



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: February 8, 2024

Re: ***FY 2024 Financials***

The attached reports summarize the Town's financial position through December 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 December 31, 2023.

General Fund

The total general fund receipts of all sources collected through December 31, 2023 are in line with annual projections through the first half of the year. FY2024 local receipts are \$1,391,990 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 \$69,716 greater than FY23 collections through the same period of time last fiscal year. This is primarily due to the increase in ambulance receipts.

General fund personal services and other expenses are in line with or below FY 2024 projections through December 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 lower than annual projections through December 2023. The user charges receipts are \$591,899 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 December 2023.

Sewer Enterprise Fund

The total sewer enterprise fund collections are lower than projections through December 2023 and user charges receipts are \$93,616 less than prior year receipts through the same period. Sewer personal services are lower than FY 2024 projections through December 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 spent through December 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 \$3,631,523 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 12/31/2023 and 12/31/2022

Local Receipts	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
Motor Vehicle Excise	5,708,009	770,617	13.5%	5,651,834	694,211	12.3%	56,175	76,407
Hotel/Motel/Meals	1,841,700	1,958,012	106.3%	1,799,000	1,613,810	89.7%	42,700	344,202
Penalties and Interest on Taxes and Excises	405,000	297,932	73.6%	480,000	194,491	40.5%	(75,000)	103,442
Fees	38,000	39,800	104.7%	61,000	27,633	45.3%	(23,000)	12,167
Payments in Lieu of Taxes	467,463	-	0.0%	451,731	-	0.0%	15,732	-
Other Departmental Revenues	234,586	53,896	23.0%	213,000	243,980	114.5%	21,586	(190,084)
Other Departmental Revenues - School Medicare	275,000	151,488	55.1%	200,000	230,552	115.3%	75,000	(79,064)
Non-Recurring Revenues	-	4,389	0.0%	5,000	61,000	1220.0%	(5,000)	(56,611)
Licenses and Permits	2,401,315	1,457,531	60.7%	2,377,540	1,749,947	73.6%	23,775	(292,416)
Fines & Forfeits	132,500	85,665	64.7%	132,500	76,795	58.0%	-	8,870
Investment Income	275,794	2,849,338	1033.1%	204,000	1,384,854	678.9%	71,794	1,464,483
Special Assessments	-	594	N/A	-	-	N/A	-	594
Total Estimated Receipts	11,779,367	7,669,262	65.1%	11,575,605	6,277,272	54.2%	203,762	1,391,990

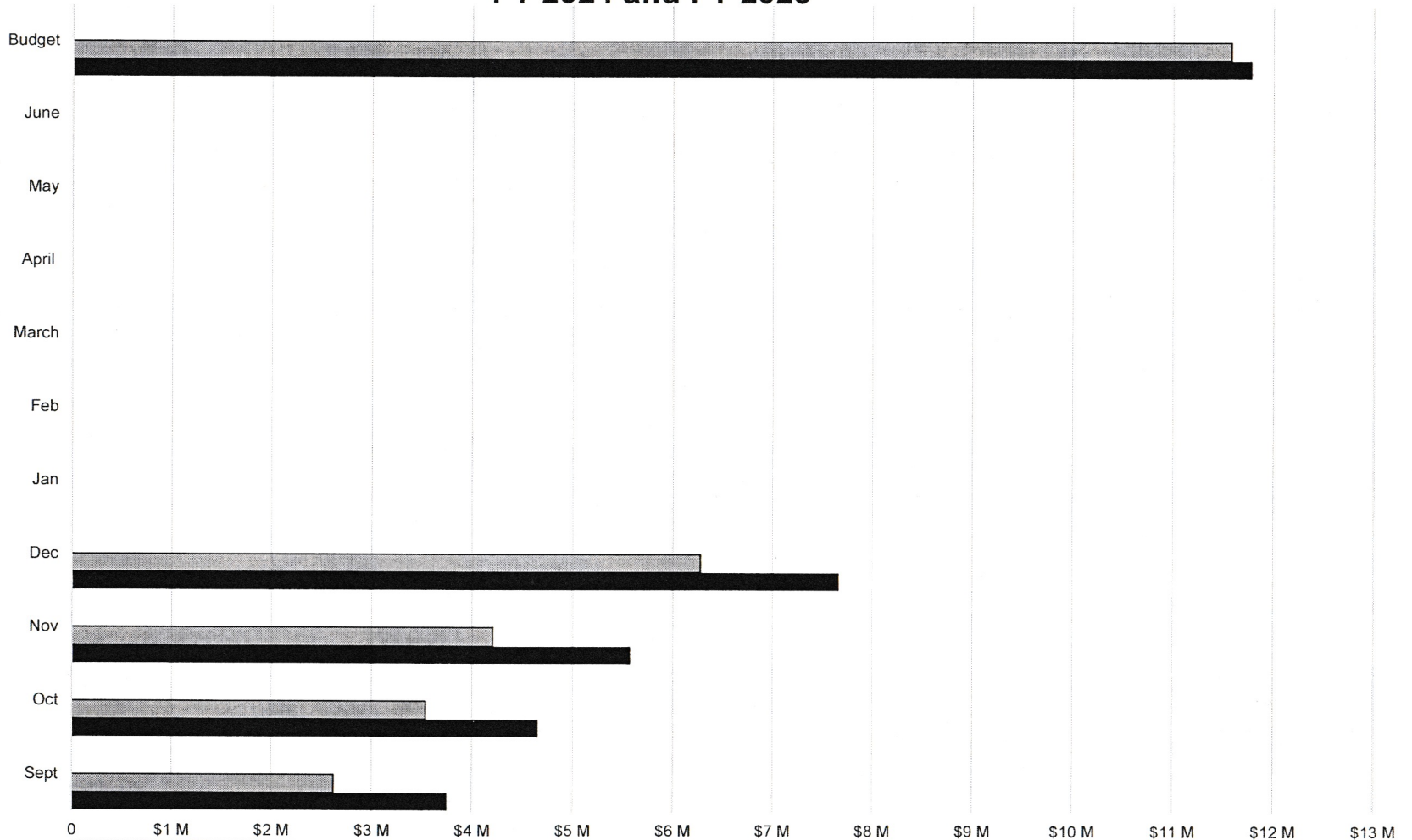
Off-Set Receipts	FY 24 Budgeted Receipts	FY 24 YTD Revenues	% Collected	FY 23 Budgeted Receipts	FY 23 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
Recreation	556,531	69,918	12.6%	531,531	63,199	11.9%	25,000	6,720
Elder Services	106,000	56,267	53.1%	106,000	53,795	50.8%	-	2,472
Public Facilities - Rental Receipts	60,000	58,893	98.2%	40,000	40,880	102.2%	20,000	18,013
Cemetery - Interment Fees	60,000	32,841	54.7%	60,000	37,086	61.8%	-	(4,245)
Public Safety - Police Detail Fees	70,000	33,268	47.5%	60,000	37,534	62.6%	10,000	(4,266)
Public Safety / Fire - Ambulance Receipts	1,750,000	876,039	50.1%	1,300,000	825,016	63.5%	450,000	51,022
Total Off-Set Receipts	2,602,531	1,127,226	43.3%	2,097,531	1,057,510	50.4%	505,000	69,716

Other Revenues	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
Property Taxes (inc. Tax Titles)	183,970,396	87,394,353	47.5%	174,778,254	82,961,618	47.5%	9,192,142	4,432,735
State Aid	16,716,855	8,388,910	50.2%	14,794,019	7,351,370	49.7%	1,922,836	1,037,540
Total Other Revenues	200,687,251	95,783,263	47.7%	189,572,273	90,312,988	47.6%	11,114,978	5,470,275
Total Revenues	215,069,149	104,579,751	48.6%	203,245,409	97,647,770	48.0%	11,823,740	6,931,981

Town of Andover
FY 2024 Enterprise Funds Year-To-Date Revenue Report
Budgeted vs. Actuals 12/31/2023 and 12/31/2022

Water Fund	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
User Charges	12,777,571	5,881,928	46.0%	10,445,844	6,473,827	62.0%	2,331,727	(591,899)
Water Connection	5,000	6,919	138.4%	7,500	3,774	50.3%	(2,500)	3,145
Water Testing Fees	5,000	17,920	358.4%	12,000	5,075	42.3%	(7,000)	12,845
Meter Installations	10,000	3,750	37.5%	10,000	5,050	50.5%	-	(1,300)
Fire Flow Test	5,000	3,500	70.0%	5,000	6,500	130.0%	-	(3,000)
Special/Final Reads	15,000	8,983	59.9%	25,000	10,636	42.5%	(10,000)	(1,653)
Backflow/Cross Connection Fees	80,000	35,825	44.8%	87,500	36,530	41.7%	(7,500)	(705)
Water Tap	-	650	N/A	-	575	N/A	-	75
Liens	70,000	6,511	9.3%	85,000	12,546	14.8%	(15,000)	(6,034)
Fire Suppression	250,000	109,559	43.8%	280,000	116,672	41.7%	(30,000)	(7,114)
Interest /Misc Revenue	-	3,118	N/A	2,500	655	26.2%	(2,500)	2,463
Non-Revenue Interest	26,445	4,726	17.9%	7,500	17,421	232.3%	18,945	(12,696)
Total Water Receipts	13,244,016	6,083,388.76	45.9%	10,967,844	6,689,261	61.0%	2,276,172	(605,873)
Sewer Fund	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
User Charges	5,354,484	2,310,530	43.2%	5,173,301	2,404,146	46.5%	181,183	(93,616)
Committed Interest/Income	130,000	4,328	3.3%	110,000	13,543	12.3%	20,000	(9,215)
Liens	50,000	3,066	6.1%	55,000	6,863	12.5%	(5,000)	(3,796)
Apport Assmnts	400,000	50,384	12.6%	340,000	45,746	13.5%	60,000	4,638
Deferred Property Tax	-	-	N/A	-	10,800	N/A	-	(10,800)
Interest /Misc Revenue	-	473	N/A	3,500	580	16.6%	(3,500)	(107)
Non-Revenue Interest	25,000	31,034.61	124.1%	6,500	16,599	255.4%	18,500	14,436
Total Sewer Receipts	5,959,484	2,399,816	40.3%	5,688,301	2,498,277.38	43.9%	271,183	(98,461)
Total Enterprise Revenues	19,203,500	8,483,205	44.2%	16,656,145	9,187,539	55.16%	2,547,355	(704,334)

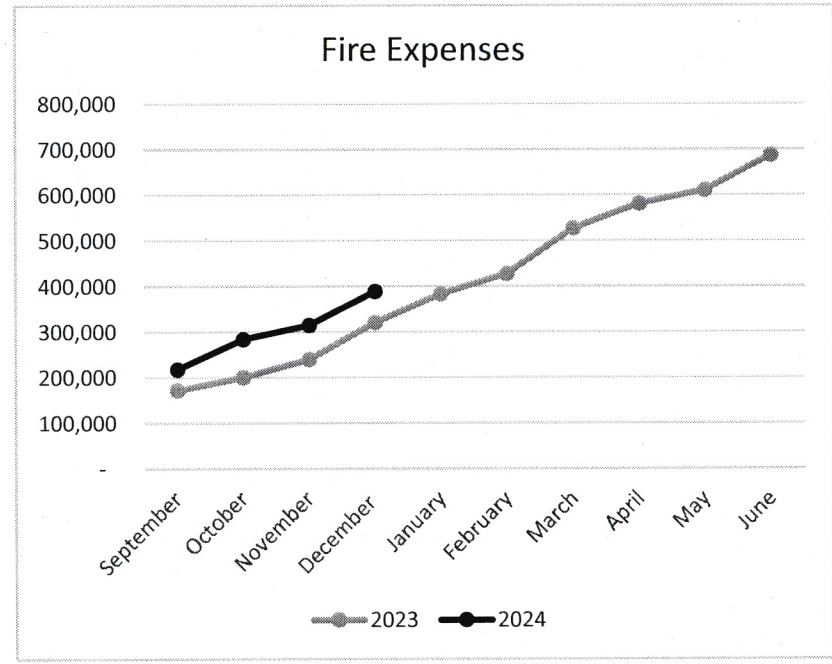
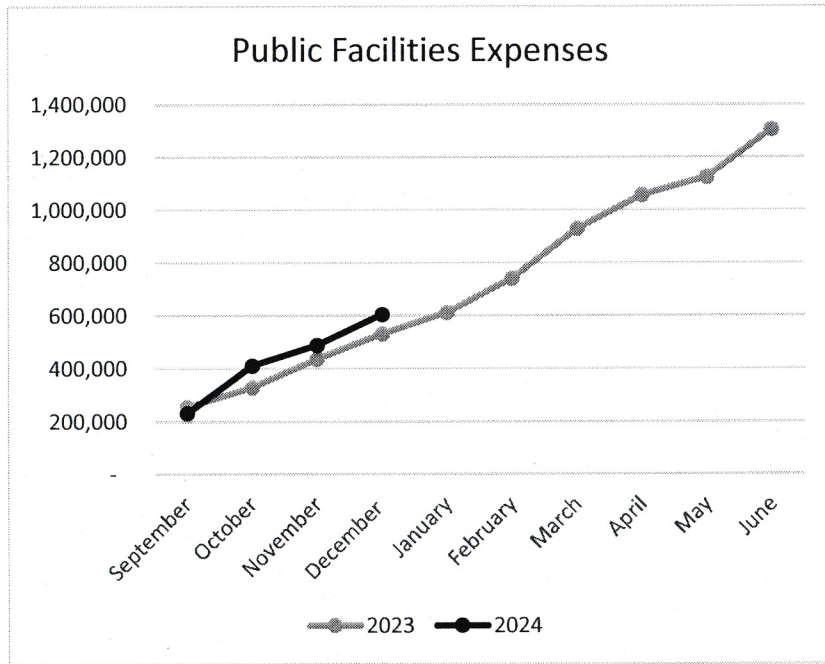
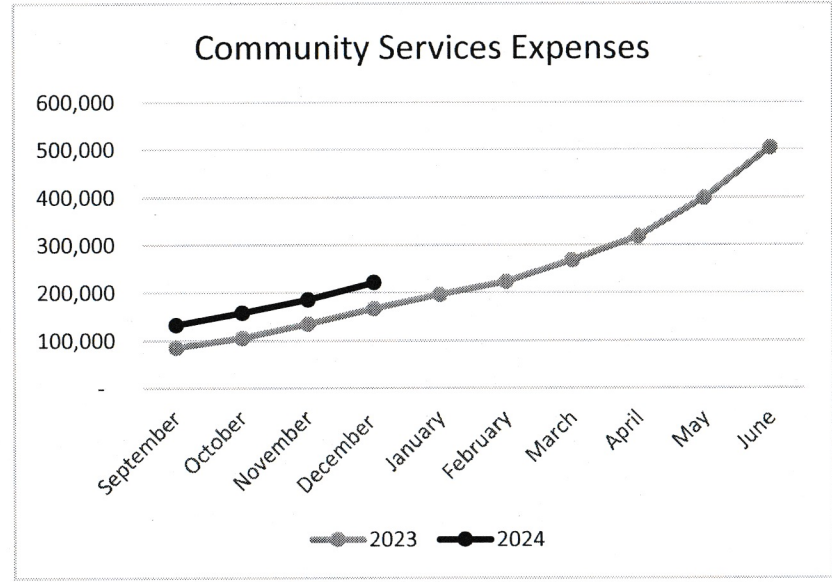
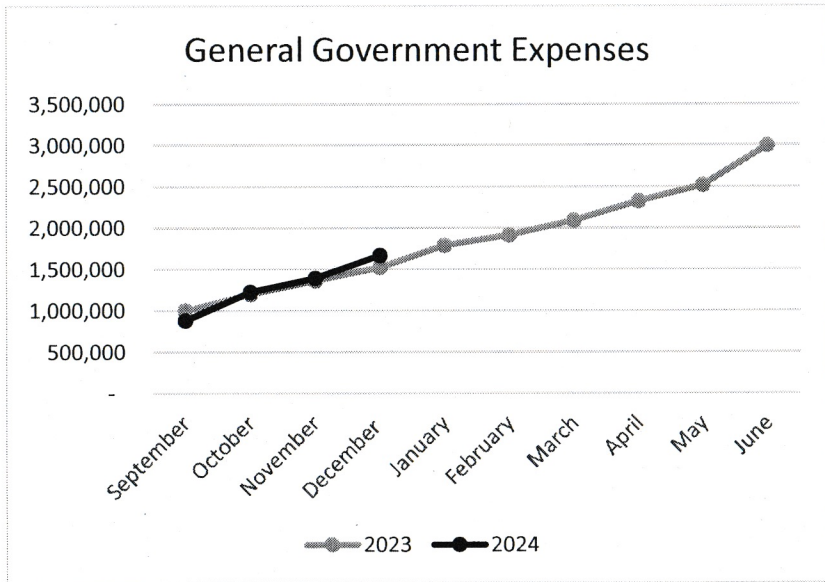
Town of Andover Local Receipts FY 2024 and FY 2023



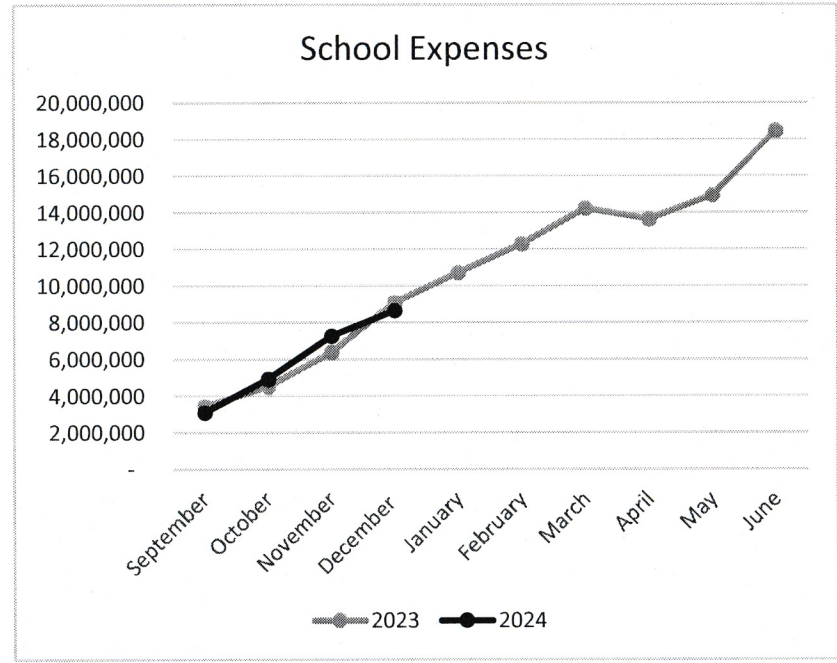
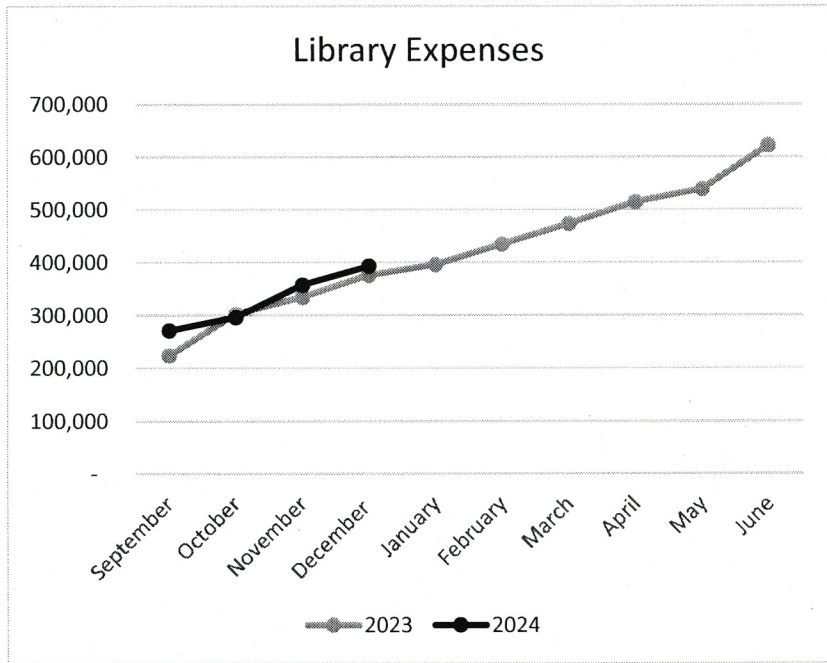
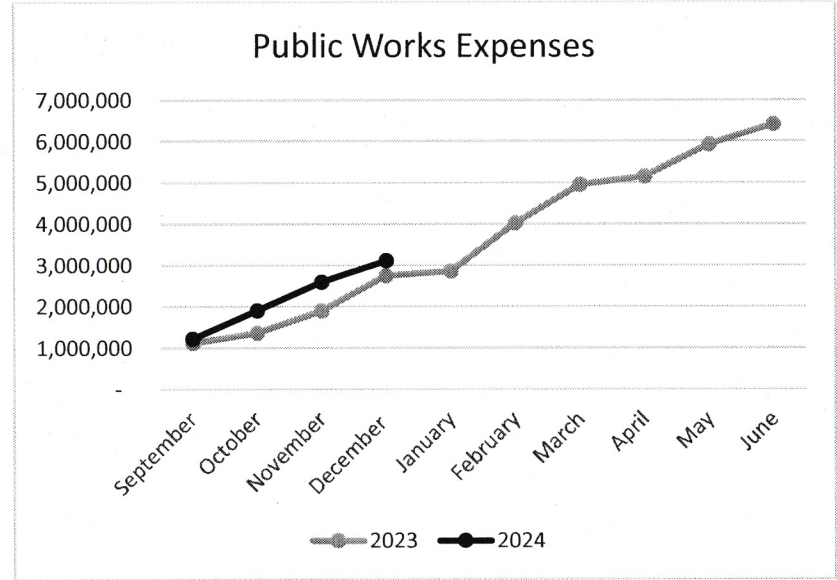
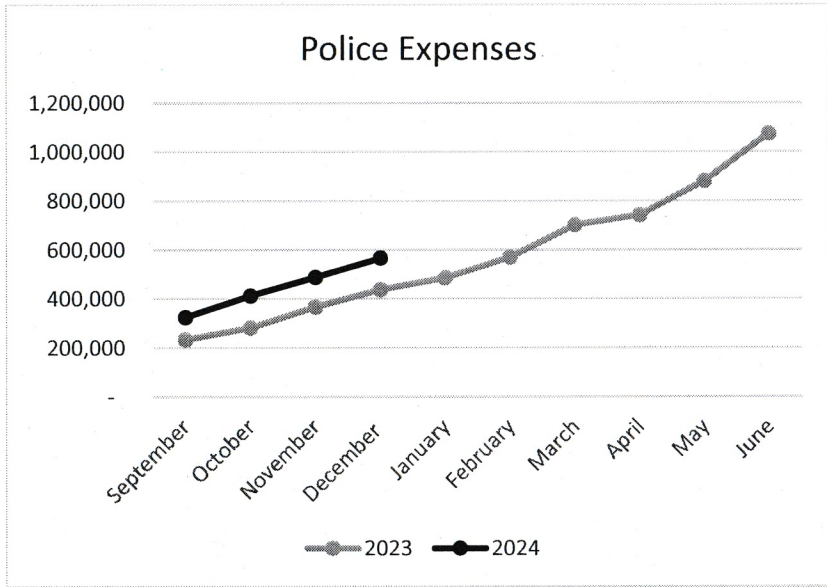
	0	\$1 M	\$2 M	\$3 M	\$4 M	\$5 M	\$6 M	\$7 M	\$8 M	\$9 M	\$10 M	\$11 M	\$12 M	\$13 M
	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Budget			
■ FY 2023 % of Budget	22.6%	30.5%	36.3%	54.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%			
■ FY 2024 % of Budget	31.9%	39.6%	47.4%	65.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%			
■ FY 2023 Receipts	\$2,618,268	\$3,535,004	\$4,202,086	\$6,277,272	\$0	\$0	\$0	\$0	\$0	\$0	\$11,575,605			
■ FY 2024 Receipts	\$3,752,141	\$4,659,961	\$5,577,813	\$7,669,262	\$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 12/31/2023

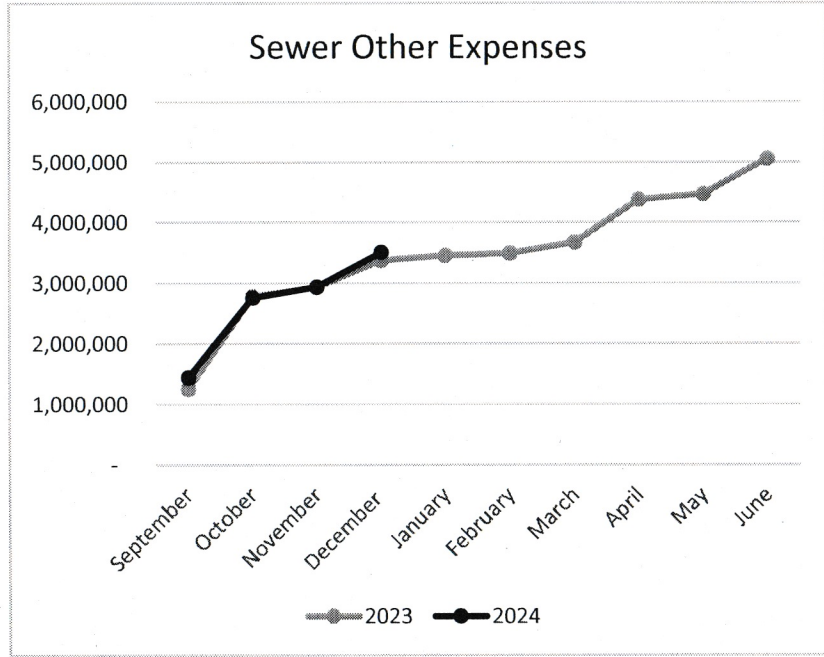
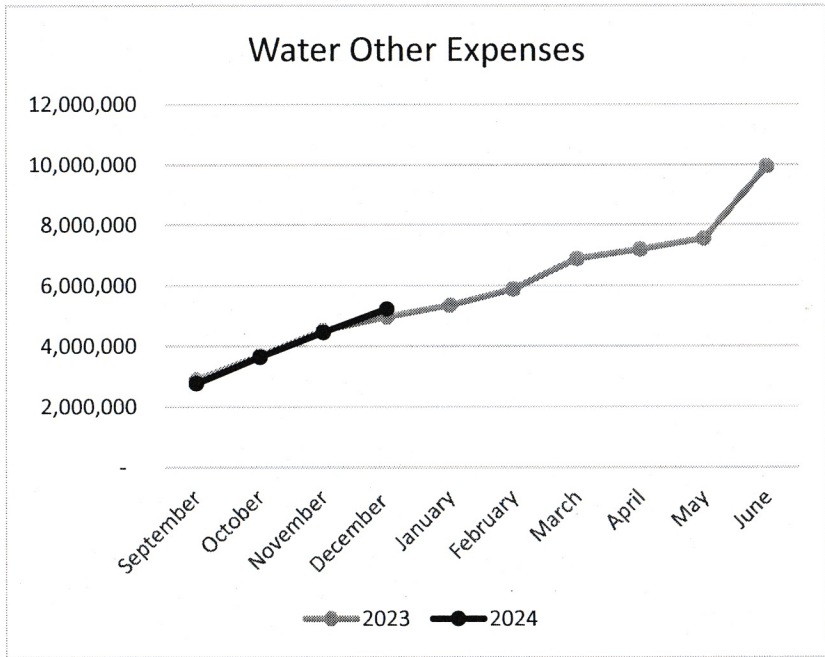
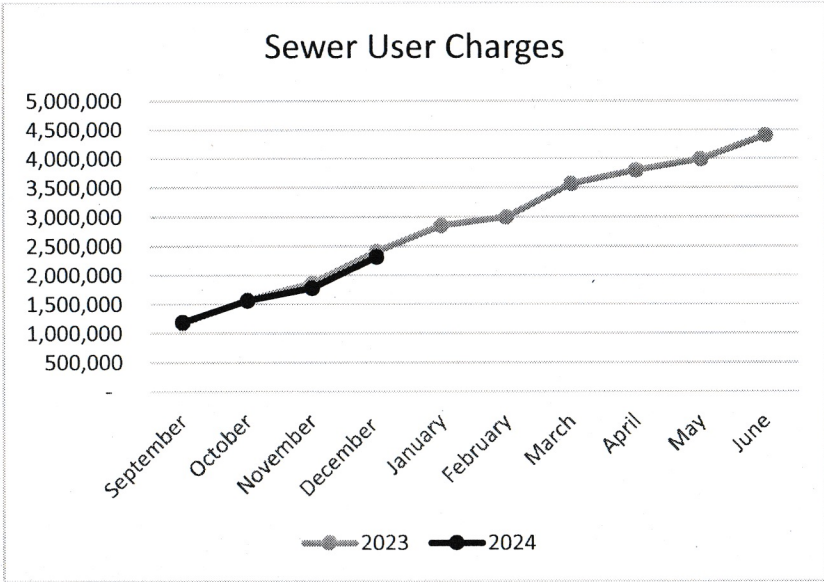
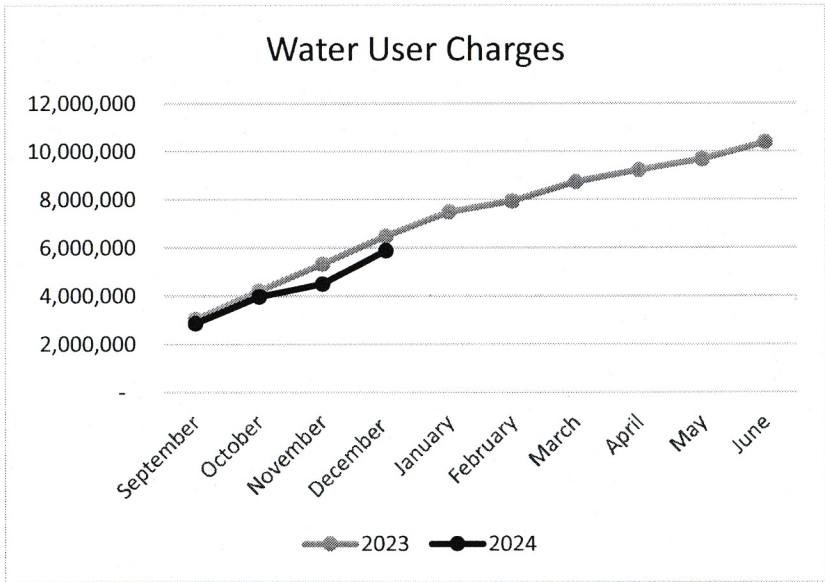
	Original Appropriation	Transfers/ Adjustments	Revised Budget	YTD Expended	Encumbrances	Available Balance	% Expended & Encumbered	% Expended
Personal Services								
General Government	7,771,063	-	7,771,063	3,711,048	-	4,060,015	47.8%	47.8%
Community Services	1,956,387	-	1,956,387	921,247	-	1,035,140	47.1%	47.1%
Public Facilities	2,732,130	-	2,732,130	1,301,354	-	1,430,776	47.6%	47.6%
Public Safety - Fire	9,255,441	-	9,255,441	4,573,255	-	4,682,186	49.4%	49.4%
Public Safety - Police	8,579,059	-	8,579,059	4,101,284	-	4,477,775	47.8%	47.8%
Public Works	3,930,369	-	3,930,369	1,892,796	-	2,037,573	48.2%	48.2%
Library	2,383,930	-	2,383,930	1,108,340	-	1,275,590	46.5%	46.5%
School	79,732,097	-	79,732,097	30,836,859	50,655,159	(1,759,921)	102.2%	38.7%
Total Personal Services - General Fund	116,340,476	-	116,340,476	48,446,183	50,655,159	17,239,134	85.2%	41.6%
Water Enterprise	2,395,322	-	2,395,322	1,144,192	-	1,251,130	47.8%	47.8%
Sewer Enterprise	378,940	-	378,940	158,111	-	220,829	41.7%	41.7%
Total Personal Services - Enterprise Funds	2,774,262	-	2,774,262	1,302,303	-	1,471,959	46.9%	46.9%
Other Expenses								
General Government	2,911,145	348,766	3,259,911	1,668,903	476,238	1,114,770	65.8%	51.2%
Community Services	617,115	113,146	730,261	221,411	163,617	345,233	52.7%	30.3%
Public Facilities	1,446,400	112,124	1,558,524	604,854	480,227	473,443	69.6%	38.8%
Public Safety - Fire	749,465	46,696	796,161	388,713	177,004	230,444	71.1%	48.8%
Public Safety - Police	1,047,300	55,998	1,103,298	566,447	238,665	298,186	73.0%	51.3%
Public Works	6,445,997	619,297	7,065,294	3,110,917	2,737,746	1,216,631	82.8%	44.0%
Library	674,179	2,207	676,386	393,300	197,996	85,089	87.4%	58.1%
School	19,868,827	1,927,127	21,795,954	8,653,550	11,564,540	1,577,865	92.8%	39.7%
Technical Schools	1,312,220	-	1,312,220	626,884	626,883	58,453	95.5%	47.8%
Debt Service	25,503,634	-	25,503,634	16,927,150	-	8,576,484	66.4%	66.4%
Insurance	1,280,400	-	1,280,400	1,215,257	15,176	49,967	96.1%	94.9%
Health Insurance	23,835,094	-	23,835,094	6,698,395	-	17,136,699	28.1%	28.1%
Unemployment	168,100	29,031	197,131	99,030	-	98,101	50.2%	50.2%
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	-	-	100.0%	100.0%
Total Other Expenses - General Fund	94,997,354	3,254,393	98,251,747	50,112,489	16,678,091	31,461,166	68.0%	51.0%
Water Enterprise	8,759,225	1,024,434	9,783,659	5,231,227	2,091,346	2,461,086	74.8%	53.5%
Sewer Enterprise	4,819,026	871,202	5,690,228	3,505,989	1,668,043	516,196	90.9%	61.6%
Total Other Expenses - Enterprise Funds	13,578,251	1,895,636	15,473,887	8,737,216	3,759,389	2,977,282	80.8%	56.5%
Total - General Fund	211,337,830	3,254,393	214,592,223	98,558,672	67,333,250	48,700,301	77.3%	45.9%
Total - Enterprise Funds	16,352,513	1,895,636	18,248,149	10,039,519	3,759,389	4,449,241	75.6%	55.0%



*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 12/31/23

	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 12/31/2023	12,269	1,759	10,483	711,823	146,831	36,678	86,692	1,809	1,158	5,977	7,193	0	0	44,135	0	9,230
Expenditures thru 12/31/2023	10,299	1,797	1,654	963,950	117,428	91,792	61,379	0	0	29,724	4,497	0	0	615	0	20,390
Balance thru 12/31/2023	36,486	18,850	61,905	1,178,077	464,479	169,096	204,861	60,701	51,756	10,449	86,313	0	681	219,997	3,184	40,694

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	51.50%	8.98%	2.76%	96.39%	29.36%	61.19%	27.28%	0.00%	0.00%	49.54%	11.24%	0.00%	0.00%	0.62%	0.00%	10.20%

**Town of Andover
Capital Projects
12/31/2023**

	<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	1,090,886	1,103,877	855,946	215,062	
Encumbered	-	-	7,966	5,416	31,852	86,276	165,092	
Total School CIP	Available	-	-	53,699	49,270	329,278	957,846	1,390,093
Budget	579,018	487,000	1,044,098	902,108	137,000	150,000	95,000	
Expended	555,672	437,747	851,794	802,108	131,254	86,677	-	
Encumbered	9,300	3,517	20,919	-	130	4,200	-	
Total General Government CIP	Available	14,046	45,736	171,384	100,000	5,616	59,123	490,905
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	417,703	884,735	532,380	85,571	
Encumbered	18,348	-	460	15,325	213,808	337,025	223,340	
Total Facilities CIP	Available	-	3,462	34,972	81,457	295,595	821,090	1,236,575
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	-	38,500	
Total Police CIP	Available	-	-	-	-	-	1,500	1,500
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	399,119	-	145,000	44,413	-	
Encumbered	1,944	-	881	-	-	18,912	-	
Total DPW CIP	Available	46,132	-	-	20,000	106,676	102,000	274,808
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	2,758,453	1,525,811	1,452,446	663,470	85,571	
Encumbered	29,592	3,517	22,261	19,165	254,864	360,137	261,840	
Total Town CIP	Available	62,326	57,916	171,384	166,132	117,690	1,204,590	2,241,430
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	3,762,087	2,616,696	2,556,323	1,519,416	300,633	
Encumbered	29,592	3,517	30,227	24,581	286,716	446,413	426,932	
Grand Total	Available	62,326	57,916	171,384	219,831	166,960	2,162,435	3,631,523