

To: Roman M. Pronczak, Township Manager

From: Christine M. Bauman, Director of Finance

Date: December 1, 2015

Re: Treasurer's Report & Cash Statement – **October 31, 2015**

FINANCIAL REPORT CARD

CATEGORY	CONDITION	PAGE
General Fund		
<i>Real Estate Taxes</i>	Meets or Exceeds	2
<i>Transfer Taxes</i>	Meets or Exceeds	2
<i>Earned Income Taxes</i>	Meets or Exceeds	2
<i>Local Services Taxes</i>	Meets or Exceeds	2
<i>Cable Franchise Fees</i>	Meets or Exceeds	2
<i>State Aid (Pensions)</i>	Meets or Exceeds	2
<i>Licenses, Permits & Fees</i>	Meets or Exceeds	2
<i>Park & Recreation Fees</i>	Meets or Exceeds	2
<i>Operating Costs</i>	Meets or Exceeds	2
<i>Salaries</i>	Meets or Exceeds	2
<i>Health Insurance</i>	Meets or Exceeds	2
<i>Pensions</i>	Meets or Exceeds	2
<i>Overtime</i>	Meets or Exceeds	3
<i>Interfund Transfers</i>	Meets or Exceeds	3
<i>Ending Cash Balance</i>	Meets or Exceeds	3
Sewer Fund		
<i>Sewer Charges</i>	Caution & Monitor	3
<i>Sewer Operating Expenses</i>	Meets or Exceeds	3
<i>Ending Cash Balance</i>	Meets or Exceeds	3
Capital Reserve Fund		
<i>Ending Cash Balance</i>	Meets or Exceeds	3
Debt Service Fund		
<i>Debt Service Expenses</i>	Meets or Exceeds	3

Meets or Exceeds
Caution & Monitor
Action Needed

**WHITPAIN TOWNSHIP
TREASURER'S REPORT
EXECUTIVE SUMMARY
FOR THE MONTH ENDED OCTOBER 31, 2015**

Revenue or Expense Category

General Fund

Real Estate Taxes - Real estate tax revenues (99.5%) are slightly behind last year's pace (100.1%). These collections include current (\$3,886,149.6 or 99.6%) and delinquent (\$43,576) collections and are net of assessment appeal refunds (\$0). Real estate taxes paid in protest placed in restricted funds total \$307,317. The three major properties include Sentry Park West (\$179,000), 980 Harvest Drive (\$32,995) and 751 Jolly Road (\$60,356).

Real Estate Transfer Taxes - We are ahead of last year's pace (119.4% vs. 110.3%). In October we collected \$97,016. We have collected a total of \$656,664 compared to \$529,651 at this point last year.

Earned Income Taxes - EIT collections (88.1%) are behind last year's pace (89.8%). We can expect that our core EIT revenues should be more stable and predictable. Although we are behind last year's budget pace, we are ahead of last year's collections total. Through October we have collected \$5,108,554 compared to \$4,892,128 last year.

Local Services Taxes (LST) - We are ahead (85.5%) of last year's pace (80.4%). Similar to EIT, our core revenues are more stable and predictable.

Cable Franchise Fees – These fees are remitted quarterly. We are at (53.2%) compared with last year's pace (45.2%).

State Aid (Pensions) – These pension grants are remitted in September of each year. We received \$407,767 (98.4%) in State Aid compared to \$379,520 (88.8%) last year.

Licenses, Permits & Fees – We are significantly ahead of (157.4% vs. 96.4%) last year and over budget due to increase development and building activities. We are anticipating more revenue throughout the rest of the year.

Park & Recreation Fees – We are significantly behind (89.5%) last year's pace (96.6%). Much of the decrease is due to less enrollment in Park N Tots and Stony Creek Camp.

Operating Expenses – These departmental expenses include salaries (separately reported below) represent 83% of our annual budget to date. We are significantly under budget (79.4%) and are significantly behind last year's pace (82.9%). For some departments, we need to reimburse expenses from our Sewer Fund.

Salaries – Personnel includes wages and salaries for full time, part time and seasonal employees. The 2015 budget includes 89 full time employees. Personnel expenses remain relatively flat on a month-to-month basis. Park and Recreation hits a spike in personnel expenses in the summer due to part-time help. As these wage and salary expenses represent 83% of our annual budget to date, we are under budget (80%) and behind last year's pace (89.5%). For some departments, we need to reimburse wages from our Sewer Fund. We are nearing hiring expectations as we currently have 87 of 89 positions filled.

Health Insurance - We are over budget (90.4%) and are ahead of last year's pace (85.2%). This is due to increased health care expenses. The overage is primarily due to changes in family status for our employee group. We anticipate health insurance expenses to continue to increase.

Pension – We are under budget and on pace with (82.7%) last year (84.3%). We now include employer payments to our defined contribution plan in our pension category. We generally pay our pension expenses on an every other month cycle to gain the value of dollar cost averaging. We did make a payment in October.

Overtime – We are significantly behind (59.0%) last year's pace (70.6%). We are under budget in all departments; Road Maintenance (28.5%), Sewer (38.8%), Snow Removal (74.6) and Police (66.9%).

Interfund Transfers – We have transferred our budgeted amount of \$500,000 to the Capital Reserve Fund for 2015.

Ending Cash Balance –Please see attached Cash Statement as of **October 31, 2015**.

October 31, 2015	October 31, 2014
\$5,790,634	\$5,539,531

Sewer Fund

Sewer Charges - We are ahead (98.1%) of last year's pace (93.9%) and over budget. Starting with the 3Q2014 sewer bills, residential customers' consumption habits were monitored and excessive consumption resulted in sewer usage charges. For 4Q2015 20% of residential customers were accessed the usage charge. Although Commercial Billings declined (from \$953,860 in 2012, to \$915,086 in 2013 and \$840,810 in 2014), 2015 had a total billing of \$1,001,286. In 4Q2015 commercial billings totaled \$247,971. Finally beginning in March, the Township liened an additional \$56,048 in delinquent sewer charges (principal, interest and legal). These liens combined with additional interest (\$24,972) from the Liens in March 2012 made an outstanding lien total of \$161,830 at the end of March. In October the Township collected a total \$69.69 making the outstanding balance\$162,884 with interest continuing to accrue on the delinquent principal balance.

Sewer Operating Expenses - We are ahead of (79.4 %) last year's pace (82.9%) and under budget. For some departments, we need to reimburse General Fund expenses from our Sewer Fund.

Interfund Transfers – The Sewer Operating Fund will be transferring \$625,000 to the Sewer Capital Fund by the end of 2015.

Ending Cash Balance - Please see attached Cash Statement as of **October 31, 2015**.

October 31, 2015	October 31, 2014
\$1,852,712	\$1,589,275

Capital Reserve Fund

Ending Cash Balance - Please see attached Cash Statement as of **October 31, 2015**.

October 31, 2015	October 31, 2014
\$7,216,032	\$6,085,170

Debt Service Fund - Debt Service Expenses - We are behind (77.6%) last year's pace (87.2%).

Whitpain Township

Operating Expense Report

Department	For the Month Ended 10/31/2015		YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	YTD Actual	Current Year Budget				
SUPERVISORS	85,877	101,611	84.52%	80,681	95,091	84.85%
ADMINISTRATION	966,278	1,183,689	81.63%	932,350	1,068,055	87.29%
FINANCE	314,477	425,065	73.98%	363,200	385,656	94.18%
TAX COLLECTION	100,583	121,918	82.50%	104,800	121,693	86.12%
LEGAL	336,148	245,000	137.20%	189,770	306,000	62.02%
INFORMATION TECHNOLOGY	122,071	152,078	80.27%	116,290	141,652	82.10%
PLANNING & ENGINEERING	363,674	424,109	85.75%	387,876	325,162	119.29%
PUBLIC WORKS	2,330,910	3,156,703	73.84%	2,461,673	2,834,011	86.86%
POLICE	4,580,490	5,888,865	77.78%	4,440,205	5,357,535	82.88%
FIRE	170,354	213,696	79.72%	171,628	208,427	82.34%
CODE ENFORCEMENT	459,068	476,106	96.42%	412,792	452,645	91.20%
ZONING	36,053	86,199	41.83%	38,132	77,994	48.89%
SEWER	2,466,551	3,106,250	79.41%	2,297,803	3,126,226	73.50%
PARK AND RECREATION	562,078	662,674	84.82%	569,025	654,364	86.96%
TOTAL OPERATING EXPENSES	12,894,612	16,243,964	79.38%	12,566,224	15,154,511	82.92%

Whitpain Township

Treasurer's Report

Department	For the Month Ended 10/31/2015			YTD Actual	Current Year Budget	YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	GENERAL FUND								
REVENUES									
REAL ESTATE TAXES		3,923,105	3,943,500	99.48%	3,892,578	3,888,500	100.10%		
TRANSFER TAXES		656,664	550,000	119.39%	529,651	480,000	110.34%		
EARNED INCOME TAXES		5,108,554	5,800,000	88.08%	4,892,128	5,450,000	89.76%		
LOCAL SERVICES TAXES		598,814	700,000	85.54%	603,083	750,000	80.41%		
CABLE FRANCHISE FEES		170,378	320,000	53.24%	158,110	350,000	45.17%		
STATE AID-PENSIONS		407,767	414,406	98.40%	379,520	427,280	88.82%		
LICENSES, PERMITS & FEES		533,213	338,720	157.42%	321,371	333,500	96.36%		
PARK & RECREATION FEES		395,887	442,200	89.53%	396,521	410,700	96.55%		
TOTAL REVENUES		11,794,381	12,508,826	94.29%	11,172,963	12,089,980	92.42%		
EXPENSES									
TRANSFERS OUT		500,000	500,000	100.00%	1,000,000	1,000,000	100.00%		
SALARIES									
OFFICIALS		15,469	20,625	75.00%	17,188	20,625	83.33%		
EXECUTIVE		305,740	328,954	92.94%	306,898	309,957	99.01%		
FINANCE		200,451	279,018	71.84%	256,241	264,470	96.89%		
TAX COLLECTION		18,750	25,000	75.00%	20,000	25,000	80.00%		
INFORMATION TECHNOLOGY		66,629	78,467	84.91%	60,056	70,231	85.51%		
ENGINEERING		242,502	270,933	89.51%	269,165	196,640	136.88%		
PUBLIC WORKS		965,780	1,237,081	78.07%	960,485	1,054,573	91.08%		
POLICE		2,955,368	3,792,719	77.92%	2,955,795	3,464,713	85.31%		
FIRE		112,774	134,985	83.55%	119,391	133,061	89.73%		
CODE ENFORCEMENT		257,861	291,493	88.46%	253,964	287,805	88.24%		
ZONING		0	10,497	0.00%	0	10,060	0.00%		
PARK & RECREATION		241,051	257,914	93.46%	243,845	264,884	92.06%		
TOTAL SALARY EXPENSES		5,382,374	6,727,686	80.00%	5,463,027	6,102,019	89.53%		
OVERTIME									
POLICE		53,741	80,346	66.89%	52,458	75,600	69.39%		
SEWER		16,222	41,836	38.77%	22,687	35,866	63.25%		
PW SNOW REMOVAL		19,916	26,711	74.56%	20,324	26,711	76.09%		
PW ROAD MAINTENANCE		1,849	6,500	28.45%	6,652	6,500	102.34%		
TOTAL OVERTIME EXPENSES		91,728	155,393	59.03%	102,121	144,677	70.59%		
HEALTH INSURANCE									
SUPERVISORS		63,617	68,658	92.66%	56,641	63,888	88.66%		
ADMINISTRATION		51,119	52,834	96.75%	49,260	54,574	90.26%		
FINANCE		42,560	45,305	93.94%	41,928	43,505	96.38%		
INFORMATION TECHNOLOGY		22,382	24,108	92.84%	20,087	22,703	88.48%		
ENGINEERING		62,288	64,926	95.94%	63,754	46,143	138.17%		
POLICE		660,525	726,918	90.87%	571,829	666,935	85.74%		
FIRE		27,481	31,617	86.92%	25,498	30,161	84.54%		
CODE ENFORCEMENT		71,082	72,154	98.51%	64,285	68,742	93.52%		
ZONING		2,139	2,401	89.10%	1,234	2,380	51.87%		
SEWER		193,081	259,696	74.35%	170,603	272,680	62.57%		
PUBLIC WORKS ADMINISTRATION		337,905	352,204	95.94%	286,104	319,167	89.64%		
RECREATION ADMINISTRATION		50,201	51,672	97.15%	45,484	48,954	92.91%		
TOTAL HEALTH INSURANCE EXPENSES		1,584,378	1,752,493	90.41%	1,396,708	1,639,832	85.17%		

Whitpain Township

Treasurer's Report

PENSIONS						
NON-UNIFORM	346,808	416,158	83.34%	303,277	363,932	83.33%
DEFINED CONTRIBUTION	38,468	54,279	70.87%	35,288	31,677	111.40%
POLICE	441,063	529,276	83.33%	342,086	410,503	83.33%
SEWER	115,589	138,695	83.34%	101,093	121,311	83.33%
TOTAL PENSION EXPENSES	941,929	1,138,408	82.74%	781,744	927,423	84.29%
EXPENSES						
SUPERVISORS	6,791	12,328	55.09%	6,852	10,578	64.78%
ADMINISTRATION	224,142	331,464	67.62%	237,626	307,915	77.17%
FINANCE	71,467	100,742	70.94%	65,032	77,681	83.72%
TAX COLLECTION	81,833	96,918	84.44%	84,800	96,693	87.70%
COMPUTER & INFO, SERVICES	33,061	49,503	66.78%	36,148	48,718	74.20%
PLANNING & ENGINEERING	58,884	88,250	66.72%	54,957	82,379	66.71%
BUILDING MAINTENANCE	151,951	210,367	72.23%	162,224	209,867	77.30%
POLICE EXPENSES	469,793	759,606	61.85%	518,037	739,784	70.03%
FIRE	30,099	47,094	63.91%	26,739	45,205	59.15%
CODE ENFORCEMENT	130,124	112,459	115.71%	94,543	96,098	98.38%
ZONING	33,914	73,301	46.27%	36,897	65,554	56.28%
PUBLIC WORKS ADMINISTRATION	150,395	210,891	71.31%	144,857	185,413	78.13%
PUBLIC WORKS STREET CLEANING	2,643	4,000	66.07%	5,428	4,000	135.71%
PUBLIC WORKS SNOW REMOVAL	3,377	17,068	19.79%	10,702	4,500	237.82%
PUBLIC WORKS TRAFIC SIGNALS	53,510	82,000	65.26%	47,575	81,000	58.74%
PUBLIC WORKS STREET LIGHTING & MARKING	17,621	21,500	81.96%	15,969	21,500	74.27%
PUBLIC WORKS SIDEWALKS & CURBS	19,165	37,000	51.80%	18,315	37,000	49.50%
PUBLIC WORKS STORM SEWER MAINTENANCE	36,726	15,000	244.84%	18,639	9,600	194.16%
PUBLIC WORKS EQUIPMENT MAINTENANCE	145,690	224,473	64.90%	203,693	218,079	93.40%
PUBLIC WORKS ROAD MAINTENANCE	292,420	516,108	56.66%	453,766	500,001	90.75%
RECREATION AND ADMINISTRATION	48,511	92,839	52.25%	66,649	89,225	74.70%
RECREATION AND PROGRAMS	222,316	260,249	85.42%	213,046	251,301	84.78%
PUBLIC WORKS PARK MAINTENANCE	131,962	195,800	67.40%	106,940	156,100	68.51%
SEWER FUND						
REVENUES						
SEWER RENT - CURRENT	3,243,080	3,300,000	98.28%	3,240,785	3,450,000	93.94%
SEWER RENT - PEN & INT	23,162	30,000	77.21%	27,894	30,000	92.98%
TOTAL SEWER CHARGES	3,266,242	3,330,000	98.09%	3,268,679	3,480,000	93.93%
TRANSFERS IN	0	0	0.00%	0	0	0.00%
EXPENSES						
TRANSFERS OUT	0	625,000	0.00%	250,000	250,000	100.00%
DEBT SERVICE FUND						
EXPENSES						
DEBT PRINCIPAL	895,000	895,000	100.00%	861,000	861,000	100.00%
DEBT PRINCIPAL CAPITAL PROJECTS	0	255,000	0.00%	0	80,000	0.00%
DEBT INTEREST	248,747	292,503	85.04%	277,929	327,722	84.81%
DEBT INTEREST CAPITAL PROJECTS	42,473	86,545	49.08%	43,273	86,545	50.00%
TOTAL DEBT SERVICE EXPENSES	1,186,220	1,529,048	77.58%	1,182,202	1,355,267	87.23%

OCTOBER 31, 2015

ACCOUNT	PURCHASE DATE	DUE DATE	PRINCIPAL	INVESTED WITH	INTEREST RATE	TOTAL
GENERAL FUND	VARIOUS	OPEN	208,093	PLGIT	0.04	208,093.28
	VARIOUS	OPEN	6,928	PLGIT PLUS	0.10	6,927.91
	VARIOUS	OPEN	9,965	PLGIT PR	0.04	9,964.60
	VARIOUS	OPEN	3	PLGIT PR PLUS	0.10	3.34
	VARIOUS	OPEN	5,582,541	TD GENERAL FUND	0.10	5,582,541.02
	VARIOUS	OPEN	88,878	TD-E PAYMENTS	0.10	88,878.11
	VARIOUS	OPEN	1,999	TD-PR	0.10	1,998.74
	VARIOUS	OPEN	8,061	PLGIT PROCUREMENT	0.04	8,060.97
	VARIOUS	OPEN	1,773	DRUG ENFORCEMENT	0.10	1,773.41
	VARIOUS	OPEN	572,608	OPERATING RESERVE	0.10	572,607.59
	VARIOUS	OPEN	572,608	POLICE SPECIAL EQUIPMENT	0.10	1,290.49
FIRE CAPITAL FUND	VARIOUS	OPEN	5,286	PLGIT - ARBITRAGE	0.08	5,285.73
DEBT SERVICE	VARIOUS	OPEN	567,972	TD BANK	0.10	567,971.78
FIRE PROTECTION TAX	VARIOUS	OPEN	841,319	TD BANK	0.10	841,319.18
FIRE CAPITAL FUND	VARIOUS	OPEN	621,856	TD BANK	0.10	621,855.73
FIRE HYDRANT	VARIOUS	OPEN	191,506	TD BANK	0.10	191,505.64
CAPITAL RESERVE	VARIOUS	OPEN	7,216,032	TD BANK	0.10	7,216,032.21
CAPITAL RES - SIDEWALK GRANT	VARIOUS	OPEN	190,000	TD BANK	0.10	190,000.06
MANOR HOUSE	VARIOUS	OPEN	218,420	TD BANK	0.10	218,419.74
OPEN SPACE ACQUISITION	VARIOUS	OPEN	868,905	TD BANK	0.10	868,904.83
OPEN SPACE RESERVE	VARIOUS	OPEN	122,142	TD BANK	0.10	122,141.64
HIGHWAY AID FUND	VARIOUS	OPEN	108,730	TD BANK	0.10	108,730.04
POLICE MED INS RETIREE	VARIOUS	OPEN	385,516	TD BANK	0.10	385,515.99
NON UNIFORM MED INS RETIREE	VARIOUS	OPEN	7,764	TD BANK	0.10	7,764.04
ESCROW	VARIOUS	OPEN	1,409,500	TD BANK	0.10	1,409,500.19
RESERVE FOR OUTFALL STORM WT	VARIOUS	OPEN	23,922	TD BANK	0.10	23,922.06
FEE-IN-LIEU OF STORMWATER MNT	VARIOUS	OPEN	44,390	TD BANK	0.10	44,390.05
TRAFFIC IMPROVEMENTS	VARIOUS	OPEN	590,031	TD BANK	0.10	590,030.96
SEWER FUND	VARIOUS	OPEN	281,420	PLGIT PLUS	0.10	281,419.76
	VARIOUS	OPEN	1,571,292	TD BANK	0.10	1,571,291.89
SEWER CAPITAL	VARIOUS	OPEN	480,980	TD BANK	0.10	480,979.78
October 31, 2014				PLGIT	0.04	
General Fund TD Bank	\$5,302,096.65			PLGIT PLUS	0.10	
General Fund PLGIT	\$237,434.66			TD BANK	0.10	
Sewer TD Bank	\$1,307,946.94					
Sewer PLGIT	\$281,328.50					
Capital Reserve TD Bank	\$6,085,170.26					