



TOWN OF MIDDLETON
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TO: Board of Selectmen/Finance Committee

FROM: Sarah Wood

DATE: November 14, 2018

SUBJECT: FY 2019, 1st Quarter Highlights

This report includes a summary of the 1st quarter results as of September 30, 2018 of FY 2019 for the General Fund, CPA Fund, Water Fund, and Revolving Accounts. The General Fund accounts for the Town's annual operating and the majority of the capital budget. Exceptions include MELD and SESD assessments, which are accounted for as enterprise funds and capital budget items that are for another fund (i.e. CPA Fund).

General Fund Expenditures

As of September 30, 2018, 26% of the FY 2019 General Fund budget had been expended. Please see the chart below for a breakdown of each major category's budget versus actual figures as of the first quarter in FY 2019. Encumbrances and warrant articles are not included in these figures.

Major Category	Adjusted Budget	Actual Expended	Percent Expended
General Government	\$1,789,207	\$316,490	18%
Public Safety	\$4,074,236	\$787,302	19%
Education	\$22,495,895	\$4,383,268	19%
Public Works	\$1,613,946	\$286,092	18%
Health and Human Services	\$509,701	\$119,453	23%
Culture and Recreation	\$606,238	\$153,635	25%
Unclassified	\$4,423,547	\$3,291,034	74%

At the end of the first quarter of the fiscal year the total year-to-date expenditures should be around 25% of the departmental budget. The recreation committee, debt service, retirement assessment and liability insurance all typically have percentages exceeding 25% in the first quarter. Recreation committee's summer park program takes place within the first few months of the fiscal year therefore expenditures are higher. Retirement and liability insurance get paid by the Town in full in July and will be allocated to MELD and the School Department as is deemed appropriate in March once the cost allocation is received.

As of September 30, 2018 59% of encumbrances carried from FY17 were closed out. At this period I would expect that all encumbrances were closed out. There are two items causing there to be a large amount still outstanding; salaries for contract negotiations with the Police and Fire departments and school maintenance bills. As the contracts have not been signed this money will not be used and will close out to the general fund at the end of the year. The school did not need to expend all the encumbrances carried over with their open PO system and therefore these will be closed to general fund as well.

General Fund Revenues

Revenue collections were largely in line with current estimates (excluding real estate and personal property as the tax rate has not been set). As of September 30, 2018, 30.6% or \$9,529,421 of total estimated revenues for FY 2009 (\$7,131,334) had been collected.

Of the local receipts, there were only three categories that are lower than 25% of their budgeted revenues: Motor Vehicle Excise, fees and departmental revenues - cemeteries. Motor vehicle commitments runs on a calendar year. The first commitment for calendar year 2019 will be issued in the third quarter therefore the majority of revenue collections typically occur in the third quarter of the fiscal year. Fees are lower than expected due to timing of the payments from North Reading Towing Company for tows done within the Town. They do not have a set schedule of when payments are due so it is not uncommon for this timing difference to occur. Interment revenues are down for the cemetery department from this time last year however there was approximately \$7,000 in revenues received in October, which helps us to get back on track with expected revenues.

Revenues as of September 30, 2018 that have exceeded 25% of their budgeted revenues are Room Excise, Meals Excise, Transfer Station sticker fees, other departmental revenues, licenses and permits, fines and forfeitures and investment income. The budget amounts are currently just estimates as the tax rate has not been set. Depending on how October and November turnout these budget amounts could be adjusted to be more in line with revenue trends. The majority of the above mentioned revenue categories are trending higher than this time last fiscal year.

It is pertinent to note that the budgeted figures do not include the Free Cash or Overlay Surplus appropriated to support the FY 2019 Operating Budget.

CPA Fund Expenditures & Revenues

CPA expenditures at 26% of budgeted expenditures, not inclusive of capital items. This is consistent with expectations.

CPA revenues are at 26% of the budget, which is what is expected after the first quarter. The budget does not contain the final state match amount, which is expected to be higher than what is currently estimated.

Water Fund Expenditures & Revenues

Water expenditures are at 26% of the budget.

There is no true budgeted revenue amount for the water fund. It is expected that revenues will be enough to cover the current year budget as well as add some additional revenue that will close out to fund balance at the end of the year.

I hope the information presented is informative and helpful. If you have any questions, please do not hesitate to contact me.

Town of Middleton, MA
Fiscal Year 2019 Expenditures (unaudited)

For the Period Ended GENERAL FUND	BUDGET	9/30/18 Quarter 1	12/31/18 Quarter 2	3/31/19 Quarter 3	6/30/19 Quarter 4	Total YTD EXPENDED	AVAILABLE BUDGET	% USED
Total 114 TOWN MODERATOR	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	0%
Total 122 SELECTMEN	295,478	53,546	-	-	-	53,546	241,932	18%
Total 131 FINANCE COMMITTEE	103,509	430	-	-	-	430	103,079	0%
Total 135 TOWN ACCOUNTANT	163,517	27,873	-	-	-	27,873	135,644	17%
Total 141 ASSESSORS	178,021	42,255	-	-	-	42,255	135,766	24%
Total 145 TREASURER/COLLECTOR	217,806	57,585	-	-	-	57,585	160,221	26%
Total 146 CUSTODIAN OF TOWN LANDS	2,500	-	-	-	-	-	2,500	0%
Total 151 TOWN COUNSEL	86,500	8,887	-	-	-	8,887	77,613	10%
Total 155 MIS	282,109	40,190	-	-	-	40,190	241,919	14%
Total 161 TOWN CLERK	134,718	28,449	-	-	-	28,449	106,269	21%
Total 162 ELECTIONS	40,474	4,864	-	-	-	4,864	35,610	12%
Total 171 CONSERVATION COMMISSION	62,062	13,943	-	-	-	13,943	48,119	22%
Total 175 PLANNING BOARD	102,647	22,297	-	-	-	22,297	80,350	22%
Total 176 BOARD OF APPEALS	4,300	540	-	-	-	540	3,760	13%
Total 181 MASTER PLAN COMMITTEE	1,225	-	-	-	-	-	1,225	0%
Total 192 TOWN BUILDING	109,141	15,631	-	-	-	15,631	93,510	14%
Total 195 TOWN REPORT	5,000	-	-	-	-	-	5,000	0%
Total 210 POLICE	1,875,196	363,537	-	-	-	363,537	1,511,659	19%
Total 220 FIRE	1,909,968	361,769	-	-	-	361,769	1,548,199	19%
Total 241 BUILDING INSPECTION	262,234	57,310	-	-	-	57,310	204,924	22%
Total 292 ANIMAL CONTROL	26,638	4,686	-	-	-	4,686	21,952	18%
Total 296 CONSTABLE	200	-	-	-	-	-	200	0%
Total 301 SCHOOL DEPARTMENT	11,883,149	1,759,074	-	-	-	1,759,074	10,124,075	15%
Total 314 MASCONOMENT ASSESSMENT	9,795,231	2,419,464	-	-	-	2,419,464	7,375,767	25%
Total 315 ESSEX TECH ASSESSMENT	817,515	204,730	-	-	-	204,730	612,785	25%
Total 420 DPW ADMINISTRATION	960,638	208,868	-	-	-	208,868	751,770	22%
Total 423 SNOW & ICE REMOVAL	249,500	-	-	-	-	-	249,500	0%
Total 425 TRANSFER STATION	403,808	77,224	-	-	-	77,224	326,584	19%
Total 511 BOARD OF HEALTH	134,703	34,169	-	-	-	34,169	100,534	25%
Total 541 COUNCIL ON AGING	207,800	53,911	-	-	-	53,911	153,889	26%
Total 543 VETERANS AGENT	133,698	24,249	-	-	-	24,249	109,449	18%
Total 545 TRI TOWN COUNCIL	28,500	7,125	-	-	-	7,125	21,375	25%
Total 548 GARDEN CLUB	5,000	-	-	-	-	-	5,000	0%
Total 610 LIBRARY	549,350	124,284	-	-	-	124,284	425,066	23%
Total 630 RECREATION COMMISSION	45,888	29,351	-	-	-	29,351	16,537	64%
Total 691 HISTORICAL COMMISSION	1,000	-	-	-	-	-	1,000	0%
Total 692 MEMORIAL DAY	5,000	-	-	-	-	-	5,000	0%

Total 693 CHIEF WILLS FESTIVAL	5,000	-	-	-	-	-	5,000	0%
Total 710 DEBT SERVICE	1,282,835	784,753	-	-	-	784,753	498,083	61%
Total 820 STATE ASSESSMENTS & CHARGES	438,091	110,354	-	-	-	110,354	327,737	25%
Total 910 COMPENSATION RESERVE	40,000	-	-	-	-	-	40,000	0%
Total 911 RETIREMENT	1,409,336	1,743,117	-	-	-	1,743,117	(333,781)	124%
Total 913 UNEMPLOYMENT	10,000	1,104	-	-	-	1,104	8,896	11%
Total 914 HEALTH INSURANCE	869,035	237,560	-	-	-	237,560	631,475	27%
Total 915 GROUP INSURANCE	3,000	677	-	-	-	677	2,323	23%
Total 916 MEDICARE/DEP TAX	90,000	18,993	-	-	-	18,993	71,007	21%
Total 945 LIABILITY INSURANCE	206,250	319,477	-	-	-	319,477	(113,227)	155%
Total 962 TRANSFERS TO OTHER FUNDS	75,000	75,000	-	-	-	75,000	-	100%
Total GENERAL FUND	\$ 35,512,770	\$ 9,337,275	\$ -	\$ -	\$ -	\$ 9,337,275	\$ 26,175,495	26%
Total CPA	\$ 158,525	\$ 38,450	\$ -	\$ -	\$ -	\$ 38,450	\$ 120,075	24%
Total WATER FUND	\$ 191,155	\$ 49,899	\$ -	\$ -	\$ -	\$ 49,899	\$ 141,256	26%
<p>The Departmental Codes in the 900 series are initially expensed with the Town covering all costs. In March, the School and MELD's portion of these expenditures are journaled out into MELD's fund and the school's budget.</p>								

Town of Middleton, MA
Fiscal Year 2019 Warrant Articles Expenditures (unaudited)

<u>Fund</u>	<u>Fiscal Year</u>	<u>Article #</u>	<u>Account Name</u>	<u>Original Appropriation</u>	<u>Available Balance at 7/1/2017</u>	<u>YTD Expended</u>	<u>Available Balance at 6/30/18</u>
GF	2011	26	REPAIR TWN HALL & OLD	52,000	2,277		2,277
GF	2012	30	STRM.MNGMNT CONSULT	15,000	2,613	-	2,613
GF	2013	13	ASSESSOR GIS SYS	32,000	1,936	-	1,936
GF	2013	25	DPW BLDG REPAIR	41,000	19,429	5,020	14,409
GF	2014	16	SCHOOL SECURITY SYST	37,000	7,691	-	7,691
GF	2015	19	RADAR GUN & VESTS	23,300	2,964	-	2,964
GF	2015	25	IMPROVE RUBCHINUK PK	90,000	12,347	2,900	9,447
GF	STM 2015	2	ATHLETIC FLD MAINT	35,000	11,707	6,594	5,112
GF	2016	15	FIRE STATION REPAIR	15,000	3,641	867	2,774
GF	2016	16	FIRE TRAINING	16,000	3,951	-	3,951
GF	2016	25	DPW BUILDING REFURB	25,000	25,000	-	25,000
GF	2017	17	REMEDiate NATSUE WAY	165,000	144,135	6,300	137,835
GF	2017	23	UPGRADE RADIO INFRASTRUCTURE	25,000	2,536	-	2,536
GF	2017	26	PUBLIC FACILITIES STUDY	50,000	2,000	-	2,000
GF	2017	28	SCHOOL ACCOUNTING SOFTWARE	22,000	4,417	-	4,417
GF	2018	26	REPLACE DUMP TRUCK	73,000	2,402	-	2,402
GF	2018	26	TRANSFER STATION BUILDING AND DECK REPAIRS	9,000	9,000	550	8,450
GF	2018	28	FD BUILDING REPAIRS	20,000	20,000	-	20,000
GF	2018	28	FD TRAINING	16,400	16,400	-	16,400
GF	2018	28	FD COMAND POST EQUIPMENT	16,000	8,299	-	8,299
GF	2018	28	REPLACE FIRE HOSES	8,000	6,020	447	5,573
GF	2018	29	FM LIBRARY FURNITURE	13,000	990	-	990
GF	2018	29	FM SCIENCE CURRICULUM	36,750	4,422	-	4,422
GF	2018	29	FM SECURITY SYSTEM	101,358	101,358	-	101,358
GF	2018	29	FM TECHNOLOGY IMPROVEMENTS	25,000	1,644	1,200	444
GF	2018	29	HM SCIENCE CURRICULUM	66,550	2,280	-	2,280
GF	2018	33	TOWN HALL WINDOWS	10,000	10,000	-	10,000
GF	2018	34	UPDATE MASTER PLAN	55,000	55,000	-	55,000
GF	2018	34	IT IMROVEMENTS	34,450	12,760	-	12,760
GF	2018	34	VOTING TABULATORS	17,000	17,000	-	17,000
GF	2018	34	EMPLOYEE TRAINING	10,000	4,248	1,190	3,058
GF	STM 2018	7	MEMORIAL HALL REPAIRS	25,000	2,228	-	2,228
GF	2019	18	DEPARTMENT HEAD RECRUITMENT	20,000	20,000	-	20,000
GF	2019	18	IT IMROVEMENTS	37,280	37,280	-	37,280
GF	2019	18	VOTING BOOTHS	9,367	9,367	9,400	(33)
GF	2019	18	ELECTION POLLING PADS	12,720	12,720	9,540	3,180
GF	2019	18	POLICE DEPT TASER REPLACEMENT	12,700	12,700	12,670	30
GF	2019	18	POLICE DEPT PATROL VEHICLES	88,000	88,000	75,747	12,253
GF	2019	18	FIRE DEPT MULTI-GAS METERS	8,000	8,000	-	8,000
GF	2019	18	FIRE DEPT TOUGHBOOKS	10,750	10,750	-	10,750
GF	2019	18	AMBULANCE CARDIAC MONITORS	80,000	80,000	53,821	26,179
GF	2019	18	FIRE DEPT PORTABLE RADIOS	51,000	51,000	-	51,000
GF	2019	18	FIRE DEPT COMMUNICATIONS EQUIPMENT	55,000	55,000	-	55,000
GF	2019	18	LADDER 1 REPAIRS	16,000	16,000	14,301	1,699
GF	2019	18	HM END-USER TECHNOLOGY	107,016	107,016	53,386	53,630
GF	2019	18	HM TECHNOLOGY INFRASTRUCTURE	27,733	27,733	-	27,733
GF	2019	18	FM END-USER TECHNOLOGY	37,592	37,592	25,205	12,387
GF	2019	18	FM TECNOLOGY INFRASTRUCTURE	20,516	20,516	-	20,516
GF	2019	18	ESSEX TECH CAPITAL CONTRIBUTION	13,869	13,869	-	13,869
GF	2019	18	TRAGERT COMMON IMPROVEMENTS	4,200	4,200	3,800	400
GF	2019	18	HIGHWAY DIVISION POWER WASHER	5,500	5,500	5,395	105
GF	2019	18	HIGHWAY DIVISION SANDER/PLOW	46,000	46,000	-	46,000
GF	2019	18	HIGHWAY DIVISION RIGHT OF WAY TREE-CUTTING	30,000	30,000	-	30,000
GF	2019	18	ADDITIONAL CHAPTER 90	100,000	100,000	-	100,000
GF	2019	18	TRANSFER STATION CONCRETE PADS	24,300	24,300	-	24,300
GF	2019	18	TRASNFER STATION ROLLOFF CONTAINERS	7,700	7,700	7,700	-
GF	2019	18	COA SECURITY SYSTEM	1,100	1,100	-	1,100
GF	2019	18	COA SOFTWARE	7,500	7,500	5,974	1,526
GF	2019	18	COA KITCHEN EQUIPMENT	8,000	8,000	1,111	6,889
GF	2019	19	REPLACE SCBA COMPRESSOR	50,000	50,000	-	50,000
GF	2019	20	MASCO CAPITAL ITEMS	192,765	192,765	-	192,765
GF	2019	25	BYLAW CONSULTANT	50,000	50,000	-	50,000
CEMETERY I	2016	26	OAKDALE CEMETERY WORK	63,000	30,182	-	30,182
CEMETERY I	2019	18	OAKDALE CEMETERY IMPROVEMENTS	15,000	15,000	-	15,000
CPA	2014	27	OLD TOWN HALL REPAIRS	22,000	22,000	-	22,000
CPA	2015	34	PHASE 1 RAILS TO TRAILS	130,000	126,600	-	126,600
CPA	2016	20	SHADE STRUCTURE AT HM **	25,000	3,990	-	3,990
CPA	2016	21	TOWN COMMON IMPROVEMENT	100,000	4,713	-	4,713
CPA	2016	45	OLD TOWN HALL PLANS + DRAWINGS FOR REPAIR	20,000	8,510	-	8,510
CPA	2018	35	CURTIS SAW MILL PROJECT	4,900	4,900	-	4,900
CPA	2019	10	EMILY MAHER PARK IMPROVEMENTS	45,000	45,000	-	45,000
CPA	2019	10	HOUSING AUTHORITY WINDOWS	185,917	185,917	-	185,917
WATER	2018	26	WATER PRESSURE UPGRADES/STUDIES LAKEVIEW AVE	65,000	55,950	55,950	-
WATER	2019	18	PURCHASE DUMP TRUCK	118,000	118,000	-	118,000

Town of Middleton, MA
Fiscal Year 2019 Encumbrance Expenditures (unaudited)

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>	<u>YTD Expended</u>	<u>Available Balance</u> <u>at 9/30/18</u>
GF	Selectmen	Contractual Services	\$ 3,500	\$ -	\$ 3,500
GF	MIS	Contractual Services - Police	1,900	-	1,900
GF	MIS	Technology Supplies	2,055	2,055	0
GF	MIS	PEG Supplies	5,000	4,561	439
GF	Town Clerk	General Code	5,000	-	5,000
GF	Police	Salaries & Wages **	20,535	-	20,535
GF	Police	Overtime **	9,349	-	9,349
GF	Police	Part Time **	8,200	-	8,200
GF	Police	Incentive Pay **	2,886	-	2,886
GF	Police	Equipment Repair	344	344	-
GF	Police	Training and Education **	25,737	-	25,737
GF	Police	K-9 Unit	2,000	-	2,000
GF	Police	Tavel	2,582	2,582	-
GF	Fire	Overtime **	68,857	-	68,857
GF	Fire	Part Time **	40,677	-	40,677
GF	Fire	Central Office Supplies	224	224	-
GF	School	Teacher's Summer Pay	296,830	295,002	1,828
GF	School	Supplies	96,617	37,282	59,335
GF	DPW	Catch Basin Cleaning	12,000	11,928	72
GF	DPW	Road Machinery Cleaning	3,358	3,358	-
GF	Transfer Station	Electricity	648	600	48
GF	BOH	Community Health Service	195	195	-
GF	BOH	Copier/Printing	314	314	-
GF	BOH	Travel	32	32	-
GF	Comp Reserve	Compensation Reserve	2,500	2,500	-
			<u>\$ 611,338</u>	<u>\$ 360,975</u>	<u>\$ 250,363</u>

** - Were to be used for pending contract negotiations; will be closed out at end of year due to contracts not being signed within the appropriate time frame

Town of Middleton, MA
Fiscal Year 2019 Revenues (unaudited)

For the Period Ended GENERAL FUND	BUDGET ***	9/30/18 Quarter 1	12/31/18 Quarter 2	3/31/19 Quarter 3	6/30/19 Quarter 4	Total YTD REVENUE	(UNDER)/OVER BUDGET
PERSONAL PROPERTY TAXES	\$ -	\$ 247,573				\$ 247,573	247,573
REAL ESTATE**	-	7,094,901				7,094,901	7,094,901
TAX LIEN/TITLE/FORECLOSURE	*	3,340				3,340	n/a
MOTOR VEHICLE EXCISE	1,900,000	121,013				121,013	(1,778,987)
OTHER EXCISE - ROOM	225,000	64,781				64,781	(160,219)
OTHER EXCISE - MEALS	215,000	62,787				62,787	(152,213)
PENALTIES AND INTEREST ON TAXES	80,000	17,931				17,931	(62,069)
PILOT	130,000	-				-	(130,000)
PILOT - MELD	223,000	-				-	(223,000)
CHARGES FOR SERVICES - SOLID WASTE FEES	200,000	96,010				96,010	(103,990)
FEES	100,000	19,847				19,847	(80,153)
DEPARTMENTAL REVENUES - LIBRARIES	3,500	-				-	(3,500)
DEPARTMENTAL REVENUES - CEMETERIES	48,000	5,300				5,300	(42,700)
OTHER DEPARTMENTAL REVENUE	80,000	29,692				29,692	(50,308)
LICENSES AND PERMITS	620,000	237,627				237,627	(382,373)
FINES AND FORFEITS	10,000	3,762				3,762	(6,238)
INVESTMENT INCOME	70,000	28,744				28,744	(41,256)
MEDICAID REIMBURSEMENT	30,000	7,253				7,253	(22,747)
STATE AID	2,329,644	621,670				621,670	(1,707,974)
TRANSFERS IN	867,190	867,190				867,190	-
Total GENERAL FUND	\$ 7,131,334	\$ 9,529,421	\$ -	\$ -	\$ -	\$ 9,529,421	\$ 2,398,087
Total CPA	\$ 231,500	\$ 60,201	\$ -	\$ -	\$ -	\$ 60,201	\$ (171,299)
Total WATER FUND	*	\$ 14,075	\$ -	\$ -	\$ -	\$ 14,075	N/A

* Indicates budgeted figures not available.

** Net of Overlay raised on recap

***No official budget present as the tax rate has not been set yet. Budgets that are present are estimates only.

Note: The budgeted figures for Personal Property and Real Estate taxes are the amounts to be raised per the recap

Note: Budgeted revenues does not include the free cash or overlay surplus appropriated for fiscal year expenditures

Town of Middleton, MA Revolving Funds (unaudited)				
	Fund Balance as of 7/1/2019	Revenue as of 9/30/18	Expenditures as of 9/30/18	Fund Balance as of 9/30/18
RECREATION REVOLVING	\$ 15,060	\$ 2,731	\$ (3,375)	\$ 14,416
USER FIELD FEES	28,044	1,940	-	29,984
COA TRIP FUND	15,828	6,751	(5,701)	16,877
STORMWATER MANAGEMENT	800	-	-	800
FIREARMS LICENSES AND PERMITS	13,791	1,075	-	14,866

Town of Middleton, MA
Appropriation Funds (unaudited)

	Fund Balance as of 9/30/18	Revenue as of 9/30/18	FY 19 Appropriation
FIRE ALARM FEES**	\$ 15,555	\$ 16,900	\$ (15,000)
AMBULANCE FUND	552,291	152,669	(425,000)
WATER FUND	816,799	14,075	(191,155)
CELL TOWER LEASE RECEIPTS**	127,859	15,927	(60,000)
PEG	319,484	49,526	(211,186)
WEIGHTS & MEASURERS	22,792	-	(10,000)
OPEB*	1,251,114	30,487	75,000
STABILIZATION*	1,482,277	15,612	(475,000)
CAPITAL STABILIZATION*	404,853	4,853	400,000
RETIREMENT STABILIZATION*	25,303	303	25,000
SPED STABILIZATION*	151,877	1,709	50,000
SPED RESERVE FUND*	136,716	1,489	-
* Revenue amount indicates interest only.			
**Revenues and fund balance moved to G/F per DOR guidance in October, will be moved to revenue analysis page.			