



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
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: April 10, 2024

Re: ***FY 2024 Financials***

The attached reports summarize the Town's financial position through February 29, 2024.
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.

Executive Summary | **FY 2024**

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 February 29, 2024.

General Fund

The total general fund receipts of all sources collected through February 29, 2024 are greater than annual projections through the first 8 months of the year. FY 2024 local receipts are \$2,031,445 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 \$43,435 greater than FY23 collections through the same period of time last fiscal year. This is primarily due to an increase in ambulance receipts.

General fund personal services and other expenses are lower than FY 2024 projections through February 2024. Insurance premiums and the required appropriation for pension were paid in July and OPEB was transferred in November. Encumbrances are adjusted throughout the year.

Water Enterprise Fund

The total water enterprise fund collections are lower than annual projections but are in line with prior year collections through February 2024. Water personal services are in line with and other expenses are lower than FY 2024 projections through February 2024.

Sewer Enterprise Fund

The total sewer enterprise fund collections are in line with projections through February 2024 and user charges receipts are \$634,233 more than prior year receipts through the same period. Sewer personal services are lower than and other expenses are in line with FY 2024 projections through February 2024.

Reserve Fund

Town Meeting approved a reserve fund balance of \$200,000. This money has not been spent through February 2024. It is expected that \$100,000 will be transferred from the Reserve Fund to the Town Clerk's office for Special Town Meeting expenses.

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 \$3,374,560 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 2/29/2024 and 2/28/2023

	FY 24 Budgeted	FY 24 YTD	%	FY 23 Budgeted	FY 23 YTD	%	Change in	Change in
Local Receipts	Receipts	Revenues	Collected	Receipts	Revenues	Collected	Budgets	YTD Receipts
Motor Vehicle Excise	5,708,009	2,061,760	36.1%	5,651,834	1,569,406	27.8%	56,175	492,354
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	346,485	85.6%	480,000	246,450	51.3%	(75,000)	100,035
Fees	38,000	42,000	110.5%	61,000	31,918	52.3%	(23,000)	10,082
Payments in Lieu of Taxes	467,463	-	0.0%	451,731	2,016	0.4%	15,732	(2,016)
Other Departmental Revenues	234,586	91,786	39.1%	213,000	279,394	131.2%	21,586	(187,608)
Other Departmental Revenues - School Medicare	275,000	151,525	55.1%	200,000	230,552	115.3%	75,000	(79,027)
Non-Recurring Revenues	-	6,300	0.0%	5,000	61,100	1222.0%	(5,000)	(54,800)
Licenses and Permits	2,401,315	1,889,834	78.7%	2,377,540	2,211,361	93.0%	23,775	(321,527)
Fines & Forfeits	132,500	120,418	90.9%	132,500	101,177	76.4%	-	19,241
Investment Income	275,794	3,928,509	1424.4%	204,000	2,218,592	1087.5%	71,794	1,709,916
Special Assessments	-	636	N/A	-	43	N/A	-	593
Total Estimated Receipts	11,779,367	10,597,265	90.0%	11,575,605	8,565,820	74.0%	203,762	2,031,445
Off-Set Receipts	FY 24 Budgeted	FY 24 YTD	%	FY 23 Budgeted	FY 23 YTD	%	Change in	Change in
	Receipts	Revenues	Collected	Receipts	Revenues	Collected	Budgets	YTD Receipts
Recreation	556,531	130,271	23.4%	531,531	203,419	38.3%	25,000	(73,147)
Elder Services	106,000	73,185	69.0%	106,000	70,477	66.5%	-	2,708
Public Facilities - Rental Receipts	60,000	73,018	121.7%	40,000	56,481	141.2%	20,000	16,536
Cemetery - Interment Fees	60,000	56,757	94.6%	60,000	46,276	77.1%	-	10,481
Public Safety - Police Detail Fees	70,000	41,254	58.9%	60,000	50,089	83.5%	10,000	(8,835)
Public Safety / Fire - Ambulance Receipts	1,750,000	1,190,915	68.1%	1,300,000	1,095,223	84.2%	450,000	95,692
Total Off-Set Receipts	2,602,531	1,565,400	60.1%	2,097,531	1,521,965	72.6%	505,000	43,435
Other Revenues	FY 24 Budgeted	FY 24 YTD	%	FY 23 Budgeted	FY 23 YTD	%	Change in	Change in
	Receipts	Revenues	Collected	Receipts	Revenues	Collected	Budgets	YTD Receipts
Property Taxes (inc. Tax Titles)	183,970,396	134,952,574	73.4%	174,778,254	128,703,845	73.6%	9,192,142	6,248,730
State Aid	16,716,855	11,132,442	66.6%	14,794,019	9,789,118	66.2%	1,922,836	1,343,324
Total Other Revenues	200,687,251	146,085,016	72.8%	189,572,273	138,492,963	73.1%	11,114,978	7,592,054
Total Revenues	215,069,149	158,247,681	73.6%	203,245,409	148,580,747	73.1%	11,823,740	9,666,934

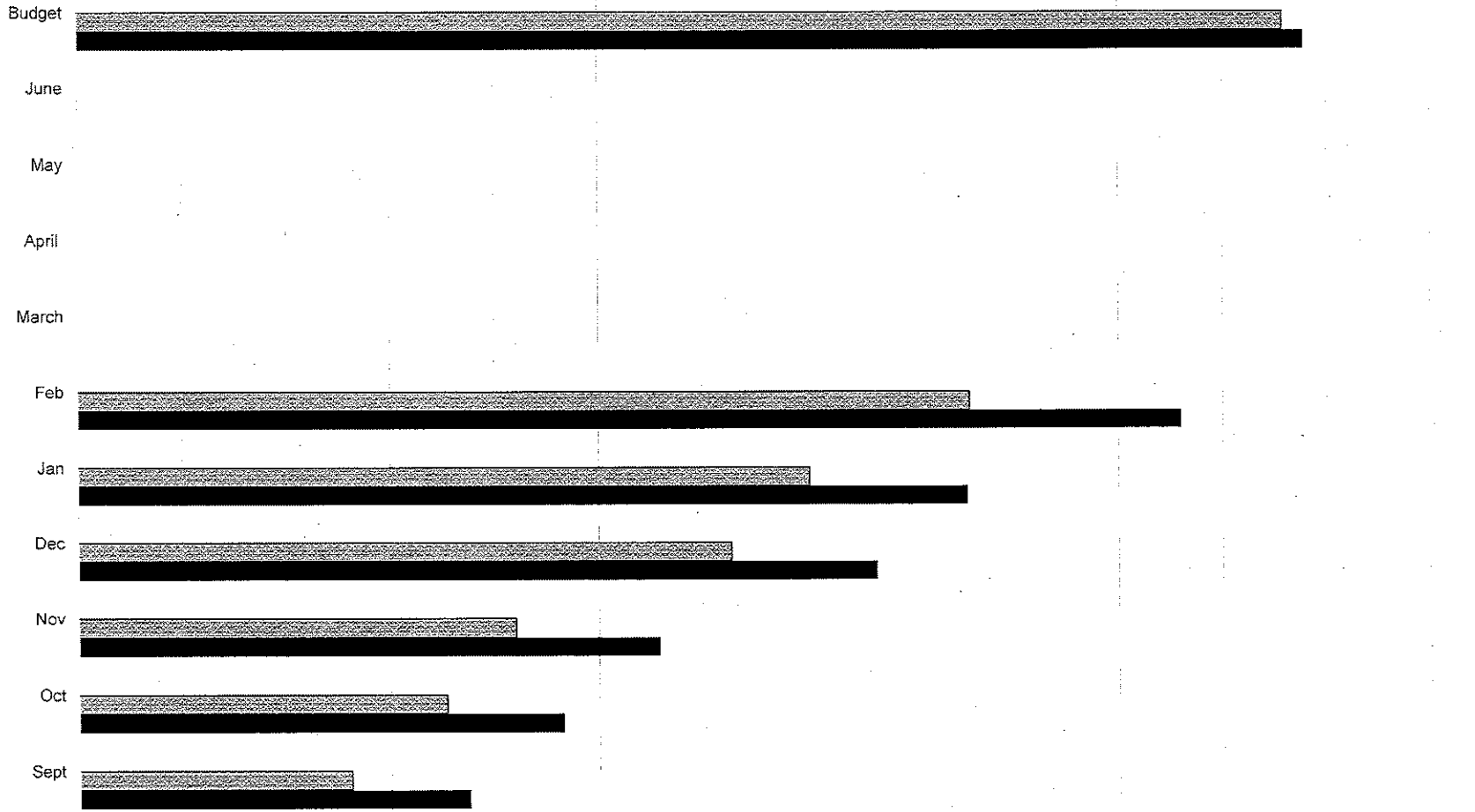
Town of Andover
FY 2024 Enterprise Funds Year-To-Date Revenue Report
Budgeted vs. Actuals 2/29/2024 and 2/28/2023

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	7,901,921	61.8%	10,445,844	7,931,502	75.9%	2,331,727	(29,581)
Water Connection	5,000	7,548	151.0%	7,500	3,774	50.3%	(2,500)	3,774
Water Testing Fees	5,000	20,440	408.8%	12,000	5,075	42.3%	(7,000)	15,365
Meter Installations	10,000	4,200	42.0%	10,000	5,500	55.0%	-	(1,300)
Fire Flow Test	5,000	3,500	70.0%	5,000	7,000	140.0%	-	(3,500)
Special/Final Reads	15,000	10,174	67.8%	25,000	11,836	47.3%	(10,000)	(1,662)
Backflow/Cross Connection Fees	80,000	49,995	62.5%	87,500	37,570	42.9%	(7,500)	12,425
Water Tap	-	650	N/A	-	1,075	N/A	-	(425)
Liens	70,000	39,501	56.4%	85,000	34,905	41.1%	(15,000)	4,596
Fire Suppression	250,000	148,664	59.5%	280,000	137,205	49.0%	(30,000)	11,459
Interest /Misc Revenue	-	6,884	N/A	2,500	2,409	96.4%	(2,500)	4,475
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	8,198,201	61.9%	10,967,844	8,195,273	74.7%	2,276,172	2,929

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	3,633,536	67.9%	5,173,301	2,999,303	58.0%	181,183	634,233
Committed Interest/Income	130,000	57,627	44.3%	110,000	69,941	63.6%	20,000	(12,314)
Liens	50,000	23,541	47.1%	55,000	16,741	30.4%	(5,000)	6,799
Apport Assmnts	400,000	229,979	57.5%	340,000	249,007	73.2%	60,000	(19,028)
Deferred Property Tax	-	13,426	N/A	-	10,800	N/A	-	2,626
Interest /Misc Revenue	-	8,412	N/A	3,500	676	19.3%	(3,500)	7,736
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	3,997,556	67.1%	5,688,301	3,363,067	59.1%	271,183	634,489

Total Enterprise Revenues	19,203,500	12,195,757	63.5%	16,656,145	11,558,339	69.39%	2,547,355	637,418
----------------------------------	-------------------	-------------------	--------------	-------------------	-------------------	---------------	------------------	----------------

Town of Andover Local Receipts FY 2024 and FY 2023

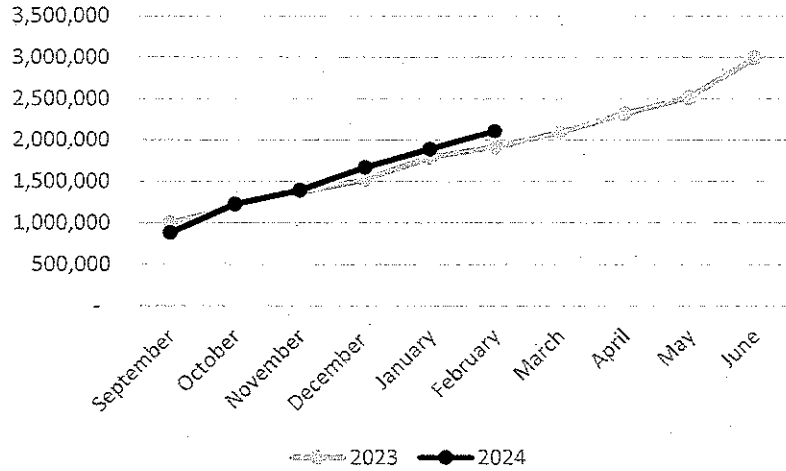


	0	\$1 M	\$2 M	\$3 M	\$4 M	\$5 M	\$6 M	\$7 M	\$8 M	\$9 M	\$10 M	\$11 M	\$12 M	\$13 M
	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Budget			
■ FY 2023 % of Budget	22.6%	30.5%	36.3%	54.2%	60.7%	74.0%	0.0%	0.0%	0.0%	0.0%	100.0%			
▬ FY 2024 % of Budget	31.9%	39.6%	47.4%	65.1%	72.6%	90.0%	0.0%	0.0%	0.0%	0.0%	100.0%			
■ FY 2023 Receipts	\$2,618,268	\$3,535,004	\$4,202,086	\$6,277,272	\$7,023,054	\$8,565,820	\$0	\$0	\$0	\$0	\$11,575,605			
■ FY 2024 Receipts	\$3,752,141	\$4,659,961	\$5,577,813	\$7,669,262	\$8,546,116	\$10,597,265	\$0	\$0	\$0	\$0	\$11,779,367			

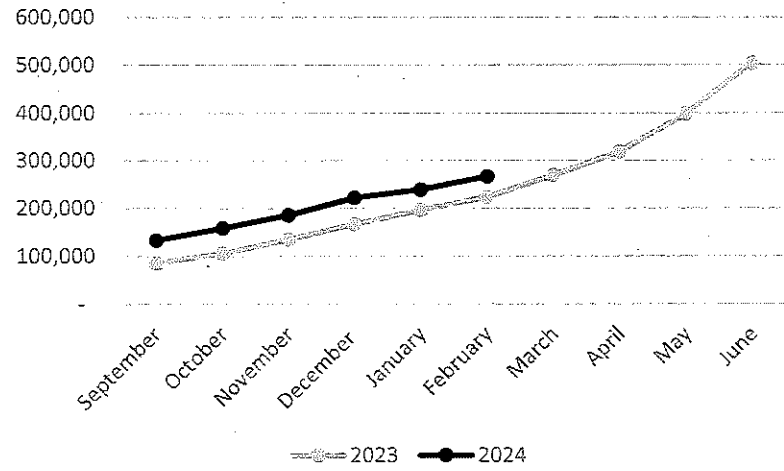
Town of Andover
FY 2024 Year-To-Date Budget Report
Personal Services and Other Expenditures thru 2/29/2024

	Original Appropriation	Transfers/ Adjustments	Revised Budget	YTD Expended	Encumbrances	Available Balance	% Expended & Encumbered	% Expended
Personal Services								
General Government	7,771,063	-	7,771,063	5,084,623	-	2,686,440	65.4%	65.4%
Community Services	1,956,387	-	1,956,387	1,165,936	-	790,451	59.6%	59.6%
Public Facilities	2,732,130	-	2,732,130	1,754,810	-	977,320	64.2%	64.2%
Public Safety - Fire	9,255,441	-	9,255,441	6,265,743	-	2,989,698	67.7%	67.7%
Public Safety - Police	8,579,059	-	8,579,059	5,598,828	-	2,980,231	65.3%	65.3%
Public Works	3,930,369	-	3,930,369	2,671,060	-	1,259,309	68.0%	68.0%
Library	2,383,930	-	2,383,930	1,508,266	-	875,664	63.3%	63.3%
School	79,732,097	-	79,732,097	43,777,818	34,811,758	1,142,521	98.6%	54.9%
Total Personal Services - General Fund	116,340,476	-	116,340,476	67,827,084	34,811,758	13,701,633	88.2%	58.3%
Water Enterprise	2,395,322	-	2,395,322	1,508,750	-	886,572	63.0%	63.0%
Sewer Enterprise	378,940	-	378,940	206,737	-	172,203	54.6%	54.6%
Total Personal Services - Enterprise Funds	2,774,262	-	2,774,262	1,715,487	-	1,058,775	61.8%	61.8%
Other Expenses								
General Government	2,911,145	348,766	3,259,911	2,110,593	378,689	770,629	76.4%	64.7%
Community Services	617,115	113,146	730,261	266,057	165,412	298,792	59.1%	36.4%
Public Facilities	1,446,400	112,124	1,558,524	799,324	378,746	380,453	75.6%	51.3%
Public Safety - Fire	749,465	46,696	796,161	522,152	151,897	122,112	84.7%	65.6%
Public Safety - Police	1,047,300	55,998	1,103,298	683,289	229,154	190,855	82.7%	61.9%
Public Works	6,445,997	619,297	7,065,294	4,469,093	2,141,192	455,010	93.6%	63.3%
Library	674,179	2,207	676,386	447,550	160,362	68,473	89.9%	66.2%
School	19,868,827	1,927,127	21,795,954	10,159,194	8,328,616	3,308,144	84.8%	46.6%
Technical Schools	1,312,220	-	1,312,220	675,093	578,674	58,453	95.5%	51.4%
Debt Service	25,503,634	-	25,503,634	19,439,797	-	6,063,838	76.2%	76.2%
Insurance	1,280,400	-	1,280,400	1,216,153	32,444	31,803	97.5%	95.0%
Health Insurance	23,835,094	-	23,835,094	9,171,188	-	14,663,906	38.5%	38.5%
Unemployment	168,100	29,031	197,131	124,356	16,734	56,041	71.6%	63.1%
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	59,021,517	12,561,920	28,668,309	72.9%	60.1%
Water Enterprise	8,759,225	1,024,434	9,783,659	5,651,532	1,748,030	2,384,096	75.6%	57.8%
Sewer Enterprise	4,819,026	871,202	5,690,228	3,667,875	1,648,850	373,504	93.4%	64.5%
Total Other Expenses - Enterprise Funds	13,578,251	1,895,636	15,473,887	9,319,407	3,396,880	2,757,600	82.2%	60.2%
Total - General Fund	211,337,830	3,254,393	214,592,223	126,848,602	47,373,679	40,369,942	81.2%	59.1%
Total - Enterprise Funds	16,352,513	1,895,636	18,248,149	11,034,894	3,396,880	3,816,375	79.1%	60.5%

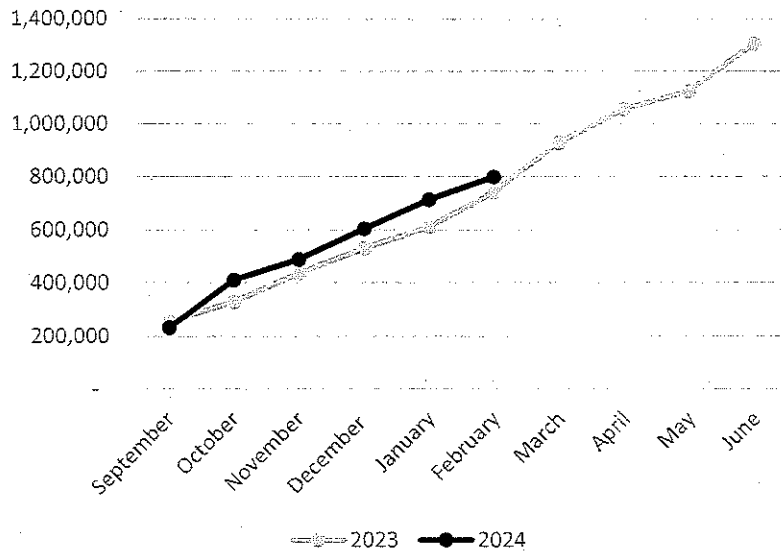
General Government Expenses



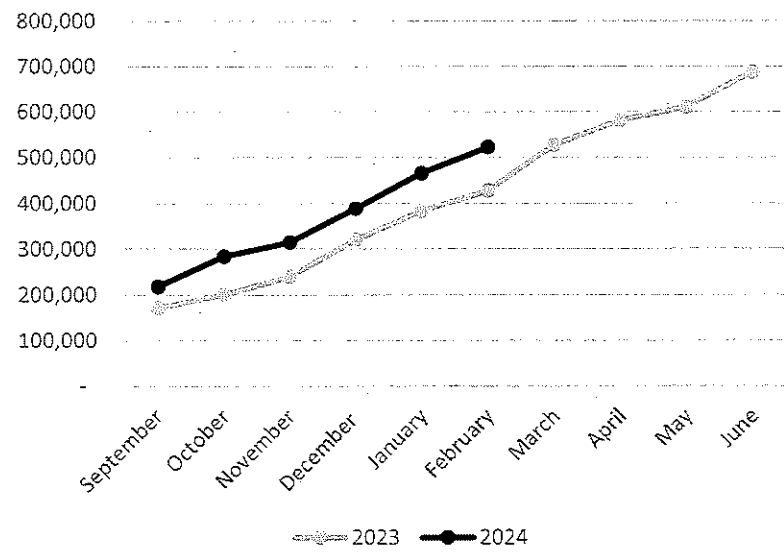
Community Services Expenses



Public Facilities Expenses

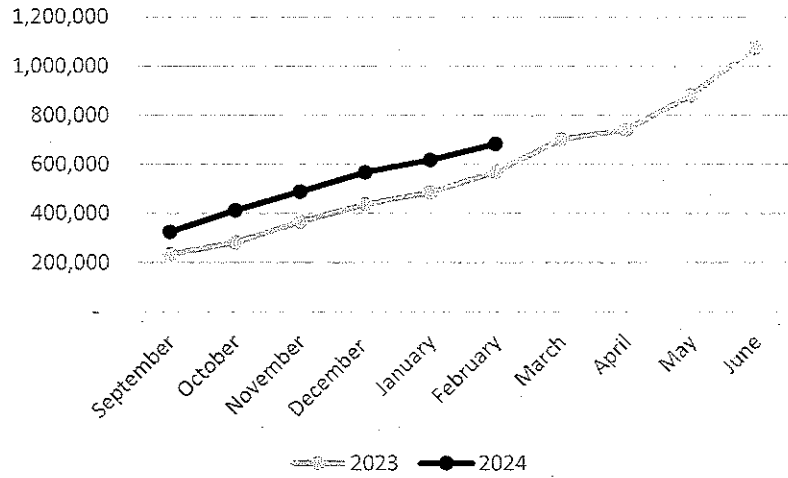


Fire Expenses

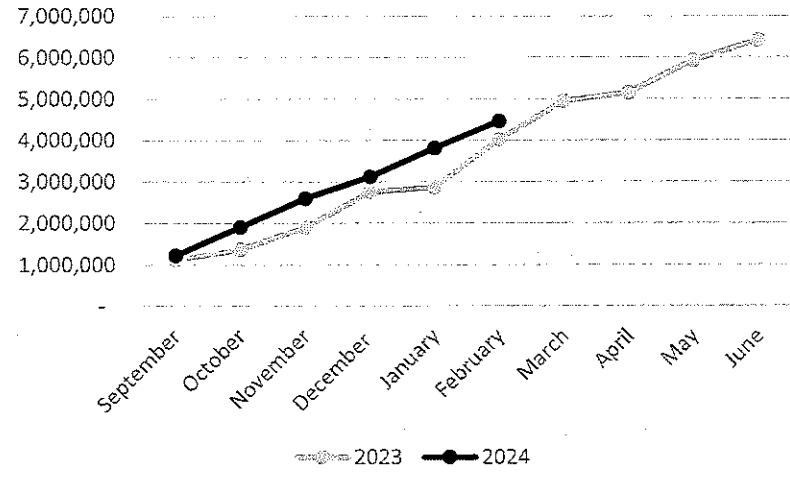


*Expenses vary from year to year due to timing and departmental needs, but can still be on budget.

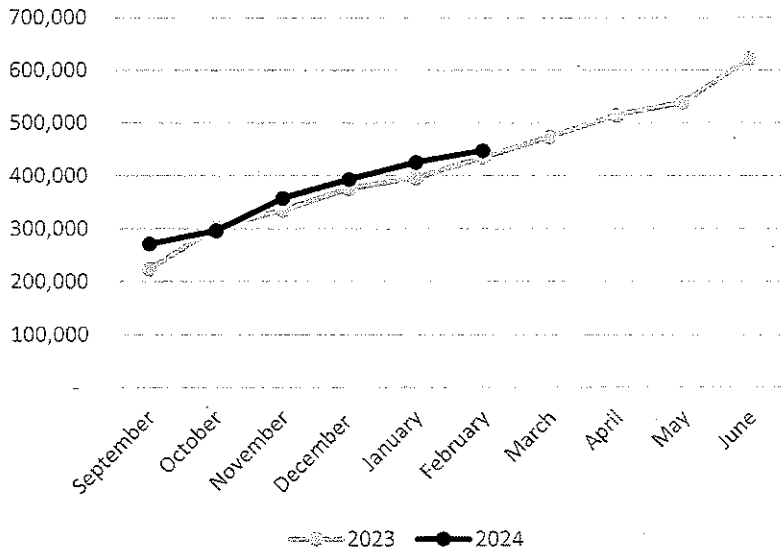
Police Expenses



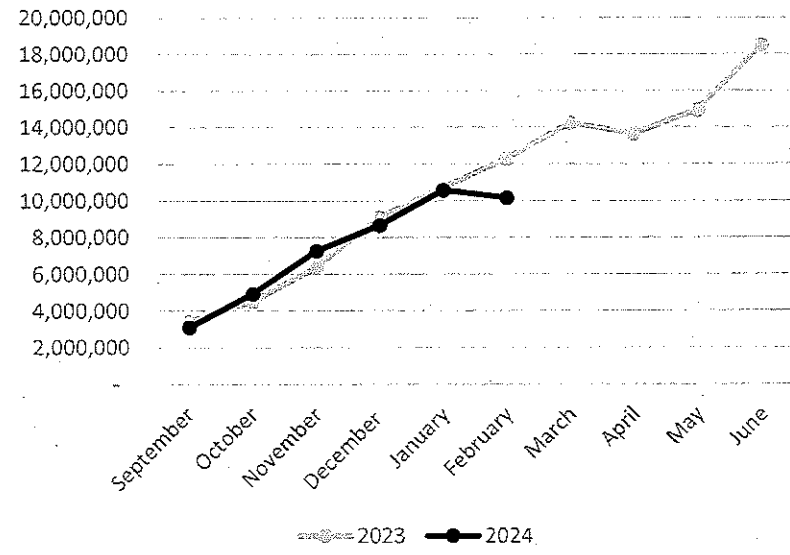
Public Works Expenses



Library Expenses

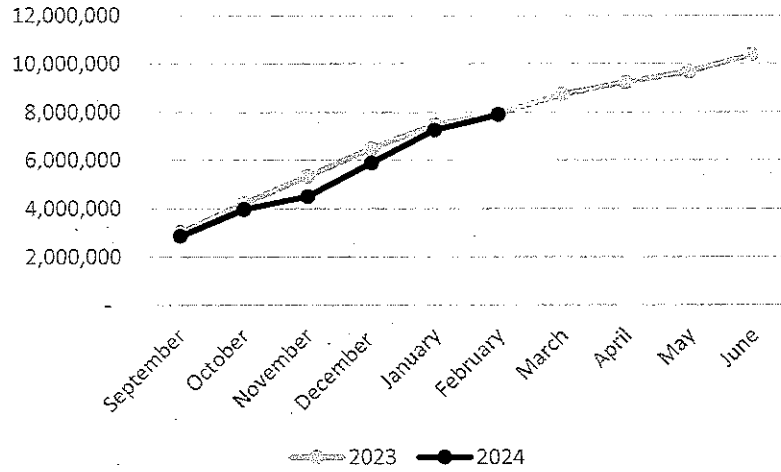


School Expenses

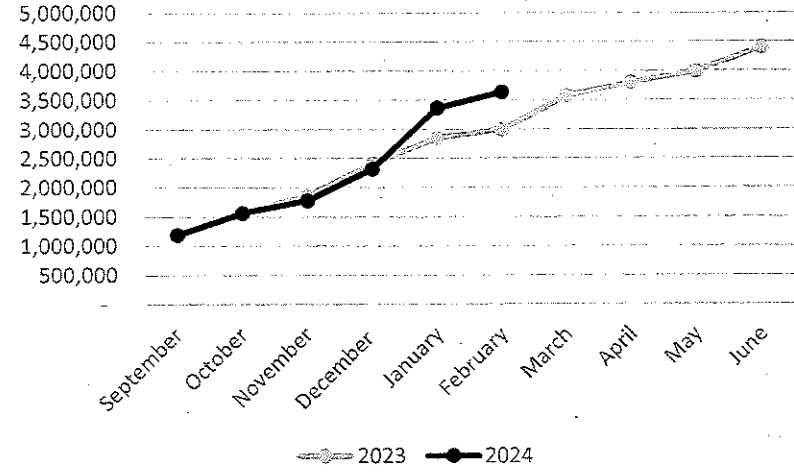


*Expenses vary from year to year due to timing and departmental needs, but can still be on budget.

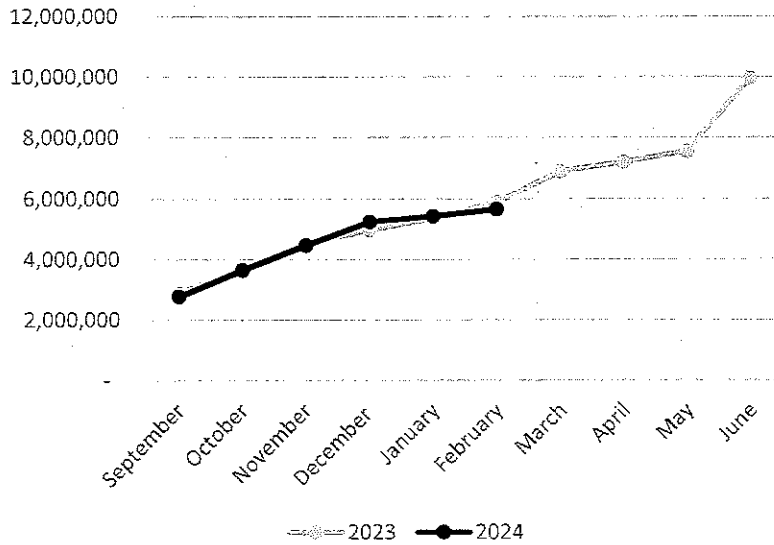
Water User Charges



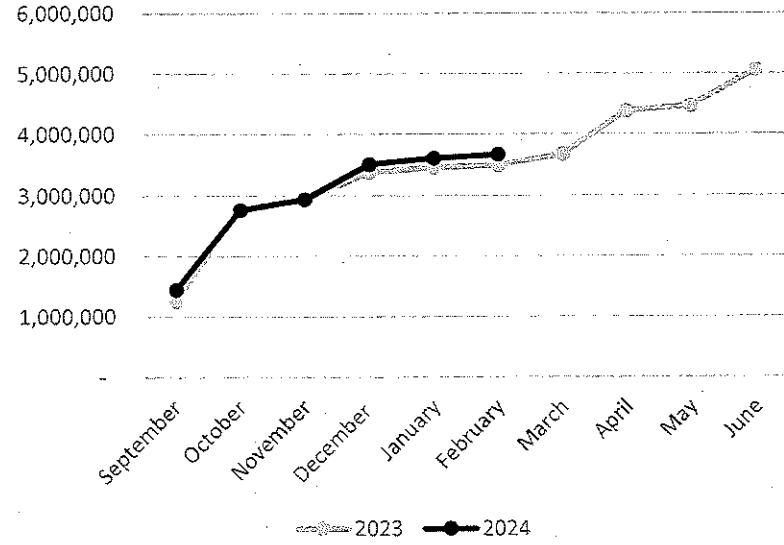
Sewer User Charges



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 Revolving Accounts
(M.G.L. CH. 44, § 53 E1/2)
As of 2/29/24

	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	1,041,163	341,339	155,602	141,987	53,645	41,855	36,334	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	18,887	53,076	1,430,203	435,076	224,211	179,548	58,892	50,598	34,197	83,617.47	0	681	176,476	3,184	51,854
Receipts thru 2/29/2024	15,559	2,005	20,042	1,138,675	185,126	37,463	115,545	5,319	2,321	6,851	8,873	0	0	50,665	0	9,230
Expenditures thru 2/29/2024	13,464	1,797	2,054	1,133,955	149,471	93,404	75,179	0	0	40,585	10,497	0	0	1,743	0	20,390
Balance thru 2/29/2024	36,612	19,096	71,064	1,434,923	470,732	168,269	219,914	64,211	52,920	463	81,993	0.00	681	225,398	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	67.32%	8.98%	3.42%	113.40%	37.37%	62.27%	33.41%	0.00%	0.00%	67.64%	26.24%	0.00%	0.00%	1.74%	0.00%	10.20%
---------------	--------	-------	-------	---------	--------	--------	--------	-------	-------	--------	--------	-------	-------	-------	-------	--------

**Town of Andover
Capital Projects
2/29/2024**

	<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	1,104,627	860,104	321,951		
Encumbered	-	-	3,966	10,071	9,493	91,320	113,355		
Total School CIP	Available	-	-	4,000	49,044	70,880	320,077	902,693	1,346,693
Budget	579,018	487,000	1,069,098	902,108	137,000	150,000	95,000		
Expended	555,672	437,747	862,683	802,108	131,254	86,977	-		
Encumbered	9,300	3,517	19,260	-	130	3,900	47,186		
Total General Government CIP	Available	14,046	45,736	187,154	100,000	5,616	59,123	47,814	459,489
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	798,173	942,538	1,302,540	417,703	965,227	702,250	200,545		
Encumbered	-	-	460	15,325	170,185	238,606	222,590		
Total Facilities CIP	Available	1,827	3,462	-	34,972	44,588	224,144	706,866	1,015,858
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	251,271	-	-		
Encumbered	-	-	-	-	3,659	-	-		
Total Police CIP	Available	-	-	-	70	-	40,000	40,070	
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	2,977,098	1,711,108	1,825,000	1,485,000	1,552,000		
Expended	2,107,836	2,163,645	2,769,342	1,525,811	1,570,136	833,640	200,545		
Encumbered	11,244	3,517	20,602	19,165	173,973	261,418	269,776		
Total Town CIP	Available	64,152	57,916	187,154	166,132	80,891	389,942	1,081,680	2,027,867
Budget	3,678,875	3,265,077	3,988,698	2,861,108	3,010,000	2,756,500	2,890,000		
Expended	3,603,479	3,203,645	3,772,976	2,616,696	2,674,763	1,693,744	522,496		
Encumbered	11,244	3,517	24,568	29,236	183,466	352,738	383,131		
Grand Total	Available	64,152	57,916	191,154	215,176	151,771	710,019	1,984,373	3,374,560