



**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: May 23, 2014  
 Re: Treasurer's Report & Cash Statement – **April 30, 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	Caution & Monitor	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	3
Overtime	Caution & Monitor	3
Interfund Transfers	Meets or Exceeds	3
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 APRIL 30, 2014**

**Revenue or Expense Category**

**General Fund**

Real Estate Taxes - Real estate tax revenues (70.7%) are slightly behind last year's pace (74.9%). These collections include current (\$2,737,921 or 71.1%) and delinquent (\$11,425) collections and are net of assessment appeal refunds (\$0). Real estate taxes paid in protest placed in restricted funds total \$287,645 (or 25% of \$1,150,580). These properties include Sentry Park West (\$183,363), 980 Harvest Drive (\$45,383) and Latham Realty (\$13,841).

Real Estate Transfer Taxes - We are slightly ahead of last year's pace (19.9% vs. 18.8%) as we anticipate the Spring and Summer transfer activities.

Earned Income Taxes - EIT collections (32.6%) are slightly behind last year's pace (35.7%). For 2014, we 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. At the April 2014 Montgomery County Tax Collection Committee (MCTCC) meeting, Berkheimer reported that, of the EIT revenue remitted to Whitpain in 2013, a significant portion included taxes based on 2012 earnings. This was due in part to recognizing past collections of Centax, the tax collection firm chosen by Delaware County, which failed and was subsequently absorbed into Berkheimer during 2013. Berkheimer continues to monitor collections for each tax year to better project core collections.

Local Services Taxes (LST) - We are slightly ahead (30.2%) of last year's pace (24.9%).

Cable Franchise Fees – These fees are remitted quarterly. We are at (0.0%) compared with last year's pace (59.7%). Fees received from Comcast and Verizon in 1Q2014 represent revenue from 2Q2013. Fees received in 2Q2014 were received in May 2014.

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 significantly behind (20.6%) budget and significantly behind last year's pace (42.3%) as we anticipate the Spring and Summer building activities.

Park & Recreation Fees – We are slightly ahead (25.8%) of last year's pace (23.1%) as we anticipate Summer recreation season.

Operating Expenses – These departmental expenses include salaries (separately reported below), represent 33% of our annual budget to date. We are significantly under budget (29.6%) and on par with last year's pace (28.8%). 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 33% of our annual budget to date, we are under budget (29.8%) and on par with last year's pace (29.0%). 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 over budget and slightly ahead (35.4%) of last year's pace (34.1%). Currently, we recognize various health insurance credits in revenue accounts. In summary, these credits total \$66,000 through April 2014, resulting in a net expense (\$563,725) on par (34.3%) with budget. Going forward, Finance will adjust these expenses monthly to reflect these credits.

Pension – We are on par (33.6%) with last year’s pace (34.4%). We now 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.

Overtime – We are significantly ahead (32.0%) of last year’s pace (25.3%) due to significant overtime from the February 2014 weather. We are under budget for Sewer (23.7%) and Police (18.7%) but significantly over budget for Road Maintenance (51.1%) and Snow Removal (76.1%).

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. We actually ended 2013 with Unassigned Fund Balances of \$1,888,043, explaining most of the variance between 2013 and 2014 balances. Please see attached Cash Statement as of April 30, 2014.

<i>April 30, 2014</i>	<i>April 30, 2013</i>
\$6,871,429	\$6,154,029

### **Sewer Fund**

Sewer Charges - We are on par (46.5%) with last year’s pace (46.6%) and on budget. Through April 2014, \$230,820 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 on par (31.5%) with last year’s pace (30.0%) and under budget. For some departments, we need to reimburse General Fund expenses from our Sewer Fund.

Ending Cash Balance - Please see attached Cash Statement as of April 30, 2014. We projected a \$168,247 operating deficit (after transfers) in 2013, explaining the year end variance between 2012 and 2013. For some departments, we need to reimburse General Fund expenses from our Sewer Fund.

<i>April 30, 2014</i>	<i>April 30, 2013</i>
\$1,367,141	\$1,396,833

### **Debt Service Fund**

Debt Service Expenses - We are on par (8.2%) with last year’s pace (8.7%).

# Whitpain Township

## Treasurer's Report

	For the Month Ended 4/30/2014					
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	2,749,346	3,888,500	70.70%	2,905,659	3,878,500	74.92%
TRANSFER TAXES	95,426	480,000	19.88%	84,795	450,000	18.84%
EARNED INCOME TAXES	1,775,297	5,450,000	32.57%	1,785,837	5,000,000	35.72%
LOCAL SERVICES TAXES	226,678	750,000	30.22%	180,145	725,000	24.85%
CABLE FRANCHISE FEES	0	350,000	0.00%	131,287	220,000	59.68%
STATE AID-PENSIONS	0	427,280	0.00%	0	278,250	0.00%
LICENSES, PERMITS & FEES	68,751	333,500	20.62%	147,087	347,600	42.32%
PARK & RECREATION FEES	105,910	410,700	25.79%	107,562	465,550	23.10%
<b>TOTAL REVENUES</b>	<b>5,021,408</b>	<b>12,089,980</b>	<b>41.53%</b>	<b>5,342,372</b>	<b>11,364,900</b>	<b>47.01%</b>
<b>EXPENSES</b>						
TRANSFERS OUT	0	1,000,000	0.00%	0	500,000	0.00%
<b>SALARIES</b>						
OFFICIALS	6,875	20,625	33.33%	6,875	20,625	33.33%
EXECUTIVE	109,276	309,957	35.26%	102,951	319,030	32.27%
FINANCE	90,237	264,470	34.12%	82,036	243,872	33.64%
TAX COLLECTION	7,500	25,000	30.00%	3,750	15,000	25.00%
INFORMATION TECHNOLOGY	22,263	70,231	31.70%	18,328	59,965	30.56%
ENGINEERING	96,598	196,640	49.12%	94,043	185,030	50.83%
PUBLIC WORKS	335,880	1,054,573	31.85%	305,989	1,061,030	28.84%
POLICE	953,397	3,464,713	27.52%	953,761	3,427,876	27.82%
FIRE	43,697	133,061	32.84%	36,796	151,589	24.27%
CODE ENFORCEMENT	92,670	287,805	32.20%	95,407	290,233	32.87%
ZONING	0	10,060	0.00%	0	14,998	0.00%
PARK & RECREATION	58,969	264,884	22.26%	57,601	263,548	21.86%
<b>TOTAL SALARY EXPENSES</b>	<b>1,817,361</b>	<b>6,102,019</b>	<b>29.78%</b>	<b>1,757,537</b>	<b>6,052,796</b>	<b>29.04%</b>
<b>OVERTIME</b>						
POLICE	14,171	75,600	18.74%	19,171	64,480	29.73%
SEWER	8,511	35,866	23.73%	4,920	40,000	12.30%
PW SNOW REMOVAL	20,324	26,711	76.09%	10,611	26,795	39.60%
PW ROAD MAINTENANCE	3,323	6,500	51.12%	179	6,609	2.70%
<b>TOTAL OVERTIME EXPENSES</b>	<b>46,329</b>	<b>144,677</b>	<b>32.02%</b>	<b>34,880</b>	<b>137,884</b>	<b>25.30%</b>
<b>HEALTH INSURANCE</b>						
SUPERVISORS	24,656	63,888	38.59%	21,805	61,682	35.35%
ADMINISTRATION	21,378	54,574	39.17%	22,260	57,289	38.85%
FINANCE	16,781	43,505	38.57%	19,243	48,935	39.32%
INFORMATION TECHNOLOGY	8,238	22,703	36.29%	7,739	21,769	35.55%
ENGINEERING	26,834	46,143	58.15%	26,285	44,294	59.34%
POLICE	237,177	666,935	35.56%	227,010	673,172	33.72%
FIRE	10,783	30,161	35.75%	10,304	29,286	35.18%
CODE ENFORCEMENT	27,049	68,742	39.35%	26,167	71,141	36.78%
ZONING	568	2,380	23.87%	687	1,927	35.63%
SEWER	71,601	272,680	26.26%	64,841	280,997	23.08%
PUBLIC WORKS ADMINISTRATION	115,900	319,167	36.31%	115,654	306,247	37.77%
RECREATION ADMINISTRATION	19,261	48,954	39.34%	18,598	49,385	37.66%
<b>TOTAL HEALTH INSURANCE EXPENSES</b>	<b>580,225</b>	<b>1,639,832</b>	<b>35.38%</b>	<b>560,590</b>	<b>1,646,124</b>	<b>34.06%</b>

# Whitpain Township Operating Expense Report

Department	For the Month Ended 4/30/2014		YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	YTD Actual	Current Year Budget				
SUPERVISORS	34,229	95,091	36.00%	32,687	96,885	33.74%
ADMINISTRATION	362,476	1,068,055	33.94%	347,403	1,060,202	32.77%
FINANCE	128,506	385,656	33.32%	124,106	373,148	33.26%
TAX COLLECTION	39,520	121,693	32.47%	34,038	104,148	32.68%
LEGAL	81,895	306,000	26.76%	73,941	270,000	27.39%
INFORMATION TECHNOLOGY	43,228	141,652	30.52%	40,509	127,073	31.88%
PLANNING & ENGINEERING	143,534	325,162	44.14%	143,421	305,709	46.91%
PUBLIC WORKS	817,263	2,834,011	28.84%	686,911	2,813,947	24.41%
POLICE	1,508,751	5,357,535	28.16%	1,561,424	5,347,617	29.20%
FIRE	66,210	208,427	31.77%	58,248	232,815	25.02%
CODE ENFORCEMENT	145,252	452,645	32.09%	156,597	451,687	34.67%
ZONING	14,167	77,994	18.16%	5,608	78,787	7.12%
SEWER	985,287	3,126,226	31.52%	951,166	3,168,528	30.02%
PARK AND RECREATION	118,916	654,364	18.17%	126,951	635,310	19.98%
<b>TOTAL OPERATING EXPENSES</b>	<b>4,489,235</b>	<b>15,154,511</b>	<b>29.62%</b>	<b>4,343,009</b>	<b>15,065,856</b>	<b>28.83%</b>

# Whitpain Township

## Treasurer's Report

<b>PENSIONS</b>						
NON-UNIFORM	121,312	363,932	33.33%	131,690	370,500	35.54%
DEFINED CONTRIBUTION	12,540	31,677	39.59%	0	0	0.00%
POLICE	136,835	410,503	33.33%	150,000	450,000	33.33%
SEWER	40,439	121,311	33.33%	43,500	123,500	35.22%
<b>TOTAL PENSION EXPENSES</b>	<b>311,126</b>	<b>927,423</b>	<b>33.55%</b>	<b>325,190</b>	<b>944,000</b>	<b>34.45%</b>
<b>EXPENSES</b>						
SUPERVISORS	2,698	10,578	25.50%	4,008	14,578	27.49%
ADMINISTRATION	97,970	307,915	31.82%	90,502	313,383	28.88%
FINANCE	21,488	77,681	27.66%	22,827	80,341	28.41%
TAX COLLECTION	32,020	96,693	33.11%	30,288	89,148	33.97%
COMPUTER & INFO, SERVICES	12,727	48,718	26.12%	14,442	45,339	31.85%
PLANNING & ENGINEERING	20,103	82,379	24.40%	23,093	76,385	30.23%
BUILDING MAINTENANCE	84,697	209,867	40.36%	57,020	217,736	26.19%
POLICE EXPENSES	167,173	739,784	22.60%	211,483	732,089	28.89%
FIRE	11,730	45,205	25.95%	11,149	51,940	21.47%
CODE ENFORCEMENT	25,534	96,098	26.57%	35,022	90,313	38.78%
ZONING	13,599	65,554	20.74%	4,921	61,862	7.95%
PUBLIC WORKS ADMINISTRATION	67,502	185,413	36.41%	63,375	182,235	34.78%
PUBLIC WORKS STREET CLEANING	1,047	4,000	26.18%	80	3,907	2.05%
PUBLIC WORKS SNOW REMOVAL	9,923	4,500	220.50%	1,765	4,500	39.23%
PUBLIC WORKS TRAFIC SIGNALS	23,715	81,000	29.28%	22,672	84,915	26.70%
PUBLIC WORKS STREET LIGHTING & MARKING	6,342	21,500	29.50%	5,175	21,500	24.07%
PUBLIC WORKS SIDEWALKS & CURBS	4,900	37,000	13.24%	4,750	37,000	12.84%
PUBLIC WORKS STORM SEWER MAINTENANCE	3,637	9,600	37.89%	804	9,679	8.31%
PUBLIC WORKS EQUIPMENT MAINTENANCE	81,062	218,079	37.17%	40,052	210,448	19.03%
PUBLIC WORKS ROAD MAINTENANCE	12,691	500,001	2.54%	6,676	484,637	1.38%
RECREATION AND ADMINISTRATION	21,043	89,225	23.58%	26,523	100,015	26.52%
RECREATION AND PROGRAMS	19,644	251,301	7.82%	24,229	222,362	10.90%
PUBLIC WORKS PARK MAINTENANCE	46,319	156,100	29.67%	52,108	156,710	33.25%
<b>SEWER FUND</b>						
<b>REVENUES</b>						
SEWER RENT - CURRENT	1,609,791	3,450,000	46.66%	1,635,020	3,400,000	48.09%
SEWER RENT - PEN & INT	8,737	30,000	29.12%	9,986	130,000	7.68%
<b>TOTAL SEWER CHARGES</b>	<b>1,618,528</b>	<b>3,480,000</b>	<b>46.51%</b>	<b>1,645,006</b>	<b>3,530,000</b>	<b>46.60%</b>
TRANSFERS IN	0	0	0.00%	0	0	0.00%
<b>EXPENSES</b>						
TRANSFERS OUT	0	250,000	0.00%	0	250,000	0.00%
<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	111,531	327,722	34.03%	122,738	361,564	33.95%
DEBT INTEREST CAPITAL PROJECTS	0	86,545	0.00%	0	162,645	0.00%
<b>TOTAL DEBT SERVICE EXPENSES</b>	<b>111,531</b>	<b>1,355,267</b>	<b>8.23%</b>	<b>122,738</b>	<b>1,408,209</b>	<b>8.72%</b>

APRIL 30, 2014

ACCOUNT	PURCHASE DATE	DUE DATE	PRINCIPAL	INVESTED WITH	INTEREST RATE	TOTAL
GENERAL FUND	VARIOUS	OPEN	673,209	PLGIT	0.03	673,209.13
	VARIOUS	OPEN	6,925	PLGIT PLUS	0.04	6,924.87
	VARIOUS	OPEN	262,310	PLGIT PR	0.03	262,309.70
	VARIOUS	OPEN	3	PLGIT PR PLUS	0.04	3.34
	VARIOUS	OPEN	6,198,220	TD GENERAL FUND	0.10	6,198,219.85
	VARIOUS	OPEN	88,745	TD-E PAYMENTS	0.10	88,744.54
	VARIOUS	OPEN	4,241	TD-PR	0.10	4,240.72
	VARIOUS	OPEN	12,396	PLGIT PROCUREMENT	0.03	12,396.30
	VARIOUS	OPEN	1,771	DRUG ENFORCEMENT	0.10	1,770.72
	VARIOUS	OPEN	571,747	OPERATING RESERVE	0.10	571,746.99
	VARIOUS	OPEN	571,747	POLICE SPECIAL EQUIPMENT	0.10	1,288.52
FIRE CAPITAL FUND	VARIOUS	OPEN	5,284	PLGIT - ARBITRAGE	0.01	5,283.89
DEBT SERVICE	VARIOUS	OPEN	1,064,541	TD BANK	0.10	1,064,540.70
FIRE PROTECTION TAX	VARIOUS	OPEN	704,197	TD BANK	0.10	704,197.35
FIRE CAPITAL FUND	VARIOUS	OPEN	666,922	TD BANK	0.10	666,922.33
FIRE HYDRANT	VARIOUS	OPEN	176,478	TD BANK	0.10	176,478.43
CAPITAL RESERVE	VARIOUS	OPEN	5,526,206	TD BANK	0.10	5,526,205.85
CAPITAL RES - SIDEWALK GRANT	VARIOUS	OPEN	189,715	TD BANK	0.10	189,714.51
MANOR HOUSE	VARIOUS	OPEN	418,919	TD BANK	0.10	418,919.11
OPEN SPACE ACQUISITION	VARIOUS	OPEN	867,599	TD BANK	0.10	867,599.26
OPEN SPACE RESERVE	VARIOUS	OPEN	550,457	TD BANK	0.10	550,456.86
HIGHWAY AID FUND	VARIOUS	OPEN	407,286	TD BANK	0.10	407,286.12
POLICE MED INS RETIREE	VARIOUS	OPEN	352,074	TD BANK	0.10	352,074.33
NON UNIFORM MED INS RETIREE	VARIOUS	OPEN	14,943	TD BANK	0.10	14,942.76
ESCROW	VARIOUS	OPEN	1,271,255	TD BANK	0.10	1,271,254.85
RESERVE FOR OUTFALL STORM WT	VARIOUS	OPEN	35,328	TD BANK	0.10	35,328.48
FEE-IN-LIEU OF STORMWATER MNT	VARIOUS	OPEN	64,932	TD BANK	0.10	64,932.33
TRAFFIC IMPROVEMENTS	VARIOUS	OPEN	593,122	TD BANK	0.10	593,121.91
SEWER FUND	VARIOUS	OPEN	281,296	PLGIT PLUS	0.04	281,296.10
	VARIOUS	OPEN	1,085,846	TD BANK	0.10	1,085,845.82
SEWER CAPITAL	VARIOUS	OPEN	377,693	TD BANK	0.10	377,693.21
April 30, 2013				PLGIT	0.03	
General Fund TD Bank	\$4,944,996.91			PLGIT PLUS	0.04	
General Fund PLGIT	\$1,209,032.46			TD BANK	0.10	
Sewer TD Bank	\$1,115,614.37					
Sewer PLGIT	\$281,219.13					