



**WHITPAIN TOWNSHIP**  
 MONTGOMERY COUNTY  
 COMMONWEALTH OF PENNSYLVANIA

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To: Roman M. Pronczak, Township Manager  
 From: John B. Nagel, Director of Finance   
 Date: February 25, 2014  
 Re: Treasurer's Report & Cash Statement – *January 31, 2014*

**FINANCIAL REPORT CARD**

CATEGORY	CONDITION	PAGE
<b>General Fund</b>		
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	2
Interfund Transfers	Meets or Exceeds	2
Ending Cash Balance	Meets or Exceeds	3
<b>Sewer Fund</b>		
Sewer Charges	Meets or Exceeds	3
Sewer Operating Expenses	Meets or Exceeds	3
Ending Cash Balance	Meets or Exceeds	3
<b>Debt Service Fund</b>		
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 JANUARY 31, 2014**

**Revenue or Expense Category**

**General Fund**

Real Estate Taxes - Real estate tax revenues (0.3%) are slightly behind last year's pace (1.6%). These collections include current (\$7,677 or 0.2%) and delinquent (\$3,131) collections and are net of assessment appeal refunds (\$0). Real estate taxes paid in protest placed in restricted funds total \$276,468 (or 25% of \$1,105,872). These properties include Sentry Park West (\$183,363), 980 Harvest Drive (\$34,585) and Latham Realty (\$13,841).

Real Estate Transfer Taxes - We are slightly ahead of last year's pace (8.7% vs. 6.5%).

Earned Income Taxes - EIT collections (6.3%) are slightly behind last year's pace (11.7%). For 2014, we would estimate a further increase in our projection (from \$5,450,000 budgeted) to a higher range of \$5,700,000 to \$5,900,000. Now that Act 32 is fully implemented, we can expect that our core EIT revenues will be more stable and predictable.

Local Services Taxes (LST) - We are slightly ahead (7.5%) of last year's pace (6.8%).

Cable Franchise Fees – These fees are remitted quarterly. We are at (0.0%) last year's pace (0.0%).

State Aid (Pensions) – These pension grants are remitted in October of each year. We are at (0.0%) last year's pace (0.0%).

Licenses, Permits & Fees – We are slightly behind (5.8%) last year's pace (11.7%).

Park & Recreation Fees – We are slightly ahead (1.7%) last year's pace (0.8%).

Operating Expenses – These departmental expenses include salaries (separately reported below), represent 8% of our annual budget to date. We are slightly under budget (7.5%) and ahead of last year's pace (6.6%). 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 2014 budget includes 89 full time employees. Personnel expenses remain relatively flat on a month-to-month basis. As these wage and salary expenses represent 8% of our annual budget to date, we are under budget (7.3%) and on par with last year's pace (7.3%). For some departments, we need to reimburse wages from our Sewer Fund. We are nearing hiring expectations as we currently have 88 of 89 positions filled.

Health Insurance - We are slightly over budget but slightly ahead (9.6%) of last year's pace (8.8%).

Pension – We are on par (0.3%) with last year's pace (0.2%). The non-uniformed variance is slightly higher due to the inclusion of defined contribution payments for eligible employees. For 2014, a separate account has been opened to record employer payments to our defined contribution plan. Adjustments are being made.

Overtime – We are slightly behind (6.4%) last year's pace (7.8%) but will be incurring significant overtime due to the February 2014 weather. We are on budget for Sewer (8.2%) but behind for Police (5.1%) and Public Works (1.1%).

Transfers Out – Transfers to Capital Reserve Fund are made on a semi-annual basis. Currently, we are on par (0%) with last year's pace (0%).

Ending Cash Balance - Starting in July 2013, this balance includes both our primary TD Bank and our primary PLGIT account balances for a more accurate picture of our Ending Cash Balances. We projected to end 2013 with an operating surplus (before transfers) of \$1,553,955, explaining the year end variance between 2012 and 2013. Please see attached Cash Statement as of January 31, 2014.

<i>January 31, 2014</i>	<i>January 31, 2014</i>
\$4,781,995	\$3,341,563

**Sewer Fund**

Sewer Charges - We are on par (23.8%) with last year's pace (24.1%) and on budget. Through January 2014, \$221,672 in delinquent sewer collections (principal, interest and legal) are recorded as credits to receivables not income. As such, these collections do not appear on the automated report.

Sewer Operating Expenses - We are ahead (11.4%) of last year's pace (9.6%). For some departments, we need to reimburse General Fund expenses from our Sewer Fund.

Ending Cash Balance - Please see attached Cash Statement as of January 31, 2014. We projected a \$168,247 operating deficit (after transfers) in 2013, explaining the year end variance between 2012 and 2013.

<i>January 31, 2014</i>	<i>January 31, 2013</i>
\$1,113,865	\$1,240,092

**Debt Service Fund**

Debt Service Expenses - We are on par (2.1%) with last year's pace (2.2%).

# Whitpain Township

## Operating Expense Report

Department	For the Month Ended 01/31/2014			Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	YTD Actual	Current Year Budget	YTD Actual to Budget (%)			
SUPERVISORS	10,144	95,091	10.67%	8,266	96,885	8.53%
ADMINISTRATION	69,454	1,068,055	6.50%	71,290	1,060,202	6.72%
FINANCE	27,593	385,656	7.15%	28,645	373,148	7.68%
TAX COLLECTION	2,202	121,693	1.81%	1,346	104,148	1.29%
LEGAL	22,391	306,000	7.32%	0	270,000	0.00%
INFORMATION TECHNOLOGY	11,526	141,652	8.14%	13,070	127,073	10.29%
PLANNING & ENGINEERING	33,964	325,162	10.45%	33,827	305,709	11.07%
PUBLIC WORKS	155,722	2,834,011	5.49%	128,670	2,813,947	4.57%
POLICE	355,532	5,357,535	6.64%	326,136	5,347,617	6.10%
FIRE	16,725	208,427	8.02%	16,342	232,815	7.02%
CODE ENFORCEMENT	34,850	452,645	7.70%	35,020	451,687	7.75%
ZONING	840	77,994	1.08%	1,056	78,787	1.34%
SEWER	370,128	3,126,226	11.84%	302,858	3,168,528	9.56%
PARK AND RECREATION	29,846	654,364	4.56%	28,742	635,310	4.52%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,140,916</b>	<b>15,154,511</b>	<b>7.53%</b>	<b>995,267</b>	<b>15,065,856</b>	<b>6.61%</b>

# Whitpain Township

## Treasurer's Report

Department	For the Month Ended 01/31/2014			YTD Actual	Current Year Budget	YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	YTD Actual	Current Year Budget	YTD Actual to Budget (%)						
<b>GENERAL FUND</b>									
<b>REVENUES</b>									
REAL ESTATE TAXES	12,082	3,888,500	0.31%	60,589	3,878,500	1.56%			
TRANSFER TAXES	41,739	480,000	8.70%	29,083	450,000	6.46%			
EARNED INCOME TAXES	340,837	5,450,000	6.25%	583,031	5,000,000	11.66%			
LOCAL SERVICES TAXES	56,495	750,000	7.53%	49,349	725,000	6.81%			
CABLE FRANCHISE FEES	0	350,000	0.00%	0	220,000	0.00%			
STATE AID-PENSIONS	0	427,280	0.00%	0	278,250	0.00%			
LICENSES, PERMITS & FEES	19,349	333,500	5.80%	40,505	347,600	11.65%			
PARK & RECREATION FEES	7,053	410,700	1.72%	3,630	465,550	0.78%			
<b>TOTAL REVENUES</b>	<b>477,555</b>	<b>12,089,980</b>	<b>3.95%</b>	<b>766,186</b>	<b>11,364,900</b>	<b>6.74%</b>			
<b>EXPENSES</b>									
TRANSFERS OUT	0	1,000,000	0.00%	0	500,000	0.00%			
<b>SALARIES</b>									
OFFICIALS	1,719	20,625	8.33%	1,719	20,625	8.33%			
EXECUTIVE	26,721	309,957	8.62%	26,611	319,030	8.34%			
FINANCE	21,127	264,470	7.99%	20,291	243,872	8.32%			
TAX COLLECTION	1,250	25,000	5.00%	1,250	15,000	8.33%			
INFORMATION TECHNOLOGY	5,306	70,231	7.56%	4,582	59,965	7.64%			
ENGINEERING	23,359	196,640	11.88%	23,387	185,030	12.64%			
PUBLIC WORKS	78,405	1,054,573	7.43%	78,336	1,061,030	7.38%			
POLICE	237,544	3,464,713	6.86%	237,409	3,427,876	6.93%			
FIRE	10,988	133,061	8.26%	11,003	151,589	7.26%			
CODE ENFORCEMENT	22,661	287,805	7.87%	24,197	290,233	8.34%			
ZONING	0	10,060	0.00%	0	14,998	0.00%			
PARK & RECREATION	14,160	264,884	5.35%	14,264	263,548	5.41%			
<b>TOTAL SALARY EXPENSES</b>	<b>443,239</b>	<b>6,102,019</b>	<b>7.26%</b>	<b>443,050</b>	<b>6,052,796</b>	<b>7.32%</b>			
<b>OVERTIME</b>									
POLICE	3,850	75,600	5.09%	7,319	64,480	11.35%			
SEWER	2,941	35,866	8.20%	2,394	40,000	5.99%			
PW SNOW REMOVAL	291	26,711	1.09%	265	26,795	0.99%			
PW ROAD MAINTENANCE	2,163	6,500	33.28%	726	6,609	10.98%			
<b>TOTAL OVERTIME EXPENSES</b>	<b>9,245</b>	<b>144,677</b>	<b>6.39%</b>	<b>10,704</b>	<b>137,884</b>	<b>7.76%</b>			
<b>HEALTH INSURANCE</b>									
SUPERVISORS	8,130	63,888	12.72%	5,451	61,682	8.84%			
ADMINISTRATION	6,862	54,574	12.57%	7,194	57,289	12.56%			
FINANCE	3,508	43,505	8.06%	4,770	48,935	9.75%			
INFORMATION TECHNOLOGY	2,168	22,703	9.55%	1,898	21,769	8.72%			
ENGINEERING	7,312	46,143	15.85%	6,557	44,294	14.80%			
POLICE	63,967	666,935	9.59%	59,271	673,172	8.80%			
FIRE	2,959	30,161	9.81%	2,567	29,286	8.77%			
CODE ENFORCEMENT	7,256	68,742	10.56%	6,546	71,141	9.20%			
ZONING	190	2,380	7.98%	176	1,927	9.12%			
SEWER	19,253	272,680	7.06%	16,179	280,997	5.76%			
PUBLIC WORKS ADMINISTRATION	29,854	319,167	9.35%	28,847	306,247	9.42%			
RECREATION ADMINISTRATION	5,176	48,954	10.57%	4,636	49,385	9.39%			
<b>TOTAL HEALTH INSURANCE EXPENSES</b>	<b>156,635</b>	<b>1,639,832</b>	<b>9.55%</b>	<b>144,092</b>	<b>1,646,124</b>	<b>8.75%</b>			

# Whitpain Township

## Treasurer's Report

Department	For the Month Ended 01/31/2014			YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	YTD Actual	Current Year Budget					
<b>PENSIONS</b>							
NON-UNIFORM	2,907	363,932		0.80%	1,931	370,500	0.52%
POLICE	0	410,503		0.00%	0	450,000	0.00%
SEWER	0	121,311		0.00%	0	123,500	0.00%
<b>TOTAL PENSION EXPENSES</b>	<b>2,907</b>	<b>895,746</b>		<b>0.32%</b>	<b>1,931</b>	<b>944,000</b>	<b>0.20%</b>
<b>OTHER EXPENSES</b>							
SUPERVISORS	296	10,578		2.80%	1,096	14,578	7.52%
ADMINISTRATION	32,965	339,592		9.71%	35,553	313,383	11.35%
FINANCE	2,958	77,681		3.81%	3,584	80,341	4.46%
TAX COLLECTION	952	96,693		0.98%	96	89,148	0.11%
COMPUTER & INFO, SERVICES	4,052	48,718		8.32%	6,590	45,339	14.53%
PLANNING & ENGINEERING	3,293	82,379		4.00%	3,884	76,385	5.08%
BUILDING MAINTENANCE	3,254	209,867		1.55%	5,772	217,736	2.65%
POLICE EXPENSES	50,172	739,784		6.78%	22,137	732,089	3.02%
FIRE	2,777	45,205		6.14%	2,771	51,940	5.34%
CODE ENFORCEMENT	4,932	96,098		5.13%	4,277	90,313	4.74%
ZONING	650	65,554		0.99%	880	61,862	1.42%
PUBLIC WORKS ADMINISTRATION	20,515	185,413		11.06%	11,679	182,235	6.41%
PUBLIC WORKS STREET CLEANING	0	4,000		0.00%	0	3,907	0.00%
PUBLIC WORKS SNOW REMOVAL	145	4,500		3.23%	0	4,500	0.00%
PUBLIC WORKS TRAFFIC SIGNALS	4,249	81,000		5.25%	0	84,915	0.00%
PUBLIC WORKS STREET LIGHTING & MARKING	1,683	21,500		7.83%	0	21,500	0.00%
PUBLIC WORKS SIDEWALKS & CURBS	700	37,000		1.89%	0	37,000	0.00%
PUBLIC WORKS STORM SEWER MAINTENANCE	0	9,600		0.00%	0	9,679	0.00%
PUBLIC WORKS EQUIPMENT MAINTENANCE	8,175	218,079		3.75%	1,696	210,448	0.81%
PUBLIC WORKS ROAD MAINTENANCE	563	500,001		0.11%	50	484,637	0.01%
RECREATION AND ADMINISTRATION	4,674	89,225		5.24%	6,387	100,015	6.39%
RECREATION AND PROGRAMS	5,835	251,301		2.32%	3,455	222,362	1.55%
PUBLIC WORKS PARK MAINTENANCE	5,724	156,100		3.67%	1,299	156,710	0.83%
<b>TOTAL OTHER EXPENSES</b>	<b>158,566</b>	<b>3,369,867</b>		<b>4.71%</b>	<b>111,206</b>	<b>3,291,021</b>	<b>3.38%</b>
<b>SEWER FUND</b>							
<b>REVENUES</b>							
SEWER RENT - CURRENT	826,840	3,450,000		23.97%	848,798	3,400,000	24.96%
SEWER RENT - PEN & INT	1,543	30,000		5.14%	2,099	130,000	1.61%
<b>TOTAL SEWER CHARGES</b>	<b>829,882</b>	<b>3,482,500</b>		<b>23.83%</b>	<b>851,397</b>	<b>3,532,500</b>	<b>24.10%</b>
<b>EXPENSES</b>							
TRANSFERS OUT	0	250,000		0.00%	323,250	646,500	50.00%
<b>DEBT SERVICE FUND</b>							
<b>EXPENSES</b>							
DEBT PRINCIPAL	0	861,000		0.00%	0	829,000	0.00%
DEBT PRINCIPAL CAPITAL PROJECTS	0	80,000		0.00%	0	55,000	0.00%
DEBT INTEREST	27,883	327,722		8.51%	30,684	361,564	8.49%
DEBT INTEREST CAPITAL PROJECTS	0	86,545		0.00%	0	162,645	0.00%
<b>TOTAL DEBT SERVICE EXPENSES</b>	<b>27,883</b>	<b>1,355,267</b>		<b>2.06%</b>	<b>30,684</b>	<b>1,408,209</b>	<b>2.18%</b>

JANUARY 31, 2014

ACCOUNT	PURCHASE DATE	DUE DATE	PRINCIPAL	INVESTED WITH	INTEREST RATE	TOTAL
GENERAL FUND	VARIOUS	OPEN	593,978	PLGIT	0.03	593,977.89
	VARIOUS	OPEN	6,925	PLGIT PLUS	0.03	6,924.50
	VARIOUS	OPEN	33,788	PLGIT PR	0.03	33,788.41
	VARIOUS	OPEN	3	PLGIT PR PLUS	0.03	3.34
	VARIOUS	OPEN	4,188,018	TD GENERAL FUND	0.10	4,188,018.29
	VARIOUS	OPEN	88,723	TD-E PAYMENTS	0.10	88,722.90
	VARIOUS	OPEN	3,913	TD-PR	0.10	3,912.61
	VARIOUS	OPEN	12,473	PLGIT PROCUREMENT	0.03	12,473.46
	VARIOUS	OPEN	1,770	DRUG ENFORCEMENT	0.10	1,770.28
	VARIOUS	OPEN	571,608	OPERATING RESERVE	0.10	571,607.60
	VARIOUS	OPEN	571,608	POLICE SPECIAL EQUIPMENT	0.10	1,288.20
FIRE CAPITAL FUND	VARIOUS	OPEN	5,284	PLGIT - ARBITRAGE	0.01	5,283.74
DEBT SERVICE	VARIOUS	OPEN	150,823	TD BANK	0.10	150,823.07
FIRE PROTECTION TAX	VARIOUS	OPEN	257,968	TD BANK	0.10	257,968.37
FIRE CAPITAL FUND	VARIOUS	OPEN	683,423	TD BANK	0.10	683,422.53
FIRE HYDRANT	VARIOUS	OPEN	147,050	TD BANK	0.10	147,050.18
CAPITAL RESERVE	VARIOUS	OPEN	5,559,724	TD BANK	0.10	5,559,723.57
CAPITAL RES - SIDEWALK GRANT	VARIOUS	OPEN	189,666	TD BANK	0.10	189,665.98
MANOR HOUSE	VARIOUS	OPEN	361,280	TD BANK	0.10	361,279.85
OPEN SPACE ACQUISITION	VARIOUS	OPEN	867,388	TD BANK	0.10	867,387.75
OPEN SPACE RESERVE	VARIOUS	OPEN	531,899	TD BANK	0.10	531,899.14
HIGHWAY AID FUND	VARIOUS	OPEN	30,397	TD BANK	0.10	30,397.12
POLICE MED INS RETIREE	VARIOUS	OPEN	352,363	TD BANK	0.10	352,363.43
NON UNIFORM MED INS RETIREE	VARIOUS	OPEN	19,938	TD BANK	0.10	19,938.35
ESCROW	VARIOUS	OPEN	1,311,963	TD BANK	0.10	1,311,962.73
RESERVE FOR OUTFALL STORM WT	VARIOUS	OPEN	34,570	TD BANK	0.10	34,570.04
FEE-IN-LIEU OF STORMWATER MNT	VARIOUS	OPEN	49,505	TD BANK	0.10	49,504.83
TRAFFIC IMPROVEMENTS	VARIOUS	OPEN	580,206	TD BANK	0.10	580,205.57
SEWER FUND	VARIOUS	OPEN	281,281	PLGIT PLUS	0.03	281,280.95
	VARIOUS	OPEN	832,584	TD BANK	0.10	832,583.65
SEWER CAPITAL	VARIOUS	OPEN	491,341	TD BANK	0.10	491,341.20
January 31, 2013				PLGIT	0.01	
General Fund TD Bank	\$2,585,712.65			PLGIT PLUS	0.03	
General Fund PLGIT	\$755,851.53			TD BANK	0.10	
Sewer TD Bank	\$958,900.78					
Sewer PLGIT	\$281,190.54					