

MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2022
SUMMARY OF VARIOUS FUNDS

	<u>2021</u> <u>Budget</u>	<u>2022</u> <u>Budget</u>	<u>Difference</u>
<u>GENERAL FUND:</u>			
Beginning Cash Balance - January 1	\$ 130,917	\$ 125,857	\$ (5,060)
Revenue Received	<u>\$ 1,448,928</u>	<u>\$ 1,456,206</u>	<u>\$ 7,278</u>
Total Cash Available	<u>\$ 1,579,845</u>	<u>\$ 1,582,063</u>	<u>\$ 2,218</u>
Less Expenditures:			
Administrative Dept.	\$ 257,575	\$ 262,763	\$ 5,188
Planning & Zoning Dept.	\$ 23,112	\$ 33,724	\$ 10,612
Police Dept.	\$ 402,294	\$ 462,864	\$ 60,570
Fire Dept.	\$ 34,000	\$ 34,000	\$ -
Emergency Management	\$ 1,000	\$ 1,000	\$ -
Public Works Dept.	\$ 308,658	\$ 311,206	\$ 2,548
MS4	\$ 51,500	\$ 51,500	\$ -
Parks & Recreation	\$ 18,449	\$ 14,225	\$ (4,224)
Community Betterment	\$ 188,200	\$ 187,700	\$ (500)
Debt Service	\$ -	\$ -	\$ -
Unusual Expenses	\$ -	\$ 12,000	\$ 12,000
Pensions	\$ 46,335	\$ 51,069	\$ 4,734
Workers Comp. Ins.	\$ 17,974	\$ 19,113	\$ 1,139
Workers Comp. Ins. VFD	\$ 10,341	\$ 10,151	\$ (190)
PA Unemploy. Taxes	\$ 4,000	\$ 4,000	\$ -
Gen/Liab. Ins. Premiums	\$ 31,495	\$ 35,458	\$ 3,963
PA Foreign Fire Alloc.	\$ 18,555	\$ 16,603	\$ (1,952)
Refund of Prior Yr. Revenues	\$ 1,000	\$ 1,000	\$ -
Transfer to Capital Expenditure Acct	\$ 36,000	\$ 36,000	\$ -
Sick Leave Buy Back	<u>\$ 3,500</u>	<u>\$ 3,500</u>	<u>\$ -</u>
Total	<u>\$ 1,453,988</u>	<u>\$ 1,547,877</u>	<u>\$ 93,889</u>
Ending Cash Balance - December 31	<u><u>\$ 125,857</u></u>	<u><u>\$ 34,186</u></u>	<u><u>\$ (91,671)</u></u>
 <u>SEWER FUND:</u>			
Beginning Cash Balance - January 1	\$ 148,133	\$ 164,151	\$ 16,018
Revenue Received	<u>\$ 870,750</u>	<u>\$ 893,000</u>	<u>\$ 22,250</u>
Total Cash Available	<u>\$ 1,018,883</u>	<u>\$ 1,057,151</u>	<u>\$ 38,268</u>
Less Expenditures	\$ 759,856	\$ 773,553	\$ 13,697
Less Debt Service	<u>\$ 94,876</u>	<u>\$ 94,876</u>	<u>\$ -</u>
Ending Cash Balance - December 31	<u><u>\$ 164,151</u></u>	<u><u>\$ 188,722</u></u>	<u><u>\$ 24,571</u></u>
 <u>MOTOR LICENSE FUND:</u>			
Beginning Cash Balance - January 1	\$ 127,850	\$ 108,950	\$ (18,900)
Revenue Received	<u>\$ 92,100</u>	<u>\$ 94,100</u>	<u>\$ 2,000</u>
Total Cash Available	<u>\$ 219,950</u>	<u>\$ 203,050</u>	<u>\$ (16,900)</u>
Less Expenditures	\$ 111,000	\$ 111,000	\$ -
Ending Cash Balance - December 31	<u><u>\$ 108,950</u></u>	<u><u>\$ 92,050</u></u>	<u><u>\$ (16,900)</u></u>
 <u>ACT 13 FUND</u>			
Beginning Cash Balance - January 1	\$ 3,088	\$ 6,283	\$ 3,195
Revenue Received	<u>\$ 3,195</u>	<u>\$ 3,000</u>	<u>\$ (195)</u>
Total Cash Available	<u>\$ 6,283</u>	<u>\$ 9,283</u>	<u>\$ 3,000</u>
Less Expenditures	\$ -	\$ -	\$ -
Ending Cash Balance - December 31	<u><u>\$ 6,283</u></u>	<u><u>\$ 9,283</u></u>	<u><u>\$ 3,000</u></u>

MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2022
GENERAL FUND

	<u>2021</u> <u>Budget</u>	<u>2022</u> <u>Budget</u>	<u>Difference</u>
<u>REVENUES:</u>			
TAXES:			
Real Estate Tax	\$ 622,000	\$ 630,000	\$ 8,000
Delinquent Real Estate Tax	\$ 12,000	\$ 12,000	\$ -
Supplemental Real Estate Tax	\$ 1,000	\$ 1,000	\$ -
Per Capita Tax	\$ 8,250	\$ 8,250	\$ -
Deed Transfer Tax	\$ 40,000	\$ 40,000	\$ -
Wage Tax	\$ 600,000	\$ 600,000	\$ -
LST Tax	\$ 11,000	\$ 11,000	\$ -
Total	<u>\$ 1,294,250</u>	<u>\$ 1,302,250</u>	<u>\$ 8,000</u>
LICENSES AND PERMITS:			
Zoning Permits/Fees	\$ 9,000	\$ 9,500	\$ 500
Lien Letter Fees	\$ 3,000	\$ 3,200	\$ 200
Misc. Permits & Fees	\$ 4,000	\$ 4,500	\$ 500
Street Opening Permits	\$ 3,000	\$ 3,000	\$ -
Cable Franchise Fees	\$ 65,000	\$ 62,000	\$ (3,000)
Total	<u>\$ 84,000</u>	<u>\$ 82,200</u>	<u>\$ (1,800)</u>
COURT FINES	<u>\$ 1,500</u>	<u>\$ 500</u>	<u>\$ (1,000)</u>
INTEREST AND RENTS:			
Interest Earnings	\$ 4,500	\$ 4,500	\$ -
Library Lease Income	\$ 2,723	\$ 2,778	\$ 55
Total	<u>\$ 7,223</u>	<u>\$ 7,278</u>	<u>\$ 55</u>
INTER-GOV'T REVENUES:			
Grants	\$ -	\$ -	\$ -
DCED Floodplain Reimbursement	\$ -	\$ -	\$ -
Foreign Fire Allocation	\$ 18,555	\$ 16,603	\$ (1,952)
LCB Allocation	\$ 600	\$ 600	\$ -
Pension Plan State Aid	\$ 36,000	\$ 40,000	\$ 4,000
PURTA	\$ 1,300	\$ 1,275	\$ (25)
State Police Fines	\$ 1,500	\$ 1,500	\$ -
Total	<u>\$ 57,955</u>	<u>\$ 59,978</u>	<u>\$ 2,023</u>
SALE OF BORO PROPERTY	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
MISCELLANEOUS REVENUES	<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>\$ -</u>
PROCEEDS OF BANK LOAN	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL	<u>\$ 1,448,928</u>	<u>\$ 1,456,206</u>	<u>\$ 7,278</u>

MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2022
GENERAL FUND

	<u>2021</u>		<u>2022</u>		<u>Difference</u>
	<u>Budget</u>		<u>Budget</u>		
<u>ADMINISTRATIVE DEPT:</u>					
Borough Manager Compensation	\$ 43,246		\$ 45,625		\$ 2,379
Administrative Assistant	\$ 27,441		\$ 28,950		\$ 1,509
FICA Tax	\$ 7,588		\$ 7,923		\$ -
Health Ins.	\$ 1,700		\$ 1,700		\$ -
Sick, Accident & Group Life Ins.	\$ 1,300		\$ 1,365		\$ 65
Auditing Service	\$ 5,500		\$ 5,500		\$ -
Payroll Service	\$ 2,300		\$ 2,100		\$ (200)
County Tax Collection Fees	\$ 9,000		\$ 9,000		\$ -
Tax Collector Commissions	\$ 26,000		\$ 26,500		\$ 500
Tax Collector Tax Cert.	\$ 1,500		\$ 1,500		\$ -
Mayor's Compensation	\$ 1,000		\$ 1,000		\$ -
Solicitor/Legal Svc.	\$ 18,000		\$ 18,000		\$ -
Engineering Svc.	\$ 75,000		\$ 75,000		\$ -
Facilities R&M	\$ 8,000		\$ 8,000		\$ -
Utilities	\$ 6,000		\$ 6,000		\$ -
Phones, Fax, etc.	\$ 2,000		\$ 2,100		\$ 100
Copier Rental	\$ 1,500		\$ 1,500		\$ -
Computer/Web Page Support	\$ 8,500		\$ 9,000		\$ 500
IT Equipment	\$ 1,500		\$ 1,500		\$ -
Misc. Equip.	\$ 2,000		\$ 2,000		\$ -
Office Supplies	\$ 2,500		\$ 2,500		\$ -
Postage	\$ 1,500		\$ 1,500		\$ -
Advertising	\$ 2,000		\$ 2,000		\$ -
Dues & Subscriptions	\$ 500		\$ 500		\$ -
Civil Svc. Comm. Expenses	\$ 500		\$ 500		\$ -
General Expenses	\$ 1,500		\$ 1,500		\$ -
	<u>\$ 257,575</u>		<u>\$ 262,763</u>		<u>\$ 4,853</u>

<u>PLANNING & ZONING DEPT:</u>					
Wages - Code Enforcement	\$ 8,000		\$ 16,000		\$ 8,000
FICA Taxes	\$ 612		\$ 1,224		\$ 612
Contracted Svc.	\$ 4,000		\$ 4,000		\$ -
Solicitor/Legal Svc.	\$ 3,000		\$ 3,000		\$ -
Engineering Svc.	\$ 2,000		\$ 2,000		\$ -
Ordinance Amendments	\$ 500		\$ 500		\$ -
Codification of Ordinances	\$ 3,500		\$ 5,500		\$ 2,000
Ads & Postage	\$ 1,000		\$ 1,000		\$ -
General Expenses	\$ 500		\$ 500		\$ -
	<u>\$ 23,112</u>		<u>\$ 33,724</u>		<u>\$ 10,612</u>

MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2022
GENERAL FUND

	<u>2021</u>		<u>2022</u>		<u>Difference</u>
	<u>Budget</u>		<u>Budget</u>		
<u>POLICE DEPT:</u>					
Wages	\$ 242,374		\$ 296,810		\$ 54,436
Overtime Pay	\$ 50,000		\$ 30,000		\$ (20,000)
FICA Taxes	\$ 22,367		\$ 25,001		\$ 2,634
Health Ins.	\$ 40,784		\$ 56,970		\$ 16,186
Deductible Reimbursement	\$ 6,250		\$ 8,750		\$ 2,500
Health Insurance Buyout	\$ 6,269		\$ 6,496		\$ 227
Sick, Accident & Group Life Ins.	\$ 2,250		\$ 2,363		\$ 113
Uniforms - Full Time	\$ 2,800		\$ 3,625		\$ 825
Uniform - Part Time	\$ 1,000		\$ 1,000		\$ -
Training/Ammo	\$ 1,500		\$ 3,000		\$ 1,500
Protective Vests	\$ 1,000		\$ 3,000		\$ 2,000
Vehicle R&M	\$ 4,000		\$ 4,000		\$ -
Vehicle Fuel	\$ 9,000		\$ 9,000		\$ -
Misc. Equip.	\$ 1,000		\$ 1,000		\$ -
Equip. R&M	\$ 1,000		\$ 1,000		\$ -
IT Equipment	\$ 1,000		\$ 1,000		\$ -
Computer Support	\$ 600		\$ 750		\$ 150
Utilities	\$ 3,600		\$ 3,600		\$ -
Phones, Fax, etc.	\$ 2,400		\$ 2,400		\$ -
Copier Rental	\$ 600		\$ 600		\$ -
Office Supplies	\$ 500		\$ 500		\$ -
General Expenses	\$ 2,000		\$ 2,000		\$ -
	<u>\$ 402,294</u>		<u>\$ 462,864</u>		<u>\$ 60,570</u>
 <u>FIRE DEPT:</u>					
Annual Funding	\$ 34,000		\$ 34,000		\$ -
	<u>\$ 34,000</u>		<u>\$ 34,000</u>		<u>\$ -</u>
 <u>EMERGENCY MANAGEMENT</u>					
Annual Funding	\$ 1,000		\$ 1,000		\$ -
	<u>\$ 1,000</u>		<u>\$ 1,000</u>		<u>\$ -</u>

MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2022
GENERAL FUND

	<u>2021</u>		<u>2022</u>		<u>Difference</u>
	<u>Budget</u>		<u>Budget</u>		
<u>PUBLIC WORKS DEPT:</u>					
Wages - Full Time	\$ 139,574		\$ 142,365		\$ 2,791
Wages - Janitor	\$ 17,441		\$ 17,871		\$ 430
Overtime Pay	\$ 8,000		\$ 8,000		\$ -
FICA Taxes	\$ 12,624		\$ 12,870		\$ 246
Health Ins.	\$ 67,619		\$ 66,602		\$ (1,017)
Deductible Reimbursement	\$ 10,000		\$ 10,000		\$ -
Sick Accident & Group Life Ins.	\$ 1,950		\$ 2,048		\$ 98
Contracted Services	\$ 5,000		\$ 5,000		\$ -
Equipment Rental	\$ 4,000		\$ 4,000		\$ -
Misc. Equip./R&M	\$ 4,000		\$ 4,000		\$ -
Vehicle R&M	\$ 6,000		\$ 6,000		\$ -
Vehicle Fuel	\$ 8,000		\$ 8,000		\$ -
Small Tools & Equip.	\$ 4,000		\$ 4,000		\$ -
Hardware & Supplies	\$ 2,000		\$ 2,000		\$ -
Janitorial Supplies	\$ 1,000		\$ 1,000		\$ -
Street Signs	\$ 3,000		\$ 3,000		\$ -
Misc. Street R&M - Mat'l	\$ 7,000		\$ 7,000		\$ -
PA One Call Svc.	\$ 800		\$ 800		\$ -
Phones, Fax, etc.	\$ 2,200		\$ 2,200		\$ -
Utilities	\$ 2,000		\$ 2,000		\$ -
Uniform & Boots	\$ 1,700		\$ 1,700		\$ -
General Expenses	\$ 750		\$ 750		\$ -
	<u>\$ 308,658</u>		<u>\$ 311,206</u>		<u>\$ 2,548</u>
<u>MS4 - MUNICIPAL SEPARATE STORM SEWER SYSTEM</u>					
Mapping/GIS	\$ 2,500		\$ 2,500		\$ -
Engineering & Inspection	\$ 20,000		\$ 20,000		\$ -
Repair & Maintenance	\$ 15,000		\$ 15,000		\$ -
Contracted Services	\$ 7,500		\$ 7,500		\$ -
Equipment Rental	\$ 2,500		\$ 2,500		\$ -
Training & Education	\$ 2,500		\$ 2,500		\$ -
General Expense	\$ 1,500		\$ 1,500		\$ -
	<u>\$ 51,500</u>		<u>\$ 51,500</u>		<u>\$ -</u>
<u>PARKS & RECREATION:</u>					
Playground Supr.	\$ 7,200		\$ 6,800		\$ (400)
FICA Taxes	\$ 551		\$ 520		\$ (31)
Playground Equip.	\$ -		\$ 1,000		\$ 1,000
Facilities R&M	\$ 1,250		\$ 1,250		\$ -
Community Events	\$ 1,250		\$ 2,200		\$ 950
Summer Park Program	\$ 800		\$ 800		\$ -
Utilities	\$ 600		\$ 600		\$ -
Dues	\$ 1,198		\$ 855		\$ (343)
General Expense	\$ 200		\$ 200		\$ -
Geese Management	\$ 5,400		\$ -		\$ (5,400)
	<u>\$ 18,449</u>		<u>\$ 14,225</u>		<u>\$ (4,224)</u>

MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2022
GENERAL FUND

	<u>2021</u> <u>Budget</u>	<u>2022</u> <u>Budget</u>	<u>Difference</u>
<u>COMMUNITY BETTERMENT:</u>			
Specific Street Paving	\$ 150,000	\$ 150,000	\$ -
Street Lighting	\$ 20,000	\$ 20,000	\$ -
Water Hydrants	\$ 4,000	\$ 4,000	\$ -
Manor Public Library	\$ 6,000	\$ 6,000	\$ -
Dog Control	\$ 1,200	\$ 1,200	\$ -
Penn Twp Rescue 6	\$ 5,000	\$ 5,000	\$ -
Message Sign R&M	\$ 1,000	\$ 500	\$ (500)
Land Beautification	\$ 1,000	\$ 1,000	\$ -
TOTAL	<u>\$ 188,200</u>	<u>\$ 187,700</u>	<u>\$ (500)</u>
 <u>DEBT SERVICE:</u>			
Debt Principal:			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Sub-Total	\$ -	\$ -	\$ -
Debt Interest:			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Sub-Total	\$ -	\$ -	\$ -
TOTAL	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
 <u>UNUSUAL EXPENSES:</u>			
Office Computer Server	\$ -	\$ 12,000	\$ 12,000
TOTAL	<u>\$ -</u>	<u>\$ 12,000</u>	<u>\$ 12,000</u>

MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2022
SEWER FUND

	<u>2021</u>	<u>2022</u>	<u>Difference</u>
	<u>Budget</u>	<u>Budget</u>	
<u>REVENUES:</u>			
Billing Receipts	\$ 850,000	\$ 875,000	\$ 25,000
Tap-In Fees	\$ 6,000	\$ 3,000	\$ (3,000)
Lien Letter Fees	\$ 2,000	\$ 2,250	\$ 250
CCTV Lateral Inspection Fees	\$ 9,750	\$ 9,750	\$ -
Interest Earnings	\$ 3,000	\$ 3,000	\$ -
TOTAL	<u>\$ 870,750</u>	<u>\$ 893,000</u>	<u>\$ 22,250</u>
<u>EXPENSES:</u>			
Wages - Borough Manager	\$ 14,415	\$ 15,208	\$ 793
Wages - Administrative Assistant	\$ 9,148	\$ 9,651	\$ 503
Wages - Public Works	\$ 46,525	\$ 47,456	\$ 931
Overtime Pay	\$ 4,000	\$ 4,000	\$ -
FICA Taxes	\$ 5,668	\$ 5,838	\$ 170
Billing Receipts Refunds	\$ 2,500	\$ 3,000	\$ 500
Contracted Svc.	\$ 20,000	\$ 20,000	\$ -
Engineering Fees	\$ 50,000	\$ 50,000	\$ -
Legal Fees	\$ 15,000	\$ 10,000	\$ (5,000)
CCTV Lateral Inspections	\$ 8,500	\$ 8,500	\$ -
Sewer Line Inspection	\$ 20,000	\$ 15,000	\$ (5,000)
Equipment Rental	\$ 5,000	\$ 5,000	\$ -
Small Tools & Equip.	\$ 2,500	\$ 2,500	\$ -
Misc. Equipment R&M	\$ 3,000	\$ 3,000	\$ -
Line R&M - Mat'l	\$ 10,000	\$ 10,000	\$ -
Manhole Covers, Grates, etc.	\$ 3,000	\$ 3,000	\$ -
Operating Supplies	\$ 1,000	\$ 1,000	\$ -
MAWC Billing Chg.	\$ 8,000	\$ 8,000	\$ -
Collection of Delinquent Accts.	\$ 2,000	\$ 1,500	\$ (500)
Office Supplies	\$ 750	\$ 750	\$ -
Postage	\$ 750	\$ 750	\$ -
General Expense	\$ 1,000	\$ 1,000	\$ -
Pumping Station Svc.	\$ 7,100	\$ 7,400	\$ 300
Sewage Treatment Svc.	\$ 520,000	\$ 541,000	\$ 21,000
TOTAL	<u>\$ 759,856</u>	<u>\$ 773,553</u>	<u>\$ 13,697</u>
<u>DEBT SERVICE:</u>			
Debt Principal:			
Sewer Separation Loan	\$ 69,833	\$ 69,833	\$ -
Sub-Total	<u>\$ 69,833</u>	<u>\$ 69,833</u>	<u>\$ -</u>
Debt Interest:			
Sewer Separation Loan	\$ 25,043	\$ 25,043	\$ -
Sub-Total	<u>\$ 25,043</u>	<u>\$ 25,043</u>	<u>\$ -</u>
TOTAL	<u>\$ 94,876</u>	<u>\$ 94,876</u>	<u>\$ -</u>

MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2022
MOTOR LICENSE FUND

	<u>2021</u> <u>Budget</u>	<u>2022</u> <u>Budget</u>	<u>Difference</u>
<u>REVENUES:</u>			
PA State Aid	\$ 92,000	\$ 94,000	\$ 2,000
Interest Earnings	\$ 100	\$ 100	\$ -
TOTAL	<u>\$ 92,100</u>	<u>\$ 94,100</u>	<u>\$ 2,000</u>
<u>EXPENSES:</u>			
Specific Street R&M	\$ 75,000	\$ 75,000	\$ -
Salt	\$ 30,000	\$ 30,000	\$ -
Street Sweeping.	\$ 6,000	\$ 6,000	\$ -
TOTAL	<u>\$ 111,000</u>	<u>\$ 111,000</u>	<u>\$ -</u>

MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2022
ACT 13 IMPACT FEES

	<u>2021</u> <u>Budget</u>	<u>2022</u> <u>Budget</u>	<u>Difference</u>
<u>REVENUES:</u>			
Act 13 Impact Fee Distribution	\$ 4,000	\$ 3,000	\$ (1,000)
TOTAL	<u>\$ 4,000</u>	<u>\$ 3,000</u>	<u>\$ (1,000)</u>
<u>EXPENSES:</u>			
Bridges			
Public Infrastructure	\$ -	\$ -	\$ -
Roadway Repair	\$ -	\$ -	\$ -
Storm Water - Repairs/Maintenance	\$ -	\$ -	\$ -
Sewage System - Repairs/Maintenance	\$ -	\$ -	\$ -
Emergency Preparedness	\$ -	\$ -	\$ -
TOTAL	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>