

# **General Fund 2012**

## **Operating Revenues**

### **Earned Income Taxes - \$1,642,000**

This is part of a 1.6% tax that is withheld from people who earn wages and reside in Richland Township. The tax is distributed as follows:

1.0% to the Quakertown School District

.5% to the Township

.1% to the Township's Open Space Fund for purchasing open space properties.

### **Real Estate Transfer Tax - \$200,000**

Any person buying or selling real estate within the Township is subject to a 1% tax. One half of this tax goes to the School District and the other half to the Township. The County collects this tax and remits the Township's portion less a 2% collection fee to the Township in which the real estate was sold.

### **Public Works Services - \$11,300**

This category includes sales of gasoline and snow removal supplies as well as the public works department charges to the County for mowing and snow removal at the Municipal Complex Campus on California road.

### **Permits - \$44,300**

The following permits/licenses are required by Richland Township Ordinances:

#### **Street, Curb and Street Encroachments**

- Anyone desiring to connect a driveway to a Township road is required to pay a \$25 - \$35 fee. Road Occupancy permits are also required if work is done on or around a Township road. The Fees for this range from \$10 - \$80.

#### **Building Permits**

- Anyone wishing to build within the Township must obtain a building permit. The permit fees are based upon the following: size, estimated cost and project type.

#### **Plumbing Permits**

- Permits are required in the Township for any type of plumbing work. The fees are based upon the number of fixtures.

#### **Earth Disturbance**

- Per Ordinance #210, this permit regulates grading, erosion and sediment control. The fee for this permit is \$250.

### **Well Drilling**

- This permit is required for anyone drilling a water well. The fee for this ranges from \$35 - \$500 depending on whether it is a residential, commercial or industrial well.

### **Charges for Services - \$16,200**

#### **Zoning Fees**

- These are fees collected for zoning permits that are required for new construction, businesses, signs, alterations, additions and repairs. This permit, once approved, indicates compliance with the Zoning Ordinance. Fees vary depending upon the request for review.

#### **Subdivision/Land Development Fees**

- Fees collected from applicants desiring to subdivide or develop land located within the Township. The fees vary depending upon the project.

#### **Hearing Fees**

- Hearing fees are collected from applicants who may be required to obtain a Variance, Special Exception, Conditional Use or Curative Amendment.

#### **Sale of Copies, Maps, Publications or Reproduction Fees**

- Revenue for this item is received from the sale of Zoning Ordinance Books and maps, Subdivision and Land Development Ordinance Books, Comprehensive Plan Books, BOCA Books, and photo copying charges.

#### **Solid Waste Collection/Disposal**

- These are for fees collected to release liens from resident's properties for recycling fees that were not paid to the Township when the Township collected the fees prior to 1995.

### **Administrative Fees – Developers Plan Reviews - \$30,000**

This is a 10% administrative charge that is added to Developer Escrow Invoices, to cover Township administrative costs associated with maintaining the escrow accounts.

### **Water Management Fee - \$37,700**

This is the reimbursement of RTWA for expenses, such as vehicle gasoline, postage, secretary, and insurance. For 2012, the fee is reduced because RTWA is paying for the cost of refurbishing a truck used by the Township Public Works Department.

### **Grants and Donations - \$101,200**

This figure will represent any grants or donations received from individuals, agencies or businesses. The Township's anticipated revenue for 2012 is \$30,200 for the 904 Recycling Performance Grant, \$52,000 for the Non-Uniform Pension Grant, \$3,000 PPL Grant for energy

savings, \$15,500 for park utilities reimbursement from RASA, and \$500 for pavilion rentals.

**Miscellaneous - \$20,600**

**Property/Public Utility Realty Tax**

- The Township receives money from those public utilities who have buildings or land located within the township, such as PPL. This figure is based on the income received in 2011.

**Alcoholic Beverage Taxes**

- The Township receives a fee for those establishments located within the Township that dispense liquor. Annually the Township receives \$1,100 from this tax.

**Game Commission Lands**

- The Township receives \$.40 per acre for state game lands located in our Township from the State Game Commission. There are 127.20 acres, which brings in revenue of \$50. Also included is \$.80/acre from Pennsylvania Gaming Control Board's Gaming Fund in accordance with Act 102 of 2006 (these funds are derived from the gambling proceeds).

**Miscellaneous Revenues**

- The category is used for revenues received that have no specific category.

**Operating Expenses**

**Salaries & Wages – Administrative - \$453,700**

Salaries and wages for Board of Supervisors, Township Manager, Administrative Assistant, Finance Advisor, Assistant Manager/Zoning Officer, Treasurer, Code Enforcement Officer, Receptionist and Zoning Hearing Board. There are no additional employees for 2012. This 2012 budget includes a 2.0% increase for all employees (except police officers who are covered by their arbitration agreement) as of January 1, 2012.

**Salaries & Wages – Administrative Overtime - \$100**

Overtime wages for all non-salaried employees computed at time and one half of the employees' wage.

**Salaries & Wages – Public Works - \$318,000**

Salaries and wages for the Director of Public Works/Roadmaster, Assistant Roadmaster and three full-time laborers. This also includes provision for a part-time helper for the summer.

**Salaries & Wages – Public Works Overtime - \$10,000**

Overtime wages for all non-salaried employees computed at time and one half of the employees' wage.

**Payroll Taxes - \$59,800**

This category includes the Township's Social Security/Medicare (7.65%) responsibility for each employee.

**Staff Bonuses - \$1,000**

The Employee of the Year award.

**Pension - \$83,200**

This is the Township's annual payment to the Pension Plan as calculated by the State of PA. The budgeted amount will be partially offset by the state pension assistance grant noted above.

**Employee Benefits - \$332,200**

This figure represents the cost for health/dental/life insurance benefits.

**EIT Salary - \$113,900**

This includes salaries and wages for part of 2012 for the Earned Income Tax Collector and two Assistants.

**Real Estate Tax Collection - \$23,000**

The Real Estate Tax Collector will receive \$3.98 per real estate tax bill collected. This category represents his salary for the collection.

**EIT Collection Fees - \$15,000**

This is a new category reflecting the new Act 32 regulations for county-wide Earned Income Tax collection beginning in 2012. Beginning in 2012 the Township will pay Keystone Collection Group commission of 1.39% of earned income taxes collected for the Township.

**Tax Collection Overtime - \$0**

Overtime wages for all non-salaried employees computed at time and one half of the employees' wage.

**Payroll Taxes - \$10,500**

This category represents Social Security/Medicare (7.65%) for the tax offices.

**Employee Benefits - \$33,900**

This includes health/dental/life insurance costs for the Earned Income Tax office. The Real Estate Tax Collector does not receive the insurance benefits.

**Office Expense - \$8,800**

This category includes all expenses associated with operating the tax offices, such as office supplies, forms and postage.

**QCSD Collection Fees - \$18,700 (Income)**

The Township charges the Quakertown Community School District and Richlandtown Borough a collection fee for collection and distribution of their portion of the Earned Income Tax.

**Road & Public Works - \$154,900**

This includes such costs as uniform rental for the road crew and various shop supplies, snow removal contractors, and costs of vehicles maintenance and fuel. The majority of the expenses for operating supplies for the repairs and maintenance of the roads are paid from the Highway Aid Fund and detailed in that fund's explanation.

**Professional Fees - \$102,800**

This professional staff includes engineers, solicitors for the Township and the Zoning Hearing Board, outside auditors, and planner.

**Insurance - \$50,000**

The insurance paid by the Township includes: bonding, property, liability, errors and omissions, crime, and workers' compensation.

**Recycling Services - \$122,200**

The Township regulates a mandatory recycling program for all Township residents currently with the contractor Allied Waste Services. The current contract was awarded in 2011 with an expiration date of April 30, 2016.

**Park Maintenance - \$38,100**

This includes proposed costs of wood playground chips, infield mix soil, weed control and seeding, and miscellaneous repairs in the parks.

**Utilities - \$65,500**

This includes electric supplied for all Township facilities (except the Police Department), public streetlights and traffic signals within the Township in addition to heating fuel.

**Telephone - \$8,100**

This includes phone expenses from Comcast and Verizon Wireless cell phones.

**Supplies - \$4,400**

This includes supplies, except office supplies, for all departments within the Township.

**Office Supplies - \$17,000**

This includes everyday office supplies as well as maintenance contracts for office machinery, postage machine lease payments, and reproduction costs of ordinance books and other items available for sale to the public.

**Meetings, Conferences, Transportation & Travel - \$19,700**

This includes costs associated with seminars, meetings, conferences, etc. This category is also for mileage reimbursement to employees or monthly car allowances and operating costs for two vehicles used by Code Enforcement and Zoning.

**Postage - \$8,000**

Postage expenses for all mailings done for the Township except EIT and the newsletters.

**Advertising, Printing & Binding - \$7,500**

Includes all advertising costs for meetings, hearings, bids, help wanted, etc. for the Township.

**Dues, Subscriptions, Memberships - \$5,600**

Includes membership, dues and subscriptions for all departments.

**Township Newsletters - \$8,500**

The Township publishes spring and fall issues of the "Richland Township Times". All costs associated with the production and mailing of the newsletter are included in this category. The Township also sells advertising to businesses to help defer the costs of the newsletter. This advertising income is included in Miscellaneous Revenue.

**Reward & Recognition - \$6,200**

All Township volunteers and staff members are recognized annually at a dinner held in December. Costs for the hall rental, caterer, supplies, and awards are included in this category.

**Facilities Maintenance - \$18,100**

Terminex charges, security monitoring costs, and cleaning services are the recurring expenses in this category. Other costs include HVAC unit repairs/maintenance and any other charges the Township may incur for maintenance of the Township facility.

**Other Expenses - \$5,300**

This category is for expenses where there is no specific line item to account for the expense. This includes bank fees, cable fees, county recording fees and donations made to outside agencies (i.e. Quakertown 4<sup>th</sup> of July Fireworks and Richland Historical Society donations).

**Non Operating Revenue/Expenses**

**Interest Income - \$15,000**

Investments are made in local banks' Certificates of Deposit and High Yield Money Markets. Funds are also carried in PLGIT (Pennsylvania Local Government Investment Trust) accounts.

**Rent Income -- \$8,700**

This is for rental fees collected for rental of the meeting room, lease revenue for property and the cell tower located on Township property.

**Transfers to/(from) Other Funds - \$8,000 (income)**

The Open Space Fund will pay \$10,000 as the fifth installment to reimburse the General Fund for Bond Payments made on behalf of the Open Space Fund in prior years. An estimated \$6,000 Golf Outing proceeds will be received from the Recreation Fund for reimbursement of advances paid for the War Memorial at Veterans Park, and the General Fund will transfer \$8,000 will be transferred to the Volunteer Boards Fund.

**Capital Expenditures Equipment/Projects - \$21,400 (Expense)**

Capital expenses for 2012 include the following:

<b><u>Executive</u></b>	
Replacement of computers/printers	\$ 8,000
<b><u>Facilities</u></b>	
HVAC replacement	\$ 7,000
Lighting upgrades	\$20,000
Entrance door replacement	\$ 6,000
<b><u>Public Works</u></b>	
John Deere lawn tractor	\$ 6,000
Pressure washer	\$ 2,800
Shop Vacuum	\$ 200
Radios	<u>\$ 2,000</u>
<b>TOTAL</b>	<b><u>\$52,000</u></b>

**Developer Contributions - \$5,000 (Income)**

The amount of developer contributions could be more or less, depending on how fast the projects move forward.

**Extraordinary Revenue - \$0 (Income)**

There are no extraordinary revenues budgeted in 2012.

**Extraordinary Expenses - \$0 (Expense)**

There are no extraordinary expenses budgeted in 2012.

**General Obligation Bond Payments - \$137,800**

This is for two payments due in 2012 on the Police Building Construction Bond Issue.