



POTTER TOWNSHIP 2018 ANNUAL OPERATING BUDGET

Board of Supervisors

Rebecca Matsco

Earl Shamp

Al Cwynar

Linda McCoy

Secretary Treasurer

***On behalf of the Township of Potter,
the Board of Supervisors is pleased to present
the 2018 Fiscal Budget.***

The 2018 Budget incorporates no millage rate increase.

The Budget consists of the following funds:

GENERAL FUND – Township Operating Expenses

Wage Tax Fund

Escrow Fund

Public Safety Fund

DCNR Grant Fund

STATE FUND – Maintenance and Repair of Public Roads

CAPITAL FUND – Capital Improvements

**POTTER TOWNSHIP
2018 PROPOSED BUDGET**

	GENERAL FUND	STATE FUND	CAPITAL FUND	WAGE TAX FUND	ESCROW FUND	SAFETY FUND	DCNR GRANT FUND
Balance for Appropriation	\$ 238,384.56	\$ 32.99	\$ 84,698.38	\$ 60,068.20	\$ 561,802.08	\$ 1,816,588.56	\$ 30,993.37
	ESTIMATED RECEIPTS						
Taxes	\$ 421,600.00						
State Liquid Fuels Allocation		\$ 25,037.51					
License & Permits	\$ 7,210.00						
Fines	\$ 800.00						
Intergovernmental Revenue	\$ 48,737.41						
Rentals	\$ 6,500.00						
Shared Equipment Reimb.	\$ 2,000.00						
Zoning & Permit Fees	\$ 8,500.00						
Miscellaneous Revenue	\$ 400.00						
Total Receipts & Balance	\$ 734,131.97	\$ 360.00	\$ 25,430.50	\$ 372.00	\$ 235.00	\$ 7,000.00	\$ 50.00
	ESTIMATED EXPENDITURES						
General Government	\$ 9,825.00						
Auditing	\$ 8,000.00						
Tax Collections	\$ 4,050.00						
Solicitor/Legal	\$ 65,500.00						
Municipal Building	\$ 49,600.00						
Public Safety	\$ 110,837.99						
Engineering Services	\$ 5,000.00						
Government Buildings	\$ 131,400.00						
Fire Protection	\$ 45,000.00						
Planning & Zoning	\$ 8,000.00						
Garbage Contract	\$ 37,500.00						
Street Department	\$ 17,150.00						
Highway Maintenance	\$ 146,468.98	\$ 25,430.05					
Water Systems	\$ 6,000.00						
Recreation	\$ 8,500.00						
Parks	\$ 37,700.00						
Misc. Expenses	\$ 100.00						
Employer Paid Payroll Liabilities	\$ 8,000.00						\$ 31,043.37
Pension Plan	\$ 4,000.00						
Township Insurances	\$ 31,500.00						
Total Expenditures	\$ 734,131.97	\$ -	\$ 25,430.05	\$ -	\$ -	\$ -	\$ -
END OF 2017 BALANCE	\$ -	\$ -	\$ 85,070.38	\$ 60,303.20	\$ 261,802.08	\$ 1,823,588.56	\$ -

2018 APPROPRIATION AMOUNTS WORKSHEET

GENERAL FUND

GENERAL FUND BALANCE					
ESTIMATED REVENUES	November 1, 2017	\$	346,359.00	Appropriations	\$
ESTIMATED EXPENSES		\$	73,763.79	Income	\$
ESTIMATED BALANCE FOR APPROPRIATION		\$	(181,738.23)	Total Available	\$
			238,384.56	Expenses	\$
				BALANCE	\$
					\$

STATE FUND

STATE FUND BALANCE					
ESTIMATED REVENUES	November 1, 2017	\$	791.71	Appropriations	\$
ESTIMATED EXPENSES		\$	-	2018 Allocation	\$
Estimated Balance for Appropriation		\$	(758.72)	Misc Income	\$
			32.99	Interest	\$
				Total Available	\$
				Expenses	\$
				BALANCE	\$
					\$

CAPITAL FUND

CAPITAL FUND BALANCE					
ESTIMATED EXPENSES	November 1, 2017	\$	84,698.38	Appropriations	\$
Estimated Balance for Appropriation		\$	-	Earned Interest	\$
			84,698.38	Total Available	\$
				Expenses	\$
				BALANCE	\$
					\$

WAGE TAX ACCOUNT

WAGE FUND BALANCE					
ESTIMATED REVENUES	November 1, 2017	\$	60,068.20	Appropriations	\$
Estimated Balance for Appropriation		\$	-	Earned Interest	\$
			60,068.20	Total Available	\$
				Expenses	\$
				BALANCE	\$
					\$

ESCROW MONIES

ESCROW FUND BALANCE					
ESTIMATED EXPENSES	November 1, 2017	\$	542,802.08	Appropriations	\$
Estimated Balance for Appropriation		\$	19,000.00	Total Available	\$
			561,802.08	Expenses	\$
				BALANCE	\$
					\$

PUBLICSAFETY FUND

PUBLIC SAFETY FUND BALANCE					
ESTIMATED EXPENSES	November 1, 2017	\$	1,816,588.56	Appropriations	\$
Estimated Balance for Appropriation		\$	-	Earned Interest	\$
			1,816,588.56	Total Available	\$
				Expenses	\$
				BALANCE	\$
					\$

DCNR GRANT FUND

DCNR GRANT FUND BALANCE					
ESTIMATED EXPENSES	November 1, 2017	\$	30,993.37	Appropriations	\$
Estimated Balance for Appropriation		\$	-	Earned Interest	\$
			30,993.37	Total Available	\$
				Expenses	\$
				BALANCE	\$
					\$

301.10 Real Estate Current	\$	145,000.00	RE Tax Collector
301.20 Real Estate Prior	\$	2,000.00	RE Tax Collector
301.40 Real Estate Delinquent	\$	2,000.00	Beaver County Courthouse
Sub Total	\$	149,000.00	
310 Local Tax			
310.10 Real Estate Transfer Tax	\$	7,500.00	Beaver County Recorder of Deeds
310.21 Earned Income - Current	\$	225,000.00	Berkheimer
310.31 Mercantile Tax - Current	\$	100.00	Pocket Nurse
310.51 LST Tax	\$	40,000.00	Berkheimer
Sub Total	\$	272,600.00	
321 Business License & Permits			
321.40 Mercantile License	\$	10.00	Pocket Nurse
321.80 Cable TV Franchise	\$	4,200.00	Comcast
Sub Total	\$	4,210.00	
322 Non-Business Permits			
322.50 Driveway Permits	\$	200.00	Permit Fees - Driveways
322.82 Road Encroachment Permits	\$	300.00	Permit Fees - Pipeline Crossing
322.84 Sign Permit	\$	500.00	Permit Fees - Signs
322.85 Grading Permit	\$	2,000.00	Permit Fees - Grading
Sub Total	\$	3,000.00	
331 Fines & Forfeits			
331.11 Vehicle Code Violations	\$	250.00	Clerk of Courts
331.12 Violations of Ords.	\$	250.00	District Magistrate
331.13 State Police Fines	\$	300.00	PA State Police
Sub Total	\$	800.00	
341-342 Rents & Royalties			
341.01 Interest on Checking Acct	\$	1,500.00	WesBanco
342.2 Rent of Buildings	\$	5,000.00	Hall Rentals
Sub Total	\$	6,500.00	

		354-355 Intergovernmental Revenue	
355.01 Public Util.Realty Tax	\$	600.00	PURTA
355.05 Sup. State Pension Aid	\$	4,000.00	Pension Funds
355.09 Gas Well Monies	\$	600.00	Gas Wells
355.07 Fire Relief Assoc.	\$	6,000.00	PA Fire Relief Monies
Sub Total	\$	11,200.00	
		357 Local Government	
357.01 General Government	\$	100.00	Right to Know Requests / Misc.
Sub Total	\$	100.00	
		359 Local Government	
359.05 Payment in Lieu of Taxes	\$	37,437.41	Shell's Payment in Lieu of Taxes
Sub Total	\$	37,437.41	
		361-362 Charge for Services	
361.30 Zoning & Land Dev Fees	\$	2,000.00	Land Development
362.41 Bldg Permits	\$	5,000.00	Building Permit Fees
362.44 Sewer Permits	\$	1,000.00	Sewage Permit Fees
362.45 Zoning Permits	\$	500.00	Zoning Permit Fees
Sub Total	\$	8,500.00	
		363 Highway & Streets	
363.30 Shared Equipment Reimb.	\$	2,000.00	GHRIP Reimbursements for Equipment Repairs
Sub Total	\$	2,000.00	
		367 Recreation	
367.30 Memorial Park Gifts	\$	200.00	Park Trees
Sub Total	\$	200.00	
		389 Miscellaneous Revenue	
389.00 Misc Revenue	\$	200.00	Electric Monitor on Municipal Building Roof
Sub Total	\$	200.00	
		TOTAL INCOME \$495,747.41	

		400 General Government	
400.11	Supervisor's Salary	\$	5,625.00
400.115	Auditor's Fees	\$	300.00
400.33	Trans. & Mileage	\$	200.00
400.42	Dues, Subs, & Mem	\$	3,500.00
400.46	Mtgs, Conf, Educ.	\$	200.00
	Sub Total	\$	9,825.00
		402 Auditing Services/Financial Administration	
402.310	Professional Services - Payroll	\$	1,500.00
402.311	Accounting & Auditing Services	\$	6,500.00
	Sub Total	\$	8,000.00
		403 Tax Collection	
403.16	Tax Collector Comm.	\$	2,700.00
403.20	Tax Coll Supplies	\$	150.00
403.34	Printing of Forms	\$	300.00
403.35	Tax Collector Bond	\$	400.00
403.46	Tax Collector Training	\$	500.00
	Sub Total	\$	4,050.00
		404 Solicitor/Legal	
400.00	Solicitor	\$	15,000.00
404.314	Special Legal Serv	\$	50,500.00
	Sub Total	\$	65,500.00
		405 Secretary	
405.12	Secretary Salary	\$	33,750.00
405.15	Secretary Part-time	\$	8,500.00
405.20	Materials & Supplies	\$	2,500.00
405.25	Repairs & Maintenance	\$	500.00
405.26	Small Tools & Equip	\$	750.00
405.33	Mileage Reimburse.	\$	100.00
405.34	Adver. & Printing	\$	2,000.00
405.35	Bonding	\$	600.00
405.42	Dues, Subscr. Mem	\$	400.00
405.46	Mtgs, Conf & Educ	\$	500.00
	Sub Total	\$	49,600.00
		408.00 Engineer	
408.14	Engineering Services	\$	5,000.00
	Sub Total	\$	5,000.00

Widmer Engineering

409 Government Buildings			
409.15 Maintenance Wages	\$	4,500.00	\$13.77 per hour
409.20 Supplies	\$	1,500.00	janitorial supplies
409.25 Maintenance & Repair	\$	27,500.00	windows / garage lights / paint building
409.26 Small Tools & Equip	\$	500.00	Misc. Building Equipment
409.30 Other Services & Chgs	\$	100.00	Kitchen License
409.32 Communications	\$	4,300.00	Comcast - Incl Fire Dept
409.36 Utilities	\$	10,000.00	Building Utilities
409.38 Rentals	\$	3,000.00	Entrance Mats & Copier
409.60 Capital Construction	\$	70,000.00	generator / 2 heat pumps
409.74 Major Equipment	\$	10,000.00	conference room table/chairs
Sub Total	\$	131,400.00	
410 Public Safety			
410.14 Police Services	\$	107,587.99	Paid with Public Safety Fund Monies
410.26 Small Tools / Equipment	\$	500.00	Street Numbers
410.45 Contracted Serv (BCHS)	\$	2,750.00	Humane Society
Sub Total	\$	110,837.99	
411 Fire			
411.30 Fire Relief Monies	\$	6,000.00	State Monies
411.54 PTVFD Allocation	\$	39,000.00	Potter Allocation to Fire Department
Sub Total	\$	45,000.00	
414 Planning & Zoning			
414.03 Advertising	\$	100.00	Planning/Zoning Ads
414.04 Court Stenographer	\$	500.00	Court Stenographer - Planning/Zoning
414.10 SEO Wages	\$	1,000.00	Michael Groves
414.14 Bldg Inspec. Wages	\$	5,000.00	MDIA Building Permit Fees
414.19 Zoning Officer Comm.	\$	1,200.00	Dave Hagen/Zoning Officer - \$300 quarterly
414.30 Other Serv & Chgs	\$	200.00	DCED Permit Fees
Sub Total	\$	8,000.00	
427 Sanitation			
427.45 Garbage Contract	\$	37,500.00	Township Refuse Pickup
Sub Total	\$	37,500.00	

430 Street Department				
430.26	Small Tools/Minor Equip	\$	1,000.00	Road Dept. Misc. Tools
430.30	Other Services & Chgs	\$	1,200.00	Road Dept. Misc. Charges
430.33	Fuel - Tires-Oil	\$	8,000.00	Road Dept. Vehicles
430.37	Repair & Maint. Serv	\$	1,000.00	Vehicle inspections
430.44	Employee Uniform Rental	\$	2,750.00	Road Dept. Uniforms
430.45	Contracted Services	\$	3,200.00	Davey Tree Company
	Sub Total	\$	17,150.00	
432 Winter Maintenance & Snow Removal				
432.00	Snow & Ice Removal	\$	4,000.00	Road Dept. Salt
	Sub Total	\$	4,000.00	
433 Traffic Control Devices				
433.00	Traffic Signal repairs	\$	500.00	Traffic Signal Repair
	Sub Total	\$	500.00	
436 Storm Sewers & Drains				
436.00	Storm Sewers & Drains	\$	40,000.00	2 Catch Basins in 2018
	Sub Total	\$	40,000.00	
437 Repairs of Tools & Machinery				
437.00	Repairs of Tools & Machinery	\$	2,000.00	Road Dept. Repair of Machinery
	Sub Total	\$	2,000.00	
438 Maintenance & Repair of Roads				
438.00	Road Dept Wages	\$	50,000.00	Union Contract
438.18	Med/Vis Opt out	\$	4,200.00	\$350 per month
438.19	Cell Phone Usage	\$	1,200.00	\$100 per month
438.70	Cap't COG Purch	\$	8,000.00	Co-op purchase/maintenance
	Sub Total	\$	63,400.00	
439 Maintenance & Repair of Roads				
439.00	Highway Construction	\$	36,568.98	Paving Materials & Guardrails
	Sub Total	\$	36,568.98	
448 Water Systems				
448.363	Fire Hydrant Fees	\$	6,000.00	Aliquippa/Center Township
	Sub Total	\$	6,000.00	

		451 Recreation Board	
451.52	Day Camp	\$	500.00
451.53	Rec Board Allocation	\$	2,000.00
451.54	Cenn. & Reunion Comm.	\$	6,000.00
	Sub Total	\$	8,500.00
		454 Parks	
454.12	Park Intern	\$	5,000.00
454.38	Park Rentals	\$	2,700.00
454.53	Park Improvements	\$	30,000.00
	Sub Total	\$	37,700.00
		481 Employer Paid Benefits	
481.10	Social Security (FICA)-Medicare	\$	8,000.00
	Sub Total	\$	8,000.00
		483 Pension Employer's Contribution	
483.30	Emplvrs Contr'n Pension	\$	4,000.00
	Sub Total	\$	4,000.00
		484 Worker's Compensation	
484.00	Worker's Comp	\$	10,500.00
	Sub Total	\$	10,500.00
		486 Township Insurance	
486.00	Inc. WC, Liab, Pol., Liab	\$	21,000.00
	Sub Total	\$	21,000.00
		489 Miscellaneous Expenses	
489.00	Other Misc. Expenses	\$	100.00
	Sub Total	\$	100.00
		TOTAL EXPENSES	\$734,131.97