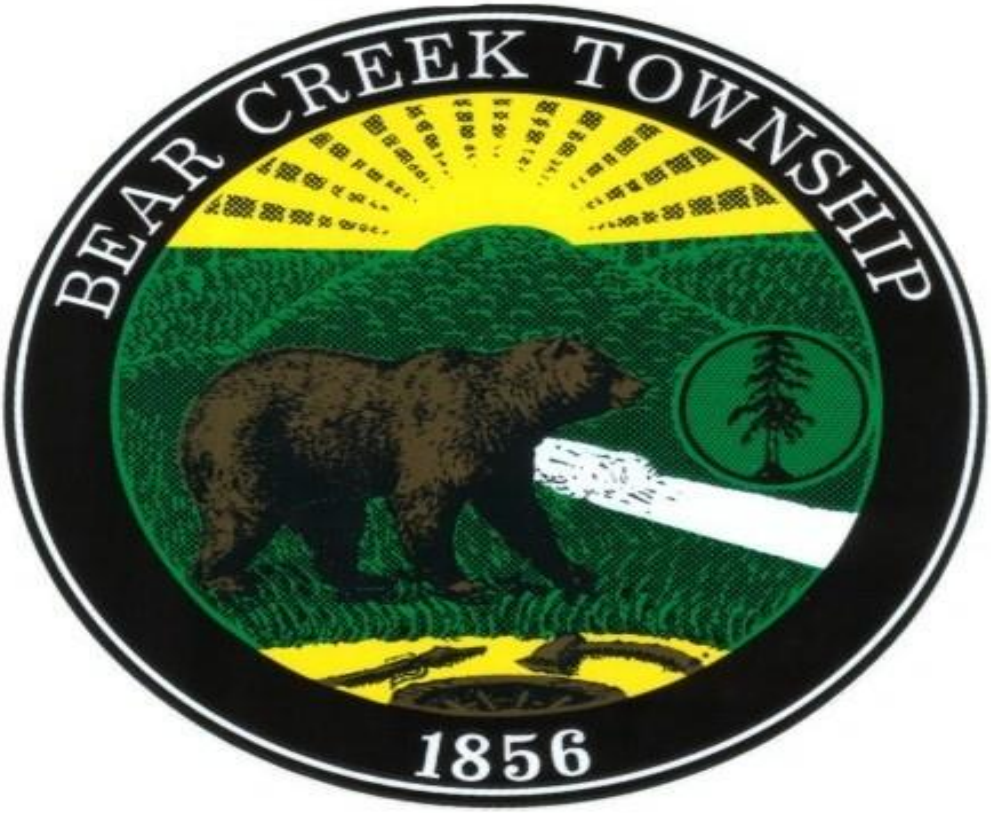

2017 PROPOSED BUDGET

Presented: November 7, 2016

Executive Overview

For calendar year 2017, Bear Creek Township ("Bear Creek" or "the Township") puts forward a proposed budget which has no tax increases. This is the eighth consecutive year that tax rates have been the same or even lower than the prior year. Tax reductions previously implemented including the the Homestead Tax break and the elimination of the Township's share of the Per Capita Tax remain in place.

Category	Operating Budget
Revenue	$784,590
Expenses	$527,633
Net Cash Flow	$256,957

Operating Revenue & Expense

- **Operating Revenues are expected to fall by $52,349 or 6.25% compared to 2016.**
  - Earned income taxes in 2016 are projected to be about $20,000 - $30,000 higher than the levels of 2014 and 2015. To be conservative the 2017 revenue budget is set based on those years rather than projected 2016.
  - There were two large Real Estate Transfer tax payments received during 2016. It is not reasonable to budget these again for 2017. This budget for this line item is $ about $30,000 lower than 2016.

- **Operating Expenses are expected to increase by $48,902 or 10.7% over 2016.**
  - Engineering services which were very low in 2016 are expected to increase by about $33,000 in 2017. Special one-time project of MS-4 Compliance is anticipated to be approximately $15,000. Additionally, the engineers will be involved in evaluating roadways as part of our comprehensive five-year capital planning process.
  - Salaries are approximately $20,000 over 2016 due primarily to the full year salary for zoning compared to just under six months' salary in 2016.

Capital Spending

- **Capital Expenditures (net of grants) increase from estimated $328,822 in 2016 to $760,000 in 2017.**
  - Grant for new Public Works Building of $225,000 included in 2017 budget.
  - 2017 Capital Spending detailed below:

Project – 2017 Budget	Total	Grant	Township Share
Consolidated Public Works Building	$ 400,000	$ 225,000	$ 175,000
Paving/Drainage – Old EE Blvd	$ 400,000		$ 400,000
Flail Mower	$ 100,000		$ 100,000
Tree Trimming	$ 75,000		$ 75,000
Little League Field	$ 15,000		$ 15,000
Total	$ 985,000	$ 225,000	$ 760,000

Cash Flow

Consolidated Operations & Capital Investment yields a net reduction in cash of $482,073 as detailed below.

Category	Operating Budget	Capital Budget	Total Budget
Revenue	$784,590	$225,000	$1,009,590
Expenses	$506,663	$985,000	$1,491,663
Net Cash Flow	$277,927	- $745,000	- $482,073
Appropriation from Prior Year			$482,073
2017 Budget Net			$ 0

The current projection of cash on hand for year end 2016 is $1,269,676. The operations and capital spending reduces this figure to a projected $787,603.

- **Next Steps**
  - Budget will remain available for inspection at office and on-line.
  - Public comment accepted tonight and at December 5, 2017 (6:00) public meeting.
  - Adjustments and corrections can be made to the original budget.
  - After public comment, the board may vote on the proposed budget so long as:
    - Total Revenues do not change by more than 10%.
    - Total Expenses do not change by more than 10%
    - No major category of revenue or expense changes by more than 25%

Bear Creek Township Budget - 2017	Actual	Actual	Actual	Projected	Budget
	2013	2014	2015	2016	2017
Income					
300 · TAXES					
301 · Real Estate Taxes					
301.10 · Real Estate Taxes - Current	109,830	109,360	109,008	93,777	93,400
301.40 · Real Estate Taxes - Delinquent	8,338	8,952	8,930	7,760	8,000
Total 301 · Real Estate Taxes	118,168	118,313	117,938	101,537	101,400
310 · Per Capita Taxes					
Per Capita Tax	6,058	7,061	7,137	2,515	0
Real Estate Transfer Tax	37,968	34,591	36,459	60,575	30,000
Earned Income Tax	398,960	354,400	365,750	383,370	360,000
Mercantile Tax	4,702	2,491	2,626	5,029	4,500
Local Service Tax	11,148	25,483	16,610	11,634	12,000
Amusement Tax	420	395	260	90	0
Total 310 · Per Capita Taxes	459,256	424,421	428,842	463,212	406,500
Total 300 · TAXES	577,424	542,734	546,780	564,749	507,900
320 · LICENSES & PERMITS					
321.40 · Contractor Licenses	1,125	250	125	0	0
321.80 · Cable Television Franchise	32,446	34,881	46,594	38,268	38,400
Total 320 · LICENSES & PERMITS	33,571	35,131	46,719	38,268	38,400
330 · FINES					
331.11 · Motor Vehicle Violations	1,779	1,742	1,708	1,230	1,200
331.12 · Violation of Ordinances	861	1,017	1,277	694	720
Total 330 · FINES	2,640	2,758	2,985	1,924	1,920
340 · INTEREST, RENTS & ROYALTIES					
341.00 · Interest Income	580	2,318	3,162	3,692	3,600
342.10 · Towers	23,827	24,059	19,302	19,911	19,200
342.11 · windmills	39,000	26,514	39,935	40,244	40,500
342.20 · Rent of Building	150	0	150	300	300
Total 340 · INTEREST, RENTS & ROYALTIES	63,557	52,891	62,549	64,148	63,600
350 · INTERGOVERNMENTAL					
355.01 · Public Utility Realty Tax	609	731	632	614	600
355.04 · Alcholic Beverage License	1,854	1,400	1,400	1,000	1,000
355.05 · Pension System State Aid	8,585	10,927	9,149	8,771	10,700
355.100 · State Allocation	69,332	74,701	82,274	96,052	98,400
355.99 · All Other Shared Revenues	21,206	20,026	19,620	19,354	19,500
356.01 · DCNR lands	2,605	2,605	1,739	3,479	2,600
356.02 · Game Commission Lands	16,006	18,319	18,320	18,320	18,320
359.00 · Grants	89,890	175,608	0	0	225,000
359.01 · Dennison Township	1,505	1,668	1,668	2,142	2,200
359.05 · W-B Municipal Authority	637	850	850	850	850
359.06 · Bear Creek Borough	0	0	0	0	0
Total 350 · INTERGOVERNMENTAL	212,229	306,835	135,651	150,582	379,170
360 · CHARGES FOR SERVICES					
361.30 · Zoning & Subdivision Fees	2,900	1,850	1,050	1,450	1,200
361.34 · Hearing Fees (Zoning & Planning	2,575	1,675	600	1,250	1,200
361.50 · Reproduction of Records	25	0	11	0	0

Bear Creek Township Budget - 2017	Actual	Actual	Actual	Projected	Budget
	2013	2014	2015	2016	2017
362.41 · Building Permits	7,713	46,767	18,622	9,415	12,000
362.43 · Sewage Permits	2,625	4,090	1,976	4,468	3,600
362.45 · Certificate of Occupancy	600	1,050	450	685	600
Total 360 · CHARGES FOR SERVICES	16,438	55,432	22,710	17,268	18,600
380 · MISCELLANEOUS INCOME					
380.01 · Miscellaneous Income	0	0	9	0	0
390.10 · Sale of Fixed Asset	0	15,177	0	0	0
390.10 · Other Miscellaneous	72	140	0	0	0
Total 380 · MISCELLANEOUS INCOME	72	15,317	9	0	0
Total Income	905,931	1,011,100	817,403	836,939	1,009,590
Expense					
400 · GENERAL GOVERNMENT					
400.00 · GOVERNING BODY					
400.11 · Salary - Supervisors	9,375	8,910	9,375	9,376	9,375
400.20 · Supplies	873	739	0	60	0
400.31 · advertising	1,634	245	1,393	325	800
400.33 · Mileage	352	249	0	0	0
400.42 · Dues & Subscriptions	275	2,998	300	1,478	1,500
400.46 · Seminars & Conferences	210	386	20	60	500
Total 400.00 · GOVERNING BODY	12,719	13,527	11,088	11,299	12,175
402.00 · AUDITING SERVICES					
402.11 · Salary - Auditors	0	0	0	0	0
402.31 · CPA	1,000	2,750	4,750	9,100	6,650
Total 402.00 · AUDITING SERVICES	1,000	2,750	4,750	9,100	6,650
403.00 · TAX COLLECTION					
403.11 · Salary - Tax Collector	5,492	5,409	5,450	5,452	4,670
403.13 · Luz County Tax Collection Comm.	0	0	0	0	0
403.21 · Postage & Supplies			91	146	150
403.34 · Printing & Binding	2,352	2,312	2,273	2,408	2,400
403.35 · Bonding Insurance	56	-5	102	0	0
403.45 · Seminars & Conferences	0	50	250	190	0
Total 403.00 · TAX COLLECTION	7,900	7,766	8,167	8,196	7,220
404.00 · SOLICITOR/LEGAL					
404.31 · Legal Fees	24,139	66,202	12,472	22,442	24,000
Total 404.00 · SOLICITOR/LEGAL	24,139	66,202	12,472	22,442	24,000
405.00 · SECRETARY/TREASURER					
405.12 · Salary - Secretary	27,934	30,821	31,342	37,894	32,888
405.14 · clerk typist	0	3,080	2,646	0	0
405.21 · Office Supplies/Postage	2,324	2,571	2,682	2,264	2,400
405.27 · Computer Hardware	0	73	50	0	0
405.321 · Telephone Expense	1,202	1,400	1,507	1,766	1,740
405.33 · Mileage	50	141	112	30	100
405.34 · Advertising Expense	147	0	0	110	100
405.341 · Request for Copies	0	0	0	0	0

Bear Creek Township Budget - 2017	Actual	Actual	Actual	Projected	Budget
	2013	2014	2015	2016	2017
405.35 · Bonding Insurance	516	0	1,032	0	0
405.45 · Contracted services	2,579	3,588	2,127	2,670	3,840
406.46 · Seminars & Conferences	0	0	0	0	0
Total 405.00 · SECRETARY/TREASURER	34,752	41,672	41,499	44,734	41,068
408.00 · ENGINEERING SERVICES					
408.12 · Engineering Fees	35,713	16,143	3,980	6,148	39,000
Total 408.00 · ENGINEERING SERVICES	35,713	16,143	3,980	6,148	39,000
409.00 · MAINTENANCE					
409.12 · Salary - Maintenance	3,587	3,551	736	0	0
409.22 · Supplies	795	264	399	296	0
409.25 · Repairs & Maintenance	1,494	879	1,494	2,849	600
409.361 · Electricity	6,527	6,631	5,508	6,617	7,200
409.362 · Heating Oil	12,250	9,666	5,918	5,413	0
409.45 · Contracted Services	910	7,419	1,271	14,443	3,600
409.70 · Capital Outlay	0	435	80	31,555	0
Total 409.00 · MAINTENANCE	25,563	28,843	15,406	61,174	11,400
Total 400 · GENERAL GOVERNMENT	141,786	176,903	97,361	163,092	141,513
410 · PUBLIC SAFETY					
410.45 · school flashing light Rt 115	424	431	404	85	0
411.00 · FIRE PROTECTION					
411.361 · Electricity	219	197	215	262	240
411.45 · Contracted Services	26,495	26,578	26,843	26,777	23,350
411.54 · Firemen'sRelief Contribution	21,206	20,026	19,620	19,354	19,500
Total 411.00 · FIRE PROTECTION	47,920	46,801	46,678	46,394	43,090
413.00 · SEWAGE & CODE ENFORCEMENT					
413.100 · Code Charges	5,435	29,091	9,779	9,052	6,360
413.12 · Salary - Code Enforcement	6,776	8,020	4,250	18,205	40,000
413.13 · Sewage Enforcement Fees	1,250	790	1,527	2,545	2,880
413.231 · Vehicle Fuel	0	0	0	500	3,000
413.321 · Telephone Expense	300	300	175	120	300
413.33 · Mileage	0	0	0	1,403	0
413.34 · Advertising	0	0	0	0	0
413.46 · Seminars and Conferences	0	0	0	0	2,000
413.70 · Capital Outlay	0	0	0	35,103	0
413.00 · Other	0	0	0	0	0
Total 413.00 · SEWAGE & CODE ENFORCEMEN	13,767	38,200	15,730	66,929	54,540
414.00 · PLANNING & ZONING					
414.12 · Salary - Planning/Zoning	600	600	300	525	900
414.21 · Office Supplies/Postage	228	0	0	90	0
414.238 · Clothing and Uniforms	0	0	0	75	80
414.27 · Computer equipment	0	0	0	1,792	0
414.31 · Legal Expense	975	875	0	604	0
414.31A · Planning & Consulting	0	0	0	418	0

Bear Creek Township Budget - 2017	Actual	Actual	Actual	Projected	Budget
	2013	2014	2015	2016	2017
414.321 · Telephone Expense	25	0	0	0	0
414.33 · Mileage	651	768	277	0	0
414.34 · Advertising Expense	390	803	380	2,209	1,800
414.40 · Zoning Hearings	1,195	550	110	223	0
414.42 · dues and subscriptions	102	102	102	102	100
Total 414.00 · PLANNING & ZONING	4,166	3,697	1,169	6,038	2,880
415.00 · EMERGENCY MANAGEMENT					
415.20 · Supplies	0	1,450	0	0	0
Total 415.00 · EMERGENCY MANAGEMENT	0	1,450	0	0	0
Total 410 · PUBLIC SAFETY	66,277	90,579	63,981	119,446	100,510
427 · SANITATION					
427.00 · Garbage Collection	900	781	910	1,040	1,080
427.10 · Recycling Rebates/Expenses	-5,915	922	812	2,268	2,400
427.12 · Recycling Payroll	2,639	2,722	2,354	2,246	3,240
Total 427 · SANITATION	-2,375	4,424	4,076	5,554	6,720
430 · ROADS & STREETS					
430.00 · General Services					
430.11 · Supervisors' Hourly	65	3,036	1,878	297	1,320
430.12 · Salaries	88,171	72,945	72,497	78,607	80,847
430.22 · Operating Supplies	5,423	4,073	5,339	3,007	2,400
430.231 · Vehicle Fuel	11,644	13,058	7,664	4,564	4,800
430.24 · Other Operating Supplies/Safety	0	261	88	0	0
430.25 · Bldg. Repairs & Maintenance	0	672	620	3,380	7,500
430.26 · Small Tools & Minor Equipment	0	1,231	133	350	400
430.27 · CDL Testing	60	160	120	215	200
430.321 · Telephone Expense	939	650	600	550	600
430.33 · Mileage	0	0	0	0	0
430.361 · Electricity	693	743	705	708	720
430.362 · Heating Oil	5,671	4,492	3,469	2,709	4,000
430.45 · Contracted Services	241	0	0	0	0
430.46 · Seminars	0	0	0	0	0
430.00 · General Services Other	491	0	0	0	0
430.70 · Capital Outlay	975,534	38,255	0	250,259	970,000
Total 430.00 · General Services	1,088,932	139,529	93,114	344,645	1,072,787
432.00 · WINTER MAINTENANCE					
432.22 · Operating Supplies	30,950	39,716	45,371	21,107	30,000
Total 432.00 · WINTER MAINTENANCE	30,950	39,716	45,371	21,107	30,000
433.00 · Traffic Control Devices					
433.24 · Traffic Signs	1,780	3,288	5,024	395	480
433.00 · Traffic Control Devices - Other	1,141	444	731	561	480
Total 433.00 · Traffic Control Devices	2,921	3,732	5,754	956	960
434.00 · Street Lighting					
434.361 · Street Lighting	20,610	21,157	21,394	21,255	21,600

Bear Creek Township Budget - 2017	Actual	Actual	Actual	Projected	Budget
	2013	2014	2015	2016	2017
Total 434.00 · Street Lighting	20,610	21,157	21,394	21,255	21,600
437.00 · Repairs to Tools & Machinery					
437.25 · Repairs - Tools & Machinery	2,888	102	5,243	1,204	100
437.251 · repair/maintenace/vechicle part	4,974	12,288	13,366	7,505	700
437.38 · Equipment Rental	0	0	111	324	1,000
437.45 · contracted services	387	0	0	60	0
Total 437.00 · Repairs to Tools & Machinery	8,249	12,390	18,720	9,092	1,800
438.00 · Road & Bridge Maintenance					
438.25 · Repair to Roads	987	484	560	567	1,000
Total 438.00 · Road & Bridge Maintenance	987	484	560	567	1,000
Total 430 · ROADS & STREETS	1,152,649	217,008	184,914	397,622	1,128,147
450 · RECREATION					
454.00 · Parks					
454.21 · Expenses	455	0	0	50	0
454.361 · Electricity	2,192	2,190	2,091	1,910	2,100
454.45 · Contracted Services	3,500	11,451	1,966	2,679	0
454.54 · Donations	3,000	0	0	0	0
454.70 · Capital Outlay	0	157,799	0	11,905	15,000
454.00 · Parks - Other	11,221	11,259	0	0	0
Total 454.00 · Parks	20,368	182,700	4,057	16,544	17,100
Total 450 · RECREATION	20,368	182,700	4,057	16,544	17,100
480 · MISCELLANEOUS					
480.00 · Miscellaneous	100	1,571	100	438	0
483.00 · Pension/Retirement Fund	8,794	10,927	9,721	8,782	12,700
484.00 · Workers' Compensation	12,262	15,215	15,321	20,187	23,590
485.00 · Unemployment Compensation	3,568	1,674	1,815	1,440	1,400
486.00 · Insurance					
486.10 · Insurance-Liability	2,066	1,990	3,771	0	0
486.20 · Insurance-Property/Casualty	7,645	7,857	4,192	15,739	16,000
486.30 · Insurance-Automobile	4,450	5,491	3,235	165	0
486.40 · Insurance - Public Officials	1,191	0	5,195	0	0
486.xx · Other Insurance Expense	355	1,191	907	919	950
486.00 · Insurance - Other	-83	-866	0	0	0
Total 486.00 · Insurance	15,624	15,663	17,300	16,823	16,950
487.153 · Disability Insurance	644	798	649	650	650
487.156 · Health Insurance	19,202	14,504	19,034	24,390	28,680
487.158 · Life Insurance	415	263	400	450	450
487.160 · Social Security (Employers)	9,382	8,671	8,111	8,992	10,740
487.161 · Medicare (Employers)	2,194	2,028	1,897	2,172	2,513
480.000 · Miscellaneous Other	0	-625	0	0	0
Total 480 · MISCELLANEOUS	72,186	70,689	74,350	84,325	97,673
Total Expense	1,450,890	742,302	428,738	786,583	1,491,663
Net Income	**-544,959**	**268,798**	**388,666**	**50,356**	**-482,073**

Bear Creek Township
2017 Budget Summary

	Total		General	Capital	In-Kind	Liquid Fuels	UCC	Wind
Actual Cash On Hand - Oct. 30, 2016	$ 1,276,799		$ 465,928	$ 215,079	$ 20,323	$ 178,549	$ 62,322	$ 334,598
Forecast Cash Flow:								
November - December	$ (7,123)		$ (7,123)	$ -	$ -	$ -	$ -	$ -
Transfers to Capital Reserve	$ -		$ (200,000)	$ 400,000				$ (200,000)
Est Cash Balance - Dec 31, 2016	$ 1,269,676		$ 258,805	$ 615,079	$ 20,323	$ 178,549	$ 62,322	$ 134,598
2017 Budgeted Revenues	$ 1,009,590		$ 693,862	$ 226,834	$ 61	$ 38,932	$ 9,000	$ 40,901
Total Available for Appropriation	$ 2,279,266		$ 952,667	$ 841,913	$ 20,384	$ 217,481	$ 71,322	$ 175,499
Budget Expenditures:								
General Government	$ 141,513	9%	$ 141,513	$ -	$ -	$ -	$ -	$ -
Public Safety	$ 100,510	7%	$ 100,510	$ -	$ -	$ -	$ -	$ -
Sanitation	$ 6,720	0%	$ 6,720	$ -	$ -	$ -	$ -	$ -
Roads & Streets	$ 1,128,147	76%	$ 228,147	$ 800,000	$ -	$ 100,000	$ -	$ -
Recreation	$ 17,100	1%	$ 17,100	$ -	$ -	$ -	$ -	$ -
Insurance & Benefits	$ 97,673	7%	$ 97,673	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ 1,491,663		$ 591,663	$ 800,000	$ -	$ 100,000	$ -	$ -
Balance Transfer	$ -		$ -	$ -	$ -	$ -	$ -	$ -
Est Fund Balance - Dec 31, 2017	$ 787,603		$ 361,004	$ 41,913	$ 20,384	$ 117,481	$ 71,322	$ 175,499