

To: Roman M. Pronczak, Township Manager

From: Christine M. Bauman, Director of Finance

Date: February 16, 2016

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

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 DECEMBER 31, 2015**

Revenue or Expense Category

General Fund

Real Estate Taxes - Real estate tax revenues (100.7%) are slightly behind last year's pace (102.0%). Although we are behind last year's budget pace, collections totaled \$3,970,723 in 2015 compared to \$3,967,617 in 2014. These collections include current (\$3,923,849 or 100.6%) and delinquent (\$53,495) 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 (154.2% vs. 143.6%). We have collected a total of \$848,160 in 2015 compared to \$688,087 in 2014.

Earned Income Taxes - EIT collections (113.3%) are on par with last year's pace (113.7%). We can expect that our core EIT revenues should be more stable and predictable. Although we are on par with last year's budget pace, we are ahead of last year's collections total. Through December we have collected \$6,571,571 compared to \$6,198,012 last year.

Local Services Taxes (LST) - We are ahead (110.5%) of last year's pace (106.07%). Similar to EIT, our core revenues are more stable and predictable. Through December, LST collections totaled \$773,670.

Cable Franchise Fees – These fees are remitted quarterly. Through December we collected \$289,684. We are at (90.5%) compared with last year's pace (91.5%). We are expecting one more payment for 2015 from Verizon in the middle of February.

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 (196.4% vs. 118.9%) last year's pace and over budget due to increase development and building activities. We are anticipating development to continue at a high rate in 2016, but not at a pace that occurred in 2015.

Park & Recreation Fees – We are significantly behind (92.8%) last year's pace (100.8%). Much of the decrease is due to less enrollment in Park N Tots and Stony Creek Camp. Although revenues did not meet budget expectations, the total revenue generated from programs was on par with 2014.

Operating Expenses – These departmental expenses include salaries (separately reported below) represent 100% of our annual budget to date. We are under budget (96.2%) and are significantly behind last year's pace (101.4%). All transfers and reimbursements have been made for 2015.

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 100% of our annual budget to date, we are under budget (95.8%) and are significantly behind last year's pace (102.5%). Wages have been fully reimbursed from our Sewer Fund. We are nearing hiring expectations as we currently have 88 of 89 positions filled.

Health Insurance - We are over budget (105.2%) and are ahead of last year's pace (102.3%). 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 in 2016.

Pension – We are under budget and behind (99.3%) last year’s pace (101.1%). We 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 made our final payment for 2015 in December.

Overtime – We are significantly behind (95.8%) last year’s pace (107.1%). We are under budget in all departments; Road Maintenance (30.7%), Sewer (47.6%), Snow Removal (74.6%) and Police (95.1%).

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 **December 31, 2015**.

<i>December 31, 2015</i>	<i>December 31, 2014</i>
\$6,084,480	\$4,031,026

Sewer Fund

Sewer Charges - We are ahead (98.3%) of last year’s pace (94.2%) 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. This is due to vacant commercial buildings becoming occupied. 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 December the Township collected a total \$2,086 making the outstanding balance \$161,914 with interest continuing to accrue on the delinquent principal balance.

Sewer Operating Expenses - We are significantly behind of (94.0%) last year’s pace (108.8) and under budget. The Sewer Fund has completely reimbursed the General fund for 2015.

Interfund Transfers – The Sewer Operating Fund has transferred \$625,000 to the Sewer Capital Fund.

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

<i>December 31, 2015</i>	<i>December 31, 2014</i>
\$870,536	\$986,554

Capital Reserve Fund

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

<i>December 31, 2015</i>	<i>December 31, 2014</i>
\$7,158,485	\$7,413,775

Debt Service Fund - Debt Service Expenses - All payments have been made for 2015 (\$1,527,556).

Whitpain Township

Treasurer's Report

Department	For the Month Ended 12/31/2015			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		3,970,723	3,943,500	100.69%	3,967,617	3,888,500	102.03%		
TRANSFER TAXES		848,160	550,000	154.21%	688,087	480,000	143.35%		
EARNED INCOME TAXES		6,571,571	5,800,000	113.30%	6,198,012	5,450,000	113.72%		
LOCAL SERVICES TAXES		773,670	700,000	110.52%	795,529	750,000	106.07%		
CABLE FRANCHISE FEES		289,684	320,000	90.53%	320,216	350,000	91.49%		
STATE AID-PENSIONS		407,767	414,406	98.40%	391,138	427,280	91.54%		
LICENSES, PERMITS & FEES		665,237	338,720	196.40%	396,631	333,500	118.93%		
PARK & RECREATION FEES		410,487	442,200	92.83%	414,237	410,700	100.86%		
TOTAL REVENUES		13,937,297	12,508,826	111.42%	13,171,469	12,089,980	108.95%		
EXPENSES									
TRANSFERS OUT		500,000	500,000	100.00%	2,500,000	1,000,000	250.00%		
SALARIES									
OFFICIALS		20,625	20,625	100.00%	22,344	20,625	108.33%		
EXECUTIVE		367,301	328,954	111.66%	349,584	309,957	112.78%		
FINANCE		224,989	279,018	80.64%	272,252	264,470	102.94%		
TAX COLLECTION		25,000	25,000	100.00%	26,250	25,000	105.00%		
INFORMATION TECHNOLOGY		79,724	78,467	101.60%	71,693	70,231	102.08%		
ENGINEERING		267,479	270,933	98.73%	191,543	196,640	97.41%		
PUBLIC WORKS		1,169,681	1,237,081	94.55%	1,082,474	1,054,573	102.65%		
POLICE		3,577,800	3,792,719	94.33%	3,533,730	3,464,713	101.99%		
FIRE		146,160	134,985	108.28%	151,714	133,061	114.02%		
CODE ENFORCEMENT		313,230	291,493	107.46%	307,495	287,805	106.84%		
ZONING		0	10,497	0.00%	7,377	10,060	-73.33%		
PARK & RECREATION		252,820	257,914	98.02%	255,361	264,884	96.40%		
TOTAL SALARY EXPENSES		6,444,809	6,727,686	95.80%	6,257,064	6,102,019	102.54%		
OVERTIME									
POLICE		76,400	80,346	95.09%	81,334	75,600	107.58%		
SEWER		19,912	41,836	47.60%	27,297	35,866	76.11%		
PW SNOW REMOVAL		19,916	26,711	74.56%	21,088	26,711	78.95%		
PW ROAD MAINTENANCE		1,996	6,500	30.70%	6,961	6,500	107.09%		
TOTAL OVERTIME EXPENSES		118,224	155,393	76.08%	136,680	144,677	94.47%		
HEALTH INSURANCE									
SUPERVISORS		72,686	68,658	105.87%	66,924	63,888	104.75%		
ADMINISTRATION		58,436	52,834	110.60%	51,426	54,574	94.23%		
FINANCE		43,666	45,305	96.38%	45,758	43,505	105.18%		
INFORMATION TECHNOLOGY		26,837	24,108	111.32%	23,991	22,703	105.67%		
ENGINEERING		68,631	64,926	105.71%	46,111	46,143	99.93%		
POLICE		774,848	726,918	106.59%	707,439	666,935	106.07%		
FIRE		32,127	31,617	101.61%	30,007	30,161	99.49%		
CODE ENFORCEMENT		80,521	72,154	111.60%	75,676	68,742	110.09%		
ZONING		2,563	2,401	106.74%	2,118	2,380	-89.01%		
SEWER		243,560	259,696	93.79%	273,132	272,680	100.17%		
PUBLIC WORKS ADMINISTRATION		387,054	352,204	109.89%	311,819	319,167	97.70%		
RECREATION ADMINISTRATION		53,153	51,672	102.87%	48,278	48,954	98.62%		
TOTAL HEALTH INSURANCE EXPENSES		1,844,084	1,752,493	105.23%	1,678,443	1,639,832	102.35%		

Whitpain Township

Treasurer's Report

PENSIONS

NON-UNIFORM	416,170	416,158	100.00%	363,932	363,932	100.00%
DEFINED CONTRIBUTION	45,853	54,279	84.48%	41,515	31,677	131.06%
POLICE	529,276	529,276	100.00%	410,503	410,503	100.00%
SEWER	138,707	138,695	100.01%	121,311	121,311	100.00%
TOTAL PENSION EXPENSES	1,130,006	1,138,408	99.26%	937,261	927,423	101.06%

EXPENSES

SUPERVISORS	7,592	12,328	61.58%	7,654	10,578	72.36%
ADMINISTRATION	282,513	331,464	85.23%	289,281	307,915	93.95%
FINANCE	74,312	100,742	73.76%	70,174	77,681	90.34%
TAX COLLECTION	103,117	96,918	106.40%	107,580	96,693	111.26%
COMPUTER & INFO, SERVICES	43,559	49,503	87.99%	46,059	48,718	94.54%
PLANNING & ENGINEERING	79,021	88,250	89.54%	57,161	82,379	69.39%
BUILDING MAINTENANCE	186,963	210,367	88.87%	197,608	209,867	94.16%
POLICE EXPENSES	686,085	759,606	90.32%	659,720	739,784	89.18%
FIRE	38,438	47,094	81.62%	33,089	45,205	73.20%
CODE ENFORCEMENT	178,666	112,459	158.87%	124,007	96,098	129.04%
ZONING	49,358	73,301	67.34%	49,188	65,554	75.03%
PUBLIC WORKS ADMINISTRATION	185,319	210,891	87.87%	173,736	185,413	93.70%
PUBLIC WORKS STREET CLEANING	2,953	4,000	73.82%	10,767	4,000	269.17%
PUBLIC WORKS SNOW REMOVAL	5,505	17,068	32.25%	22,890	4,500	508.67%
PUBLIC WORKS TRAFIC SIGNALS	59,789	82,000	72.91%	55,227	81,000	68.18%
PUBLIC WORKS STREET LIGHTING & MARKING	21,125	21,500	98.26%	19,580	21,500	91.07%
PUBLIC WORKS SIDEWALKS & CURBS	22,665	37,000	61.26%	21,815	37,000	58.96%
PUBLIC WORKS STORM SEWER MAINTENANCE	41,415	15,000	276.10%	19,757	9,600	205.81%
PUBLIC WORKS EQUIPMENT MAINTENANCE	189,107	224,473	84.24%	238,058	218,079	109.16%
PUBLIC WORKS ROAD MAINTENANCE	405,382	516,108	78.55%	464,875	500,001	92.97%
RECREATION AND ADMINISTRATION	83,014	92,839	89.42%	70,744	89,225	79.29%
RECREATION AND PROGRAMS	258,302	260,249	99.25%	261,088	251,301	103.89%
PUBLIC WORKS PARK MAINTENANCE	165,990	195,800	84.78%	154,026	156,100	98.67%

SEWER FUND

REVENUES

SEWER RENT - CURRENT	3,242,994	3,300,000	98.27%	3,240,874	3,450,000	93.94%
SEWER RENT - PEN & INT	30,364	30,000	101.21%	35,837	30,000	119.46%
TOTAL SEWER CHARGES	3,273,358	3,330,000	98.30%	3,276,711	3,480,000	94.16%
TRANSFERS IN	0	0	0.00%	72,960	0	0.00%

EXPENSES

TRANSFERS OUT	625,000	625,000	100.00%	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	292,611	292,503	100.04%	327,865	327,722	100.04%
DEBT INTEREST CAPITAL PROJECTS	84,945	86,545	98.15%	86,545	86,545	100.00%
TOTAL DEBT SERVICE EXPENSES	1,527,556	1,529,048	99.90%	1,355,410	1,355,267	100.01%

Whitpain Township Operating Expense Report

Department	For the Month Ended 12/31/2015		YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	YTD Actual	Current Year Budget				
SUPERVISORS	100,904	101,611	99.30%	96,922	95,091	101.93%
ADMINISTRATION	1,170,272	1,183,689	98.87%	1,095,737	1,068,055	102.59%
FINANCE	342,967	425,065	80.69%	388,184	385,656	100.66%
TAX COLLECTION	128,117	121,918	105.08%	133,830	121,693	109.97%
LEGAL	409,208	245,000	167.02%	225,184	306,000	73.59%
INFORMATION TECHNOLOGY	150,121	152,078	98.71%	141,743	141,652	100.06%
PLANNING & ENGINEERING	415,131	424,109	97.88%	294,815	325,162	90.67%
PUBLIC WORKS	2,864,858	3,156,703	90.75%	2,800,682	2,834,011	98.82%
POLICE	5,644,409	5,888,865	95.85%	5,392,726	5,357,535	100.66%
FIRE	216,726	213,696	101.42%	214,811	208,427	103.06%
CODE ENFORCEMENT	572,418	476,106	120.23%	507,178	452,645	112.05%
ZONING	51,920	86,199	60.23%	39,693	77,994	50.89%
SEWER	2,919,613	3,106,250	93.99%	3,401,680	3,126,226	108.81%
PARK AND RECREATION	647,289	662,674	97.68%	635,472	654,364	97.11%
TOTAL OPERATING EXPENSES	15,633,954	16,243,964	96.24%	15,368,655	15,154,511	101.41%

DECEMBER 31, 2015

ACCOUNT	PURCHASE DATE	DUE DATE	PRINCIPAL	INVESTED WITH	INTEREST RATE	TOTAL
GENERAL FUND	VARIOUS	OPEN	504,048	PLGIT	0.10	504,047.65
	VARIOUS	OPEN	6,930	PLGIT PLUS	0.19	6,930.17
	VARIOUS	OPEN	16,545	PLGIT PR	0.10	16,545.07
	VARIOUS	OPEN	3	PLGIT PR PLUS	0.10	3.34
	VARIOUS	OPEN	5,580,432	TD GENERAL FUND	0.10	5,580,432.31
	VARIOUS	OPEN	88,893	TD-E PAYMENTS	0.10	88,892.97
	VARIOUS	OPEN	4,135	TD-PR	0.10	4,134.76
	VARIOUS	OPEN	7,089	PLGIT PROCUREMENT	0.10	7,088.88
	VARIOUS	OPEN	1,774	DRUG ENFORCEMENT	0.10	1,773.71
	VARIOUS	OPEN	572,703	OPERATING RESERVE	0.10	572,703.29
	VARIOUS	OPEN	572,703	POLICE SPECIAL EQUIPMENT	0.10	1,290.71
FIRE CAPITAL FUND	VARIOUS	OPEN	5,287	PLGIT - ARBITRAGE	0.17	5,286.91
DEBT SERVICE	VARIOUS	OPEN	305,655	TD BANK	0.10	305,654.78
FIRE PROTECTION TAX	VARIOUS	OPEN	608,763	TD BANK	0.10	608,763.14
FIRE CAPITAL FUND	VARIOUS	OPEN	696,717	TD BANK	0.10	696,716.69
FIRE HYDRANT	VARIOUS	OPEN	186,762	TD BANK	0.10	186,762.06
CAPITAL RESERVE	VARIOUS	OPEN	7,158,485	TD BANK	0.10	7,158,484.89
CAPITAL RES - SIDEWALK GRANT	VARIOUS	OPEN	190,032	TD BANK	0.10	190,031.82
MANOR HOUSE	VARIOUS	OPEN	150,759	TD BANK	0.10	150,758.67
OPEN SPACE ACQUISITION	VARIOUS	OPEN	869,050	TD BANK	0.10	869,050.05
OPEN SPACE RESERVE	VARIOUS	OPEN	14,489	TD BANK	0.10	14,489.37
HIGHWAY AID FUND	VARIOUS	OPEN	108,748	TD BANK	0.10	108,748.22
POLICE MED INS RETIREE	VARIOUS	OPEN	418,582	TD BANK	0.10	418,581.87
NON UNIFORM MED INS RETIREE	VARIOUS	OPEN	31,166	TD BANK	0.10	31,166.36
ESCROW	VARIOUS	OPEN	1,405,324	TD BANK	0.10	1,405,323.67
RESERVE FOR OUTFALL STORM WT	VARIOUS	OPEN	24,551	TD BANK	0.10	24,551.11
FEE-IN-LIEU OF STORMWATER MNT	VARIOUS	OPEN	40,639	TD BANK	0.10	40,639.14
TRAFFIC IMPROVEMENTS	VARIOUS	OPEN	581,662	TD BANK	0.10	581,661.70
SEWER FUND	VARIOUS	OPEN	281,512	PLGIT PLUS	0.19	281,511.72
	VARIOUS	OPEN	589,024	TD BANK	0.10	589,024.29
SEWER CAPITAL	VARIOUS	OPEN	434,516	TD BANK	0.10	434,516.10
December 31, 2014				PLGIT	0.10	
General Fund TD Bank	\$3,881,149.10			PLGIT PLUS	0.19	
General Fund PLGIT	\$149,876.56			TD BANK	0.10	
Sewer TD Bank	\$705,210.55					
Sewer PLGIT	\$281,343.71					
Capital Reserve TD Bank	\$7,413,774.62					