



POTTER TOWNSHIP 2021 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 2021 Fiscal Budget.***

The 2021 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

Money Market Fund

STATE FUND – Maintenance and Repair of Public Roads

CAPITAL FUND – Capital Improvements



POTTER TOWNSHIP
2021 PROPOSED BUDGET

| | GENERAL FUND | STATE FUND | CAPITAL FUND | WAGE TAX | ESCROW FUND | SAFETY FUND | MONEY MARKET | DCNR GRANT |
|-------------------------------------|------------------------|-----------------------|---------------------|---------------------|----------------------|------------------------|------------------------|-----------------------|
| Balance for Appropriation | \$ 1,552,519.37 | \$ 1,164.48 | \$ 52,000.22 | \$ 61,380.95 | \$ 112,454.74 | \$ 1,764,744.89 | \$ 4,277,973.01 | \$ 75,030.92 |
| ESTIMATED RECEIPTS | | | | | | | | |
| Taxes | \$ 1,287,600.00 | | | | | | | |
| State Liquid Fuels Allocation | | \$ 22,859.29 | | | | | | |
| License & Permits | \$ 5,910.00 | | | | | | | |
| Fines | \$ 1,300.00 | | | | | | | |
| Intergovernmental Revenue | \$ 59,600.00 | | | | | | | |
| Rent/Royalties | \$ 29,000.00 | | | | | | | |
| Shared Equipment Reimb. | \$ 2,000.00 | | | | | | | |
| Zoning & Permit Fees | \$ 27,950.00 | | | | | | | |
| Miscellaneous Revenue | \$ 205,000.00 | \$ 75.00 | \$ 150.00 | \$ 175.00 | \$ - | \$ 3,600.00 | \$ 9,000.00 | \$ 120.00 |
| Total Receipts & Balance | \$ 3,170,879.37 | \$ 24,098.77 | \$ 52,150.22 | \$ 61,555.95 | \$ 112,454.74 | \$ 1,768,344.89 | \$ 4,286,973.01 | \$ 75,150.92 |
| ESTIMATED EXPENDITURES | | | | | | | | |
| General Government | \$ 12,125.00 | | | | | | | |
| Auditing | \$ 8,000.00 | | | | | | | |
| Tax Collections | \$ 3,850.00 | | | | | | | |
| Solicitor/Legal | \$ 35,000.00 | | | | | | | |
| Municipal Building | \$ 63,750.00 | | | | | | | |
| Public Safety | \$ 5,300.00 | | | | | \$ (109,739.75) | | |
| Engineering Services | \$ 20,000.00 | | | | | | | |
| Government Buildings | \$ 100,050.00 | | | | | | | |
| Fire Protection | \$ 45,000.00 | | | | | | | |
| Planning & Zoning | \$ 514,500.00 | | | | | | | |
| Garbage Contract | \$ 42,615.60 | | | | | | | |
| Street Department | \$ 36,500.00 | | | | | | | |
| Highway Maintenance | \$ 97,900.00 | \$ (24,098.77) | | | | | | |
| Water Systems | \$ 6,500.00 | | | | | | | |
| Recreation | \$ 12,000.00 | | | | | | | |
| Parks | \$ 229,400.00 | | | | | | | \$ (75,000.00) |
| Misc. Expenses | \$ 205,000.00 | | | | | | | |
| Employer Paid Payroll Liabilities | \$ 8,475.00 | | | | | | | |
| Pension Plan | \$ 4,700.00 | | | | | | | |
| Township Insurances | \$ 50,500.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Expenditures | \$ 1,501,165.60 | \$ (24,098.77) | \$ - | \$ - | \$ - | \$ (109,739.75) | \$ - | \$ (75,000.00) |
| December 2021 Est. Balance | \$ 1,669,713.77 | \$ - | \$ 52,150.22 | \$ 61,555.95 | \$ 112,454.74 | \$ 1,658,605.14 | \$ 4,286,973.01 | \$ 150.92 |

2021 APPROPRIATION AMOUNTS WORKSHEET

| GENERAL FUND | | | | |
|--|----|---------------------|-----------------------|------------------------|
| GENERAL FUND BALANCE | | | Appropriations | \$ 1,552,519.37 |
| 11/04/20 | \$ | 2,399,861.37 | Income | \$ 1,618,360.00 |
| ESTIMATED REVENUES | \$ | 303,000.00 | Total Available | \$ 3,170,879.37 |
| ESTIMATED EXPENSES | \$ | (1,150,342.00) | Expenses | \$ (1,501,165.60) |
| ESTIMATED BALANCE FOR APPROPRIATION | \$ | 1,552,519.37 | BALANCE | \$ 1,669,713.77 |
| STATE FUND | | | | |
| STATE FUND BALANCE | | | Appropriations | \$ 1,164.48 |
| 11/04/20 | \$ | 11,164.48 | 2020 Allocation | \$ 22,859.29 |
| ESTIMATED REVENUES | \$ | - | Earned Interest | \$ 75.00 |
| ESTIMATED EXPENSES | \$ | (10,000.00) | Total Available | \$ 24,098.77 |
| Estimated Balance for Appropriation | \$ | 1,164.48 | Expenses | \$ (24,098.77) |
| | | | BALANCE | \$ - |
| CAPITAL FUND | | | | |
| CAPITAL FUND BALANCE | | | Appropriations | \$ 52,000.22 |
| 11/04/20 | \$ | 52,000.22 | Earned Interest | \$ 150.00 |
| ESTIMATED EXPENSES | \$ | - | Total Available | \$ 52,150.22 |
| Estimated Balance for Appropriation | \$ | 52,000.22 | Expenses | \$ - |
| | | | BALANCE | \$ 52,150.22 |
| WAGE TAX ACCOUNT | | | | |
| WAGE FUND BALANCE | | | Appropriations | \$ 61,380.95 |
| 11/04/20 | \$ | 61,380.95 | Earned Interest | \$ 175.00 |
| ESTIMATED REVENUES | \$ | - | Total Available | \$ 61,555.95 |
| Estimated Balance for Appropriation | \$ | 61,380.95 | Expenses | \$ - |
| | | | BALANCE | \$ 61,555.95 |
| ESCROW MONIES | | | | |
| ESCROW FUND BALANCE | | | Appropriations | \$ 112,454.74 |
| 11/04/20 | \$ | 112,454.74 | Total Available | \$ 112,454.74 |
| ESTIMATED EXPENSES | \$ | - | Expenses | \$ - |
| Estimated Balance for Appropriation | \$ | 112,454.74 | BALANCE | \$ 112,454.74 |
| PUBLIC SAFETY FUND | | | | |
| PUBLIC SAFETY FUND BALANCE | | | Appropriations | \$ 1,764,744.89 |
| 11/04/20 | \$ | 1,764,744.89 | Earned Interest | \$ 3,600.00 |
| ESTIMATED EXPENSES | \$ | - | Total Available | \$ 1,768,344.89 |
| Estimated Balance for Appropriation | \$ | 1,764,744.89 | Expenses | \$ (109,739.75) |
| | | | BALANCE | \$ 1,658,605.14 |
| DCNR GRANT FUND | | | | |
| DCNR GRANT FUND BALANCE | | | Appropriations | \$ 75,030.92 |
| 11/04/20 | \$ | 75,030.92 | Earned Interest | \$ 120.00 |
| ESTIMATED EXPENSES | \$ | - | Total Available | \$ 75,150.92 |
| Estimated Balance for Appropriation | \$ | 75,030.92 | Expenses | \$ (75,000.00) |
| | | | BALANCE | \$ 150.92 |
| MONEY MARKET FUND | | | | |
| MONEY MARKET FUND BALANCE | | | Appropriations | \$ 4,277,973.01 |
| 11/04/20 | \$ | 4,277,973.01 | Earned Interest | \$ 9,000.00 |
| ESTIMATED EXPENSES | \$ | - | Total Available | \$ 4,286,973.01 |
| Estimated Balance for Appropriation | \$ | 4,277,973.01 | Expenses | \$ - |
| | | | BALANCE | \$ 4,286,973.01 |

| | | | |
|---|-----------|---------------------|---------------------------------|
| 301.10 Real Estate Current | \$ | 154,000.00 | RE Tax Collector |
| 301.20 Real Estate Prior | \$ | 1,000.00 | RE Tax Collector |
| 301.40 Real Estate Delinquent | \$ | 2,500.00 | Delinquent RE Tax Collection |
| Sub Total | \$ | 157,500.00 | |
| 310 Local Tax | | | |
| 310.10 Real Estate Transfer Tax | \$ | 5,000.00 | Beaver County Recorder of Deeds |
| 310.21 Earned Income - Current | \$ | 1,000,000.00 | Berkheimer |
| 310.31 Mercantile Tax - Current | \$ | 100.00 | Pocket Nurse |
| 310.51 LST Tax | \$ | 125,000.00 | Berkheimer |
| Sub Total | \$ | 1,130,100.00 | |
| 321 Business License & Permits | | | |
| 321.40 Mercantile License | \$ | 10.00 | Pocket Nurse |
| 321.80 Cable TV Franchise | \$ | 4,000.00 | Comcast |
| Sub Total | \$ | 4,010.00 | |
| 322 Non-Business Permits | | | |
| 322.20 Demo Permits | \$ | 100.00 | Permit Fees - Demolitions |
| 322.50 Driveway Permits | \$ | 500.00 | Permit Fees - Driveways |
| 322.82 Road Encroachment Permits | \$ | 1,000.00 | Permit Fees - Road Crossing |
| 322.85 Grading Permit | \$ | 300.00 | Permit Fees - Grading |
| Sub Total | \$ | 1,900.00 | |
| 331 Fines & Forfeits | | | |
| 331.11 Vehicle Code Violations | \$ | 1,000.00 | Clerk of Courts |
| 331.13 State Police Fines | \$ | 300.00 | PA State Police |
| Sub Total | \$ | 1,300.00 | |
| 341-342 Rents & Royalties | | | |
| 341.01 Interest on Checking Acct | \$ | 25,000.00 | WesBanco |
| 342.2 Rent of Buildings | \$ | 4,000.00 | Hall Rentals |
| Sub Total | \$ | 29,000.00 | |

354-355 Intergovernmental Revenue

| | | | |
|-------------------------------|----|------------------|-----------------------|
| 355.01 Public Util.Realty Tax | \$ | 1,000.00 | PURTA |
| 355.05 Sup. State Pension Aid | \$ | 4,000.00 | Pension Funds |
| 355.09 Gas Well Monies | \$ | 1,500.00 | Gas Wells |
| 355.07 Fire Relief Assoc. | \$ | 5,900.00 | PA Fire Relief Monies |
| Sub Total | \$ | 12,400.00 | |

357 Local Government

| | | | |
|---------------------------|----|---------------|---------------------------------------|
| 357.01 General Government | \$ | 200.00 | Right to Know Requests / Lien Letters |
| Sub Total | \$ | 200.00 | |

359 Local Government

| | | | |
|---------------------------------|----|------------------|----------------------------------|
| 359.05 Payment in Lieu of Taxes | \$ | 47,000.00 | Shell's Payment in Lieu of Taxes |
| Sub Total | \$ | 47,000.00 | |

361-362 Charge for Services

| | | | |
|-----------------------|----|------------------|----------------------|
| 362.41 Bldg Permits | \$ | 25,000.00 | Building Permit Fees |
| 362.44 Sewer Permits | \$ | 2,200.00 | Sewage Permit Fees |
| 362.45 Zoning Permits | \$ | 750.00 | Zoning Permit Fees |
| Sub Total | \$ | 27,950.00 | |

363 Highway & Streets

| | | | |
|--------------------------------|----|-----------------|--|
| 363.30 Shared Equipment Reimb. | \$ | 2,000.00 | GHRIP Reimbursements for Equipment Repairs |
| Sub Total | \$ | 2,000.00 | |

389 Miscellaneous Revenue

| | | | |
|---------------------|----|-------------------|---|
| 389.00 Misc Revenue | \$ | 205,000.00 | Potter/CTPD/Shell Police Services Contact - pass thru funds |
| Sub Total | \$ | 205,000.00 | |

TOTAL INCOME \$1,618,360.00

400 General Government

| | | |
|----------------------------|---------------------|---|
| 400.11 Supervisor's Salary | \$ 5,625.00 | \$50 per Meeting - 3 Superviors |
| 400.115 Auditor's Fees | \$ 1,500.00 | Building Inventory Audit / Monthly Financial Audits |
| 400.33 Trans. & Mileage | \$ 500.00 | Mileage Reimbursement |
| 400.42 Dues, Subs, & Mem | \$ 3,000.00 | General Code Online / PSATS / COG / DOT.GOV |
| 400.46 Mtgs, Conf, Educ. | \$ 1,500.00 | Supervisors Education |
| Sub Total | \$ 12,125.00 | |

402 Auditing Services/Financial Administration

| | | |
|---|--------------------|-------------------------|
| 402.310 Professional Services - Payroll | \$ 2,000.00 | PrimePay - Payroll Fees |
| 402.311 Accounting & Auditing Services | \$ 6,000.00 | H2R - Municipal Audit |
| Sub Total | \$ 8,000.00 | |

403 Tax Collection

| | | |
|----------------------------|--------------------|-----------------------|
| 403.16 Tax Collector Comm. | \$ 2,700.00 | 1.5% Commission |
| 403.20 Tax Coll Supplies | \$ 500.00 | Postage |
| 403.34 Printing of Forms | \$ 400.00 | Tax Forms |
| 403.35 Tax Collector Bond | \$ 250.00 | RE Tax Collector Bond |
| Sub Total | \$ 3,850.00 | |

404 Solicitor/Legal

| | | |
|----------------------------|---------------------|--|
| 400.00 Solicitor | \$ 20,000.00 | |
| 404.314 Special Legal Serv | \$ 15,000.00 | |
| Sub Total | \$ 35,000.00 | |

405 Secretary

| | | |
|------------------------------|---------------------|-----------------------------|
| 405.12 Secretary Salary | \$ 46,800.00 | Sectetary/Treasurer |
| 405.20 Materials & Supplies | \$ 5,000.00 | Office Supplies |
| 405.25 Repairs & Maintenance | \$ 250.00 | Office Repairs |
| 405.26 Small Tools & Equip | \$ 500.00 | Office Equipment |
| 405.33 Mileage Reimburse. | \$ 200.00 | Mileage Reimbursement |
| 405.34 Adver. & Printing | \$ 3,000.00 | Public Notices in Newspaper |
| 405.35 Bonding | \$ 7,000.00 | Treasurer's Bond |
| 405.42 Dues, Subscr, Mem | \$ 500.00 | Website Domain |
| 405.46 Mtgs, Conf & Educ | \$ 500.00 | Meeting Needs / ZOOM |
| Sub Total | \$ 63,750.00 | |

408.00 Engineer

| | | |
|-----------------------------|---------------------|--------------------|
| 408.14 Engineering Services | \$ 20,000.00 | Widmer Engineering |
| Sub Total | \$ 20,000.00 | |

409 Government Buildings

| | | |
|------------------------------|----------------------|---|
| 409.15 Maintenance Wages | \$ 3,500.00 | Janitor |
| 409.20 Supplies | \$ 1,500.00 | Janitorial Supplies |
| 409.25 Maintenance & Repair | \$ 10,000.00 | Misc. Building Repairs |
| 409.26 Small Tools & Equip | \$ 250.00 | Misc. Building Equipment |
| 409.30 Other Services & Chgs | \$ 2,000.00 | Kitchen License/Pest Control/Fire Extinguishers |
| 409.32 Communications | \$ 5,000.00 | Comcast - incl Fire Dept |
| 409.36 Utilities | \$ 11,000.00 | Building Utilities |
| 409.38 Rentals | \$ 1,800.00 | Copier Lease |
| 409.60 Capital Construction | \$ 60,000.00 | Twp Signage / Road Dept Shed |
| 409.74 Major Equipment | \$ 5,000.00 | Building Equipment |
| Sub Total | \$ 100,050.00 | |

410 Public Safety

| | | |
|--------------------------------|--------------------|-------------------------------------|
| 410.14 Police Services | \$ - | Paid with Public Safety Fund Monies |
| 410.26 Small Tools / Equipment | \$ 2,000.00 | Montgomery Ridge Driveway Signs |
| 410.45 Contracted Serv (BCHS) | \$ 3,300.00 | Humane Society |
| Sub Total | \$ 5,300.00 | |

411 Fire

| | | |
|---------------------------|---------------------|--------------------------------------|
| 411.30 Fire Relief Monies | \$ 6,000.00 | State Monies to Fire Department |
| 411.54 PTVFD Allocation | \$ 39,000.00 | Potter Allocation to Fire Department |
| Sub Total | \$ 45,000.00 | |

414 Planning & Zoning

| | | |
|------------------------------|----------------------|--|
| 414.03 Advertising | \$ 1,500.00 | Planning/Zoning Ads |
| 414.04 Court Stenographer | \$ 350.00 | Court Stenographer - Planning/Zoning |
| 414.10 SEO Wages | \$ 5,000.00 | Michael Groves |
| 414.14 Bldg Inspec. Wages | \$ 500,000.00 | MDIA - includes \$\$ payable to MDIA for Shell |
| 414.19 Zoning Officer Comm. | \$ 2,500.00 | Owen Pella - Zoning Officer |
| 414.30 Other Serv & Chgs | \$ 150.00 | DCED Permit Fees |
| 414.31 Engineer & Legal Fees | \$ 5,000.00 | Engineering Fees |
| Sub Total | \$ 514,500.00 | |

427 Sanitation

| | | |
|-------------------------|---------------------|------------------------------------|
| 427.45 Garbage Contract | \$ 42,615.60 | Township Refuse Pickup & Recycling |
| Sub Total | \$ 42,615.60 | |

| 430 Street Department | | |
|--|---------------------|---|
| 430.26 Small Tools/Minor Equip | \$ 2,500.00 | Road Dept. Misc. Tools |
| 430.30 Other Services & Chgs | \$ 1,000.00 | Road Dept. Misc. Charges |
| 430.33 Fuel - Tires- Oil | \$ 7,000.00 | Road Dept. Vehicles |
| 430.37 Repair & Maint. Serv | \$ 4,000.00 | Vehicle Inspections / Boom Mower Repair |
| 430.44 Employee Uniform Rental | \$ 3,500.00 | Road Dept. Uniforms |
| 430.45 Contracted Services | \$ 3,500.00 | Davey Tree Company |
| 430.70 Capital Purchases | \$ 15,000.00 | Road Dept Purchases |
| Sub Total | \$ 36,500.00 | |
| 432 Winter Maintenance & Snow Removal | | |
| 432.00 Snow & Ice Removal | \$ 5,000.00 | Road Dept. Salt |
| Sub Total | \$ 5,000.00 | |
| 433 Traffic Control Devices | | |
| 433.00 Traffic Signal repairs | \$ 5,000.00 | Traffic Signal Repair |
| Sub Total | \$ 5,000.00 | |
| 433 Traffic Control Devices | | |
| 434.00 Street Lightig | \$ 2,500.00 | Township Street Lights |
| Sub Total | \$ 2,500.00 | |
| 438 Maintenance & Repair of Roads | | |
| 438.00 Road Dep't 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 | \$ 5,000.00 | GHRIP Equipment Purchases / Maintenance |
| Sub Total | \$ 60,400.00 | |
| 439 Maintenance & Repair of Roads | | |
| 439.00 Highway Construction | \$ 25,000.00 | |
| Sub Total | \$ 25,000.00 | |
| 448 Water Systems | | |
| 448.363 Fire Hydrant Fees | \$ 6,500.00 | Aliquippa/Center Township |
| Sub Total | \$ 6,500.00 | |

451 Recreation Board

| | | |
|------------------------------|---------------------|-------------------------------|
| 451.53 Rec Board Allocation | \$ 3,500.00 | Recreation Board Events |
| 451.54 Cenn. & Reunion Comm. | \$ 8,500.00 | Fireworks / Ice Cream / Music |
| Sub Total | \$ 12,000.00 | |

454 Parks

| | | |
|-----------------------------------|----------------------|---------------------------------|
| 454.15 Park Part-Time Employee | \$ 30,000.00 | Seasonal Park Employment |
| 454.31 Park Professional Services | \$ 42,000.00 | Grant Mgmt/SGA/Weed Suppression |
| 454.38 Park Rentals | \$ 2,400.00 | Township Park Portajohn |
| 454.53 Park Improvements | \$ 155,000.00 | Barn Restoration |
| Sub Total | \$ 229,400.00 | |

481 Employer Paid Benefits

| | | |
|--|--------------------|-------------------------------------|
| 481.10 Social Security (FICA)-Medicare | \$ 8,200.00 | FICA/Medicare Employer Contribution |
| 481.30 PSATS UC/FUND | \$ 275.00 | PSATS Unemployment Comp Fund |
| Sub Total | \$ 8,475.00 | |

483 Pension Employer's Contribution

| | | |
|--------------------------------|--------------------|----------------------|
| 483.30 Empl'rs Contr'n Pension | \$ 4,700.00 | Pension Contribution |
| Sub Total | \$ 4,700.00 | |

484 Worker's Compensation

| | | |
|----------------------|---------------------|--|
| 484.00 Worker's Comp | \$ 20,500.00 | Fire Dept. State Workers Ins & Worker's Comp |
| Sub Total | \$ 20,500.00 | |

486 Township Insurance

| | | |
|----------------------------------|---------------------|---|
| 486.00 Inc, WC, Liab, Pol., Liab | \$ 30,000.00 | Selective Insurance - Twp. & Fire Dept. |
| Sub Total | \$ 30,000.00 | |

489 Miscellaneous Expenses

| | | |
|-----------------------------|----------------------|---|
| 489.00 Other Misc. Expenses | \$ 205,000.00 | Potter/CTPD/Shell Police Services Contact - pass thru funds |
| Sub Total | \$ 205,000.00 | |

TOTAL EXPENSES \$1,501,165.60