

**MONTGOMERY TOWNSHIP
AGENDA
FINANCE COMMITTEE
Thursday, February 23, 2012
7:30 pm**

1. Call to order
2. Approval of Meeting Minutes of January 26, 2012 Meeting
3. Updated and new business including review of:
 - January 2012 Financial Reports
 - Business Tax Report
 - Real Estate Report
 - Investment Report
 - Fund Balance Report
 - IT Report
4. Other Business – Discuss March scheduling conflict
5. Adjournment

Montgomery Township Inter-Office Memo

To: Lawrence J. Gregan, Township Manager
From: Shannon Q. Drosnock, Finance Director
Date: February 23, 2012
Subject: January 2012 Finance Department Report

Following is a list of activities and notes of interest for the Finance Department for the Month of January 2012:

- During the month of January staff worked with on the preparation and approval of the Township Ordinance to increase the indebtedness of the Township by \$5.5M by securing a loan commitment with Univest Bank.

After approval by the Board of Supervisors, staff worked with both the Township Solicitor and Township Bond Counsel to prepare the documentation necessary to apply to DCED for the loan.

- During the month of January staff worked on general ledger entries for producing accrual accounting financial statements in preparation for the audit. These entries include accruals for payroll, Earned Income Tax receivables, inter-fund liabilities for the Pension Fund and other period 13 adjustments.
- During the month of January, staff began processing the 4th Quarter 2011 LST returns. Staff processed 660 tax returns; an increase of 225% over same period prior year.
- During the month of January staff revised the Township Purchasing Policy to include State changes in the bidding requirements for municipalities and to clarify the legal level of budgetary control in accordance with the CAFR and GFOA.
- During the month of January staff worked with the Township Manager to re-allocate the Capital Reserve fund balance commitments and recommend appropriate changes to the Board of Supervisors.
- During the month of January, staff worked with various Township departments to process and complete annual DCED report filings for fiscal year 2011.

The following reports and charts are included with this report:

- Statement of Changes in Fund Balances Report for General Fund as of January 31, 2012 with notes.
- Chart comparing the Local Enabling Tax receipts year to date to the same time period in 2012.
- Chart showing the comparison of the General Fund's Projected Cash Balances in 2011 vs. 2012. Note that the year end fund balance projection for 2012 is based on actual revenues and expenditures as of January 2012 with the projected revenues and expenditures for February through December. The projected revenues/expenditures are based on the monthly revenue and expenditures percentages from 2011 applied to the 2012 Budget.
- Earned Income Tax Revenue comparison report.
- Side by Side Fund Balance report showing the fund balances currently available in each of the Township's twenty (20) funds and the change in the fund balances since the beginning of the year.
- A copy of the Business Tax Collection, Real Estate Tax Collector's and Technology Manager's reports for the Month of January 2012.

Notes to Statement of Changes in Fund Balance
Report- General Fund
January 2012 vs January 2011

- Real Estate Tax Collections are up \$727, as compared to same period prior year. Tax bills are not mailed to residents until mid to late February and as such, minimal tax revenue is expected in January and February. March through May is known as 'the discount period' where residents receive a 2% discount for payment during that time.
- Earned Income Tax (EIT) collections in the General Fund are up 24% or \$30K above January of the prior year.
- Real Estate Transfer Tax Revenues reported in January are for December of 2011 and as such are recognized in period 13 of 2011 therefore showing \$0 in revenue for January.
- Mercantile Tax revenue collections are down 38.7% or \$25.1K as compared to same period prior year. The due date for this tax is March 15th. Revenue collections are highest during the months of February, March and April.
- Local Services Tax revenue collections are up \$105.7K above same period prior year. This is due to the fact that the Local Services Tax began January of 2011 and as such there were no 4th Quarter receipts collected during that time.

Receipts for first quarter 2012 are due April 30th and will be the first month where comparative data is available.

- Amusement tax receipts are down \$583 as compared to same period prior year.
- Business Privilege Tax (BPT) receipts are up 9% (\$2.1K) as compared to same period prior year. The due date for this tax is March 15th. Revenue collections are highest during the months of February, March and April.
- Overall tax revenues are up 47.7% or \$123K as compared to same period prior year. This is due mainly to the receipt of 4th Quarter LST returns received in 2012 which have no comparative data for 2011.

- Other Revenue Sources

- Building Permit revenues are up 41.2% or \$23K compared to same period 2011 indicating a strong start to the new year.
- No cable TV franchise fees are received in January.
- Overall Revenues are up 36.9% or \$130K compared to January 2011. The largest component of this related to the Local Services Tax.

- Expenditures

- Overall year to date expenditures are showing down 57.7% or \$164K. However, this is due entirely to year end/year beginning purchase order adjusting entries required to convert the cash basis governmental accounting to the modified accrual accounting basis for year end financial statement purposes. An adjusting entry of \$151K for a street sweeper was made to the Department of Public Works to recognize the expense in the fiscal year it was budgeted and ordered, 2011, therefore creating a large reduction in comparative figures for January.

**MONTGOMERY TOWNSHIP
STATEMENT OF CHANGES IN FUND BALANCE
GENERAL FUND
AS OF JANUARY 31, 2012**

January

	2012 YTD BUDGET (1)	2012 ACTUAL (2)	% of TOTAL (3)	2011 BUDGET (4)	2011 ACTUAL (5)	% of TOTAL (6)	DOLLAR	PERCENT
							VARIANCE	VARIANCE
							2011-2012	2011-2012
							ACTUAL	ACTUAL
							(2 - 5)	(2 - 5)
REVENUES								
Taxes								
Real Estate Tax	1,555,700	776	0.2%	1,575,600	49	0.0%	727	1483.5%
Earned Income Tax	3,800,000	197,259	40.9%	3,770,000	158,257	44.9%	39,002	24.6%
Real Estate Transfer Tax	650,000	-	0.0%	600,000	-	0.0%	0	#DIV/0!
Mercantile Tax	1,870,000	39,955	8.3%	1,840,000	65,140	18.5%	(25,185)	-38.7%
Occupation Privilege Tax/Local Services Tax	540,000	113,017	23.4%	470,000	7,240	2.1%	105,777	1461.1%
Amusement Tax	79,000	4,221	0.9%	78,000	3,638	1.0%	583	16.0%
Business Privilege Tax	785,000	25,905	5.4%	775,000	23,762	6.7%	2,143	9.0%
Total Taxes	9,279,700	381,133	79.1%	9,108,600	258,086	73.3%	123,047	47.7%
Permits and Licenses								
Building Permits	556,000	79,207	16.4%	520,700	56,094	15.9%	23,113	41.2%
Cable TV	475,000	-	0.0%	425,000	-	0.0%	0	#DIV/0!
All Others	66,300	5,526	1.1%	78,300	4,765	1.4%	761	16.0%
Total Permits and Licenses	1,097,300	84,733	17.6%	1,024,000	60,859	17.3%	23,874	39.2%
Other Sources								
Fines	127,000	9,532	2.0%	127,000	20,128	5.7%	(10,596)	-52.6%
Interest	34,000	315	0.1%	25,000	1,030	0.3%	(716)	-69.5%
Grants	411,000	3,950	0.8%	411,000	-	0.0%	3,950	#DIV/0!
Department Services	78,875	1,980	0.4%	78,875	11,990	3.4%	(10,010)	-83.5%
Other Financing Sources	78,000	425	0.1%	55,000	-	0.0%	425	#DIV/0!
	728,875	16,202	3.4%	696,875	33,148	9.4%	(16,946)	-51.1%
TOTAL REVENUES	11,105,875	482,068	100.0%	10,829,475	352,094	100.0%	129,975	36.9%
EXPENSES								
Administration	1,298,735	21,194	19.5%	1,194,954	34,532	13.4%	(13,338)	-38.6%
Finance	762,600	14,854	13.6%	791,150	1,002	0.4%	13,852	1382.4%
Police	5,677,265	178,884	164.3%	5,632,320	165,119	64.2%	13,765	8.3%
Code	879,590	15,082	13.9%	823,822	13,622	5.3%	1,461	10.7%
Public Works	2,115,810	(121,135)	-111.3%	2,091,304	42,929	16.7%	(164,064)	-382.2%
Other Financing Uses	-	-	0.0%	-	-	0.0%	0	#DIV/0!
TOTAL EXPENSES	10,734,000	108,879	100.0%	10,533,550	257,204	100.0%	(148,325)	-57.7%
NET REVENUES/(EXPENSES)	371,875	373,189		295,925	94,890		278,300	293.3%
INCOMING TRANSFERS	375,810	-		449,540	-		0	#DIV/0!
OUTGOING TRANSFERS	(710,550)	(96,292)		(665,100)	(88,289)		(8,004)	9.1%
{(DEFICIT)/SURPLUS}	37,135	276,897		80,365	6,601		270,296	4094.5%
BEGINNING FUND BALANCE	2,622,304	2,622,304		2,521,209	2,521,209		101,095	4.0%
ENDING FUND BALANCE	2,659,439	2,899,202		2,601,574	2,527,811		371,391	14.7%

- FUND ACCOUNTING
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MONTGOMERY TOWNSHIP
 SIDE BY SIDE BALANCE SHEET

PAGE NUMBER: 1
 GENRPT41.4GL
 REPORT ID: 00498

SELECTION CRITERIA: YF='12'

LINE	DESCRIPTION	FUND 01 JANUARY 2012	FUND 04	FUND 05	FUND 06	FUND 07	FUND 19
5	ASSETS						
10	SHORT TERM ASSETS						
15	CASH & CASH EQUIVALENTS	2,453,934.95	210,050.33	564,013.81	256,272.41	610,119.14	-2,343.89
17	INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
20	DUE TO/FROM	226,707.34	0.00	0.00	0.00	0.00	0.00
25	ACCOUNTS RECEIVABLE	1,042,554.71	11,884.55	5,745.82	412.32	1,603.21	0.00
30	PREPAID ASSETS	3,200.00	0.00	0.00	0.00	0.00	0.00
35	SUBTOTAL SHORT TERM ASSETS	3,726,397.00	221,934.88	569,759.63	256,684.73	611,722.35	-2,343.89
40	LONG TERM ASSETS						
45	FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
50	ACCUMULATED DEPRECIATION FI	0.00	0.00	0.00	0.00	0.00	0.00
55	INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00
57	ACCUMULATED DEPRECIATION IN	0.00	0.00	0.00	0.00	0.00	0.00
60	SUBTOTAL LONG TERM ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
65							
67	TOTAL ASSETS	3,726,397.00	221,934.88	569,759.63	256,684.73	611,722.35	-2,343.89
75	LIABILITIES						
80	SHORT TERM LIABILITIES						
85	ACCOUNTS PAYABLE	992.10	0.00	0.00	0.00	0.00	0.00
90	ACCRUALS AND OTHER PAYABLES	121,271.16	0.00	0.00	0.00	0.00	0.00
95	DEPOSITS	0.00	0.00	0.00	0.00	0.00	0.00
100	DEFERRED REVENUE	704,932.09	3,381.87	3,779.74	0.00	0.00	0.00
105	SUBTOTAL SHORT TERM LIABILI	827,195.35	3,381.87	3,779.74	0.00	0.00	0.00
110	FUND BALANCE						
115	BEGINNING FUND BALANCE	2,622,304.40	213,278.47	576,852.73	261,326.38	610,834.28	-2,343.89
120	CURRENT YEAR REVENUE/LOSS	276,897.25	5,274.54	-10,872.84	-4,641.65	888.07	0.00
125	SUBTOTAL FUND BALANCE	2,899,201.65	218,553.01	565,979.89	256,684.73	611,722.35	-2,343.89
130	TOTAL LIABILITIES AND FUND	3,726,397.00	221,934.88	569,759.63	256,684.73	611,722.35	-2,343.89

- FUND ACCOUNTING
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MONTGOMERY TOWNSHIP
 SIDE BY SIDE BALANCE SHEET

SELECTION CRITERIA: Yr='12'

LINE	DESCRIPTION	FUND 23	FUND 30	FUND 31	FUND 35	FUND 50	FUND 91
5	ASSETS						
10	SHORT TERM ASSETS						
15	CASH & CASH EQUIVALENTS	640,177.86	11,951,757.72	171,213.45	152,053.75	0.00	704,050.94
17	INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
20	DUE TO/FROM	0.00	0.00	0.00	0.00	0.00	-31,322.61
25	ACCOUNTS RECEIVABLE	7,200.91	16,955.85	320.09	238.84	0.00	-526,447.92
30	PREPAID ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
35	SUBTOTAL SHORT TERM ASSETS	647,378.77	11,968,713.57	171,533.54	152,292.59	0.00	146,280.41
40	LONG TERM ASSETS						
45	FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
50	ACCUMULATED DEPRECIATION FI	0.00	0.00	0.00	0.00	0.00	0.00
55	INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00
57	ACCUMULATED DEPRECIATION IN	0.00	0.00	0.00	0.00	0.00	0.00
60	SUBTOTAL LONG TERM ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
65							
67	TOTAL ASSETS	647,378.77	11,968,713.57	171,533.54	152,292.59	0.00	146,280.41
75	LIABILITIES						
80	SHORT TERM LIABILITIES						
85	ACCOUNTS PAYABLE	0.00	9,254.92	0.00	0.00	0.00	9,452.75
90	ACCRUALS AND OTHER PAYABLES	0.00	-0.01	0.00	0.00	0.00	0.00
95	DEPOSITS	0.00	0.00	0.00	0.00	0.00	0.00
100	DEFERRED REVENUE	4,775.41	0.00	0.00	0.00	0.00	0.00
105	SUBTOTAL SHORT TERM LIABILI	4,775.41	9,254.91	0.00	0.00	0.00	9,452.75
110	FUND BALANCE						
115	BEGINNING FUND BALANCE	704,484.86	11,952,541.03	171,517.98	152,278.77	0.00	135,700.16
120	CURRENT YEAR REVENUE/LOSS	-61,881.50	6,917.63	15.56	13.82	0.00	1,127.50
125	SUBTOTAL FUND BALANCE	642,603.36	11,959,458.66	171,533.54	152,292.59	0.00	136,827.66
130	TOTAL LIABILITIES AND FUND	647,378.77	11,968,713.57	171,533.54	152,292.59	0.00	146,280.41

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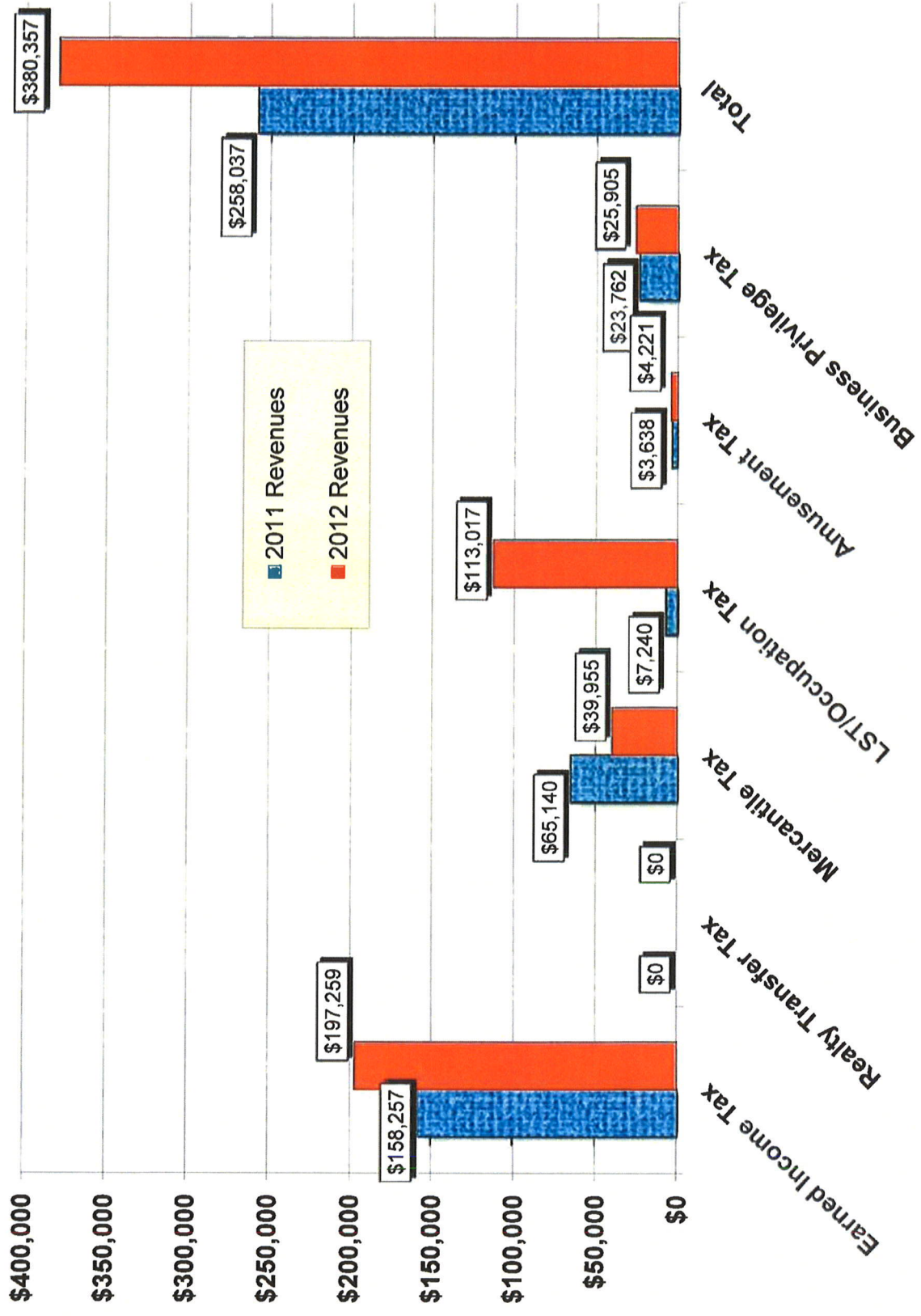
MONTGOMERY TOWNSHIP
 SIDE BY SIDE BALANCE SHEET

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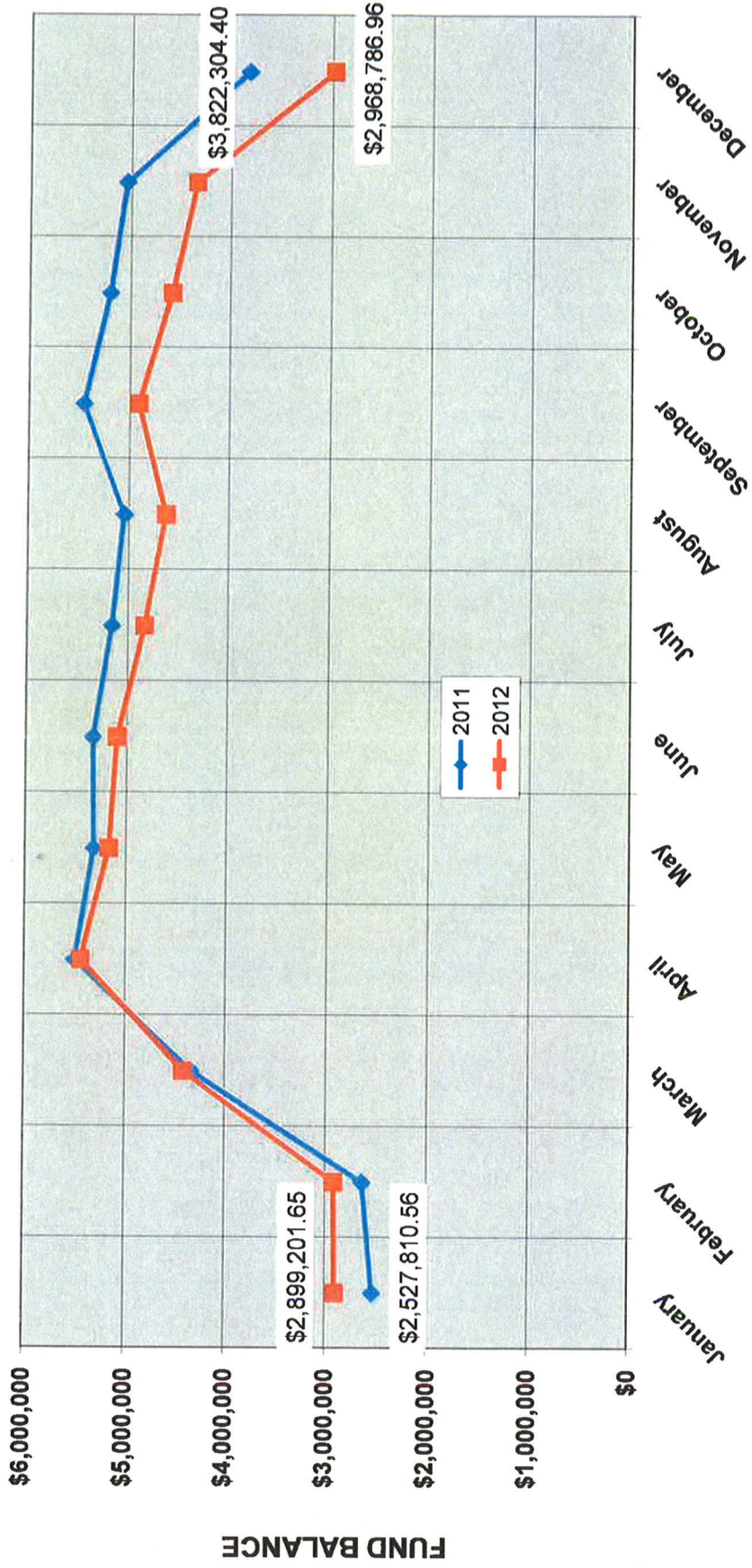
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LINE	DESCRIPTION	FUND 92	FUND 93	FUND 94	FUND 95	FUND 96	TOTAL
5	ASSETS						
10	SHORT TERM ASSETS						
15	CASH & CASH EQUIVALENTS	8,976.73	647,973.25	634,626.72	26,424.38	23,482.42	19,052,783.97
17	INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
20	DUE TO/FROM	0.00	0.00	0.00	0.00	0.00	195,384.73
25	ACCOUNTS RECEIVABLE	14.16	1,022.83	1,003.06	41.67	37.03	562,587.13
30	PREPAID ASSETS	0.00	0.00	0.00	0.00	0.00	3,200.00
35	SUBTOTAL SHORT TERM ASSETS	8,990.89	648,996.08	635,629.78	26,466.05	23,519.45	19,813,955.83
40	LONG TERM ASSETS						
45	FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
50	ACCUMULATED DEPRECIATION FI	0.00	0.00	0.00	0.00	0.00	0.00
55	INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00
57	ACCUMULATED DEPRECIATION IN	0.00	0.00	0.00	0.00	0.00	0.00
60	SUBTOTAL LONG TERM ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
65							
67	TOTAL ASSETS	8,990.89	648,996.08	635,629.78	26,466.05	23,519.45	19,813,955.83
75	LIABILITIES						
80	SHORT TERM LIABILITIES						
85	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00	0.00	19,699.77
90	ACCRUALS AND OTHER PAYABLES	0.00	0.00	0.00	0.00	0.00	121,271.15
95	DEPOSITS	0.00	0.00	0.00	0.00	0.00	0.00
100	DEFERRED REVENUE	0.00	0.00	0.00	0.00	0.00	716,869.11
105	SUBTOTAL SHORT TERM LIABILI	0.00	0.00	0.00	0.00	0.00	857,840.03
110	FUND BALANCE						
115	BEGINNING FUND BALANCE	8,990.07	649,527.18	635,572.09	26,463.65	23,517.32	18,742,845.48
120	CURRENT YEAR REVENUE/LOSS	0.82	-531.10	57.69	2.40	2.13	213,270.32
125	SUBTOTAL FUND BALANCE	8,990.89	648,996.08	635,629.78	26,466.05	23,519.45	18,956,115.80
130	TOTAL LIABILITIES AND FUND	8,990.89	648,996.08	635,629.78	26,466.05	23,519.45	19,813,955.83

Local Enabling Tax Revenue Comparison 2011 - 2012 As of January 31, 2012



**GENERAL FUND CASH BALANCE
2011 ACTUAL VS 2012 PROJECTION
AS OF JANUARY 31, 2012**



MONTH

Cash Balance - General Fund 2011

	Beginning Bal	Revenues	Expenditures	Ending Balance
January	\$2,521,209.13	\$352,093.62	\$345,492.19	\$2,527,810.56
February	\$2,527,810.56	\$878,642.37	\$774,852.00	\$2,631,600.93
March	\$2,631,600.93	\$2,769,078.98	\$1,065,573.43	\$4,335,106.48
April	\$4,335,106.48	\$1,974,511.75	\$812,722.92	\$5,496,895.31
May	\$5,496,895.31	\$704,641.26	\$886,229.54	\$5,315,307.03
June	\$5,315,307.03	\$781,398.07	\$767,115.60	\$5,329,589.50
July	\$5,329,589.50	\$624,561.85	\$801,418.25	\$5,152,733.10
August	\$5,152,733.10	\$798,445.34	\$908,514.77	\$5,042,663.67
September	\$5,042,663.67	\$1,336,583.79	\$932,576.86	\$5,446,670.60
October	\$5,446,670.60	\$514,893.70	\$766,963.91	\$5,194,600.39
November	\$5,194,600.39	\$696,819.85	\$852,475.25	\$5,038,944.99
December (prior to surplus balance transfer)	\$5,038,944.99	\$604,807.84	\$1,821,448.43	\$3,822,304.40
	PROJECTED	\$12,036,478.42	\$10,735,383.15	
	FINAL BUDGET	\$11,232,015.00	\$11,151,650.00	
	OVER/(UNDER)	\$804,463.42	(\$416,266.85)	
	OVER/(UNDER)	7.16%	-3.73%	

General Fund Cash Balance Projection 2012

January	\$2,622,304.40	\$482,068.16	\$205,170.91	\$2,899,201.65
February	\$2,899,201.65	\$838,143.40	\$826,037.82	\$2,911,307.23
March	\$2,911,307.23	\$2,641,444.74	\$1,135,963.96	\$4,416,788.01
April	\$4,416,788.01	\$1,883,501.23	\$866,410.45	\$5,433,878.79
May	\$5,433,878.79	\$672,162.46	\$944,772.83	\$5,161,268.43
June	\$5,161,268.43	\$745,381.35	\$817,790.36	\$5,088,859.42
July	\$5,088,859.42	\$595,774.13	\$854,359.00	\$4,830,274.54
August	\$4,830,274.54	\$761,642.86	\$968,530.19	\$4,623,387.21
September	\$4,623,387.21	\$1,274,977.08	\$994,181.80	\$4,904,182.49
October	\$4,904,182.49	\$491,160.87	\$817,628.65	\$4,577,714.72
November	\$4,577,714.72	\$664,701.56	\$908,788.77	\$4,333,627.51
December	\$4,333,627.51	\$576,930.63	\$1,941,771.18	\$2,968,786.96
	PROJECTED	\$11,627,888.47	\$11,281,405.91	
	BUDGET	\$11,481,685.00	\$11,444,550.00	
	OVER/(UNDER)	\$146,203.47	(\$163,144.09)	
	OVER/(UNDER)	1.27%	-1.43%	

EIT Revenues - All Funds 2007-2012

	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Projection
January	\$ 136,497.66	\$ 186,772.55	\$ 198,653.38	\$ 155,295.63	\$ 158,257.14	\$ 197,259.13
February	\$ 459,933.82	\$ 531,022.02	\$ 514,210.32	\$ 572,852.38	\$ 410,595.47	\$ 410,595.47
March	\$ 301,862.48	\$ 298,956.87	\$ 339,228.16	\$ 277,442.94	\$ 464,181.56	\$ 464,181.56
April	\$ 253,215.48	\$ 334,307.73	\$ 356,292.49	\$ 389,664.19	\$ 383,464.33	\$ 383,464.33
May	\$ 789,083.55	\$ 754,979.88	\$ 721,936.71	\$ 799,890.40	\$ 534,941.46	\$ 534,941.46
June	\$ 347,129.61	\$ 377,599.92	\$ 276,479.82	\$ 142,114.32	\$ 353,990.62	\$ 353,990.62
July	\$ 91,669.93	\$ 155,334.99	\$ 105,750.48	\$ 129,589.83	\$ 166,301.55	\$ 166,301.55
August	\$ 556,144.36	\$ 521,070.90	\$ 632,303.66	\$ 587,764.98	\$ 386,899.05	\$ 386,899.05
September	\$ 226,128.20	\$ 252,787.48	\$ 203,019.57	\$ 205,802.98	\$ 487,611.63	\$ 487,611.63
October	\$ 106,475.98	\$ 122,464.14	\$ 158,849.96	\$ 142,752.49	\$ 110,403.82	\$ 110,403.82
November	\$ 528,411.74	\$ 465,214.11	\$ 577,861.85	\$ 449,050.83	\$ 488,346.94	\$ 488,346.94
December	\$ 282,563.15	\$ 243,505.81	\$ 62,726.74	\$ 305,104.26	\$ 277,770.63	\$ 277,770.63
Sub total collections	\$ 4,079,115.96	\$ 4,244,016.40	\$ 4,147,313.14	\$ 4,157,325.23	\$ 4,222,764.20	\$ 4,261,766.19

4.04%

-2.28%

0.24%

1.57%

0.92%

**BUSINESS TAX OFFICE
MONTHLY REPORT
Jan-12**

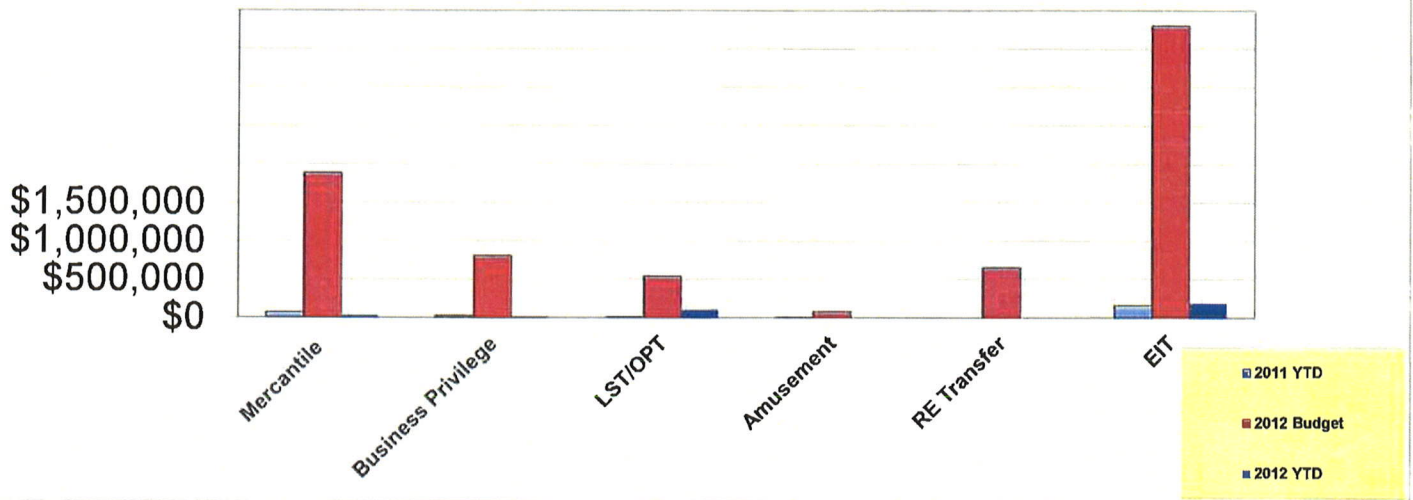
NEW BUSINESSES ADDED TO TAX ROLLS

NAME

Epicor Software Corporation	PPD Vaccines and Biologics, LLC
Ericsson Inc.	United Healthcare Services, Inc.
Mark Anthony Brands Inc.	Panacea Technologies Inc.
IBM	PA 160 Comm LLC
PPD Development, LLC	Valley Prosthetics & Orthotics Inc.

ACT 511 TAXES

	Mercantile	Business Privilege	LST/OPT	Amusement	RE Transfer	EIT	TOTALS
2011 YTD	\$65,765	\$24,912	\$7,240	\$3,638	\$0	\$158,257	\$259,812
2012 Budget	\$1,881,000	\$804,000	\$540,000	\$79,000	\$650,000	\$3,800,000	\$7,754,000
2012 YTD	\$40,930	\$26,885	\$113,017	\$4,221	\$0	\$197,259	\$382,312
Current Month	\$40,930	\$26,885	\$113,017	\$4,221	\$0	\$197,259	\$382,312
% of Budget	2.18%	3.34%	20.93%	5.34%	0.00%	5.19%	4.93%



REAL ESTATE DEED REGISTRATIONS -

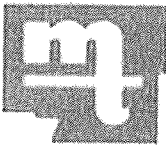
The Township ceased preregistration of Real Estate Deed Transfers in December 2008. The following information is based on Deed Transfer information provided by the Recorder of Deeds Office along with the monthly Real Estate Transfer Tax.

<u>TYPE</u>	<u># OF UNITS</u>	<u>AVG. PRICE</u>
NEW	0	\$0
RESALE	0	\$0
DEED CHGS	0	N/A
COMMERCIAL	0	\$0
INDUSTRIAL	0	\$0
LAND	0	\$0
SHERIFF	0	\$0
TRANSFER TAXES PAID		\$0.00

Tax Collector's Monthly Report to Taxing Districts
 For the Month of January 2012
 Montgomery Township Taxing District

	Real Estate	Interim 2011	Interim 2012	Street Light
A. Collections				
1. Balance Collectable - Beginning of Month		\$ 5,137.98		
2A. Additions: During the Month (*)				
2B. Deductions: Credits During the Month - (from line 17)	\$ -			
3. Total Collectable	\$ -	\$ 5,137.98	\$ -	\$ -
4. Less: Face Collections for the Month		\$ 1,429.31		
5. Less: Deletions from the List (*)				
6. Less: Exonerations (*)				
7. Less: Liens/Non-Lienable Installments (*)				
8. Balance Collectable - End of Month	\$ -	\$ 3,708.67	\$ -	\$ -
B. Reconciliation of Cash Collected				
9. Face Amount of Collections - (must agree with line 4)		\$ 1,429.31		
10. Plus: Penalties		\$ -		
11. Less: Discounts	\$ -	\$ 24.02		
12. Total Cash Collected per Column	\$ -	\$ 1,405.29	\$ -	\$ -
13. Total Cash Collected - (12A + 12B + 12C + 12D)			\$	\$ 1,405.29

(*) ATTACH ANY SUPPORTING DOCUMENTATION REQUIRED BY YOUR TAXING DISTRICT



Montgomery Township Inter-Office Memo

To: Shannon Drosnock, Finance Director

From: Richard Grier, Technology Manager

Date: February 21, 2012

Subject: January 2012 IT activities

The following are the activities of the Technology Manager for the Month of January, 2012.

- Met with Police and CCTV vendor to discuss camera placement for Township Building
- Organized, setup and attended Morefield phone demonstration for Twp Phone Committee
- Setup login accounts and configured PC for Rec Secretary
- Attended 300th Anniversary committee meeting
- Setup email accounts and updated website for Sewer Authority
- Attended Traffic Signal meeting – Setup new PC for signal control in PD radio room
- Configured multiple accounts for job postings: 2012 CIT, Counselors, Laborer and PT Firefighter
- Met with reporters from The Reporter for article on Municipal use of Social Media
- Organized and attended Comcast PRI (voice circuit) meeting with Police
- Met with AV vendor to move forward on the video upgrades for the Township Meeting Room
- Worked with Verizon to troubleshoot and resolve FiOS channel 34 outage
- Setup and installed new PC for Accounts Payable Analyst
- Met with Rec Coordinator to discuss moving forward with new hire, software and office reconfiguration
- Met with Accounting Supervisor to discuss plan to move forward with Credit Card processing

Scheduled work for February 2012 and beyond

- Business Continuity project – Create documentation and schedule testing
 - Compile details on cancelling onsite tape pickups and report finds to management
- Complete Phone system demonstration and proceed with selection
- Prepare new PC and laptop purchases
- Support staff for remaining year-end processes