

To: Roman M. Pronczak, Township Manager

From: Christine M. Bauman, Director of Finance

Date: April 5, 2016

Re: Treasurer's Report & Cash Statement – **February 29, 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	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 February 29, 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 February totaled \$3,344. 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 behind last year's pace (6.7% vs. 9.8). In February we collected \$40,153.

Earned Income Taxes - EIT collections (19.0%) are ahead of last year's pace (18.8%). Collections in February totaled \$1,187,359.

Local Services Taxes (LST) - LST collections are ahead (17.6% vs. 16.7%) of last year's pace. Collections in February totaled \$130,221.

Cable Franchise Fees – These fees are remitted quarterly. Through February 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 (8.0% vs. 33.3%) 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. We anticipate more activity to pick up around June.

Park & Recreation Fees – We are ahead of (7.2%) last year's pace. (4.6%). 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 17% of our annual budget to date. We are under budget (13.9%) and are ahead of last year's pace (13.6%). 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 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 17% of our annual budget to date, we are under budget (14.3%) and are ahead of last year's pace (13.4%). 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 are nearing hiring expectations as we currently have 88 of 89 budgeted positions filled.

Health Insurance - We are over budget (18.7%) and behind last year's pace (19.1%). 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 (16.8%) with last year's pace (16.5%). 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. In February we made our first payment for the 2016 MMO.

Overtime – We are behind 10.1%) last year's pace (12.1%). We are over budget in Snow Removal (57.8) due to the snow storm in late January, however this is a small variance. We are under budget in all other departments; Police (-1.8%), Sewer (6.1%), and Road Maintenance (0.0%). The negative balance represents the expenses incurred in December but were 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 **February 29, 2016**.

February 29, 2016	February 28, 2015
\$5,355,591	\$4,370,066

Sewer Fund

Sewer Charges - We are behind (26.0%) last year's pace (27.6%) 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 \$239,711. 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 February the Township collected a total \$70 making the outstanding balance \$163,346 with interest continuing to accrue on the delinquent principal balance.

Sewer Operating Expenses - We are on par (15.6%) with last year's pace (15.3%) and under budget. 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 **February 29, 2016**.

February 29, 2016	February 28, 2015
\$1,228,273	\$1,337,651

Capital Reserve Fund

Ending Cash Balance - Please see attached Cash Statement as of **February 29, 2016**.

February 29, 2016	February 28, 2015
\$7,099,150	\$7,382,611

Debt Service Fund

We are on par (2.9%) with last year's pace (3.3%).

Whitpain Township Operating Expense Report

Department	For the Month Ended 02/29/2016		YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	YTD Actual	Current Year Budget				
SUPERVISORS	15,762	105,508	14.94%	17,873	101,811	17.59%
ADMINISTRATION	195,163	1,334,205	14.63%	172,742	1,183,689	14.59%
FINANCE	55,861	357,255	15.64%	68,491	425,065	16.11%
TAX COLLECTION	4,970	123,901	4.01%	5,101	121,918	4.18%
LEGAL	44,242	450,000	9.83%	50,729	245,000	20.71%
INFORMATION TECHNOLOGY	21,823	163,727	13.33%	19,437	152,078	12.78%
PLANNING & ENGINEERING	83,532	442,229	18.89%	73,502	424,109	17.33%
PUBLIC WORKS	396,182	3,250,395	12.19%	361,803	3,156,703	11.46%
POLICE	856,051	6,018,123	14.22%	809,264	5,888,865	13.74%
FIRE	23,603	219,068	10.77%	23,918	213,696	11.19%
CODE ENFORCEMENT	87,289	525,053	16.62%	77,175	476,106	16.21%
ZONING	8,076	77,779	10.38%	1,569	86,199	1.82%
SEWER	487,671	3,118,397	15.64%	476,200	3,106,250	15.33%
PARK AND RECREATION	60,621	670,820	9.04%	55,084	662,674	8.31%
TOTAL OPERATING EXPENSES	2,340,847	16,856,460	13.89%	2,212,887	16,243,964	13.62%

Whitpain Township

Treasurer's Report

Department	For the Month Ended 02/29/2016					
	YTD Actual	Current Year Budget	YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Actual to Budget (%)
GENERAL FUND						
REVENUES						
REAL ESTATE TAXES	3,344	3,963,000	0.08%	192	3,943,500	0.00%
TRANSFER TAXES	40,153	600,000	6.69%	53,829	550,000	9.79%
EARNED INCOME TAXES	1,187,359	6,250,000	19.00%	1,088,007	5,800,000	18.76%
LOCAL SERVICES TAXES	130,221	740,000	17.60%	116,673	700,000	16.67%
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	35,563	443,280	8.02%	112,787	338,720	33.30%
PARK & RECREATION FEES	30,405	424,500	7.24%	20,160	442,200	4.56%
TOTAL REVENUES	1,427,044	13,155,960	10.85%	1,391,648	12,508,826	11.13%
EXPENSES						
TRANSFERS OUT	0	500,000	0.00%	0	500,000	0.00%
SALARIES						
OFFICIALS	1,719	20,625	8.33%	1,719	20,625	8.33%
EXECUTIVE	64,947	418,654	15.51%	53,905	328,954	16.39%
FINANCE	38,741	213,199	18.17%	47,093	279,018	16.88%
TAX COLLECTION	2,083	25,000	8.33%	2,083	25,000	8.33%
INFORMATION TECHNOLOGY	13,009	81,203	16.02%	11,182	78,467	14.25%
ENGINEERING	57,753	283,510	20.37%	46,838	270,933	17.29%
PUBLIC WORKS	170,549	1,225,516	13.92%	159,130	1,237,081	12.86%
POLICE	564,252	3,899,562	14.47%	524,228	3,792,719	13.82%
FIRE	14,911	139,089	10.72%	13,384	134,985	9.92%
CODE ENFORCEMENT	54,300	307,379	17.67%	44,443	291,493	15.25%
ZONING	0	10,400	0.00%	0	10,497	0.00%
PARK & RECREATION	35,362	255,828	13.82%	28,320	257,914	10.98%
SEWER SALARIES	64,035	707,963	9.04%	67,464	709,786	9.50%
TOTAL SALARY EXPENSES	1,081,660	7,587,928	14.26%	999,789	7,437,472	13.44%
OVERTIME						
POLICE	1,699	93,447	-1.82%	5,007	80,346	6.23%
SEWER	2,046	33,743	6.06%	2,893	41,836	6.91%
PW SNOW REMOVAL	15,830	27,375	57.83%	10,960	26,711	41.03%
PW ROAD MAINTENANCE	0	6,630	0.00%	0	6,500	0.00%
TOTAL OVERTIME EXPENSES	16,178	161,195	10.04%	18,860	155,393	12.14%
HEALTH INSURANCE						
SUPERVISORS	13,503	71,405	18.91%	12,934	68,658	18.84%
ADMINISTRATION	13,237	54,948	24.09%	12,834	52,834	24.29%
FINANCE	5,894	47,117	12.51%	13,086	45,305	28.88%
INFORMATION TECHNOLOGY	4,689	25,072	18.70%	4,565	24,108	18.94%
ENGINEERING	15,713	67,523	23.27%	15,362	64,926	23.66%
POLICE	142,653	755,994	18.87%	134,359	726,918	18.48%
FIRE	6,088	32,881	18.52%	5,962	31,617	18.86%
CODE ENFORCEMENT	16,098	75,040	21.45%	15,230	72,154	21.11%
ZONING	619	2,497	24.80%	440	2,401	18.34%
SEWER	37,399	270,084	13.85%	36,083	259,696	13.89%
PUBLIC WORKS ADMINISTRATION	73,606	366,292	20.09%	73,626	352,204	20.90%
RECREATION ADMINISTRATION	11,892	53,739	22.13%	10,987	51,672	21.26%
TOTAL HEALTH INSURANCE EXPENSES	341,391	1,822,593	18.73%	335,467	1,752,493	19.14%

Whitpain Township

Treasurer's Report

PENSIONS						
NON-UNIFORM	76,034	455,918	16.68%	69,362	416,158	16.67%
DEFINED CONTRIBUTION	8,309	44,631	18.62%	6,876	54,279	12.67%
POLICE	81,534	489,202	16.67%	88,213	529,276	16.67%
SEWER	11,951	71,707	16.67%	23,118	138,695	16.67%
TOTAL PENSION EXPENSES	177,828	1,061,458	16.75%	187,568	1,138,408	16.48%

EXPENSES						
SUPERVISORS	541	13,478	4.01%	3,221	12,328	26.12%
ADMINISTRATION	32,636	360,054	9.06%	29,766	331,464	8.98%
FINANCE	11,226	96,939	11.58%	8,312	100,742	8.25%
TAX COLLECTION	2,887	98,901	2.92%	3,017	96,918	3.11%
COMPUTER & INFO. SERVICES	4,126	57,452	7.18%	3,690	49,503	7.45%
PLANNING & ENGINEERING	10,066	91,196	11.04%	11,302	88,250	12.81%
BUILDING MAINTENANCE	42,692	201,830	21.15%	36,252	210,367	17.23%
POLICE EXPENSES	69,311	779,918	8.89%	57,456	759,606	7.56%
FIRE	2,604	47,098	5.53%	4,572	47,094	9.71%
CODE ENFORCEMENT	16,890	142,634	11.84%	17,503	112,459	15.56%
ZONING	7,457	64,882	11.49%	1,128	73,301	1.54%
PUBLIC WORKS ADMINISTRATION	26,762	226,117	11.84%	24,479	210,891	11.61%
PUBLIC WORKS STREET CLEANING	40	8,000	0.50%	420	4,000	10.49%
PUBLIC WORKS SNOW REMOVAL	4,734	29,709	15.93%	712	17,068	4.17%
PUBLIC WORKS TRAFIC SIGNALS	9,360	78,000	12.00%	6,174	82,000	7.53%
PUBLIC WORKS STREET LIGHTING & MARKING	3,525	22,000	16.02%	3,538	21,500	16.46%
PUBLIC WORKS SIDEWALKS & CURBS	2,100	40,000	5.25%	2,100	37,000	5.68%
PUBLIC WORKS STORM SEWER MAINTENANCE	20	35,000	0.06%	294	15,000	1.96%
PUBLIC WORKS EQUIPMENT MAINTENANCE	25,478	226,555	11.25%	30,300	224,473	13.50%
PUBLIC WORKS ROAD MAINTENANCE	7,612	537,371	1.42%	2,255	516,108	0.44%
RECREATION AND ADMINISTRATION	10,134	96,664	10.48%	10,907	92,839	11.75%
RECREATION AND PROGRAMS	3,233	264,589	1.22%	4,870	260,249	1.87%
PUBLIC WORKS PARK MAINTENANCE	13,872	220,000	6.31%	11,563	195,800	5.91%

SEWER FUND						
REVENUES						
SEWER RENT - CURRENT	851,550	3,275,000	26.00%	902,126	3,300,000	27.34%
SEWER RENT - PEN & INT	8,055	30,000	26.85%	5,251	30,000	17.50%
TOTAL SEWER CHARGES	859,605	3,305,000	26.01%	907,377	3,330,000	27.25%

EXPENSES						
TRANSFERS OUT	0	625,000	0.00%	0	625,000	0.00%

DEBT SERVICE FUND						
EXPENSES						
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	43,864	255,819	17.15%	49,935	292,503	17.07%
DEBT INTEREST CAPITAL PROJECTS	0	79,845	0.00%	0	86,545	0.00%
TOTAL DEBT SERVICE EXPENSES	43,864	1,526,664	2.87%	49,935	1,529,048	3.27%

FEBRUARY 29, 2016

ACCOUNT	PURCHASE DATE	DUE DATE	PRINCIPAL	INVESTED WITH	INTEREST RATE	TOTAL
GENERAL FUND	VARIOUS	OPEN	1,019,234	PLGIT	0.26	1,019,233.68
	VARIOUS	OPEN	6,930	PLGIT PLUS	0.34	6,930.17
	VARIOUS	OPEN	10,094	PLGIT PR	0.26	10,094.12
	VARIOUS	OPEN	3	PLGIT PR PLUS	0.34	3.34
	VARIOUS	OPEN	4,336,357	TD GENERAL FUND	0.17	4,336,357.04
	VARIOUS	OPEN	88,912	TD-E PAYMENTS	0.17	88,912.40
	VARIOUS	OPEN	5,632	TD-PR	0.17	5,631.85
	VARIOUS	OPEN	7,220	PLGIT PROCUREMENT	0.26	7,220.11
	VARIOUS	OPEN	1,774	DRUG ENFORCEMENT	0.17	1,774.10
	VARIOUS	OPEN	572,828	OPERATING RESERVE	0.17	572,828.48
	VARIOUS	OPEN	572,828	POLICE SPECIAL EQUIPMENT	0.17	1,290.99
FIRE CAPITAL FUND	VARIOUS	OPEN	5,290	PLGIT - ARBITRAGE	0.34	5,289.70
DEBT SERVICE	VARIOUS	OPEN	267,968	TD BANK	0.17	267,967.52
FIRE PROTECTION TAX	VARIOUS	OPEN	510,419	TD BANK	0.17	510,418.60
FIRE CAPITAL FUND	VARIOUS	OPEN	668,294	TD BANK	0.17	668,293.69
FIRE HYDRANT	VARIOUS	OPEN	176,710	TD BANK	0.17	176,709.61
CAPITAL RESERVE	VARIOUS	OPEN	7,099,150	TD BANK	0.17	7,099,149.72
CAPITAL RES - SIDEWALK GRANT	VARIOUS	OPEN	190,073	TD BANK	0.17	190,073.36
MANOR HOUSE	VARIOUS	OPEN	147,049	TD BANK	0.17	147,048.51
OPEN SPACE ACQUISITION	VARIOUS	OPEN	869,240	TD BANK	0.17	869,240.02
OPEN SPACE RESERVE	VARIOUS	OPEN	3,827	TD BANK	0.17	3,827.25
HIGHWAY AID FUND	VARIOUS	OPEN	66,037	TD BANK	0.17	66,037.25
POLICE MED INS RETIREE	VARIOUS	OPEN	418,673	TD BANK	0.17	418,673.36
NON UNIFORM MED INS RETIREE	VARIOUS	OPEN	29,373	TD BANK	0.17	29,373.05
ESCROW	VARIOUS	OPEN	1,284,936	TD BANK	0.17	1,284,936.00
RESERVE FOR OUTFALL STORM WT	VARIOUS	OPEN	24,556	TD BANK	0.17	24,556.48
FEE-IN-LIEU OF STORMWATER MNT	VARIOUS	OPEN	49,270	TD BANK	0.17	49,270.03
TRAFFIC IMPROVEMENTS	VARIOUS	OPEN	371,342	TD BANK	0.17	371,341.71
SEWER FUND	VARIOUS	OPEN	281,512	PLGIT PLUS	0.34	281,511.72
	VARIOUS	OPEN	946,760	TD BANK	0.17	946,760.47
SEWER CAPITAL	VARIOUS	OPEN	1,106,179	TD BANK	0.17	1,106,179.04
February 28, 2015				PLGIT	0.26	
General Fund TD Bank	\$3,452,787.46			PLGIT PLUS	0.34	
General Fund PLGIT	\$917,278.19			TD BANK-change effective 2/10/16	0.20	
Sewer TD Bank	\$1,056,306.81					
Sewer PLGIT	\$281,343.71					
Capital Reserve TD Bank	\$7,382,610.58					