

MANOR BOROUGH
"PRELIMINARY" BUDGET FOR YEAR 2024
SUMMARY OF VARIOUS FUNDS

	<u>2023</u> <u>Budget</u>	<u>2024</u> <u>Budget</u>	<u>Difference</u>
<u>GENERAL FUND:</u>			
Beginning Cash Balance - January 1	\$ 34,186	\$ 26,278	\$ (7,908)
Revenue Received	<u>\$ 1,500,153</u>	<u>\$ 1,554,353</u>	<u>\$ 54,200</u>
Total Cash Available	<u>\$ 1,534,339</u>	<u>\$ 1,580,631</u>	<u>\$ 46,292</u>
Less Expenditures:			
Administrative Dept.	\$ 268,169	\$ 293,561	\$ 25,392
Planning & Zoning Dept.	\$ 23,125	\$ 44,500	\$ 21,375
Police Dept.	\$ 434,339	\$ 433,128	\$ (1,212)
Fire Dept.	\$ 36,500	\$ 37,655	\$ 1,155
Emergency Management	\$ 1,000	\$ 1,000	\$ -
Public Works Dept.	\$ 294,643	\$ 298,052	\$ 3,409
MS4	\$ 46,500	\$ 49,500	\$ 3,000
Parks & Recreation	\$ 7,843	\$ 7,721	\$ (122)
Community Betterment	\$ 189,700	\$ 191,400	\$ 1,700
Debt Service	\$ -	\$ -	\$ -
Unusual Expenses	\$ 10,000	\$ 5,000	\$ (5,000)
Pensions	\$ 63,175	\$ 50,315	\$ (12,860)
Workers Comp. Ins.	\$ 19,699	\$ 20,700	\$ 1,001
Workers Comp. Ins. VFD	\$ 10,065	\$ 10,600	\$ 535
PA Unemploy. Taxes	\$ 4,000	\$ 4,000	\$ -
Gen/Liab. Ins. Premiums	\$ 37,703	\$ 39,600	\$ 1,897
PA Foreign Fire Alloc.	\$ 21,000	\$ 21,000	\$ -
Refund of Prior Yr. Revenues	\$ 1,000	\$ 1,000	\$ -
Transfer to Capital Expenditure Acct	\$ 36,000	\$ 42,000	\$ 6,000
Sick Leave Buy Back	\$ 3,600	\$ 3,000	\$ (600)
Total	<u>\$ 1,508,061</u>	<u>\$ 1,553,731</u>	<u>\$ 45,670</u>
Ending Cash Balance - December 31	<u>\$ 26,278</u>	<u>\$ 26,900</u>	<u>\$ 622</u>
<u>SEWER FUND:</u>			
Beginning Cash Balance - January 1	\$ 164,151	\$ 188,723	\$ 24,572
Revenue Received	<u>\$ 893,000</u>	<u>\$ 927,600</u>	<u>\$ 34,600</u>
Total Cash Available	<u>\$ 1,057,151</u>	<u>\$ 1,116,323</u>	<u>\$ 59,172</u>
Less Expenditures	\$ 773,553	\$ 837,879	\$ 64,326
Less Debt Service	<u>\$ 94,875</u>	<u>\$ 94,876</u>	<u>\$ 1</u>
Ending Cash Balance - December 31	<u>\$ 188,723</u>	<u>\$ 183,568</u>	<u>\$ (5,155)</u>
<u>MOTOR LICENSE FUND:</u>			
Beginning Cash Balance - January 1	\$ 92,050	\$ 87,862	\$ (4,188)
Revenue Received	<u>\$ 106,812</u>	<u>\$ 104,201</u>	<u>\$ (2,611)</u>
Total Cash Available	<u>\$ 198,862</u>	<u>\$ 192,063</u>	<u>\$ (6,799)</u>
Less Expenditures	\$ 111,000	\$ 138,000	\$ 27,000
Ending Cash Balance - December 31	<u>\$ 87,862</u>	<u>\$ 54,063</u>	<u>\$ (33,799)</u>
<u>ACT 13 FUND</u>			
Beginning Cash Balance - January 1	\$ 9,284	\$ 14,284	\$ 5,000
Revenue Received	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>
Total Cash Available	<u>\$ 14,284</u>	<u>\$ 19,284</u>	<u>\$ 5,000</u>
Less Expenditures	\$ -	\$ -	\$ -
Ending Cash Balance - December 31	<u>\$ 14,284</u>	<u>\$ 19,284</u>	<u>\$ 5,000</u>

MANOR BOROUGH
"PRELIMINARY" BUDGET FOR YEAR 2024
GENERAL FUND

	<u>2023</u> <u>Budget</u>	<u>2024</u> <u>Budget</u>	<u>Difference</u>
<u>REVENUES:</u>			
TAXES:			
Real Estate Tax	\$ 630,000	\$ 635,000	\$ 5,000
Delinquent Real Estate Tax	\$ 12,000	\$ 8,000	\$ (4,000)
Supplemental Real Estate Tax	\$ 500	\$ 500	\$ -
Per Capita Tax	\$ 8,500	\$ 8,000	\$ (500)
Deed Transfer Tax	\$ 40,000	\$ 40,000	\$ -
Wage Tax	\$ 615,000	\$ 650,000	\$ 35,000
LST Tax	\$ 11,000	\$ 11,000	\$ -
Total	<u>\$ 1,317,000</u>	<u>\$ 1,352,500</u>	<u>\$ 35,500</u>
LICENSES AND PERMITS:			
Zoning Permits/Fees	\$ 9,500	\$ 6,000	\$ (3,500)
Building Permits	\$ -	\$ 20,000	\$ 20,000
MS4 Permits	\$ -	\$ 3,000	\$ 3,000
Lien Letter Fees	\$ 1,800	\$ 1,800	\$ -
Tax Certifications	\$ 1,200	\$ 1,200	\$ -
Misc. Permits & Fees	\$ 4,500	\$ 4,500	\$ -
Street Opening Permits	\$ 3,000	\$ 3,000	\$ -
Cable Franchise Fees	\$ 64,000	\$ 64,000	\$ -
Total	<u>\$ 84,000</u>	<u>\$ 103,500</u>	<u>\$ 19,500</u>
COURT FINES	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ -</u>
INTEREST AND RENTS:			
Interest Earnings	\$ 18,000	\$ 18,000	\$ -
Library Lease Income	\$ 2,778	\$ 2,778	\$ -
Total	<u>\$ 20,778</u>	<u>\$ 20,778</u>	<u>\$ -</u>
INTER-GOV'T REVENUES:			
Grants	\$ -	\$ -	\$ -
DCED Floodplain Reimbursement	\$ -	\$ -	\$ -
Foreign Fire Allocation	\$ 21,000	\$ 21,000	\$ -
LCB Allocation	\$ 600	\$ 600	\$ -
Pension Plan State Aid	\$ 50,000	\$ 50,000	\$ -
PURTA	\$ 1,275	\$ 1,275	\$ -
State Police Fines	\$ 1,000	\$ 1,200	\$ 200
Total	<u>\$ 73,875</u>	<u>\$ 74,075</u>	<u>\$ 200</u>
SALE OF BORO PROPERTY	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
MISCELLANEOUS REVENUES	<u>\$ 4,000</u>	<u>\$ 3,000</u>	<u>\$ (1,000)</u>
PROCEEDS OF BANK LOAN	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL	<u>\$ 1,500,153</u>	<u>\$ 1,554,353</u>	<u>\$ 54,200</u>

MANOR BOROUGH
"PRELIMINARY" BUDGET FOR YEAR 2024
GENERAL FUND

	<u>2023</u>	<u>2024</u>	<u>Difference</u>
	<u>Budget</u>	<u>Budget</u>	
<u>ADMINISTRATIVE DEPT:</u>			
Borough Manager Compensation	\$ 48,818	\$ 51,259	\$ 2,441
Administrative Assistant	\$ 30,977	\$ 31,751	\$ 774
FICA Tax	\$ 6,104	\$ 6,350	\$ -
Health Ins.	\$ 1,700	\$ 18,250	\$ 16,550
Deductible Reimbursement	\$ -	\$ 2,500	\$ 2,500
Sick, Accident & Group Life Ins.	\$ 1,520	\$ 1,500	\$ (20)
Auditing Service	\$ 6,000	\$ 6,200	\$ 200
Payroll Service	\$ 2,100	\$ 2,300	\$ 200
County Tax Collection Fees	\$ 9,000	\$ 9,000	\$ -
Tax Collector Commissions	\$ 26,500	\$ 26,500	\$ -
Tax Collector Tax Cert.	\$ 750	\$ 750	\$ -
Mayor's Compensation	\$ 1,000	\$ 1,000	\$ -
Solicitor/Legal Svc.	\$ 20,000	\$ 20,000	\$ -
Engineering Svc.	\$ 75,000	\$ 75,000	\$ -
Facilities R&M	\$ 8,000	\$ 8,000	\$ -
Utilities	\$ 6,500	\$ 6,500	\$ -
Phones	\$ 2,500	\$ 2,500	\$ -
Copier Rental	\$ 1,200	\$ 1,200	\$ -
Computer/Web Page Support	\$ 9,000	\$ -	\$ (9,000)
IT Support	\$ -	\$ 10,000	\$ 10,000
Web Page	\$ -	\$ 1,500	\$ 1,500
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	\$ 1,000	\$ 1,000	\$ -
TOTAL	<u>\$ 268,169</u>	<u>\$ 293,561</u>	<u>\$ 25,145</u>
 <u>PLANNING & ZONING DEPT:</u>			
Building Permit Expense	\$ -	\$ 15,000	\$ 15,000
Zoning Permit Expense	\$ -	\$ 3,500	\$ 3,500
Contracted Svc.	\$ 4,000	\$ 3,500	\$ (500)
Solicitor/Legal Svc.	\$ 4,000	\$ 5,000	\$ 1,000
Engineering Svc.	\$ 2,500	\$ 2,500	\$ -
Ordinance Amendments	\$ 5,500	\$ 8,000	\$ 2,500
Codification of Ordinances	\$ 5,000	\$ 5,000	\$ -
Ads & Postage	\$ 1,000	\$ 1,000	\$ -
General Expenses	\$ 1,125	\$ 1,000	\$ (125)
TOTAL	<u>\$ 23,125</u>	<u>\$ 44,500</u>	<u>\$ 2,875</u>

MANOR BOROUGH
"PRELIMINARY" BUDGET FOR YEAR 2024
GENERAL FUND

	<u>2023</u>	<u>2024</u>	<u>Difference</u>
	<u>Budget</u>	<u>Budget</u>	
<u>POLICE DEPT:</u>			
Wages	\$ 268,099	\$ 280,000	\$ 11,901
Overtime Pay	\$ 50,000	\$ 55,000	\$ 5,000
FICA Taxes	\$ 24,335	\$ 25,628	\$ 1,293
Health Ins.	\$ 34,878	\$ 18,150	\$ (16,728)
Deductible Reimbursement	\$ 5,000	\$ 2,500	\$ (2,500)
Health Insurance Buyout	\$ 10,290	\$ 11,000	\$ 710
Sick, Accident & Group Life Ins.	\$ 2,687	\$ 2,300	\$ (387)
Uniforms - Full Time	\$ 3,000	\$ 2,250	\$ (750)
Uniform - Part Time	\$ 1,000	\$ 1,000	\$ -
Training/Ammo	\$ 3,000	\$ 3,000	\$ -
Protective Vests	\$ 3,000	\$ 3,000	\$ -
Vehicle R&M	\$ 5,000	\$ 5,000	\$ -
Vehicle Fuel	\$ 10,000	\$ 10,000	\$ -
Misc. Equip.	\$ 1,000	\$ 1,000	\$ -
Equip. R&M	\$ 1,000	\$ 1,000	\$ -
IT Equipment	\$ 1,000	\$ 1,000	\$ -
Computer Support	\$ 750	\$ 1,000	\$ 250
Utilities	\$ 4,000	\$ 4,000	\$ -
Phones, Fax	\$ 2,500	\$ 2,500	\$ -
Copier Rental	\$ 600	\$ 600	\$ -
Office Supplies	\$ 500	\$ 500	\$ -
Teamster Legal Defense Fund	\$ 700	\$ 700	\$ -
General Expenses	\$ 2,000	\$ 2,000	\$ -
TOTAL	<u>\$ 434,339</u>	<u>\$ 433,128</u>	<u>\$ (1,212)</u>
<u>FIRE DEPT:</u>			
Annual Funding	\$ 36,500	\$ 37,655	\$ 1,155
TOTAL	<u>\$ 36,500</u>	<u>\$ 37,655</u>	<u>\$ 1,155</u>
<u>EMERGENCY MANAGEMENT</u>			
Annual Funding	\$ 1,000	\$ 1,000	\$ -
TOTAL	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ -</u>

MANOR BOROUGH
"PRELIMINARY" BUDGET FOR YEAR 2024
GENERAL FUND

	<u>2023</u>	<u>2024</u>	<u>Difference</u>
	<u>Budget</u>	<u>Budget</u>	
<u>PUBLIC WORKS DEPT:</u>			
Wages - Full Time	\$ 120,532	\$ 124,689	\$ 4,157
Wages - Janitor	\$ 19,000	\$ 19,937	\$ 937
Overtime Pay	\$ 8,000	\$ 8,000	\$ -
FICA Taxes	\$ 11,286	\$ 11,676	\$ 390
Health Ins.	\$ 69,075	\$ 66,900	\$ (2,175)
Deductible Reimbursement	\$ 10,000	\$ 10,000	\$ -
Sick Accident & Group Life Ins.	\$ 2,300	\$ 2,400	\$ 100
Contracted Services	\$ 5,000	\$ 5,000	\$ -
Equipment Rental	\$ 4,000	\$ 4,000	\$ -
Misc. Equip./R&M	\$ 4,000	\$ 4,000	\$ -
Vehicle R&M	\$ 7,500	\$ 7,500	\$ -
Vehicle Fuel	\$ 9,000	\$ 9,000	\$ -
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	\$ 2,500	\$ 2,500	\$ -
Uniform & Boots	\$ 1,700	\$ 1,700	\$ -
General Expenses	\$ 750	\$ 750	\$ -
TOTAL	<u>\$ 294,643</u>	<u>\$ 298,052</u>	<u>\$ 3,409</u>
<u>MS4 - MUNICIPAL SEPARATE STORM SEWER SYSTEM</u>			
Mapping/GIS	\$ 2,500	\$ 1,500	\$ (1,000)
Engineering & Inspection	\$ 15,000	\$ 20,000	\$ 5,000
Repair & Maintenance	\$ 15,000	\$ 15,000	\$ -
Contracted Services	\$ 7,500	\$ 7,500	\$ -
Equipment Rental	\$ 2,500	\$ 2,500	\$ -
Training & Education	\$ 2,500	\$ 1,500	\$ (1,000)
General Expense	\$ 1,500	\$ 1,500	\$ -
TOTAL	<u>\$ 46,500</u>	<u>\$ 49,500</u>	<u>\$ 3,000</u>
<u>PARKS & RECREATION:</u>			
Playground Equip.	\$ 1,000	\$ 1,000	\$ -
Facilities R&M	\$ 1,500	\$ 1,500	\$ -
Community Events	\$ 3,500	\$ 3,500	\$ -
Utilities	\$ 1,000	\$ 1,000	\$ -
Dues	\$ 643	\$ 521	\$ (122)
General Expense	\$ 200	\$ 200	\$ -
TOTAL	<u>\$ 7,843</u>	<u>\$ 7,721</u>	<u>\$ (122)</u>

MANOR BOROUGH
"PRELIMINARY" BUDGET FOR YEAR 2024
GENERAL FUND

	<u>2023</u> <u>Budget</u>	<u>2024</u> <u>Budget</u>	<u>Difference</u>
<u>COMMUNITY BETTERMENT:</u>			
Specific Street Paving	\$ 150,000	\$ 150,000	\$ -
Street Lighting	\$ 22,000	\$ 22,000	\$ -
Water Hydrants	\$ 4,000	\$ 4,000	\$ -
Manor Public Library	\$ 6,000	\$ 6,000	\$ -
Dog Control	\$ 1,200	\$ 1,400	\$ 200
Penn Twp Rescue 6	\$ 5,000	\$ 6,500	\$ 1,500
Message Sign R&M	\$ 500	\$ 500	\$ -
Land Beautification	\$ 1,000	\$ 1,000	\$ -
TOTAL	<u>\$ 189,700</u>	<u>\$ 191,400</u>	<u>\$ 1,700</u>
 <u>DEBT SERVICE:</u>			
Debt Principal:			
	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Sub-Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Debt Interest:			
	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Sub-Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
 <u>UNUSUAL EXPENSES:</u>			
Time Clocks	\$ -	\$ 5,000	\$ 5,000
Summer Festival	<u>\$ 10,000</u>	<u>\$ -</u>	
TOTAL	<u>\$ 10,000</u>	<u>\$ 5,000</u>	<u>\$ (5,000)</u>

MANOR BOROUGH
"PRELIMINARY" BUDGET FOR YEAR 2024
SEWER FUND

	<u>2023</u> <u>Budget</u>	<u>2024</u> <u>Budget</u>	<u>Difference</u>
<u>REVENUES:</u>			
Billing Receipts	\$ 875,000	\$ 900,000	\$ 25,000
Tap-In Fees	\$ -	\$ -	\$ -
Lien Letter Fees	\$ 1,800	\$ 1,800	\$ -
CCTV Lateral Inspection Fees	\$ 9,750	\$ 7,800	\$ (1,950)
Interest Earnings	\$ 18,000	\$ 18,000	\$ -
TOTAL	<u>\$ 904,550</u>	<u>\$ 927,600</u>	<u>\$ 23,050</u>
<u>EXPENSES:</u>			
Wages - Borough Manager	\$ 16,273	\$ 17,087	\$ 814
Wages - Administrative Assistant	\$ 10,326	\$ 10,584	\$ 258
Wages - Public Works	\$ 80,355	\$ 83,126	\$ 2,771
Overtime Pay	\$ 4,000	\$ 4,000	\$ -
FICA Taxes	\$ 8,488	\$ 8,782	\$ 294
Billing Receipts Refunds	\$ 4,000	\$ 4,000	\$ -
Contracted Svc.	\$ 20,000	\$ 20,000	\$ -
Engineering Fees	\$ 50,000	\$ 50,000	\$ -
Legal Fees	\$ 15,000	\$ 15,000	\$ -
CCTV Lateral Inspections	\$ 8,500	\$ 6,800	\$ (1,700)
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	\$ 16,000	\$ 8,000
Collection of Delinquent Accts.	\$ 1,500	\$ 2,500	\$ 1,000
Office Supplies	\$ 750	\$ 750	\$ -
Postage	\$ 750	\$ 750	\$ -
General Expense	\$ 1,000	\$ 1,000	\$ -
Pumping Station Svc.	\$ 8,000	\$ 8,000	\$ -
Sewage Treatment Svc.	\$ 550,000	\$ 550,000	\$ -
TOTAL	<u>\$ 826,442</u>	<u>\$ 837,879</u>	<u>\$ 11,437</u>
<u>DEBT SERVICE:</u>			
Debt Principal:			
Sewer Separation Loan	\$ 72,911	\$ 74,501	\$ 1,590
Sub-Total	<u>\$ 72,911</u>	<u>\$ 74,501</u>	<u>\$ 1,590</u>
Debt Interest:			
Sewer Separation Loan	\$ 21,964	\$ 20,375	\$ (1,589)
Sub-Total	<u>\$ 21,964</u>	<u>\$ 20,375</u>	<u>\$ (1,589)</u>
TOTAL	<u>\$ 94,875</u>	<u>\$ 94,876</u>	<u>\$ 1</u>

MANOR BOROUGH
"PRELIMINARY" BUDGET FOR YEAR 2024
MOTOR LICENSE FUND

	<u>2023</u> <u>Budget</u>	<u>2024</u> <u>Budget</u>	<u>Difference</u>
<u>REVENUES:</u>			
PA State Aid	\$ 94,000	\$ 104,201	\$ 10,201
Interest Earnings	\$ 3,000	\$ -	\$ (3,000)
TOTAL	\$ 97,000	\$ 104,201	\$ 7,201
<u>EXPENSES:</u>			
Specific Street R&M	\$ 75,000	\$ 100,000	\$ 25,000
Salt	\$ 30,000	\$ 32,000	\$ 2,000
Street Sweeping.	\$ 6,000	\$ 6,000	\$ -
TOTAL	\$ 111,000	\$ 138,000	\$ 27,000

MANOR BOROUGH
"PRELIMINARY" BUDGET FOR YEAR 2024
ACT 13 IMPACT FEES

	<u>2023</u> <u>Budget</u>	<u>2024</u> <u>Budget</u>	<u>Difference</u>
<u>REVENUES:</u>			
Act 13 Impact Fee Distribution	\$ 5,000	\$ 5,000	\$ -
TOTAL	\$ 5,000	\$ 5,000	\$ -
<u>EXPENSES:</u>			
Bridges			
Public Infrastructure	\$ -	\$ -	\$ -
Roadway Repair	\$ -	\$ -	\$ -
Storm Water - Repairs/Maintenance	\$ -	\$ -	\$ -
Sewage System - Repairs/Maintenanc	\$ -	\$ -	\$ -
Emergency Preparedness	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -