



TOWN OF MIDDLETON
Office of Finance Director/Town Accountant
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TO: Selectboard/Finance Committee

FROM: Sarah Wood

DATE: 10/28/2021

SUBJECT: FY 2022, 1st Quarter Highlights

This report includes a summary of the 1st quarter results as of September 30, 2021 of FY 2022 for the General Fund, CPA Fund, Water Enterprise 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 SEDS 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, 2021, 27% of the FY 2022 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 2022. Encumbrances and warrant articles are not included in these figures.

Major Category	Adjusted Budget	Actual Expended	Percent Expended
General Government	\$2,055,234	\$381,709	19%
Public Safety	\$4,536,033	\$1,087,259	24%
Education	\$24,539,614	\$4,443,514	18%
Public Works	\$1,806,563	\$271,313	15%
Health and Human Services	\$506,952	\$94,688	19%
Culture and Recreation	\$676,897	\$165,378	24%
Debt Service	\$1,670,494	\$1,096,878	66%
State Assessments & Charges	\$317,368	\$81,365	26%
Unclassified	\$3,473,100	\$3,233,950	93%

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. The summer recreation program was able to occur this year so we are seeing all of our typical expenditures once again. Retirement and liability insurance are 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.

The only other department that exceeds this 25% benchmark is the Management Information System department. There are numerous annual fees that are paid out at the beginning of the year that pushes this department spending above the limit depending on when the invoices are received. All other departments are well below the benchmark with the average excluding the unassigned categories being 17%.

As of September 30, 2021, 91% of encumbrances carried from FY21 were closed out. At this period, I would expect that all encumbrances were closed out. The majority of the encumbrances left open are from the school maintenance department and these will close out to fund balance. The Library has one invoice outstanding as well for technology items that are on backorder.

General Fund Revenues

Revenue collections were largely in line with current estimates (excluding real estate and personal property taxes as the tax rate has not been set). As of September 30, 2020, 26.3% or \$10,327,006 of total estimated revenues for FY 2021 (\$39,208,540) had been collected.

Of the local receipts, there were several categories that are lower than 25% of their budgeted revenues: motor vehicle excise, library departmental revenue, and cemetery departmental revenues. Motor vehicle commitments runs on a calendar year. The first commitment is issued in January therefore the majority of revenue collections typically occur in the third quarter of the fiscal year. Current revenues are within normal trends.

The majority of our other revenue categories greatly exceed our 25% benchmark. Rooms Excise is at approximately 50% of the budget and Meals excise is at 43% of the budget.

There may be room within our local receipts budgets to adjust for increases and decreases when we complete the tax recap and set the tax rate.

CPA Fund Expenditures & Revenues

CPA expenditures are at 65% of budgeted expenditures, not inclusive of capital items. This is consistent with expectations as a larger debt payment is made in July.

CPA revenues are at 20% of the budget. The budget does not contain the final state match amount, and is not officially set since we have not completed setting the tax rate.

Water Fund Expenditures & Revenues

Water expenditures are at 14% of the budget. This is not unexpected as the majority of expenditures occur towards the end of the fiscal year as well as \$50,000 budgeted for extraordinary/unforeseen expenses.

The water fund revenues are at 2.8% of budget. The majority of the budget is made up of a payment from the Town of Danvers that occurs at the end of the fiscal 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 2022 Expenditures (unaudited)

For the Period Ended GENERAL FUND	BUDGET	9/30/2021 Quarter 1	12/31/2021 Quarter 2	3/31/2022 Quarter 3	6/30/2022 Quarter 4	Total YTD EXPENDED	AVAILABLE BUDGET	% USED
Total 114 TOWN MODERATOR	200	-				-	200	0%
Total 122 SELECTMEN	335,278	58,516				58,516	276,762	17%
Total 131 FINANCE COMMITTEE	3,901	180				180	3,721	5%
Total 131 RESERVE FUND	100,000	-				-	100,000	0%
Total 135 TOWN ACCOUNTANT	183,611	36,180				36,180	147,431	20%
Total 141 ASSESSORS	183,353	38,210				38,210	145,143	21%
Total 145 TREASURER/COLLECTOR	233,488	43,084				43,084	190,404	18%
Total 146 CUSTODIAN OF TOWN LANDS	2,500	-				-	2,500	0%
Total 151 TOWN COUNSEL	80,000	9,833				9,833	70,167	12%
Total 155 MIS	378,395	108,723				108,723	269,672	29%
Total 161 TOWN CLERK	166,935	35,163				35,163	131,772	21%
Total 162 ELECTIONS	36,815	1,550				1,550	35,265	4%
Total 171 CONSERVATION COMMISSION	90,264	19,437				19,437	70,827	22%
Total 175 PLANNING BOARD	113,787	23,824				23,824	89,963	21%
Total 176 BOARD OF APPEALS	4,690	264				264	4,426	6%
Total 181 MASTER PLAN COMMITTEE	1,552	-				-	1,552	0%
Total 192 TOWN BUILDING	134,465	16,746				16,746	117,719	12%
Total 195 TOWN REPORT	6,000	-				-	6,000	0%
Total 210 POLICE	2,068,202	417,143				417,143	1,651,059	20%
Total 220 FIRE	2,167,161	610,453				610,453	1,556,708	28%
Total 241 BUILDING INSPECTION	273,543	54,329				54,329	219,214	20%
Total 292 ANIMAL CONTROL	26,927	5,334				5,334	21,593	20%
Total 296 CONSTABLE	200	-				-	200	0%
Total 301 SCHOOL DEPARTMENT	13,154,591	1,568,250				1,568,250	11,586,341	12%
Total 314 MASCONOMENT ASSESSMENT	10,575,567	2,669,514				2,669,514	7,906,053	25%
Total 315 ESSEX TECH ASSESSMENT	809,456	205,749				205,749	603,707	25%
Total 420 DPW ADMINISTRATION	1,015,541	201,679				201,679	813,862	20%
Total 423 SNOW & ICE REMOVAL	280,750	1,273				1,273	279,477	0%
Total 425 TRANSFER STATION	510,272	68,361				68,361	441,911	13%
Total 511 BOARD OF HEALTH	139,257	28,542				28,542	110,715	20%
Total 541 COUNCIL ON AGING	246,259	52,637				52,637	193,622	21%
Total 543 VETERANS AGENT	86,511	6,028				6,028	80,483	7%
Total 545 TRI TOWN COUNCIL	29,925	7,481				7,481	22,444	25%
Total 548 GARDEN CLUB	5,000	-				-	5,000	0%
Total 610 LIBRARY	615,278	136,839				136,839	478,439	22%

Total 630 RECREATION COMMISSION	50,619	28,539				28,539	22,081	56%
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	1,670,494	1,096,878				1,096,878	573,617	66%
Total 820 STATE ASSESSMENTS & CHARGES	317,368	81,365				81,365	236,003	26%
Total 910 COMPENSATION RESERVE	90,000	5,639				5,639	84,361	6%
Total 911 RETIREMENT	1,847,976	2,280,491				2,280,491	(432,515)	123%
Total 913 UNEMPLOYMENT	15,000	262				262	14,738	2%
Total 914 HEALTH INSURANCE	797,624	165,847				165,847	631,777	21%
Total 915 GROUP INSURANCE	3,000	562				562	2,438	19%
Total 916 MEDICARE/DEP TAX	100,000	20,708				20,708	79,292	21%
Total 945 LIABILITY INSURANCE	239,500	380,441				380,441	(140,941)	159%
Total 962 TRANSFERS TO OTHER FUNDS	380,000	380,000				380,000	-	100%
Total GENERAL FUND	39,582,255	\$10,866,053	\$ -	\$ -	\$ -	\$ 10,866,053	\$ 28,716,202	27%
Total CPA	123,600	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000	\$ 43,600	65%
Total WATER FUND	291,992	\$ 40,076	\$ -	\$ -	\$ -	\$ 40,076	\$ 251,916	14%
<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 2022 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 7/1/2021</u>	<u>YTD Expended</u>	<u>Available Balance at 9/30/21</u>
GF	2013	13	ASSESSOR GIS SYS	32,000	1,036	800	236
GF	STM 2015	2	ATHLETIC FLD MAINT	35,000	1,604	-	1,604
GF	2017	17	REMEDiate NATSUE WAY	165,000	134,895	980	133,915
GF	2018	29	FM SECURITY SYSTEM	101,358	5,929	-	5,929
GF	2019	18	COA KITCHEN EQUIPMENT	8,000	1,417	-	1,417
GF	2019	25	BYLAW CONSULTANT	50,000	50,000	-	50,000
GF	STM2019	3	MAINTENANCE OF GOLF COURSE	25,000	17,500	-	17,500
GF	2020	19	HR SOFTWARE	14,727	13,380	-	13,380
GF	2020	19	PAINT EXTERIOR OF MEMORIAL HALL	4,000	2,706	-	2,706
GF	2020	19	REPLACE SCBA	9,000	4,025	-	4,025
GF	2020	19	REPLACE SQUAD 5 PUMP	9,000	9,000	-	9,000
GF	2020	19	BALLISTIC VESTS AND HELMETS	8,300	8,300	-	8,300
GF	2020	19	FM END USER TECHNOLOGY	34,198	4,031	2,096	1,935
GF	2020	19	FM PLAYGROUND/PARKING STUDY	15,000	5,656	-	5,656
GF	2020	19	BRIGADOON TREE/SIDEWALK	75,000	75,000	-	75,000
GF	2020	19	COA REFINISH HARDWOOD FLOORS	7,500	2,812	-	2,812
GF	STM2020	9	40 SCHOOL STREET ENVIRONMENTAL TESTING	10,000	1,100	-	1,100
GF	STM2020	11	105 S MAIN STREET MAINTENANCE	5,000	3,747	-	3,747
GF	2021	10	FIBER OPTIC NETWORK	100,000	100,000	-	100,000
GF	2021	10	MEMORIAL HALL RAMP REPLACEMENT	20,000	20,000	-	20,000
GF	2021	10	PURCHASE BULLET PROOF VESTS	21,000	1,309	854	455
GF	2021	10	ENGINE 4 CABINETS	10,000	2,175	-	2,175
GF	2021	10	OUTFIT/TRAIN NEW FIREFIGHTER	29,310	2,079	1,295	784
GF	2021	10	DIGITIZE INSPECTIONAL SERVICE RECORDS	45,000	45,000	-	45,000
GF	2021	10	HM END USER TECHNOLOGY	144,048	10,415	5,647	4,768
GF	2021	10	FM END USER TECHNOLOGY	80,833	7,096	1,800	5,296
GF	2021	10	MEALS ON WHEELS CAR	35,500	705	70	635
GF	2022	19	CHARTER REVIEW	15,000	15,000	-	15,000
GF	2022	19	CONTRACTUAL SERVICES, UTILITY COMMERCIAL	12,700	12,700	-	12,700
GF	2022	19	CAI ADVANCED QUERY MODULE	1,300	1,300	-	1,300
GF	2022	19	CYCLICAL INSPECTIONS	10,000	10,000	-	10,000
GF	2022	19	EXCHANGE SERVER UPGRADE	7,000	7,000	-	7,000
GF	2022	19	WARRANTY RENEWALS	7,500	7,500	-	7,500
GF	2022	19	CYBERSECURITY PROTECTION	10,000	10,000	-	10,000
GF	2022	19	REPLACE WIRESS ACCESS POINTS	5,000	5,000	-	5,000
GF	2022	19	VMWARE UPGRADES	2,400	2,400	-	2,400
GF	2022	19	MUNIS UPGRADE	10,000	10,000	1,434	8,566
GF	2022	19	HANDICAP RAMP RELACEMENT	25,000	25,000	-	25,000
GF	2022	19	TOWN-WIDE HANDICAP IMPROVEMENTS	10,000	10,000	-	10,000
GF	2022	19	PURCHASE CRUISER RADIOS	8,500	8,500	-	8,500
GF	2022	19	PURCHASE RADAR GUNS	5,000	5,000	-	5,000
GF	2022	19	PURCHASE LICENSE PLATE READER	22,050	22,050	-	22,050
GF	2022	19	TASER REPLACEMENT	6,050	6,050	-	6,050
GF	2022	19	AED REPLACEMENT	9,000	9,000	-	9,000
GF	2022	19	POLICE STATION UPGRADES	10,000	10,000	-	10,000
GF	2022	19	FIRE VEHICLE REPAIRS	7,500	7,500	-	7,500
GF	2022	19	RADIO/TELEPHONE RECORDER	17,080	17,080	-	17,080
GF	2022	19	OUTFIT/TRAIN NEW FIREFIGHTER	25,580	25,580	-	25,580
GF	2022	19	DIGITIZE INSPECTIONAL SERVICE RECORDS	45,000	45,000	-	45,000
GF	2022	19	ESSEX TECH CAPITAL CONTRIBUTION	12,341	12,341	-	12,341
GF	2022	19	REPLACE 2005 MOWER	16,240	16,240	-	16,240
GF	2022	19	DPW BUILDING IMPROVEMENTS	25,000	25,000	-	25,000
GF	2022	19	ADDITIONAL CHAPTER 90	100,000	100,000	7,986	92,014
GF	2022	19	COA BUILDING IMPROVEMENTS	5,700	5,700	4,708	992
CAP PROJ	2019	2	MASTER DESIGN STUDY 105 S MAIN	325,000	62,607	317	62,290
CAP PROJ	2021	10	JOHN DEER TRACTOR	60,000	5,565	-	5,565
CAP PROJ	2021	10	DPW 1 TON DUMP TRUCK	75,000	8,280	287	7,993
CAP PROJ	2021	10	DPW PURCHASE INTERNATIONAL DUMP TRUCK	173,000	1,423	-	1,423
CAP PROJ	2022	19	DPW PURCHASE 2007 ROLL-OFF TRUCK	200,000	200,000	-	200,000
CAP PROJ	2022	19	REPLACE ENGINE 1	710,000	710,000	-	710,000
CEMETERY	2016	26	OAKDALE CEMETERY WORK	63,000	6,308	998	5,310
CEMETERY	2019	18	OAKDALE CEMETERY IMPROVEMENTS	15,000	10,827	7,044	3,783
CPA	2015	34	PHASE 1 RAILS TO TRAILS	130,000	114,519	4,899	109,620
CPA	2018	35	CURTIS SAW MILL PROJECT	4,900	743	-	743
CPA	2019	10	EMILY MAHER PARK IMPROVEMENTS	45,000	14,758	-	14,758
CPA	2020	21	DIGITIZE HISTORIC RECORDS	89,000	236	-	236
CPA	2020	21	RUBCHINUK PARK IRRIGATION	24,500	17,305	-	17,305
CPA	2021	6	COMPLETE DIGITIZATION OF HISTORIC RECORDS	5,000	5,000	-	5,000
CPA	2022	12	TRAMP HOUSE ROOF REPAIRS	17,000	17,000	-	17,000
CPA	2022	12	MUNICIPAL COMPELX COMMONS	300,000	300,000	-	300,000
CPA	2022	12	CAMP CREIGHTON CONSERVATION RESTRICTION	50,000	50,000	-	50,000

Town of Middleton, MA
Fiscal Year 2022 Encumbrance Expenditures (unaudited)

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>	<u>YTD Expended</u>	<u>Balance at 9/30/21</u>
General	Town Accountant	Office Supplies	500	500	-
General	MIS	Telephone	1,012	1,012	-
General	Town Clerk	Operating Supplies	1,615	547	1,068
General	Town Clerk	CAPITAL OUTLAY	5,653	1,080	4,573
General	Conservation	Travel	95	95	-
General	Pub Buildings	Fuel DPW BLDG	129	129	-
General	Police	Electricity/Water	25	25	-
General	Police	Equip Maintenance	346	346	-
General	Police	Printer/Copier	88	88	-
General	Police	Contractual	900	900	-
General	Police	Office Supplies	5	5	-
General	Police	Building Maintenance	26	26	-
General	Police	Travel	2,576	2,576	-
General	Police	New Cruiser	5,635	5,635	-
General	Fire	Building Maintenance	106	106	-
General	Insp. Services	Printing/Copier	115	115	-
General	Insp. Services	Contractual Services	3,000	3,000	-
General	School	Salaries	541,058	541,058	-
General	School	Supplies	179,071	123,765	55,305
General	Other Schools	Out of District Tuition	13,000	12,117	883
General	DPW	Road Machinery Maintenance	35	35	-
General	COA	Other Supplies	2,974	2,964	10
General	Library	Equipment	4,614	4,614	-
General	Library	Programs	480	480	-
General	Library	Books	5,268	-	5,268
General	Unclassified	Health and Dental Ins	2,081	2,081	-
General	Unclassified	Life Insurance	54	48	6
General	Unclassified	Unemployment	306	306	-
			<u>\$ 770,766</u>	<u>\$ 703,652</u>	<u>\$ 67,113</u>

Town of Middleton, MA
Fiscal Year 2022 Revenues (unaudited)

For the Period Ended GENERAL FUND	BUDGET	9/30/2021 Quarter 1	12/31/2021 Quarter 2	3/31/2022 Quarter 3	6/30/2022 Quarter 4	Total YTD REVENUE	(UNDER)/OVER BUDGET	% RECEIVED
PERSONAL PROPERTY TAXES*	*	\$ 265,974				\$ 265,974	n/a	N/A
REAL ESTATE	32,079,983	7,795,600				7,795,600	(24,284,383)	24.3%
TAX LIEN/TITLE/FORECLOSURE	*	\$ 22,627				\$ 22,627	n/a	N/A
MOTOR VEHICLE EXCISE	2,000,000	158,167				158,167	(1,841,833)	7.9%
OTHER EXCISE - ROOM	\$ 60,000	\$ 29,315				\$ 29,315	(30,685)	48.9%
OTHER EXCISE - MEALS	180,000	78,032				78,032	(101,968)	43.4%
PENALTIES AND INTEREST ON TAXES	\$ 80,000	\$ 17,128				\$ 17,128	(62,872)	21.4%
PILOT	130,000	-				-	(130,000)	0.0%
PILOT - MELD	\$ 243,253	\$ -				\$ -	(243,253)	0.0%
CHARGES FOR SERVICES - SOLID WASTE FEES	210,000	119,625				119,625	(90,375)	57.0%
FEES	\$ 125,000	\$ 47,366				\$ 47,366	(77,634)	37.9%
DEPARTMENTAL REVENUES - LIBRARIES	2,500	313				313	(2,187)	12.5%
DEPARTMENTAL REVENUES - CEMETERIES	\$ 40,000	\$ 6,700				\$ 6,700	(33,300)	16.8%
OTHER DEPARTMENTAL REVENUE	140,000	54,856				54,856	(85,144)	39.2%
LICENSES AND PERMITS	\$ 480,000	\$ 184,628				\$ 184,628	(295,372)	38.5%
FINES AND FORFEITS	10,000	1,913				1,913	(8,087)	19.1%
INVESTMENT INCOME	\$ 60,000	\$ 3,264				\$ 3,264	(56,736)	5.4%
MEDICAID REIMBURSEMENT	20,000	7,434				7,434	(12,566)	37.2%
STATE AID	\$ 2,408,380	\$ 649,552				\$ 649,552	(1,758,828)	27.0%
TRANSFERS IN	939,424	884,512				884,512	(54,912)	94.2%
Total GENERAL FUND	\$ 39,208,540	\$ 10,327,006	\$ -	\$ -	\$ -	\$ 10,327,006	\$ (28,881,534)	26.3%
Total CPA	\$ 320,000	\$ 66,620	\$ -	\$ -	\$ -	\$ 66,620	\$ (253,380)	20.8%
Total WATER FUND	\$ 285,048	\$ 8,120	\$ -	\$ -	\$ -	\$ 8,120	\$ (276,928)	2.8%

* Indicates budgeted figures not available.

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 7/1/2021	Revenue as of 9/30/21	Expenditures as of 9/30/21	Fund Balance as of 9/30/21
RECREATION REVOLVING	\$ 15,226	\$ -	\$ -	\$ 15,226
USER FIELD FEES	15,593	-	-	15,593
COA TRIP FUND	23,698	2,085	(476)	25,306
STORMWATER MANAGEMENT	4,900	100	-	5,000
FIREARMS LICENSES AND PERMITS	23,368	1,175	-	24,543

Town of Middleton, MA
Appropriation Funds (unaudited)

	Fund Balance as of 9/30/21	Revenue as of 9/30/21	FY 22 Appropriation
AMBULANCE FUND	708,672	137,559	(621,821)
PEG	351,015	66,070	(255,270)
OPEB*	1,982,319	43,256	75,000
STABILIZATION*	2,030,189	2,668	75,000
CAPITAL STABILIZATION*	684,199	(1,131)	(30,175)
RETIREMENT STABILIZATION*	324,257	903	25,000
SPED STABILIZATION*	359,149	4,746	130,000
SPED RESERVE FUND*	150,129	(6)	-

* Revenue amount indicates interest only.