

To: Roman M. Pronczak, Township Manager

From: Christine M. Bauman, Director of Finance

Date: May 17, 2016

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

Revenue or Expense Category

General Fund

Real Estate Taxes – Real Estate Taxes are significantly ahead of (13.1%) last year's pace (9.4%). These collections include current (\$492,325 or 12.6%) and delinquent (\$3,344) collections and are net of assessment appeal refunds. Real estate taxes paid in protest placed in restricted funds total \$295,825.62. 325 and 400 Sentry Parkway have been reassessed and settled by the Township. The three major properties include 1787 Sentry Park West (\$167,509), 980 Harvest Drive (\$32,995) and 721 Arbor Way (\$60,356).

Real Estate Transfer Taxes - We are significantly ahead of last year's pace (37.3% vs. 19.3%). In March we collected \$183,500.52 for a yearly total of \$223,653.

Earned Income Taxes - EIT collections (24.4%) are on par with last year (24.3%). Collections in March totaled \$336,594 for cumulative total of \$1,523,953.

Local Services Taxes (LST) - LST collections are slightly behind (20.2% vs. 22.3%) last year's pace. Collections in March totaled \$19,182.

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 (22.2% vs. 51.5%) last year's pace. 2015 saw a major increase in building and development activities. We expect these activities in 2016 to be as consistent. We expect activity to pick up in April.

Park & Recreation Fees – We are ahead of (14.9%) last year's pace. (12.9%). 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 25% of our annual budget to date. We are under budget (21.9%) and are ahead of last year's pace (20.6%). 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 25% of our annual budget to date, we are over budget (14.3%) and are ahead of last year's pace (21.4%). The increase in salary expense is due to employee's exchanging sick time and vacation time to cover increased health care costs. It is also due to there being a third payroll in March. Salaries will level out during April. 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 (28.0%) and behind last year's pace (28.4%). 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 ahead of (17.3%) last year's pace (16.9%). 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 March.

Overtime – We are behind (15.7%) last year's pace (19.1%). We are over budget in Snow Removal (68.7%) due to the snow storm in late January, however this is a small variance. We are under budget in all other departments; Police (2.5%), Sewer (12.1%), and Road Maintenance (2.0%).

Interfund Transfers – There will be a \$1,500,000 transfer made to the Capital Reserve Fund later in the year.

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

March 31, 2016	March 31, 2015
\$5,313,177	\$3,281,644

Sewer Fund

Sewer Charges - We are behind (24.9%) last year's pace (25.7%) and under 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 accessed the usage charge. Commercial Billings for the 1Q2016 totaled \$239,711. This is a significant decrease compared to \$298,436 for 1Q2015. In March 2016, the Township liened an additional \$44,542 in delinquent sewer charges. These liens combined with additional interest and principal from the Liens in March 2012 and 2015 made an outstanding lien total of \$209,715. In March the Township collected a total of \$70.

Sewer Operating Expenses - We are on par (19.5%) with last year's pace (19.3%) 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 **March 31, 2016**.

March 31, 2016	March 31, 2015
\$1,142,459	\$1,263,208

Capital Reserve Fund

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

March 31, 2016	March 31, 2015
\$7,005,913	\$7,845,381

Debt Service Fund

We are on par (4.3%) with last year's pace (4.9%).

Whitpain Township Operating Expense Report

Department	For the Month Ended 03/31/2016					
	YTD Actual	Current Year Budget	YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
SUPERVISORS	25,428	105,508	24.10%	27,022	101,611	26.59%
ADMINISTRATION	287,739	1,334,205	21.57%	244,154	1,183,689	20.63%
FINANCE	86,025	357,255	24.08%	107,225	425,065	25.23%
TAX COLLECTION	28,159	123,901	22.73%	23,615	121,918	19.37%
LEGAL	68,160	450,000	15.15%	84,040	245,000	34.30%
INFORMATION TECHNOLOGY	36,939	163,727	22.56%	35,173	152,078	23.13%
PLANNING & ENGINEERING	138,591	442,229	31.34%	116,308	424,109	27.42%
PUBLIC WORKS	649,768	3,250,395	19.99%	578,893	3,156,703	18.34%
POLICE	1,448,282	6,018,123	24.07%	1,196,004	5,888,865	20.31%
FIRE	46,755	219,068	21.34%	44,241	213,696	20.70%
CODE ENFORCEMENT	143,728	525,053	27.37%	130,434	476,106	27.40%
ZONING	14,935	77,779	19.20%	3,405	86,199	3.95%
SEWER	608,347	3,118,397	19.51%	599,586	3,106,250	19.30%
PARK AND RECREATION	111,485	670,820	16.62%	98,629	662,674	14.88%
TOTAL OPERATING EXPENSES	3,694,341	16,856,460	21.92%	3,288,731	16,243,964	20.25%

Whitpain Township

Treasurer's Report

		For the Month Ended 03/31/2016					
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	520,158	3,963,000	13.13%	371,934	3,943,500	9.43%	
TRANSFER TAXES	223,653	600,000	37.28%	106,116	550,000	19.29%	
EARNED INCOME TAXES	1,523,953	6,250,000	24.38%	1,408,233	5,800,000	24.28%	
LOCAL SERVICES TAXES	149,403	740,000	20.19%	155,920	700,000	22.27%	
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	98,103	443,280	22.13%	174,427	338,720	51.50%	
PARK & RECREATION FEES	62,397	424,500	14.86%	57,082	442,200	12.91%	
TOTAL REVENUES	2,577,668	13,155,960	19.59%	2,273,713	12,508,826	18.18%	
EXPENSES							
TRANSFERS OUT	0	500,000	0.00%	500,000	500,000	100.00%	
SALARIES							
OFFICIALS	3,438	20,625	16.67%	3,438	20,625	16.67%	
EXECUTIVE	111,028	418,654	26.52%	83,141	328,954	25.27%	
FINANCE	63,579	213,199	29.82%	72,571	279,018	26.01%	
TAX COLLECTION	4,167	25,000	16.67%	4,167	25,000	16.67%	
INFORMATION TECHNOLOGY	21,978	81,203	27.07%	17,554	78,467	22.37%	
ENGINEERING	93,977	283,510	33.15%	73,424	270,933	27.10%	
PUBLIC WORKS	304,226	1,225,516	24.82%	254,710	1,237,081	20.59%	
POLICE	990,550	3,899,562	25.40%	789,900	3,792,719	20.83%	
FIRE	31,540	139,089	22.68%	25,208	134,985	18.67%	
CODE ENFORCEMENT	89,891	307,379	29.24%	70,316	291,493	24.12%	
ZONING	1,270	10,400	12.21%	0	10,497	0.00%	
PARK & RECREATION	58,330	255,828	22.80%	44,459	257,914	17.24%	
TOTAL SALARY EXPENSES	1,773,972	6,879,965	25.78%	1,438,887	6,727,686	21.39%	
OVERTIME							
POLICE	2,307	93,447	2.47%	6,779	80,346	8.44%	
SEWER	4,084	33,743	12.10%	4,596	41,836	10.99%	
PW SNOW REMOVAL	18,797	27,375	68.66%	18,235	26,711	68.27%	
PW ROAD MAINTENANCE	132	6,630	1.99%	38	6,500	0.59%	
TOTAL OVERTIME EXPENSES	25,320	161,195	15.71%	29,648	155,393	19.08%	
HEALTH INSURANCE							
SUPERVISORS	20,252	71,405	28.36%	19,322	68,658	28.14%	
ADMINISTRATION	20,647	54,948	37.58%	18,277	52,834	34.59%	
FINANCE	8,836	47,117	18.75%	19,345	45,305	42.70%	
INFORMATION TECHNOLOGY	7,030	25,072	28.04%	6,791	24,108	28.17%	
ENGINEERING	21,496	67,523	31.84%	22,814	64,926	35.14%	
POLICE	212,468	755,994	28.10%	199,494	726,918	27.44%	
FIRE	9,120	32,881	27.73%	8,842	31,617	27.97%	
CODE ENFORCEMENT	23,913	75,040	31.87%	22,618	72,154	31.35%	
ZONING	851	2,497	34.07%	653	2,401	27.18%	
SEWER	56,391	270,084	20.88%	53,582	259,696	20.63%	
PUBLIC WORKS ADMINISTRATION	110,864	366,292	30.27%	109,528	352,204	31.10%	
RECREATION ADMINISTRATION	17,507	53,739	32.58%	16,284	51,672	31.51%	
TOTAL HEALTH INSURANCE EXPENSES	509,373	1,822,593	27.95%	497,549	1,752,493	28.39%	

Whitpain Township

Treasurer's Report

PENSIONS

NON-UNIFORM	76,034	455,918	16.68%	69,362	416,158	16.67%
DEFINED CONTRIBUTION	13,912	44,631	31.17%	11,262	54,279	20.75%
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	183,431	1,061,458	17.28%	191,954	1,138,408	16.86%

EXPENSES

SUPERVISORS	1,738	13,478	12.90%	4,262	12,328	34.57%
ADMINISTRATION	66,118	360,054	18.36%	62,113	331,464	18.74%
FINANCE	13,609	96,939	14.04%	15,309	100,742	15.20%
TAX COLLECTION	23,993	98,901	24.26%	19,448	96,918	20.07%
COMPUTER & INFO. SERVICES	7,931	57,452	13.80%	10,828	49,503	21.87%
PLANNING & ENGINEERING	23,118	91,196	25.35%	20,071	88,250	22.74%
BUILDING MAINTENANCE	57,464	201,830	28.47%	54,537	210,367	25.92%
POLICE EXPENSES	161,425	779,918	20.70%	111,618	759,606	14.69%
FIRE	6,095	47,098	12.94%	10,191	47,094	21.64%
CODE ENFORCEMENT	29,924	142,634	20.98%	37,500	112,459	33.35%
ZONING	12,814	64,882	19.75%	2,753	73,301	3.76%
PUBLIC WORKS ADMINISTRATION	55,698	226,117	24.63%	48,398	210,891	22.95%
PUBLIC WORKS STREET CLEANING	40	8,000	0.50%	420	4,000	10.49%
PUBLIC WORKS SNOW REMOVAL	5,117	29,709	17.22%	1,920	17,068	11.25%
PUBLIC WORKS TRAFFIC SIGNALS	11,734	78,000	15.04%	11,516	82,000	14.04%
PUBLIC WORKS STREET LIGHTING & MARKING	5,296	22,000	24.07%	5,307	21,500	24.68%
PUBLIC WORKS SIDEWALKS & CURBS	3,500	40,000	8.75%	2,800	37,000	7.57%
PUBLIC WORKS STORM SEWER MAINTENANCE	538	35,000	1.54%	294	15,000	1.96%
PUBLIC WORKS EQUIPMENT MAINTENANCE	47,880	226,555	21.13%	47,074	224,473	20.97%
PUBLIC WORKS ROAD MAINTENANCE	7,809	537,371	1.45%	4,301	516,108	0.83%
RECREATION AND ADMINISTRATION	21,814	96,664	22.57%	22,386	92,839	24.11%
RECREATION AND PROGRAMS	13,834	264,589	5.23%	15,500	260,249	5.96%
PUBLIC WORKS PARK MAINTENANCE	20,674	220,000	9.40%	19,816	195,800	10.12%

SEWER FUND

REVENUES

SEWER RENT - CURRENT	811,985	3,275,000	24.79%	850,454	3,300,000	25.77%
SEWER RENT - PEN & INT	9,363	30,000	31.21%	6,425	30,000	21.42%
TOTAL SEWER CHARGES	821,349	3,305,000	24.85%	856,879	3,330,000	25.73%

EXPENSES

SEWER SALARIES	120,213	707,963	16.98%	108,935	709,786	15.35%
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	65,795	255,819	25.72%	74,903	292,503	25.61%
DEBT INTEREST CAPITAL PROJECTS	0	79,845	0.00%	0	86,545	0.00%
TOTAL DEBT SERVICE EXPENSES	65,795	1,526,664	4.31%	74,903	1,529,048	4.90%

MARCH 31, 2016

ACCOUNT	PURCHASE DATE	DUE DATE	PRINCIPAL	INVESTED WITH	INTEREST RATE	TOTAL
GENERAL FUND	VARIOUS	OPEN	558,946	PLGIT	0.26	558,946.49
	VARIOUS	OPEN	6,936	PLGIT PLUS	0.36	6,935.88
	VARIOUS	OPEN	16,954	PLGIT PR	0.26	16,953.76
	VARIOUS	OPEN	3	PLGIT PR PLUS	0.36	3.34
	VARIOUS	OPEN	4,754,231	TD GENERAL FUND	0.20	4,754,230.62
	VARIOUS	OPEN	88,927	TD-E PAYMENTS	0.20	88,927.46
	VARIOUS	OPEN	5,008	TD-PR	0.20	5,008.22
	VARIOUS	OPEN	7,333	PLGIT PROCUREMENT	0.26	7,332.89
	VARIOUS	OPEN	1,774	DRUG ENFORCEMENT	0.20	1,774.40
	VARIOUS	OPEN	572,926	OPERATING RESERVE	0.20	572,925.52
	VARIOUS	OPEN	572,926	POLICE SPECIAL EQUIPMENT	0.20	1,291.21
FIRE CAPITAL FUND	VARIOUS	OPEN	5,291	PLGIT - ARBITRAGE	0.34	5,291.22
DEBT SERVICE	VARIOUS	OPEN	429,916	TD BANK	0.20	429,915.72
FIRE PROTECTION TAX	VARIOUS	OPEN	737,610	TD BANK	0.20	737,610.48
FIRE CAPITAL FUND	VARIOUS	OPEN	668,407	TD BANK	0.20	668,406.90
FIRE HYDRANT	VARIOUS	OPEN	172,623	TD BANK	0.20	172,622.54
CAPITAL RESERVE	VARIOUS	OPEN	7,005,913	TD BANK	0.20	7,005,913.05
CAPITAL RES - SIDEWALK GRANT	VARIOUS	OPEN	190,106	TD BANK	0.20	190,105.56
MANOR HOUSE	VARIOUS	OPEN	163,938	TD BANK	0.20	163,938.28
OPEN SPACE ACQUISITION	VARIOUS	OPEN	834,469	TD BANK	0.20	834,468.89
OPEN SPACE RESERVE	VARIOUS	OPEN	13,836	TD BANK	0.20	13,836.08
HIGHWAY AID FUND	VARIOUS	OPEN	557,274	TD BANK	0.20	557,273.97
POLICE MED INS RETIREE	VARIOUS	OPEN	418,744	TD BANK	0.20	418,744.28
NON UNIFORM MED INS RETIREE	VARIOUS	OPEN	28,478	TD BANK	0.20	28,478.02
ESCROW	VARIOUS	OPEN	1,242,535	TD BANK	0.20	1,242,535.15
RESERVE FOR OUTFALL STORM WT	VARIOUS	OPEN	17,231	TD BANK	0.20	17,230.70
FEE-IN-LIEU OF STORMWATER MNT	VARIOUS	OPEN	48,457	TD BANK	0.20	48,456.88
TRAFFIC IMPROVEMENTS	VARIOUS	OPEN	373,344	TD BANK	0.20	373,344.25
SEWER FUND	VARIOUS	OPEN	281,744	PLGIT PLUS	0.36	281,743.66
	VARIOUS	OPEN	860,716	TD BANK	0.20	860,715.70
SEWER CAPITAL	VARIOUS	OPEN	1,075,347	TD BANK	0.20	1,075,346.80
March 31, 2015				PLGIT	0.26	
General Fund TD Bank	\$2,758,332.71			PLGIT PLUS	0.36	
General Fund PLGIT	\$523,310.85			TD BANK-change effective 2/10/16	0.20	
Sewer TD Bank	\$981,850.66					
Sewer PLGIT	\$281,357.57					
Capital Reserve TD Bank	\$7,845,380.67					