



# Memo

**To:** Select Board

**CC:** Finance and Warrant Committee

**From:** Brady Winsten, Director of Finance

**Date:** October 24, 2024; Updated on October 28, 2024

**Re:** Fiscal Year 2025 Quarter 1 Budget Update

This memo has been prepared to update the Select Board on the Town's first quarter budget status. The School Department will present a budget report to the School Committee on November 5, 2024, which will be posted on the School Department's website. Overall, the FY 2025 first quarter revenues are tracking closely with projected amounts, and expenditures are tracking closely to budgeted allocations. This memo was edited with one footnote on page four to indicate expenses that cover Town departments and the School department.

## Insights and Findings

### Revenues:

- Most variances in first quarter revenues are due to non-recurring payments, such as licenses or fees, that are not renewed on a set schedule.
- First quarter property taxes are 98.4% collected.

### Expenditures:

- The Town Manager's budget contains the Town's general liability and property and building insurance, which is paid in one lump sum.
- The Parks and Recreation Department has higher than average spending in the summer months due to summer programming.
- Personnel expenditures for Police and Fire are both tracking slightly high for the first quarter, due to staffing shortages and new collective bargaining agreements. Funding for these expenses is contained in the Town's Salary Reserve.
- Overtime expenditures for Town Facilities is tracking slightly high, due to an unfunded Town Custodian position, which has been replaced by overtime hours. The Town has a new contract with an on-call custodial service to stabilize these expenditures.

## Revenues

The first quarter of FY 2025 General Fund Revenues are tracking slightly higher than the first quarter of FY2024.

Department	FY25 Q1	FY24 Q1
Town Manager	\$36,803.03	\$66,990.92
Finance Department	\$29,849,046.11	\$28,036,539.86
Assessing	\$39,911.00	\$100.00
Town Clerk	\$20,580.72	\$11,183.00
Planning, Zoning & Natural Resources	\$15,106.98	\$15,519.22
Police	\$38,449.65	\$45,769.57
Fire	\$14,033.61	\$53,935.23
Building Inspection	\$334,501.00	\$473,687.39
Public Works	\$84,415.00	\$30,120.00
Health	\$8,170.65	\$7,715.00
Veterans Services	\$4,657.01	\$0.00
Library	\$381.66	\$153.59
Endicott Estate	\$91,400.00	\$62,000.00
Robin Reyes, Sewer Indirect Cost, ARPA	\$3,726,470.00	\$4,654,890.00
<b>Total</b>	<b>\$34,263,926.42</b>	<b>\$33,458,603.78</b>

# Expenditures

The first quarter of FY2025 General Fund Expenditures are tracking closely with the first quarter of FY2024.

Function	Department	Original Budget	Year to Date	FY25 Q1	FY24 Q1
<b>General Government</b>	Town Manager	\$3,510,188.00	\$1,761,373.06	50%	61%
	Legal	\$310,097.50	\$31,382.50	10%	19%
	Finance & Warrant Committee	\$250,000.00	\$0.00	0%	0%
	Finance Department	\$1,004,800.00	\$219,359.47	22%	27%
	Technology Department	\$1,644,240.50	\$586,946.31	36%	34%
	Central Purchasing	\$241,000.00	\$27,268.29	11%	13%
	Assessing	\$471,865.00	\$97,946.86	21%	21%
	Human Resources	\$421,101.00	\$77,831.64	18%	20%
	Town Clerk	\$465,585.00	\$108,786.22	23%	19%
	Planning Department	\$604,223.00	\$92,658.24	15%	22%
<b>Public Safety</b>	Police	\$7,691,047.91	\$1,919,333.17	25%	22%
	Fire	\$7,936,100.00	\$1,994,666.31	25%	20%
	Dispatch	\$1,036,246.50	\$255,799.21	25%	18%
	Building Inspection	\$596,631.00	\$135,639.22	23%	23%

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## Expenditures (continued)

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Function	Department	Original Budget	Year to Date	FY25 Q1	FY24 Q1
<b>Public Works</b>	Engineering	\$630,268.00	\$132,297.69	21%	25%
	Public Works	\$3,952,290.00	\$815,885.75	21%	21%
	Snow & Ice	\$677,000.00	\$619.28	0%	0%
	Rubbish & Recycling	\$2,960,044.00	\$518,796.75	18%	9%
<b>Facilities</b>	Facilities-Town	\$2,954,906.00	\$408,110.14	14%	17%
<b>Human Services</b>	Health	\$536,229.00	\$108,227.01	20%	22%
	Council On Aging	\$406,894.00	\$97,497.32	24%	22%
	Youth Commission	\$336,105.00	\$77,528.81	23%	17%
	Veterans Services	\$210,340.00	\$30,186.16	14%	17%
<b>Culture &amp; Recreation</b>	Library	\$1,587,155.45	\$379,217.79	24%	25%
	Parks & Recreation	\$1,100,265.43	\$342,327.58	31%	36%
	Endicott	\$216,659.00	\$46,342.38	21%	21%
	Civic Pride	\$20,000.00	\$0.00	0%	0%
<b>Other</b>	Debt Service*	\$13,671,884.00	\$1,292,341.26	9%	10%
	Employee Benefits*	\$20,823,770.00	\$9,961,208.06	48%	46%
<b>Grand Total</b>		<b>\$76,266,935.29</b>	<b>\$21,519,576.48</b>	<b>28%</b>	<b>27%</b>

\*Debt Service and Employee Benefits are the only line items in this table that cover both Town and School Department expenditures.

## Other Revenues

The Town's Local Option Meals Tax and Room Occupancy Tax are reserved in the Robin Reyes Fund to offset debt service for major capital projects. The first quarter of local option meals and room occupancy taxes are tracking closely with FY2024.

Department	FY25 Q1	FY24 Q1
Local Option Meals and Room Occupancy Taxes	\$738,316.21	\$768,401.61