

## 2017 Budget Message

The 2017 Budget of all funds is balanced; contains no tax increase; and maintains the same level of service to our community.

Highlights from the 2017 Budget include:

The **General Fund** which is the Township's largest account and is used to fund the expense of Township operations is balanced at about \$1.9 million which is approximately 4.6% higher than 2016.

a. **Revenues**

- Taxes continue to be the largest source of revenue for the Township. The Earned Income Tax makes up about 42% of the total revenues in the General Fund and Real Estate taxes make up about 18.5%. Other significant revenue items include the host municipality fees received from the landfill, building permits and the real estate transfer tax.

b. **Expenses**

- Maintenance and repairs to the Township's 53 miles of roads including snow and ice removal, maintenance of bridges, storm water systems, buildings and James Umble Memorial Park represents 34% of the total budget expenses.
- Engineering and Code services including planning and zoning reviews, issuing building permits and inspections, make up about 20% of the budget.
- The Township will continue to support the Honey Brook & Twin Valley Fire Companies, the Honey Brook Community Library and the Elverson – Honey Brook EMS with contributions to help offset the cost of their operations.

**Capital Reserve Fund** – Monies in this special account will be used to:

- Finish the update to the Township zoning ordinance and preparation of the sewage facilities plan that are currently underway.
- Start several high priority implementation projects recommended in the Township's comprehensive plan including a review of the Transfer of Development Rights (TDR) program; update to the Township's official map; and preparation of a Recreation and Parks Comprehensive Plan.

- Resurface a portion of Morgantown Road from Talbotville Road down the hill.
- Purchase for a portion of the cost of a new dump truck to replace a 1997 truck.

### **Land Preservation Fund**

- The Township will contribute toward the preservation of over 400 new acres of farmland through the purchase of land easements. In most cases the Township's payment represents 30% or less that the value of the easements because other partners such as Chester County and Brandywine Conservancy share a portion of the expense.

### **State (Liquid Fuels) Fund**

- This money, which must be kept in a separate account, is received from the Commonwealth each year for road maintenance. The Public Works Department will use these monies to continue its preventative maintenance program by sealcoating roadways; annual line striping; and significant improvements to Park Road that will include installation of storm sewers, widening and a new surface.

**2017 Budget Approval:** The Board of Supervisors will consider approving the 2017 Budget at their public meeting on December 14<sup>th</sup> that will be held at 7 p.m. in the Township Municipal Building, 500 Suplee Road, Honey Brook, PA.

**Honey Brook Township - General Fund  
2017 Preliminary Budget**

		<b>2017 Budget</b>
<b>Income</b>		
<b>301.000 · Real Estate Taxes</b>		
301.100 · Real Estate		341,000.00
301.400 · RE Tax Claim Bureau		15,000.00
<b>Total 301.000 · Real Estate Taxes</b>		<b>356,000.00</b>
<b>310.000 · Other Taxes</b>		
310.100 · Transfer Tax		130,000.00
310.200 · Earned Income Tax		800,000.00
<b>Total 310.000 · Other Taxes</b>		<b>930,000.00</b>
<b>320.000 · License &amp; Franchise Fee</b>		
321.320 · Junk Yard License		1,400.00
321.350 · Mobile Home Park License		2,500.00
321.360 · Rural Occupation Permits		500.00
321.370 · Home Occupation Permits		500.00
321.800 · Cable Franchise Fees		55,000.00
322.500 · Road Occupancy Permits		1,000.00
322.300 · Driveway Permits		0.00
<b>Total 320.000 · License &amp; Franchise Fee</b>		<b>60,900.00</b>
<b>331.000 · Fines</b>		7,000.00
<b>341.010 · Interest Earnings</b>		3,500.00
<b>355.000 · Grants and State Shared Revenue</b>		
354.150 · Recycling Grant		10,000.00
355.010 · PURTA		2,300.00
355.040 · Liquor License		400.00
355.050 · Pension		15,000.00
355.070 · Fire Relief		53,000.00
357.010 · Local Government Grants		0.00
<b>Total 355.000 · Grants and State Shared Revenue</b>		<b>80,700.00</b>

**Honey Brook Township - General Fund  
2017 Preliminary Budget**

		<b>2017 Budget</b>
<b>361.000</b>	<b>· Departmental Earnings</b>	
361.300	· Subdiv/Land Development	1,500.00
361.320	· Engineering/Legal Fees - Reimb.	65,000.00
361.340	· Hearing Fees	5,000.00
361.700	· Reproduction of Records	100.00
362.500	· Permit Application Fees	3,000.00
362.410	· Building Permits	110,000.00
362.420	· Electrical Permits	6,000.00
362.450	· Use & Occupancy	2,000.00
362.460	· UCC Fees (ACT 13 of 2004)	400.00
362.470	· Zoning and General Permits	6,000.00
<b>Total 361.000 · Departmental Earnings</b>		<b>199,000.00</b>
<b>364.600</b>	<b>· Host Municipal Fees</b>	<b>168,000.00</b>
<b>367.200</b>	<b>· Park &amp; Recreation Fees</b>	<b>4,000.00</b>
<b>383.120</b>	<b>· Fire Hydrant Rentals</b>	<b>5,800.00</b>
<b>387.010</b>	<b>· Contributions in lieu-of-taxes</b>	<b>40,000.00</b>
<b>389.000</b>	<b>· Carry Forward Balance</b>	<b>34,965.00</b>
<b>389.100</b>	<b>· Miscellaneous Revenue</b>	<b>100.00</b>
<b>392.060</b>	<b>· Transfer from CRF</b>	<b>0.00</b>
<b>395.000</b>	<b>· Refund of Prior Expense</b>	<b>500.00</b>
<b>Total Income</b>		<b>\$1,890,465.00</b>

**Honey Brook Township - General Fund  
2017 Preliminary Budget**

		<b>2017 Budget</b>
<b>Expense</b>		
<b>400.000 · General Government</b>		
400.105 · Payroll-Elected Officials		6,500.00
400.192 · PR Taxes - Elected Officials		715.00
400.200 · Office Supplies		4,500.00
400.300 · Other Services & Charges		8,000.00
400.317 · Payroll Processing Fees		2,700.00
400.320 · Communication Expense		4,500.00
400.330 · Vehicle Expense		500.00
400.341 · Advertising-Legal & Other		6,500.00
400.420 · Dues/Meetings/Subs/Training		6,000.00
<b>Total 400.000 · General Government</b>		<b>39,915.00</b>
401.310 · Township Manager Salary		75,000.00
402.311 · Audit Services		7,600.00
403.310 · Tax Collection Expense		7,600.00
<b>404.300 · Legal</b>		
404.310 · General Legal		50,000.00
404.314 · Special Legal		4,000.00
<b>Total 404.300 · Legal</b>		<b>54,000.00</b>
<b>405.000 · Administrative</b>		
405.120 · Payroll - Admin Staff		40,500.00
405.192 · Payroll Taxes		4,455.00
405.194 · Unemployment Comp		1,745.00
405.195 · Workmen's Comp		2,000.00
405.196 · Health Insurance		13,300.00
405.197 Pension		0.00
405.198 · Disability Insurance		500.00
405.199 · Life Insurance		500.00
405.311 · Treasurer		36,000.00
405.353 · Treasurer's Bond		3,500.00
<b>Total 405.000 · Administrative</b>		<b>102,500.00</b>

**Honey Brook Township - General Fund  
2017 Preliminary Budget**

		<b>2017 Budget</b>
	<b>407.310 -IT Services</b>	6,700.00
	<b>408.000 · Engineer</b>	
	408.311 · Engineer - General	115,000.00
	408.312 · Act 537 Update	3,000.00
	408.313 · MS4 Compliance	5,000.00
	408.314 · ACT 167	8,000.00
	408.319 · Engineering - Reimb	50,000.00
	<b>Total 408.000 · Engineer</b>	<b>181,000.00</b>
	<b>409.000 · Building Maintenance</b>	
	409.240 · Maint. Supplies -500 Suplee	4,000.00
	409.300 · Other Services-495 & 500 Suplee	7,000.00
	409.360 · Utility Exp - 500 Suplee	7,000.00
	409.367 · Solid Waste Serv-495&500 Suplee	2,500.00
	<b>Total 409.000 · Building Maintenance</b>	<b>20,500.00</b>
	<b>411.000 · Fire and EMS</b>	
	411.363 Hydrant rental	12,200.00
	411.369 · Hydrant rental - Reimbursable	5,800.00
	411.540 · Fire Co. Contributions	130,000.00
	411.545 · Foreign Fire Ins Tax Dist	53,000.00
	<b>Total 411.000 · Fire and EMS</b>	<b>201,000.00</b>
	<b>413.000 · UCC and Code Enforcement</b>	
	413.310 · Building Permits & Inspections	145,000.00
	413.311 · Zoning Permits	2,000.00
	413.312 · Electrical Inspections (in Bldg permit)	0.00
	413.313 · Home OC/Rural OC (zoning duties)	0.00
	413.314 · Mobile Home Park Licenses	2,500.00
	413.315 · Junk Yard (zoning duties)	1,400.00
	413.316 · Driveway and Road Occupancy	600.00
	413.319 · UCC Fees	400.00
	<b>Total 413.000 · UCC and Code Enforcement</b>	<b>151,900.00</b>

**Honey Brook Township - General Fund  
2017 Preliminary Budget**

		<b>2017 Budget</b>
<b>414.000 · Planning &amp; Zoning</b>		
414.110 · ZHB & PC Member Stipend		1,300.00
414.310 · Zoning Officer		20,000.00
414.312 · Planning Consultant		1,500.00
414.313 · Engineering fees		5,000.00
414.314 · Zoning Hearing Board Legal		8,000.00
414.317 · Court Stenographer		1,500.00
<b>Total 414.000 · Planning &amp; Zoning</b>		<b>37,300.00</b>
<b>422.310 · Animal Control</b>		7,000.00
<b>427.300 - Waste Collection - Twp Share of County</b>		1,500.00
<b>430.000 · Public Works/Hghway General</b>		
<b>430.100 · Payroll &amp; Benefits</b>		
430.120 · Payroll-Public Works		277,500.00
430.191 Uniform Allowance		1,200.00
430.192 · Payroll Taxes		21,500.00
430.194 · Unemployment Comp		6,000.00
430.195 · Workmen's Comp		20,600.00
430.196 · Health Insurance		70,600.00
430.197 · Pension		27,750.00
430.198 · Disability Insurance		1,000.00
430.199 · Life Insurance		1,100.00
<b>Total 430.100 · Payroll &amp; Benefits</b>		<b>427,250.00</b>
<b>430.200 · PW - General Services</b>		
430.232 · Diesel Fuel		11,000.00
430.245 · PWD Heating		3,500.00
430.246 · Operating Supplies		6,000.00
430.300 · Other Services & Charge		4,500.00
430.320 · Communication Expense		2,500.00
430.360 · Utilities		5,500.00
<b>Total 430.200 · PW - General Services</b>		<b>33,000.00</b>

**Honey Brook Township - General Fund  
2017 Preliminary Budget**

		<b>2017 Budget</b>
	<b>432.000 · Snow &amp; Ice Removal</b>	
	432.317 · Snow/Ice Removal Services	500.00
	432.318 · Snow & Ice Removal-Contracted	19,000.00
	432.245 · Snow/Ice Removal Supplies	25,000.00
	<b>Total 432.000 · Snow &amp; Ice Removal</b>	<b>44,500.00</b>
	<b>433.000 · Traffic Control</b>	
	433.200 · Traffic Control Supplies	2,000.00
	433.300 · Traffic Control Services	3,500.00
	<b>Total 433.000 · Traffic Control</b>	<b>5,500.00</b>
	<b>437.000 · Repairs to Tools &amp; Equipment</b>	
	437.246 · Repair Parts and Supplies	9,000.00
	437.374 · Repairs by Outside Services	35,000.00
	<b>Total 437.000 · Repairs to Tools &amp; Equipment</b>	<b>44,000.00</b>
	<b>438.000 · Main. Roads &amp; Bridges</b>	
	438.246 · Supplies	15,000.00
	438.370 · Other Services & Charges	6,000.00
	438.384 Equipment Rental	3,500.00
	<b>Total 438.000 · Main. Roads &amp; Bridges</b>	<b>24,500.00</b>
	441.370 · Cemeteries-Lawn Care	1,200.00
	<b>Total 430.000 · Public Works/Hghway General</b>	<b>579,950.00</b>
	<b>452.000 · Recreation Programming</b>	
	452.115 · Recreation Instructors	4,000.00
	452.247 · Recreation Supplies	1,000.00
	<b>Total 452.000 · Recreation Programming</b>	<b>5,000.00</b>
	<b>454.000 · Park Maint. &amp; Repair</b>	
	454.247 · Supplies & Materials	4,000.00
	454.300 · Other Services & Charges	18,000.00
	454.360 · Utilities	2,000.00
	<b>Total 454.000 · Park Maint. &amp; Repair</b>	<b>24,000.00</b>
	456.540 · Library Contribution	20,000.00





**Honey Brook Township  
FY2017 Preliminary Budget  
Capital Reserve Fund**

		2017
		<b>PROPOSED</b>
		<b>BUDGET</b>
<b>Assets</b>		
	Cap Reserve Acc't - Unrestricted	507,120.00
	Equipment - Restricted	300,000.00
	<b>Assets as of 1/1/17</b>	<b>807,120.00</b>
	<b>Revenue</b>	
	Transfer from other sources	-
	Transfer from Gen Fund (depreciation)	50,500.00
	Sale of Assets (truck that is replaced)	25,000.00
	Interest	2,000.00
	<b>Total Revenue</b>	<b>77,500.00</b>
	<b>Total Assets</b>	<b>884,620.00</b>
	<b>Expenses</b>	
	New equipment (PWD)	100,000.00
	Equipment replacement/repair (Office)	3,000.00
	Morgantown Road Hill(mill & repave)	30,000.00
	<b>Planning Projects</b>	
	Zoning Update	18,000.00
	Act 537 Plan	15,000.00
	MS4	30,000.00
	TDR program Update	4,000.00
	Official Map Update	\$ 4,000.00
	Parks & Rec Comprehensive Plan	30,000.00
	<b>Total Expenditures</b>	<b>234,000.00</b>
	<b>Assets as of 12/31/17</b>	<b>\$ 650,620.00</b>
	Cap Reserve Acc't - Unrestricted	378,120.00
	Equipment - Restricted	272,500.00
		<b>\$ 650,620.00</b>

**Honey Brook Township**  
**FY2017 Preliminary Budget**  
**Land Preservation Budget**

		<b>2017</b>
		<b>PROPOSED</b>
		<b>BUDGET</b>
<b>Assets</b>		
Land Preservation Acc't		967,000.00
<b>Assets as of 1/1/17</b>		967,000.00
<b>Income</b>		
Tax Collections		800,000.00
Interest		3,000.00
<b>Total Income</b>		803,000.00
<b>Total Assets</b>		1,770,000.00
<b>Expenses</b>		
Collection Expenses		-
Preservation Payments		488,000.00
Project Expenses		40,000.00
<b>Total Expenses</b>		528,000.00
<b>Assets as of 12/31/17</b>		<b>\$ 1,242,000.00</b>

**Honey Brook Township  
 FY2017 Preliminary Budget  
 Operating Reserve Fund**

	<b>2017</b>
	<b>PROPOSED</b>
	<b>BUDGET</b>
<b>Fund Balance as of 1/1/17</b>	352,000.00
<b>Ordinary Income</b>	
Transfer from Gen Fund	-
Interest	1,200.00
<b>Total Income</b>	1,200.00
<b>Expenses</b>	
Bank charges	-
Transfer to Gen'l Fund	-
<b>Total Expenses</b>	-
<b>Fund Balance as of 12/31/17</b>	<b>\$ 353,200.00</b>

**Honey Brook Township  
FY2017 Preliminary Budget  
Recreation Fund**

		2017
		<b>PROPOSED BUDGET</b>
<b>Assets</b>		
	Recreation Fund	54,877.00
	<b>Assets as of 1/1/17</b>	54,877.00
<b>Ordinary Income</b>		
	Interest	150.00
	Fee-in-lieu payments	0.00
	Transfer from GF	0.00
	<b>Total Income</b>	150.00
	<b>Total Assets</b>	55,027.00
<b>Expenses</b>		
	Collection Expenses	0.00
	Project Expenses	0.00
	<b>Total Expenses</b>	0.00
	<b>Assets as of 12/31/17</b>	<b>\$ 55,027.00</b>

**Honey Brook Township**  
**FY2017 Preliminary Budget**  
**State Fund**

		<b>2017</b>
		<b>Proposed</b>
		<b>BUDGET</b>
<b>Assets</b>		
State Aid Fund - Road Improvements		131,670.00
Equipment Allocation-Max		196,260.00
<b>Assets as of 1/1/17</b>		<b>327,930.00</b>
<b>Ordinary Income</b>		
State allocation (20% allowed for equipment)		285,223.00
Turnback		13,400.00
Interest		1,200.00
Developer donations		-
<b>Total Income</b>		<b>299,823.00</b>
<b>Total Assets</b>		<b>627,753.00</b>
<b>Expenditures</b>		
Annual Seal Coat (oil and chip)		100,000.00
Construction project (park road)		270,000.00
Road salt		40,000.00
Line painting		17,000.00
<b>Total road work (sum of above)</b>		<b>427,000.00</b>
2017 Mack Truck Purchase		115,000.00
<b>Total Expenditures</b>		<b>542,000.00</b>
<b>Assets as of 12/31/17</b>		<b>\$ 85,753.00</b>
State Aid Fund - Road Improvements		4,493.00
Equipment Allocation-Max		81,260.00
		<b>\$ 85,753.00</b>