

# Finance Committee Quarterly Report

---

FY2025 Q1 REPORT, AS OF 9/30/2024

Marianne Fleckner, Director of Administration and Finance  
Ellie Anderson, Budget Manager



# FY2025 1<sup>st</sup> Quarter Financial Report

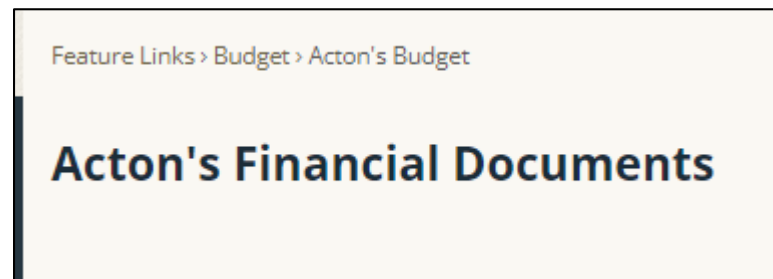
---

- The full quarterly report will be published on the Town's website in the Financial Documents section.

1.



2.



3.



# FY2025 Q1 – General Fund Revenues

---

	<b>FY2025 ALG</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Revenue to Date</b>	<b>% Collected</b>
Taxes	\$114,076,876	\$29,527,149			\$29,527,149	25.88%
Net State Aid	\$1,553,179	\$265,455			\$265,455	17.09%
Local Receipts	\$5,750,000	\$1,060,214			\$1,060,214	18.44%
<b>Total</b>	<b>\$121,380,055</b>	<b>\$30,852,818</b>			<b>\$30,852,818</b>	<b>25.42%</b>

General Fund Free Cash Certification as of 7/1/2024: \$5,137,003

# FY2025 Q1: General Fund Expenditures

---

FY2025 Budget	Actual	% Expended
\$38,993,663	\$13,215,724	33.89%

Note: Middlesex Retirement and OPEB contributions paid in full and upfront on July 1<sup>st</sup>

# FY2025 Q1 Financial Report

---

## Enterprise Funds

- Septage
- Transfer Station and Recycling
- Sewer
- Ambulance
- Transportation

# FY2025 Q1: Septage Enterprise

---

	<b>ATM Budget</b>	<b>(Less Retained Earnings)</b>	<b>Fees Only</b>	<b>YTD Actual</b>	<b>%</b>
Revenues	\$164,059	\$(64,059)	\$100,000	\$35,105	35.11%
Expenses	\$164,059		\$164,059	\$18,551	11.31%
Profit/(Loss)			\$16,554		

Free Cash Certification as of 7/1/2024: \$158,272

# FY2025 Q1: Transfer Station

<b>FY2025</b>	<b>ATM Budget</b>	<b>(Less Retained Earnings)</b>	<b>Fees Only</b>	<b>YTD Actual</b>	<b>%</b>
Revenues	\$839,876	\$(176,876)	\$663,000	\$318,694	48.07%
Expenses	\$839,876			\$102,443	12.20%
Profit/(Loss)				\$216,251	

Free Cash Certification as of 7/1/2024: \$652,544

**Notes:**

- Updated financial model and FY2025 Transfer Stations Rates presented to Select Board on August 26, 2024
- FY2026 Capital Request: Front End Loader. \$225,000

# FY2025 Q1: Sewer

FY2025	ATM Budget	(Less Retained Earnings)	Fees Only	YTD Actual	%
Revenues	\$1,884,771	\$(319,813)	\$1,564,958	\$409,740	26.18%
Expenses	\$1,884,771			\$411,813	21.85%
Profit/(Loss)				\$(2,072)	

Free Cash Certification as of 7/1/2024: \$1,661,431

**Notes:**

- Financial model presented to Sewer Commissioners at September 2023 Workshop
- FY2025 rates approved by Sewer Commissioners on June 17, 2024



# FY2025 Q1: Ambulance

FY2025	ATM Budget	(Less Retained Earnings)	Fees Only	YTD Actual	%
Revenues	\$1,942,550	\$(542,050)	\$1,400,500	\$358,842	25.62%
Expenses	\$1,942,550			\$383,774	19.76%
Profit/(Loss)				\$(24,932)	

Free Cash Certification as of 7/1/2024: \$313,232

**Notes:**

- Updated Ambulance Rates approved by Select Board on January 22, 2024
- Financial model and updated rates planned to be presented to the Select Board in early 2025

# FY2025 Q1: Transportation

FY2025	ATM Budget	(Less Retained Earnings)	Fees Only	YTD Actual	%
Revenues	\$470,561	\$(218,170)	\$252,391	\$46,058	18.25%
Expenses	\$470,561			\$107,647	22.88%
Profit/(Loss)				\$(61,590)	

Free Cash Certification as of 7/1/2024: \$147,660

**Notes:**

- Grant-funded Transportation Strategic Plan to be completed in FY2025

# FY2025 Q1 Financial Report

---

## Revolving Funds

- Fire Alarm Network
- Building Inspector
- Sealer or Weight & Measures
- Food Service
- Hazardous Materials
- Historical District Commission
- Stormwater Inspections
- CrossTown Connect
- Roadway Maintenance
- Fire Prevention
- Recreation Programs

# FY2025 Q1: Fire Alarm Network

---

Revenues	Properties which have a fire alarm box pay \$300 annually towards the maintenance and repair of that box, as well as towards the entire system
Expenses	Related OT, Equipment Repair and Servicing, and Telephone

<b>FY2025</b>	<b>ATM Budget</b>	<b>YTD Actual</b>	<b>%</b>
Revenues	\$75,115	\$3,700	4.93%
Expenses	\$75,115	\$4,295	5.72%
Profit/(Loss)		\$(595)	

FY2024 End of Year Balance (unaudited): \$182,024

# FY2025 Q1: Building Inspector

---

Revenues	Plumbing and wiring permit fees
Expenses	Inspector and administrative salaries, contractual services (MOA agreement with Littleton for shared inspectional services), professional services, related health insurance

FY2025	ATM Budget	YTD Actual	%
Revenues	\$517,909	\$74,342	14.35%
Expenses	\$517,909	\$20,044	3.87%
Profit/(Loss)		\$54,298	

FY2024 End of Year Balance (unaudited): \$712,087

**Notes:**

- FY2026 New Staff Request: Fire Prevention Officer
- Fund supports the annual cost of OpenGov

# FY2025 Q1: Sealer of Weights & Measures

---

Revenues	Licenses and permits
Expenses	Staff salaries and health insurance, professional services and professional development

<b>FY2025</b>	<b>ATM Budget</b>	<b>YTD Actual</b>	<b>%</b>
Revenues	\$21,603	\$1,450	6.71%
Expenses	\$21,603	\$7,408	34.29%
Profit/(Loss)		\$(5,958)	

FY2024 End of Year Balance (unaudited): \$68,424

# FY2025 Q1: Food Service Inspection

---

Revenues	Food service permits
Expenses	Staff salaries and health insurance, professional services, supplies

<b>FY2025</b>	<b>ATM Budget</b>	<b>YTD Actual</b>	<b>%</b>
Revenues	\$47,790	\$5,325	11.14%
Expenses	\$47,790	\$10,216	21.38%
Profit/(Loss)		\$(4,891)	

FY2024 End of Year Balance (unaudited): \$21,382

# FY2025 Q1: Hazardous Materials

---

Revenues	Licenses and permits
Expenses	Staff salaries and health insurance, contractual and professional services, funding for Hazardous Waste Day, and supplies

<b>FY2025</b>	<b>ATM Budget</b>	<b>YTD Actual</b>	<b>%</b>
Revenues	\$48,791	\$5,545	11.36%
Expenses	\$48,791	\$6,762	13.86%
Profit/(Loss)		\$(1,217)	

FY2024 End of Year Balance (unaudited): \$2,404



# FY2025 Q1: Historic District Commission

---

Revenues	Historical District Fee
Expenses	Office supplies

<b>FY2025</b>	<b>ATM Budget</b>	<b>YTD Actual</b>	<b>%</b>
Revenues	\$200	\$90	45%
Expenses	\$200	\$0	0%
Profit/(Loss)		\$90	

FY2024 End of Year Balance (unaudited): \$2,404

# FY2025 Q1: Stormwater Inspections

---

Revenues	Fees
Expenses	Staff salaries and health insurance, professional and contractual services, materials and equipment, and supplies

FY2025	ATM Budget	YTD Actual	%
Revenues	\$92,490	\$34,220	37.00%
Expenses	\$92,490	\$4,666	5.04%
Profit/(Loss)		\$29,554	

FY2024 End of Year Balance (unaudited): \$210,224

**Notes:**

- FY2026 Capital Request: Stormwater Management Program – Utility Fee Feasibility Study, \$100,000

# FY2025 Q1: CrossTown Connect

---

Revenues	Public partner contributions
Expenses	Professional and contractual services

<b>FY2025</b>	<b>ATM Budget</b>	<b>YTD Actual</b>	<b>%</b>
Revenues	\$180,000	\$11,000	6.11%
Expenses	\$180,000	\$0	0.00%
Profit/(Loss)		\$11,000	

FY2024 End of Year Balance (unaudited): \$70,088

# FY2025 Q1: Roadway Maintenance

---

Revenues	Street cut permits
Expenses	Salaries and health insurance, contractual services

<b>FY2025</b>	<b>ATM Budget</b>	<b>YTD Actual</b>	<b>%</b>
Revenues	\$53,613	\$6,095	11.37%
Expenses	\$53,613	\$1,629	3.04%
Profit/(Loss)		\$4,466	

FY2024 End of Year Balance (unaudited): \$150,288

# FY2025 Q1: Public Shade Tree

---

Revenues	Fees/gifts or donations
Expenses	Materials and equipment

<b>FY2025</b>	<b>ATM Budget</b>	<b>YTD Actual</b>	<b>%</b>
Revenues	\$25,000	\$0	0.00%
Expenses	\$25,000	\$0	0.00%
Profit/(Loss)		\$0	

FY2024 End of Year Balance (unaudited): \$0

# FY2025 Q1: Fire Prevention

---

Revenues	Licenses and permits
Expenses	Salaries and health insurance, professional services, equipment repair and servicing

<b>FY2025</b>	<b>ATM Budget</b>	<b>YTD Actual</b>	<b>%</b>
Revenues	\$75,000	\$8,600	11.47%
Expenses	\$75,000	\$0	0.00%
Profit/(Loss)		\$8,600	

FY2024 End of Year Balance (unaudited): \$0

# FY2025 Q1: Recreation Programs

Revenues	Camp, field permit, program, beach and recreation fees
Expenses	Seasonal and temp wages, building and grounds maintenance, utilities, professional services, and supplies

FY2025	ATM Budget	YTD Actual	%
Revenues	\$754,700	\$143,384	19.00%
Expenses	\$754,700	\$351,617	46.59%
Profit/(Loss)		\$(208,233)	

FY2024 End of Year Balance (unaudited): \$523,871

## Notes:

- Recreation Programs Financial Model in progress, plan to review fees ahead of following camp season
- In the process of developing a plan to use the fund balance to address capital needs and upgrades at NARA Park
- FY26 CIP Request to fund roof design, NARA roof included, with construction to be paid from this fund

Thank you!