

To: Roman M. Pronczak, Township Manager

From: Christine M. Bauman, Director of Finance

Date: March 1, 2016

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

**FINANCIAL REPORT CARD**

<b>CATEGORY</b>	<b>CONDITION</b>	<b>PAGE</b>
<b>General Fund</b>		
<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 &amp; Fees</i>	Meets or Exceeds	2
<i>Park &amp; 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
<b>Sewer Fund</b>		
<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
<b>Capital Reserve Fund</b>		
<i>Ending Cash Balance</i>	Meets or Exceeds	3
<b>Debt Service Fund</b>		
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Meets or Exceeds
Caution & Monitor
Action Needed

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

**Revenue or Expense Category**

**General Fund**

Real Estate Taxes – There are currently no Real Estate Tax Revenues for 2016. Current Year Real Estate Taxes are not billed until March. Delinquent Taxes that were collected in January represent the prior year's revenues. 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 - There are currently no Real Estate Transfer Tax revenues. Collections made in January represent the prior year's revenues.

Earned Income Taxes - There are currently no Earned Income Tax revenues. Collections made in January represent the prior year's revenues.

Local Services Taxes (LST) - There are currently no Local Services Tax revenues. Collections made in January represent the prior year's revenues.

Cable Franchise Fees – These fees are remitted quarterly. Through January we have not received any payments.

State Aid (Pensions) – These pension grants are remitted in September of each year.

Licenses, Permits & Fees – We are significantly behind (2.5% vs. 22.5%) last year's pace. 2015 saw a major increase in building and development activities. We expect these activities to be on a more consistent pace in 2016.

Park & Recreation Fees – We are on pace (1.1%) with last year. (1.2%). Revenues will begin to pick up in the summer months when the majority of the Park & Recreation programs are held.

Operating Expenses – These departmental expenses include salaries (separately reported below) represent 8% of our annual budget to date. We are under budget (7.2%) and are ahead of last year's pace (5.4%). 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 hits a spike in personnel expenses in the summer due to part-time help. As these wage and salary expenses represent 8% of our annual budget to date, we are under budget (7.6%) and are ahead of last year's pace (6.7%). 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. Wages have been fully reimbursed from our Sewer Fund. We are nearing hiring expectations as we currently have 87 of 89 budgeted positions filled.

Health Insurance - We are over budget (9.3%) and behind last year's pace (9.8%). 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 on par (0.4%) with last year's pace (0.3%). 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. February will be our first payment for the 2016 MMO.

Overtime – We are behind (-1.38%) last year's pace (2.8%). We are under budget in all departments; Police (-4.8%), Sewer (2.7%), Snow Removal (5.1%) and Road Maintenance (0.0%). The negative balance represents the expenses incurred in December but were originally paid in January.

Interfund Transfers – There will be a \$500,000 transfer made to the Capital Reserve Fund later in the year.

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

<i>January 31, 2016</i>	<i>January 31, 2015</i>
\$4,713,354	\$3,617,500

**Sewer Fund**

Sewer Charges - We are behind (25.7%) last year's pace (27.1%) and over budget. Starting with the 3Q2014 sewer bills, residential customers' consumption habits were monitored and excessive consumption resulted in sewer usage charges. For 1Q2016 19% of residential customers were assessed the usage charge. Commercial Billings for the 1Q2016 were totaled \$239711. This is a significant decrease compared to \$298,436 for 1Q2015. Finally beginning in March 2015, 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 January the Township collected a total \$46 making the outstanding balance \$162,584 with interest continuing to accrue on the delinquent principal balance.

Sewer Operating Expenses - We are ahead of (12.4%) last year's pace (4.1%) and over budget. This year we paid ENPWJSA in January for Treatment Plant costs whereas in 2015 we paid the Authority in February. For some departments, we need to reimburse General Fund expenses from the Sewer Fund.

Interfund Transfers – There will be a \$625,000 transfer made to the Sewer Capital Fund later in the year.

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

<i>January 31, 2016</i>	<i>January 31, 2015</i>
\$1,159,633	\$1,529,152

**Capital Reserve Fund**

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

<i>January 31, 2016</i>	<i>January 31, 2015</i>
\$7,145,735	\$7,392,771

**Debt Service Fund**

We are on par (1.4%) with last year's pace (1.6%).

# Whitpain Township Treasurer's Report

		For the Month Ended 01/31/2016					
Department	YTD Actual	Current Year Budget	YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)	
<b>GENERAL FUND</b>							
<b>REVENUES</b>							
REAL ESTATE TAXES	16,958	3,963,000	0.43%	38,918	3,943,500	0.99%	
TRANSFER TAXES	85,579	600,000	14.26%	43,059	550,000	7.83%	
EARNED INCOME TAXES	189,601	6,250,000	3.03%	184,337	5,800,000	3.18%	
LOCAL SERVICES TAXES	26,113	740,000	3.53%	33,321	700,000	4.76%	
CABLE FRANCHISE FEES	0	320,000	0.00%	0	320,000	0.00%	
STATE AID-PENSIONS	0	415,180	0.00%	0	414,406	0.00%	
LICENSES, PERMITS & FEES	11,089	443,280	2.50%	76,274	338,720	22.52%	
PARK & RECREATION FEES	4,595	424,500	1.09%	5,073	442,200	1.15%	
<b>TOTAL REVENUES</b>	<b>333,935</b>	<b>13,155,960</b>	<b>2.54%</b>	<b>380,982</b>	<b>12,508,826</b>	<b>3.05%</b>	
<b>EXPENSES</b>							
TRANSFERS OUT	0	500,000	0.00%	0	500,000	0.00%	
<b>SALARIES</b>							
OFFICIALS	0	20,625	0.00%	0	20,625	0.00%	
EXECUTIVE	35,229	418,654	8.41%	26,233	328,954	7.97%	
FINANCE	22,182	213,199	10.40%	22,547	279,018	8.08%	
TAX COLLECTION	0	25,000	0.00%	0	25,000	0.00%	
INFORMATION TECHNOLOGY	6,955	81,203	8.57%	5,536	78,467	7.06%	
ENGINEERING	32,784	283,510	11.56%	23,285	270,933	8.59%	
PUBLIC WORKS	78,506	1,225,516	6.41%	67,367	1,237,081	5.45%	
POLICE	291,751	3,899,562	7.48%	264,289	3,792,719	6.97%	
FIRE	3,970	139,089	2.85%	2,864	134,985	2.12%	
CODE ENFORCEMENT	29,604	307,379	9.63%	21,965	291,493	7.54%	
ZONING	0	10,400	0.00%	0	10,497	0.00%	
PARK & RECREATION	20,060	255,828	7.84%	14,160	257,914	5.49%	
<b>TOTAL SALARY EXPENSES</b>	<b>521,041</b>	<b>6,879,965</b>	<b>7.57%</b>	<b>448,245</b>	<b>6,727,686</b>	<b>6.66%</b>	
<b>OVERTIME</b>							
POLICE	(4,533)	93,447	-4.85%	765	80,346	0.95%	
SEWER	908	33,743	2.69%	1,251	41,836	2.99%	
PW SNOW REMOVAL	1,403	27,375	5.13%	2,299	26,711	8.61%	
PW ROAD MAINTENANCE	0	6,630	0.00%	0	6,500	0.00%	
<b>TOTAL OVERTIME EXPENSES</b>	<b>(2,222)</b>	<b>161,195</b>	<b>-1.38%</b>	<b>4,315</b>	<b>155,393</b>	<b>2.78%</b>	
<b>HEALTH INSURANCE</b>							
SUPERVISORS	6,754	71,405	9.46%	6,542	68,658	9.53%	
ADMINISTRATION	5,883	54,948	10.71%	7,349	52,834	13.91%	
FINANCE	2,935	47,117	6.23%	6,814	45,305	15.04%	
INFORMATION TECHNOLOGY	2,339	25,072	9.33%	2,327	24,108	9.65%	
ENGINEERING	7,835	67,523	11.60%	7,907	64,926	12.18%	
POLICE	72,239	755,994	9.56%	67,371	726,918	9.27%	
FIRE	3,029	32,881	9.21%	3,080	31,617	9.74%	
CODE ENFORCEMENT	7,783	75,040	10.37%	7,836	72,154	10.86%	
ZONING	223	2,497	8.93%	228	2,401	9.48%	
SEWER	18,370	270,084	6.80%	18,577	259,696	7.15%	
PUBLIC WORKS ADMINISTRATION	36,674	366,292	10.01%	37,683	352,204	10.70%	
RECREATION ADMINISTRATION	6,242	53,739	11.62%	5,688	51,672	11.01%	
<b>TOTAL HEALTH INSURANCE EXPENSES</b>	<b>170,305</b>	<b>1,822,593</b>	<b>9.34%</b>	<b>171,401</b>	<b>1,752,493</b>	<b>9.78%</b>	

# Whitpain Township

## Treasurer's Report

<b>PENSIONS</b>						
NON-UNIFORM	0	455,918	0.00%	0	416,158	0.00%
DEFINED CONTRIBUTION	4,413	44,631	9.89%	3,201	54,279	5.90%
POLICE	0	489,202	0.00%	0	529,276	0.00%
SEWER	0	71,707	0.00%	0	138,695	0.00%
<b>TOTAL PENSION EXPENSES</b>	<b>4,413</b>	<b>1,061,458</b>	<b>0.42%</b>	<b>3,201</b>	<b>1,138,408</b>	<b>0.28%</b>
<b>EXPENSES</b>						
SUPERVISORS	265	13,478	1.97%	3,096	12,328	25.12%
ADMINISTRATION	15,229	360,054	4.23%	16,059	331,464	4.84%
FINANCE	9,563	96,939	9.87%	3,471	100,742	3.45%
TAX COLLECTION	68	98,901	0.07%	5,279	96,918	5.45%
COMPUTER & INFO, SERVICES	1,171	57,452	2.04%	2,765	49,503	5.58%
PLANNING & ENGINEERING	5,958	91,196	6.53%	6,250	88,250	7.08%
BUILDING MAINTENANCE	20,024	201,830	9.92%	14,881	210,367	7.07%
POLICE EXPENSES	37,003	779,918	4.74%	29,787	759,606	3.92%
FIRE	1,585	47,098	3.37%	2,476	47,094	5.26%
CODE ENFORCEMENT	6,586	142,634	4.62%	2,969	112,459	2.64%
ZONING	0	64,882	0.00%	598	73,301	0.82%
PUBLIC WORKS ADMINISTRATION	13,548	226,117	5.99%	11,906	210,891	5.65%
PUBLIC WORKS STREET CLEANING	0	8,000	0.00%	338	4,000	8.45%
PUBLIC WORKS SNOW REMOVAL	0	29,709	0.00%	0	17,068	0.00%
PUBLIC WORKS TRAFFIC SIGNALS	5,782	78,000	7.41%	2,240	82,000	2.73%
PUBLIC WORKS STREET LIGHTING & MARKING	1,755	22,000	7.98%	1,769	21,500	8.23%
PUBLIC WORKS SIDEWALKS & CURBS	1,400	40,000	3.50%	0	37,000	0.00%
PUBLIC WORKS STORM SEWER MAINTENANCE	0	35,000	0.00%	294	15,000	1.96%
PUBLIC WORKS EQUIPMENT MAINTENANCE	3,605	226,555	1.59%	14,208	224,473	6.33%
PUBLIC WORKS ROAD MAINTENANCE	3,155	537,371	0.59%	543	516,108	0.11%
RECREATION AND ADMINISTRATION	8,101	96,664	8.38%	8,057	92,839	8.68%
RECREATION AND PROGRAMS	148	264,589	0.06%	378	260,249	0.15%
PUBLIC WORKS PARK MAINTENANCE	6,297	220,000	2.86%	6,447	195,800	3.29%
<b>SEWER FUND</b>						
<b>REVENUES</b>						
SEWER RENT - CURRENT	844,692	3,275,000	25.79%	900,910	3,300,000	27.30%
SEWER RENT - PEN & INT	3,024	30,000	10.08%	1,922	30,000	6.41%
<b>TOTAL SEWER CHARGES</b>	<b>847,715</b>	<b>3,305,000</b>	<b>25.65%</b>	<b>902,832</b>	<b>3,330,000</b>	<b>27.11%</b>
TRANSFERS IN	0	0	0.00%	0	0	0.00%
<b>EXPENSES</b>						
TRANSFERS OUT	0	625,000	0.00%	0	625,000	0.00%
<b>DEBT SERVICE FUND</b>						
<b>EXPENSES</b>						
DEBT PRINCIPAL	0	931,000	0.00%	0	895,000	0.00%
DEBT PRINCIPAL CAPITAL PROJECTS	0	260,000	0.00%	0	255,000	0.00%
DEBT INTEREST	21,932	255,819	8.57%	24,968	292,503	8.54%
DEBT INTEREST CAPITAL PROJECTS	0	79,845	0.00%	0	86,545	0.00%
<b>TOTAL DEBT SERVICE EXPENSES</b>	<b>21,932</b>	<b>1,526,664</b>	<b>1.44%</b>	<b>24,968</b>	<b>1,529,048</b>	<b>1.63%</b>

# Whitpain Township Operating Expense Report

Department	For the Month Ended 01/31/2016		YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	YTD Actual	Current Year Budget				
SUPERVISORS	7,019	105,508	6.65%	9,639	101,611	9.49%
ADMINISTRATION	60,755	1,334,205	4.55%	52,841	1,183,689	4.46%
FINANCE	34,680	357,255	9.71%	32,832	425,065	7.72%
TAX COLLECTION	68	123,901	0.06%	5,279	121,918	4.33%
LEGAL	16,266	450,000	3.61%	12,525	245,000	5.11%
INFORMATION TECHNOLOGY	10,465	163,727	6.39%	10,627	152,078	6.99%
PLANNING & ENGINEERING	46,577	442,229	10.53%	37,441	424,109	8.83%
PUBLIC WORKS	172,149	3,250,395	5.30%	159,975	3,156,703	5.07%
POLICE	396,460	6,018,123	6.59%	362,212	5,888,865	6.15%
FIRE	8,584	219,068	3.92%	8,420	213,696	3.94%
CODE ENFORCEMENT	43,973	525,053	8.38%	32,769	476,106	6.88%
ZONING	223	77,779	0.29%	826	86,199	0.96%
SEWER	384,781	3,118,397	12.34%	126,862	3,106,250	4.08%
PARK AND RECREATION	34,551	670,820	5.15%	28,283	662,674	4.27%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,216,551</b>	<b>16,856,460</b>	<b>7.22%</b>	<b>880,531</b>	<b>16,243,964</b>	<b>5.42%</b>

JANUARY 31, 2016

ACCOUNT	PURCHASE DATE	DUE DATE	PRINCIPAL	INVESTED WITH	INTEREST RATE	TOTAL
GENERAL FUND	VARIOUS	OPEN	131,771	PLGIT	0.21	131,771.35
	VARIOUS	OPEN	6,930	PLGIT PLUS	0.30	6,930.17
	VARIOUS	OPEN	8,423	PLGIT PR	0.21	8,423.31
	VARIOUS	OPEN	3	PLGIT PR PLUS	0.30	3.34
	VARIOUS	OPEN	4,581,583	TD GENERAL FUND	0.10	4,581,582.58
	VARIOUS	OPEN	88,901	TD-E PAYMENTS	0.10	88,900.50
	VARIOUS	OPEN	2,590	TD-PR	0.10	2,589.56
	VARIOUS	OPEN	7,123	PLGIT PROCUREMENT	0.21	7,123.36
	VARIOUS	OPEN	1,774	DRUG ENFORCEMENT	0.10	1,773.86
	VARIOUS	OPEN	572,752	OPERATING RESERVE	0.10	572,751.80
	VARIOUS	OPEN	572,752	POLICE SPECIAL EQUIPMENT	0.10	1,290.82
FIRE CAPITAL FUND	VARIOUS	OPEN	5,288	PLGIT - ARBITRAGE	0.30	5,288.26
DEBT SERVICE	VARIOUS	OPEN	283,749	TD BANK	0.10	283,748.50
FIRE PROTECTION TAX	VARIOUS	OPEN	537,050	TD BANK	0.10	537,050.09
FIRE CAPITAL FUND	VARIOUS	OPEN	668,204	TD BANK	0.10	668,204.23
FIRE HYDRANT	VARIOUS	OPEN	183,658	TD BANK	0.10	183,657.89
CAPITAL RESERVE	VARIOUS	OPEN	7,145,735	TD BANK	0.10	7,145,735.17
CAPITAL RES - SIDEWALK GRANT	VARIOUS	OPEN	190,048	TD BANK	0.10	190,047.92
MANOR HOUSE	VARIOUS	OPEN	137,756	TD BANK	0.10	137,756.18
OPEN SPACE ACQUISITION	VARIOUS	OPEN	869,124	TD BANK	0.10	869,123.66
OPEN SPACE RESERVE	VARIOUS	OPEN	12,387	TD BANK	0.10	12,386.93
HIGHWAY AID FUND	VARIOUS	OPEN	66,028	TD BANK	0.10	66,028.41
POLICE MED INS RETIREE	VARIOUS	OPEN	418,617	TD BANK	0.10	418,617.32
NON UNIFORM MED INS RETIREE	VARIOUS	OPEN	31,169	TD BANK	0.10	31,169.00
ESCROW	VARIOUS	OPEN	1,405,443	TD BANK	0.10	1,405,442.70
RESERVE FOR OUTFALL STORM WT	VARIOUS	OPEN	24,553	TD BANK	0.10	24,553.19
FEE-IN-LIEU OF STORMWATER MNT	VARIOUS	OPEN	42,264	TD BANK	0.10	42,264.07
TRAFFIC IMPROVEMENTS	VARIOUS	OPEN	438,829	TD BANK	0.10	438,829.06
SEWER FUND	VARIOUS	OPEN	281,512	PLGIT PLUS	0.30	281,511.72
	VARIOUS	OPEN	1,159,633	TD BANK	0.10	1,159,633.37
SEWER CAPITAL	VARIOUS	OPEN	1,069,274	TD BANK	0.10	1,069,273.53
January 31, 2015				<b>PLGIT</b>	0.10	
General Fund TD Bank	\$3,459,168.59			<b>PLGIT PLUS</b>	0.19	
General Fund PLGIT	\$158,331.35			<b>TD BANK</b>	0.10	
Sewer TD Bank	\$1,247,808.29					
Sewer PLGIT	\$281,343.71					
Capital Reserve TD Bank	\$7,392,771.46					