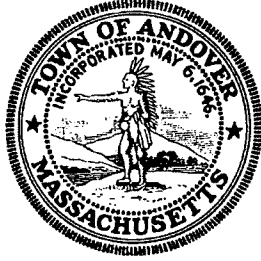


# TOWN OF ANDOVER



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, Tom Watkins, Accounting File, Town Website

Date: July 31, 2017

Re: ***FY 2017 Financials***

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

**General Fund – Revenues**

FY 2017 Total General Fund Collections of all sources collected through May 31, 2017 are consistent with total FY 2016 receipts collected through the same period of time. License and Permit fees collected continue to outpace projections and are approximately \$570,000 or 23% greater than last year's collections through the same period of time. This large increase from prior year, however is offset by the timing of the payments in lieu of taxes which were not received until June 2017.

**General Fund – Personal Services**

FY 2017 general fund personal services are consistent with FY 2017 projections through May 2017.

**General Fund – Other Expenses**

FY 2017 general fund other expenses are consistent with FY 2017 projections through May 2017.

The attached reports of the Town Accountant summarize FY 2017 Water and Sewer Revenues and Expenditures through May 31, 2017.

**Water Enterprise Fund – Revenues**

FY 2017 total water receipts are approximately \$427,000 greater than FY 2016 receipts collected through the same period of time. This is the result of increased rates and the new tiered sectioning of the town in FY 2017.

**Sewer Enterprise Fund– Revenues**

FY 2017 total sewer receipts are consistent with FY 2016 actuals collected through the same period of time.

**Water Enterprise Fund – Personal Services and Other Expenses**

FY 2017 water enterprise fund personal services are consistent with FY 2017 projections through May 2017.

FY 2017 water enterprise fund other expenses are consistent with FY 2017 projections through May 2017.

**Sewer Enterprise Fund – Personal Services and Other Expenses**

FY 2017 sewer enterprise fund personal services are consistent with FY 2017 projections through May 2017.

FY 2017 sewer enterprise fund other expenses are consistent with FY 2017 projections through May 2017.

**Town of Andover**  
**FY 2017 General Fund Year-To-Date Revenue Report**  
**Budgeted vs. Actuals 5/31/2017 and 5/31/2016**

	FY 17 Estimated Receipts	FY 17 YTD Revenues	% Collected	FY 16 Estimated Receipts	FY 16 YTD Revenues	% Collected
<b>Estimated Receipts</b>						
Motor Vehicle Excise	5,000,000	5,409,038	108.2%	4,845,000	5,476,005	113.0%
Hotel/Motel/Meals	2,100,000	2,031,762	96.8%	2,055,300	1,837,917	89.4%
Penalties and Interest on Taxes and Excises	430,000	364,646	84.8%	400,000	309,901	77.5%
Fees	78,500	76,394	97.3%	50,000	94,907	189.8%
Payments in Lieu of Taxes	250,000	-	0.0%	176,750	314,016	177.7%
Departmental Revenue - Libraries	1,500	361	24.1%	6,000	1,896	31.6%
Other Departmental Revenues	230,000	221,432	96.3%	230,000	282,438	122.8%
Other Departmental Revenues - School Medicare	300,000	111,415	37.1%	270,000	170,782	63.3%
Licenses and Permits	2,237,000	3,092,711	138.3%	1,991,000	2,522,295	126.7%
Fines & Forfeits	300,000	231,563	77.2%	331,000	282,348	85.3%
Investment Income	70,428	123,706	175.6%	50,000	88,991	178.0%
Special Assessments	-	2,859	0.0%	-	4,208	0.0%
<b>Total Estimated Receipts</b>	<b>10,997,428</b>	<b>11,665,888</b>	<b>106.1%</b>	<b>10,405,050</b>	<b>11,385,704</b>	<b>109.4%</b>

	FY 17 Estimated Receipts	FY 17 YTD Revenues	% Collected	FY 16 Estimated Receipts	FY 16 YTD Revenues	% Collected
<b>Off-Set Receipts</b>						
Recreation	550,000	408,155	74.2%	520,000	399,291	76.8%
Elder Services	97,000	101,382	104.5%	97,000	93,743	96.6%
Plant & Facilities - Rental Receipts	52,000	75,729	145.6%	70,000	97,864	139.8%
Public Safety - Police Detail Fees	75,000	85,148	113.5%	80,000	90,618	113.3%
Cemetery - Interment Fees	46,000	57,699	125.4%	46,000	64,147	139.5%
Public Safety / Fire - Ambulance Receipts	1,250,000	1,221,220	97.7%	1,300,000	1,295,499	99.7%
<b>Total Off-Set Receipts</b>	<b>2,070,000</b>	<b>1,949,332</b>	<b>94.2%</b>	<b>2,113,000</b>	<b>2,041,164</b>	<b>96.6%</b>

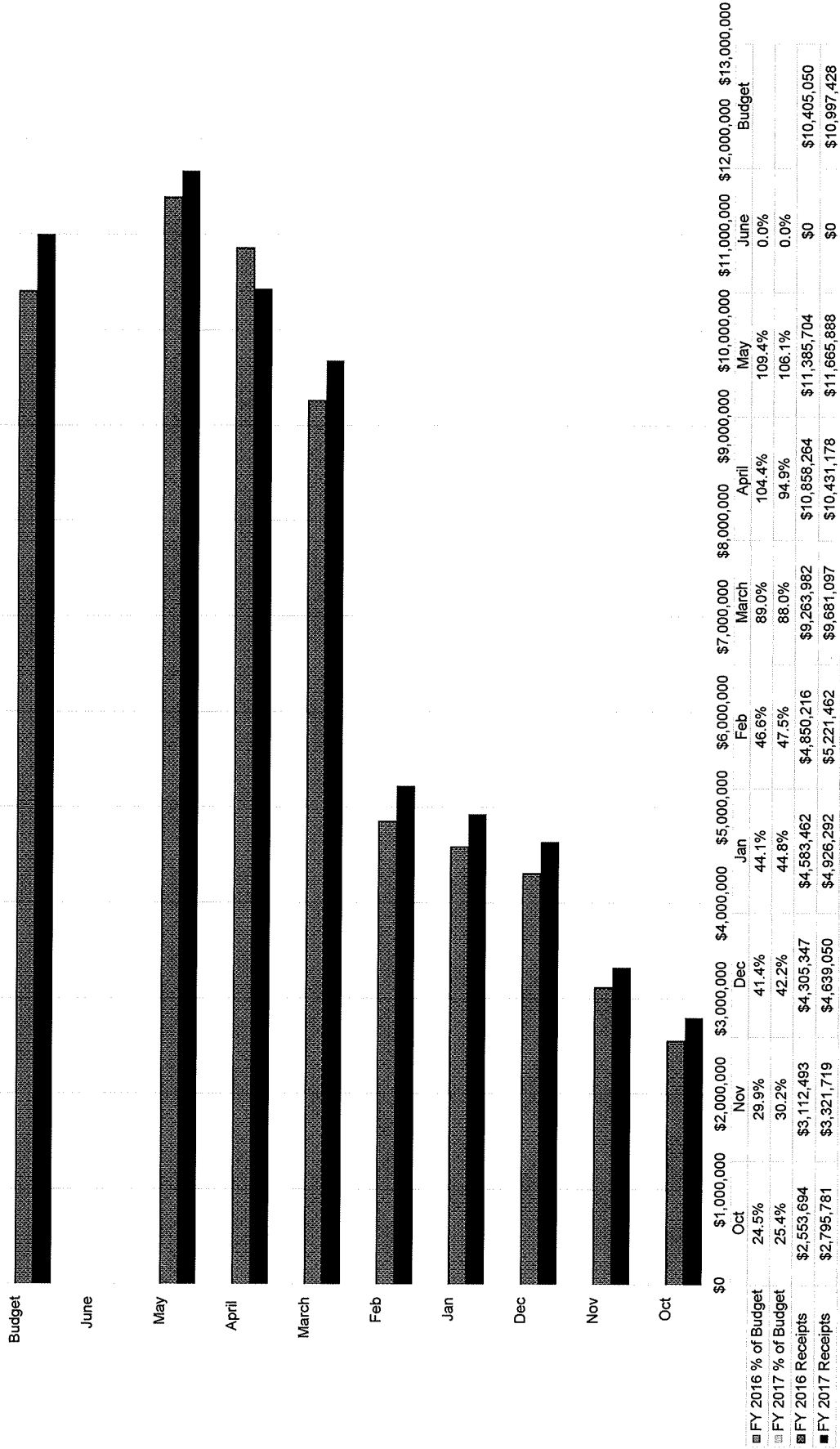
	FY 17 Estimated Receipts	FY 17 YTD Revenues	% Collected	FY 16 Estimated Receipts	FY 16 YTD Revenues	% Collected
<b>Other Revenues</b>						
Property Taxes (inc. Tax Titles)	132,983,361	131,918,677	99.2%	127,696,871	125,834,937	98.5%
State Aid	12,964,455	11,990,124	92.5%	12,724,402	10,921,264	85.8%
<b>Total Other Revenues</b>	<b>145,947,816</b>	<b>143,908,801</b>	<b>98.6%</b>	<b>140,421,273</b>	<b>136,756,201</b>	<b>97.4%</b>
<b>Total Revenues</b>	<b>159,015,244</b>	<b>157,524,022</b>	<b>99.1%</b>	<b>152,939,323</b>	<b>150,183,069</b>	<b>98.2%</b>

**Town of Andover**  
**FY 2017 Enterprise Funds Year-To-Date Revenue Report**  
**Budgeted vs. Actuals 5/31/2017 and 5/31/2016**

<b>Water Fund</b>	<b>FY 17 Estimated Receipts</b>	<b>FY 17 YTD Revenues</b>	<b>% Collected</b>	<b>FY 16 Estimated Receipts</b>	<b>FY 16 YTD Revenues</b>	<b>% Collected</b>
User Charges	7,561,281	7,488,110	99.0%	7,035,000	7,175,190	102.0%
Water Connection	40,000	135,049	337.6%	10,000	37,178	371.8%
Water Testing Fees	22,000	16,980	77.2%	17,000	24,510	144.2%
Meter Installations	12,000	14,315	119.3%	7,000	10,125	144.6%
Fire Flow Test	6,000	8,000	133.3%	6,000	6,500	108.3%
Special/Final Reads	27,000	25,833	95.7%	23,000	27,440	119.3%
Backflow/Cross Connection Fees	75,000	49,395	65.9%	75,000	41,276	55.0%
Water Tap	-	1,825	0.0%	-	750	0.0%
Liens	120,000	112,299	93.6%	100,000	127,066	127.1%
Fire Suppression	350,000	69,190	19.8%	45,000	41,360	0.0%
Interest /Misc Revenue	28,000	2,259	0.0%	27,000	5,195	19.2%
<b>Total Water Receipts</b>	<b>8,241,281</b>	<b>7,923,255</b>	<b>96.1%</b>	<b>7,345,000</b>	<b>7,496,590</b>	<b>102.1%</b>

<b>Sewer Fund</b>	<b>FY 17 Estimated Receipts</b>	<b>FY 17 YTD Revenues</b>	<b>% Collected</b>	<b>FY 16 Estimated Receipts</b>	<b>FY 16 YTD Revenues</b>	<b>% Collected</b>
User Charges	4,463,647	3,738,906	83.8%	3,969,000	3,481,570	87.7%
Committed Interest/Income	328,000	336,525	102.6%	369,000	393,485	106.6%
Liens	90,000	81,177	90.2%	90,000	92,242	102.5%
Apport Assmnts	678,000	730,541	107.7%	698,000	942,217	135.0%
State Reimb/Grants	-	3,313	0.0%	-	-	0.0%
Interest /Misc Revenue	15,000	3,043	20.3%	12,000	6,406	53.4%
Non-Revenue Interest	15,000	371	2.5%	10,000	657	6.6%
<b>Total Sewer Receipts</b>	<b>5,589,647</b>	<b>4,893,877</b>	<b>87.6%</b>	<b>5,148,000</b>	<b>4,916,577</b>	<b>95.5%</b>
<b>Total Enterprise Revenues</b>	<b>13,830,928</b>	<b>12,817,131</b>	<b>92.7%</b>	<b>12,493,000</b>	<b>12,413,167</b>	<b>99.36%</b>

## 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 5/31/2017**

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	4,971,646	0	975,954	83.6%	83.6%
Recreation, Youth & Elder Services	1,419,478	81,061	1,500,539	1,313,747	0	186,792	87.6%	87.6%
Plant & Facilities	2,499,678	84,500	2,584,178	2,263,781	0	320,397	87.6%	87.6%
Public Safety - Fire	6,998,718	8,682	7,007,400	5,999,732	0	1,007,668	85.6%	85.6%
Public Safety - Police	7,328,601	91,000	7,419,601	6,336,327	0	1,083,274	85.4%	85.4%
Public Works	2,699,251	82,500	2,781,751	2,609,009	0	172,743	93.8%	93.8%
Library	1,996,922	79,088	2,076,010	1,709,462	0	366,548	82.3%	82.3%
School	62,088,111	-354,731	61,733,380	48,814,427	12,547,455	371,498	79.1%	79.1%
Compensation Fund	1,110,000	-497,500	612,500	0	0	612,500	0.0%	0.0%
<b>Total Personal Services - General Fund</b>	<b>91,748,660</b>	<b>-85,701</b>	<b>91,662,959</b>	<b>74,018,130</b>	<b>12,547,455</b>	<b>5,087,374</b>	<b>94.4%</b>	<b>80.8%</b>

Water Enterprise	1,910,789	10,327	1,921,116	1,754,861	0	166,255	91.3%	91.3%
Sewer Enterprise	297,869	0	297,869	271,783	0	26,086	91.2%	91.2%
<b>Total Personal Services - Enterprise Funds</b>	<b>2,208,658</b>	<b>10,327</b>	<b>2,218,985</b>	<b>2,026,644</b>	<b>0</b>	<b>192,341</b>	<b>91.3%</b>	<b>91.3%</b>

Other Expenses	Original Appropriation	Transfers/ Adjustments	Revised Budget	YTD Expended	Encumbrances	Available Balance	% Expended & Encumbered	% Expended
General Government	2,170,854	83,795	2,254,649	1,674,918	135,426	444,305	80.3%	74.3%
Recreation, Youth & Elder Services	523,570	4,205	527,775	424,175	69,814	33,785	93.6%	80.4%
Plant & Facilities	1,483,825	61,666	1,545,491	1,075,145	297,376	172,969	88.8%	69.6%
Public Safety - Fire	498,338	22,321	520,659	355,929	85,102	79,628	84.7%	68.4%
Public Safety - Police	1,119,526	86,250	1,205,776	751,014	135,471	319,292	73.5%	62.3%
Public Works	4,444,154	1,306,676	5,750,830	4,361,276	824,850	564,704	90.2%	75.8%
Library	671,575	1,045	672,620	568,424	91,868	12,328	98.2%	84.5%
School	14,011,092	818,473	14,829,565	12,568,599	3,177,265	-916,299	106.2%	84.8%
Technical Schools	610,000	0	610,000	578,780	0	31,220	94.9%	94.9%
Debt Service	14,790,395	-220,712	14,569,683	12,868,354	0	1,701,329	88.3%	88.3%
Insurance	783,831	400,000	1,183,831	995,728	9,270	178,833	84.9%	84.1%
Health Insurance	17,905,037	0	17,905,037	16,661,166	0	1,243,871	93.1%	93.1%
Unemployment	160,000	0	160,000	0	0	160,000	0.0%	0.0%
Retirement	8,360,984	237,436	8,598,420	8,598,420	0	0	100.0%	100.0%
Reserve Fund	200,000	0	200,000	0	0	200,000	0.0%	0.0%
OPEB Appropriation	1,127,572	0	1,127,572	1,127,572	0	0	100.0%	100.0%
<b>Total Other Expenses - General Fund</b>	<b>68,860,753</b>	<b>2,801,154</b>	<b>71,661,907</b>	<b>62,609,500</b>	<b>4,826,442</b>	<b>4,225,965</b>	<b>94.1%</b>	<b>87.4%</b>

Water Enterprise	3,015,300	538,494	3,553,794	2,693,806	552,563	307,404	91.3%	75.8%
Sewer Enterprise	2,376,030	110,673	2,486,703	2,073,788	303,789	109,126	95.6%	83.4%
<b>Total Other Expenses - Enterprise Funds</b>	<b>5,391,330</b>	<b>649,167</b>	<b>6,040,497</b>	<b>4,767,594</b>	<b>856,372</b>	<b>416,530</b>	<b>93.1%</b>	<b>76.9%</b>

<b>Total - General Fund</b>	<b>160,609,413</b>	<b>2,715,453</b>	<b>163,324,866</b>	<b>136,627,630</b>	<b>17,373,896</b>	<b>9,323,339</b>	<b>94.3%</b>	<b>83.7%</b>
<b>Total - Enterprise Funds</b>	<b>7,599,986</b>	<b>659,494</b>	<b>8,259,482</b>	<b>6,794,238</b>	<b>856,372</b>	<b>608,871</b>	<b>92.6%</b>	<b>82.3%</b>
<b>Total General and Enterprise Funds</b>	<b>168,209,401</b>	<b>3,374,946</b>	<b>171,584,347</b>	<b>143,421,868</b>	<b>18,230,268</b>	<b>9,932,210</b>	<b>94.2%</b>	<b>83.6%</b>

**Town of Andover**  
**FY 2017 Reserve Account and Compensation Fund**  
**As of 5/31/17**

**RESERVE FUND**

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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**

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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 E(1/2))**  
**As of 5/31/17**

	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	364,826	182,153	182,619	167,027	38,367	18,595	33,130	17,735	0	11,567	0
Receipts														
thru 5/31/2017	17,510	3,371	31,553	281,062	366,541	28,868	147,410	0	3,436	20,434	9,852	0	26,008	2,275
Expenditures														
thru 5/31/2017	14,745	7,567	55,549	328,672	303,339	77,057	125,368	0	512	29,940	11,036	0	22,259	0
Balance														
thru 5/31/2017	16,865	12,605	12,352	317,016	245,355	134,430	189,069	38,367	21,519	23,624	16,550	0	15,315	2,275

Spending Authorization	\$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
Art 16 - ATM 2016														
Y-T-D % Spent	73.72%	37.84%	92.58%	52.59%	75.83%	77.06%	55.72%	0.00%	5.12%	49.90%	27.59%	0.00%	22.26%	0.00%

**Town of Andover  
Capital Projects  
5/31/2017**

	<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>Total Available</u>	
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	910,124	988,138	967,928	701,387	412,279		
Encumbered	-	-	-	2,325	7,520	22,468	37,489	86,959		
<b>Total School CIP</b>	Available	110	1,019	1,444	51	7,341	49,603	339,124	620,762	1,019,453
Budget	57,600	57,600	75,000	145,000	70,000	85,000	112,000	222,000		
Expended	57,600	34,558	65,564	114,462	67,648	8,363	65,900	122,061		
Encumbered	-	-	-	2,048	2,352	21,549	-	-		
<b>Total General Government CIP</b>	Available	-	23,042	9,436	28,490	-	55,088	46,100	99,939	262,097
Budget						62,000	-	-		
Expended						36,684	-	-		
Encumbered						8,534	-	-		
<b>Total Youth Services CIP</b>	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	24,510		
Encumbered	-	-	-	-	-	-	2,000	-		
<b>Total Recreation CIP</b>	Available	-	-	2,404	256	-	-	1,127	25,490	29,277
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		
Expended	353,940	355,412	319,600	364,253	584,555	550,000	525,974	257,096		
Encumbered	9,900	-	-	2,565	1,265	-	21,332	23,876		
<b>Total P&amp;F CIP</b>	Available	1,160	88	-	8,182	3,581	-	42,694	342,029	397,733
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	241,475	219,603	-		
Encumbered	-	-	-	-	-	-	-	132,383		
<b>Total Police CIP</b>	Available	-	-	-	59,660	2,821	39,525	65,397	62,617	230,020
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	137,214	20,455	37,332	16,623		
Encumbered	-	-	-	-	-	-	-	-		
<b>Total Fire CIP</b>	Available	-	-	33	15,200	4,786	58,545	12,668	3,378	94,610
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	146,190	205,703	148,964	16,223		
Encumbered	-	-	-	-	-	-	16,914	24,900		
<b>Total DPW CIP</b>	Available	-	(1,580)	-	8,523	13,810	297	74,123	243,877	339,050
Budget	725,600	725,600	674,600	1,107,500	1,277,000	1,330,000	1,372,000	1,420,000		
Expended	714,540	704,050	662,727	982,576	1,248,386	1,129,678	1,085,578	459,934		
Encumbered	9,900	-	-	4,613	3,616	30,083	40,246	181,158		
<b>Total Town CIP</b>	Available	1,160	21,550	11,873	120,311	24,998	170,238	246,176	778,908	1,375,214
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	1,234,831	1,223,431	1,182,084	1,892,701	2,236,524	2,097,607	1,786,965	872,213		
Encumbered	9,900	-	-	6,938	11,137	52,552	77,735	268,118		
<b>Grand Total</b>	Available	1,269	22,569	13,316	120,362	32,339	219,842	585,300	1,399,669	2,394,667