



**TOWN OF MIDDLETON**  
Office of Finance Director/Town Accountant  
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(978) 777-4966

**TO: Select Board/Finance Committee**

**FROM: Sarah Wood**

**DATE: 2/24/2022**

**SUBJECT: FY 2022, 2<sup>nd</sup> Quarter Highlights**

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This report includes a summary of the 2<sup>nd</sup> quarter results as of December 31, 2021 of FY 2022 for the General Fund, CPA Fund, Water 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 December 31, 2021, 50.7% 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 second quarter in FY 2022. Encumbrances and warrant articles are not included in these figures.

<b>Major Category</b>	<b>Adjusted Budget</b>	<b>Actual Expended</b>	<b>Percent Expended</b>
General Government	\$ 2,146,668	\$ 825,704	38%
Public Safety	4,597,463	2,255,792	49%
Education	24,539,614	11,021,173	45%
Public Works	1,871,634	644,230	34%
Health and Human Services	508,456	215,396	42%
Culture and Recreation	676,897	316,793	47%
Debt Service	1,670,494	1,192,936	71%
State Assessments & Charges	326,229	161,122	49%
Unclassified	4,398,472	4,417,841	100%

At the end of the second quarter of the fiscal year the total year-to-date expenditures should be around 50% of the departmental budget.

The Recreation Commission, Essex Tech assessment, debt service, retirement assessment and liability insurance all typically have percentages exceeding 50% in the second quarter due to the timing of payments. 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 50% benchmark is the Fire department which is at 54% expended. This is due to the lease payment for the new ambulance occurring in the second quarter which slightly increased the average expenditures. All other departments are at or below the benchmark with the average excluding the unassigned categories being 47%. There are currently no concerns about any departments exceeding their budgetary requirements at this time.

### **General Fund Revenues**

Overall revenue collections were largely in line with current estimates. As of December 31, 2021, 50.7% or \$19,207,319 of total estimated revenues for FY 2022 (\$38,978,312) had been collected.

Of the local receipts, only motor vehicle excise revenues and penalties and interest on taxes are below the 50% benchmark. 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. Penalties and Interest varies each year depending on how many late collections we receive. Also included with penalties and interest are I & E report fines which are added to the 3<sup>rd</sup> quarter tax bill which typically brings this category back in line with benchmark.

The majority of our other revenue categories greatly exceed our 50% benchmark. 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.

### **CPA Fund Expenditures & Revenues**

CPA expenditures are at 98% 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.

CPA revenues are at 65% of the budget, exclusive of the state match revenues are at 51% of the budget.

The current fund balance of the CPA fund is \$662,679.29 (inclusive of prior appropriated fund)

## **Water Fund Expenditures & Revenues**

Water expenditures are at 33% 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 \$1,190,692.

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	-		138,994	210,398	40%
Total 131 FINANCE COMMITTEE	3,901	180	132	-		312	3,589	8%
Total 131 RESERVE FUND	100,000	-	-	-		-	100,000	0%
Total 135 TOWN ACCOUNTANT	183,611	36,180	46,032	-		82,212	101,399	45%
Total 141 ASSESSORS	183,353	38,210	46,702	-		84,912	98,441	46%
Total 145 TREASURER/COLLECTOR	291,097	43,084	52,620	-		95,704	195,393	33%
Total 146 CUSTODIAN OF TOWN LANDS	2,500	-	-	-		-	2,500	0%
Total 151 TOWN COUNSEL	80,000	9,833	16,536	-		26,369	53,631	33%
Total 155 MIS	378,395	108,723	64,067			172,790	205,605	46%
Total 161 TOWN CLERK	178,335	35,163	47,328			82,491	95,844	46%
Total 162 ELECTIONS	36,815	1,550	2,503			4,053	32,762	11%
Total 171 CONSERVATION COMMISSION	90,264	19,437	23,177			42,614	47,650	47%
Total 175 PLANNING BOARD	122,098	23,824	29,483			53,306	68,791	44%
Total 176 BOARD OF APPEALS	4,690	264	536			800	3,891	17%
Total 181 MASTER PLAN COMMITTEE	1,552	-	132			132	1,420	9%
Total 192 TOWN BUILDING	134,465	16,746	22,294			39,039	95,426	29%
Total 195 TOWN REPORT	6,000	-	1,975			1,975	4,025	33%
Total 210 POLICE	2,068,202	417,143	503,589			920,732	1,147,470	45%
Total 220 FIRE	2,228,591	610,453	588,127			1,198,579	1,030,012	54%
Total 241 BUILDING INSPECTION	273,543	54,329	70,621			124,950	148,593	46%
Total 292 ANIMAL CONTROL	26,927	5,334	6,197			11,531	15,396	43%
Total 296 CONSTABLE	200	-	-			-	200	0%
Total 301 SCHOOL DEPARTMENT	13,154,591	1,568,250	3,547,891			5,116,142	8,038,449	39%
Total 314 MASCONOMENT ASSESSMENT	10,575,567	2,669,514	2,618,269			5,287,784	5,287,784	50%
Total 315 ESSEX TECH ASSESSMENT	809,456	205,749	411,499			617,248	192,208	76%
Total 420 DPW ADMINISTRATION	1,073,040	201,679	253,062			454,740	618,300	42%
Total 423 SNOW & ICE REMOVAL	280,750	1,273	9,364			10,637	270,113	4%
Total 425 TRANSFER STATION	517,844	68,361	110,492			178,853	338,991	35%
Total 511 BOARD OF HEALTH	139,257	28,542	40,561			69,103	70,154	50%
Total 541 COUNCIL ON AGING	247,763	52,637	57,586			110,223	137,540	44%
Total 543 VETERANS AGENT	86,511	6,028	13,979			20,007	66,504	23%
Total 545 TRI TOWN COUNCIL	29,925	7,481	7,481			14,963	14,963	50%
Total 548 GARDEN CLUB	5,000	-	1,100			1,100	3,900	22%
Total 610 LIBRARY	615,278	136,839	147,752			284,591	330,687	46%

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			570	4,431	11%
Total 693 CHIEF WILLS FESTIVAL	5,000	-	-			-	5,000	0%
Total 710 DEBT SERVICE	1,670,494	1,096,878	96,058			1,192,936	477,558	71%
Total 820 STATE ASSESSMENTS & CHARGES	326,229	81,365	79,757			161,122	165,107	49%
Total 910 COMPENSATION RESERVE	46,572	5,639	-			5,639	40,933	12%
Total 911 RETIREMENT	1,847,976	2,280,491	-			2,280,491	(432,515)	123%
Total 913 UNEMPLOYMENT	15,000	262	1,305			1,566	13,434	10%
Total 914 HEALTH INSURANCE	797,624	165,847	194,129			359,975	437,649	45%
Total 915 GROUP INSURANCE	3,000	562	612			1,174	1,826	39%
Total 916 MEDICARE/DEP TAX	110,000	20,708	27,830			48,538	61,462	44%
Total 945 LIABILITY INSURANCE	239,500	380,441	1,216			381,657	(142,157)	159%
Total 962 TRANSFERS TO OTHER FUNDS	1,338,800	380,000	958,800			1,338,800	-	100%
<b>Total GENERAL FUND</b>	<b>40,735,928</b>	<b>\$10,866,053</b>	<b>\$10,184,935</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,050,987</b>	<b>\$ 19,684,940</b>	<b>52%</b>
<b>Total CPA</b>	<b>123,600</b>	<b>\$ 80,000</b>	<b>\$ 41,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 121,600</b>	<b>\$ 2,000</b>	<b>98%</b>
<b>Total WATER FUND</b>	<b>291,992</b>	<b>\$ 40,076</b>	<b>\$ 56,764</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 96,840</b>	<b>\$ 195,152</b>	<b>33%</b>
<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 11/21</u>	<u>YTD Expended</u>	<u>Available Balance at 12/31/21</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	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	CONTRACTUAL SERVICES, UTILITY COMMERCIAL	12,700	12,700	4,000	8,700
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	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	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	ESSEX TECH CAPITAL CONTRIBUTION	12,517	12,517	-	12,517
GF	2022	19	REPLACE 2005 MOWER	16,240	16,240	-	16,240
GF	2022	19	DPW BUILDING IMPROVEMENTS	25,000	25,000	16,680	8,320
GF	2022	19	ADDITIONAL CHAPTER 90	100,000	100,000	31,555	68,445
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 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	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	\$ -	\$ -	\$ 353,679	(373,040)	48.7%
REAL ESTATE	31,078,944	7,795,600	7,845,142	-	-	15,640,742	(15,438,202)	50.3%
TAX LIEN/TITLE/FORECLOSURE	*	22,627	3,595	-	-	26,222	n/a	N/A
MOTOR VEHICLE EXCISE	2,000,000	158,167	71,991	-	-	230,158	(1,769,842)	11.5%
OTHER EXCISE - ROOM	60,000	29,315	54,942	-	-	84,257	24,257	140.4%
OTHER EXCISE - MEALS	200,000	78,032	79,873	-	-	157,905	(42,095)	79.0%
PENALTIES AND INTEREST ON TAXES	80,000	17,128	13,923	-	-	31,051	(48,949)	38.8%
PILOT	130,000	-	-	-	-	-	(130,000)	0.0%
PILOT - MELD	243,253	-	243,253	-	-	243,253	-	100.0%
CHARGES FOR SERVICES - SOLID WASTE FEES	210,000	119,625	94,025	-	-	213,650	3,650	101.7%
FEES	135,000	47,366	30,359	-	-	77,725	(57,275)	57.6%
DEPARTMENTAL REVENUES - LIBRARIES	1,000	313	612	-	-	925	(75)	92.5%
DEPARTMENTAL REVENUES - CEMETERIES	40,000	6,700	14,440	-	-	21,140	(18,860)	52.9%
OTHER DEPARTMENTAL REVENUE	150,000	54,856	46,780	-	-	101,636	(48,364)	67.8%
LICENSES AND PERMITS	480,000	184,628	218,881	-	-	403,509	(76,491)	84.1%
FINES AND FORFEITS	5,000	1,913	1,811	-	-	3,724	(1,276)	74.5%
INVESTMENT INCOME	40,000	3,264	10,117	-	-	13,381	(26,619)	33.5%
MEDICAID REIMBURSEMENT	20,000	7,434	-	-	-	7,434	(12,566)	37.2%
STATE AID	2,405,972	649,552	593,538	-	-	1,243,090	(1,162,882)	51.7%
TRANSFERS IN	972,424	884,512	33,000	-	-	917,512	(54,912)	94.4%
<b>Total GENERAL FUND</b>	<b>\$ 38,978,312</b>	<b>\$ 10,327,006</b>	<b>\$ 9,443,987</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,770,993</b>	<b>\$ (19,207,319)</b>	<b>50.7%</b>
<b>Total CPA</b>	<b>\$ 363,088</b>	<b>\$ 66,620</b>	<b>\$ 169,315</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 235,935</b>	<b>\$ (127,153)</b>	<b>65.0%</b>
<b>Total WATER FUND</b>	<b>\$ 291,992</b>	<b>\$ 8,120</b>	<b>\$ 665</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,785</b>	<b>\$ (283,207)</b>	<b>3.0%</b>

\* Indicates budgeted figures not available.

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



**Town of Middleton, MA**  
**Revolving Funds (unaudited)**

	<b>Fund Balance as of 7/1/2021</b>	<b>Revenue as of 12/31/21</b>	<b>Expenditures as of 12/31/21</b>	<b>Fund Balance as of 12/31/21</b>
RECREATION REVOLVING	\$ 15,226	\$ -	\$ -	\$ 15,226
USER FIELD FEES	15,593	-	-	15,593
COA TRIP FUND	23,698	4,491	(827)	27,362
STORMWATER MANAGEMENT	4,900	1,100	-	6,000
FIREARMS LICENSES AND PERMITS	23,368	1,900	-	25,268

**Town of Middleton, MA**  
**Appropriation Funds (unaudited)**

	<b>Fund Balance as of</b> <b>12/31/21</b>	<b>Revenue as of</b> <b>12/31/21</b>	<b>FY 22</b> <b>Appropriation</b>
AMBULANCE FUND	884,105	312,992	(621,821)
PEG	401,523	116,578	(255,270)
SPED RESERVE FUND*	154,646	4,511	-
OPEB*	2,435,074	146,011	175,000
STABILIZATION*	2,241,274	63,753	225,000
CAPITAL STABILIZATION*	904,785	19,455	275,000
SPED STABILIZATION*	369,956	15,552	130,000
RETIREMENT STABILIZATION*	434,014	10,659	125,000
SIDEWALK STABILIZATION*	125,800	-	158,800
FACILITIES COMPLEX STABILIZATION*	250,000	-	250,000
* Revenue amount indicates interest only.			