

To: Roman M. Pronczak, Township Manager

From: Christine M. Bauman, Director of Finance

Date: January 5, 2016

Re: Treasurer's Report & Cash Statement – *November 30, 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 NOVEMBER 30, 2015**

Revenue or Expense Category

General Fund

Real Estate Taxes - Real estate tax revenues (99.8%) are slightly behind last year's pace (100.4%). These collections include current (\$3,890,060 or 99.7%) and delinquent (\$50,855) 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 (130.5% vs. 124.3%). In November we collected \$61,003. We have collected a total of \$717,667 compared to \$596,645 at this point last year.

Earned Income Taxes - EIT collections (101%) are behind last year's pace (104.4%). 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 November we have collected \$5,857,069 compared to \$5,688,422 last year.

Local Services Taxes (LST) - We are ahead (100.8%) of last year's pace (95.6%). Similar to EIT, our core revenues are more stable and predictable.

Cable Franchise Fees – These fees are remitted quarterly. In November we collected \$255,101. We are at (79.7%) compared with last year's pace (58.9%).

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 (176.5% vs. 106%) 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 (91.8%) last year's pace (99.2%). 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 92% of our annual budget to date. We are significantly under budget (87.5%) and are significantly behind last year's pace (90.2%). 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 92% of our annual budget to date, we are under budget (87.2%) and behind last year's pace (97.2%). 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 (97.8%) and are ahead of last year's pace (94.8%). 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 (83.0%) last year (84.6%). 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 not make a payment in November.

Overtime – We are significantly behind (64.9%) last year’s pace (79.9%). We are under budget in all departments; Road Maintenance (30.7%), Sewer (41.9%), Snow Removal (74.6%) and Police (76.4%).

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 **November 30, 2015**.

<i>November 30, 2015</i>	<i>November 30, 2014</i>
\$5,851,245	\$5,774,395

Sewer Fund

Sewer Charges - We are ahead (98.3%) of last year’s pace (94.1%) 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 November the Township collected a total \$93.20 making the outstanding balance\$163,610 with interest continuing to accrue on the delinquent principal balance.

Sewer Operating Expenses - We are ahead of (85.4%) last year’s pace (79.4%) 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 **November 30, 2015**.

<i>November 30, 2015</i>	<i>November30, 2014</i>
\$1,814,606	\$1,540,856

Capital Reserve Fund

Ending Cash Balance - Please see attached Cash Statement as of **November 30, 2015**.

<i>November 30, 2015</i>	<i>November 30, 2014</i>
\$7,213,699	\$5,946,936

Debt Service Fund - Debt Service Expenses - We are ahead of (98.5%) last year's pace (98.2%).

Whitpain Township

Treasurer's Report

Department	For the Month Ended 11/30/2015			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	3,934,295	3,943,500	99.77%	3,902,468	3,888,500	100.36%
TRANSFER TAXES	717,667	550,000	130.48%	596,645	480,000	124.30%
EARNED INCOME TAXES	5,857,069	5,800,000	100.98%	5,688,422	5,450,000	104.37%
LOCAL SERVICES TAXES	705,865	700,000	100.84%	716,820	750,000	95.58%
CABLE FRANCHISE FEES	255,101	320,000	79.72%	206,269	350,000	58.93%
STATE AID-PENSIONS	407,767	414,406	98.40%	379,520	427,280	88.82%
LICENSES, PERMITS & FEES	597,983	338,720	176.54%	353,410	333,500	105.97%
PARK & RECREATION FEES	406,022	442,200	91.82%	407,408	410,700	99.20%
TOTAL REVENUES	12,881,767	12,508,826	102.98%	12,250,961	12,089,980	101.33%
EXPENSES						
TRANSFERS OUT	500,000	500,000	100.00%	1,000,000	1,000,000	100.00%
SALARIES						
OFFICIALS	17,188	20,625	83.33%	18,906	20,625	91.67%
EXECUTIVE	333,915	328,954	101.51%	333,237	309,957	107.51%
FINANCE	216,373	279,018	77.55%	278,474	264,470	105.30%
TAX COLLECTION	20,833	25,000	83.33%	22,083	25,000	88.33%
INFORMATION TECHNOLOGY	72,319	78,467	92.17%	65,249	70,231	92.91%
ENGINEERING	266,130	270,933	98.23%	293,241	196,640	149.13%
PUBLIC WORKS	1,055,052	1,237,081	85.29%	1,044,736	1,054,573	99.07%
POLICE	3,220,826	3,792,719	84.92%	3,210,773	3,464,713	92.67%
FIRE	123,348	134,985	91.38%	129,939	133,061	97.65%
CODE ENFORCEMENT	281,399	291,493	96.54%	277,066	287,805	96.27%
ZONING	0	10,497	0.00%	0	10,060	0.00%
PARK & RECREATION	256,053	257,914	99.28%	258,928	264,884	97.75%
TOTAL SALARY EXPENSES	5,863,435	6,727,686	87.15%	5,932,632	6,102,019	97.22%
OVERTIME						
POLICE	61,384	80,346	76.40%	64,195	75,600	84.91%
SEWER	17,511	41,836	41.86%	24,377	35,866	67.97%
PW SNOW REMOVAL	19,916	26,711	74.56%	20,324	26,711	76.09%
PW ROAD MAINTENANCE	1,996	6,500	30.70%	6,652	6,500	102.34%
TOTAL OVERTIME EXPENSES	100,806	155,393	64.87%	115,547	144,677	79.87%
HEALTH INSURANCE						
SUPERVISORS	67,285	68,658	98.00%	62,867	63,888	98.40%
ADMINISTRATION	56,709	52,834	107.33%	54,554	54,574	99.96%
FINANCE	45,757	45,305	101.00%	48,004	43,505	110.34%
INFORMATION TECHNOLOGY	24,631	24,108	102.17%	22,258	22,703	98.04%
ENGINEERING	69,821	64,926	107.54%	71,047	46,143	153.97%
POLICE	717,042	726,918	98.64%	635,590	666,935	95.30%
FIRE	29,273	31,617	92.59%	28,419	30,161	94.22%
CODE ENFORCEMENT	75,699	72,154	104.91%	71,498	68,742	104.01%
ZONING	2,354	2,401	98.03%	1,442	2,380	60.60%
SEWER	204,598	259,696	78.78%	189,206	272,680	69.39%
PUBLIC WORKS ADMINISTRATION	365,041	352,204	103.64%	318,931	319,167	99.93%
RECREATION ADMINISTRATION	55,556	51,672	107.52%	51,327	48,954	104.85%
TOTAL HEALTH INSURANCE EXPENSES	1,713,767	1,752,493	97.79%	1,555,143	1,639,832	94.84%

Whitpain Township

Treasurer's Report

PENSIONS

NON-UNIFORM	346,808	416,158	83.34%	303,277	363,932	83.33%
DEFINED CONTRIBUTION	41,566	54,279	76.58%	38,188	31,677	120.55%
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	945,027	1,138,408	83.01%	784,644	927,423	84.60%

EXPENSES

SUPERVISORS	7,304	12,328	59.25%	7,149	10,578	67.58%
ADMINISTRATION	259,898	331,464	78.41%	276,030	307,915	89.65%
FINANCE	73,523	100,742	72.98%	68,092	77,681	87.66%
TAX COLLECTION	84,494	96,918	87.18%	89,367	96,693	92.42%
COMPUTER & INFO, SERVICES	39,014	49,503	78.81%	36,934	48,718	75.81%
PLANNING & ENGINEERING	71,314	88,250	80.81%	59,869	82,379	72.67%
BUILDING MAINTENANCE	172,336	210,367	81.92%	180,608	209,867	86.06%
POLICE EXPENSES	585,491	759,606	77.08%	596,010	739,784	80.57%
FIRE	34,315	47,094	72.86%	30,541	45,205	67.56%
CODE ENFORCEMENT	143,431	112,459	127.54%	104,710	96,098	108.96%
ZONING	43,795	73,301	59.75%	39,243	65,554	59.86%
PUBLIC WORKS ADMINISTRATION	173,607	210,891	82.32%	166,086	185,413	89.58%
PUBLIC WORKS STREET CLEANING	2,953	4,000	73.82%	8,092	4,000	202.29%
PUBLIC WORKS SNOW REMOVAL	3,856	17,068	22.59%	10,702	4,500	237.82%
PUBLIC WORKS TRAFIC SIGNALS	57,606	82,000	70.25%	51,670	81,000	63.79%
PUBLIC WORKS STREET LIGHTING & MARKING	19,373	21,500	90.11%	17,810	21,500	82.84%
PUBLIC WORKS SIDEWALKS & CURBS	21,265	37,000	57.47%	19,015	37,000	51.39%
PUBLIC WORKS STORM SEWER MAINTENANCE	38,711	15,000	258.07%	19,757	9,600	205.81%
PUBLIC WORKS EQUIPMENT MAINTENANCE	169,011	224,473	75.29%	223,962	218,079	102.70%
PUBLIC WORKS ROAD MAINTENANCE	396,698	516,108	76.86%	459,866	500,001	91.97%
RECREATION AND ADMINISTRATION	83,323	92,839	89.75%	70,366	89,225	78.86%
RECREATION AND PROGRAMS	254,001	260,249	97.60%	225,457	251,301	89.72%
PUBLIC WORKS PARK MAINTENANCE	154,821	195,800	79.07%	142,006	156,100	90.97%

SEWER FUND

REVENUES

SEWER RENT - CURRENT	3,242,869	3,300,000	98.27%	3,240,965	3,450,000	93.94%
SEWER RENT - PEN & INT	29,390	30,000	97.97%	34,985	30,000	116.62%
TOTAL SEWER CHARGES	3,272,260	3,330,000	98.27%	3,275,950	3,480,000	94.14%
TRANSFERS IN	0	0	0.00%	0	0	0.00%

EXPENSES

TRANSFERS OUT	0	625,000	0.00%	250,000	250,000	100.00%
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DEBT SERVICE FUND

EXPENSES

DEBT PRINCIPAL	895,000	895,000	100.00%	861,000	861,000	100.00%
DEBT PRINCIPAL CAPITAL PROJECTS	255,000	255,000	100.00%	80,000	80,000	100.00%
DEBT INTEREST	270,679	292,503	92.54%	302,897	327,722	92.42%
DEBT INTEREST CAPITAL PROJECTS	84,945	86,545	98.15%	86,545	86,545	100.00%
TOTAL DEBT SERVICE EXPENSES	1,505,624	1,529,048	98.47%	1,330,442	1,355,267	98.17%

Whitpain Township

Operating Expense Report

Department	For the Month Ended 11/30/2015		YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	YTD Actual	Current Year Budget				
SUPERVISORS	91,777	101,611	90.32%	88,923	95,091	93.51%
ADMINISTRATION	1,038,895	1,183,689	87.77%	1,005,287	1,068,055	94.12%
FINANCE	335,654	425,065	78.97%	394,570	385,656	102.31%
TAX COLLECTION	105,327	121,918	86.39%	111,450	121,693	91.58%
LEGAL	379,065	245,000	154.72%	207,287	306,000	67.74%
INFORMATION TECHNOLOGY	135,965	152,078	89.40%	124,441	141,652	87.85%
PLANNING & ENGINEERING	407,266	424,109	96.03%	424,156	325,162	130.44%
PUBLIC WORKS	2,652,242	3,156,703	84.02%	2,690,216	2,834,011	94.93%
POLICE	5,025,806	5,888,865	85.34%	4,848,654	5,357,535	90.50%
FIRE	186,936	213,696	87.48%	188,899	208,427	90.63%
CODE ENFORCEMENT	500,528	476,106	105.13%	453,274	452,645	100.14%
ZONING	46,149	86,199	53.54%	40,685	77,994	52.16%
SEWER	2,653,639	3,106,250	85.43%	2,482,779	3,126,226	79.42%
PARK AND RECREATION	648,933	662,674	97.93%	606,078	654,364	92.62%
TOTAL OPERATING EXPENSES	14,208,181	16,243,964	87.47%	13,666,698	15,154,511	90.18%

NOVEMBER 30, 2015

ACCOUNT	PURCHASE DATE	DUE DATE	PRINCIPAL	INVESTED WITH	INTEREST RATE	TOTAL
GENERAL FUND	VARIOUS	OPEN	578,804	PLGIT	0.04	578,803.91
	VARIOUS	OPEN	6,928	PLGIT PLUS	0.10	6,927.91
	VARIOUS	OPEN	14,303	PLGIT PR	0.04	14,302.93
	VARIOUS	OPEN	3	PLGIT PR PLUS	0.10	3.34
	VARIOUS	OPEN	5,272,442	TD GENERAL FUND	0.10	5,272,441.53
	VARIOUS	OPEN	88,885	TD-E PAYMENTS	0.10	88,885.42
	VARIOUS	OPEN	2,597	TD-PR	0.10	2,596.60
	VARIOUS	OPEN	7,174	PLGIT PROCUREMENT	0.04	7,173.68
	VARIOUS	OPEN	1,774	DRUG ENFORCEMENT	0.10	1,773.56
	VARIOUS	OPEN	572,655	OPERATING RESERVE	0.10	572,654.65
	VARIOUS	OPEN	572,655	POLICE SPECIAL EQUIPMENT	0.10	1,290.60
FIRE CAPITAL FUND	VARIOUS	OPEN	5,286	PLGIT - ARBITRAGE	0.10	5,286.16
DEBT SERVICE	VARIOUS	OPEN	252,540	TD BANK	0.10	252,540.25
FIRE PROTECTION TAX	VARIOUS	OPEN	786,157	TD BANK	0.10	786,156.68
FIRE CAPITAL FUND	VARIOUS	OPEN	614,665	TD BANK	0.10	614,664.89
FIRE HYDRANT	VARIOUS	OPEN	189,434	TD BANK	0.10	189,433.90
CAPITAL RESERVE	VARIOUS	OPEN	7,213,699	TD BANK	0.10	7,213,698.78
CAPITAL RES - SIDEWALK GRANT	VARIOUS	OPEN	190,016	TD BANK	0.10	190,015.68
MANOR HOUSE	VARIOUS	OPEN	235,751	TD BANK	0.10	235,750.73
OPEN SPACE ACQUISITION	VARIOUS	OPEN	868,976	TD BANK	0.10	868,976.25
OPEN SPACE RESERVE	VARIOUS	OPEN	78,205	TD BANK	0.10	78,204.73
HIGHWAY AID FUND	VARIOUS	OPEN	108,739	TD BANK	0.10	108,738.98
POLICE MED INS RETIREE	VARIOUS	OPEN	385,548	TD BANK	0.10	385,547.68
NON UNIFORM MED INS RETIREE	VARIOUS	OPEN	6,865	TD BANK	0.10	6,864.68
ESCROW	VARIOUS	OPEN	1,409,616	TD BANK	0.10	1,409,616.04
RESERVE FOR OUTFALL STORM WT	VARIOUS	OPEN	24,549	TD BANK	0.10	24,549.03
FEE-IN-LIEU OF STORMWATER MNT	VARIOUS	OPEN	40,636	TD BANK	0.10	40,635.69
TRAFFIC IMPROVEMENTS	VARIOUS	OPEN	598,073	TD BANK	0.10	598,073.26
SEWER FUND	VARIOUS	OPEN	281,420	PLGIT PLUS	0.10	281,419.76
	VARIOUS	OPEN	1,533,187	TD BANK	0.10	1,533,186.98
SEWER CAPITAL	VARIOUS	OPEN	470,282	TD BANK	0.10	470,281.71
October 31, 2014				PLGIT	0.04	
General Fund TD Bank	\$5,272,724.14			PLGIT PLUS	0.10	
General Fund PLGIT	\$501,670.34			TD BANK	0.10	
Sewer TD Bank	\$1,259,527.09					
Sewer PLGIT	\$281,328.50					
Capital Reserve TD Bank	\$5,946,935.55					