

To: Roman M. Pronczak, Township Manager

From: Christine M. Bauman, Director of Finance

Date: November 4, 2015

Re: Treasurer's Report & Cash Statement – **September 30, 2015**

**FINANCIAL REPORT CARD**

<b>CATEGORY</b>	<b>CONDITION</b>	<b>PAGE</b>
<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	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
<b>Sewer Fund</b>		
Sewer Charges	Caution & Monitor	3
Sewer Operating Expenses	Meets or Exceeds	3
Ending Cash Balance	Meets or Exceeds	3
<b>Capital Reserve Fund</b>		
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 SEPTEMBER 30, 2015**

**Revenue or Expense Category**

**General Fund**

Real Estate Taxes - Real estate tax revenues (99.1%) are slightly behind last year's pace (99.6%). These collections include current (\$3,876,254 or 99.4%) and delinquent (\$38,917) collections and are net of assessment appeal refunds (\$0). 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 ahead of last year's pace (101.8% vs. 101%). In September we collected \$56,187. We have collected a total of \$559,648 compared to \$484,576 at this point last year.

Earned Income Taxes - EIT collections (85.1%) are behind last year's pace (85.5%). We can expect that our core EIT revenues should be more stable and predictable. Although we are behind last year's budget pace, we are ahead of last year's collections total. Through September we have collected \$4,935,842 compared to \$4,661,447 last year.

Local Services Taxes (LST) - We are ahead (79.9%) of last year's pace (73.9%). Similar to EIT, our core revenues are more stable and predictable.

Cable Franchise Fees – These fees are remitted quarterly. We are at (53.2%) compared with last year's pace (45.2%).

State Aid (Pensions) – These pension grants are remitted in September of each year. We received \$407,767 (98.4%) in State Aid compared to \$379,520 (88.8%) last year.

Licenses, Permits & Fees – We are significantly ahead of (144.9% vs. 87.4%) last year and over budget due to increase development and building activities. We are anticipating more revenue throughout the rest of the year.

Park & Recreation Fees – We are significantly behind (84.6%) last year's pace (91.2%). Much of the decrease is due to less enrollment in Park N Tots and Stony Creek Camp.

Operating Expenses – These departmental expenses include salaries (separately reported below) represent 75% of our annual budget to date. We are significantly under budget (68.7%) and are significantly behind last year's pace (72.6%). 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 2015 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 75% of our annual budget to date, we are under budget (70.9%) and behind last year's pace (77.9%). For some departments, we need to reimburse wages from our Sewer Fund. We are nearing hiring expectations as we currently have 87 of 89 positions filled.

Health Insurance - We are over budget (81.3%) and are ahead of last year's pace (77.5%). This is due to increased health care expenses. The overage is primarily due to changes in family status for our employee group. We anticipate health insurance expenses to continue to increase.

Pension – We are under budget and on pace with (66.5%) last year (67.7%). 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. We did not make a payment in September.

Overtime – We are significantly behind (43.0%) last year’s pace (62.33%). We are under budget for Road Maintenance (17.2%), Sewer (33.7%), and Police (39.5%). We are over budget for Snow Removal (74.6%) but this is a small variance.

Interfund Transfers – We have transferred our budgeted amount of \$500,000 to the Capital Reserve Fund for 2015.

Ending Cash Balance –Please see attached Cash Statement as of **September 30, 2015**.

<b>September 30, 2015</b>	<b>September 30, 2014</b>
\$6,523,310	\$6,355,483

**Sewer Fund**

Sewer Charges - We are ahead (72.5%) of last year’s pace (69.7%) and over budget. Starting with the 3Q2014 sewer bills, residential customers’ consumption habits were monitored and excessive consumption resulted in sewer usage charges. For 3Q2015 12% of residential customers were accessed the usage charge compared to an expected rate of 20%. Commercial Billings continue to decline (from \$953,860 in 2012, to \$915,086 in 2013 and \$840,810 in 2014). In 3Q2015 commercial billings totaled \$205,266, totaling \$753,315 for the year. The decrease in billing was due to issuing a credit to Montgomery County Community College for a water leak. A credit was issued in 3Q2015. Finally beginning in March, 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 September the Township collected a total \$2,962 making the outstanding balance\$159,305 with interest continuing to accrue on the delinquent principal balance.

Sewer Operating Expenses - We are behind (59.4 %) last year’s pace (62.7%) and under budget. For some departments, we need to reimburse General Fund expenses from our Sewer Fund.

Interfund Transfers – The Sewer Operating Fund will be transferring \$625,000 to the Sewer Capital Fund by the end of 2015.

Ending Cash Balance - Please see attached Cash Statement as of **September 30, 2015**.

<b>September 30, 2015</b>	<b>September 30, 2014</b>
\$1,642,750	\$1,178,281

**Capital Reserve Fund**

Ending Cash Balance - Please see attached Cash Statement as of **September 30, 2015**.

<b>September 30, 2015</b>	<b>September 30, 2014</b>
\$7,293,464	\$6,135,227

**Debt Service Fund** - Debt Service Expenses - We are behind (38.2%) of last year’s pace (44.3%).

# Whitpain Township

## Treasurer's Report

Department	For the Month Ended 9/30/2015			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		3,908,551	3,943,500	99.11%	3,873,621	3,888,500	99.62%		
TRANSFER TAXES		559,648	550,000	101.75%	484,576	480,000	100.95%		
EARNED INCOME TAXES		4,935,842	5,800,000	85.10%	4,661,447	5,450,000	85.53%		
LOCAL SERVICES TAXES		559,060	700,000	79.87%	554,023	750,000	73.87%		
CABLE FRANCHISE FEES		170,378	320,000	53.24%	158,110	350,000	45.17%		
STATE AID-PENSIONS		407,767	414,406	98.40%	379,520	427,280	88.82%		
LICENSES, PERMITS & FEES		490,070	338,720	144.68%	291,583	333,500	87.43%		
PARK & RECREATION FEES		374,068	442,200	84.59%	374,400	410,700	91.16%		
<b>TOTAL REVENUES</b>		<b>11,405,383</b>	<b>12,508,826</b>	<b>91.18%</b>	<b>10,777,279</b>	<b>12,089,980</b>	<b>89.14%</b>		
<b>EXPENSES</b>									
TRANSFERS OUT		500,000	500,000	100.00%	1,000,000	1,000,000	100.00%		
<b>SALARIES</b>									
OFFICIALS		13,750	20,625	66.67%	15,469	20,625	75.00%		
EXECUTIVE		281,111	328,954	85.46%	267,024	309,957	86.15%		
FINANCE		192,944	279,018	69.15%	222,890	264,470	84.28%		
TAX COLLECTION		16,667	25,000	66.67%	17,917	25,000	71.67%		
INFORMATION TECHNOLOGY		58,045	78,467	73.97%	52,317	70,231	74.49%		
ENGINEERING		240,042	270,933	88.60%	232,728	196,640	118.35%		
PUBLIC WORKS		861,512	1,237,081	69.64%	830,822	1,054,573	78.78%		
POLICE		2,564,706	3,792,719	67.62%	2,573,691	3,464,713	74.28%		
FIRE		99,278	134,985	73.55%	103,683	133,061	77.92%		
CODE ENFORCEMENT		227,002	291,493	77.88%	219,891	287,805	76.40%		
ZONING		0	10,497	0.00%	0	10,060	0.00%		
PARK & RECREATION		216,690	257,914	84.02%	219,362	264,884	82.81%		
<b>TOTAL SALARY EXPENSES</b>		<b>4,771,747</b>	<b>6,727,686</b>	<b>70.93%</b>	<b>4,755,794</b>	<b>6,102,019</b>	<b>77.94%</b>		
<b>OVERTIME</b>									
POLICE		31,750	80,346	39.52%	45,552	75,600	60.25%		
SEWER		14,084	41,836	33.66%	19,486	35,866	54.33%		
PW SNOW REMOVAL		19,916	26,711	74.56%	20,324	26,711	76.09%		
PW ROAD MAINTENANCE		1,115	6,500	17.15%	4,813	6,500	74.04%		
<b>TOTAL OVERTIME EXPENSES</b>		<b>66,864</b>	<b>155,393</b>	<b>43.03%</b>	<b>90,175</b>	<b>144,677</b>	<b>62.33%</b>		
<b>HEALTH INSURANCE</b>									
SUPERVISORS		57,222	68,658	83.34%	51,740	63,888	80.99%		
ADMINISTRATION		48,606	52,834	92.00%	44,960	54,574	82.38%		
FINANCE		40,975	45,305	90.44%	37,013	43,505	85.08%		
INFORMATION TECHNOLOGY		20,154	24,108	83.60%	18,247	22,703	80.37%		
ENGINEERING		62,944	64,926	96.95%	58,120	46,143	125.96%		
POLICE		595,125	726,918	81.87%	520,667	666,935	78.07%		
FIRE		24,597	31,617	77.80%	23,240	30,161	77.05%		
CODE ENFORCEMENT		64,574	72,154	89.49%	58,398	68,742	84.95%		
ZONING		1,927	2,401	80.24%	1,192	2,380	50.10%		
SEWER		153,640	259,696	59.16%	155,298	272,680	56.95%		
PUBLIC WORKS ADMINISTRATION		310,631	352,204	88.20%	259,908	319,167	81.43%		
RECREATION ADMINISTRATION		44,899	51,672	86.89%	41,316	48,954	84.40%		
<b>TOTAL HEALTH INSURANCE EXPENSES</b>		<b>1,425,294</b>	<b>1,752,493</b>	<b>81.33%</b>	<b>1,270,099</b>	<b>1,639,832</b>	<b>77.45%</b>		

# Whitpain Township

## Treasurer's Report

### PENSIONS

NON-UNIFORM	277,447	416,158	66.67%	242,622	363,932	66.67%
DEFINED CONTRIBUTION	33,719	54,279	62.12%	30,739	31,677	97.04%
POLICE	352,851	529,276	66.67%	273,669	410,503	66.67%
SEWER	92,471	138,695	66.67%	80,875	121,311	66.67%
<b>TOTAL PENSION EXPENSES</b>	<b>756,488</b>	<b>1,138,408</b>	<b>66.45%</b>	<b>627,905</b>	<b>927,423</b>	<b>67.70%</b>

### EXPENSES

SUPERVISORS	6,529	12,328	52.96%	6,554	10,578	61.96%
ADMINISTRATION	213,626	331,464	64.45%	217,130	307,915	70.52%
FINANCE	63,906	100,742	63.44%	60,557	77,681	77.96%
TAX COLLECTION	75,593	96,918	78.00%	78,850	96,693	81.55%
COMPUTER & INFO, SERVICES	30,430	49,503	61.47%	33,615	48,718	69.00%
PLANNING & ENGINEERING	55,693	88,250	63.11%	47,955	82,379	58.21%
BUILDING MAINTENANCE	140,852	210,367	66.96%	149,201	209,867	71.09%
POLICE EXPENSES	416,215	759,606	54.79%	435,293	739,784	58.84%
FIRE	28,766	47,094	61.08%	24,075	45,205	53.26%
CODE ENFORCEMENT	115,618	112,459	102.81%	77,406	96,098	80.55%
ZONING	32,703	73,301	44.61%	31,472	65,554	48.01%
PUBLIC WORKS ADMINISTRATION	140,271	210,891	66.51%	131,795	185,413	71.08%
PUBLIC WORKS STREET CLEANING	1,994	4,000	49.84%	3,366	4,000	84.15%
PUBLIC WORKS SNOW REMOVAL	3,236	17,068	18.96%	10,702	4,500	237.82%
PUBLIC WORKS TRAFIC SIGNALS	46,999	82,000	57.32%	41,518	81,000	51.26%
PUBLIC WORKS STREET LIGHTING & MARKING	15,869	21,500	73.81%	14,199	21,500	66.04%
PUBLIC WORKS SIDEWALKS & CURBS	17,765	37,000	48.01%	16,915	37,000	45.72%
PUBLIC WORKS STORM SEWER MAINTENANCE	35,878	15,000	239.19%	17,471	9,600	181.98%
PUBLIC WORKS EQUIPMENT MAINTENANCE	133,937	224,473	59.67%	192,341	218,079	88.20%
PUBLIC WORKS ROAD MAINTENANCE	291,127	516,108	56.41%	446,313	500,001	89.26%
RECREATION AND ADMINISTRATION	46,034	92,839	49.58%	64,554	89,225	72.35%
RECREATION AND PROGRAMS	199,593	260,249	76.69%	179,221	251,301	71.32%
PUBLIC WORKS PARK MAINTENANCE	121,707	195,800	62.16%	96,151	156,100	61.60%

### SEWER FUND

#### REVENUES

SEWER RENT - CURRENT	2,391,770	3,300,000	72.48%	2,401,034	3,450,000	69.60%
SEWER RENT - PEN & INT	21,096	30,000	70.32%	25,507	30,000	85.02%
<b>TOTAL SEWER CHARGES</b>	<b>2,412,866</b>	<b>3,330,000</b>	<b>72.46%</b>	<b>2,426,541</b>	<b>3,480,000</b>	<b>69.73%</b>
TRANSFERS IN	0	0	0.00%	0	0	0.00%

#### EXPENSES

TRANSFERS OUT	0	625,000	0.00%	250,000	250,000	100.00%
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### DEBT SERVICE FUND

#### EXPENSES

DEBT PRINCIPAL	317,000	895,000	35.42%	306,000	861,000	35.54%
DEBT PRINCIPAL CAPITAL PROJECTS	0	255,000	0.00%	0	80,000	0.00%
DEBT INTEREST	224,709	292,503	76.82%	250,944	327,722	76.57%
DEBT INTEREST CAPITAL PROJECTS	42,473	86,545	49.08%	43,273	86,545	50.00%
<b>TOTAL DEBT SERVICE EXPENSES</b>	<b>584,182</b>	<b>1,529,048</b>	<b>38.21%</b>	<b>600,217</b>	<b>1,355,267</b>	<b>44.29%</b>

# Whitpain Township Operating Expense Report

Department	For the Month Ended 9/30/2015		YTD Actual to Budget (%)	Prior YTD Actual	Prior Year Budget	Prior YTD Actual to Budget (%)
	YTD Actual	Current Year Budget				
SUPERVISORS	77,501	101,611	76.27%	73,763	95,091	77.57%
ADMINISTRATION	854,509	1,183,689	72.19%	802,475	1,068,055	75.13%
FINANCE	297,825	425,065	70.07%	320,460	385,656	83.09%
TAX COLLECTION	92,259	121,918	75.67%	96,767	121,693	79.52%
LEGAL	313,001	245,000	127.76%	172,756	306,000	56.46%
INFORMATION TECHNOLOGY	108,629	152,078	71.43%	104,178	141,652	73.55%
PLANNING & ENGINEERING	358,680	424,109	84.57%	338,803	325,162	104.20%
PUBLIC WORKS	2,142,808	3,156,703	67.88%	2,235,838	2,834,011	78.89%
POLICE	3,960,647	5,888,865	67.26%	3,848,872	5,357,535	71.84%
FIRE	152,641	213,696	71.43%	150,998	208,427	72.45%
CODE ENFORCEMENT	407,194	476,106	85.53%	355,695	452,645	78.58%
ZONING	34,630	86,199	40.17%	32,664	77,994	41.88%
SEWER	1,845,765	3,106,250	59.42%	1,961,059	3,126,226	62.73%
PARK AND RECREATION	507,216	662,674	76.54%	504,454	654,364	77.09%
<b>TOTAL OPERATING EXPENSES</b>	<b>11,153,303</b>	<b>16,243,964</b>	<b>68.66%</b>	<b>10,998,782</b>	<b>15,154,511</b>	<b>72.58%</b>

SEPTEMBER 30, 2015

ACCOUNT	PURCHASE DATE	DUE DATE	PRINCIPAL	INVESTED WITH	INTEREST RATE	TOTAL
GENERAL FUND	VARIOUS	OPEN	554,805	PLGIT	0.03	554,805.02
	VARIOUS	OPEN	6,928	PLGIT PLUS	0.06	6,927.91
	VARIOUS	OPEN	323,450	PLGIT PR	0.03	323,450.20
	VARIOUS	OPEN	3	PLGIT PR PLUS	0.06	3.34
	VARIOUS	OPEN	5,968,505	TD GENERAL FUND	0.10	5,968,505.17
	VARIOUS	OPEN	88,871	TD-E PAYMENTS	0.10	88,870.56
	VARIOUS	OPEN	1,687	TD-PR	0.10	1,687.11
	VARIOUS	OPEN	7,427	PLGIT PROCUREMENT	0.03	7,426.76
	VARIOUS	OPEN	1,773	DRUG ENFORCEMENT	0.10	1,773.26
	VARIOUS	OPEN	572,559	OPERATING RESERVE	0.10	572,558.96
	VARIOUS	OPEN	572,559	POLICE SPECIAL EQUIPMENT	0.10	1,290.38
FIRE CAPITAL FUND	VARIOUS	OPEN	5,285	PLGIT - ARBITRAGE	0.05	5,285.35
DEBT SERVICE	VARIOUS	OPEN	1,164,721	TD BANK	0.10	1,164,721.05
FIRE PROTECTION TAX	VARIOUS	OPEN	876,292	TD BANK	0.10	876,291.58
FIRE CAPITAL FUND	VARIOUS	OPEN	647,707	TD BANK	0.10	647,707.18
FIRE HYDRANT	VARIOUS	OPEN	194,286	TD BANK	0.10	194,286.16
CAPITAL RESERVE	VARIOUS	OPEN	7,293,464	TD BANK	0.10	7,293,464.32
CAPITAL RES - SIDEWALK GRANT	VARIOUS	OPEN	189,984	TD BANK	0.10	189,983.92
MANOR HOUSE	VARIOUS	OPEN	201,616	TD BANK	0.10	201,616.23
OPEN SPACE ACQUISITION	VARIOUS	OPEN	868,831	TD BANK	0.10	868,831.04
OPEN SPACE RESERVE	VARIOUS	OPEN	196,261	TD BANK	0.10	196,260.51
HIGHWAY AID FUND	VARIOUS	OPEN	108,721	TD BANK	0.10	108,720.81
POLICE MED INS RETIREE	VARIOUS	OPEN	385,483	TD BANK	0.10	385,483.25
NON UNIFORM MED INS RETIREE	VARIOUS	OPEN	8,763	TD BANK	0.10	8,763.30
ESCROW	VARIOUS	OPEN	1,529,916	TD BANK	0.10	1,529,915.54
RESERVE FOR OUTFALL STORM WT	VARIOUS	OPEN	27,067	TD BANK	0.10	27,067.08
FEE-IN-LIEU OF STORMWATER MNT	VARIOUS	OPEN	43,554	TD BANK	0.10	43,554.00
TRAFFIC IMPROVEMENTS	VARIOUS	OPEN	659,733	TD BANK	0.10	659,732.78
SEWER FUND	VARIOUS	OPEN	281,420	PLGIT PLUS	0.06	281,419.76
	VARIOUS	OPEN	1,361,330	TD BANK	0.10	1,361,330.18
SEWER CAPITAL	VARIOUS	OPEN	493,486	TD BANK	0.10	493,486.18
September 30, 2014				<i>PLGIT</i>	0.03	
General Fund TD Bank	\$5,862,889.48			<i>PLGIT PLUS</i>	0.06	
General Fund PLGIT	\$492,593.51			<i>TD BANK</i>	0.10	
Sewer TD Bank	\$896,952.05					
Sewer PLGIT	\$281,328.50					
Capital Reserve TD Bank	\$6,135,227.29					