



TOWN OF MIDDLETON
Office of Finance Director/Town Accountant
48 South Main Street
Middleton, MA 01949
(978) 777-4966

TO: Select Board/Finance Committee

FROM: Sarah Wood

DATE: 5/17/2022

SUBJECT: FY 2022, 3rd Quarter Highlights

This report includes a summary of the 3rd quarter results as of March 31, 2022 of FY 2022 for the General Fund, CPA Fund, Water Enterprise Fund, Sewer Enterprise Fund, Appropriation Funds and Revolving Accounts. The General Fund accounts for the Town's annual operating budget 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, capital project funds).

General Fund Expenditures

As of March 31, 2022, 72.1% 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 third quarter in FY 2022. Encumbrances and warrant articles are not included in these figures.

Major Category	Adjusted Budget	Actual Expended	Percent Expended
General Government	\$ 2,146,668	\$1,284,770	60%
Public Safety	4,597,463	3,290,972	72%
Education	24,539,614	17,024,891	69%
Public Works	1,871,634	1,230,676	66%
Health and Human Services	508,456	312,109	61%
Culture and Recreation	676,897	466,092	69%
Debt Service	1,670,494	1,474,988	88%
State Assessments & Charges	326,229	237,213	73%
Unclassified	4,398,472	4,051,250	92%

At the end of the third quarter of the fiscal year the total year-to-date expenditures should be around 75% of the departmental budget. The Recreation Commission, Essex North Shore Tech assessment, debt service, retirement assessment and liability insurance all typically have percentages exceeding 75% in the third quarter as the majority of payments have been completed at this point in time.

There are two additional departments that exceed the threshold, Snow & Ice and Fire. Snow and Ice is currently in a deficit and \$25,000 was raised at Town Meeting to cover the deficit. The Fire Department has currently expended 76% of its budget due to some large repairs on the ambulance and engine 2. The Chief is keeping a close eye on his budget to see if any departmental transfers will be needed at year end.

All other departments are well below the benchmark with the average, excluding the unclassified categories, being 70%. There are currently no concerns about any other departments exceeding their budgetary requirements at this time.

General Fund Revenues

Overall revenue collections were largely in line with current estimates. As of March 31, 2022, 78% or \$30,417,548 of total estimated revenues for FY 2022 (\$38,978,312) had been collected.

Local receipts are at 91% of budgeted expectations. Rooms excise, meals excise, transfer station sticker fees, license and permits, fines and forfeitures, and Medicaid reimbursements are all over 100% of budgeted expectations. Investment income and PILOT are the only two categories to be below the 75% benchmark. PILOT is due to timing of when we receive the MIT payment and investment income has been trending poorly all fiscal year.

We did adjust for some of these increases when we set the FY22 tax rate and have adjusted some of these categories in FY23's budget to reflect these trends that are moving back towards our standard revenue collections. As the fiscal year closes out and we go to set the FY23 tax rate we will be able to see how these categories continue to trend to determine if further adjustments are needed.

CPA Fund Expenditures & Revenues

CPA expenditures are at 99% of budgeted expenditures, not inclusive of capital items. This is consistent with expectations as debt service payments are paid in the first half of the fiscal year.

Total CPA revenues are at 86% of the budget. Surcharge revenues alone are at 77% of the budget.

The current fund balance of the CPA fund is \$791,419 (inclusive of prior appropriated fund)

Water Enterprise Fund Expenditures & Revenues

Water expenditures are at 49% 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 3% 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.

The current fund balance in the water enterprise fund is \$1,144,697.43.

Sewer Enterprise Fund Expenditures & Revenues

Sewer expenditures are at 73% of the budget. The majority of expenditures is for the town's assessment to the South Essex Sewer District which is made out in quarterly payments.

The sewer fund revenues are at 58% of budget. The largest grouping of payments are billed in February so it is not unusual to be below the 75% benchmark at this point in time

The current fund balance in the water enterprise fund is \$31,038.37.

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	349,392	58,516	80,478	80,373		219,367	130,025	63%
Total 131 FINANCE COMMITTEE	3,901	180	132	-		312	3,589	8%
Total 131 RESERVE FUND	100,000	-	-	7,000		7,000	93,000	7%
Total 135 TOWN ACCOUNTANT	183,611	36,180	46,032	38,969		121,181	62,430	66%
Total 141 ASSESSORS	183,353	38,210	46,702	42,770		127,682	55,671	70%
Total 145 TREASURER/COLLECTOR	291,097	43,084	52,620	66,808		162,512	128,585	56%
Total 146 CUSTODIAN OF TOWN LANDS	2,500	-	-	2,500		2,500	-	100%
Total 151 TOWN COUNSEL	80,000	9,833	16,536	17,852		44,221	35,779	55%
Total 155 MIS	378,395	108,723	64,067	92,768		265,558	112,837	70%
Total 161 TOWN CLERK	178,335	35,163	47,328	30,223		112,714	65,621	63%
Total 162 ELECTIONS	36,815	1,550	2,503	8		4,061	32,754	11%
Total 171 CONSERVATION COMMISSION	90,264	19,437	23,177	20,648		63,262	27,002	70%
Total 175 PLANNING BOARD	122,098	23,824	29,483	24,815		78,122	43,976	64%
Total 176 BOARD OF APPEALS	4,690	264	536	528		1,328	3,363	28%
Total 181 MASTER PLAN COMMITTEE	1,552	-	-	-		-	1,552	0%
Total 192 TOWN BUILDING	134,465	16,746	22,294	33,936		72,975	61,490	54%
Total 195 TOWN REPORT	6,000	-	1,975	-		1,975	4,025	33%
Total 210 POLICE	2,068,202	417,143	503,589	464,986		1,385,718	682,484	67%
Total 220 FIRE	2,228,591	610,453	588,127	505,997		1,704,577	524,015	76%
Total 241 BUILDING INSPECTION	273,543	54,329	70,621	58,540		183,490	90,053	67%
Total 292 ANIMAL CONTROL	26,927	5,334	6,197	5,656		17,187	9,740	64%
Total 296 CONSTABLE	200	-	-	-		-	200	0%
Total 301 SCHOOL DEPARTMENT	13,154,591	1,568,250	3,547,891	3,141,996		8,258,138	4,896,453	63%
Total 314 MASCONOMENT ASSESSMENT	10,575,567	2,669,514	2,618,269	2,669,514		7,957,298	2,618,269	75%
Total 315 ESSEX TECH ASSESSMENT	809,456	205,749	411,499	192,208		809,456	-	100%
Total 420 DPW ADMINISTRATION	1,073,040	201,679	253,062	197,080		651,820	421,220	61%
Total 423 SNOW & ICE REMOVAL	280,750	1,273	9,364	286,724		297,361	(16,611)	106%
Total 425 TRANSFER STATION	517,844	68,361	110,492	102,642		281,495	236,349	54%
Total 511 BOARD OF HEALTH	139,257	28,542	40,561	28,793		97,895	41,362	70%
Total 541 COUNCIL ON AGING	247,763	52,637	57,586	49,948		160,171	87,592	65%
Total 543 VETERANS AGENT	86,511	6,028	13,979	9,305		29,312	57,199	34%
Total 545 TRI TOWN COUNCIL	29,925	7,481	7,481	7,481		22,444	7,481	75%
Total 548 GARDEN CLUB	5,000	-	1,100	1,187		2,287	2,713	46%
Total 610 LIBRARY	615,278	136,839	147,752	147,862		432,453	182,825	70%

Total 630 RECREATION COMMISSION	50,619	28,539	3,094	-		31,633	18,986	62%
Total 691 HISTORICAL COMMISSION	1,000	-	-	-		-	1,000	0%
Total 692 MEMORIAL DAY	5,000	-	570	1,436		2,006	2,994	40%
Total 693 CHIEF WILLS FESTIVAL	5,000	-	-	-		-	5,000	0%
Total 710 DEBT SERVICE	1,670,494	1,096,878	96,058	282,053		1,474,988	195,506	88%
Total 820 STATE ASSESSMENTS & CHARGES	326,229	81,365	79,757	76,091		237,213	89,016	73%
Total 910 COMPENSATION RESERVE	46,572	5,639	-	7,886		13,525	33,047	29%
Total 911 RETIREMENT	1,847,976	2,280,491	-	(432,515)		1,847,976	-	100%
Total 913 UNEMPLOYMENT	15,000	262	1,305	221		1,787	13,213	12%
Total 914 HEALTH INSURANCE	797,624	165,847	194,129	191,390		551,365	246,259	69%
Total 915 GROUP INSURANCE	3,000	562	612	623		1,797	1,203	60%
Total 916 MEDICARE/DEP TAX	110,000	20,708	27,830	23,196		71,734	38,266	65%
Total 945 LIABILITY INSURANCE	239,500	380,441	1,216	(157,392)		224,265	15,235	94%
Total 962 TRANSFERS TO OTHER FUNDS	1,338,800	380,000	958,800	-		1,338,800	-	100%
Total GENERAL FUND	40,735,928	\$10,866,053	\$10,184,935	\$ 8,322,106	\$ -	\$ 29,372,962	\$ 11,362,966	72.1%
Total CPA	123,600	\$ 80,000	\$ 41,600	\$ 800	\$ -	\$ 122,400	\$ 1,200	99%
Total WATER ENTERPRISE FUND	291,992	\$ 40,076	\$ 56,764	\$ 45,521	\$ -	\$ 142,361	\$ 149,631	49%
Total SEWER ENTERPRISE FUND	111,344	\$ 26,853	\$ 51,238	\$ 2,849	\$ -	\$ 80,940	\$ 30,404	73%
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.								

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 11/21</u>	<u>YTD Expended</u>	<u>Available Balance at 3/31/21</u>
GF	STM 2015	2	ATHLETIC FLD MAINT	35,000	1,604	-	1,604
GF	2017	17	REMEDIAL NATSUE WAY	165,000	134,895	980	133,915
GF	2018	29	FM SECURITY SYSTEM	101,358	5,929	2,151	3,778
GF	2019	18	COA KITCHEN EQUIPMENT	8,000	1,417	228	1,189
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	2,565	1,460
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	1,247	62
GF	2021	10	DIGITIZE INSPECTIONAL SERVICE RECORDS	45,000	45,000	42,538	2,462
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	5,358	1,737
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	CAI ADVANCED QUERY MODULE	1,300	1,300	709	591
GF	2022	19	CYCLICAL INSPECTIONS	10,000	10,000	7,660	2,340
GF	2022	19	EXCHANGE SERVER UPGRADE	7,000	7,000	-	7,000
GF	2022	19	WARRANTY RENEWALS	7,500	7,500	4,850	2,650
GF	2022	19	CYBERSECURITY PROTECTION	10,000	10,000	-	10,000
GF	2022	19	REPLACE WIRELESS ACCESS POINTS	5,000	5,000	-	5,000
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	6,014	2,486
GF	2022	19	PURCHASE RADAR GUNS	5,000	5,000	2,535	2,465
GF	2022	19	PURCHASE LICENSE PLATE READER	22,050	22,050	-	22,050
GF	2022	19	AED REPLACEMENT	9,000	9,000	-	9,000
GF	2022	19	POLICE STATION UPGRADES	10,000	10,000	6,566	3,434
GF	2022	19	FIRE VEHICLE REPAIRS	7,500	7,500	925	6,575
GF	2022	19	RADIO/TELEPHONE RECORDER	17,080	17,080	14,554	2,526
GF	2022	19	OUTFIT/TRAIN NEW FIREFIGHTER	25,580	25,580	979	24,601
GF	2022	19	DIGITIZE INSPECTIONAL SERVICE RECORDS	45,000	45,000	-	45,000
GF	2022	19	REPLACE 2005 MOWER	16,240	16,240	-	16,240
GF	2022	19	DPW BUILDING IMPROVEMENTS	25,000	25,000	18,618	6,383
GF	2022	19	ADDITIONAL CHAPTER 90	100,000	100,000	32,435	67,565
GF	2022	19	COA BUILDING IMPROVEMENTS	5,700	5,700	4,708	992
GF	STM2022	9	BOSTON ST SIDEWALK	33,000	33,000	-	33,000
GF	STM2022	11	IT & CYBERSECURITY	55,000	55,000	-	55,000
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	2,126	3,439
CAP PROJ	2021	10	DPW 1 TON DUMP TRUCK	75,000	8,280	925	7,355
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
CAP PROJ	2022		MUNICIPAL COMPLEX	61,590,000	61,590,000	-	61,590,000
CEMETERY	2016	26	OAKDALE CEMETERY WORK	63,000	6,308	3,510	2,798
CEMETERY	2019	18	OAKDALE CEMETERY IMPROVEMENTS	15,000	10,827	9,670	1,157
CPA	2015	34	PHASE 1 RAILS TO TRAILS	130,000	114,519	35,622	78,897
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 3/31/22</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	161,485	17,586
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>\$ 746,640</u>	<u>\$ 24,125</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	\$ 726,719	\$ 265,974	\$ 87,705	\$ 230,494	\$ -	\$ 584,173	(142,546)	80%
REAL ESTATE**	31,078,944	7,795,600	7,845,142	7,880,863	-	23,521,605	(7,557,339)	76%
TAX LIEN/TITLE/FORECLOSURE	*	22,627	3,595	64,184	-	90,406	n/a	N/A
MOTOR VEHICLE EXCISE	2,000,000	158,167	71,991	1,364,098	-	1,594,256	(405,744)	80%
OTHER EXCISE - ROOM	60,000	29,315	54,942	15,778	-	100,035	40,035	167%
OTHER EXCISE - MEALS	200,000	78,032	79,873	58,898	-	216,803	16,803	108%
PENALTIES AND INTEREST ON TAXES	80,000	17,128	13,923	27,676	-	58,727	(21,273)	73%
PILOT	130,000	-	-	82,087	-	82,087	(47,913)	63%
PILOT - MELD	243,253	-	243,253	-	-	243,253	-	100%
CHARGES FOR SERVICES - SOLID WASTE FEES	210,000	119,625	94,025	4,400	-	218,050	8,050	104%
FEES	135,000	47,366	30,359	33,556	-	111,281	(23,719)	82%
DEPARTMENTAL REVENUES - LIBRARIES	1,000	313	612	-	-	925	(75)	93%
DEPARTMENTAL REVENUES - CEMETERIES	40,000	6,700	14,440	9,100	-	30,240	(9,760)	76%
OTHER DEPARTMENTAL REVENUE	150,000	54,856	46,780	42,160	-	143,796	(6,204)	96%
LICENSES AND PERMITS	480,000	184,628	218,881	207,871	-	611,380	131,380	127%
FINES AND FORFEITS	5,000	1,913	1,811	1,325	-	5,049	49	101%
INVESTMENT INCOME	40,000	3,264	10,117	9,514	-	22,895	(17,105)	57%
MEDICAID REIMBURSEMENT	20,000	7,434	-	33,100	-	40,534	20,534	203%
STATE AID	2,405,972	649,552	593,538	581,451	-	1,824,541	(581,431)	76%
TRANSFERS IN	972,424	884,512	33,000	-	-	917,512	(54,912)	94%
Total GENERAL FUND	\$ 38,978,312	\$ 10,327,006	\$ 9,443,987	\$ 10,646,555	\$ -	\$ 30,417,548	\$ (8,560,764)	78%
Total CPA	\$ 363,088	\$ 66,620	\$ 169,315	\$ 79,540	\$ -	\$ 315,475	\$ (47,613)	87%
Total WATER FUND	\$ 291,992	\$ 8,120	\$ 665	\$ (203)	\$ -	\$ 8,581	\$ (283,411)	3%
Total SESD ENTERPRISE FUND	\$ 111,344	\$ 107	\$ 7,217	\$ 57,421	\$ -	\$ 64,745	\$ (46,599)	58%

* Indicates budgeted figures not available.

** Net of Overlay raised on recap

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

Town of Middleton, MA
Revolving Funds (unaudited)

	Fund Balance as of 7/1/2021	Revenue as of 3/31/22	Expenditures as of 3/31/22	Fund Balance as of 3/31/22
RECREATION REVOLVING	\$ 15,226	\$ -	\$ -	\$ 15,226
USER FIELD FEES	15,593	-	-	15,593
COA TRIP FUND	23,698	5,158	(1,237)	27,619
STORMWATER MANAGEMENT	4,900	1,200	-	6,100
FIREARMS LICENSES AND PERMITS	23,368	2,553	-	25,920

Town of Middleton, MA
Appropriation Funds (unaudited)

	Fund Balance as of	Revenue as of	FY 23	Fund Balance
	3/31/22	3/31/22	Appropriation	after
				Appropriations
AMBULANCE FUND	\$ 1,026,491	\$ 455,378	\$ (621,821)	\$ 404,670
PEG	497,719	212,774	(255,270)	242,449
SPED RESERVE FUND*	151,367	1,998	-	151,367
OPEB*	2,107,263	68,200	100,000	2,207,263
STABILIZATION*	2,196,923	29,762	-	2,196,923
CAPITAL STABILIZATION*	889,838	8,000	-	889,838
SPED STABILIZATION*	362,110	6,341	52,000	414,110
RETIREMENT STABILIZATION*	426,930	5,231	-	426,930
SIDEWALK STABILIZATION*	125,800	-	-	125,800
FACILITIES COMPLEX STABILIZATION*	250,000	-	-	250,000

* Revenue amount indicates interest only.