

**Finance Committee Meeting Minutes  
Montgomery Township  
Monday, November 19, 2018**

The Finance Committee meeting of November 19, 2018 was called to order by Chairman John Holsinger at 6:07 pm.

Present at the meeting were:

Committee Members: Mary Griffith-Alfarano, John Holsinger, Allan Nappen, Jeff Thomson and Barbara Vinciguerra  
Finance Director: Ami Tarburton  
Accounting Supervisor: Vickie Zidek

On a motion by Mr. Thomson, seconded by Ms. Vinciguerra, the Minutes of the September 17, 2018 meeting were approved.

Ms. Tarburton reviewed for the committee members the information from the various financial reports prepared for the Committee and the Board of Supervisors as of October 31, 2018. Listed below is the information from those reports:

**General Fund Revenues**

- Tax Revenues
  - Real Estate Tax Collections are down 1%, or \$17K, as compared to same period prior year. 97% of the 2018 budgeted revenues have been received as of October 31.
  - Earned Income Tax (EIT) collections in the General Fund are up \$68K above October of the prior year. Berkheimer EIT revenues are up 1.6% as compared to 2018.
  - Real Estate Transfer Tax Revenues are down 22% or \$149K as compared to same period prior year. Receipts reported in October are from September transactions. This decrease stems from the lack of commercial real estate transactions in 2018 as compared to 2017.
  - Mercantile Tax revenue collections are up 5% or \$102K as compared to same period prior year. The due date for this tax was March 15<sup>th</sup>. Revenue collections are highest during the months of February, March and April. We should see additional revenues trickling in as we push for compliance with our delinquent accounts throughout the fall.
  - Local Services Tax revenue collections for 2018 are down \$13K, or 3%, as compared to 2017 revenues.
  - Amusement tax receipts are down \$6K as compared to same period prior year.
  - Business Privilege Tax (BPT) receipts are up 1% (\$12K) as compared to same period prior year. This increase has been enhanced by the finance

department's business tax audit program, maintaining the goal of applying the township's ordinance fairly and consistently throughout the business community.

- Overall, tax revenues are down about \$4K, as compared to the same period last year, holding steady with 2017 revenues. Most tax revenues are showing only a slight increase or decrease. Notably, Real Estate Transfer Tax is reporting significantly low, but is offset by Business Taxes which are reporting significantly higher than 2017 revenues.
- Other Revenue Sources
  - Building Permit revenues are up slightly as compared to same period 2017 due to numerous new construction homes and a clothing store relocation in the Mall. The primary season for this revenue source is spring into summer.
  - Cable Franchise Fees are down 5% (\$24K) as compared to same period 2017.
  - Overall revenues are up slightly (.1% or \$8K) compared to October 2017. The biggest contributors to this increase are Earned Income Tax and Mercantile Tax Revenues.
- Expenditures
  - Overall, year-to-date expenditures are up 5% as compared to same period prior year. Most of this increase can be attributed to normal salary/wage and benefit expense increases, along with an increase in capital replacement expenditures.

In other business, Ms. Tarburton reviewed the CRC financials and membership report and the status of the RFP process for the laddered CD investment program with Univest.

The next meeting will be held December 17, 2018.

There being no further business, the meeting adjourned at 6:53 pm.

Respectfully Submitted,

Victoria Zidek  
Accounting Supervisor