

To: Roman M. Pronczak, Township Manager

From: Christine M. Bauman, Director of Finance

Date: January 4, 2017

Re: Treasurer's Report & Cash Statement – **November 30, 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	Meets or Exceeds	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 November 30, 2016**

Revenue or Expense Category

General Fund

Real Estate Taxes – Real Estate Taxes are ahead of (103.8%) last year's pace (99.77%). These collections include current (\$3,906,362 or 99.7%) and delinquent (\$50,579) 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 (264.5% vs. 130.5%). In September the sale of the Corporate Office Properties (COPT) resulted in \$713,500. Through November the Township has collected a total of \$1,587,103.

Earned Income Taxes - EIT collections (98.9%) are behind last year's pace (101.0%). Collections in November totaled \$1,053,331 for a yearly total of \$6,179,404.

Local Services Taxes (LST) - LST collections are ahead of (102.6% vs. 100.8%) last year's pace. Collections in November totaled \$171,671 for a cumulative total of \$759,247.

Cable Franchise Fees – These fees are remitted quarterly. Through November we have received \$265,518.

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 (105.2% vs. 176.5%) 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 (99.0%) last year's pace (91.8%). 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. The summer time is when most revenues are received. Revenues will be on a slower pace through the rest of the year.

Operating Expenses – These departmental expenses include salaries (separately reported below) which represent 92% of our annual budget to date. We are under budget (86.4%) and are behind last year's pace (87.47%). 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 92% of our annual budget to date, we are under budget (90.6%) and are ahead of last year's pace (87.2%). 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 (99.1%) and ahead of last year's pace (97.8%). 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 (84.39%) last year’s pace (83.0%). 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 not make a payment in November.

Overtime – We are behind (61.5%) last year’s pace (64.9%) and under budget. We are under budget in all departments; Police (62.8%), Sewer (58.2%), Snow Removal (67.9%), and Road Maintenance (33.6%).

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

Ending Cash Balance –Please see attached Cash Statement as of **November 30, 2016**.

November 30, 2016	November 30, 2015
\$6,009,790	\$5,851,245

Sewer Fund

Sewer Charges - We are ahead of (100.7%) 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 November the Township collected a total of \$69.91 making the outstanding balance \$186,831 with interest continuing to accrue on the delinquent principal balance.

Sewer Operating Expenses - We are behind (82.9%) last year’s pace (85.4%) 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 **November 30, 2016**.

November 30, 2016	November 30, 2015
\$1,457,428	\$1,814,607

Capital Reserve Fund

Ending Cash Balance - Please see attached Cash Statement as of **November 30, 2016**.

November 30, 2016	November 30, 2015
\$7,264,431	\$7,213,699

Debt Service Fund

Debt Service Expenses - We are on pace (98.8%) with last year (98.5%).

Whitpain Township Operating Expense Report

Department	For the Month Ended 11/30/2016		YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	YTD Actual	Current Year Budget				
SUPERVISORS	99,378	105,508	94.19%	91,777	101,611	90.32%
ADMINISTRATION	1,246,861	1,334,205	93.45%	1,038,895	1,183,689	87.77%
FINANCE	291,542	357,255	81.61%	335,654	425,065	78.97%
TAX COLLECTION	103,301	123,901	83.37%	105,327	121,918	86.39%
LEGAL	227,174	450,000	50.48%	379,065	245,000	154.72%
INFORMATION TECHNOLOGY	138,859	163,727	84.81%	135,965	152,078	89.40%
PLANNING & ENGINEERING	389,938	442,229	88.18%	407,266	424,109	96.03%
PUBLIC WORKS	2,771,278	3,250,395	85.26%	2,652,242	3,156,703	84.02%
POLICE	5,296,801	6,018,123	88.01%	5,025,806	5,888,865	85.34%
FIRE	182,218	219,068	83.18%	186,936	213,696	87.48%
CODE ENFORCEMENT	515,291	525,053	98.14%	500,528	476,106	105.13%
ZONING	61,579	77,779	79.17%	46,149	86,199	53.54%
SEWER	2,583,891	3,118,397	82.86%	2,653,639	3,106,250	85.43%
PARK AND RECREATION	649,176	670,820	96.77%	648,933	662,674	97.93%
TOTAL OPERATING EXPENSES	14,557,287	16,856,460	86.36%	14,208,181	16,243,964	87.47%

Whitpain Township

Treasurer's Report

		For the Month Ended 11/30/2016					
Department	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	4,113,712	3,963,000	103.80%	3,934,295	3,943,500	99.77%	
TRANSFER TAXES	1,587,103	600,000	264.52%	717,667	550,000	130.48%	
EARNED INCOME TAXES	6,179,404	6,250,000	98.87%	5,857,069	5,800,000	100.98%	
LOCAL SERVICES TAXES	759,247	740,000	102.60%	705,865	700,000	100.84%	
CABLE FRANCHISE FEES	265,518	320,000	82.97%	255,101	320,000	79.72%	
STATE AID-PENSIONS	463,712	415,180	111.69%	407,767	414,406	98.40%	
LICENSES, PERMITS & FEES	466,456	443,280	105.23%	597,983	338,720	176.54%	
PARK & RECREATION FEES	418,524	424,500	98.95%	406,022	442,200	91.82%	
TOTAL REVENUES	14,253,676	13,155,960	108.34%	12,881,767	12,508,826	102.98%	
EXPENSES							
TRANSFERS OUT	2,250,000	500,000	450.00%	500,000	500,000	100.00%	
SALARIES							
OFFICIALS	17,188	20,625	83.33%	17,188	20,625	83.33%	
EXECUTIVE	436,618	418,654	104.29%	333,915	328,954	101.51%	
FINANCE	195,042	213,199	91.48%	216,373	279,018	77.55%	
TAX COLLECTION	19,167	25,000	76.67%	20,833	25,000	83.33%	
INFORMATION TECHNOLOGY	69,578	81,203	85.68%	72,319	78,467	92.17%	
ENGINEERING	245,006	283,510	86.42%	266,130	270,933	98.23%	
PUBLIC WORKS	1,095,362	1,225,516	89.38%	1,055,052	1,237,081	85.29%	
POLICE	3,468,261	3,899,562	88.94%	3,220,826	3,792,719	84.92%	
FIRE	123,560	139,089	88.84%	123,348	134,985	91.38%	
CODE ENFORCEMENT	288,091	307,379	93.72%	281,399	291,493	96.54%	
ZONING	8,154	10,400	78.41%	0	10,497	0.00%	
PARK & RECREATION	267,336	255,828	104.50%	256,053	257,914	99.28%	
TOTAL SALARY EXPENSES	6,233,362	6,879,965	90.60%	5,863,435	6,727,686	87.15%	
OVERTIME							
POLICE	58,704	93,447	62.82%	61,384	80,346	76.40%	
SEWER	19,649	33,743	58.23%	17,511	41,836	41.86%	
PW SNOW REMOVAL	18,597	27,375	67.94%	19,916	26,711	74.56%	
PW ROAD MAINTENANCE	2,227	6,630	33.59%	1,996	6,500	30.70%	
TOTAL OVERTIME EXPENSES	99,177	161,195	61.53%	100,806	155,393	64.87%	
HEALTH INSURANCE							
SUPERVISORS	71,833	71,405	100.60%	67,285	68,658	98.00%	
ADMINISTRATION	83,880	54,948	152.65%	56,709	52,834	107.33%	
FINANCE	28,292	47,117	60.05%	45,757	45,305	101.00%	
INFORMATION TECHNOLOGY	26,642	25,072	106.26%	24,631	24,108	102.17%	
ENGINEERING	62,217	67,523	92.14%	69,821	64,926	107.54%	
POLICE	760,474	755,994	100.59%	717,042	726,918	98.64%	
FIRE	31,782	32,881	96.66%	29,273	31,617	92.59%	
CODE ENFORCEMENT	73,835	75,040	98.39%	75,699	72,154	104.91%	
ZONING	2,635	2,497	105.51%	2,354	2,401	98.03%	
SEWER	220,710	270,084	81.72%	204,598	259,696	78.78%	
PUBLIC WORKS ADMINISTRATION	383,406	366,292	104.67%	365,041	352,204	103.64%	
RECREATION ADMINISTRATION	60,223	53,739	112.07%	55,556	51,672	107.52%	
TOTAL HEALTH INSURANCE EXPENSES	1,805,930	1,822,593	99.09%	1,713,767	1,752,493	97.79%	

Whitpain Township

Treasurer's Report

PENSIONS

NON-UNIFORM	380,169	455,918	83.39%	346,808	416,158	83.34%
DEFINED CONTRIBUTION	48,124	44,631	107.83%	41,566	54,279	76.58%
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	895,717	1,061,458	84.39%	945,027	1,138,408	83.01%

EXPENSES

SUPERVISORS	10,358	13,478	76.85%	7,304	12,328	59.25%
ADMINISTRATION	298,069	360,054	82.78%	259,898	331,464	78.41%
FINANCE	68,208	96,939	70.36%	73,523	100,742	72.98%
TAX COLLECTION	84,135	98,901	85.07%	84,494	96,918	87.18%
COMPUTER & INFO, SERVICES	42,638	57,452	74.22%	39,014	49,503	78.81%
PLANNING & ENGINEERING	82,715	91,196	90.70%	71,314	88,250	80.81%
BUILDING MAINTENANCE	177,833	201,830	88.11%	172,336	210,367	81.92%
POLICE EXPENSES	601,695	779,918	77.15%	585,491	759,606	77.08%
FIRE	26,875	47,098	57.06%	34,315	47,094	72.86%
CODE ENFORCEMENT	153,365	142,634	107.52%	143,431	112,459	127.54%
ZONING	50,791	64,882	78.28%	43,795	73,301	59.75%
PUBLIC WORKS ADMINISTRATION	198,964	226,117	87.99%	173,607	210,891	82.32%
PUBLIC WORKS STREET CLEANING	10,837	8,000	135.47%	2,953	4,000	73.82%
PUBLIC WORKS SNOW REMOVAL	7,489	29,709	25.21%	3,856	17,068	22.59%
PUBLIC WORKS TRAFIC SIGNALS	46,543	78,000	59.67%	57,606	82,000	70.25%
PUBLIC WORKS STREET LIGHTING & MARKING	18,468	22,000	83.95%	19,373	21,500	90.11%
PUBLIC WORKS SIDEWALKS & CURBS	37,303	40,000	93.26%	21,265	37,000	57.47%
PUBLIC WORKS STORM SEWER MAINTENANCE	76,799	35,000	219.43%	38,711	15,000	258.07%
PUBLIC WORKS EQUIPMENT MAINTENANCE	157,308	226,555	69.43%	169,011	224,473	75.29%
PUBLIC WORKS ROAD MAINTENANCE	404,579	537,371	75.29%	396,698	516,108	76.86%
RECREATION AND ADMINISTRATION	84,100	96,664	87.00%	83,323	92,839	89.75%
RECREATION AND PROGRAMS	237,517	264,589	89.77%	254,001	260,249	97.60%
PUBLIC WORKS PARK MAINTENANCE	135,563	220,000	61.62%	154,821	195,800	79.07%

SEWER FUND

REVENUES

SEWER RENT - CURRENT	3,294,526	3,275,000	100.60%	3,242,869	3,300,000	98.27%
SEWER RENT - PEN & INT	35,052	30,000	116.84%	29,390	30,000	97.97%
TOTAL SEWER CHARGES	3,329,579	3,305,000	100.74%	3,272,260	3,330,000	98.27%
TRANSFERS IN	0	0	0.00%	0	0	0.00%

EXPENSES

SEWER SALARIES	555,500	707,963	78.46%	525,090	709,786	73.98%
TRANSFERS OUT	0	625,000	0.00%	250,000	250,000	0.00%

DEBT SERVICE FUND

EXPENSES

DEBT PRINCIPAL	931,000	931,000	100.00%	895,000	895,000	100.00%
DEBT PRINCIPAL CAPITAL PROJECTS	260,000	260,000	100.00%	255,000	255,000	100.00%
DEBT INTEREST	237,122	255,819	92.69%	270,679	292,503	92.54%
DEBT INTEREST CAPITAL PROJECTS	79,845	79,845	100.00%	84,945	86,545	98.15%
TOTAL DEBT SERVICE EXPENSES	1,507,967	1,526,664	98.78%	1,505,624	1,529,048	98.47%

NOVEMBER 30, 2016

ACCOUNT	PURCHASE DATE	DUE DATE	PRINCIPAL	INVESTED WITH	INTEREST RATE	TOTAL
GENERAL FUND	VARIOUS	OPEN	760,883	PLGIT	0.29	760,883.04
	VARIOUS	OPEN	6,950	PLGIT PLUS	0.41	6,949.81
	VARIOUS	OPEN	22,270	PLGIT PR	0.29	22,270.24
	VARIOUS	OPEN	3	PLGIT PR PLUS	0.41	3.34
	VARIOUS	OPEN	5,248,907	TD GENERAL FUND	0.20	5,248,907.25
	VARIOUS	OPEN	89,046	TD-E PAYMENTS	0.20	89,046.10
	VARIOUS	OPEN	5,248	TD-PR	0.20	5,247.94
	VARIOUS	OPEN	9,877	PLGIT PROCUREMENT	0.29	9,877.25
	VARIOUS	OPEN	1,777	DRUG ENFORCEMENT	0.20	1,776.76
	VARIOUS	OPEN	573,690	OPERATING RESERVE	0.20	573,689.86
	VARIOUS	OPEN	573,690	POLICE SPECIAL EQUIPMENT	0.20	1,292.93
FIRE CAPITAL FUND	VARIOUS	OPEN	5,305	PLGIT - ARBITRAGE	0.40	5,304.90
DEBT SERVICE	VARIOUS	OPEN	228,784	TD BANK	0.20	228,783.68
FIRE PROTECTION TAX	VARIOUS	OPEN	1,102,377	TD BANK	0.20	1,102,376.65
FIRE CAPITAL FUND	VARIOUS	OPEN	571,604	TD BANK	0.20	571,603.77
FIRE HYDRANT	VARIOUS	OPEN	208,323	TD BANK	0.20	208,323.12
CAPITAL RESERVE	VARIOUS	OPEN	7,264,431	TD BANK	0.20	7,264,430.78
CAPITAL RES - SIDEWALK GRANT	VARIOUS	OPEN	190,359	TD BANK	0.20	190,359.19
MANOR HOUSE	VARIOUS	OPEN	243,834	TD BANK	0.20	243,834.21
OPEN SPACE ACQUISITION	VARIOUS	OPEN	47,247	TD BANK	0.20	47,246.55
OPEN SPACE RESERVE	VARIOUS	OPEN	703,340	TD BANK	0.20	703,340.04
HIGHWAY AID FUND	VARIOUS	OPEN	118,361	TD BANK	0.20	118,361.47
POLICE MED INS RETIREE	VARIOUS	OPEN	419,303	TD BANK	0.20	419,302.94
NON UNIFORM MED INS RETIREE	VARIOUS	OPEN	21,612	TD BANK	0.20	21,611.81
ESCROW	VARIOUS	OPEN	1,526,150	TD BANK	0.20	1,526,150.18
RESERVE FOR OUTFALL STORM WT	VARIOUS	OPEN	34,366	TD BANK	0.20	34,365.52
FEE-IN-LIEU OF STORMWATER MNT	VARIOUS	OPEN	53,805	TD BANK	0.20	53,804.58
TRAFFIC IMPROVEMENTS	VARIOUS	OPEN	354,850	TD BANK	0.20	354,849.79
SEWER FUND	VARIOUS	OPEN	282,309	PLGIT PLUS	0.41	282,309.42
	VARIOUS	OPEN	1,175,119	TD BANK	0.20	1,175,118.88
SEWER CAPITAL	VARIOUS	OPEN	1,180,917	TD BANK	0.20	1,180,916.93
November 30, 2015				PLGIT	0.29	
General Fund TD Bank	\$5,272,441.53			PLGIT PLUS	0.41	
General Fund PLGIT	\$578,803.91			TD BANK-change effective 2/10/16	0.20	
Sewer TD Bank	\$1,533,186.98					
Sewer PLGIT	\$281,419.76					
Capital Reserve TD Bank	\$7,213,698.78					