

To: Roman M. Pronczak, Township Manager

From: Christine M. Bauman, Director of Finance

Date: December 6, 2016

Re: Treasurer's Report & Cash Statement – **October 31, 2016**

FINANCIAL REPORT CARD

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

Meets or Exceeds
Caution & Monitor
Action Needed

**WHITPAIN TOWNSHIP
TREASURER'S REPORT
EXECUTIVE SUMMARY
FOR THE MONTH ENDED October 31, 2016**

Revenue or Expense Category

General Fund

Real Estate Taxes – Real Estate Taxes are ahead of (103.2%) last year's pace (99.5%). These collections include current (\$3,906,362 or 99.7%) and delinquent (\$48,810) collections and are net of assessment appeal refunds. Real estate taxes paid in protest placed in restricted funds total \$131,692. 1301 Skippack Pike has been reassessed and settled by the Township. The two major properties include 980 Harvest Drive (\$32,995) and 721 Arbor Way (\$60,356).

Real Estate Transfer Taxes - We are significantly ahead of last year's pace (251.2% vs. 119.4%). In September the sale of the Corporate Office Properties (COPT) resulted in \$713,500. Through October the Township has collected a total of \$1,507,220.

Earned Income Taxes - EIT collections (82.0%) are behind last year's pace (88.1%). Collections in October totaled \$191,524 for a yearly total of \$5,126,073.

Local Services Taxes (LST) - LST collections are behind (79.4% vs. 85.5%) last year's pace. Collections in October totaled \$30,985 for a cumulative total of \$587,575.

Cable Franchise Fees – These fees are remitted quarterly. Through October we have received \$176,577.

State Aid (Pensions) – These pension grants are remitted in September of each year. For 2016 the Township received \$463,712 in State Aid which was significantly more than expected (\$415,180).

Licenses, Permits & Fees – We are significantly behind (101.1% vs. 157.4%) last year's pace. Although we are behind last year's pace, development has continued to increase the past two years more than what was expected. 2015 and 2016 both saw major increases in building and development activities.

Park & Recreation Fees – We are significantly ahead of (97.2%) last year's pace (89.5%). The increase in revenues is due to an increase in summer camp attendance and for registrations for the police golf outing that was held in June. Revenues should begin to slow down now that the Community Festival has past.

Operating Expenses – These departmental expenses include salaries (separately reported below) which represent 83% of our annual budget to date. We are under budget (80.2%) and are ahead of last year's pace (79.4%). 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 2016 budget includes 89 full time employees. Personnel expenses remain relatively flat on a month-to-month basis. Park and Recreation as well as Public Works increases 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 over budget (84.6%) and are ahead of last year's pace (80.0%). The increase in salary expense is due to employee's exchanging sick time and vacation time to cover increased health care costs. For some departments, we need to reimburse wages from our Sewer Fund. We have exceeded our hiring expectations as we currently have 90 of 89 budgeted positions filled.

Health Insurance - We are over budget (90.1%) and behind last year's pace (90.4%). This is due to increased health care expenses. The overage is primarily due to changes in family status for our employee group.

Pension – We are ahead of (87.7%) last year’s pace (83.3%). We include employer payments to our defined contribution plan in our pension category. We generally pay our MMO 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 behind (54.5%) last year’s pace (59.0%) and under budget. We are under budget in all departments; Police (53.6%), Sewer (51.1%), Snow Removal (67.9%), and Road Maintenance (29.7%).

Interfund Transfers – In May, we transferred \$1,500,000 to the Capital Reserve Fund. There will also be a transfer to the Open Space Fund of \$750,000 in November.

Ending Cash Balance –Please see attached Cash Statement as of **October 31, 2016**.

October 31, 2016	October 31, 2015
\$5,653,114	\$5,790,634

Sewer Fund

Sewer Charges - We are ahead of (100.6%) last year’s pace (98.3%) and over budget. Starting with the 3Q2014 sewer bills, residential customers’ consumption habits were monitored and excessive consumption resulted in sewer usage charges. For 4Q2016 20% of residential customers were assessed the usage charge. Commercial Billings for the 4Q2016 totaled \$249,220. The total collected commercial billings for the year is \$854,568. This is a significant decrease from last year where commercial collections totaled \$1,001,286. In March 2016, the Township liened an additional \$44,542 in delinquent sewer charges. In October the Township collected a total of \$16,900 making the outstanding balance \$186,607 with interest continuing to accrue on the delinquent principal balance.

Sewer Operating Expenses - We are behind (75.8%) last year’s pace (79.4%) and under budget. For some departments, we need to reimburse General Fund expenses from the Sewer Fund.

Interfund Transfers – There will be no transfer made to the Sewer Capital Fund this year.

Ending Cash Balance - Please see attached Cash Statement as of **October 31, 2016**.

October 31, 2016	October 31, 2015
\$1,737,473	\$1,852,712

Capital Reserve Fund

Ending Cash Balance - Please see attached Cash Statement as of **October 31, 2016**.

October 31, 2016	October 31, 2015
\$7,669,638	\$7,216,032

Debt Service Fund

Debt Service Expenses - We are on pace (77.9%) with last year (77.6%).

Whitpain Township

Operating Expense Report

Department	For the Month Ended 10/31/2016			Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	YTD Actual	Current Year Budget	YTD Actual to Budget (%)			
SUPERVISORS	88,784	105,508	84.15%	85,877	101,611	84.52%
ADMINISTRATION	1,187,442	1,334,205	89.00%	966,278	1,183,689	81.63%
FINANCE	285,679	357,255	79.96%	314,477	425,065	73.98%
TAX COLLECTION	100,638	123,901	81.22%	100,583	121,918	82.50%
LEGAL	213,657	450,000	47.48%	336,148	245,000	137.20%
INFORMATION TECHNOLOGY	128,045	163,727	78.21%	122,071	152,078	80.27%
PLANNING & ENGINEERING	400,303	442,229	90.52%	363,674	424,109	85.75%
PUBLIC WORKS	2,592,878	3,250,395	79.77%	2,330,910	3,156,703	73.84%
POLICE	4,876,906	6,018,123	81.04%	4,580,490	5,888,865	77.78%
FIRE	164,124	219,068	74.92%	170,354	213,696	79.72%
CODE ENFORCEMENT	471,268	525,053	89.76%	459,068	476,106	96.42%
ZONING	50,985	77,779	65.55%	36,053	86,199	41.83%
SEWER	2,350,463	3,118,397	75.37%	2,466,551	3,106,250	79.41%
PARK AND RECREATION	607,946	670,820	90.63%	562,078	662,674	84.82%
TOTAL OPERATING EXPENSES	13,519,118	16,856,460	80.20%	12,894,612	16,243,964	79.38%

Whitpain Township

Treasurer's Report

Department	For the Month Ended 10/31/2016			Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	YTD Actual	Current Year Budget	YTD Actual to Budget (%)			
GENERAL FUND						
REVENUES						
REAL ESTATE TAXES	4,111,943	3,963,000	103.76%	3,923,105	3,943,500	99.48%
TRANSFER TAXES	1,507,220	600,000	251.20%	656,664	550,000	119.39%
EARNED INCOME TAXES	5,126,073	6,250,000	82.02%	5,108,554	5,800,000	88.08%
LOCAL SERVICES TAXES	587,575	740,000	79.40%	598,814	700,000	85.54%
CABLE FRANCHISE FEES	176,577	320,000	55.18%	170,378	320,000	53.24%
STATE AID-PENSIONS	463,712	415,180	111.69%	407,767	414,406	98.40%
LICENSES, PERMITS & FEES	448,349	443,280	101.14%	533,213	338,720	157.42%
PARK & RECREATION FEES	412,590	424,500	97.19%	395,887	442,200	89.53%
TOTAL REVENUES	12,834,040	13,155,960	97.55%	11,794,381	12,508,826	94.29%
EXPENSES						
TRANSFERS OUT	1,500,000	500,000	300.00%	500,000	500,000	100.00%
SALARIES						
OFFICIALS	15,469	20,625	75.00%	15,469	20,625	75.00%
EXECUTIVE	418,144	418,654	99.88%	305,740	328,954	92.94%
FINANCE	190,227	213,199	89.22%	200,451	279,018	71.84%
TAX COLLECTION	19,167	25,000	76.67%	18,750	25,000	75.00%
INFORMATION TECHNOLOGY	63,978	81,203	78.79%	66,629	78,467	84.91%
ENGINEERING	258,513	283,510	91.18%	242,502	270,933	89.51%
PUBLIC WORKS	1,030,782	1,225,516	84.11%	965,780	1,237,081	78.07%
POLICE	3,185,434	3,899,562	81.69%	2,955,368	3,792,719	77.92%
FIRE	112,647	139,089	80.99%	112,774	134,985	83.55%
CODE ENFORCEMENT	267,521	307,379	87.03%	257,861	291,493	88.46%
ZONING	7,376	10,400	70.92%	0	10,497	0.00%
PARK & RECREATION	251,820	255,828	98.43%	241,051	257,914	93.46%
TOTAL SALARY EXPENSES	5,821,075	6,879,965	84.61%	5,382,374	6,727,686	80.00%
OVERTIME						
POLICE	50,046	93,447	53.56%	53,741	80,346	66.89%
SEWER	17,241	33,743	51.10%	16,222	41,836	38.77%
PW SNOW REMOVAL	18,597	27,375	67.94%	19,916	26,711	74.56%
PW ROAD MAINTENANCE	1,979	6,630	29.86%	1,849	6,500	28.45%
TOTAL OVERTIME EXPENSES	87,864	161,195	54.51%	91,728	155,393	59.03%
HEALTH INSURANCE						
SUPERVISORS	65,092	71,405	91.16%	63,617	68,658	92.66%
ADMINISTRATION	78,288	54,948	142.48%	51,119	52,834	96.75%
FINANCE	27,866	47,117	59.14%	42,560	45,305	93.94%
INFORMATION TECHNOLOGY	24,303	25,072	96.93%	22,382	24,108	92.84%
ENGINEERING	63,840	67,523	94.55%	62,288	64,926	95.94%
POLICE	694,155	755,994	91.82%	660,525	726,918	90.87%
FIRE	28,754	32,881	87.45%	27,481	31,617	86.92%
CODE ENFORCEMENT	68,321	75,040	91.05%	71,082	72,154	98.51%
ZONING	2,411	2,497	96.54%	2,139	2,401	89.10%
SEWER	179,611	270,084	66.50%	193,081	259,696	74.35%
PUBLIC WORKS ADMINISTRATION	354,229	366,292	96.71%	337,905	352,204	95.94%
RECREATION ADMINISTRATION	54,620	53,739	101.64%	50,201	51,672	97.15%
TOTAL HEALTH INSURANCE EXPENSES	1,641,491	1,822,593	90.06%	1,584,378	1,752,493	90.41%

Whitpain Township

Treasurer's Report

PENSIONS						
NON-UNIFORM	380,169	455,918	83.39%	346,808	416,158	83.34%
DEFINED CONTRIBUTION	44,130	44,631	98.88%	38,468	54,279	70.87%
POLICE	407,668	489,202	83.33%	441,063	529,276	83.33%
SEWER	59,756	71,707	83.33%	115,589	138,695	83.34%
TOTAL PENSION EXPENSES	891,724	1,016,827	87.70%	903,461	1,084,129	83.34%

EXPENSES						
SUPERVISORS	8,223	13,478	61.01%	6,791	12,328	55.09%
ADMINISTRATION	266,297	360,054	73.96%	224,142	331,464	67.62%
FINANCE	67,586	96,939	69.72%	71,467	100,742	70.94%
TAX COLLECTION	81,471	98,901	82.38%	81,833	96,918	84.44%
COMPUTER & INFO, SERVICES	39,344	57,452	68.48%	33,061	49,503	66.78%
PLANNING & ENGINEERING	77,950	91,196	85.48%	58,884	88,250	66.72%
BUILDING MAINTENANCE	161,006	201,830	79.77%	151,951	210,367	72.23%
POLICE EXPENSES	539,602	779,918	69.19%	469,793	759,606	61.85%
FIRE	23,026	47,098	48.89%	30,099	47,094	63.91%
CODE ENFORCEMENT	134,301	142,634	94.16%	130,124	112,459	115.71%
ZONING	41,199	64,882	63.50%	33,914	73,301	46.27%
PUBLIC WORKS ADMINISTRATION	175,865	226,117	77.78%	150,395	210,891	71.31%
PUBLIC WORKS STREET CLEANING	10,646	8,000	133.07%	2,643	4,000	66.07%
PUBLIC WORKS SNOW REMOVAL	6,934	29,709	23.34%	3,377	17,068	19.79%
PUBLIC WORKS TRAFIC SIGNALS	44,214	78,000	56.69%	53,510	82,000	65.26%
PUBLIC WORKS STREET LIGHTING & MARKING	16,863	22,000	76.65%	17,621	21,500	81.96%
PUBLIC WORKS SIDEWALKS & CURBS	36,603	40,000	91.51%	19,165	37,000	51.80%
PUBLIC WORKS STORM SEWER MAINTENANCE	75,934	35,000	216.95%	36,726	15,000	244.84%
PUBLIC WORKS EQUIPMENT MAINTENANCE	134,949	226,555	59.57%	145,690	224,473	64.90%
PUBLIC WORKS ROAD MAINTENANCE	398,457	537,371	74.15%	292,420	516,108	56.66%
RECREATION AND ADMINISTRATION	76,597	96,664	79.24%	48,511	92,839	52.25%
RECREATION AND PROGRAMS	222,630	264,589	84.14%	222,316	260,249	85.42%
PUBLIC WORKS PARK MAINTENANCE	125,819	220,000	57.19%	131,962	195,800	67.40%

SEWER FUND						
REVENUES						
SEWER RENT - CURRENT	3,294,954	3,275,000	100.61%	3,243,080	3,300,000	98.28%
SEWER RENT - PEN & INT	28,846	30,000	96.15%	23,162	30,000	77.21%
TOTAL SEWER CHARGES	3,323,800	3,305,000	100.57%	3,266,242	3,330,000	98.09%
TRANSFERS IN	0	0	0.00%	0	0	0.00%

EXPENSES						
SEWER SALARIES	415,038	707,963	58.62%	488,825	709,786	68.87%
TRANSFERS OUT	0	625,000	0.00%	0	625,000	0.00%

DEBT SERVICE FUND						
EXPENSES						
DEBT PRINCIPAL	931,000	931,000	100.00%	895,000	895,000	100.00%
DEBT PRINCIPAL CAPITAL PROJECTS	0	260,000	0.00%	0	255,000	0.00%
DEBT INTEREST	218,355	255,819	85.36%	248,747	292,503	85.04%
DEBT INTEREST CAPITAL PROJECTS	39,923	79,845	50.00%	42,473	86,545	49.08%
TOTAL DEBT SERVICE EXPENSES	1,189,278	1,526,664	77.90%	1,186,220	1,529,048	77.58%

OCTOBER 31, 2016

ACCOUNT	PURCHASE DATE	DUE DATE	PRINCIPAL	INVESTED WITH	INTEREST RATE	TOTAL
GENERAL FUND	VARIOUS	OPEN	155,080	PLGIT	0.31	155,079.51
	VARIOUS	OPEN	6,950	PLGIT PLUS	0.43	6,949.81
	VARIOUS	OPEN	20,393	PLGIT PR	0.31	20,392.74
	VARIOUS	OPEN	3	PLGIT PR PLUS	0.43	3.34
	VARIOUS	OPEN	5,498,034	TD GENERAL FUND	0.20	5,498,034.29
	VARIOUS	OPEN	89,032	TD-E PAYMENTS	0.20	89,031.50
	VARIOUS	OPEN	3,053	TD-PR	0.20	3,052.58
	VARIOUS	OPEN	9,625	PLGIT PROCUREMENT	0.31	9,624.62
	VARIOUS	OPEN	1,776	DRUG ENFORCEMENT	0.20	1,776.47
	VARIOUS	OPEN	573,596	OPERATING RESERVE	0.20	573,595.83
	VARIOUS	OPEN	573,596	POLICE SPECIAL EQUIPMENT	0.20	1,292.72
FIRE CAPITAL FUND	VARIOUS	OPEN	5,303	PLGIT - ARBITRAGE	0.43	5,303.18
DEBT SERVICE	VARIOUS	OPEN	551,692	TD BANK	0.20	551,692.27
FIRE PROTECTION TAX	VARIOUS	OPEN	1,349,084	TD BANK	0.20	1,349,083.54
FIRE CAPITAL FUND	VARIOUS	OPEN	571,510	TD BANK	0.20	571,510.08
FIRE HYDRANT	VARIOUS	OPEN	214,469	TD BANK	0.20	214,469.16
CAPITAL RESERVE	VARIOUS	OPEN	7,669,638	TD BANK	0.20	7,669,637.56
CAPITAL RES - SIDEWALK GRANT	VARIOUS	OPEN	190,328	TD BANK	0.20	190,327.99
MANOR HOUSE	VARIOUS	OPEN	327,760	TD BANK	0.20	327,759.75
OPEN SPACE ACQUISITION	VARIOUS	OPEN	202,928	TD BANK	0.20	202,927.79
OPEN SPACE RESERVE	VARIOUS	OPEN	39,073	TD BANK	0.20	39,073.27
HIGHWAY AID FUND	VARIOUS	OPEN	130,303	TD BANK	0.20	130,302.62
POLICE MED INS RETIREE	VARIOUS	OPEN	419,234	TD BANK	0.20	419,234.21
NON UNIFORM MED INS RETIREE	VARIOUS	OPEN	23,208	TD BANK	0.20	23,208.14
ESCROW	VARIOUS	OPEN	1,246,811	TD BANK	0.20	1,246,811.39
RESERVE FOR OUTFALL STORM WT	VARIOUS	OPEN	34,260	TD BANK	0.20	34,259.89
FEE-IN-LIEU OF STORMWATER MNT	VARIOUS	OPEN	53,326	TD BANK	0.20	53,326.23
TRAFFIC IMPROVEMENTS	VARIOUS	OPEN	355,492	TD BANK	0.20	355,491.62
SEWER FUND	VARIOUS	OPEN	282,309	PLGIT PLUS	0.43	282,309.42
	VARIOUS	OPEN	1,455,164	TD BANK	0.20	1,455,163.83
SEWER CAPITAL	VARIOUS	OPEN	1,209,459	TD BANK	0.20	1,209,459.00
October 31, 2015				PLGIT	0.31	
General Fund TD Bank	\$5,582,541.02			PLGIT PLUS	0.43	
General Fund PLGIT	\$208,093.28			TD BANK-change effective 2/10/16	0.20	
Sewer TD Bank	\$1,571,291.89					
Sewer PLGIT	\$281,419.76					
Capital Reserve TD Bank	\$7,216,032.21					