

Town of Andover
Board of Finance

Wednesday, January 22, 2020
Town Hall Community Room,
17 School Road

Regular Meeting
Packet

Agenda

Town of Andover
Board of Finance
Wednesday, January 22, 2020
Town Hall Community Room, 17 School Road

Regular Meeting Agenda

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions of Agenda Items
4. Town Administrator's Report
5. Treasurer's Report
 - a. Town Budget Summary
 - b. Revenue Summary
 - c. TAR Spending
 - d. Over Expenditure Report
6. Budget Transfers
 - a. Budget Transfers/Supplemental Appropriations
7. Old Business

Discuss and act upon the following

 - a. Auditor RFP
 - b. BOF member to serve on the BOE Shared Educational Services Committee – Marc Brinker
 - c. BOF member to serve on the BOS Community/Senior Center Building Committee – Diane Choquette
8. New Business
 - a. 2020 BOF Meeting Packet Calendar
 - b. BOF member to serve on the BOS Shared Services Committee - TBD
 - c. BOS approved FY 2021 budget schedule
9. Approval of Meeting Minutes
 - a. Tuesday, November 19, 2019 Regular Meeting Minutes
10. Liaison Reports
11. Board Open Discussion
12. Public Speak
13. Adjournment

Helpfully submitted by Board Clerk/Administrative Assistant, Amanda Gibson.

Treasurer's Report

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

01/21/2020
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0101-100 First Selectman Salary	\$2,500.00	\$2,500.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	50.00%
1-100-01-0101-105 Selectmen Salary	\$4,800.00	\$4,800.00	\$1,800.00	\$0.00	\$0.00	\$3,000.00	37.50%
1-100-01-0101-115 Board Clerk BOS	\$1,500.00	\$1,500.00	\$817.50	\$0.00	\$0.00	\$682.50	54.50%
1-100-01-0101-330 CONF. SEMINARS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-381 Moving	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-580 Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-810 Dues/ Memberships	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0101-836 Veteran's Day Committee	\$500.00	\$500.00	\$176.63	\$0.00	\$0.00	\$323.37	35.33%
01 General Government	\$9,400.00	\$9,400.00	\$4,044.13	\$0.00	\$0.00	\$5,355.87	43.02%
1-100-01-0102-100 Town Administrator Salary	\$87,550.00	\$87,550.00	\$30,227.18	\$0.00	\$0.00	\$57,322.82	34.53%
1-100-01-0102-120 Adminstrative Assistant	\$13,840.00	\$13,840.00	\$7,152.84	\$0.00	\$0.00	\$6,687.16	51.68%
1-100-01-0102-150 Merit Based Compensation Adj Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0102-330 Conference/Seminars	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-01-0102-535 Mobile Phone	\$650.00	\$650.00	\$332.91	\$0.00	\$0.00	\$317.09	51.22%
1-100-01-0102-580 Mileage	\$1,600.00	\$1,600.00	\$400.00	\$0.00	\$0.00	\$1,200.00	25.00%
1-100-01-0102-810 Dues/Memberships	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
01 General Government	\$104,290.00	\$104,290.00	\$38,112.93	\$0.00	\$0.00	\$66,177.07	36.55%
1-100-01-0103-121 Board Clerk Wages-BOF	\$1,715.00	\$1,715.00	\$247.50	\$0.00	\$0.00	\$1,467.50	14.43%
1-100-01-0103-310 Legal	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
1-100-01-0103-610 Office Supplies-BOF	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
01 General Government	\$6,765.00	\$6,765.00	\$247.50	\$0.00	\$0.00	\$6,517.50	3.66%
1-100-01-0105-320 Annual Audit-Auditor	\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$32,000.00	0.00%
1-100-01-0105-322 Accounting Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0105-325 Actuarial Services	\$3,500.00	\$3,500.00	\$5,075.00	\$0.00	\$0.00	(\$1,575.00)	145.00%
01 General Government	\$35,500.00	\$35,500.00	\$5,075.00	\$0.00	\$0.00	\$30,425.00	14.30%
1-100-01-0107-310 Legal Retainer	\$19,000.00	\$19,000.00	\$2,250.00	\$0.00	\$0.00	\$16,750.00	11.84%
1-100-01-0107-311 P & Z-Legal Counsel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0107-312 Assessor - Legal Counsel	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
01 General Government	\$25,000.00	\$25,000.00	\$2,250.00	\$0.00	\$0.00	\$22,750.00	9.00%
1-100-01-0109-100 Salary-Treasurer	\$61,800.00	\$61,800.00	\$29,711.50	\$0.00	\$0.00	\$32,088.50	48.08%
1-100-01-0109-120 Assistant Treasurer	\$28,388.00	\$28,388.00	\$13,530.00	\$0.00	\$0.00	\$14,858.00	47.66%
1-100-01-0109-155 FY18 Treasurer Office Supplement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0109-330 Conference/Seminars	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0109-438 Equip. Maint.-Treasurer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0109-580 Mileage	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0109-609 Equipment-Treasurer	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
1-100-01-0109-735 Computer Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$92,388.00	\$92,388.00	\$43,241.50	\$0.00	\$0.00	\$49,146.50	46.80%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

01/21/2020
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0111-100 Salary-Tax Collector	\$43,941.00	\$43,941.00	\$21,122.53	\$0.00	\$0.00	\$22,818.47	48.07%
1-100-01-0111-109 DMV Fees	\$850.00	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00	0.00%
1-100-01-0111-330 Conf. & Seminars-Tax Collector	\$400.00	\$400.00	\$42.00	\$0.00	\$0.00	\$358.00	10.50%
1-100-01-0111-371 Bounced Check Fee-Tax Collector	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0111-438 Equip. Maint.-Tax Collector	\$8,500.00	\$8,500.00	\$7,801.65	\$0.00	\$0.00	\$698.35	91.78%
1-100-01-0111-580 Mileage-Tax Collector	\$150.00	\$150.00	\$76.09	\$0.00	\$0.00	\$73.91	50.73%
1-100-01-0111-610 Office Supplies-Tax Collector	\$680.00	\$680.00	\$195.00	\$0.00	\$0.00	\$485.00	28.68%
1-100-01-0111-810 MEMBERSHIP	\$100.00	\$100.00	\$20.00	\$0.00	\$0.00	\$80.00	20.00%
1-100-01-0111-901 Tax Collector-Equipment	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
01 General Government	\$55,121.00	\$55,121.00	\$29,257.27	\$0.00	\$0.00	\$25,863.73	53.08%
1-100-01-0113-100 Salary-Assessor	\$28,374.00	\$28,374.00	\$13,641.49	\$0.00	\$0.00	\$14,732.51	48.08%
1-100-01-0113-120 Salary-Assst. Assessor	\$34,765.00	\$34,765.00	\$16,711.04	\$0.00	\$0.00	\$18,053.96	48.07%
1-100-01-0113-335 Training/Assessor	\$610.00	\$610.00	\$0.00	\$0.00	\$0.00	\$610.00	0.00%
1-100-01-0113-438 Software-Assessor	\$16,162.00	\$16,162.00	\$13,962.00	\$0.00	\$0.00	\$2,200.00	86.39%
1-100-01-0113-580 Mileage-Assessor	\$500.00	\$500.00	\$55.92	\$0.00	\$0.00	\$444.08	11.18%
1-100-01-0113-610 Office Supplies-Assessor	\$400.00	\$400.00	\$192.50	\$0.00	\$0.00	\$207.50	48.13%
1-100-01-0113-612 Books / Subs.-Assessor	\$450.00	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	0.00%
01 General Government	\$81,261.00	\$81,261.00	\$44,562.95	\$0.00	\$0.00	\$36,698.05	54.84%
1-100-01-0115-100 Salaries-BAA	\$656.00	\$656.00	\$164.00	\$0.00	\$0.00	\$492.00	25.00%
1-100-01-0115-120 BAA-Clerk	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0115-335 BAA-Training	\$150.00	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	100.00%
01 General Government	\$906.00	\$906.00	\$314.00	\$0.00	\$0.00	\$592.00	34.66%
1-100-01-0117-100 Salary-Town Clerk	\$46,731.00	\$46,731.00	\$22,467.00	\$0.00	\$0.00	\$24,264.00	48.08%
1-100-01-0117-120 Asst. Salary-Town Clerk	\$21,940.00	\$21,940.00	\$9,516.55	\$0.00	\$0.00	\$12,423.45	43.38%
1-100-01-0117-330 Conf. / Seminars-Town Clerk	\$1,000.00	\$1,000.00	\$430.00	\$0.00	\$0.00	\$570.00	43.00%
1-100-01-0117-335 Training-Town clerk	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-01-0117-438 Equip. Maint.-Town Clerk	\$540.00	\$540.00	\$0.00	\$0.00	\$0.00	\$540.00	0.00%
1-100-01-0117-580 Mileage-Town Clerk	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0117-610 Office Supplies-Town Clerk	\$1,400.00	\$1,400.00	\$35.07	\$0.00	\$0.00	\$1,364.93	2.51%
1-100-01-0117-612 Land Records-Town Clerk	\$10,100.00	\$10,100.00	\$4,536.60	\$0.00	\$0.00	\$5,563.40	44.92%
1-100-01-0117-616 Maps Fiming & Indexing-Town Clerk	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-01-0117-810 Dues / Memberships-Town Clerk	\$500.00	\$500.00	\$210.00	\$0.00	\$0.00	\$290.00	42.00%
1-100-01-0117-865 Vital Statistics-Town Clerk	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-01-0117-885 Restoration-Town Clerk	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
01 General Government	\$85,611.00	\$85,611.00	\$37,195.22	\$0.00	\$0.00	\$48,415.78	43.45%
1-100-01-0119-800 Misc. Expenses-Probate Court	\$3,054.00	\$3,054.00	\$3,054.00	\$0.00	\$0.00	\$0.00	100.00%
01 General Government	\$3,054.00	\$3,054.00	\$3,054.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-01-0121-100 Salaries-Elections	\$14,095.00	\$14,095.00	\$991.44	\$0.00	\$0.00	\$13,103.56	7.03%
1-100-01-0121-335 Training - Elections	\$550.00	\$550.00	\$131.84	\$0.00	\$0.00	\$418.16	23.97%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

01/21/2020
 Fiscal Year 2019-2020

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1-100-01-0121-438 Equip. Maint.-Elections	\$3,000.00	\$3,000.00	\$600.00	\$0.00	\$0.00	\$2,400.00	20.00%
1-100-01-0121-610 Supplies-Elections	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0.00%
1-100-01-0121-800 MISC/CANV	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.00%
1-100-01-0121-830 Meals-Elections	\$550.00	\$550.00	\$48.28	\$0.00	\$0.00	\$501.72	8.78%
01 General Government	\$25,315.00	\$25,315.00	\$1,771.56	\$0.00	\$0.00	\$23,543.44	7.00%
1-100-01-0123-432 Building Maint.- Old Town Hall	\$3,200.00	\$3,200.00	\$472.26	\$0.00	\$0.00	\$2,727.74	14.76%
1-100-01-0123-490 Alarm System-Old Town Hall	\$800.00	\$800.00	\$537.10	\$0.00	\$0.00	\$262.90	67.14%
1-100-01-0123-530 Telephone-Old Town Hall	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0123-601 Electricity-Old Town Hall	\$570.00	\$570.00	\$286.36	\$0.00	\$0.00	\$283.64	50.24%
1-100-01-0123-603 Fuel Oil-Old Town Hall	\$400.00	\$400.00	\$589.72	\$0.00	\$0.00	(\$189.72)	147.43%
01 General Government	\$4,970.00	\$4,970.00	\$1,885.44	\$0.00	\$0.00	\$3,084.56	37.94%
1-100-01-0125-100 Salary-Registrars	\$7,712.00	\$7,712.00	\$4,461.88	\$0.00	\$0.00	\$3,250.12	57.86%
1-100-01-0125-120 Asst. Salary-Registrars	\$800.00	\$800.00	\$400.00	\$0.00	\$0.00	\$400.00	50.00%
1-100-01-0125-330 CONF & SEMINARS	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
1-100-01-0125-335 Registrar-Training	\$3,500.00	\$3,500.00	\$120.00	\$0.00	\$0.00	\$3,380.00	3.43%
1-100-01-0125-580 Mileage-Registrars	\$500.00	\$500.00	\$59.16	\$0.00	\$0.00	\$440.84	11.83%
1-100-01-0125-610 Office Supplies-Registrars	\$600.00	\$600.00	\$11.50	\$0.00	\$0.00	\$588.50	1.92%
1-100-01-0125-810 Dues / Memberships-Registrars	\$200.00	\$200.00	\$170.00	\$0.00	\$0.00	\$30.00	85.00%
01 General Government	\$14,512.00	\$14,512.00	\$5,222.54	\$0.00	\$0.00	\$9,289.46	35.99%
1-100-01-0127-540 Legal Ads-Advertising	\$5,500.00	\$5,500.00	\$2,038.89	\$0.00	\$0.00	\$3,461.11	37.07%
01 General Government	\$5,500.00	\$5,500.00	\$2,038.89	\$0.00	\$0.00	\$3,461.11	37.07%
1-100-01-0129-315 Payroll Service-Town Office	\$7,185.00	\$7,185.00	\$2,623.00	\$0.00	\$0.00	\$4,562.00	36.51%
1-100-01-0129-330 CONFERENCES & SEMINARS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0129-350 Water Testing	\$500.00	\$500.00	\$220.00	\$0.00	\$0.00	\$280.00	44.00%
1-100-01-0129-365 Elevator-Service Contract	\$2,400.00	\$2,400.00	\$2,203.20	\$0.00	\$0.00	\$196.80	91.80%
1-100-01-0129-401 Elevator Permit	\$240.00	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00	0.00%
1-100-01-0129-430 ProComm.Maint. Agr.-Town Office Building	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-01-0129-432 Building Maint.-Town Office Building	\$3,500.00	\$3,500.00	\$109.20	\$0.00	\$0.00	\$3,390.80	3.12%
1-100-01-0129-434 Furnace Maint.-Town Office Building	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0129-439 Software Maint.-Town Office Building	\$4,000.00	\$4,000.00	\$2,795.98	\$0.00	\$0.00	\$1,204.02	69.90%
1-100-01-0129-442 Computer Tech Support	\$8,000.00	\$8,000.00	\$3,375.00	\$0.00	\$0.00	\$4,625.00	42.19%
1-100-01-0129-444 Copier Rental-Town Office	\$2,600.00	\$2,600.00	\$1,418.23	\$0.00	\$0.00	\$1,181.77	54.55%
1-100-01-0129-490 Alarm System-Town Office	\$300.00	\$300.00	\$250.00	\$0.00	\$0.00	\$50.00	83.33%
1-100-01-0129-493 TN 911	\$10,069.00	\$10,069.00	\$10,068.80	\$0.00	\$0.00	\$0.20	99.99%
1-100-01-0129-530 Telephone-Town Office Building	\$10,600.00	\$10,600.00	\$6,150.98	\$0.00	\$0.00	\$4,449.02	58.03%
1-100-01-0129-531 Postage-Town Office	\$7,500.00	\$7,500.00	\$2,448.43	\$0.00	\$0.00	\$5,051.57	32.65%
1-100-01-0129-533 Postage Meter Rental-Town Office	\$600.00	\$600.00	\$300.00	\$0.00	\$0.00	\$300.00	50.00%
1-100-01-0129-537 Internet Cable-Office Building	\$1,650.00	\$1,650.00	\$784.45	\$0.00	\$0.00	\$865.55	47.54%
1-100-01-0129-550 Printing-Town Office Building	\$1,400.00	\$1,400.00	\$604.78	\$0.00	\$0.00	\$795.22	43.20%

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Andover Town & School 2019-2020

01/21/2020
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0129-601 Electricity-Town Office Building	\$7,700.00	\$7,700.00	\$4,409.19	\$0.00	\$0.00	\$3,290.81	57.26%
1-100-01-0129-603 Fuel Oil-Town Office Building	\$5,000.00	\$5,000.00	\$2,419.11	\$0.00	\$0.00	\$2,580.89	48.38%
1-100-01-0129-609 Equipment-Town Office Building	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
1-100-01-0129-610 Office Supplies-Town Office Building	\$2,000.00	\$2,000.00	\$1,814.72	\$0.00	\$0.00	\$185.28	90.74%
1-100-01-0129-611 Office Furniture	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-01-0129-652 Janitorial Supplies-Town Office Building	\$1,000.00	\$1,000.00	\$425.41	\$0.00	\$0.00	\$574.59	42.54%
1-100-01-0129-735 Computer Repl. & Service Town Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$79,844.00	\$79,844.00	\$42,420.48	\$0.00	\$0.00	\$37,423.52	53.13%
1-100-01-0131-100 Adm. Asst. Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-140 Wages-Administrative Asst I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-141 Wages-Administrative Asst II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-142 Wages-Administrative Asst III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-360 Web Site	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0133-815 Dog Damage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0135-100 Salary-Civil Preparedness	\$515.00	\$515.00	\$257.50	\$0.00	\$0.00	\$257.50	50.00%
1-100-01-0135-335 Civil Preparedness Training	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
1-100-01-0135-435 Vehicle Maintenance	\$1,000.00	\$1,000.00	\$157.26	\$0.00	\$0.00	\$842.74	15.73%
1-100-01-0135-535 Mobil Phone-Civil Prep	\$750.00	\$750.00	\$296.02	\$0.00	\$0.00	\$453.98	39.47%
01 General Government	\$2,615.00	\$2,615.00	\$710.78	\$0.00	\$0.00	\$1,904.22	27.18%
1-100-01-0137-500 Insurance	\$109,252.00	\$109,252.00	\$86,734.00	\$0.00	\$0.00	\$22,518.00	79.39%
01 General Government	\$109,252.00	\$109,252.00	\$86,734.00	\$0.00	\$0.00	\$22,518.00	79.39%
1-100-01-0141-205 Social Security-Employee Benefits	\$46,500.00	\$46,500.00	\$21,885.37	\$0.00	\$0.00	\$24,614.63	47.07%
1-100-01-0141-207 Medicare-Employee Benefits	\$10,800.00	\$10,800.00	\$5,118.29	\$0.00	\$0.00	\$5,681.71	47.39%
1-100-01-0141-210 Unempl. Comp.-Employee Benefits	\$7,500.00	\$7,500.00	\$2,291.76	\$0.00	\$0.00	\$5,208.24	30.56%
1-100-01-0141-215 Health Insurance-Employee Benefits	\$205,000.00	\$205,000.00	\$112,889.15	\$0.00	\$0.00	\$92,110.85	55.07%
1-100-01-0141-220 Dental-Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0141-221 Longevity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0141-223 Disability-Employee Benefits	\$2,100.00	\$2,100.00	\$980.50	\$0.00	\$0.00	\$1,119.50	46.69%
1-100-01-0141-225 Life Ins.-Employee Benefits	\$1,200.00	\$1,200.00	\$1,087.77	\$0.00	\$0.00	\$112.23	90.65%
1-100-01-0141-230 Retirement-Employee Benefits	\$80,000.00	\$80,000.00	\$36,723.93	\$0.00	\$0.00	\$43,276.07	45.90%
1-100-01-0141-280 Physicals-Employee Benefits	\$2,500.00	\$2,500.00	\$561.00	\$0.00	\$0.00	\$1,939.00	22.44%
1-100-01-0141-290 Amort. Merf-Employee Benefits	\$131.00	\$131.00	\$131.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-01-0141-295 Adm. Fee Merf.-Employee Benefits	\$2,990.00	\$2,990.00	\$2,990.00	\$0.00	\$0.00	\$0.00	100.00%
01 General Government	\$358,721.00	\$358,721.00	\$184,658.77	\$0.00	\$0.00	\$174,062.23	51.48%
1-100-01-0143-100 Salaries-Drivers/Dispatch	\$15,107.00	\$15,107.00	\$8,809.64	\$0.00	\$0.00	\$6,297.36	58.31%
1-100-01-0143-380 Comm. Drivers Test-Dial a Ride	\$1,000.00	\$1,000.00	\$300.00	\$0.00	\$0.00	\$700.00	30.00%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

01/21/2020
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0143-435 Vehicle Maint.-Dial a Ride	\$3,000.00	\$3,000.00	\$2,827.47	\$0.00	\$0.00	\$172.53	94.25%
1-100-01-0143-580 Dial-A-Ride Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0143-603 Fuel-Dial a Ride	\$2,000.00	\$2,000.00	\$1,146.99	\$0.00	\$0.00	\$853.01	57.35%
1-100-01-0143-630 Oil-Dial a Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0143-810 Due / Memberships-Dial a Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$21,107.00	\$21,107.00	\$13,084.10	\$0.00	\$0.00	\$8,022.90	61.99%
1-100-01-0145-100 Municipal Agent-Salary	\$2,265.00	\$2,265.00	\$454.36	\$0.00	\$0.00	\$1,810.64	20.06%
1-100-01-0145-330 Municipal Agent-Conferences	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-531 Postage-Senior Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-537 Internet Cable-Seniors Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-580 Municipal Agent-Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-610 Municipal Agent-Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-800 McSweeney Center-Senior Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-820 Senior Lunch-Senior Citizens	\$1,080.00	\$1,080.00	\$1,080.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-01-0145-840 Municipal Agents-Senior Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-870 Programs-Senior Citizens	\$2,000.00	\$2,000.00	\$1,375.00	\$0.00	\$0.00	\$625.00	68.75%
1-100-01-0145-875 Trips-Senior Citizens	\$4,000.00	\$4,000.00	\$1,738.00	\$0.00	\$0.00	\$2,262.00	43.45%
1-100-01-0145-901 Equipment-Municipal Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$9,345.00	\$9,345.00	\$4,647.36	\$0.00	\$0.00	\$4,697.64	49.73%
1-100-01-0147-365 Cleaning Service	\$10,000.00	\$10,000.00	\$4,395.00	\$0.00	\$0.00	\$5,605.00	43.95%
01 General Government	\$10,000.00	\$10,000.00	\$4,395.00	\$0.00	\$0.00	\$5,605.00	43.95%
1-100-01-0149-432 Building Maint.-Old Fire House	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0149-434 Furnace Maint.-Old Fire House	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-01-0149-490 Alarm Maint.-Old Fire House	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
1-100-01-0149-530 Telephone-Old Fire House	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0149-601 Electricity-Old Fire House	\$2,200.00	\$2,200.00	\$608.50	\$0.00	\$0.00	\$1,591.50	27.66%
1-100-01-0149-603 Fuel Oil-Old Fire House	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0149-605 Propane-Old Fire House	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$3,250.00	\$3,250.00	\$608.50	\$0.00	\$0.00	\$2,641.50	18.72%
1-100-01-0151-100 Dog Warden Salary-Dog Fund	\$3,500.00	\$3,500.00	\$1,683.63	\$0.00	\$0.00	\$1,816.37	48.10%
1-100-01-0151-434 Furnace Maintenance - Dog Pound	\$165.00	\$165.00	\$0.00	\$0.00	\$0.00	\$165.00	0.00%
1-100-01-0151-580 Dog Warden-Mileage	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
1-100-01-0151-610 Dog Warden - Supplies	\$750.00	\$750.00	\$304.40	\$0.00	\$0.00	\$445.60	40.59%
01 General Government	\$4,815.00	\$4,815.00	\$1,988.03	\$0.00	\$0.00	\$2,826.97	41.29%
1-100-01-0153-800 Historical Society	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
01 General Government	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-01-0155-800 TOWN ETHICS COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

TOWN BUDGET SUMMARY

Andover Town & School 2019-2020

01/21/2020

Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-02-0201-841 Health Director	\$17,600.00	\$17,600.00	\$8,802.08	\$0.00	\$0.00	\$8,797.92	50.01%
1-100-02-0201-999 EASTERN HIGHLANDS HEALTH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
02 Conservation	\$17,600.00	\$17,600.00	\$8,802.08	\$0.00	\$0.00	\$8,797.92	50.01%
1-100-02-0203-842 Visiting Nurse Assoc.	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
02 Conservation	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
1-100-02-0205-843 N.C. Mental Health	\$231.00	\$231.00	\$231.00	\$0.00	\$0.00	\$0.00	100.00%
02 Conservation	\$231.00	\$231.00	\$231.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-02-0207-844 AHM Youth Services	\$41,503.00	\$41,503.00	\$41,459.20	\$0.00	\$0.00	\$43.80	99.99%
02 Conservation	\$41,503.00	\$41,503.00	\$41,459.20	\$0.00	\$0.00	\$43.80	99.99%
1-100-03-0301-100 Salary-Public Works	\$168,833.00	\$168,833.00	\$80,550.03	\$0.00	\$0.00	\$88,282.97	47.71%
1-100-03-0301-111 Temp/PW	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
1-100-03-0301-112 Overtime/PW	\$2,500.00	\$2,500.00	\$375.85	\$0.00	\$0.00	\$2,124.15	15.03%
1-100-03-0301-390 Tree Removal-Public Works Department	\$10,000.00	\$10,000.00	\$5,510.00	\$0.00	\$0.00	\$4,490.00	55.10%
1-100-03-0301-391 Fire Ext. Ck.-Public Works	\$600.00	\$600.00	\$335.85	\$0.00	\$0.00	\$264.15	55.98%
1-100-03-0301-392 Welding Supply-Public Works	\$850.00	\$850.00	\$304.12	\$0.00	\$0.00	\$545.88	35.78%
1-100-03-0301-431 Tires Maint.-Public Works	\$600.00	\$600.00	\$128.00	\$0.00	\$0.00	\$472.00	21.33%
1-100-03-0301-435 Vehicle Maint.Public Works	\$12,000.00	\$12,000.00	\$18,760.84	\$0.00	\$0.00	(\$6,760.84)	156.34%
1-100-03-0301-437 Sweeper Exp.-Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0301-448 Misc. Labor/Rental-Town Garage	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
1-100-03-0301-535 Mobile Phone-Public Works	\$400.00	\$400.00	\$380.68	\$0.00	\$0.00	\$19.32	95.17%
1-100-03-0301-602 Diesel-Public Works	\$20,000.00	\$20,000.00	\$12,360.17	\$0.00	\$0.00	\$7,639.83	61.80%
1-100-03-0301-603 Fuel-Public Works	\$4,000.00	\$4,000.00	\$3,168.17	\$0.00	\$0.00	\$831.83	79.20%
1-100-03-0301-620 Brooms-Public Works	\$950.00	\$950.00	\$0.00	\$0.00	\$0.00	\$950.00	0.00%
1-100-03-0301-622 Tires-Public Works	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
1-100-03-0301-630 Lub Oils Engine-Public Works Department	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-03-0301-632 Trans. Oil-Public Works Department	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0301-633 Filters/antifreeze-Public Works Department	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
1-100-03-0301-634 Grease-Public Works Department	\$130.00	\$130.00	\$0.00	\$0.00	\$0.00	\$130.00	0.00%
1-100-03-0301-635 J.D. Oil-Public Works Department	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0301-636 Hyd. Oil-Public Works Department	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-03-0301-637 Fuel Add.-Public Works Department	\$750.00	\$750.00	\$515.74	\$0.00	\$0.00	\$234.26	68.77%
1-100-03-0301-638 Shop Supplies-Public Works	\$2,600.00	\$2,600.00	\$1,284.26	\$0.00	\$0.00	\$1,315.74	49.39%
1-100-03-0301-640 Sweeper Supplies-Public Works	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-03-0301-654 Uniforms & Shoes-Town Garage	\$2,700.00	\$2,700.00	\$1,356.70	\$0.00	\$0.00	\$1,343.30	50.25%
1-100-03-0301-730 Radios-Public Works	\$1,000.00	\$1,000.00	\$97.00	\$0.00	\$0.00	\$903.00	9.70%
1-100-03-0301-732 Signs-Public works	\$2,150.00	\$2,150.00	\$399.00	\$0.00	\$0.00	\$1,751.00	18.56%
1-100-03-0301-734 Tools-Public Works	\$2,700.00	\$2,700.00	\$2,019.95	\$0.00	\$0.00	\$680.05	74.81%
1-100-03-0301-810 Dues/ Memberships-Public Works	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
03 Public Works	\$242,563.00	\$242,563.00	\$127,546.36	\$0.00	\$0.00	\$115,016.64	52.58%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

01/21/2020
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-03-0303-130 Overtime Wages-Snow Removal	\$20,000.00	\$20,000.00	\$6,281.77	\$0.00	\$0.00	\$13,718.23	31.41%
1-100-03-0303-365 Contracted Snow Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0303-436 Ice Maint. Bldg.--Snow Removal	\$400.00	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-03-0303-624 Paint-Snow Removal	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-03-0303-642 Plow Blades-Snow Removal	\$2,400.00	\$2,400.00	\$2,632.78	\$0.00	\$0.00	(\$232.78)	109.70%
1-100-03-0303-643 Sanding Equip-Snow Removal	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-03-0303-644 Sand-Snow Removal	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$24,000.00	0.00%
1-100-03-0303-646 Salt-Snow Removal	\$40,000.00	\$40,000.00	\$42,693.31	\$0.00	\$0.00	(\$2,693.31)	106.73%
1-100-03-0303-830 Meals-Snow Removal	\$650.00	\$650.00	\$243.00	\$0.00	\$0.00	\$407.00	37.38%
03 Public Works	\$88,550.00	\$88,550.00	\$52,250.86	\$0.00	\$0.00	\$36,299.14	59.01%
1-100-03-0305-410 Street Lighting	\$7,500.00	\$7,500.00	\$3,396.60	\$0.00	\$0.00	\$4,103.40	45.29%
03 Public Works	\$7,500.00	\$7,500.00	\$3,396.60	\$0.00	\$0.00	\$4,103.40	45.29%
1-100-03-0307-451 Road Maintenance-Town Aid Roads	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0307-716 Times Farms Rd Bridge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0307-999 Town Aid Roads	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03 Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0309-215 Medical / Drug-Town Garage	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-03-0309-330 Conf/Seminars-Town Garage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0309-432 Building Maint.-Town Garage	\$4,000.00	\$4,000.00	\$855.00	\$0.00	\$0.00	\$3,145.00	21.38%
1-100-03-0309-434 Furnance Maint.-Town Garage	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
1-100-03-0309-490 Alarm Systems-Town Garage	\$300.00	\$300.00	\$250.00	\$0.00	\$0.00	\$50.00	83.33%
1-100-03-0309-530 Telephone-Town Garage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0309-537 Internet Cable-Town Garage	\$1,200.00	\$1,200.00	\$579.25	\$0.00	\$0.00	\$620.75	48.27%
1-100-03-0309-601 Electricity-Town Garage	\$3,600.00	\$3,600.00	\$1,553.41	\$0.00	\$0.00	\$2,046.59	43.15%
1-100-03-0309-603 Fuel Oil-Town Garage	\$5,100.00	\$5,100.00	\$0.00	\$0.00	\$0.00	\$5,100.00	0.00%
1-100-03-0309-610 Office Supplies-Town Garage	\$100.00	\$100.00	\$193.81	\$0.00	\$0.00	(\$93.81)	193.81%
1-100-03-0309-618 Computer Supplies-Town Garage	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
03 Public Works	\$15,750.00	\$15,750.00	\$3,431.47	\$0.00	\$0.00	\$12,318.53	21.79%
1-100-03-0311-370 Consulting Fees-Engineer	\$6,000.00	\$6,000.00	\$977.50	\$0.00	\$0.00	\$5,022.50	16.29%
03 Public Works	\$6,000.00	\$6,000.00	\$977.50	\$0.00	\$0.00	\$5,022.50	16.29%
1-100-03-0313-420 Mowing-Ground Care	\$14,000.00	\$14,000.00	\$10,111.14	\$0.00	\$0.00	\$3,888.86	72.22%
1-100-03-0313-422 Beautifications-Ground Care	\$1,500.00	\$1,500.00	\$434.44	\$0.00	\$0.00	\$1,065.56	28.96%
1-100-03-0313-424 Old Cemetary - Maintenance	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
03 Public Works	\$17,000.00	\$17,000.00	\$10,545.58	\$0.00	\$0.00	\$6,454.42	62.03%
1-100-04-0401-121 Board Clerk Wages	\$0.00	\$0.00	\$137.20	\$0.00	\$0.00	(\$137.20)	0.00%
1-100-04-0401-438 Equip. Maint.-Fire Department	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0401-800 Fire Department	\$136,650.00	\$136,650.00	\$102,487.50	\$0.00	\$0.00	\$34,162.50	75.00%
04 Public Safety	\$136,650.00	\$136,650.00	\$102,624.70	\$0.00	\$0.00	\$34,025.30	75.10%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

01/21/2020
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-04-0403-130 Overtime-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-375 Contract St. Fee-Law Enforcement	\$175,356.00	\$175,356.00	\$0.00	\$0.00	\$0.00	\$175,356.00	0.00%
1-100-04-0403-535 Mobile Phone / Pager-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-610 Office Supplies-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-810 Dues/Fees-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-901 Office Equipment-Law Enforcement	\$200.00	\$200.00	\$70.00	\$0.00	\$0.00	\$130.00	35.00%
04 Public Safety	\$175,556.00	\$175,556.00	\$70.00	\$0.00	\$0.00	\$175,486.00	0.04%
1-100-04-0405-100 Salary - Fire Marshall	\$7,500.00	\$7,500.00	\$3,605.75	\$0.00	\$0.00	\$3,894.25	48.08%
1-100-04-0405-110 Deputy Salary	\$1,200.00	\$1,200.00	\$600.00	\$0.00	\$0.00	\$600.00	50.00%
1-100-04-0405-335 Training-Fire Marshall	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-04-0405-535 Pager / PHONE-Fire Marshall	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.00%
1-100-04-0405-610 Office Supplies-Fire Marshall	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
1-100-04-0405-612 Subscriptions/Fire Marshall	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
1-100-04-0405-810 Dues / Memberships-Fire Marshall	\$125.00	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	0.00%
1-100-04-0405-901 Equipment-Fire Marshall	\$500.00	\$500.00	\$247.37	\$0.00	\$0.00	\$252.63	49.47%
04 Public Safety	\$10,395.00	\$10,395.00	\$4,453.12	\$0.00	\$0.00	\$5,941.88	42.84%
1-100-05-0501-100 Social Worker Sal.-Welfare	\$800.00	\$800.00	\$233.84	\$0.00	\$0.00	\$566.16	29.23%
1-100-05-0501-530 Social Services Phone	\$350.00	\$350.00	\$134.21	\$0.00	\$0.00	\$215.79	38.35%
1-100-05-0501-580 Social Services-Mileage	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
1-100-05-0501-830 Food & Clothing	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
1-100-05-0501-845 Social Services-ACCESS	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
05 Public Welfare	\$1,600.00	\$1,600.00	\$368.05	\$0.00	\$0.00	\$1,231.95	23.00%
1-100-06-0601-800 Misc. Exp-Memorial Day	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-06-0601-835 Memorial Day Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
06 Recreation	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-06-0603-436 Outside Maintenance-Recreation Comm	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-06-0603-493 Outside Facility-Recreation Comm	\$2,630.00	\$2,630.00	\$930.00	\$0.00	\$0.00	\$1,700.00	35.36%
1-100-06-0603-601 Electricity - Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-06-0603-870 Programs-Recreation Comm	\$5,835.00	\$5,835.00	\$2,590.79	\$0.00	\$0.00	\$3,244.21	44.40%
06 Recreation	\$8,465.00	\$8,465.00	\$3,520.79	\$0.00	\$0.00	\$4,944.21	41.59%
1-100-07-0701-100 Wages-Transfer Station	\$20,000.00	\$20,000.00	\$9,764.41	\$0.00	\$0.00	\$10,235.59	48.82%
1-100-07-0701-350 Water Testing-Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0701-438 Maintenance-Transfer Station	\$4,800.00	\$4,800.00	\$111.28	\$0.00	\$0.00	\$4,688.72	2.32%
1-100-07-0701-442 Brush Pile Removal	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0.00%
1-100-07-0701-480 Hauling Fees-Transfer Station	\$40,000.00	\$40,000.00	\$16,985.11	\$0.00	\$0.00	\$23,014.89	42.46%
1-100-07-0701-481 Bulky Waste-Transfer Station	\$25,000.00	\$25,000.00	\$14,366.75	\$0.00	\$0.00	\$10,633.25	57.47%
1-100-07-0701-493 Outdoor Facility-Transfer Station	\$900.00	\$900.00	\$450.00	\$0.00	\$0.00	\$450.00	50.00%
1-100-07-0701-530 Telephone-Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0701-580 Transfer Station-Mileage	\$0.00	\$0.00	\$52.78	\$0.00	\$0.00	(\$52.78)	0.00%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

01/21/2020
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-07-0701-601 Electricity-Transfer Station	\$2,700.00	\$2,700.00	\$1,087.65	\$0.00	\$0.00	\$1,612.35	40.28%
1-100-07-0701-800 Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0701-803 Compactor Lease Transfer Station	\$3,000.00	\$3,000.00	\$1,750.00	\$0.00	\$0.00	\$1,250.00	58.33%
1-100-07-0701-810 Dues / Membership-Transfer Station	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-07-0701-998 Tipping Fees-Transfer Station	\$55,000.00	\$55,000.00	\$19,329.50	\$0.00	\$0.00	\$35,670.50	35.14%
07 Sanitation and Waste	\$159,100.00	\$159,100.00	\$63,897.48	\$0.00	\$0.00	\$95,202.52	40.16%
1-100-07-0703-482 Hazardous Waste-Recycling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0703-484 Antifreeze Pickup-Recycling	\$200.00	\$200.00	\$120.00	\$0.00	\$0.00	\$80.00	60.00%
1-100-07-0703-485 Used Oil Pickup-Recycling	\$500.00	\$500.00	\$161.50	\$0.00	\$0.00	\$338.50	32.30%
1-100-07-0703-486 Freon Removal-Recycling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0703-488 Tire Pickup-Recycling	\$550.00	\$550.00	\$916.50	\$0.00	\$0.00	(\$366.50)	166.64%
1-100-07-0703-631 Oil Filters-Recycling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0703-807 Transfer Station-Permits	\$800.00	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-07-0703-810 Dues / Memb -Recycling	\$500.00	\$500.00	\$151.72	\$0.00	\$0.00	\$348.28	30.34%
07 Sanitation and Waste	\$2,550.00	\$2,550.00	\$2,149.72	\$0.00	\$0.00	\$400.28	84.30%
1-100-08-0801-800 Economic Development Comm.	\$500.00	\$500.00	\$430.00	\$0.00	\$0.00	\$70.00	86.00%
1-100-08-0801-999 Economic Development Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
08 Planning and Land Use	\$500.00	\$500.00	\$430.00	\$0.00	\$0.00	\$70.00	86.00%
1-100-08-0803-100 Wages-Planning & Zoning	\$1,350.00	\$1,350.00	\$315.00	\$0.00	\$0.00	\$1,035.00	23.33%
1-100-08-0803-115 Board Clerk - PZC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0803-310 Legal/Professional P&Z	\$5,000.00	\$5,000.00	\$625.00	\$0.00	\$0.00	\$4,375.00	12.50%
1-100-08-0803-320 Contract Planner	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0803-335 Training-Planning & Zoning	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
1-100-08-0803-340 Planning & Zoning - Mapping	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-08-0803-610 Office Supplies-Planning & Zoning	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-08-0803-810 Dues / Memberships-Planning & Zoning	\$110.00	\$110.00	\$0.00	\$0.00	\$0.00	\$110.00	0.00%
08 Planning and Land Use	\$7,010.00	\$7,010.00	\$940.00	\$0.00	\$0.00	\$6,070.00	13.41%
1-100-08-0805-100 Wages-Zoning Board of Appeals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0805-115 Board Clerk - ZBA	\$500.00	\$500.00	\$180.00	\$0.00	\$0.00	\$320.00	36.00%
1-100-08-0805-610 Supplies	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
08 Planning and Land Use	\$600.00	\$600.00	\$180.00	\$0.00	\$0.00	\$420.00	30.00%
1-100-08-0807-100 Wages - Building Department	\$8,360.00	\$8,360.00	\$4,011.60	\$0.00	\$0.00	\$4,348.40	47.99%
1-100-08-0807-120 Clerk's Wages-Building Department	\$34,230.00	\$34,230.00	\$15,840.89	\$0.00	\$0.00	\$18,389.11	46.28%
1-100-08-0807-285 Substitute Coverage	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-08-0807-330 Conf. / Seminars-Building Department	\$75.00	\$75.00	\$85.00	\$0.00	\$0.00	(\$10.00)	113.33%
1-100-08-0807-438 Equipment maint.-Building Dept.	\$900.00	\$900.00	\$434.00	\$0.00	\$0.00	\$466.00	48.22%
1-100-08-0807-455 LAND USE FEES/STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0807-580 Mileage-Building Department	\$500.00	\$500.00	\$250.00	\$0.00	\$0.00	\$250.00	50.00%
1-100-08-0807-610 Office Supplies-Building Department	\$500.00	\$500.00	\$204.71	\$0.00	\$0.00	\$295.29	40.94%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

01/21/2020
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-08-0807-612 Bks. & Manuals-Building Department	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-08-0807-810 Dues / Membership-Building Department	\$155.00	\$155.00	\$0.00	\$0.00	\$0.00	\$155.00	0.00%
1-100-08-0807-901 Building Dept.-Equipment	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
08 Planning and Land Use	\$46,270.00	\$46,270.00	\$20,826.20	\$0.00	\$0.00	\$25,443.80	45.01%
1-100-08-0809-100 Wages-Inland/Wetlands	\$4,600.00	\$4,600.00	\$3,273.99	\$0.00	\$0.00	\$1,326.01	71.17%
1-100-08-0809-115 Board Clerk - IWC	\$1,000.00	\$1,000.00	\$525.00	\$0.00	\$0.00	\$475.00	52.50%
1-100-08-0809-335 Training-Inland/Wetlands	\$0.00	\$0.00	\$130.00	\$0.00	\$0.00	(\$130.00)	0.00%
1-100-08-0809-350 Water Testing-Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-365 Purchased Services-Inland/Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-580 Mileage-Wetlands	\$300.00	\$300.00	\$27.25	\$0.00	\$0.00	\$272.75	9.08%
1-100-08-0809-610 Office Supplies-Inland/Wetland	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
1-100-08-0809-614 Maps-Inland/Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-800 Inland Wetland Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-810 Dues / Memberships-Inland/Wetlands	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	(\$65.00)	0.00%
08 Planning and Land Use	\$5,950.00	\$5,950.00	\$4,021.24	\$0.00	\$0.00	\$1,928.76	67.58%
1-100-08-0815-330 Conservation-membership	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	(\$65.00)	0.00%
1-100-08-0815-335 Conservation-training	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-08-0815-609 Conservation-equipment	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-08-0815-800 Conservation Commission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0815-810 Conservation-conferences	\$300.00	\$300.00	\$65.00	\$0.00	\$0.00	\$235.00	21.67%
1-100-08-0815-811 Conservation - POCD Implementation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0815-813 Conservation - Trail Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
08 Planning and Land Use	\$600.00	\$600.00	\$130.00	\$0.00	\$0.00	\$470.00	21.67%
1-100-08-0817-100 Salary-Zoning Agent	\$10,600.00	\$10,600.00	\$3,414.61	\$0.00	\$0.00	\$7,185.39	32.21%
1-100-08-0817-580 Mileage-Zoning Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0817-610 Office Supplies-Zoning Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
08 Planning and Land Use	\$10,600.00	\$10,600.00	\$3,414.61	\$0.00	\$0.00	\$7,185.39	32.21%
1-100-08-0819-810 Capital Region Council of Govt.	\$7,861.00	\$7,861.00	\$7,861.00	\$0.00	\$0.00	\$0.00	100.00%
08 Planning and Land Use	\$7,861.00	\$7,861.00	\$7,861.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-09-0901-527 Education-RHAM/AES Retirement Ben	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-09-0901-590 RHAM Payment	\$4,890,623.00	\$4,890,623.00	\$2,727,576.00	\$0.00	\$0.00	\$2,163,047.00	55.77%
1-100-09-0901-595 Board of Education Expenses	\$4,065,000.00	\$4,065,000.00	\$1,607,305.89	\$0.00	\$0.00	\$2,457,694.11	39.54%
09 Education	\$8,955,623.00	\$8,955,623.00	\$4,334,881.89	\$0.00	\$0.00	\$4,620,741.11	48.40%
1-100-10-1001-100 Library Payroll	\$71,800.00	\$71,800.00	\$33,369.29	\$0.00	\$0.00	\$38,430.71	46.48%
1-100-10-1001-800 Library	\$26,079.00	\$26,079.00	\$26,079.00	\$0.00	\$0.00	\$0.00	100.00%
10 Library	\$97,879.00	\$97,879.00	\$59,448.29	\$0.00	\$0.00	\$38,430.71	60.74%
1-100-11-1101-451 Road Improvement	\$200,000.00	\$200,000.00	\$123,584.21	\$0.00	\$0.00	\$76,415.79	61.79%
1-100-11-1101-700 Old Fire House-Capital Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

01/21/2020
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-11-1101-701 Town Garage-Capital Expenditure	\$32,615.00	\$32,615.00	\$0.00	\$0.00	\$0.00	\$32,615.00	0.00%
1-100-11-1101-702 Highway Dept-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-703 Fire Dept.-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-704 Old Town Hall-Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-707 Library-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-714 Revaluation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-715 P & Z-Capital POCD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-717 Reval Printer, Software-Capital Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-718 Public Work-Capital Expenditures	\$0.00	\$0.00	\$192,679.34	\$0.00	\$0.00	(\$192,679.34)	0.00%
1-100-11-1101-719 Town Clerk - Wide Format Printer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-720 Senior-Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-721 AES CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-722 Open Space Commitments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-723 Pedestrian Bridge Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-724 Transfer Station Shed	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
1-100-11-1101-725 F250 Plow Truck	\$39,000.00	\$39,000.00	\$38,649.95	\$0.00	\$0.00	\$350.05	99.99%
1-100-11-1101-861 Severance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11 Capital Outlay	\$296,615.00	\$296,615.00	\$354,913.50	\$0.00	\$0.00	(\$58,298.50)	119.65%
1-100-12-1201-960 School-Debt	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-12-1201-961 Safety Complex-Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
12 Debt Service	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-12-1203-950 School Interest-Interest	\$10,845.00	\$10,845.00	\$6,491.25	\$0.00	\$0.00	\$4,353.75	59.85%
1-100-12-1203-951 Safety Complex Interest-Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
12 Debt Service	\$10,845.00	\$10,845.00	\$6,491.25	\$0.00	\$0.00	\$4,353.75	59.85%
1-100-13-1305-860 Insurance Severance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-890 POCD Implementation Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-891 Community Improvement Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-898 Working Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-899 Contingency	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
1-100-13-1305-900 Reclass of transfers for Statement D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-901 Town Owned Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-902 Resv. Non-Recurring-Capital Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-905 Transfer - Remaining School Surplus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-906 Transfer - Public Works Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-907 Transfer - Multi Use Public Building	\$250,000.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	0.00%
1-100-13-1305-908 Fire Engine/Tanker Truck	\$412,000.00	\$412,000.00	\$0.00	\$0.00	\$0.00	\$412,000.00	0.00%
1-100-13-1305-909 Transfer Station Repair	\$25,000.00	\$25,000.00	\$10,157.80	\$0.00	\$0.00	\$14,842.20	40.63%
1-100-13-1305-910 Web Site	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
13 Transfers to other funds	\$757,000.00	\$757,000.00	\$10,157.80	\$0.00	\$0.00	\$746,842.20	1.34%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

01/21/2020
 Fiscal Year 2019-2020

		Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
FUND	100 General Fund - Town	\$12,368,158.00	\$12,368,158.00	\$5,876,940.24	\$0.00	\$0.00	\$6,491,217.76	47.52%
Grand Total for Report		\$12,368,158.00	\$12,368,158.00	\$5,876,940.24	\$0.00	\$0.00	\$6,491,217.76	47.52%

SW - Rev Summary
Andover Town & School 2019-2020

01/21/2020
 Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
	10 Property Taxes								
PROGRAM	101 Current Year Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$9,394.62	\$0.00	(\$9,394.62)	--
PROGRAM	102 COC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	103 Interest on Active	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$19,950.62	(\$15,049.38)	57.00%
PROGRAM	104 Lien on Active Taxes	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$3,172.61	\$1,972.61	264.38%
PROGRAM	105 Principle on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	106 Interest on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	107 Lien on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	108 Prior Year Taxes	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	(\$100,000.00)	0.00%
PROGRAM	109 NSF/DMV/Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	110 Supplemental MV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	900 Reclass of Transfers for Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0000 General Revenue	\$136,200.00	\$0.00	\$136,200.00	\$0.00	\$9,394.62	\$23,123.23	(\$122,471.39)	10.08%
OBJECT	10 Property Taxes	\$136,200.00	\$0.00	\$136,200.00	\$0.00	\$9,394.62	\$23,123.23	(\$122,471.39)	10.08%
	20 Intergovernmental Revenues								
PROGRAM	203 Boat Registrations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	209 PILOT State Property	\$9,631.00	\$0.00	\$9,631.00	\$0.00	\$0.00	\$9,631.00	\$0.00	100.00%
PROGRAM	211 Vetern's Tax Relief	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	213 Property Tax Relief and Circuit Bre	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	221 Manufacturers Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	222 Municipal grants in aid	\$2,620.00	\$0.00	\$2,620.00	\$0.00	\$0.00	\$0.00	(\$2,620.00)	0.00%
PROGRAM	223 Mashantucket-Pequot Grant	\$6,680.00	\$0.00	\$6,680.00	\$0.00	\$0.00	\$0.00	(\$6,680.00)	0.00%
PROGRAM	226 State Miscellaneous	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$1,975.00	(\$1,025.00)	65.83%
PROGRAM	227 Municipal Revenue Sharing	\$43,820.00	\$0.00	\$43,820.00	\$0.00	\$0.00	\$43,820.00	\$0.00	100.00%
PROGRAM	238 Disabled Program	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	(\$450.00)	0.00%
PROGRAM	239 Telephone Access	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	(\$5,000.00)	0.00%
PROGRAM	418 FEMA-1/FY13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--

SW - Rev Summary
Andover Town & School 2019-2020

01/21/2020
 Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
PROGRAM	419 FEMA-2/FY13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0000 General Revenue	\$71,201.00	\$0.00	\$71,201.00	\$0.00	\$0.00	\$55,426.00	(\$15,775.00)	77.84%
PROGRAM	231 Historic Documents Preservation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0100 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	201 Federal Highway Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	215 Local Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	227 Municipal Revenue Sharing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0300 Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	207 Law Enforcement Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	237 DOT Moving Violations Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0400 Public Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	217 Special Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	219 Education Cost Sharing	\$1,921,253.00	\$0.00	\$1,921,253.00	\$0.00	\$0.00	\$516,249.00	(\$1,405,004.00)	26.87%
PROGRAM	225 Transportation Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0900 Education	\$1,921,253.00	\$0.00	\$1,921,253.00	\$0.00	\$0.00	\$516,249.00	(\$1,405,004.00)	26.87%
OBJECT	20 Intergovernmental Revenues	\$1,992,454.00	\$0.00	\$1,992,454.00	\$0.00	\$0.00	\$571,675.00	(\$1,420,779.00)	28.69%
	30 Investment Income								
PROGRAM	303 Interest	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$5,919.24	\$33,569.18	\$2,649.94	110.60%
FUNCTION	0000 General Revenue	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$5,919.24	\$33,569.18	\$2,649.94	110.60%
OBJECT	30 Investment Income	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$5,919.24	\$33,569.18	\$2,649.94	110.60%
	40 Licenses, Fees and Charges for Good								
PROGRAM	401 Permits	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0.00%
PROGRAM	407 Town Clerks fees, licenses, and p	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$35,829.63	(\$9,170.37)	79.62%
PROGRAM	408 Town Clerk PA05228	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	409 Dial-A-Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	417 Selectman's Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0100 General Government	\$45,500.00	\$0.00	\$45,500.00	\$0.00	\$0.00	\$35,829.63	(\$9,670.37)	78.75%

SW - Rev Summary
Andover Town & School 2019-2020

01/21/2020
 Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
PROGRAM	413 Transfer Station Receipts	\$36,000.00	\$0.00	\$36,000.00	\$0.00	\$40.00	\$21,680.00	(\$14,360.00)	60.11%
PROGRAM	415 Waste Redemption	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$498.05	(\$1.95)	99.61%
FUNCTION	0700 Sanitation and Waste	\$36,500.00	\$0.00	\$36,500.00	\$0.00	\$40.00	\$22,178.05	(\$14,361.95)	60.65%
PROGRAM	405 Building Department Receipts	\$32,000.00	\$0.00	\$32,000.00	\$948.52	\$2,632.29	\$24,283.82	(\$10,348.47)	67.66%
FUNCTION	0800 Planning and Land Use	\$32,000.00	\$0.00	\$32,000.00	\$948.52	\$2,632.29	\$24,283.82	(\$10,348.47)	67.66%
OBJECT	40 Licenses, Fees and Charges for G	\$114,000.00	\$0.00	\$114,000.00	\$948.52	\$2,672.29	\$82,291.50	(\$34,380.79)	69.84%
	80 Other Revenues								
PROGRAM	801 Miscellaneous	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$411.28	\$6,063.40	\$2,652.12	188.40%
PROGRAM	803 Rentals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,163.00	(\$337.00)	77.53%
FUNCTION	0000 General Revenue	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$411.28	\$7,226.40	\$2,315.12	151.45%
OBJECT	80 Other Revenues	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$411.28	\$7,226.40	\$2,315.12	151.45%
FUND	100 General Fund - Town	\$2,272,154.00	\$0.00	\$2,272,154.00	\$948.52	\$18,397.43	\$717,885.31	(\$1,572,666.12)	30.79%
Grand Total for Report		\$2,272,154.00	\$0.00	\$2,272,154.00	\$948.52	\$18,397.43	\$717,885.31	(\$1,572,666.12)	30.79%

General Ledger Detail
Andover Town & School 2019-2020
From 7/1/2019 To 1/21/2020 (Effective Date)

Account Number	Effective Date	Type	Ven #	Account Key	Check #	PO/Line	Tran #	Account Description	Transaction Description	Debits	Credits	Balance	
L-100-00-3700-006				L-100-00-3700-006				DT/DF-Farm.-Town Aid Roads				\$99,509.35	OldBal
							0					\$99,509.35	
	8/13/2019	Expend	HAIN		20157552	/ 0	373	CLASS 2 MIX		\$393.70		\$99,115.65	
	8/21/2019	Expend	21364		20157590	/ 0	482	ROAD MARKING PAINT		\$50.88		\$99,064.77	
	8/21/2019	Expend	HAIN		20157577	/ 0	505	CLASS 2 MIX		\$77.50		\$98,987.27	
	8/21/2019	Expend	HAIN		20157577	/ 0	506	CLASS 2 MIX		\$76.73		\$98,910.54	
	9/17/2019	Expend	26578		20157626	/ 0	705	BLADES		\$723.00		\$98,187.54	
	9/25/2019	Expend	HAIN		20157679	/ 0	794	SUNSET/TOWNSEND LOAM		\$334.00		\$97,853.54	
	10/3/2019	Expend	21364		20157708	/ 0	823	GRASS SEED MIX		\$324.39		\$97,529.15	
	10/3/2019	Expend	HAIN		20157701	/ 0	824	SCREENED LOAM		\$334.00		\$97,195.15	
	10/3/2019	Expend	5529		20157694	/ 0	831	SITE VISITS,MEETINGS		\$1,381.25		\$95,813.90	
	10/9/2019	Expend	132		20157722	/ 0	923	TARP, ROPE		\$106.95		\$95,706.95	
	10/9/2019	Expend	21364		20157732	/ 0	924	BASIN SLAB		\$180.00		\$95,526.95	
	10/16/2019	Expend	10751		20157755	/ 0	950	RIP RAP		\$945.21		\$94,581.74	
	10/16/2019	Expend	HAIN		20157741	/ 0	957	LOAM		\$98.00		\$94,483.74	
	10/30/2019	Expend	HAIN		20157767	/ 0	1000	LOAM		\$334.00		\$94,149.74	
	11/6/2019	Expend	21364		20157792	/ 0	1058	24" FLARED END SECTION		\$183.15		\$93,966.59	
	11/20/2019	Expend	HAIN		20157820	/ 0	1189	CLASS 2 MIX		\$624.65		\$93,341.94	
	12/31/2019	Expend	75847		20157927	/ 0	1437	PAVEMENT MGMT./YEAR 1		\$6,000.00		\$87,341.94	
	1/15/2020	Expend	HAIN		20157958	/ 0	1500	COLD PATCH		\$504.00		\$86,837.94	
										\$12,671.41	\$0.00	\$86,837.94	End Bal

Town of Andover, Connecticut
Board of Finance
Overexpenditure Report

Over Expenditure Report date: January 8, 2020

Department	Budget #	Account Description Comments	Original Budget	Approval				Adjusted Budget	YTD expended			Additional amount	
				TA \$\$ amt	BOS \$\$ amt	BOF \$\$ amt	Date		\$\$	% original	% adjusted	Budgeted	Expended
Town office building	0129-365	Elevator Service contract	2,400.00			3,600.00	10/22/19	6,000.00	2,203.20	92%	37%	3,600.00	(196.80)
		State mandated test not budgeted											
DPW	0301-435	Vehical maint.	12,000.00			6,000.00	10/22/19	18,000.00	16,088.00	134%	89%	6,000.00	4,088.00
		Large transmission repair											
DPW	0309-490	Alarm system - town garage	300.00			300.00	10/22/19	600.00	250.00	83%	42%	300.00	(50.00)
		ongoing maint. issues w/old system											
transfer station	0703-488	tire pick up - recycling	550.00			450.00	10/22/19	1,000.00	917.00	167%	92%	450.00	367.00
		underbudgeted											
Auditor/ Actuary	0105-325	Actuarial Services	3,500.00			1,575.00	10/22/19	5,075.00	5,075.00	145%	100%	1,575.00	1,575.00
IWC	0808-335	Training	0.00	130.00			12/12/19	130.00	130.00		100%	130.00	130.00
		CACIWC mtg/conf not budgeted											
IWC	0809-810	Dues/Memberships	0.00	65.00			12/12/19	65.00	65.00		100%	65.00	65.00
		CACIWC membership not budgeted											
IWC	0809-610	Office Supplies	50.00	50.00			12/9/19	100.00	0.00			50.00	
Old Town Hall	0123-603	fuel oil	400.00	200.00			1/7/2020	600.00	590.00	148%	98%	200.00	190.00
		underbudgeted											
								0.00		#DIV/0!	#DIV/0!	0.00	0.00
Totals												12,370.00	6,168.20

New Business

2020 BOF Meeting Packet Calendar

Regular Meeting Date	Submission Deadline at 12pm	Meeting Packet Sent/Posted
Wed 1/22	Thu 1/16	Tue 1/21 *Mon 1/20 MLK Day
Wed 2/26	Thu 2/20	Mon 2/24
Wed 3/25	Thu 3/19	Mon 3/23
Wed 4/22	Thu 4/16	Mon 4/20
Wed 5/27	Wed 5/20	Thu 5/21 *Mon 5/25 Memorial Day
Wed 6/24	Thu 6/18	Mon 6/22
Wed 7/22	Thu 7/16	Mon 7/20
Wed 8/26	Thu 8/20	Mon 8/24
Wed 9/23	Thu 9/17	Mon 9/21
Wed 10/28	Thu 10/22	Mon 10/26
Wed 11/18	Thu 11/12	Mon 11/16
Wed 12/16	Thu 12/10	Mon 12/14

November 26, 2019

To: Board of Selectmen

From: Barbara Griffin

Re: Suggested schedule for Fiscal Year 2021 budget process

I have put together a proposed budget schedule. This pretty much follows the process used last year, but if you want to suggest any changes just let me know. Otherwise, I will pass this along to the Board of Finance at their December meeting.

Week of December 02, 2019: Budget worksheets distributed to Department Heads, Board & Commission Chairs, and outside agencies.

January 02, 2020: Deadline to return completed budgets to Treasurer's office.

January 6, 2020: Distribute draft budget workbooks to Board of Selectmen members.

January – February 2020: BOS budget hearings on individual budgets.

February 27, 2020: Distribute budget workbooks, as approved by BOS, to Board of Finance members. This conforms to Charter requirement that budget requests be submitted to the Board of Finance **at least 120 days before the end of the fiscal year.**

And, since the Charter requires a **Finance Board public hearing on the budget not less than 60 days before the end of the fiscal year**, this would give the Finance Board close to two months to review the budget.

Approval of Meeting Minutes

**Town of Andover
Board of Finance**

Tuesday, November 19, 2019 – 7:00 PM
Town Hall Community Room, 17 School Road

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance
Chair Marc Brinker called the Regular Meeting to order at 7:01 P.M.
Members Present: Marc Brinker, Curt Dowling, David Hewett, Diane Choquette, Linda Fish
Members Absent: Louise Goodwin, Rob England
Town Treasurer: Barbara Griffin
BOS Liaison: Adrian Mandeville
Town Administrator: Eric Anderson
Board Clerk: Amanda Gibson
Public: *See attached sign-in sheet.
2. Public Speak – None.
3. Additions/Deletions of Agenda Items
Town Administrator Eric Anderson: Discussion of 12 Center Street as Item 9e.

Diane Choquette MOVED to add Discussion of 12 Center Street as Item 9e.
Curt Dowling SECONDED
MOTION CARRIED 5:0:0
4. Presentation by Mahoney Sabol on 2018 Audit
Mike VanDeventer, CPA/Partner from Mahoney Sabol presented the June 30, 2018 Audit Results packet.
5. Town Administrator's Report
Eric Anderson: Report items listed under New Business to be discussed.
6. Treasurer's Report by Barbara Griffin
 - a. Town Budget Summary
 - b. Revenue Summary
Barbara Griffin presented the summaries.
 - c. TAR Spending
Town Administrator Eric Anderson: Attended the CRCOG Transportation Committee Meeting on Monday, November 18, 2019 and learned that TAR Funds will be dispersed approximately in April 2020.
 - d. Corrective Action Plans – FY 2017 and 2018
Barbara Griffin presented the following plans:
State Single Audit Corrective Action Plan for the Fiscal Year Ended 2017
State Single Audit Corrective Action Plan for the Fiscal Year Ended 2018
 - e. Sample RFP for Audit Services
Barbara Griffin presented the sample RFP discovered from June 2016 for Financial Audit Services.
Suggested for the BOF to revise the sample and post by February 2020. The town needs to inform the state of the selected auditor by June 2020.
7. Budget Transfers
 - a. Budget Transfers/Supplemental Appropriations Policy
 - b. Budget Transfers/Supplemental Appropriations

Town Treasurer Barbara Griffin presented the following:

- Overexpenditure Report
- Request for Appropriation Transfer
- Request for Overexpenditure
- SAMPLE Procedure for Overexpending Accounts

Chair Marc Brinker read aloud the *attached Policy for Overexpending Accounts from Treasurer Barbara Griffin:

- If the total overspending of a budget is up to a cumulative amount of **\$2,000**, the Department Head or Board/Commission Chair will complete a Request for Overexpenditure of Budget Appropriation* form and submit it to the Town Administrator who has the authority to approve these requests. This limit also applies to budgets under the control of the Town Administrator who will also document via use of this same form.
- Requests which exceed the cumulative limit of \$2000 but do not exceed \$5,000 will be reviewed by the Town Administrator who shall forward such requests to the Board of Selectmen. Upon concurrence, the Board of Selectmen will make a motion to approve. This motion should denote account and maximum dollar amount that the account may be overspent.
- All requests which exceed the cumulative limit of \$5000 shall be reviewed by the Town Administrator and then the Board of Selectmen who shall forward such requests to the Board of Finance. Approval will take the form of a motion that will denote account and maximum dollar amount.
- An Overexpenditure Report*, maintained by the Treasurer's Office, will track activity related to overspent accounts. This spreadsheet will be included with Treasurer's reports as part of both the BOS and BOF regular meeting agendas.
- Request for Budget Transfer/Supplemental Appropriation* form will be completed by fiscal year end for all overspent budget line items as described in Section 806 C of the Town Charter.

Diane Choquette MOVED to approve the Policy for Overexpending Accounts.

Curt Dowling SECONDED

MOTION CARRIED 5:0:0

8. Old Business – None.

9. New Business

- a. Review and approve Finance Board proposed meeting schedule for 2020

Diane Choquette MOVED to adopt the proposed meeting schedule for 2020 as the 4th Wednesday of the month. The exceptions are moving the meeting earlier in November and December to avoid conflicts with the traditional holidays.

Curt Dowling SECONDED

MOTION CARRIED 5:0:0

- b. Discuss and appoint Vice Chair for BOF

Marc Brinker MOVED to appoint Diane Choquette as the Vice Chair of Board of Finance.

Dave Hewett SECONDED

MOTION CARRIED 4:0:1 (Diane Choquette abstained)

- c. Discuss and act upon request from BOE to transfer unexpended funds to School Improvement Fund.

Reviewed the letter presented to the BOE from Chair Marc Brinker, response from Laura Edwards from the BOE.

Due to lack of information, the BOF is not able to grant the request. No action taken.

Adrian Mandeville: Shared that the BOE is required to send the list of transfers to the BOF as listed in the Town Charter. Marc Brinker offered to send a letter requesting the transfers.

- d. Letter of Approval from Attorneys O'Brien and Johnson regarding Proposed Expenditures for "Adapting Town Hall Community Room for Senior Usage".

Jeff Murray MOVED that in accordance with the Town Charter, to request that the Board of Finance authorize spending up to \$5,000 from the multiuse building fund, #L100-00-370-047 to better furnish and utilize the community room as an interim community/senior center.

Paula King SECONDED

MOTION CARRIED 5:0:0

Eric Anderson presented the revised letter from O'Brien and Johnson. *See attached.

Curt Dowling MOVED to authorize expending up to \$5000 from the multi-use building fund (3700-047) to equip the community room to function as a temporary senior/community center.

Diane Choquette SECONDED

MOTION CARRIED 5:0:0

- e. Discussion of 12 Center Street.

Town Administrator Eric Anderson presented on the potential purchase of 12 Center Street.

Curt Dowling MOVED to authorize a refundable, \$5000 deposit for the potential purchase of 12 Center Street for open space from the Town of Andover's Open Space Fund L100-00-298-001.

Linda Fish SECONDED

MOTION CARRIED 5:0:0

10. Approval of Meeting Minutes

- a. Tuesday, October 22, 2019 Regular Meeting Minutes

Marc Brinker MOVED to approve the Tuesday, October 22, 2019 Regular Meeting Minutes.

Diane Choquette SECONDED

MOTION CARRIED 5:0:0

11. Public Speak – None.

- a. Rules for Public Comment: see full posted rules for public participation and comment.

Chair Marc Brinker shared his rules which were recently posted to the town website.

Adrian Mandeville: Suggested for the BOF to allow for public discussion during a specific item while it is being discussed.

12. Adjournment

David Hewett MOVED to adjourn the Regular Meeting

Curt Dowling SECONDED

MOTION CARRIED 5:0:0

Marc Brinker adjourned the Regular Meeting at 9:01 P.M.

Meeting Minutes helpfully submitted by Board Clerk, Amanda Gibson.

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

*Indicates document attached in the meeting minutes.

Town of Andover

Board of Finance

Tuesday, November 19, 2019 – 7:00 PM

Town Hall Community Room, 17 School Road

Regular Meeting Sign-in Sheet

1. Dianna Grenier
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____

Approved Policy for Overexpending Accounts

Formally adopted on November 19, 2019 at the regular meeting of the Board of Finance

This policy allows for overspending of accounts, but deferring till fiscal year end the completion and submission of a formal appropriation transfer request.

When a budget line item will be overspent, the following procedure will be followed:

If the total overspending of a budget is up to a cumulative amount of **\$2,000**, the Department Head or Board/Commission Chair will complete a Request for Overexpenditure of Budget Appropriation* form and submit it to the Town Administrator who has the authority to approve these requests. This limit also applies to budgets under the control of the Town Administrator who will also document via use of this same form.

Requests which exceed the cumulative limit of \$2000 but do not exceed \$5,000 will be reviewed by the Town Administrator who shall forward such requests to the Board of Selectmen. Upon concurrence, the Board of Selectmen will make a motion to approve. This motion should denote account and maximum dollar amount that the account may be overspent.

All requests which exceed the cumulative limit of \$5000 shall be reviewed by the Town Administrator and then the Board of Selectmen who shall forward such requests to the Board of Finance. Approval will take the form of a motion that will denote account and maximum dollar amount.

An Overexpenditure Report*, maintained by the Treasurer's Office, will track activity related to overspent accounts. This spreadsheet will be included with Treasurer's reports as part of both the BOS and BOF regular meeting agendas.

Request for Budget Transfer/Supplemental Appropriation* form will be completed by fiscal year end for all overspent budget line items as described in Section 806 C of the Town Charter.

*Forms attached

Town of Andover, Connecticut
Board of Finance
Overexpenditure Report

Report date: _____

Department	Budget #	Account Description	Original Budget	Approval			Adjusted Budget	YTD expended			Additional amount	
		Comments		BOS \$\$ amt	BOF \$\$ amt	Mtg date		\$\$	% original	% adjusted	Budgeted	Expended
Town office building	0129-365	Elevator Service contract										
		State mandated test not budgeted										
DPW	0301-435	Vehical maint.										
		Large transmission repair										
DPW	0309-490	Alarm system - town garage										
		ongoing maint. issues w/old system										
transfer station	0703-488	tire pick up - recycling										
		underbudgeted										
Auditor/Actuary	0105-325	Actuarial Services										
IWC	0808-335	Training										
		CACIWC mtg/conf not budgeted										
IWC	0809-810	Dues/Memberships										
		CACIWC membership not budgeted										
Totals												

Town of Andover, Connecticut
Board of Finance
Request for Budget Transfer/Supplemental Appropriation

Appropriation Transfer

Budget Account #	Account Description	Increase appropriation (\$\$)	Decrease appropriation (\$\$)

Approval	Name	Signature	Date
Dept Head/Board or Commission Chair			
Town Administrator			
Board of Selectmen	Meeting date:		
Board of Finance in excess of \$2,000.00	Meeting date:		

Supplemental Appropriation

Budget Account #	Account Description	\$\$ amount

Approval	
Board of Selectmen	Meeting date:
Board of Finance	Meeting date:
Town Meeting if required	Meeting date:

Town of Andover, Connecticut
 Board of Finance
 Request for Overexpenditure of Budget Appropriation

Budget Account #	Account Description	Original Budget	Additional amount requested	Comments

Approval	Name	Signature	Date
Dept Head/Board or Commission Chair			
Town Administrator			
Board of Selectmen	Meeting date:		
Board of Finance in excess of \$2,000.00	Meeting date:		

O'Brien and Johnson

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(860) 423-2860

November 12, 2019

Attorney Susan Johnson
susan@OBrienJohnsonLaw.com
(860) 423-2085

Eric Anderson, Administrator
Town of Andover
17 School Road
Andover, CT 06232

**Re: Proposed Expenditures for "Adapting Town Hall Community Room for Senior usage"
Via Fax No. 860-742-7535**

Dear Eric:

As you know, during the November 6, 2019 regular meeting of the Board of Selectmen, on your initiative, the Board asked you to check with me as town attorney as to whether the Board of Finance could "approve funds out of the contingency fund or multiuse building fund ['to better furnish and utilize the community room to better meet the needs of the senior population'], and whether it needs to go to a Special Town Meeting."

The Board of Selectmen has a special meeting scheduled for today. Item 3 on their agenda is "Town Hall Community Room Renovation." You have asked me for an opinion on this matter, and provided me with the basic facts of the situation.

As town administrator, you are asking that the Board of Selectmen approve the forwarding of your request to the Board of Finance that they approve the expenditure of up to \$10,000.00 from the "Multi Use Public Building" fund, line item number 1-100-13-1305-907 in the Town of Andover budget for the current fiscal year. The line item has a current balance of \$250,000.

You have asked whether this would entail a "Supplemental Appropriation" governed by Town of Andover Charter Section 805. "Supplemental Appropriation" is defined in Charter Section 105 as "an appropriation that is in addition to the total amount of the budget at any given point in time. It is not a transfer within or between departments."

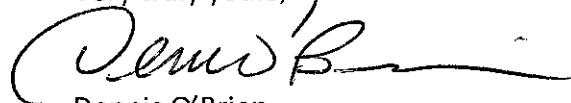
As your proposal apparently does not entail "an addition to the total amount of the budget," it does not seem to me to be a "supplemental appropriation." Rather, it is a transfer of funds by the Board of Finance from a single budget line item to another, presumably, as you have suggested to me, to the "Office Furniture" line item, number 1-100-01-0129-611.

You have asked if a special town meeting is necessary. Since, as you have made known to me, the subject expenditure is included in the annual budget, no special town meeting is required, and the transfer may be finalized by the Board of Finance. See, Town Charter Section 304F, which applies only to appropriations, unlike this one, "not included in the annual budget . . ."

Eric Anderson, Administrator
Town of Andover
November 12, 2019
Page Two

I will leave it to you to pass this on to the members of the Board of Selectmen. Please let me know if you or they need any more from me on this.

Very truly yours,

A handwritten signature in black ink, appearing to read "Dennis O'Brien", with a long horizontal flourish extending to the right.

Dennis O'Brien
Town Attorney