

To: Roman M. Pronczak, Township Manager

From: Christine M. Bauman, Director of Finance

Date: July 19, 2016

Re: Treasurer's Report & Cash Statement – *May 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>		
<i>Debt Service Expenses</i>	Meets or Exceeds	3

Meets or Exceeds
Caution & Monitor
Action Needed

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

**Revenue or Expense Category**

**General Fund**

Real Estate Taxes – Real Estate Taxes are ahead of (91.5%) last year's pace (89.9%). These collections include current (\$3,577,984 or 91.3%) and delinquent (\$23,943) collections and are net of assessment appeal refunds. Real estate taxes paid in protest placed in restricted funds total \$307,342. 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 (55.8% vs. 39.8%). In May we collected \$48,824 for a yearly total of \$334,479.

Earned Income Taxes - EIT collections (50.2%) are on par with last year (50.4%). Collections in May totaled \$1,265,079 for a cumulative total of \$3,140,208.

Local Services Taxes (LST) - LST collections are ahead of (45.5% vs. 44.1%) last year's pace. Collections in May totaled \$132,005 for a cumulative total of \$336,602.

Cable Franchise Fees – These fees are remitted quarterly. Through May we have received \$87,229.

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

Licenses, Permits & Fees – We are significantly behind (48.4% vs. 66.5%) 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 the summer months.

Park & Recreation Fees – We are ahead of (46.4%) last year's pace. (42.2%). The increase in revenues is due to an increase in summer camp attendance and for registrations for the police golf outing in June. Revenues will continue 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) which represent 42% of our annual budget to date. We are under budget (37.6%) and are on par with last year's pace (37.7%). 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 as well as Public Works increases in personnel expenses in the summer due to part-time help. As these wage and salary expenses represent 42% of our annual budget to date, we are under budget (41.1%) and are ahead of last year's pace (40.2%). 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 have exceeded our hiring expectations as we currently have 90 of 89 budgeted positions filled.

Health Insurance - We are over budget (46.6%) and ahead of last year's pace (44.9%). 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 pace (34%) with last year (33.6%). 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 May.

Overtime – We are behind (25.2%) last year’s pace (27.1%) and under budget. We are over budget in Snow Removal (68.0%) due to the snow storm in late January, however this is a small variance. We are under budget in all other departments; Police (16.2%), Sewer (20.2%), and Road Maintenance (2.3%).

Interfund Transfers – In May, we transferred \$1,500,000 to the Capital Reserve Fund.

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

<i>May 31, 2016</i>	<i>May 31, 2015</i>
\$7,631,724	\$6,160,382

**Sewer Fund**

Sewer Charges - We are behind (49.9%) last year’s pace (51.4%) and over budget. Starting with the 3Q2014 sewer bills, residential customers’ consumption habits were monitored and excessive consumption resulted in sewer usage charges. For 2Q2016 11% of residential customers were assessed the usage charge. Commercial Billings for the 2Q2016 totaled \$168,118. The total collected commercial billings for the year is \$407,829. This is a significant decrease from last year where commercial collections totaled \$548,049 through the 2<sup>nd</sup> Quarter. In March 2016, the Township liened an additional \$44,542 in delinquent sewer charges. In May the Township collected a total of \$50 making the outstanding balance \$209,548 with interest continuing to accrue on the delinquent principal balance.

Sewer Operating Expenses - We are ahead (36.0%) of last year’s pace (35.7%) 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 **May 31, 2016**.

<i>May 31, 2016</i>	<i>May 31, 2015</i>
\$1,210,440	\$1,517,940

**Capital Reserve Fund**

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

<i>May 31, 2016</i>	<i>May 31, 2015</i>
\$8,454,086	\$7,601,464

**Debt Service Fund**

Debt Service Expenses - We are behind (9.8%) last year’s pace (10.9%).

# Whitpain Township

## Operating Expense Report

Department	For the Month Ended 05/31/2016		YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	YTD Actual	Current Year Budget				
SUPERVISORS	42,987	105,508	40.74%	43,824	101,611	43.13%
ADMINISTRATION	530,580	1,334,205	39.77%	463,911	1,183,689	39.19%
FINANCE	155,155	357,255	43.43%	188,999	425,065	44.46%
TAX COLLECTION	43,033	123,901	34.73%	58,789	121,918	48.22%
LEGAL	106,593	450,000	23.69%	177,435	245,000	72.42%
INFORMATION TECHNOLOGY	64,269	163,727	39.25%	61,550	152,078	40.47%
PLANNING & ENGINEERING	211,027	442,229	47.72%	208,714	424,109	49.21%
PUBLIC WORKS	1,115,650	3,250,395	34.32%	1,116,534	3,156,703	35.37%
POLICE	2,413,634	6,018,123	40.11%	2,193,138	5,888,865	37.24%
FIRE	80,552	219,068	36.77%	84,900	213,696	39.73%
CODE ENFORCEMENT	235,423	525,053	44.84%	230,720	476,106	48.46%
ZONING	23,550	77,779	30.28%	14,446	86,199	16.76%
SEWER	1,123,602	3,118,397	36.03%	1,108,395	3,106,250	35.68%
PARK AND RECREATION	184,390	670,820	27.49%	175,954	662,674	26.55%
<b>TOTAL OPERATING EXPENSES</b>	<b>6,330,446</b>	<b>16,856,460</b>	<b>37.56%</b>	<b>6,127,308</b>	<b>16,243,964</b>	<b>37.72%</b>

# Whitpain Township

## Treasurer's Report

Department	For the Month Ended 05/31/2016			YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	YTD Actual	Current Year Budget					
<b>GENERAL FUND</b>							
<b>REVENUES</b>							
REAL ESTATE TAXES	3,626,417	3,963,000	91.51%	3,545,212	3,943,500	89.90%	
TRANSFER TAXES	334,479	600,000	55.75%	218,930	550,000	39.81%	
EARNED INCOME TAXES	3,140,208	6,250,000	50.24%	2,922,888	5,800,000	50.39%	
LOCAL SERVICES TAXES	336,602	740,000	45.49%	308,655	700,000	44.09%	
CABLE FRANCHISE FEES	87,229	320,000	27.26%	84,120	320,000	26.29%	
STATE AID-PENSIONS	0	415,180	0.00%	0	414,406	0.00%	
LICENSES, PERMITS & FEES	214,328	443,280	48.35%	225,149	338,720	66.47%	
PARK & RECREATION FEES	196,967	424,500	46.40%	186,540	442,200	42.18%	
<b>TOTAL REVENUES</b>	<b>7,936,231</b>	<b>13,155,960</b>	<b>60.32%</b>	<b>7,491,493</b>	<b>12,508,826</b>	<b>59.89%</b>	
<b>EXPENSES</b>							
TRANSFERS OUT	1,500,000	500,000	300.00%	500,000	500,000	100.00%	
<b>SALARIES</b>							
OFFICIALS	6,875	20,625	33.33%	6,875	20,625	33.33%	
EXECUTIVE	189,563	418,654	45.28%	161,610	328,954	49.13%	
FINANCE	97,225	213,199	45.60%	127,246	279,018	45.61%	
TAX COLLECTION	8,333	25,000	33.33%	8,333	25,000	33.33%	
INFORMATION TECHNOLOGY	33,178	81,203	40.86%	32,820	78,467	41.83%	
ENGINEERING	137,610	283,510	48.54%	138,831	270,933	51.24%	
PUBLIC WORKS	491,449	1,225,516	40.10%	490,523	1,237,081	39.65%	
POLICE	1,581,725	3,899,562	40.56%	1,465,484	3,792,719	38.64%	
FIRE	53,352	139,089	38.36%	53,593	134,985	39.70%	
CODE ENFORCEMENT	137,440	307,379	44.71%	129,673	291,493	44.49%	
ZONING	2,971	10,400	28.56%	0	10,497	0.00%	
PARK & RECREATION	90,992	255,828	35.57%	86,399	257,914	33.50%	
<b>TOTAL SALARY EXPENSES</b>	<b>2,830,713</b>	<b>6,879,965</b>	<b>41.14%</b>	<b>2,701,388</b>	<b>6,727,686</b>	<b>40.15%</b>	
<b>OVERTIME</b>							
POLICE	15,098	93,447	16.16%	14,115	80,346	17.57%	
SEWER	6,822	33,743	20.22%	7,616	41,836	18.20%	
PW SNOW REMOVAL	18,597	27,375	67.94%	19,916	26,711	74.56%	
PW ROAD MAINTENANCE	152	6,630	2.30%	417	6,500	6.41%	
<b>TOTAL OVERTIME EXPENSES</b>	<b>40,670</b>	<b>161,195</b>	<b>25.23%</b>	<b>42,063</b>	<b>155,393</b>	<b>27.07%</b>	
<b>HEALTH INSURANCE</b>							
SUPERVISORS	33,754	71,405	47.27%	31,640	68,658	46.08%	
ADMINISTRATION	37,437	54,948	68.13%	26,319	52,834	49.81%	
FINANCE	14,723	47,117	31.25%	24,557	45,305	54.20%	
INFORMATION TECHNOLOGY	11,716	25,072	46.73%	11,242	24,108	46.63%	
ENGINEERING	35,394	67,523	52.42%	33,103	64,926	50.99%	
POLICE	352,638	755,994	46.65%	332,006	726,918	45.67%	
FIRE	15,186	32,881	46.19%	13,062	31,617	41.31%	
CODE ENFORCEMENT	39,505	75,040	52.65%	34,990	72,154	48.49%	
ZONING	1,299	2,497	52.02%	1,077	2,401	44.85%	
SEWER	93,675	270,084	34.68%	84,602	259,696	32.58%	
PUBLIC WORKS ADMINISTRATION	185,167	366,292	50.55%	170,267	352,204	48.34%	
RECREATION ADMINISTRATION	28,732	53,739	53.47%	23,686	51,672	45.84%	
<b>TOTAL HEALTH INSURANCE EXPENSES</b>	<b>849,226</b>	<b>1,822,593</b>	<b>46.59%</b>	<b>786,551</b>	<b>1,752,493</b>	<b>44.88%</b>	

# Whitpain Township

## Treasurer's Report

### PENSIONS

NON-UNIFORM	152,068	455,918	33.35%	138,723	416,158	33.33%
DEFINED CONTRIBUTION	21,879	44,631	49.02%	20,613	54,279	37.98%
POLICE	163,067	489,202	33.33%	176,425	529,276	33.33%
SEWER	23,902	71,707	33.33%	46,236	138,695	33.34%
<b>TOTAL PENSION EXPENSES</b>	<b>360,916</b>	<b>1,061,458</b>	<b>34.00%</b>	<b>381,997</b>	<b>1,138,408</b>	<b>33.56%</b>

### EXPENSES

SUPERVISORS	2,358	13,478	17.50%	5,309	12,328	43.07%
ADMINISTRATION	129,633	360,054	36.00%	116,646	331,464	35.19%
FINANCE	43,207	96,939	44.57%	37,196	100,742	36.92%
TAX COLLECTION	34,700	98,901	35.09%	50,456	96,918	52.06%
COMPUTER & INFO, SERVICES	19,375	57,452	33.72%	17,487	49,503	35.32%
PLANNING & ENGINEERING	38,023	91,196	41.69%	36,781	88,250	41.68%
BUILDING MAINTENANCE	88,991	201,830	44.09%	93,737	210,367	44.56%
POLICE EXPENSES	301,107	779,918	38.61%	205,108	759,606	27.00%
FIRE	12,014	47,098	25.51%	18,246	47,094	38.74%
CODE ENFORCEMENT	58,478	142,634	41.00%	66,056	112,459	58.74%
ZONING	19,281	64,882	29.72%	13,369	73,301	18.24%
PUBLIC WORKS ADMINISTRATION	98,465	226,117	43.55%	88,216	210,891	41.83%
PUBLIC WORKS STREET CLEANING	1,295	8,000	16.19%	1,729	4,000	43.22%
PUBLIC WORKS SNOW REMOVAL	6,685	29,709	22.50%	3,152	17,068	18.47%
PUBLIC WORKS TRAFIC SIGNALS	23,384	78,000	29.98%	25,923	82,000	31.61%
PUBLIC WORKS STREET LIGHTING & MARKING	8,836	22,000	40.17%	8,845	21,500	41.14%
PUBLIC WORKS SIDEWALKS & CURBS	7,000	40,000	17.50%	6,300	37,000	17.03%
PUBLIC WORKS STORM SEWER MAINTENANCE	33,983	35,000	97.09%	29,294	15,000	195.29%
PUBLIC WORKS EQUIPMENT MAINTENANCE	66,615	226,555	29.40%	90,114	224,473	40.14%
PUBLIC WORKS ROAD MAINTENANCE	29,627	537,371	5.51%	10,570	516,108	2.05%
RECREATION AND ADMINISTRATION	33,265	96,664	34.41%	30,362	92,839	32.70%
RECREATION AND PROGRAMS	31,401	264,589	11.87%	35,507	260,249	13.64%
PUBLIC WORKS PARK MAINTENANCE	55,404	220,000	25.18%	77,532	195,800	39.60%

### SEWER FUND

#### REVENUES

SEWER RENT - CURRENT	1,631,421	3,275,000	49.81%	1,701,388	3,300,000	51.56%
SEWER RENT - PEN & INT	17,247	30,000	57.49%	10,824	30,000	36.08%
<b>TOTAL SEWER CHARGES</b>	<b>1,648,668</b>	<b>3,305,000</b>	<b>49.88%</b>	<b>1,712,213</b>	<b>3,330,000</b>	<b>51.42%</b>

#### EXPENSES

SEWER SALARIES	194,190	707,963	27.43%	211,996	709,786	29.87%
TRANSFERS OUT	0	625,000	0.00%	0	250,000	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	109,659	255,819	42.87%	124,839	292,503	42.68%
DEBT INTEREST CAPITAL PROJECTS	39,923	79,845	50.00%	42,473	86,545	49.08%
<b>TOTAL DEBT SERVICE EXPENSES</b>	<b>149,581</b>	<b>1,526,664</b>	<b>9.80%</b>	<b>167,311</b>	<b>1,529,048</b>	<b>10.94%</b>

MAY 31, 2016

ACCOUNT	PURCHASE DATE	DUE DATE	PRINCIPAL	INVESTED WITH	INTEREST RATE	TOTAL
GENERAL FUND	VARIOUS	OPEN	988,907	PLGIT	0.26	988,906.85
	VARIOUS	OPEN	6,936	PLGIT PLUS	0.37	6,935.88
	VARIOUS	OPEN	23,490	PLGIT PR	0.26	23,489.77
	VARIOUS	OPEN	3	PLGIT PR PLUS	0.37	3.34
	VARIOUS	OPEN	6,642,817	TD GENERAL FUND	0.20	6,642,817.37
	VARIOUS	OPEN	88,957	TD-E PAYMENTS	0.20	88,957.11
	VARIOUS	OPEN	11,101	TD-PR	0.20	11,100.72
	VARIOUS	OPEN	8,316	PLGIT PROCUREMENT	0.26	8,315.56
	VARIOUS	OPEN	1,775	DRUG ENFORCEMENT	0.20	1,774.99
	VARIOUS	OPEN	573,117	OPERATING RESERVE	0.20	573,116.51
	VARIOUS	OPEN	573,117	POLICE SPECIAL EQUIPMENT	0.20	1,291.64
FIRE CAPITAL FUND	VARIOUS	OPEN	5,294	PLGIT - ARBITRAGE	0.37	5,294.44
DEBT SERVICE	VARIOUS	OPEN	1,020,010	TD BANK	0.20	1,020,010.02
FIRE PROTECTION TAX	VARIOUS	OPEN	1,043,779	TD BANK	0.20	1,043,779.01
FIRE CAPITAL FUND	VARIOUS	OPEN	651,597	TD BANK	0.20	651,597.06
FIRE HYDRANT	VARIOUS	OPEN	205,067	TD BANK	0.20	205,066.90
CAPITAL RESERVE	VARIOUS	OPEN	8,454,086	TD BANK	0.20	8,454,085.75
CAPITAL RES - SIDEWALK GRANT	VARIOUS	OPEN	190,169	TD BANK	0.20	190,168.93
MANOR HOUSE	VARIOUS	OPEN	266,976	TD BANK	0.20	266,975.93
OPEN SPACE ACQUISITION	VARIOUS	OPEN	826,331	TD BANK	0.20	826,330.65
OPEN SPACE RESERVE	VARIOUS	OPEN	13,841	TD BANK	0.20	13,840.69
HIGHWAY AID FUND	VARIOUS	OPEN	557,460	TD BANK	0.20	557,459.75
POLICE MED INS RETIREE	VARIOUS	OPEN	418,884	TD BANK	0.20	418,883.88
NON UNIFORM MED INS RETIREE	VARIOUS	OPEN	27,587	TD BANK	0.20	27,587.35
ESCROW	VARIOUS	OPEN	1,205,962	TD BANK	0.20	1,205,962.47
RESERVE FOR OUTFALL STORM WT	VARIOUS	OPEN	30,458	TD BANK	0.20	30,458.38
FEE-IN-LIEU OF STORMWATER MNT	VARIOUS	OPEN	49,809	TD BANK	0.20	49,809.07
TRAFFIC IMPROVEMENTS	VARIOUS	OPEN	332,655	TD BANK	0.20	332,655.01
SEWER FUND	VARIOUS	OPEN	281,744	PLGIT PLUS	0.37	281,743.66
	VARIOUS	OPEN	928,696	TD BANK	0.20	928,695.92
SEWER CAPITAL	VARIOUS	OPEN	1,114,464	TD BANK	0.20	1,114,463.79
May 31, 2015				PLGIT	0.26	
General Fund TD Bank	\$5,742,767.59			PLGIT PLUS	0.37	
General Fund PLGIT	\$417,614.40			TD BANK-change effective 2/10/16	0.20	
Sewer TD Bank	\$1,236,582.77					
Sewer PLGIT	\$281,357.57					
Capital Reserve TD Bank	\$7,601,463.76					