	<b>1,133,874</b>
<b>Off-Set Receipts</b>								
Recreation	556,531	67,440	12.1%	531,531	57,498	10.8%	25,000	9,942
Elder Services	106,000	29,840	28.2%	106,000	29,502	27.8%	-	337
Public Facilities - Rental Receipts	60,000	23,320	38.9%	40,000	20,820	52.0%	20,000	2,500
Cemetery - Interment Fees	60,000	7,483	12.5%	60,000	12,496	20.8%	-	(5,013)
Public Safety - Police Detail Fees	70,000	13,699	19.6%	60,000	13,101	21.8%	10,000	598
Public Safety / Fire - Ambulance Receipts	1,750,000	441,459	25.2%	1,300,000	403,777	31.1%	450,000	37,682
<b>Total Off-Set Receipts</b>	<b>2,602,531</b>	<b>583,240</b>	<b>22.4%</b>	<b>2,097,531</b>	<b>537,194</b>	<b>25.6%</b>	<b>505,000</b>	<b>46,046</b>
<b>Other Revenues</b>								
Property Taxes (inc. Tax Titles)	183,970,396	44,742,185	24.3%	174,778,254	42,098,019	24.1%	9,192,142	2,644,167
State Aid	16,716,855	4,239,320	25.4%	14,794,019	3,674,452	24.8%	1,922,836	564,868
<b>Total Other Revenues</b>	<b>200,687,251</b>	<b>48,981,505</b>	<b>24.4%</b>	<b>189,572,273</b>	<b>45,772,471</b>	<b>24.1%</b>	<b>11,114,978</b>	<b>3,209,035</b>
<b>Total Revenues</b>	<b>215,069,149</b>	<b>53,316,886</b>	<b>24.8%</b>	<b>203,245,409</b>	<b>48,927,932</b>	<b>24.1%</b>	<b>11,823,740</b>	<b>4,388,954</b>

**Town of Andover**  
**FY 2024 Enterprise Funds Year-To-Date Revenue Report**  
**Budgeted vs. Actuals 9/30/2023 and 9/30/2022**

	<u>FY 24 Budgeted</u>	<u>FY 24 YTD</u>	<u>%</u>	<u>FY 23 Budgeted</u>	<u>FY 23 YTD</u>	<u>%</u>	<u>Change in</u>	<u>Change in</u>
<u>Water Fund</u>	<u>Receipts</u>	<u>Revenues</u>	<u>Collected</u>	<u>Receipts</u>	<u>Revenues</u>	<u>Collected</u>	<u>Budgets</u>	<u>YTD Receipts</u>
User Charges	12,777,571	2,866,620	22.4%	10,445,844	3,032,056	29.0%	2,331,727	(165,436)
Water Connection	5,000	1,258	25.2%	7,500	1,887	25.2%	(2,500)	(629)
Water Testing Fees	5,000	13,755	275.1%	12,000	3,920	32.7%	(7,000)	9,835
Meter Installations	10,000	1,350	13.5%	10,000	2,925	29.3%	-	(1,575)
Fire Flow Test	5,000	3,000	60.0%	5,000	5,000	100.0%	-	(2,000)
Special/Final Reads	15,000	5,417	36.1%	25,000	6,836	27.3%	(10,000)	(1,419)
Backflow/Cross Connection Fees	80,000	5,145	6.4%	87,500	1,625	1.9%	(7,500)	3,520
Water Tap	-	-	N/A	-	425	N/A	-	(425)
Liens	70,000	2,948	4.2%	85,000	9,000	10.6%	(15,000)	(6,052)
Fire Suppression	250,000	58,407	23.4%	280,000	63,710	22.8%	(30,000)	(5,303)
Interest /Misc Revenue	-	275	N/A	2,500	409	16.4%	(2,500)	(133)
Non-Revenue Interest	26,445	2,296	8.7%	7,500	4,066	54.2%	18,945	(1,769)
<b>Total Water Receipts</b>	<b>13,244,016</b>	<b>2,960,473</b>	<b>22.4%</b>	<b>10,967,844</b>	<b>3,131,859</b>	<b>28.6%</b>	<b>2,276,172</b>	<b>(171,386)</b>
<u>Sewer Fund</u>	<u>FY 24 Budgeted</u>	<u>FY 24 YTD</u>	<u>%</u>	<u>FY 23 Budgeted</u>	<u>FY 23 YTD</u>	<u>%</u>	<u>Change in</u>	<u>Change in</u>
	<u>Receipts</u>	<u>Revenues</u>	<u>Collected</u>	<u>Receipts</u>	<u>Revenues</u>	<u>Collected</u>	<u>Budgets</u>	<u>YTD Receipts</u>
User Charges	5,354,484	1,191,050	22.2%	5,173,301	1,174,961	22.7%	181,183	16,089
Committed Interest/Income	130,000	1,964	1.5%	110,000	1,789	1.6%	20,000	175
Liens	50,000	2,105	4.2%	55,000	4,424	8.0%	(5,000)	(2,320)
Apport Assmnts	400,000	30,291	7.6%	340,000	27,744	8.2%	60,000	2,548
Interest /Misc Revenue	-	393	N/A	3,500	377	10.8%	(3,500)	16
Non-Revenue Interest	25,000	21,434.87	85.7%	6,500	6,648	102.3%	18,500	14,786
<b>Total Sewer Receipts</b>	<b>5,959,484</b>	<b>1,247,237</b>	<b>20.9%</b>	<b>5,688,301</b>	<b>1,215,943</b>	<b>21.4%</b>	<b>271,183</b>	<b>31,295</b>
<b>Total Enterprise Revenues</b>	<b>19,203,500</b>	<b>4,207,710</b>	<b>21.9%</b>	<b>16,656,145</b>	<b>4,347,802</b>	<b>26.10%</b>	<b>2,547,355</b>	<b>(140,092)</b>

## Town of Andover Local Receipts FY 2024 and FY 2023

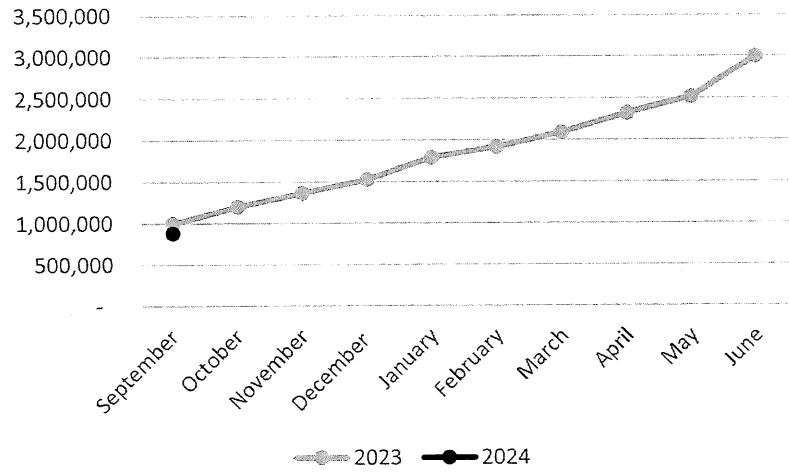


	0	\$1 M	\$2 M	\$3 M	\$4 M	\$5 M	\$6 M	\$7 M	\$8 M	\$9 M	\$10 M	\$11 M	\$12 M	\$13 M
		Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Budget		
■ FY 2023 % of Budget		22.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%		
■ FY 2024 % of Budget		31.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%		
■ FY 2023 Receipts		\$2,618,268											\$11,575,605	
■ FY 2024 Receipts		\$3,752,141	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,779,367	

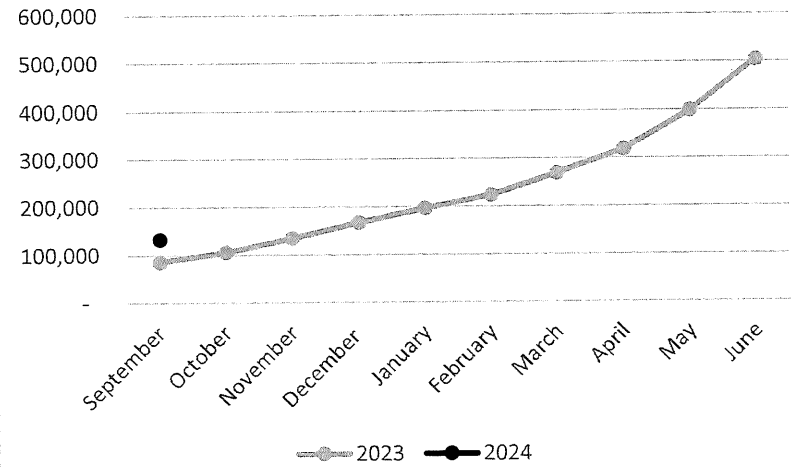
**Town of Andover**  
**FY 2024 Year-To-Date Budget Report**  
**Personal Services and Other Expenditures thru 9/30/2023**

	Original Appropriation	Transfers/ Adjustments	Revised Budget	YTD Expended	Encumbrances	Available Balance	% Expended & Encumbered	% Expended
<b>Personal Services</b>								
General Government	7,771,063	-	7,771,063	1,871,568	-	5,899,495	24.1%	24.1%
Community Services	1,956,387	-	1,956,387	558,961	-	1,397,426	28.6%	28.6%
Public Facilities	2,732,130	-	2,732,130	609,161	-	2,122,969	22.3%	22.3%
Public Safety - Fire	9,255,441	-	9,255,441	2,209,328	-	7,046,113	23.9%	23.9%
Public Safety - Police	8,579,059	-	8,579,059	1,913,615	-	6,665,444	22.3%	22.3%
Public Works	3,930,369	-	3,930,369	925,333	-	3,005,036	23.5%	23.5%
Library	2,383,930	-	2,383,930	537,369	-	1,846,561	22.5%	22.5%
School	79,732,097	-	79,732,097	8,352,858	-	71,379,239	10.5%	10.5%
<b>Total Personal Services - General Fund</b>	<b>116,340,476</b>	<b>-</b>	<b>116,340,476</b>	<b>16,978,194</b>	<b>-</b>	<b>99,362,282</b>	<b>14.6%</b>	<b>14.6%</b>
Water Enterprise	2,395,322	-	2,395,322	595,616	-	1,799,706	24.9%	24.9%
Sewer Enterprise	378,940	-	378,940	65,626	-	313,314	17.3%	17.3%
<b>Total Personal Services - Enterprise Funds</b>	<b>2,774,262</b>	<b>-</b>	<b>2,774,262</b>	<b>661,242</b>	<b>-</b>	<b>2,113,020</b>	<b>23.8%</b>	<b>23.8%</b>
<b>Other Expenses</b>								
General Government	2,911,145	348,766	3,259,911	881,772	693,663	1,684,476	48.3%	27.0%
Community Services	617,115	113,146	730,261	132,722	237,892	359,648	50.8%	18.2%
Public Facilities	1,446,400	112,124	1,558,524	231,568	663,257	663,699	57.4%	14.9%
Public Safety - Fire	749,465	46,696	796,161	217,961	231,965	346,235	56.5%	27.4%
Public Safety - Police	1,047,300	55,998	1,103,298	324,374	367,353	411,572	62.7%	29.4%
Public Works	6,445,997	619,297	7,065,294	1,221,689	4,005,984	1,837,621	74.0%	17.3%
Library	674,179	2,207	676,386	271,147	268,612	136,626	79.8%	40.1%
School	19,868,827	1,927,127	21,795,954	3,107,774	14,333,701	4,354,479	80.0%	14.3%
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	3,779,936	-	21,723,698	14.8%	14.8%
Insurance	1,280,400	-	1,280,400	1,206,264	21,170	52,966	95.9%	94.2%
Health Insurance	23,835,094	-	23,835,094	2,941,856	-	20,893,238	12.3%	12.3%
Unemployment	168,100	29,031	197,131	42,454	5,725	148,952	24.4%	21.5%
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%
<b>Total Other Expenses - General Fund</b>	<b>94,997,354</b>	<b>3,254,393</b>	<b>98,251,747</b>	<b>21,773,699</b>	<b>21,697,333</b>	<b>54,780,715</b>	<b>44.2%</b>	<b>22.2%</b>
Water Enterprise	8,759,225	1,024,434	9,783,659	2,770,780	2,751,357	4,261,522	56.4%	28.3%
Sewer Enterprise	4,819,026	871,202	5,690,228	1,442,674	2,419,889	1,827,665	67.9%	25.4%
<b>Total Other Expenses - Enterprise Funds</b>	<b>13,578,251</b>	<b>1,895,636</b>	<b>15,473,887</b>	<b>4,213,454</b>	<b>5,171,246</b>	<b>6,089,187</b>	<b>60.6%</b>	<b>27.2%</b>
<b>Total - General Fund</b>	<b>211,337,830</b>	<b>3,254,393</b>	<b>214,592,223</b>	<b>38,751,893</b>	<b>21,697,333</b>	<b>154,142,997</b>	<b>28.2%</b>	<b>18.1%</b>
<b>Total - Enterprise Funds</b>	<b>16,352,513</b>	<b>1,895,636</b>	<b>18,248,149</b>	<b>4,874,696</b>	<b>5,171,246</b>	<b>8,202,207</b>	<b>55.1%</b>	<b>26.7%</b>

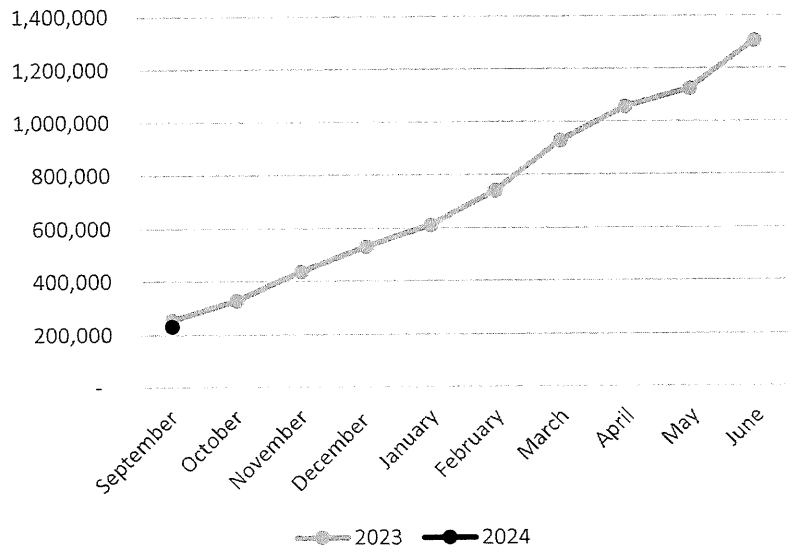
### General Government Expenses



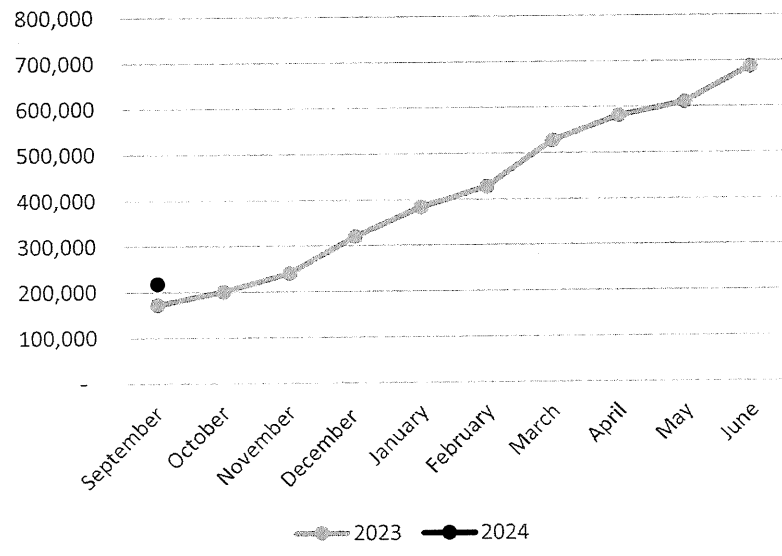
### Community Services Expenses



### Public Facilities Expenses

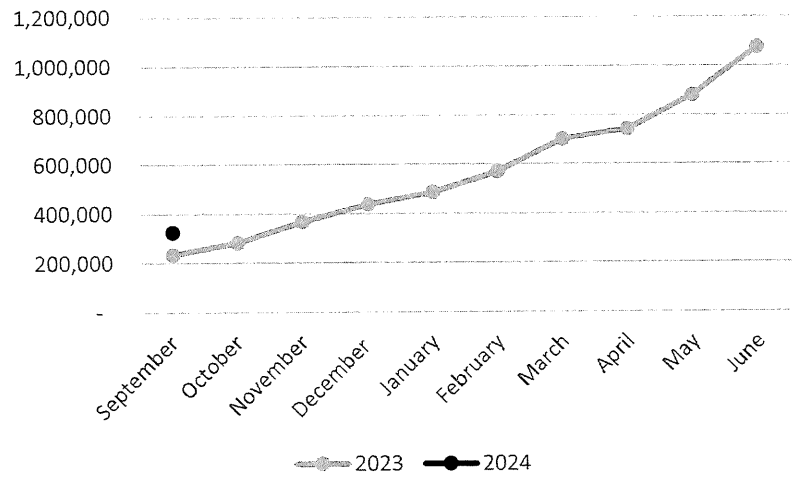


### Fire Expenses

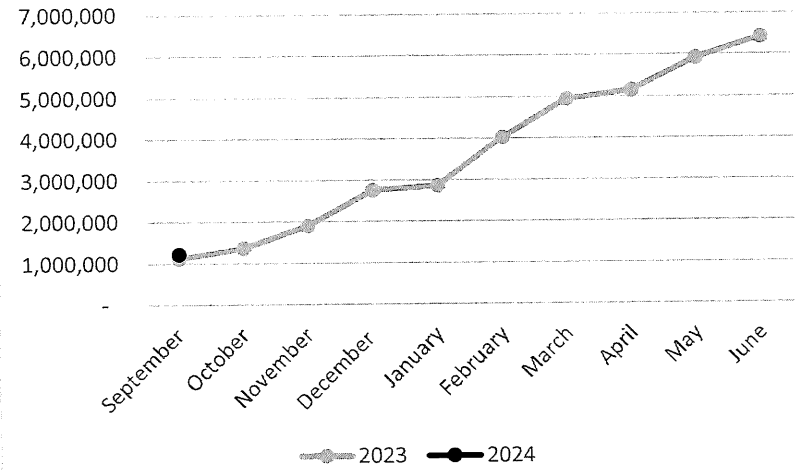


\*Expenses vary from year to year due to timing and departmental needs, but can still be on budget.

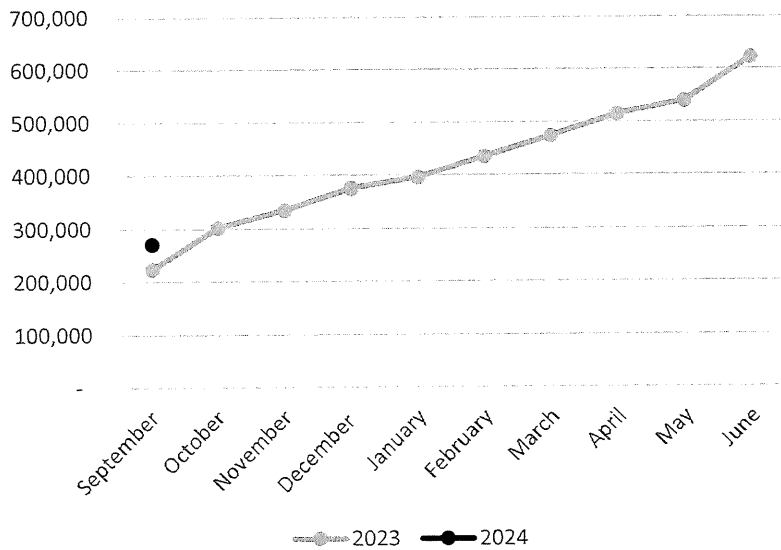
### Police Expenses



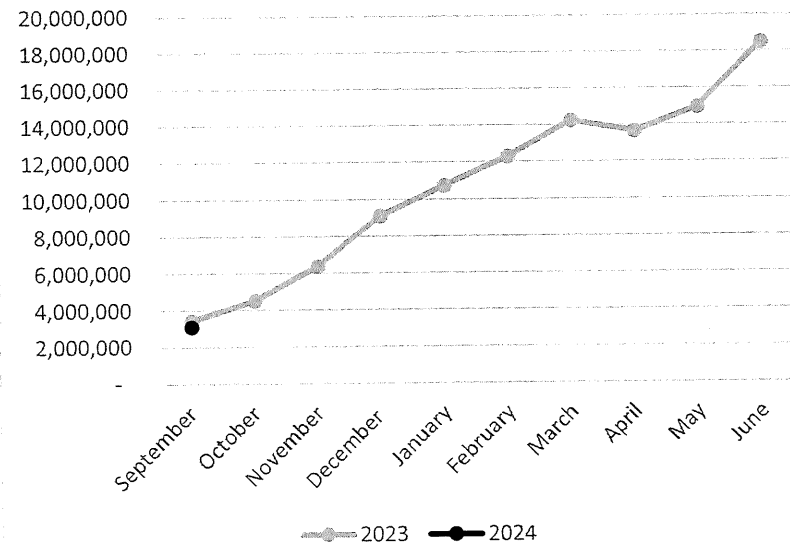
### Public Works Expenses



### Library Expenses

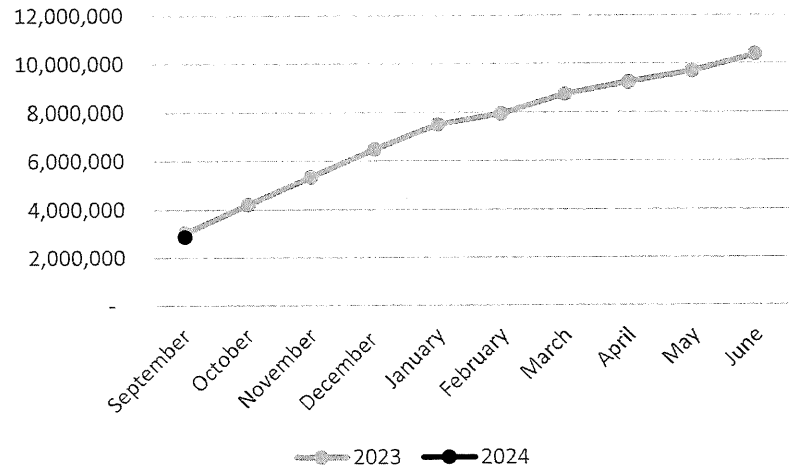


### School Expenses

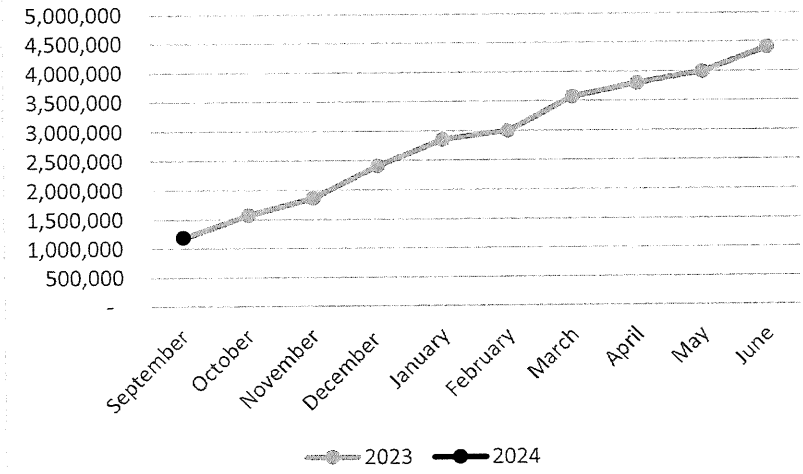


\*Expenses vary from year to year due to timing and departmental needs, but can still be on budget.

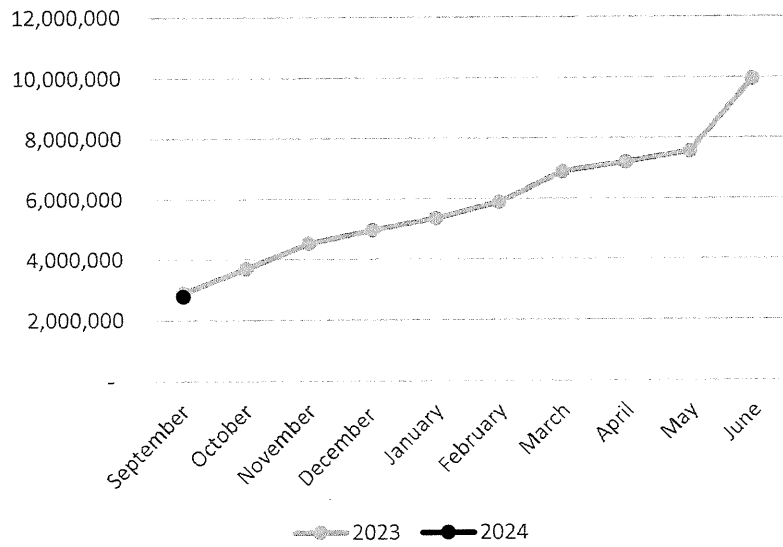
### Water User Charges



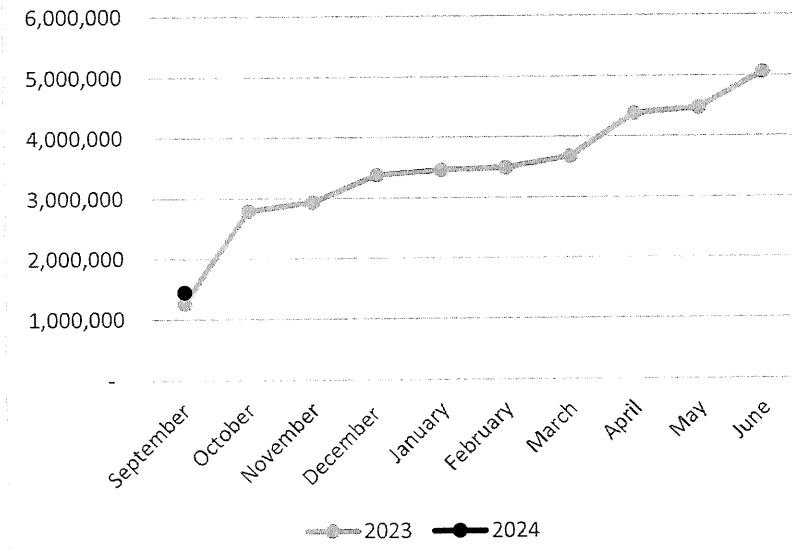
### Sewer User Charges



### Water Other Expenses



### Sewer Other Expenses



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

**Town of Andover**  
**FY 2024 Reserve Account**  
**As of 9/30/23**

**RESERVE FUND**

---

Appropriation by Vote of Town Meeting May 2023	\$ 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>

**Town of Andover**  
**FY 2024 Revolving Accounts**  
**(M.G.L. CH. 44, § 53 E1/2)**  
**As of 9/30/23**

	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 9/30/2023	7,124	818	1,958	328,845	90,340	22,875	43,638	0	66	4,532	4,528	0	0	2,250	0	8,840
Expenditures thru 9/30/2023	6,941	0	247	552,272	60,181	14,763	25,259	0	0	12,212	10,497	0	0	275	0	20,390
Balance thru 9/30/2023	34,699	19,706	54,786	1,206,777	465,235	232,323	197,927	58,892	50,664	26,516	77,648	0	681	178,452	3,184	40,304

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
Y-T-D % Spent	34.71%	0.00%	0.41%	55.23%	15.05%	9.84%	11.23%	0.00%	0.00%	20.35%	26.24%	0.00%	0.00%	0.28%	0.00%	10.20%

**Town of Andover  
Capital Projects  
9/30/2023**

	<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	1,069,417	1,099,295	807,225	73,658	
Encumbered	-	-	7,966	26,884	36,435	123,651	240,911	
<b>Total School CIP</b>	Available	-	-	53,699	49,270	340,624	1,023,431	1,467,023
Budget	579,018	487,000	1,044,098	902,108	137,000	150,000	95,000	
Expended	555,672	406,836	848,439	802,108	131,254	54,677	-	
Encumbered	9,300	34,429	10,540	-	130	13,255	-	
<b>Total General Government CIP</b>	Available	14,046	45,736	185,118	100,000	5,616	82,068	95,000
Budget	32,214	-	-	-	-	-	-	-
Expended	32,214	-	-	-	-	-	-	-
Encumbered	-	-	-	-	-	-	-	-
<b>Total Youth Services CIP</b>	Available	-	-	-	-	-	-	-
Budget	-	-	-	-	-	-	-	-
Expended	-	-	-	-	-	-	-	-
Encumbered	-	-	-	-	-	-	-	-
<b>Total Recreation CIP</b>	Available	-	-	-	-	-	-	-
Budget	-	-	10,000	50,000	-	-	-	-
Expended	-	-	10,000	15,000	-	-	-	-
Encumbered	-	-	-	3,840	-	-	-	-
<b>Total Library CIP</b>	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	845,977	373,852	6,945	
Encumbered	18,348	-	460	42,795	175,203	311,216	142,879	
<b>Total Facilities CIP</b>	Available	-	3,462	35,093	158,819	479,931	980,175	1,657,482
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	-	-	-	-	37,320	-	-	
<b>Total Police CIP</b>	Available	-	-	-	3,607	-	40,000	43,607
Budget	63,500	214,000	-	96,000	88,000	-	185,000	
Expended	61,353	205,282	-	96,000	77,383	-	-	
Encumbered	-	-	-	-	-	-	-	
<b>Total Fire CIP</b>	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	-	38,056	-	-	
Encumbered	1,944	-	881	-	106,944	-	-	
<b>Total DPW CIP</b>	Available	46,132	-	0	20,000	170,000	102,000	338,133
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	2,132,733	2,755,098	1,498,219	1,306,744	428,530	6,945	
Encumbered	29,592	34,429	11,882	46,635	319,597	324,471	142,879	
<b>Total Town CIP</b>	Available	62,326	57,916	185,119	166,253	198,659	731,999	1,402,175
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	3,172,733	3,758,731	2,567,636	2,406,038	1,235,755	80,604	
Encumbered	29,592	34,429	19,848	73,520	356,032	448,123	383,790	
<b>Grand Total</b>	Available	62,326	57,916	185,119	219,952	247,930	1,072,623	2,425,606