


**MONTGOMERY TOWNSHIP**  
**AGENDA**  
**FINANCE COMMITTEE**  
**Thursday, May 26, 2011**  
**7:30 pm**

1. Call to order
2. Approval of Meeting Minutes of March 24, 2011 Meeting
3. Updated and new business including review of:
  - April 2011 Financial Reports
    - Business Tax Report
    - Real Estate Report
    - Investment Report
    - Fund Balance Report
    - IT Report
4. Other Business:
  - Discuss Committee member at BOS meeting for update
  - Discuss Univest Online Banking recommended best practices
  - Discuss Committee member on the 300<sup>th</sup> Anniversary Committee
5. Adjournment

## **Montgomery Township Inter-Office Memo**

**To:** Lawrence J. Gregan, Township Manager  
**From:** Shannon Q. Drosnock, Finance Director   
**Date:** May 18, 2011  
**Subject:** April 2011 Finance Department Report

Following is a list of significant activities for the Finance Department for the Month of April 2011:

- During the month of April staff processed 413 Local Services Tax returns and 173 Business Tax returns for a total of 587 returns processed as compared to 404 total returns processed in April 2010.
- During the month of April staff spent a significant amount of time reviewing the 754 Business Privilege and Mercantile Tax returns that were processed in March. During the review period letters are sent out to businesses for a variety of reasons including: interest and penalty owed on late filings, an incorrect calculation on a return, lack of supporting documentation filed, etc.
- During the month of April staff spent time coordinating with the Human Resources Director on several items including:
  - The Promotion of a Finance Department member from Payroll Associate to Human Resources Coordinator. The new role will be a dual report between Finance and Human Resources.
  - Several personnel issues within the Department.
  - Researching and reviewing life insurance proposals for a potential change in providers.
  - Review of Pension Plan Documents and annual update of the plan's performance for non-uniform pension plan.
- Staff began the testing phase for the custom software change in the Pentamotion system to allow multiple interest and penalty rates to be applied to multiple tax codes. The Technology Manager will oversee implementation into the live database once all testing is finalized and no issues have been reported in the test database.
- Research continued on the Business Privilege Tax Appeal received from Movers Specialty Inc. in early March. The information was sent to the Township Solicitor and will be presented to the Board in Executive Session on May 9<sup>th</sup>.
- Prepared the First Quarter 2011 Budget Report for all Township Funds. The report was presented to the Board of Supervisors at their April 25<sup>th</sup> meeting.

- Prepared information for Finance Committee regarding the interest earnings on Township funds and presented information at the April 28<sup>th</sup> Finance Committee Meeting.
- Prepared and executed authorization for the Pension Fund to release funds to the General Fund for the reimbursement of Pension Fund expenditures including benefits paid during the years 2009 and 2010. The reimbursement check was received and deposited into the General Fund in May.
- Discussed and reviewed with Technology Manager, the potential change of Internet Service Providers to Verizon Fios. Implementation is scheduled to occur during the month of May. This change will reduce the monthly recurring charges for internet service from approximately \$1200/ month to \$250/month.
- Staff worked with the Township Manager and Director of Planning and Zoning to implement procedural improvements for the collection of reimbursement escrow funds from developers. Staff will continue to meet monthly with Township Manager and Director of Planning and Zoning to ensure developer's adherence to Township policy for collection of reimbursement funds.

Included with this report are the following reports.

- Statement of Changes in Fund Balances Report for General Fund as of April 30, 2011 with notes.
- Chart comparing the Local Enabling Tax receipts year to date to the same time period in 2011.
- Chart showing the comparison of the General Fund's Projected Cash Balances in 2010 vs. 2011. The balance in the General Fund as of the end of April 2011 is approximately \$5.4M as compared to \$4.8M at the end of April 2010. Note that the year end fund balance projection for 2010 is based on actual revenues and expenditures as of April 2011 with the projected revenues and expenditures for May through December. The projected revenues/expenditures are based on the monthly revenue and expenditures percentages from 2010 applied to the 2011 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 Operating/Reserve funds and the change in the individual fund balances since the beginning of the year.
- A copy of the Business Tax Collection Report, Real-estate Tax Collectors report and Technology Report for the Month of April 2011.

**Notes to Statement of Changes in Fund Balance**  
**Report- General Fund**  
**April 2011 vs. April 2010**

- **Tax Revenue Collections**

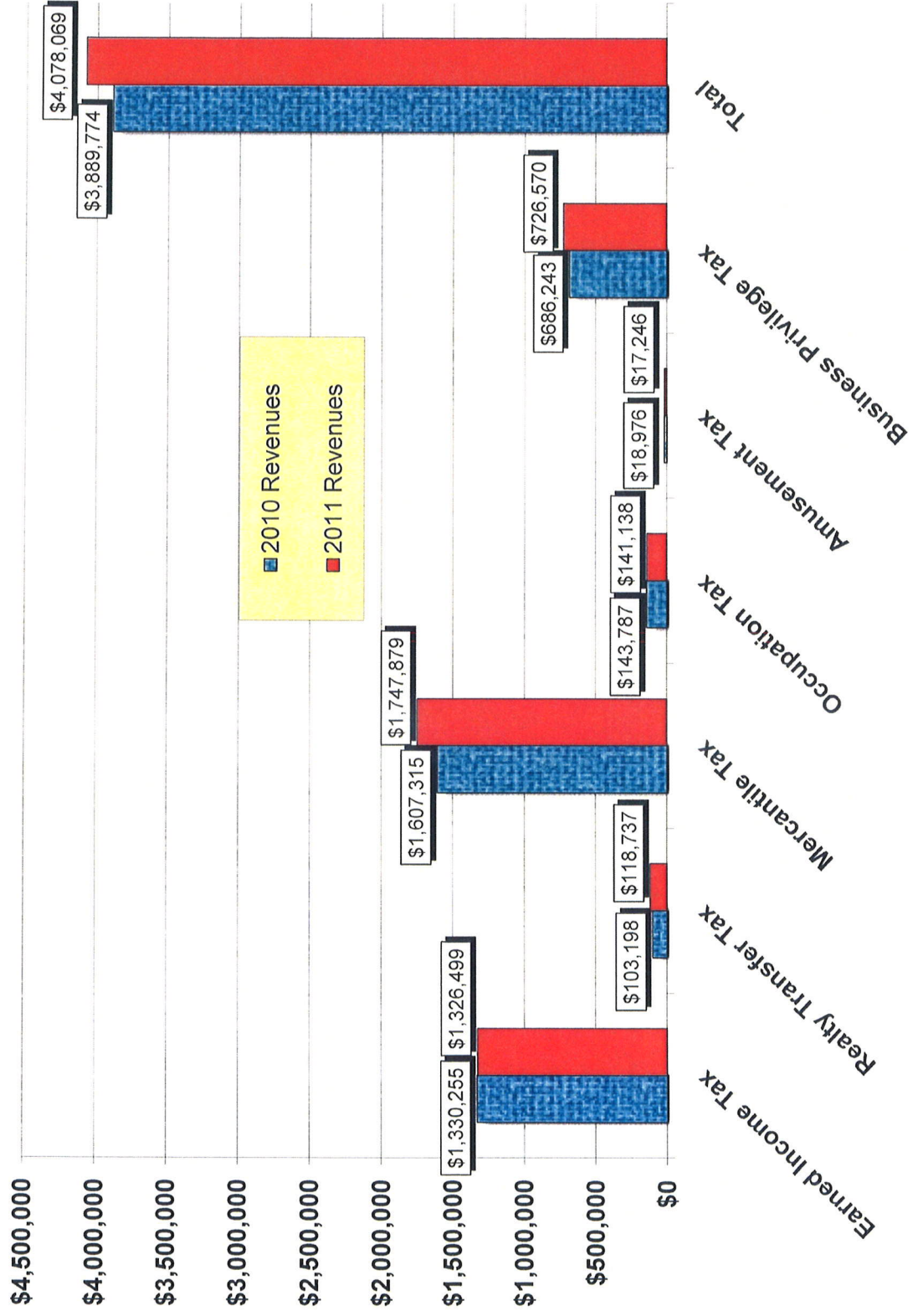
- Real Estate Tax Collections are down 2.3%, or \$33K, as compared to same period prior year as the "discount" period comes to a close. As of the April 30<sup>th</sup> approximately 87% of the tax receipts have been collected. Taxpayers who did not pay their tax bill within the discount period now fall into the "face" period which extends from May 1<sup>st</sup> through to September 30<sup>th</sup>.
- Earned Income Tax collections are slightly down (.3%) as compared to same period prior year; however slightly above budget for the year (1%).
- Real Estate Transfer Tax Revenues are up 15.6% or \$15.5K, from April 2010. Tax receipts reported in April represent real estate transactions that took place in March 2011. By comparison, in March 2010 there were 17 residential property sales vs. 33 property sales in March 2011. All of the transfers this year have been residential sales. The Transfer Tax revenue figures in April only report revenues for the first three months of the year as the reports from the County lags by one month. We will receive a final Transfer Tax remittance in January 2012 which is reported as a 2011 revenue.
- Mercantile Tax revenue collections are up 8.7% (\$140K) as compared to same period prior year. Delinquency notices will be sent in May to Mercantile/Business Privilege tax accounts that have not filed their 2011 tax returns (for tax year 2010).
- Local Services Tax revenue collections are down 1.8% (\$2.6K) as compared to same period prior year. However, same period prior year is not the best benchmark as the tax has been changed effective January 1, 2011. The new deadline for the collection was April 30<sup>th</sup> which fell on a weekend this year forwarding the deadline to May 2<sup>nd</sup>. As such, approximately \$60K of additional tax receipts were received and recorded in May. For 2011 the best comparative tool for these receipts is to mark them to budget. As of the first due date in 2011, the receipts are approximately 6% under budget. Staff will continue to monitor the performance of the tax considering the new changes.
- Amusement tax receipts are down 9.1% (\$1.7K) as compared to same period prior year but are above budget by approximately 6% as of April 30<sup>th</sup>. The budget reflects the anticipated decrease in receipts with the closing of the Garden Golf Center.

- Business Privilege Tax receipts are up 5.9% (\$40K) above same period prior year.
- Overall tax receipts are 2.9% (\$155K) ahead of same period prior year indicating that business gross receipts activity in the Township has stopped its downward trend from the past two years.
- Other Revenue Sources
  - Building Permit revenues are up a significant 36.7% (\$48.4K) compared to April 2010 and approximately 5% above budget. This strong trend has been seen each month of the year to date.
  - Cable TV Franchise Fees are up 7.9% (\$13.6K) contributing to the overall Permits and License Revenues increase of 18.7% (\$64K) from same period 2010.
  - Overall Revenues are up 4.1% (236K) compared to April 2010. Based on the actual vs. projected revenues in the "General Fund Projected Cash Balance Report" revenues are currently projected to be approximately 1.37% above budget at year end.
- Expenditures
  - Overall year to date expenditures are down 3.2% (\$90.8K) compared to April 2010. Overall expenditures at the end of April, when adjusted up to include the 2010 year end payroll accruals are at 31.3% of budget compared to an expected expenditure rate of 33.3%.
  - Based on the actual vs. projected expenditures in the "General Fund Projected Cash Balance Report" attached, expenditures are currently projected to be approximately 3.09% below budget at year end.

MONTGOMERY TOWNSHIP  
STATEMENT OF CHANGES IN FUND BALANCE  
GENERAL FUND  
AS OF APRIL 30, 2011

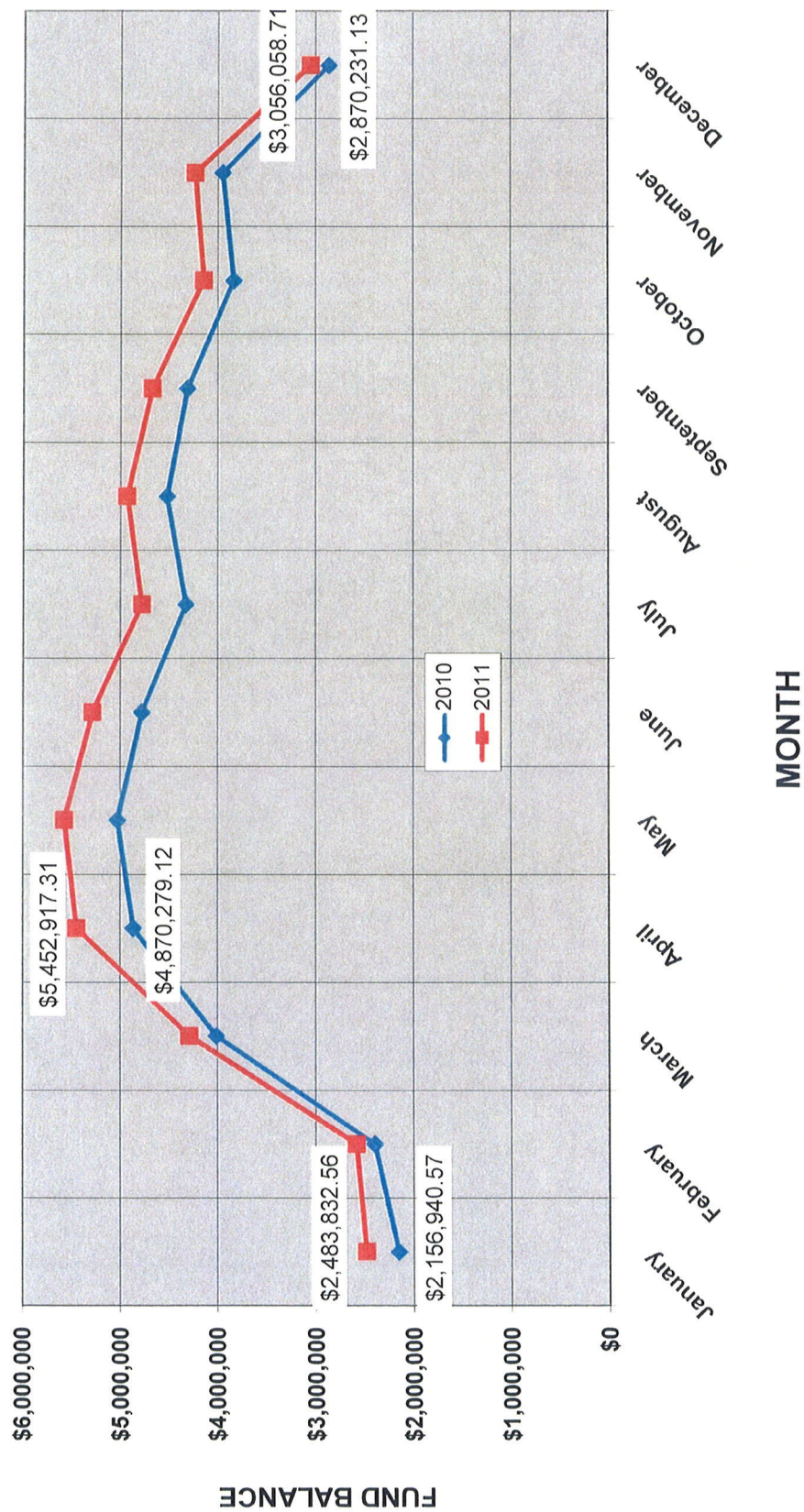
	2011 BUDGET (1)	2011 ACTUAL (2)	% of TOTAL (3)	2010 BUDGET (4)	2010 ACTUAL (5)	% of TOTAL (6)	DOLLAR VARIANCE 2010-2011 ACTUAL (2 - 5)	PERCENT VARIANCE 2010-2011 ACTUAL (2 - 5)
<b>REVENUES</b>								
Taxes								
Real Estate Tax	1,575,600	1,378,045	23.1%	1,585,600	1,411,105	24.6%	(33,060)	-2.3%
Earned Income Tax	3,770,000	1,326,499	22.2%	3,890,000	1,330,255	23.2%	(3,757)	-0.3%
Real Estate Transfer Tax	600,000	118,737	2.0%	450,000	103,198	1.8%	15,540	15.1%
Mercantile Tax	1,840,000	1,747,879	29.3%	1,840,000	1,607,315	28.1%	140,564	8.7%
Occupation Privilege Tax/Local Services Tax	470,000	141,138	2.4%	235,000	143,787	2.5%	(2,649)	-1.8%
Amusement Tax	78,000	17,246	0.3%	119,000	18,976	0.3%	(1,730)	-9.1%
Business Privilege Tax	775,000	726,570	12.2%	875,000	686,243	12.0%	40,327	5.9%
Total Taxes	9,108,600	5,456,116	91.5%	8,994,600	5,300,880	92.6%	155,236	2.9%
Permits and Licenses								
Building Permits	520,700	180,527	3.0%	453,000	132,067	2.3%	48,460	36.7%
Cable TV	425,000	187,733	3.1%	390,000	174,068	3.0%	13,665	7.9%
All Others	78,300	40,207	0.7%	87,900	37,859	0.7%	2,347	6.2%
Total Permits and Licenses	1,024,000	408,467	6.9%	930,900	343,994	6.0%	64,473	18.7%
Other Sources								
Fines	127,000	68,274	1.1%	114,000	37,646	0.7%	30,628	81.4%
Interest	25,000	4,593	0.1%	40,000	4,781	0.1%	(188)	-3.9%
Grants	411,000	10,392	0.2%	418,000	20,785	0.4%	(10,394)	-50.0%
Department Services	78,875	23,869	0.4%	78,875	16,600	0.3%	7,269	43.8%
Other Financing Sources	55,000	(9,210)	-0.2%	55,000	1,126	0.0%	(10,336)	-918.1%
	696,875	97,918	1.6%	705,875	80,938	1.4%	16,980	21.0%
<b>TOTAL REVENUES</b>	10,829,475	5,962,500	100.0%	10,631,375	5,725,812	100.0%	236,689	4.1%
<b>EXPENSES</b>								
Administration	1,194,954	310,730	11.2%	1,228,960	325,179	11.3%	(14,449)	-4.4%
Finance	791,150	245,977	8.8%	780,060	224,201	7.8%	21,776	9.7%
Police	5,585,320	1,477,113	53.1%	5,549,540	1,616,861	56.3%	(139,747)	-8.6%
Code	823,822	211,773	7.6%	784,135	177,860	6.2%	33,914	19.1%
Public Works	2,091,304	536,464	19.3%	1,962,895	528,797	18.4%	7,668	1.5%
Other Financing Uses	-	-	0.0%	-	-	0.0%	0	#DIV/0!
<b>TOTAL EXPENSES</b>	10,486,550	2,782,058	100.0%	10,305,590	2,872,896	100.0%	(90,839)	-3.2%
<b>NET REVENUES/(EXPENSES)</b>	342,925	3,180,442		325,785	2,852,915		327,527	11.5%
<b>INCOMING TRANSFERS</b>	402,540	11,827		417,275	-		11,827	#DIV/0!
<b>OUTGOING TRANSFERS</b>	(665,100)	(216,583)		(630,060)	(262,597)		46,014	-17.5%
<b>{DEFICIT}/SURPLUS</b>	80,365	2,975,686		113,000	2,590,318		385,368	14.9%
<b>BEGINNING FUND BALANCE</b>	2,477,231	2,477,231		2,279,961	2,279,961		197,270	8.7%
<b>ENDING FUND BALANCE</b>	2,557,596	5,452,917		2,392,961	4,870,279		582,638	12.0%

# Local Enabling Tax Revenue Comparison 2010 - 2011 As of April 30, 2011





GENERAL FUND CASH BALANCE  
2010 ACTUAL VS 2011 PROJECTION  
AS OF APRIL 30, 2011





### Cash Balance - General Fund 2010

	Beginning Bal	Revenues	Expenditures	Ending Balance
January	\$2,279,960.70	\$318,390.23	\$441,410.36	\$2,156,940.57
February	\$2,156,940.57	\$947,498.99	\$703,286.78	\$2,401,152.78
March	\$2,401,152.78	\$2,499,091.78	\$883,383.44	\$4,016,861.12
April	\$4,016,861.12	\$1,960,830.52	\$1,107,412.52	\$4,870,279.12
May	\$4,870,279.12	\$992,693.02	\$828,252.56	\$5,034,719.58
June	\$5,034,719.58	\$467,593.28	\$716,472.62	\$4,785,840.24
July	\$4,785,840.24	\$466,643.57	\$919,682.19	\$4,332,801.62
August	\$4,332,801.62	\$1,114,595.93	\$919,684.15	\$4,527,713.40
September	\$4,527,713.40	\$750,808.85	\$959,188.58	\$4,319,333.67
October	\$4,319,333.67	\$381,405.52	\$856,206.88	\$3,844,532.31
November	\$3,844,532.31	\$677,838.01	\$563,706.80	\$3,958,663.52
December (prior to surplus balance transfer)	\$3,958,663.52	\$472,583.31	\$1,561,015.70	\$2,870,231.13
	PROJECTED	\$11,049,973.01	\$10,459,702.58	
	FINAL BUDGET	\$11,048,650.00	\$10,935,650.00	
	OVER/(UNDER)	\$1,323.01	(\$475,947.42)	
	OVER/(UNDER)	0.01%	-4.35%	

### General Fund Cash Balance Projection 2011

January	\$2,477,231.13	\$352,093.62	\$345,492.19	\$2,483,832.56
February	\$2,483,832.56	\$878,642.37	\$774,852.00	\$2,587,622.93
March	\$2,587,622.93	\$2,769,078.98	\$1,065,573.43	\$4,291,128.48
April	\$4,291,128.48	\$1,974,511.75	\$812,722.92	\$5,452,917.31
May	\$5,452,917.31	\$1,009,047.07	\$883,044.48	\$5,578,919.90
June	\$5,578,919.90	\$475,296.61	\$763,869.89	\$5,290,346.62
July	\$5,290,346.62	\$474,331.26	\$980,522.52	\$4,784,155.36
August	\$4,784,155.36	\$1,132,958.26	\$980,524.61	\$4,936,589.01
September	\$4,936,589.01	\$763,178.00	\$1,022,642.40	\$4,677,124.61
October	\$4,677,124.61	\$387,688.96	\$912,848.08	\$4,151,965.48
November	\$4,151,965.48	\$689,005.00	\$600,998.06	\$4,239,972.43
December	\$4,239,972.43	\$480,368.85	\$1,664,282.57	\$3,056,058.71
	PROJECTED	\$11,386,200.73	\$10,807,373.15	
	BUDGET	\$11,232,015.00	\$11,151,650.00	
	OVER/(UNDER)	\$154,185.73	(\$344,276.85)	
	OVER/(UNDER)	1.37%	-3.09%	

# EIT Revenues - All Funds 2006-2011

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Projection	
January	\$ 58,962.57	\$ 136,497.66	\$ 186,772.55	\$ 198,653.38	\$ 155,295.63	\$ 158,257.14	A
February	\$ 531,082.68	\$ 459,933.82	\$ 531,022.02	\$ 514,210.32	\$ 572,852.38	\$ 410,595.47	A
March	\$ 121,897.33	\$ 301,862.48	\$ 298,956.87	\$ 339,228.16	\$ 277,442.94	\$ 464,181.56	A
April	\$ 120,707.56	\$ 253,215.48	\$ 334,307.73	\$ 356,292.49	\$ 389,664.19	\$ 383,464.33	A
May	\$ 948,223.88	\$ 789,083.55	\$ 754,979.88	\$ 721,936.71	\$ 799,890.40	\$ 799,890.40	E
June	\$ 398,439.50	\$ 347,129.61	\$ 377,599.92	\$ 276,479.82	\$ 142,114.32	\$ 142,114.32	E
July	\$ 83,523.47	\$ 91,669.93	\$ 155,334.99	\$ 105,750.48	\$ 129,589.83	\$ 129,589.83	E
August	\$ 464,007.86	\$ 556,144.36	\$ 521,070.90	\$ 632,303.66	\$ 587,764.98	\$ 587,764.98	E
September	\$ 288,311.94	\$ 226,128.20	\$ 252,787.48	\$ 203,019.57	\$ 205,802.98	\$ 205,802.98	E
October	\$ 122,777.58	\$ 106,475.98	\$ 122,464.14	\$ 158,849.96	\$ 142,752.49	\$ 142,752.49	E
November	\$ 440,106.72	\$ 528,411.74	\$ 465,214.11	\$ 577,861.85	\$ 449,050.83	\$ 449,050.83	E
December	\$ 259,489.72	\$ 282,563.15	\$ 243,505.81	\$ 62,726.74	\$ 252,901.26	\$ 252,901.26	E
Sub total collections	\$ 3,837,530.81	\$ 4,079,115.96	\$ 4,244,016.40	\$ 4,147,313.14	\$ 4,105,122.23	\$ 4,126,365.59	

6.30%

4.04%

-2.28%

-1.02%

0.52%

~ FUND ACCOUNTING  
DATE: 05/10/11  
TIME: 14:09:49

MONTGOMERY TOWNSHIP  
SIDE BY SIDE BALANCE SHEET

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SELECTION CRITERIA: Yr='11'

LINE	DESCRIPTION	FUND 01 APRIL 2011	FUND 04	FUND 05	FUND 06	FUND 07	FUND 19
5	ASSETS						
10	SHORT TERM ASSETS						
15	CASH & CASH EQUIVALENTS	5,427,214.70	345,946.06	837,107.74	301,760.36	718,518.75	-2,910.06
17	INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
20	DUE TO/FROM	42.09	0.00	0.00	0.00	0.00	0.00
25	ACCOUNTS RECEIVABLE	959,163.72	12,891.49	6,226.46	0.00	0.00	0.00
30	PREPAID ASSETS	3,200.00	0.00	0.00	0.00	0.00	0.00
35	SUBTOTAL SHORT TERM ASSETS	6,389,620.51	358,837.55	843,334.20	301,760.36	718,518.75	-2,910.06
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	6,389,620.51	358,837.55	843,334.20	301,760.36	718,518.75	-2,910.06
75	LIABILITIES						
80	SHORT TERM LIABILITIES						
85	ACCOUNTS PAYABLE	163.79	0.00	0.00	0.00	0.00	0.00
90	ACCUALS AND OTHER PAYABLES	162,673.32	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	773,860.09	4,367.87	4,880.74	0.00	0.00	0.00
105	SUBTOTAL SHORT TERM LIABILI	936,703.20	4,367.87	4,880.74	0.00	0.00	0.00
110	FUND BALANCE						
115	BEGINNING FUND BALANCE	2,477,231.13	141,997.51	479,126.10	309,074.47	626,167.35	-2,355.24
120	CURRENT YEAR REVENUE/LOSS	2,975,686.18	212,472.17	359,327.36	-7,314.11	92,351.40	-554.82
125	SUBTOTAL FUND BALANCE	5,452,917.31	354,469.68	838,453.46	301,760.36	718,518.75	-2,910.06
130	TOTAL LIABILITIES AND FUND	6,389,620.51	358,837.55	843,334.20	301,760.36	718,518.75	-2,910.06

FUND ACCOUNTING  
DATE: 05/10/11  
TIME: 14:09:49

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MONTGOMERY TOWNSHIP  
SIDE BY SIDE BALANCE SHEET

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LINE	DESCRIPTION	FUND 23	FUND 30	FUND 31	FUND 35	FUND 50	FUND 91
5	ASSETS						
10	SHORT TERM ASSETS						
15	CASH & CASH EQUIVALENTS	947,545.44	11,860,229.51	209,538.79	1,001,094.78	0.00	831,804.09
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	-55,023.53
25	ACCOUNTS RECEIVABLE	7,864.64	0.00	0.00	0.00	0.00	-613,700.09
30	PREPAID ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
35	SUBTOTAL SHORT TERM ASSETS	955,410.08	11,860,229.51	209,538.79	1,001,094.78	0.00	163,080.47
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	955,410.08	11,860,229.51	209,538.79	1,001,094.78	0.00	163,080.47
75	LIABILITIES						
80	SHORT TERM LIABILITIES						
85	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00
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	6,166.41	0.00	0.00	0.00	0.00	0.00
105	SUBTOTAL SHORT TERM LIABILI	6,166.41	-0.01	0.00	0.00	0.00	0.00
110	FUND BALANCE						
115	BEGINNING FUND BALANCE	586,410.25	11,923,918.43	185,889.40	561,160.67	0.00	158,752.62
120	CURRENT YEAR REVENUE/LOSS	362,833.42	-63,688.91	23,649.39	439,934.11	0.00	4,327.85
125	SUBTOTAL FUND BALANCE	949,243.67	11,860,229.52	209,538.79	1,001,094.78	0.00	163,080.47
130	TOTAL LIABILITIES AND FUND	955,410.08	11,860,229.51	209,538.79	1,001,094.78	0.00	163,080.47

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**BUSINESS TAX OFFICE**  
**MONTHLY REPORT**  
**Apr-11**

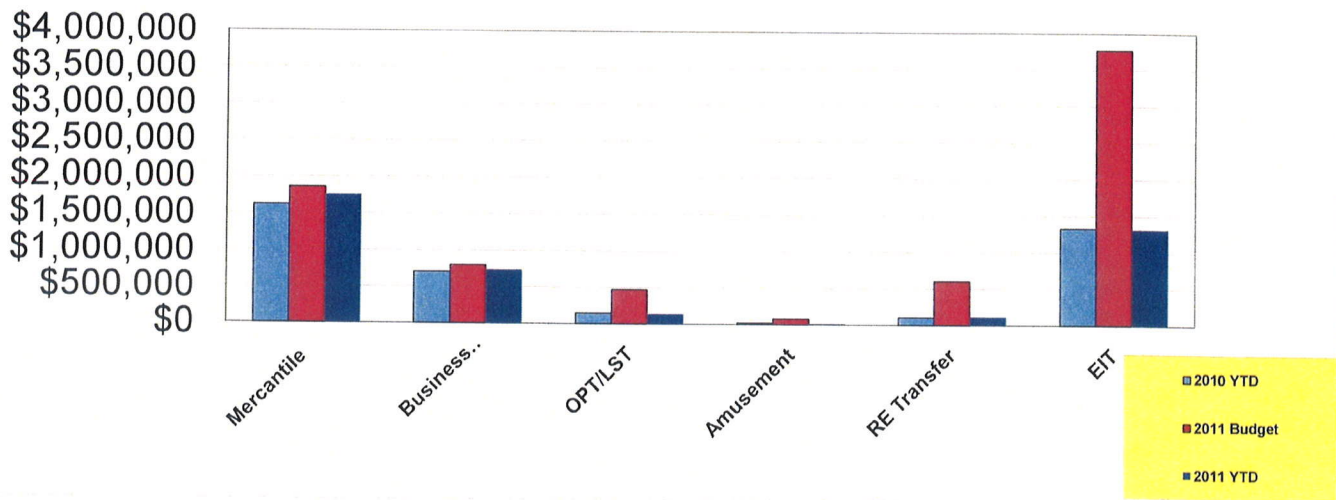
**NEW BUSINESSES ADDED TO TAX ROLLS**

**NAME**

Lee's Taylor Shop	Gtiriraj Enterprise-Subway
Rent-A-Center, Inc.	Bolognese Electric, Inc.
Robert F. Schneider	Eternal Memory Candle LLC
Joe Bucciarelli, Inc.	Kenwood USA Corporation

**ACT 511 TAXES**

	Mercantile	Business Privilege	OPT/LST	Amusement	RE Transfer	EIT	TOTALS
2010 YTD	\$1,617,114	\$702,963	\$143,787	\$18,976	\$103,198	\$1,330,255	\$3,916,293
2011 Budget	\$1,853,000	\$797,000	\$470,000	\$78,000	\$600,000	\$3,770,000	\$7,568,000
2011 YTD	\$1,757,179	\$743,047	\$141,138	\$17,246	\$118,737	\$1,326,499	\$4,103,847
Current Month	\$34,894	\$46,215	\$85,979	\$5,577	\$52,912	\$383,464	\$609,041
% of Budget	94.83%	93.23%	30.03%	22.11%	19.79%	35.19%	54.23%



**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	12	\$361,095
RESALE	20	\$311,640
DEED CHGS	14	N/A
COMMERCIAL	0	\$0
INDUSTRIAL	0	\$0
LAND	2	\$1
SHERIFF	1	\$1,540
TRANSFER TAXES PAID		\$52,912.15

**Tax Collector's Monthly Report to Taxing Districts**  
For the Month of April 2011  
Montgomery Township Taxing District

	Real Estate	Interim 2010	Interim 2011	Street Light
<b>A. Collections</b>				
1. Balance Collectable - Beginning of Month	2,526,630.41	\$ 88.48	\$ 3,732.80	\$ 123,380.00
2A. Additions: During the Month ( * )			\$ 5,923.17	
2B. Deductions: Credits During the Month - (from line 17)	\$ 539.08		\$ 1,245.61	
3. Total Collectable	\$ 2,526,091.33	\$ 88.48	\$ 8,410.36	\$ 123,380.00
4. Less: Face Collections for the Month	\$ 2,262,536.82	\$ -	\$ 660.39	\$ 112,490.00
5. Less: Deletions from the List ( * )				
6. Less: Exonerations ( * )				
7. Less: Liens/Non-Lienable Installments ( * )				
8. Balance Collectable - End of Month	\$ 263,554.51	\$ 88.48	\$ 7,749.97	\$ 10,890.00
<b>B. Reconciliation of Cash Collected</b>				
9. Face Amount of Collections - (must agree with line 4)	\$ 2,262,536.82	\$ -	\$ 660.39	\$ 112,490.00
10. Plus: Penalties		\$ -		
11. Less: Discounts	\$ 45,251.29	\$ -	\$ 9.11	\$ 2,249.80
12. Total Cash Collected per Column	\$ 2,217,285.53	\$ -	\$ 651.28	\$ 110,240.20
13. Total Cash Collected - (12A + 12B + 12C + 12D)				\$ 2,328,177.01

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

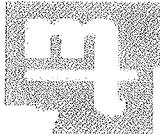
## 14. Amount Remitted During the Month (\*)

	Transaction #
15. Amount Paid with this Report Applicable to this Reporting Month	
16. Total Remitted This Month	\$ 2,328,177.01

18. Interest Earnings (if applicable)	\$ _____	<i>Wash Ind. Inc. 5/6/11</i>
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Ending Balance

I acknowledge the receipt of this report.



## Montgomery Township Inter-Office Memo

**To:** Lawrence J. Grogan, Township Manager

Shannon Drosnock, Finance Director

**From:** Richard Grier, Technology Manager

**Date:** May 10, 2011

**Subject:** April 2011 IT activities

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The following are the activities of the Technology Manager for the Month of April, 2011.

- Reviewed and assisted with Univest Best Practices audit
- Organized and attended final Kronos payroll import training from SunGard
- Updated SSL certificates for securing Township's website and management interface
- Resolved issue with incorrect parts shipped with Business Continuity Servers
- Resolved issue with Access Control system at Battalion 1
- Assisted Police with in-car camera recording wireless network
- Setup re-furbished PC for Public Works Secretary
  - Installed and configured upgraded i-Helper PW work order software
- Refurbished and installed PC for Senior Committee in Community Room B
- Met with third vendor to discuss new phone system
- Configured email disclaimer for all outbound Township emails
- Significant progress on Penalty & Interest custom application from SunGard

### **Scheduled work for May 2011 and beyond**

- Complete transfer of Townships internet circuits to FIOS
  - Move to FIOS can save Township almost \$1000 a month and improve bandwidth 10x
- Business Continuity project – Setup new servers and configure backups to remote site
- Setup PCs and accounts for summer help and new employees