

MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2023
SUMMARY OF VARIOUS FUNDS

	<u>2022</u> <u>Budget</u>	<u>2023</u> <u>Budget</u>	<u>Difference</u>
<u>GENERAL FUND:</u>			
Beginning Cash Balance - January 1	\$ 125,857	\$ 34,186	\$ (91,671)
Revenue Received	\$ 1,456,206	\$ 1,500,153	\$ 43,947
Total Cash Available	<u>\$ 1,582,063</u>	<u>\$ 1,534,339</u>	<u>\$ (47,724)</u>
Less Expenditures:			
Administrative Dept.	\$ 262,763	\$ 268,169	\$ 5,406
Planning & Zoning Dept.	\$ 33,724	\$ 23,125	\$ (10,599)
Police Dept.	\$ 462,865	\$ 434,337	\$ (28,528)
Fire Dept.	\$ 34,000	\$ 36,500	\$ 2,500
Emergency Management	\$ 1,000	\$ 1,000	\$ -
Public Works Dept.	\$ 311,206	\$ 294,643	\$ (16,563)
MS4	\$ 51,500	\$ 46,500	\$ (5,000)
Parks & Recreation	\$ 14,225	\$ 7,843	\$ (6,382)
Community Betterment	\$ 187,700	\$ 189,700	\$ 2,000
Debt Service	\$ -	\$ -	\$ -
Unusual Expenses	\$ 12,000	\$ 10,000	\$ (2,000)
Pensions	\$ 51,069	\$ 63,175	\$ 12,106
Workers Comp. Ins.	\$ 19,113	\$ 19,699	\$ 586
Workers Comp. Ins. VFD	\$ 10,151	\$ 10,065	\$ (86)
PA Unemploy. Taxes	\$ 4,000	\$ 4,000	\$ -
Gen/Liab. Ins. Premiums	\$ 35,458	\$ 37,703	\$ 2,245
PA Foreign Fire Alloc.	\$ 16,603	\$ 21,000	\$ 4,397
Refund of Prior Yr. Revenues	\$ 1,000	\$ 1,000	\$ -
Transfer to Capital Expenditure Acct	\$ 36,000	\$ 36,000	\$ -
Sick Leave Buy Back	\$ 3,500	\$ 3,600	\$ 100
Total	<u>\$ 1,547,877</u>	<u>\$ 1,508,060</u>	<u>\$ (39,818)</u>
Ending Cash Balance - December 31	<u>\$ 34,186</u>	<u>\$ 26,279</u>	<u>\$ (7,907)</u>
<u>SEWER FUND:</u>			
Beginning Cash Balance - January 1	\$ 164,151	\$ 188,722	\$ 24,571
Revenue Received	\$ 893,000	\$ 904,550	\$ 11,550
Total Cash Available	\$ 1,057,151	\$ 1,093,272	\$ 36,121
Less Expenditures	\$ 773,553	\$ 826,442	\$ 52,889
Less Debt Service	\$ 94,876	\$ 94,875	\$ (1)
Ending Cash Balance - December 31	<u>\$ 188,722</u>	<u>\$ 171,955</u>	<u>\$ (16,767)</u>
<u>MOTOR LICENSE FUND:</u>			
Beginning Cash Balance - January 1	\$ 108,950	\$ 92,050	\$ (16,900)
Revenue Received	\$ 94,100	\$ 106,812	\$ 12,712
Total Cash Available	\$ 203,050	\$ 198,862	\$ (4,188)
Less Expenditures	\$ 111,000	\$ 111,000	\$ -
Ending Cash Balance - December 31	<u>\$ 92,050</u>	<u>\$ 87,862</u>	<u>\$ (4,188)</u>
<u>ACT 13 FUND</u>			
Beginning Cash Balance - January 1	\$ 6,284	\$ 9,284	\$ 3,000
Revenue Received	\$ 3,000	\$ 5,000	\$ 2,000
Total Cash Available	<u>\$ 9,284</u>	<u>\$ 14,284</u>	<u>\$ 5,000</u>
Less Expenditures	\$ -	\$ -	\$ -
Ending Cash Balance - December 31	<u>\$ 9,284</u>	<u>\$ 14,284</u>	<u>\$ 5,000</u>

MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2023
GENERAL FUND

	<u>2022</u>	<u>2023</u>	<u>Difference</u>
	<u>Budget</u>	<u>Budget</u>	
<u>REVENUES:</u>			
TAXES:			
Real Estate Tax	\$ 630,000	\$ 630,000	\$ -
Delinquent Real Estate Tax	\$ 12,000	\$ 12,000	\$ -
Supplemental Real Estate Tax	\$ 1,000	\$ 500	\$ (500)
Per Capita Tax	\$ 8,250	\$ 8,500	\$ 250
Deed Transfer Tax	\$ 40,000	\$ 40,000	\$ -
Wage Tax	\$ 600,000	\$ 615,000	\$ 15,000
LST Tax	\$ 11,000	\$ 11,000	\$ -
Total	<u>\$ 1,302,250</u>	<u>\$ 1,317,000</u>	<u>\$ 14,750</u>
LICENSES AND PERMITS:			
Zoning Permits/Fees	\$ 9,500	\$ 9,500	\$ -
Lien Letter Fees	\$ 3,200	\$ 1,800	\$ (1,400)
Tax Certifications	\$ -	\$ 1,200	\$ -
Misc. Permits & Fees	\$ 4,500	\$ 4,500	\$ -
Street Opening Permits	\$ 3,000	\$ 3,000	\$ -
Cable Franchise Fees	\$ 62,000	\$ 64,000	\$ 2,000
Total	<u>\$ 82,200</u>	<u>\$ 84,000</u>	<u>\$ 600</u>
COURT FINES	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ -</u>
INTEREST AND RENTS:			
Interest Earnings	\$ 4,500	\$ 18,000	\$ 13,500
Library Lease Income	\$ 2,778	\$ 2,778	\$ -
Total	<u>\$ 7,278</u>	<u>\$ 20,778</u>	<u>\$ 13,500</u>
INTER-GOV'T REVENUES:			
Grants	\$ -	\$ -	\$ -
DCED Floodplain Reimbursement	\$ -	\$ -	\$ -
Foreign Fire Allocation	\$ 16,603	\$ 21,000	\$ 4,397
LCB Allocation	\$ 600	\$ 600	\$ -
Pension Plan State Aid	\$ 40,000	\$ 50,000	\$ 10,000
PURTA	\$ 1,275	\$ 1,275	\$ -
State Police Fines	\$ 1,500	\$ 1,000	\$ (500)
Total	<u>\$ 59,978</u>	<u>\$ 73,875</u>	<u>\$ 13,897</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>\$ 1,456,206</u>	<u>\$ 1,500,153</u>	<u>\$ 42,747</u>

MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2023
GENERAL FUND

	<u>2022</u>		<u>2023</u>		<u>Difference</u>
	<u>Budget</u>		<u>Budget</u>		
<u>ADMINISTRATIVE DEPT:</u>					
Borough Manager Compensation	\$ 45,625		\$ 48,818		\$ 3,193
Administrative Assistant	\$ 28,950		\$ 30,977		\$ 2,027
FICA Tax	\$ 7,923		\$ 6,104		\$ -
Health Ins.	\$ 1,700		\$ 1,700		\$ -
Sick, Accident & Group Life Ins.	\$ 1,365		\$ 1,520		\$ 155
Auditing Service	\$ 5,500		\$ 6,000		\$ 500
Payroll Service	\$ 2,100		\$ 2,100		\$ -
County Tax Collection Fees	\$ 9,000		\$ 9,000		\$ -
Tax Collector Commissions	\$ 26,500		\$ 26,500		\$ -
Tax Collector Tax Cert.	\$ 1,500		\$ 750		\$ (750)
Mayor's Compensation	\$ 1,000		\$ 1,000		\$ -
Solicitor/Legal Svc.	\$ 18,000		\$ 20,000		\$ 2,000
Engineering Svc.	\$ 75,000		\$ 75,000		\$ -
Facilities R&M	\$ 8,000		\$ 8,000		\$ -
Utilities	\$ 6,000		\$ 6,500		\$ 500
Phones	\$ 2,100		\$ 2,500		\$ 400
Copier Rental	\$ 1,500		\$ 1,200		\$ (300)
Computer/Web Page Support	\$ 9,000		\$ 9,000		\$ -
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		\$ 1,000		\$ (500)
	<u>\$ 262,763</u>		<u>\$ 268,169</u>		<u>\$ 7,225</u>

<u>PLANNING & ZONING DEPT:</u>					
Wages - Code Enforcement	\$ 16,000		\$ -		\$ (16,000)
FICA Taxes	\$ 1,224		\$ -		\$ (1,224)
Contracted Svc.	\$ 4,000		\$ 4,000		\$ -
Solicitor/Legal Svc.	\$ 3,000		\$ 4,000		\$ 1,000
Engineering Svc.	\$ 2,000		\$ 2,500		\$ 500
Ordinance Amendments	\$ 500		\$ 5,500		\$ 5,000
Codification of Ordinances	\$ 5,500		\$ 5,000		\$ (500)
Ads & Postage	\$ 1,000		\$ 1,000		\$ -
General Expenses	\$ 500		\$ 1,125		\$ 625
	<u>\$ 33,724</u>		<u>\$ 23,125</u>		<u>\$ (10,599)</u>

MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2023
GENERAL FUND

	<u>2022</u>		<u>2023</u>		<u>Difference</u>
	<u>Budget</u>		<u>Budget</u>		
<u>POLICE DEPT:</u>					
Wages	\$ 296,810		\$ 268,099		\$ (28,711)
Overtime Pay	\$ 30,000		\$ 50,000		\$ 20,000
FICA Taxes	\$ 25,001		\$ 24,335		\$ (666)
Health Ins.	\$ 56,970		\$ 34,878		\$ (22,092)
Deductible Reimbursement	\$ 8,750		\$ 5,000		\$ (3,750)
Health Insurance Buyout	\$ 6,496		\$ 10,290		\$ 3,794
Sick, Accident & Group Life Ins.	\$ 2,363		\$ 2,687		\$ 324
Uniforms - Full Time	\$ 3,625		\$ 3,000		\$ (625)
Uniform - Part Time	\$ 1,000		\$ 1,000		\$ -
Training/Ammo	\$ 3,000		\$ 3,000		\$ -
Protective Vests	\$ 3,000		\$ 3,000		\$ -
Vehicle R&M	\$ 4,000		\$ 5,000		\$ 1,000
Vehicle Fuel	\$ 9,000		\$ 10,000		\$ 1,000
Misc. Equip.	\$ 1,000		\$ 1,000		\$ -
Equip. R&M	\$ 1,000		\$ 1,000		\$ -
IT Equipment	\$ 1,000		\$ 1,000		\$ -
Computer Support	\$ 750		\$ 750		\$ -
Utilities	\$ 3,600		\$ 4,000		\$ 400
Phones, Fax	\$ 2,400		\$ 2,500		\$ 100
Copier Rental	\$ 600		\$ 600		\$ -
Office Supplies	\$ 500		\$ 500		\$ -
Teamster Legal Defense Fund	\$ -		\$ 700		\$ 700
General Expenses	\$ 2,000		\$ 2,000		\$ -
	<u>\$ 462,865</u>		<u>\$ 434,337</u>		<u>\$ (28,528)</u>
 <u>FIRE DEPT:</u>					
Annual Funding	\$ 34,000		\$ 36,500		\$ 2,500
	<u>\$ 34,000</u>		<u>\$ 36,500</u>		<u>\$ 2,500</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 2023
GENERAL FUND

	<u>2022</u>	<u>2023</u>	<u>Difference</u>
	<u>Budget</u>	<u>Budget</u>	
<u>PUBLIC WORKS DEPT:</u>			
Wages - Full Time	\$ 142,365	\$ 120,532	\$ (21,833)
Wages - Janitor	\$ 17,871	\$ 19,000	\$ 1,129
Overtime Pay	\$ 8,000	\$ 8,000	\$ -
FICA Taxes	\$ 12,870	\$ 11,286	\$ (1,584)
Health Ins.	\$ 66,602	\$ 69,075	\$ 2,473
Deductible Reimbursement	\$ 10,000	\$ 10,000	\$ -
Sick Accident & Group Life Ins.	\$ 2,048	\$ 2,300	\$ 252
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	\$ 7,500	\$ 1,500
Vehicle Fuel	\$ 8,000	\$ 9,000	\$ 1,000
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	\$ 2,200	\$ 2,200	\$ -
Utilities	\$ 2,000	\$ 2,500	\$ 500
Uniform & Boots	\$ 1,700	\$ 1,700	\$ -
General Expenses	\$ 750	\$ 750	\$ -
	<u>\$ 311,206</u>	<u>\$ 294,643</u>	<u>\$ (16,563)</u>
<u>TOTAL</u>			
<u>MS4 - MUNICIPAL SEPARATE STORM SEWER SYSTEM</u>			
Mapping/GIS	\$ 2,500	\$ 2,500	\$ -
Engineering & Inspection	\$ 20,000	\$ 15,000	\$ (5,000)
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>\$ 46,500</u>	<u>\$ (5,000)</u>
<u>TOTAL</u>			
<u>PARKS & RECREATION:</u>			
Playground Supr.	\$ 6,800	\$ -	\$ (6,800)
FICA Taxes	\$ 520	\$ -	\$ (520)
Playground Equip.	\$ 1,000	\$ 1,000	\$ -
Facilities R&M	\$ 1,250	\$ 1,500	\$ 250
Community Events	\$ 2,200	\$ 3,500	\$ 1,300
Summer Park Program	\$ 800	\$ -	\$ (800)
Utilities	\$ 600	\$ 1,000	\$ 400
Dues	\$ 855	\$ 643	\$ (212)
General Expense	\$ 200	\$ 200	\$ -
Geese Management	\$ -	\$ -	\$ -
	<u>\$ 14,225</u>	<u>\$ 7,843</u>	<u>\$ (6,382)</u>
<u>TOTAL</u>			

MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2023
GENERAL FUND

	<u>2022</u>	<u>2023</u>	<u>Difference</u>
	<u>Budget</u>	<u>Budget</u>	
<u>COMMUNITY BETTERMENT:</u>			
Specific Street Paving	\$ 150,000	\$ 150,000	\$ -
Street Lighting	\$ 20,000	\$ 22,000	\$ 2,000
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	\$ 500	\$ 500	\$ -
Land Beautification	\$ 1,000	\$ 1,000	\$ -
TOTAL	<u>\$ 187,700</u>	<u>\$ 189,700</u>	<u>\$ 2,000</u>
<u>DEBT SERVICE:</u>			
Debt Principal:			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Sub-Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Debt Interest:			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Sub-Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>UNUSUAL EXPENSES:</u>			
Office Computer Server	\$ 12,000	\$ -	\$ (12,000)
Summer Festival		<u>\$ 10,000</u>	
TOTAL	<u>\$ 12,000</u>	<u>\$ 10,000</u>	<u>\$ (2,000)</u>

MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2023
SEWER FUND

	<u>2022</u> <u>Budget</u>	<u>2023</u> <u>Budget</u>	<u>Difference</u>
<u>REVENUES:</u>			
Billing Receipts	\$ 875,000	\$ 875,000	\$ -
Tap-In Fees	\$ 3,000	\$ -	\$ (3,000)
Lien Letter Fees	\$ 2,250	\$ 1,800	\$ (450)
CCTV Lateral Inspection Fees	\$ 9,750	\$ 9,750	\$ -
Interest Earnings	\$ 3,000	\$ 18,000	\$ 15,000
TOTAL	<u>\$ 893,000</u>	<u>\$ 904,550</u>	<u>\$ 11,550</u>
<u>EXPENSES:</u>			
Wages - Borough Manager	\$ 15,208	\$ 16,273	\$ 1,065
Wages - Administrative Assistant	\$ 9,651	\$ 10,326	\$ 675
Wages - Public Works	\$ 47,456	\$ 80,355	\$ 32,899
Overtime Pay	\$ 4,000	\$ 4,000	\$ -
FICA Taxes	\$ 5,838	\$ 8,488	\$ 2,650
Billing Receipts Refunds	\$ 3,000	\$ 4,000	\$ 1,000
Contracted Svc.	\$ 20,000	\$ 20,000	\$ -
Engineering Fees	\$ 50,000	\$ 50,000	\$ -
Legal Fees	\$ 10,000	\$ 15,000	\$ 5,000
CCTV Lateral Inspections	\$ 8,500	\$ 8,500	\$ -
Sewer Line Inspection	\$ 15,000	\$ 15,000	\$ -
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.	\$ 1,500	\$ 1,500	\$ -
Office Supplies	\$ 750	\$ 750	\$ -
Postage	\$ 750	\$ 750	\$ -
General Expense	\$ 1,000	\$ 1,000	\$ -
Pumping Station Svc.	\$ 7,400	\$ 8,000	\$ 600
Sewage Treatment Svc.	\$ 541,000	\$ 550,000	\$ 9,000
TOTAL	<u>\$ 773,553</u>	<u>\$ 826,442</u>	<u>\$ 52,889</u>
<u>DEBT SERVICE:</u>			
Debt Principal:			
Sewer Separation Loan	\$ 69,833	\$ 72,911	\$ 3,078
Sub-Total	<u>\$ 69,833</u>	<u>\$ 72,911</u>	<u>\$ 3,078</u>
Debt Interest:			
Sewer Separation Loan	\$ 25,043	\$ 21,964	\$ (3,079)
Sub-Total	<u>\$ 25,043</u>	<u>\$ 21,964</u>	<u>\$ (3,079)</u>
TOTAL	<u>\$ 94,876</u>	<u>\$ 94,875</u>	<u>\$ (1)</u>

**MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2023
MOTOR LICENSE FUND**

	2022 Budget	2023 Budget	Difference
REVENUES:			
PA State Aid	\$ 94,000	\$ 103,812	\$ 9,812
Interest Earnings	\$ 100	\$ 3,000	\$ 2,900
TOTAL	\$ 94,100	\$ 106,812	\$ 12,712
EXPENSES:			
Specific Street R&M	\$ 75,000	\$ 75,000	\$ -
Salt	\$ 30,000	\$ 30,000	\$ -
Street Sweeping.	\$ 6,000	\$ 6,000	\$ -
TOTAL	\$ 111,000	\$ 111,000	\$ -

**MANOR BOROUGH
"ADOPTED" BUDGET FOR YEAR 2023
ACT 13 IMPACT FEES**

	2022 Budget	2023 Budget	Difference
REVENUES:			
Act 13 Impact Fee Distribution	\$ 3,000	\$ 5,000	\$ 2,000
TOTAL	\$ 3,000	\$ 5,000	\$ 2,000
EXPENSES:			
Bridges	\$ -	\$ -	\$ -
Public Infrastructure	\$ -	\$ -	\$ -
Roadway Repair	\$ -	\$ -	\$ -
Storm Water - Repairs/Maintenance	\$ -	\$ -	\$ -
Sewage System - Repairs/Maintenance	\$ -	\$ -	\$ -
Emergency Preparedness	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -