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# Caln Township

## 2013 Proposed Budget

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# Caln Township

## *Board of Commissioners*

*Vincent Rose, President, Charles W. Kramer, Vice President  
Joshua Young, James Kruse, Lorraine Tindaro  
Gregory E. Prowant, Township Manager  
Tony Scheivert, Assistant Manager*

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Municipal Building, 253 Municipal Drive, P.O. Box 72149 Thorndale, Pa. 19372-0149

November 9, 2012

To: Board of Commissioners

From: Gregory Prowant, Township Manager

Subject: 2013 Budget

I am pleased to submit to you a proposed 2013 Budget for Caln Township. The proposed budget was developed by collecting information from individual departments and consolidating their proposed budget submittals into an overall budget. Finance Commissioners Young and Kruse, Tony Scheivert, and Karen Wertz discussed the proposed budget with me prior to its completion. I want to thank all those who participated for their efforts to help pull together all of the numbers into a comprehensive budget document for our consideration.

Before discussing the 2013 Budget, I would like to review 2012:

### 2012 Revenues

2012 was a mixed year for revenues. There was no rate increase in real estate taxes, street light, trash or Authority sewer fees in 2012. Total General Fund revenues remained at approximately \$6,000,000. Real Estate Transfer Tax increased by about 8% from what had been a low point in 2011. Building permits, the LST tax and real estate taxes were stable. 2012 was the second of three \$69,000 payments to the General Fund from the Solid Waste Fund to reimburse for the costs of the purchase of the recycling carts.

Overall revenues in 2012 were somewhat less than 2011 because we had a significant one-time increase in 2011 in state fire and pension grants due to a change in state administrative procedures.

### 2012 Expenditures

#### 2012 Highlights

- Adopted 2012 General Fund Budget was below the 2008 Budget Level
- Actual 2012 expenditures were less than the adopted budget
- Staffing is down 7 Fulltime positions in the last 5 years

- Annual Paving Projects over \$140,000
- Completion of numerous crew projects including the North Barley Sheaf Road drainage project
- Installation of new sidewalks on North Bailey Road
- Replacement of deficient Municipal Park Equipment
- Purchase of public works and police vehicles
- Contribution of a used township truck to the Thorndale Volunteer Fire Company

We are projecting that 2012 expenditures will be approximately \$75,000 less than budgeted.

There will not be any draw on The General Fund cash balance in 2012 and a slight increase may occur following the year end close out and audit.

### 2013 Proposed Budget

Next year will be another challenging budgetary year due to increasing costs and uncertain revenues. If the current economic downturn continues, the Township may see additional drops in revenues for 2013 and beyond. At the same time, the Township needs to provide for basic services as well as set aside or expend funds for capital projects.

### 2013 Revenues

The Real Estate Tax rate will remain 2.808 mils for the ninth year. Trash and Recycling fees will remain the same as well.

General Fund Proposed Revenue is budgeted at \$6.150 million which is just over a 2% increase. 2013 may also see additional revenues from an increase in potential building permits and a new lease on property at the Griffith Farm.

### 2013 Proposed Expenditures

The 2013 Budget reflects operating expenditures to be approximately \$400,000 greater than the General Fund revenues for the Township. The following are the basic reasons for this:

- Capital Expenditures of \$140,000 for repairs and improvements regarding the Township and Police buildings as well as the initial loan payment to purchase a new fire truck (\$30,000) and a transfer of \$100,000 to the capital fund to construct a pavilion/bathroom facility at Lloyd Park.
- A large 34 percent (\$115,000) 2013 increase to the costs of the Police Pension Plan.
- Annual cost increases related to salaries, benefits and other expenses. 2013 and beyond will be impacted by changing costs to workman's compensation and health insurance.

Staffing will continue at current levels with no new positions. Annual salary budgeted increase of 2% for employees. The internal departmental budgets expenditures will continue to be managed tightly within the budget structure.

### Capital Project Funds

With the ongoing economic slowdown, there has been a reduction in capital project fund expenditures in past years. 2013 is projected to be an aggressive year for capital projects. Capital Expenditures to include:

- Repairs and improvements to the Municipal Building and Police Station (\$140,000 General Fund)
- Increased Paving Projects (\$200,000 in liquid fuels)
- Construction of a new pavilion/bathrooms structure at Lloyd Park (\$100,000)
- Annual crew stormwater and street repair projects
- Installation of new sidewalks by crew
- Implementation of the ARLE Traffic Signal Grant Program
- Continue the design/planning for the replacement of the Osborne Road Bridge
- Explore a short term rehabilitation of the Osborne Road Bridge to make it accessible for traffic. This would be in cooperation with East Brandywine Township.

#### Outstanding Issues not reflected in 2013 Budget document

The Township and Police Association have been negotiating a new contract to be effective in 2013 and beyond. This may be forwarded to an arbitration process. The ultimate contract may add additional costs and/or savings for 2013 and beyond.

The Board of Commissioners is considering a refinancing of the 2007 Bond Issue. A simple refinancing will reduce the overall costs of the bond issue by \$800,000 or more. If the Board of Commissioners approves some additional funds to be borrowed, there would be additional annual costs directed to the General Fund. This budget does not reflect additional funding nor additional annual costs for a 2013 budget. When and if a bond issue is completed, the adopted ordinance will serve as an amendment to the adopted 2013 budget.

2013 is the final year of the Solid Waste Collection Contract with Waste Management. The contract will go out for bid this summer and will be awarded for three to five years of service. The bid will reflect various options including the provision of trash carts similar to the recycling carts distributed to all customers in 2010. The new contract would not affect 2013.

#### Municipal Authority Sewer Fees

The Caln Township Municipal Authority sets the annual sewer fee. The Authority is expected to raise their annual sewer rental fee by \$12.00 per year or an annual rate of \$378. This rate is still lower than many municipalities.

- The Authority anticipates the construction of a new pumping station on Municipal Drive in 2013-2014. The new station will provide for the availability of new capacity in the recently renovated Coatesville Wastewater Plant.
- The Authority is working on a sewer extension of service to the Black Horse Hill Area with the assistance of the county grant. The Municipal Authority will begin installation of sewer facilities in the Black Horse Hill area due to a \$290,000 county HUD grant. This will be in coordination with proposed sewer and water lines to be installed by the Coatesville Solar Initiative.

## Summary

The General Fund will draw approximately \$400,000 from its outstanding fund balance of \$1.27 million. This is due to a 34% increase in new police pension expenses, as well as capital projects proposed for 2013. With continuing slow rates of increase in annual revenues, the fund balance may be drawn down in a few years and additional revenues or budget cuts may be necessary in 2015 or 2016.

Given the range of services provided by the Township, I believe that the taxpayer receives a very good value for his/her tax dollar. The average taxpayer pays roughly \$400 in real estate taxes and \$300 in earned income taxes. The General Fund Budget provides approximately \$1,200 per household in community services such as police, fire, code enforcement, roadway maintenance, snow plowing and recreation/park services.

The annual trash bill of \$240 is still one of the better trash collection rates in the region and includes the collection of trash, recycling(using carts), and bulk items, as well as leaves, tree branches and frequent household hazardous waste drop offs. The Township runs a leaf composting program that has been recognized by state officials and provides free mulch to all taxpayers.

In the overall real estate tax picture, Township real estate taxes are a small percentage of the overall property owner's tax bill. Caln Township is approximately 8 % of the assessed tax rates in our community as compared to the school district (80%) and county (12%). All in all the taxpayers receive a very good return on their costs for the operation of our Township.

# **Caln Township 2013 Proposed Budget Budget Summary**



**Caln Wetlands Scene**

**Cain Township**

**Fund Balance Summary (Cash Basis)**

Cain Township Funds	12/31/2012	2013		2013
	Ending Fund Balance	+ Revenue	Proposed Expenditures	Ending Fund Balance
1 General	\$ 1,275,334	\$ 6,150,554	\$ 6,512,790	\$ 913,099
2 Street Light	4,549	50,475	53,850	1,174
9 Golf	(57,891)	715,308	709,655	(52,238)
10 Escrow	198,639	175,890	175,000	199,529
12 Internal Service	168,218	11,400	21,000	158,618
18 Capital Bond	69,112	100	69,212	(0)
19 Capital Reserve	136,876	130,250	220,250	46,876
20 Solid Waste	106,433	1,140,152	1,190,380	56,205
30 Sewer Capital	477,179	700	420,000	57,879
31 Sewer Reserve	521,634	1,500	10,000	513,134
32 Open Space	52,893	15,100	25,000	42,993
34 Equipment	165,314	132,300	125,000	172,614
35 Liquid Fuels	148,659	264,637	361,500	51,796
<b>Total</b>	<b>\$ 3,266,948</b>	<b>\$ 8,788,366</b>	<b>\$ 9,893,637</b>	<b>\$ 2,161,678</b>

**Municipal Authority Funds**

8 Sewer Operating	415,314	2,374,100	2,374,074	415,340
33 Sewer Capital Equipment	327,667	-	-	327,667
29 Act 57- Tap In Funds	119,709	-	-	119,709
<b>Total</b>	<b>\$ 862,690</b>	<b>\$ 2,374,100</b>	<b>\$ 2,374,074</b>	<b>\$ 862,716</b>
<b>Total</b>	<b>\$ 4,129,638</b>	<b>\$ 11,162,466</b>	<b>\$ 12,267,711</b>	<b>\$ 3,024,394</b>

# Caln Township 2013 Proposed Budget Highlights

## Revenue Highlights

- Revenue is expected to increase by 2% to \$6.15 million primarily due to increase in the Earned Income, and real estate transfer taxes.
- The Real Estate Tax rate to remain 2.808 mils. The average homeowner pays approximately \$421 per year in real estate taxes.
- The Trash and Recycling fee is anticipated to remain the same. The bi-monthly sewer trash bill will be \$103 due to a \$4.00 per bill sewer increase to be instituted by the Municipal Authority
- Street Light fee to remain the same for 700 assessed properties.

## Expenditure Highlights

- General Fund Expenditures of \$6.5M primarily due to 34% increase to the police pension fund costs, Capital Improvements to the Township building and a transfer to the capital fund.
- Budget assumes a 2% salary increase for all uniform & non-uniform personnel with a 4% increase in health care costs. Future cost increases are projected to workman's compensation insurance.
- Annual contributions to Senior Citizens-\$4,000, Historical Society-\$800, Twinning-\$1,000, Town Watch-\$1,250, Coatesville- Library \$16,250 and Downingtown Library-\$8,750.
- Budget foresees a \$450,000 purchase of a new fire truck in Q4. The budget includes \$30,000 lease payment for the first year & \$55,000 for the remaining years.
- The police pension obligation increased by \$115,000 (34%). The non-uniform pension remains flat for 2012.

## Capital Expenditures

- The General Fund is allocating \$140,000 for improvements to the Township Buildings on Municipal Drive. Work to include roof repairs, HVAC unit replacements, painting and parking lot paving.
- A total of \$200,000 will be paid out of the Liquid Fuel account for road paving, resurfacing and reconstruction in 2013.

## Other Expenditures in Other Funds

- Capital Contribution for Equipment--Each Department in the General Fund to contribute \$3,000 for each car, \$7,000 for each truck to the Equipment Fund towards the replacement costs of vehicles which equates to \$128,000.
- Capital Equipment Expenditures include \$45,000 for a highway tar pot, \$45,000 for Police vehicle leases and \$35,000 for continuing vehicle leases.



- A capital expenditure is budgeted in the amount of \$420,000 (Sewer Capital Fund) as requested by Pennsylvania American Water Company (PAWC) for reimbursement for improvement of the East End Trunk Line.
- The Solid Waste Fund will pay the final \$69,000 for debt service to reimburse Fund Balance for the recycling cart purchases.

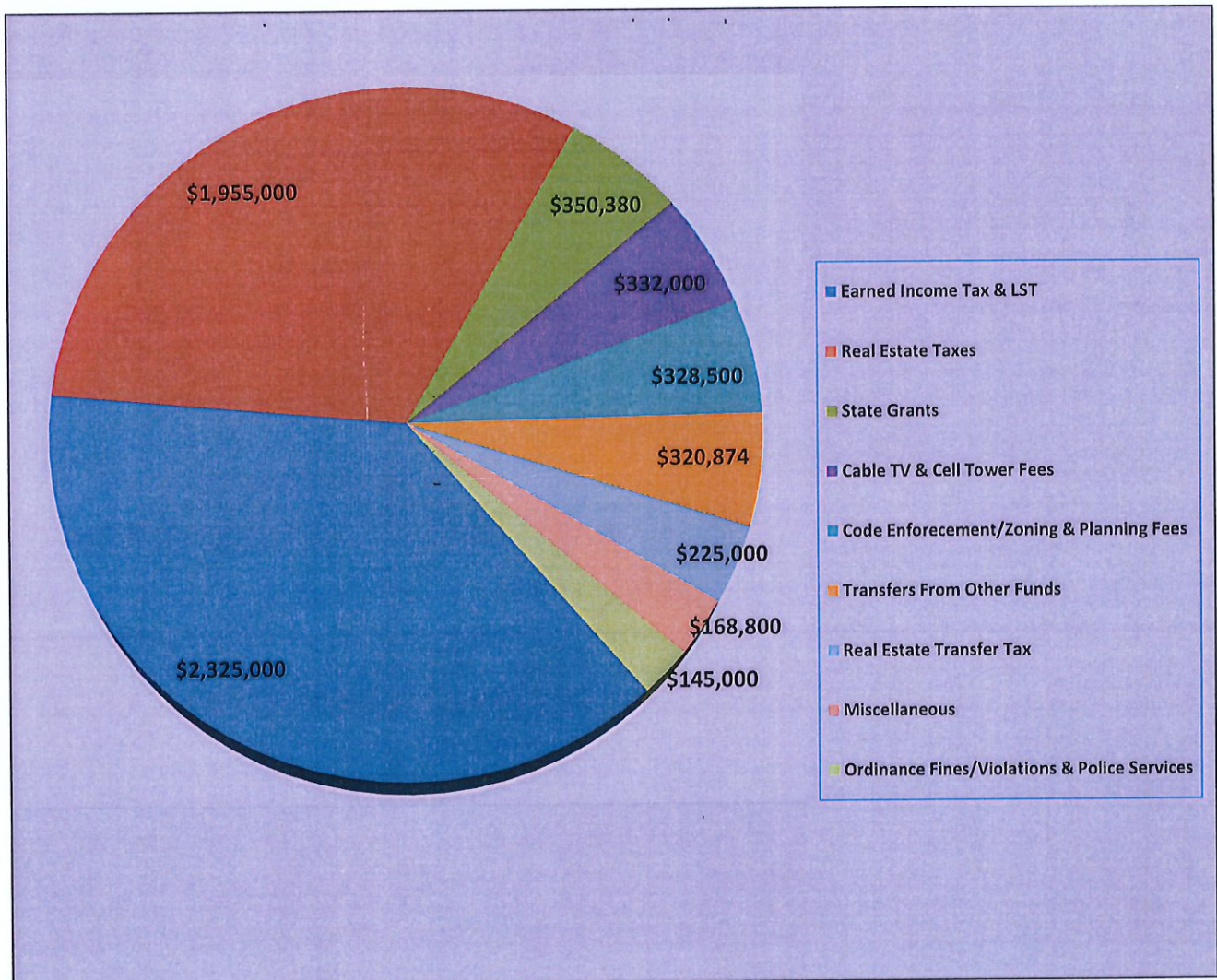
#### Outstanding Items for 2013

- In 2013, the Township and the Caln police association will complete negotiations for a new police contract. If not negotiated, there will be an arbitration process. The final agreement may add costs and/or reduce costs regarding police labor activities within the department.
- In 2013, the Township will consider a refinancing of the 2007 Bond Issue. Savings of \$800,000 or more may be realized due to the refinancing. The township will also consider borrowing additional funds for further projects.
- In 2013, the Township will advertise bids for a 2014 trash contract for 4,600 residents. The contract bids will include the possible acquisition of residential trash carts which will be similar to the current recycling carts.

#### Fund Balance Issues

- In order to balance the budget there will be a \$400,000 draw down from the General Fund's Fund Balance. This is due to a 34% increase in the police pension costs as well as capital expenditures at the Municipal Building Complex and Lloyd Park.
- In two to three years, if revenues do not grow significantly there will be a need to raise additional revenues or implement additional cost reductions.

# Caln Township 2013 Proposed Budget General Fund Revenue

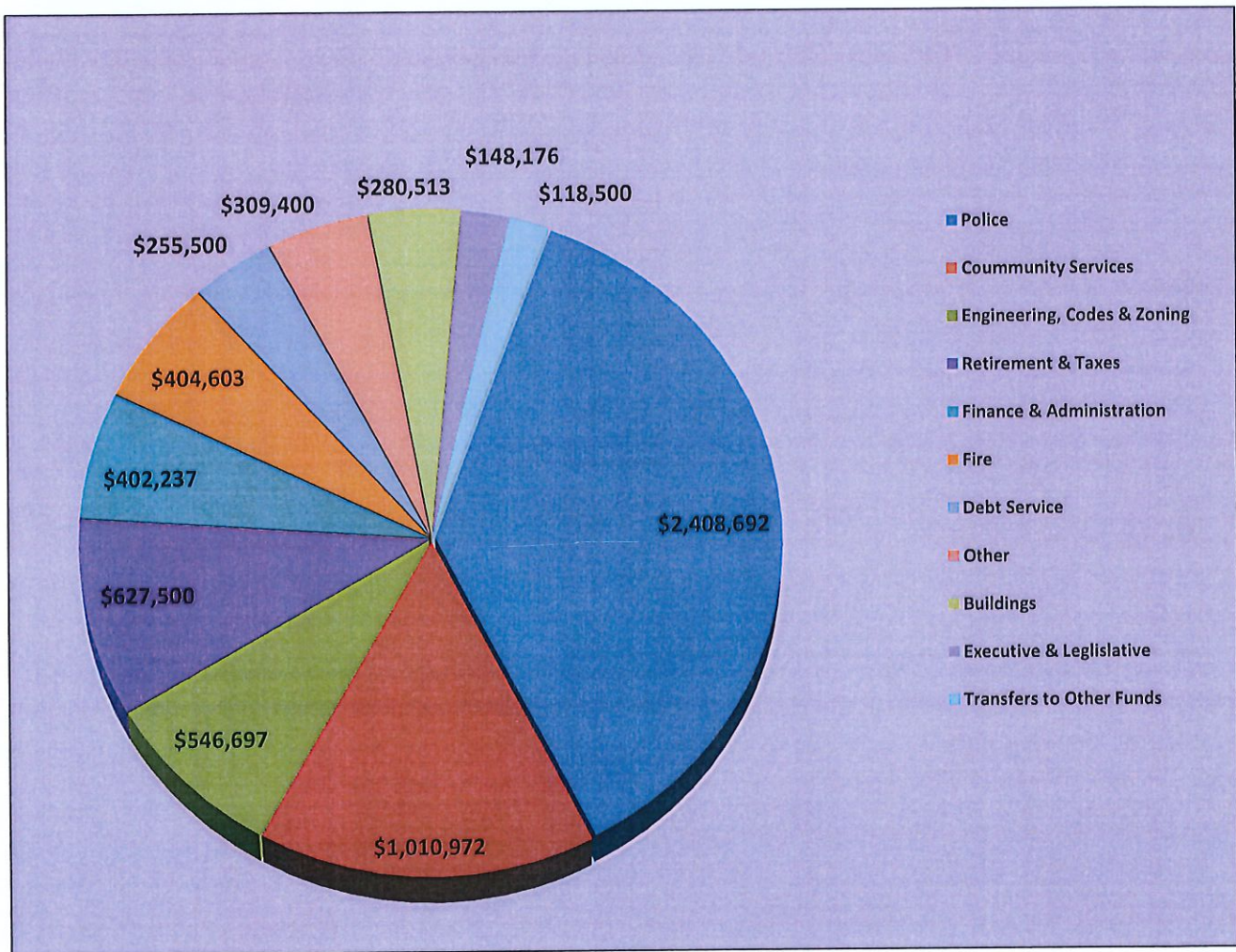


# Caln Township

# 2013 Budget

Account Id	Account Description	2012 Budgeted	2012 Projected	2013 Requested
Revenues:				
01-10-300-100	Real Estate Tax / Current	1,855,000	1,855,000	1,860,000
01-10-300-110	Real Estate & Interim Tax Pena	4,000	7,000	7,000
01-10-300-200	Real Estate Tax / Prior	12,000		
01-10-300-210	Real Estate & Interim Tax Prior	2,250	1,000	1,000
01-10-300-500	Real Estate Tax/ Lien-Delinq	70,000	70,000	70,000
01-10-300-600	Real Estate Tax Interim	22,000	15,000	15,000
01-10-300-610	Real Estate Tax Interim Pen.	-	-	
01-10-300-620	Real Estate Interim Tax Prior	2,500	2,000	2,000
01-10-300-630	Interim Tax Prior Penalty	-	-	
<b>Total Real Estate</b>		<b>1,967,750</b>	<b>1,950,000</b>	<b>1,955,000</b>
01-10-310-150	Real Estate Transfer Tax	200,000	205,000	225,000
01-10-311-250	Earned Income Tax-Current	1,930,000	2,000,000	2,050,000
01-10-312-410	Local Services Tax - Current	270,000	275,000	275,000
01-10-314-605	Admissions Tax	7,000	7,000	6,000
01-10-314-700	Mechanical Tax	1,180	1,180	1,000
01-10-321-800	Cable TV	275,000	275,000	285,000
01-10-322-900	Street Opening Fee	40,000	20,000	5,000
01-10-322-910	Police Services	50,000	35,000	40,000
01-10-331-125	Vehicle/Speed Ctrl/Ordinance	110,000	105,000	105,000
01-10-345-010	State Utility Tax	6,480	6,480	6,480
01-10-345-060	ACT 205 Pension	224,000	246,937	247,000
01-10-345-061	Firemans's Relief	95,000	93,500	95,000
01-10-345-080	Beverage License	1,900	1,900	1,900
01-10-351-000	INTEREST EARNINGS:	-	-	
01-10-351-300	Interest Earnings	7,000	6,000	6,000
01-10-361-305	Planning Fees	20,000	15,000	20,000
01-10-361-340	Zoning Hearing Fee	15,000	12,000	15,000
01-10-362-410	Building Permit	175,000	145,000	155,000
01-10-362-415	Fire Inspection	6,500	6,000	6,000
01-10-362-451	Use & Occup / New	-	-	
01-10-362-452	Use & Occup / Resale	16,000	14,500	15,500
01-10-362-601	Housing Annual Rental	73,000	73,500	74,000
01-10-362-602	Housing / Tenant Change	17,000	22,500	22,500
01-10-362-603	Housing Rental Delinquent	-	-	
01-10-362-610	Contractor's License/Fee	19,000	20,000	20,500
01-10-363-700	Bus Shelters	9,600	9,600	9,600
01-10-380-100	Miscellaneous	65,000	65,000	90,000
01-10-380-101	Misc. - Bounced Check Fee	900	900	500
01-10-380-105	Tax Certification Fees	19,000	19,000	19,000
01-10-380-106	Newsletter Advertising	6,500	6,500	6,500
01-10-380-107	Parks/Recreation/Culture Event	26,000	18,000	22,000
01-10-380-110	Cell Tower Fees	45,000	47,000	47,000
01-10-387-303	Lloyd Park Investment	125	100	100
01-10-387-305	Reservations - Parks/Pavilions	2,000	2,400	2,400
01-10-387-309	Reimb Recreation Progam/Trips	500	500	500
01-10-392-008	Transfer From Sewer Operating	153,000	153,000	159,494
01-10-392-020	Transfer From Sanitation Fund	134,393	134,393	136,380
01-10-392-032	Transfer From Open Space Fun	25,000	25,000	25,000
01-10-395-100	Refunds	-	-	-
01-10-395-105	Prior Year Refund	7,000	2,000	200
01-10-396-000	cancelled prior year expenditure	-	-	
01-99-999-999	FUND BALANCE APPROPRIA	-	-	
<b>GENERAL FUND REVENUES</b>		<b>6,020,828</b>	<b>6,019,890</b>	<b>6,150,554</b>

# Caln Township 2013 Proposed Budget General Fund Expenditures



# Cain Township

# 2013 Budget

Account Id	Account Description	2012 Budgeted	2012 Projected	2013 Requested
01-00-400-000	<b>LEGISLATIVE</b> BOC	-	-	
01-00-400-100	LEGISLATIVE SALARY	-	-	
01-00-400-101	Commissioners Salary	16,250	16,250	16,250
01-00-400-172	Legislative Employer FICA	1,244	1,244	1,244
01-00-400-200	LEGISLATIVE OTHER EXPENSES	-	-	
01-00-400-211	Office Supplies	500	500	750
01-00-400-999	General Expense	4,000	4,000	4,000
<b>Total Expenses:</b>		<b>21,994</b>	<b>21,994</b>	<b>22,244</b>
01-00-401-000	<b>EXECUTIVE</b> MGR.	-	-	
01-00-401-100	EXECUTIVE SALARY/BENEFIT	-	-	
01-00-401-101	Executive Salary	83,771	83,771	85,447
01-00-401-170	BENEFITS	-	-	
01-00-401-179	Benefits, other	27,166	27,166	28,951
01-00-401-200	EXECUTIVE OTHER EXPENSE	-	-	
01-00-401-201	Supplies	200	200	200
01-00-401-202	Education/Training	1,000	550	1,000
01-00-401-205	Dues/Memberships	1,850	1,850	1,850
01-00-401-213	Small Items 0-100	-	-	
01-00-401-221	Computers	200		1,000
01-00-401-322	Telephone	780	780	780
01-00-401-329	Web Site/Internet Service	1,700	1,700	1,800
01-00-401-401	Vehicle Fuel	650	500	650
01-00-401-402	Vehicle Maintenance	400	200	400
01-00-401-405	Transfer to Equipment Fund	3,000	3,000	3,000
01-00-401-999	General Expense	500	500	500
<b>Total Expenses:</b>		<b>121,217</b>	<b>120,217</b>	<b>125,578</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2012 Budgeted	2012 Projected	2013 Requested
01-00-402-000	<b>FINANCE</b>	-	-	
01-00-402-100	FINANCE SALARY	-	-	
01-00-402-101	Salary Finance Office	77,156	77,156	89,582
01-00-402-120	Finance Overtime	500	500	
01-00-402-170	BENEFITS	-	-	
01-00-402-179	Benefits, other	24,833	24,833	28,691
01-00-402-200	FINANCE OTHER EXPENSES	-	-	
01-00-402-202	Education/Training Census	2,000	2,000	1,500
01-00-402-211	Office Supplies	4,500	4,500	4,500
01-00-402-213	Small Items 0-100	-	-	-
01-00-402-215	Administration Petty Cash	-	-	-
01-00-402-221	Computers	8,500	8,500	8,500
01-00-402-314	Audit	21,000	21,200	21,630
01-00-402-371	Payroll Fees	6,000	6,000	6,000
01-00-402-375	Delinquent Administration Fees	-	-	
01-00-402-401	Vehicle Fuel	-	-	
01-00-402-402	Vehicle Maintenance	-	-	
01-00-402-501	Repair Equipment	350	350	500
01-00-402-504	Minor Equipment	800	800	800
01-00-402-998	Tax Collection Fees	-	-	
01-00-402-999	General Expense	3,200	2,750	3,000
<b>Total Expenses:</b>		<b>148,839</b>	<b>148,589</b>	<b>164,703</b>
01-00-403-000	TREASURER	-	-	
01-00-403-100	TREASURER SALARY	-	-	
01-00-403-101	Salary Treasurer	1,200	1,200	1,200
01-00-403-172	Employer FICA	100	100	100
01-00-403-200	TREASURER OTHER EXPENS	-	-	
01-00-403-342	Printing	2,100	2,100	2,100
<b>Total Expenses:</b>		<b>3,400</b>	<b>3,400</b>	<b>3,400</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2012 Budgeted	2012 Projected	2013 Requested
01-00-405-000	<b>ADMINISTRATION</b>	-	-	
01-00-405-100	ADMINISTRATION SALARY	-	-	
01-00-405-101	Salary Administration	91,291	91,291	100,130
01-00-405-120	Overtime	4,000	4,000	3,000
01-00-405-170	BENEFITS	-	-	
01-00-405-179	Benefits, other	24,176	24,176	26,442
01-00-405-200	ADMINISTRATION OTHER EXI	-	-	
01-00-405-202	Education/Training	1,000	1,000	1,500
01-00-405-203	Employee Programs	7,500	5,000	7,500
01-00-405-204	Personnel Hiring	400	400	6,000
01-00-405-205	Dues/Subscriptions	850	850	850
01-00-405-211	Office Supplies	2,500	2,500	2,500
01-00-405-213	Small Items 0-100	-	-	
01-00-405-221	Computers	600	600	600
01-00-405-314	Legal Consulting	20,000	20,000	15,000
01-00-405-315	Consulting Services	7,000	7,000	7,000
01-00-405-316	Legal Solicitor	25,000	22,000	25,000
01-00-405-317	Codification	8,000	4,000	6,500
01-00-405-321	Postage	9,500	9,500	9,500
01-00-405-322	Telephone	-	-	
01-00-405-341	Advertising	9,000	9,000	9,000
01-00-405-342	Printing/Newsletter	20,000	19,000	19,000
01-00-405-402	Vehicle Maint	-	-	
01-00-405-405	Transfer to Equipment Fund	3,000	3,000	3,000
01-00-405-501	Repair Equipment	250	100	
01-00-405-504	Minor Equipment	200	200	
01-00-405-990	Meeting Supplies	750	750	
01-00-405-999	General Expense-Ricoh	6,000	6,000	6,000
<b>Total Expenses:</b>		<b>241,016</b>	<b>230,366</b>	<b>248,522</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2012 Budgeted	2012 Projected	2013 Requested
01-00-408-000	<b>ENGINEERING</b>	-	-	
01-00-408-100	<b>SALARY/BENEFITS</b>	-	-	
01-00-408-101	Salary	149,977	149,977	152,977
01-00-408-120	Overtime	1,750	1,750	1,500
01-00-408-170	<b>BENEFITS</b>	-	-	
01-00-408-179	Benefits, other	46,483	46,483	48,829
01-00-408-200	<b>OTHER EXPENSES</b>	-	-	
01-00-408-202	Education/Train	3,000	3,000	3,000
01-00-408-211	Office Supplies	-	-	
01-00-408-221	Computers	1,500	1,500	1,500
01-00-408-315	Consulting Serv	8,000	1,000	6,000
01-00-408-322	Telephone	780	780	780
01-00-408-401	Vehicle Fuel	1,500	1,500	1,500
01-00-408-402	Vehicle Maint	950	400	750
01-00-408-405	Transfer to Equipment Fund	3,000	3,000	3,000
01-00-408-805	Road Opening Inspection	3,000	200	
01-00-408-999	General Expense	500	500	500
<b>Total Expenses:</b>		<b>220,440</b>	<b>210,090</b>	<b>220,336</b>



# Cain Township

# 2013 Budget

Account Id	Account Description	2012 Budgeted	2012 Projected	2013 Requested
01-00-409-000	<b>BUILDINGS</b>	-	-	
01-00-409-100	BUILDINGS SALARY	-	-	
01-00-409-101	Salary Janitor	31,945	31,945	32,584
01-00-409-120	Overtime	6,000	5,500	5,500
01-00-409-170	BENEFITS	-	-	
01-00-409-179	Benefits, other	12,849	12,849	13,271
01-00-409-200	BUILDINGS OTHER EXPENSE	-	-	
01-00-409-201	Supplies	800	1,500	2,000
01-00-409-221	Computer Maint.	25,000	25,000	25,000
01-00-409-225		-	-	
01-00-409-322	Telephone	12,000	12,000	12,000
01-00-409-352	Electric / Gas	45,000	33,000	35,000
01-00-409-353	Sewer / Water	1,800	1,800	1,800
01-00-409-501	Repair Equipment	1,000	1,000	1,000
01-00-409-601	Maintenance Buildings	12,000	9,000	10,000
01-00-409-602	Cleaning Supplies	1,000	1,000	1,000
01-00-409-603	Pest Control	500	500	500
01-00-409-604	Improvements	500	500	140,000
<b>Total Expenses:</b>		<b>150,394</b>	<b>135,594</b>	<b>279,655</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2012 Budgeted	2012 Projected	2013 Requested
01-00-410-000	POLICE	-	-	
01-00-410-100	POLICE SALARY	-	-	
01-00-410-101	Salary Police	1,513,192	1,483,192	1,514,301
01-00-410-120	Overtime	95,000	85,000	95,000
01-00-410-130	Court	17,000	12,000	14,000
01-00-410-150	Salary Civilian	66,730	60,000	60,000
01-00-410-170	BENEFITS OE	-	-	
01-00-410-179	Benefits, other	414,986	450,000	514,089
01-00-410-200	POLICE OTHER EXPENSES	-	-	
01-00-410-202	Education/Training	14,000	12,000	12,000
01-00-410-205	Dues/Subscript	3,000	3,000	3,000
01-00-410-206	Uniform Allowance	6,000	5,000	6,000
01-00-410-207	Uniform Cleaning	7,500	6,000	6,000
01-00-410-208	Employee Assistance Program	-	-	
01-00-410-209	Police Hiring	2,000	1,000	4,000
01-00-410-211	Office Supplies	7,500	7,500	7,500
01-00-410-215	Police Petty Cash	750	600	750
01-00-410-221	Computers	14,000	14,000	12,000
01-00-410-222	Prisioner processing	1,500	3,600	4,000
01-00-410-234	Firearms	9,000	9,000	9,000
01-00-410-322	Cell Phones	2,400	2,400	2,400
01-00-410-323	Safety/Drug Test	1,500	1,500	1,200
01-00-410-401	Vehicle Fuel	42,000	32,000	35,000
01-00-410-402	Vehicle Maintenance	13,000	13,000	14,000
01-00-410-403	Tires	3,500	3,500	3,500
01-00-410-405	Transfer to Equipment Fund	33,000	33,000	33,000
01-00-410-501	Other Operating Expenses	6,000	6,000	5,000
01-00-410-502	Radio Maintenance	5,000	5,000	2,200
01-00-410-504	Minor Equipment	7,500	7,500	7,500
01-00-410-601	Building Maint	10,000	12,000	8,000
01-00-410-605	Response Team	3,000	3,000	3,000
01-00-410-610	Animal Control	2,500	2,500	2,500
01-00-410-999	General Expense	6,000	6,000	5,000
01-00-410-1000	Liability Insurance-3% Increase-Allocation to Police			32,000
<b>Total Expenses:</b>		<b>2,307,558</b>	<b>2,279,292</b>	<b>2,415,940</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2012 Budgeted	2012 Projected	2013 Requested
01-00-411-000	LIFE SAFETY	-	-	
01-00-411-100	LIFE SAFETY SALARY	-	-	
01-00-411-101	Salary-Life Safety	86,847	86,847	89,608
01-00-411-120	Overtime	1,600	2,100	1,500
01-00-411-170	BENEFITS	-	-	
01-00-411-179	Benefits, other	34,411	34,411	44,897
01-00-411-200	LIFE SAFETY OTHER EXPENS	-	-	
01-00-411-202	Education/Train	2,200	2,200	2,200
01-00-411-206	Equipment/Uniforms	4,500	4,000	4,500
01-00-411-211	Office Supplies	250	250	250
01-00-411-322	Life Safety Telephone	1,000	1,000	1,200
01-00-411-331	Liability Insurance	-	-	
01-00-411-401	Vehicle Fuel	-	-	
01-00-411-402	Vehicle Maintenance	-	-	
01-00-411-841	Contribution/loan	-	-	
01-00-411-844	Contract Downingtown	-	-	
01-00-411-845	Fireman's Relief	-	-	
01-00-411-846	Hydrant Fee	42,000	40,000	42,000
01-00-411-847	Emergency Management	1,000	250	1,000
01-00-411-999	General-Salary Reimburse	8,400	8,400	8,400
<b>Total Expenses:</b>		<b>182,208</b>	<b>179,458</b>	<b>195,555</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2012 Budgeted	2012 Projected	2013 Requested
01-00-413-000	CODE ENFORCEMENT	-	-	
01-00-413-100	CODE ENFORCE SALARY	-	-	
01-00-413-101	Salary Code Department	179,677	179,677	185,493
01-00-413-120	Overtime	1,500	200	200
01-00-413-170	BENEFITS	-	-	
01-00-413-179	Benefits, other	72,876	72,876	99,002
01-00-413-200	CODE ENFORCE OTHER EXP	-	-	
01-00-413-202	Education/Training	4,000	4,000	3,000
01-00-413-211	Office Supplies	3,000	3,000	4,000
01-00-413-221	Computers	5,000	5,000	4,500
01-00-413-315	Consulting Services	3,000	1,500	2,500
01-00-413-317	Ordinance Updates	-	-	
01-00-413-322	Telephone	2,200	2,200	2,200
01-00-413-401	Vehicle Fuel & Oil	3,800	3,200	3,500
01-00-413-402	Vehicle Maintenance	3,000	2,500	3,000
01-00-413-405	Transfer to Equipment fund	9,000	9,000	9,000
01-00-413-501	Repair/Maintenance	1,800	1,800	2,000
01-00-413-504	Minor Equipment	500	500	500
01-00-413-702	Property Maintenance	3,000	2,000	2,000
01-00-413-846	State Permit Fee	1,500	1,500	1,500
<b>Total Expenses:</b>		<b>293,853</b>	<b>288,953</b>	<b>322,395</b>
01-00-414-000	PLANNING & ZONING	-	-	
01-00-414-100	PLAN & ZONING SALARY	-	-	
01-00-414-101	Salary	-	-	
01-00-414-200	PLAN & ZONING OTHER EXPE	-	-	
01-00-414-202	Education/Training	-	-	
01-00-414-315	Consulting Services	-	-	
01-00-414-316	Legal	20,000	20,000	20,000
01-00-414-317	Court Fees	1,000	1,000	1,000
01-00-414-340	Conditional Use Expense	10,000	5,000	6,000
01-00-414-999	General Expense Other	2,500	5,000	
<b>Total Expenses:</b>		<b>33,500</b>	<b>31,000</b>	<b>27,000</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2012 Budgeted	2012 Projected	2013 Requested
01-00-415-000	EMERGENCY MANAGEMENT	-	-	
01-00-415-200	EMG MGMT OTHER EXPENSE	-	-	
01-00-415-213	Small Items 0-100	-	-	
		-	-	-
01-00-419-000	FIRE DEPARTMENT APPROPRIATION	-	-	
01-00-419-170	BENEFITS	-	-	
01-00-419-179	Benefits Worker's Comp - Volu	16,316	12,350	21,352
01-00-419-200	FIRE DEPARTMENT APPROPRIATION	-	-	
01-00-419-331	Liability Insurance	26,000	26,000	27,000
01-00-419-332	Gasoline Allowance	1,600	1,600	1,600
01-00-419-401	Vehicle Fuel	10,800	10,800	9,600
01-00-419-402	Vehicle Maint	19,000	19,000	25,000
01-00-419-845	F'man's Relief	95,000	93,500	95,000
	New Vehicle Loan			30,000
<b>Total Expenses:</b>		<b>168,716</b>	<b>163,250</b>	<b>209,552</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2012 Budgeted	2012 Projected	2013 Requested
01-00-430-000	COMMUNITY SERVICES	-	-	
01-00-430-100	HIGHWAY -GEN SALARY	-	-	
01-00-430-101	Salary Road Department	523,166	523,166	538,462
	Salary -40 Hour Impact-5 months			-
01-00-430-102	Salary - Secretary	-	-	
01-00-430-120	Overtime	9,000	9,000	9,000
01-00-430-150	Salary Part - time	-	-	
01-00-430-170	BENEFITS	-	-	
01-00-430-179	Benefits, other	244,665	244,665	259,188
01-00-430-200	HIGHWAY - GEN OTHER EXP	-	-	
01-00-430-202	Education/Training	1,000	1,000	1,000
01-00-430-206	Clothing/Uniforms	7,000	7,000	7,000
01-00-430-211	Office Supplies	2,000	2,000	1,000
01-00-430-213	Small Items 0-100	8,000	8,000	8,000
01-00-430-221	Computers	500	500	1,000
01-00-430-322	Telephone	3,000	3,000	3,000
01-00-430-324	Safety/CDL Testing	1,000	1,000	1,500
01-00-430-352	Highways Electric / Gas	-	-	
01-00-430-401	Vehicle Fuel	31,000	31,000	30,000
01-00-430-402	Vehicle Maintenance	20,000	15,000	20,000
01-00-430-403	Tires	6,000	6,000	6,000
01-00-430-404	Oil	1,500	1,250	1,500
01-00-430-405	Transfer to Equipment Fund	77,000	77,000	77,000
01-00-430-501	Repair Equipment	10,000	10,000	10,000
01-00-430-502	Radio Maintenance	200	200	200
01-00-430-504	Minor Equipment	10,000	10,000	12,000
01-00-430-505	Rental Equipment	2,500	3,500	2,700
01-00-430-613	Road Maintenance	10,000	14,000	14,000
01-00-430-805	Road Opening Inspection	-	400	
<b>Total Expenses:</b>		<b>967,530</b>	<b>967,680</b>	<b>1,002,550</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2012 Budgeted	2012 Projected	2013 Requested
01-00-451-000	<b>CULTURE - RECREATION</b>			
01-00-451-100	SALARY/BENEFITS	-	-	
01-00-451-101	Salary	-	-	
01-00-451-179	Benefits, other	-	-	
01-00-451-200	CULTURE - REC OTHER EXPE	-	-	
01-00-451-202	Education/Train	-	-	
01-00-451-211	Office Supplies	-	-	
01-00-451-322	Telephone	-	-	
01-00-451-341	Advertising	-	-	
01-00-451-401	Vehicle Fuel	-	-	
01-00-451-402	Vehicle Maint	-	-	
01-00-451-459	Recreation Programs	24,000	18,000	20,000
01-00-451-460	Lawn Chair Movies	300	200	1,000
01-00-451-461	Concerts & Events	8,000	5,400	7,000
	<b>Total Expenses:</b>	<b>32,300</b>	<b>23,600</b>	<b>28,000</b>
01-00-454-503	Maintenance Contract	40,000	36,000	42,000
01-00-454-721	Municipal Maintenance	3,500	4,000	3,500
01-00-454-722	LLoyd Maintenance	1,500	3,750	2,000
01-00-454-723	Dawkins Maintenance	500	200	500
01-00-454-724	Park West Maintenance	500	-	200
01-00-454-725	Kings Highway Maintenance	3,500	7,500	5,000
01-00-454-730	Municipal Improvements	5,000	5,000	5,000
01-00-454-731	Lloyd Improvements	1,200	500	2,500
01-00-454-732	Dawkins Improvements	500	-	500
01-00-454-733	Park West Improvements	500	200	500
01-00-454-734	Kings Highway Improvements	500	500	1,000
01-00-454-999	General Expense	-	-	
	<b>Total Expenses:</b>	<b>57,200</b>	<b>57,650</b>	<b>62,700</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2012 Budgeted	2012 Projected	2013 Requested
01-00-456-000	LIBRARIES	-	-	-
01-00-456-200	CONTRIBUTIONS	-	-	-
01-00-456-831	Coatesville Library	16,250	16,250	16,250
01-00-456-832	Downingtown Library	8,750	8,750	8,750
<b>Total Expenses:</b>		<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
01-00-459-821	Sr. Citizens	4,000	4,000	4,000
01-00-459-851	Historical Society	800	800	800
01-00-459-852	YAP-Youth Aid Panel			750
01-00-459-852	Historical Commission	150	100	150
01-00-459-853	Twining Committee	1,000	1,000	1,000
01-00-459-854	Town Watch	1,250	1,250	1,250
<b>Total Expenses:</b>		<b>7,200</b>	<b>7,150</b>	<b>7,950</b>
01-00-463-000	COMMUNITY DEVELOPMENT	-	-	-
01-00-463-200	OTHER EXPENSES	-	-	-
01-00-463-361	Beautification Program	1,500	-	-
01-00-463-362	Property Maintenance Activitie	-	-	-
01-00-463-702	Mowing Weeds	-	-	-
<b>Total Expenses:</b>		<b>1,500</b>	<b>-</b>	<b>-</b>

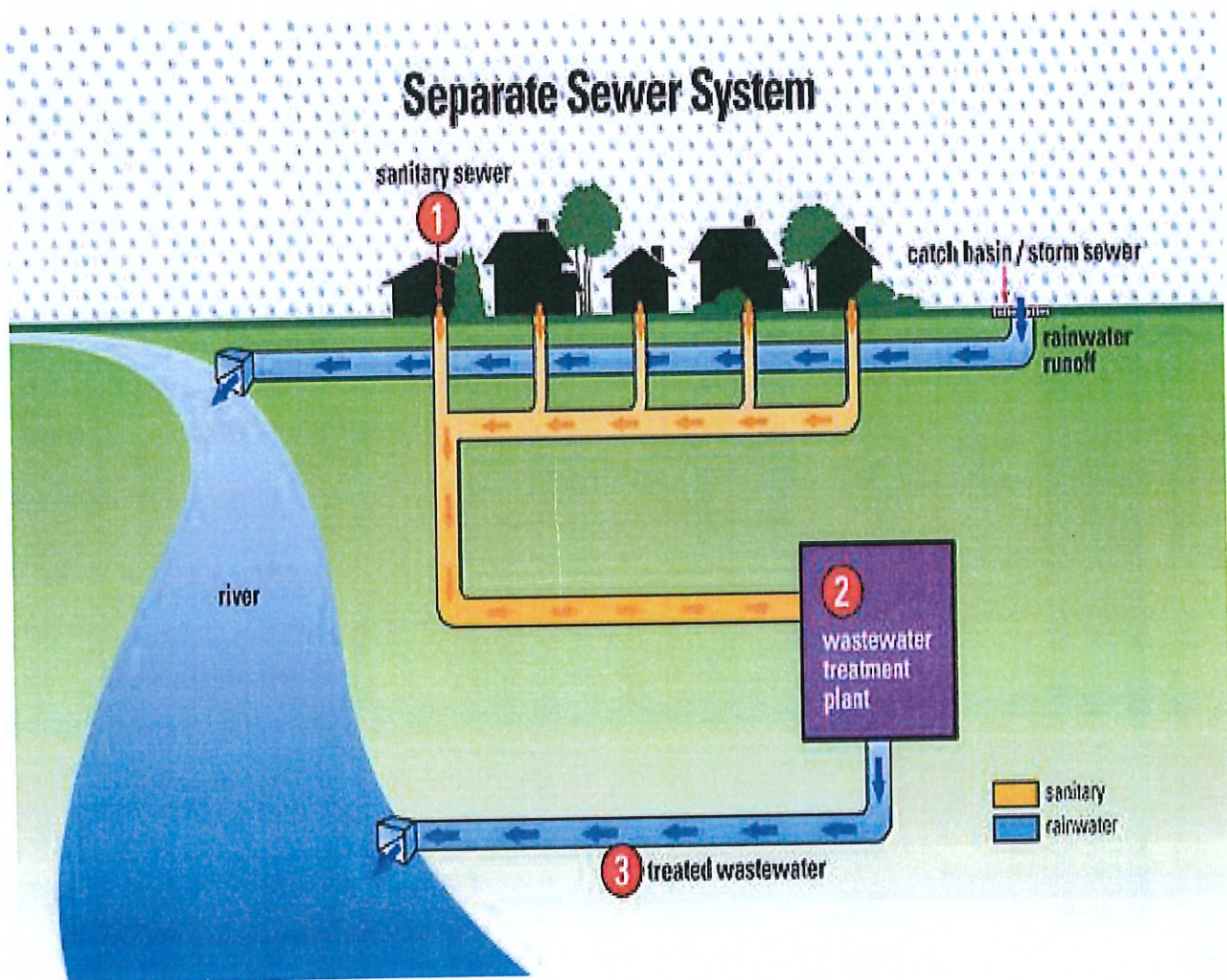


# Cain Township

# 2013 Budget

Account Id	Account Description	2012 Budgeted	2012 Projected	2013 Requested
01-00-472-000	DEBT SERVICE	-	-	
01-00-472-190	Principal & Interest	255,533	255,533	255,500
<b>Total Expenses:</b>		<b>255,533</b>	<b>255,533</b>	<b>255,500</b>
01-00-486-000	INSURANCE	-	-	
01-00-486-200	INSURANCE OTHER EXPENS	-	-	
01-00-486-331	Liability Insurance	160,000	160,000	120,000
<b>Total Expenses:</b>		<b>160,000</b>	<b>160,000</b>	<b>120,000</b>
01-00-487-000	RETIREMENT	-	-	
01-00-487-200	STATUTORY OTHER EXPENS	-	-	
01-00-487-411	Pension/Uniform	343,071	343,071	458,000
01-00-487-412	Pension/Non Uniform	161,551	161,551	162,000
01-00-487-420	Taxes	7,500	7,500	7,500
<b>Total Expenses:</b>		<b>512,122</b>	<b>512,122</b>	<b>627,500</b>
01-00-491-000	REFUNDS	-	-	
01-00-491-200	OTHER EXPENSES	-	-	
01-00-491-801	Current Year Refund	3,000	3,000	3,000
01-00-491-802	Prior Year Refund	2,500	2,500	2,500
<b>Total Expenses:</b>		<b>5,500</b>	<b>5,500</b>	<b>5,500</b>
01-00-492-000	TRANSFERS	-	-	
01-00-492-002	Transfer to Street Light-Exp	7,500	7,500	8,500
01-00-492-009	Transfer To Golf Fund-Exp	8,171		
01-00-492-012	Transfer to Self Fund-Exp	7,000	7,000	10,000
01-00-492-019	Transfer to Cap Reserve-Exp	50,000	50,000	100,000
01-00-492-020	Transfer to Sanitation-Exp	-	-	
01-00-492-034	Transfer to Equipment Fund-Exp	-	-	
<b>Total Expenses:</b>		<b>72,671</b>	<b>64,500</b>	<b>118,500</b>
01-00-493-000		-	-	
01-00-493-960	Contingency	30,000	15,000	24,710
<b>Total Expenses:</b>		<b>30,000</b>	<b>15,000</b>	<b>24,710</b>
<b>Total Expenses:</b>		<b>6,019,691</b>	<b>5,905,938</b>	<b>6,512,790</b>
Net Income/(Loss):		1,137	113,952	(362,236)

# Caln Township 2013 Proposed Budget Sewer Funds



**Sewer Operating Fund\***  
**Sewer Capital Fund**  
**Sewer Reserve Fund**

**\*Caln Township Municipal Authority Fund**

# Cain Township

# 2013 Budget

Account Id	Account Description	2010 Actual	2011 Actual	2012 Budgeted	2012 Projected	2013 Requested
<b>Revenues:</b>						
08-10-351-300	Interest Earnings	760	1,112	1,000	1,000	1,200
08-10-364-120	Residential Fee Current	1,473,765	1,368,586	1,580,720	1,580,720	1,756,300
08-10-364-125	Residential Current Penalty	16,782	13,173	16,000	16,000	3,600
08-10-364-130	Commercial Fee Current	5,055	6,140	5,000	5,000	-
08-10-364-133	PAWC Commercial Collection	400,342	487,207	490,000	490,000	518,300
08-10-364-135	Residential Delinquent Letter	32	-	500	500	5,000
08-10-364-140	Sewer Rental - Prior	-	283,592	-	-	-
08-10-364-145	Sewer Rental Prior Penalty	7,830	6,072	8,000	8,000	5,000
08-10-364-146	Commercial Prior	956	1,745	-	-	500
08-10-364-500	Sewer Liens Residential	85,987	87,744	88,000	88,000	80,000
08-10-364-505	Sewer Commercial Delinquent	1,985	1,724	1,500	1,500	-
08-10-364-824	Inspection Fees	12,460	29,705	12,500	12,500	2,500
08-10-380-100	Miscellaneous Revenue	7,976	10,031	10,000	10,000	1,500
08-10-380-101	Misc. Rev. - Bounced Check Fe	348	230	-	-	200
08-10-395-100	Refunds	83	-	500	500	-
08-10-395-110	Refund - Prior	-	-	500	500	-
08-99-999-999	FUND BALANCE APPROPRIAT	-	-	-	-	-
<b>Total Revenue:</b>		<b>2,014,361</b>	<b>2,297,062</b>	<b>2,214,220</b>	<b>2,214,220</b>	<b>2,374,100</b>

## Cain Township

## 2013 Budget

Account Id	Account Description	2010 Actual	2011 Actual	2012 Budgeted	2012 Projected	2013 Requested
Expenditures:						
08-00-000-000	SEWER OPERATING FUND	-	-	-	-	
08-00-429-101	Wastewater Salary	360,546	363,151	374,983	374,983	390,000
08-00-429-120	Overtime	4,545	5,439	4,000	4,000	4,000
08-00-429-170	BENEFITS	-	-	-	-	
08-00-429-179	Benefits, other	166,971	169,985	178,070	178,070	198,000
08-00-429-200	WASTEWATER OTHER EXPENSES		-	-	-	
08-00-429-202	Education/Train/Personnel	781	620	1,000	1,000	1,000
08-00-429-211	Office Supplies--Billing	8	120	500	500	200
08-00-429-212	Print & Mail Service	9,976	8,987	10,000	10,000	11,500
08-00-429-221	Computers	3,170	3,799	4,500	4,500	5,000
08-00-429-235	Chemicals	4,525	9,681	11,500	11,500	10,500
08-00-429-301	PAWC Treatment Cost	241,733	409,537	500,000	500,000	600,000
08-00-429-302	DARA Treatment Cost	678,175	708,918	750,000	750,000	763,000
08-00-429-303	PAWC Bill Fee	2,122	2,439	2,500	2,500	180
08-00-429-312	Legal	8,871	5,621	9,500	9,500	9,000
08-00-429-313	Engineering	5,670	5,318	9,500	9,500	9,000
08-00-429-314	Audit	9,600	9,600	10,200	10,200	10,600
08-00-429-315	I & I Maintenance	6,279	10,510	18,622	18,622	13,000
08-00-429-316	Bill Collection	-	-	1,800	1,800	2,500
08-00-429-321	Postage	385	-	500	500	250
08-00-429-322	Telephone	2,018	1,727	1,729	1,729	1,600
08-00-429-331	Liability Insurance	38,024	38,603	39,500	39,500	39,500
08-00-429-352	Electric / Gas	12,390	10,819	19,800	19,800	19,800
08-00-429-401	Vehicle Fuel/Oil	7,073	10,369	9,500	9,500	9,500
08-00-429-402	Vehicle Maintenance	2,948	3,500	3,500	3,500	3,500
08-00-429-501	Repair Equipment	2,556	4,009	3,500	3,500	9,700
08-00-429-505	Rental Equipment	-	-	500	500	250
08-00-429-506	Pumps & Meter Maint.	14,637	14,496	20,200	20,200	20,400
08-00-429-601	Building	1,006	30,301	28,000	28,000	5,000
08-00-429-615	Lines Maintenance	13,333	10,943	11,750	11,750	11,750
08-00-429-998	Authority Expense	4,455	4,716	5,000	5,000	5,000
08-00-429-999	General Expense	9,061	11,745	11,600	11,600	11,600
08-00-491-801	Current Year Refund	162	889	250	250	250
08-00-492-001	Management Fee	141,135	128,631	152,727	152,727	159,494
08-00-492-012	Transfer to Self Fund-Exp	-	1,000	1,000	1,000	1,000
08-00-492-013	Transfer to Self - Unemployment	1,000	-	-	-	
08-00-492-033	Transfer to Sewer Equipment	40,110	40,110	44,310	44,310	45,500
08-00-493-960	Contingency	1,600	2,000	2,500	2,500	2,500
<b>Total Expenses:</b>		<b>1,794,866</b>	<b>2,077,582</b>	<b>2,242,541</b>	<b>2,242,541</b>	<b>2,374,074</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2010 Actual	2011 Actual	2012 Budgeted	2012 Projected	2013 Requested
<b>Revenues:</b>						
30-10-351-300	Interest Earnings	1,035	892	800	700	700
30-10-364-129	Capital Revenues - Contribution	-	-	-	-	-
30-10-380-100	Miscellaneous Revenue	76,314	-	-	112,200	-
30-10-387-100	Revenue - Contributions	132,000	-	-	-	-
30-10-392-031	Transfer From Sewer Reserve	37,654	-	150,000	-	-
30-99-999-999	FUND BALANCE APPROPRIAT	-	-	-	-	-
<b>Total Revenue:</b>		<b>247,004</b>	<b>892</b>	<b>150,800</b>	<b>112,900</b>	<b>700</b>
<b>Expenditures:</b>						
30-00-000-000	SEWER CAPITAL FUND	-	-	-	-	-
30-00-429-200	OTHER EXPENSES	-	-	-	-	-
30-00-429-301	PAWC Treatment	-	-	490,000	-	410,000
30-00-429-312	Consultant--Eng/Legal	2,001	-	5,000	-	-
30-00-429-509	Act 537	21,689	-	-	-	-
30-00-429-913	Construction Projects	-	-	-	-	-
30-00-492-033	Transfer to Sewer Capital Equip	11,441	-	-	-	-
30-00-493-960	Contingency	32,835	-	10,000	-	10,000
<b>Total Expenses:</b>		<b>67,966</b>	<b>-</b>	<b>505,000</b>	<b>-</b>	<b>420,000</b>
<b>Revenues:</b>						
31-10-351-300	Interest Earnings	1,379	1,190	1,500	1,000	1,500
31-99-999-999	FUND BALANCE APPROPRIAT	-	-	-	-	-
<b>Total Revenue:</b>		<b>1,379</b>	<b>1,190</b>	<b>1,500</b>	<b>1,000</b>	<b>1,500</b>
<b>Expenditures:</b>						
31-00-000-000	SEWER RESERVE FUND	-	-	-	-	-
31-00-429-200	OTHER EXPENSES	-	-	-	-	10,000
31-00-429-788	Reserve	-	-	10,000	-	-
31-00-492-030	Transfer to Sewer Capital	-	-	150,000	-	-
31-99-005-008	Transfer to Sewer Operating	-	-	-	-	-
<b>Total Expenses:</b>		<b>-</b>	<b>-</b>	<b>160,000</b>	<b>-</b>	<b>10,000</b>

# **Caln Township 2013 Proposed Budget Capital Funds**

- **Capital Reserve Fund**
- **Open Space Fund**
- **Capital Bond Fund**
- **Equipment Fund**



**Open Space – Pasture at Griffith Farm**



**Township Crew Constructs Access Drive at Municipal Complex**

# Cain Township

# 2013 Budget

Account Id	Account Description	2010 Actual	2011 Actual	2012 Budgeted	2012 Projected	2013 Requested
<b>CAPITAL BOND FUND</b>						
Revenues:						
18-10-351-300	Interest Earnings	50	357	150	150	100
18-10-351-301	Interest - PLGIT	164	17	-	-	
18-99-999-999	New Bond Issuance	-	-	-	-	
<b>Total Revenue:</b>		<b>214</b>	<b>374</b>	<b>150</b>	<b>150</b>	<b>100</b>
Expenditures:						
18-00-000-000	CAPITAL BOND FUND	-	-	-	-	
18-00-408-318	Valley Run Survey CTCP 08-07	-	-	15,000		
18-00-409-318	Ingleside Capital	2,870	6,754	-	15,000	
18-00-430-914	Bondsville Ped Bridge	1,744	-	-	-	
18-00-430-930	Humpton Road	-	-	75,000		
18-00-430-931	Roads and Stormwater	101,719	-	35,000	34,261	69,212
18-00-430-951	North Bailey Sheaf Pipe Replace	-	30,022	-	22,452	
18-00-454-950	Design for Traffic Solution	-	-	-	-	
18-00-454-951	Brandywine Homes HUD CTCP	-	-	-	-	
18-00-492-009	Transfer to Golf fund	-	-	-	-	
18-00-492-019	Transfer to Capital reserve Fund	-	-	-	-	
18-00-493-960	Contingency	-	-	10,000	-	-
<b>Total Expenses:</b>		<b>106,332</b>	<b>36,776</b>	<b>135,000</b>	<b>71,713</b>	<b>69,212</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2012 Budgeted	2012 Projected	2013 Requested
<b>Revenues:</b>				
19-10-351-300	Interest Earnings	500	300	250
19-10-351-301	PLIGIT interest	-	-	
19-10-355-749	Regional Grants/Contributions	-	38,986	
19-10-355-750	Bridge Grant	180,000	10,614	
19-10-355-751	Police Grants	-	-	
19-10-357-742	HUD Block Grant	-	-	
19-10-387-838	Contributions/Impact Fees	10,000	10,000	30,000
19-10-391-939	Sale of Used Equipment	-	-	-
19-10-392-001	Transfer From General Fund	50,000	50,000	100,000
19-10-392-018	Transfer from Capital Bond Fund	-	-	
19-99-999-999	FUND BALANCE APPROPRIAT	-	-	90,000
<b>Total Revenue:</b>		<b>240,500</b>	<b>109,900</b>	<b>220,250</b>
<b>Expenditures:</b>				
19-00-000-000	CAPITAL RESERVE FUND	-	-	
19-00-402-200	FINANCE OTHER EXPENSES	-	-	
19-00-402-221	Computers/Software	-	-	
19-00-402-921	Capital Equipment	25,000	15,000	
19-00-409-601	Building Improvements	10,000	1,000	
19-00-410-200	POLICE OTHER EXPENSES	-	-	
19-00-410-924	Police Grants	-	(5,186)	
19-00-414-315	Consulting Serv	-	-	
19-00-414-320	Chester County GIS	-	3,600	5,000
19-00-414-612	Valley Run Project	-	-	
19-00-414-925	Planning Grants(Econ Study)	-	9,481	
19-00-414-939	NPDES	5,000	5,000	5,000
19-00-430-200	ROADS OTHER EXPENSES	-	-	
19-00-430-601	Building Improv	-	100	
19-00-430-901	GO Carlson Blvd. - Access Drive	-	-	
19-00-430-902	Sidewalks	15,000	17,330	15,000
19-00-430-927	Traffic Signals	20,000		25,000
19-00-430-928	Other Projects	-	-	10,250
19-00-430-929	Portable Generator/Lights	-	-	10,000
19-00-454-200	PARKS OTHER EXPENSES	-	-	
19-00-454-931	Park Improvements	30,000	30,000	100,000
19-00-454-940	Osborne Bridge	190,000	12,500	40,000
19-00-493-000	Osborne Bridge- Local Share	-	-	10,000
19-00-493-960	Contingency	2,000	2,000	-
<b>Total Expenses:</b>		<b>297,000</b>	<b>90,825</b>	<b>220,250</b>



# Cain Township

# 2013 Budget

Account Id	Account Description	2010 Actual	2011 Actual	2012 Budgeted	2012 Projected	2013 Requested
Revenues:						
32-10-351-300	Interest Earnings	24	60	80	80	100
32-10-387-400	Contributions - Deposits	32,853	8,165	10,000	15,100	15,000
32-10-395-105	Prior Year Refunds	-	-	-	-	-
<b>Total Revenue:</b>		<b>32,877</b>	<b>8,225</b>	<b>10,080</b>	<b>15,180</b>	<b>15,100</b>
Expenditures:						
32-00-000-000	OPEN SPACE FUND	-	-	-	-	-
32-00-454-200	OPEN SPACE OTHER EXPENSES	-	-	-	-	-
32-00-454-998	Debt Service	11,000	-	25,000	25,000	25,000
<b>Total Expenses:</b>		<b>11,000</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
Revenues:						
33-10-351-301	Sewer Cap. Equip Interest	1,080	878	-	-	-
33-10-380-100	Miscellaneous Income	-	5,000	-	-	-
33-10-392-008	Transfer from Sewer Operating	40,110	505,172	-	-	-
33-10-392-029	Transfer From Act 57 Fund	-	-	-	-	-
33-10-392-099	Transfers & Grants	421,751	-	-	-	-
<b>Total Revenue:</b>		<b>462,941</b>	<b>511,050</b>	<b>-</b>	<b>-</b>	<b>-</b>
Expenditures:						
33-00-429-000	WASTEWATER COLLECT & TREATMENT	-	-	-	-	-
33-00-429-921	Equipment Purchase	-	-	41,500	41,500	-
33-00-448-000	SEWER PROJECT EXPENSES	-	-	-	-	-
33-00-448-364	N Cain Rd Force Main Replacer	-	-	-	-	-
33-00-448-365	Fisherville Rd/CVS Sewer Extension	127,558	54,658	-	-	-
33-00-448-366	Depreciation Expense-2011	-	133,386	-	-	-
<b>Total Expenses:</b>		<b>127,558</b>	<b>188,044</b>	<b>41,500</b>	<b>41,500</b>	<b>-</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2010 Actual	2011 Actual	2012 Budgeted	2012 Projected	2013 Requested
<b>EQUIPMENT REPLACEMENT FUND</b>						
Revenues:						
34-10-345-090		-	-	-	-	
34-10-351-300	Interest Earnings	391	293	450	450	300
34-10-391-939	Sale of Equipment	17,237	8,343	20,000	3,400	4,000
34-10-392-001	Transfer From General Fund	50,000	128,000	132,000	128,000	128,000
<b>Total Revenue:</b>		<b>67,628</b>	<b>136,636</b>	<b>152,450</b>	<b>131,850</b>	<b>132,300</b>
Expenditures:						
34-00-000-000	EQUIPMENT FUND	-	-	-	-	
34-00-410-921	Police Capital Equipment	47,288	55,140	64,000	50,667	45,000
34-00-430-200	OTHER EXPENSES	-	-	-	-	
34-00-430-921	Capital Equip-Continuing Lease	35,168	64,391	100,000	27,250	35,000
CS	tar pot				35,000	
CS	pickup truck					
34-00-430-931	Recycling/Composting Impr.	-	-	-	-	
34-00-493-000	CONTINGENCIES	-	-	-	-	
34-00-493-200	OTHER EXPENSES	-	-	-	-	
34-00-493-960	Contingency	-	-	-	-	
<b>Total Expenses:</b>		<b>82,456</b>	<b>119,531</b>	<b>164,000</b>	<b>112,917</b>	<b>125,000</b>

**Funding Summary--Major Projects**

<b>Funding Sources</b>	<b>total funds</b>	<b>2013-2014 cost</b>	<b>notes</b>
<b>General Fund (01)</b>	\$ 270,000		
Township Buildings		\$ 140,000	roof/hvac/parking
transfer to capital fund		\$ 100,000	see Capital Fund below
fire truck		\$ 30,000	(about \$55,000/yr) first yr. is partial cost
total		\$ 270,000	
<b>Capital Fund (19)</b>	\$ 235,000		fund bal plus transfer from GF
Osborne bridge repair		\$ 90,000	shared cost with EB?
Osborne bridge replacement		\$ 10,000	local share for federal project
parks		\$ 100,000	Loyd Bathrooms & Pavilion
other		\$ 20,000	crew project materials, marketing study
sidewalks		\$ 15,000	
total		\$ 235,000	
<b>Liquid Fuels (35)</b>	\$ 200,000		
paving		\$ 200,000	
overlay,surface coat			
<b>Equipment Fund Items (34)</b>	<b>2012</b>	<b>2013</b>	
tar pot		\$ 45,000	
pickup truck	\$ 35,000	\$ -	
police vehicles		\$ 45,000	
truck lease		\$ 35,000	
new fire truck		\$ 450,000	late 2013 multi-year lease/loan general fund to spend \$55,000/yr.

**Caln Township  
2013 Proposed Budget  
Golf Fund  
(Ingleside Golf Club)**



# Cain Township

# 2013 Budget

Account Id	Account Description	2010 Actual	2011 Actual	2012 Budgeted	2012 Projected	2013 Requested
<b>Revenues:</b>						
09-10-342-100	Cart Rentals	117,846	110,146	126,401	126,401	99,508
09-10-351-300	Interest Earnings	67	22	150	150	
09-10-367-100	Seasonal Passes Sold	19,421	15,904	12,000	12,000	15,000
09-10-367-101	Greens Fees	393,010	374,729	448,000	448,000	460,300
09-10-367-102	Driving Range	25,396	24,700	28,000	28,000	28,000
09-10-367-103	Merchandise Sales Non Taxable	16,948	18,683	19,000	19,000	19,000
09-10-367-104	Junior Clinic	4,870	4,900	5,500	5,500	5,500
09-10-367-105	Ghin Handicap Service	385	147	300	300	
09-10-367-106	Food - Drinks Taxable	17,387	17,049	19,000	19,000	23,000
09-10-367-107	Gift Certificates	-	-	2,000	2,000	1,500
09-10-367-108	Cash Drawer Over/Under	(175)	29	-	-	
09-10-367-109	Food - Drinks Non Taxable	26,718	25,402	25,000	25,000	27,000
09-10-367-110	Merchandise Sales Taxable	22,764	26,283	25,000	25,000	29,000
09-10-367-112	Advertising/Signs	-	-	4,500	4,500	4,500
09-10-380-100	Other Income Untaxable	-	212	200	200	
09-10-380-105	Cigars - Taxable	1,450	1,444	2,000	2,000	3,000
09-10-392-001	Transfer from Gen'l Fund & Misc	10,000	-	8,171	8,171	
09-10-395-105	Prior Year Refunds	156	100	-	-	
<b>Total Revenue:</b>		<b>656,243</b>	<b>619,748</b>	<b>725,222</b>	<b>725,222</b>	<b>715,308</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2010 Actual	2011 Actual	2012 Budgeted	2012 Projected	2013 Requested
09-00-000-000	GOLF COURSE EXPENSES	-	-	-	-	
09-00-452-101	Salary Greens	87,941	89,245	91,770	91,770	94,147
09-00-452-120	Greens Overtime	1,979	3,916	3,000	3,000	3,000
09-00-452-150	Salary Greens Part - time	47,862	53,418	54,663	54,663	53,678
09-00-452-179	Benefits, other	21,056	22,137	25,531	25,531	24,672
09-00-452-202	Education/Dues	2,620	715	3,000	3,000	2,500
09-00-452-206	Clothing/Uniforms	70	-	300	300	200
09-00-452-211	Eqmt. Supplies	3,406	5,301	5,000	5,000	5,000
09-00-452-213	Small Items/drug tests	-	-	300	300	250
09-00-452-322	Cell Phones	936	895	1,069	1,069	1,000
09-00-452-352	Electric / Gas	21,872	14,567	20,000	20,000	17,000
09-00-452-401	Vehicle Fuel/Oil	14,851	19,207	15,000	15,000	18,000
09-00-452-402	Vehicle Maintenance/Tires	6,119	3,602	8,000	8,000	8,000
09-00-452-501	Equipment repairs	6,191	6,969	8,000	8,000	8,000
09-00-452-710	Chemicals	37,631	37,164	34,000	34,000	34,000
09-00-452-715	Fertilizer, Top Dressing, Seed	21,614	13,554	18,000	18,000	20,000
09-00-452-913	Grounds Maint. & Repairs	10,498	9,393	15,000	15,000	13,000
09-00-452-999	General Expense	1,884	1,983	3,000	3,000	3,000
09-00-453-101	Salary Pro Shop	28,673	31,167	30,599	30,599	31,000
09-00-453-150	Pro Shop Part - Time	71,800	62,555	64,021	64,021	66,458
09-00-453-179	Benefits	16,237	15,381	20,000	20,000	20,000
09-00-453-205	Dues/licenses	1,385	1,918	1,500	1,500	1,500
09-00-453-206	Clothing/Uniforms	437	-	750	750	750
09-00-453-211	Office Supplies	2,261	2,333	2,500	2,500	2,500
09-00-453-213	Credit Costs/Fees	7,941	7,693	7,500	7,500	7,000
09-00-453-221	Computers	1,275	1,307	500	500	1,000
09-00-453-322	Telephone	2,334	1,680	3,000	3,000	3,000
09-00-453-341	Advertising	2,182	3,283	3,500	3,500	3,500
09-00-453-401	Vehicle Fuel/Oil	-	-	-	-	2,500
09-00-453-460	Food Items	21,320	20,000	20,000	20,000	22,000
09-00-453-501	Repair Equipment	481	106	500	500	500
09-00-453-504	Minor Equipment	258	-	1,500	1,500	1,000
09-00-453-601	Building Maint	4,692	5,165	3,000	3,000	3,500
09-00-453-913	Capital Expenses	3,787	455	3,000	3,000	3,000
09-00-453-998	Clinics	2,048	3,198	3,000	3,000	2,000
09-00-453-999	General Expense	6,412	2,721	3,000	3,000	4,000
09-00-455-921	Golf Carts	7,243	8,338	9,000	9,000	9,000
09-00-456-921	Range Expenses	4,396	4,296	4,000	4,000	4,000
09-00-457-211	Merchandise	24,826	31,211	27,000	27,000	30,000
09-00-458-913	Capital Items	-	(756)	26,000	26,000	26,000
09-00-472-190	Principal/Interest	99,118	96,675	167,000	167,000	150,000
09-00-486-331	Liability Insurance	5,000	5,000	5,000	5,000	5,000
09-00-487-420	Taxes	-	-	3,000	3,000	3,000
09-00-493-960	Contingency	-	792	2,000	2,000	2,000
<b>Total Expenses:</b>		<b>600,634</b>	<b>586,588</b>	<b>716,503</b>	<b>716,503</b>	<b>709,655</b>
<b>Net Income/(Loss):</b>		<b>55,609</b>	<b>33,160</b>	<b>8,719</b>	<b>8,719</b>	<b>5,653</b>

# Caln Township 2013 Proposed Budget Solid Waste Fund



Township Crews Collect Truckloads of Mother Nature's Beauty



[dreamstime.com](http://dreamstime.com)

**Recycling Saves Money**

# Cain Township

# 2013 Budget

Account Id	Account Description	2010 Actual	2011 Actual	2012 Budgeted	2012 Projected	2013 Requested
	<b>SOLID WASTE FUND</b>				22,675	250
<b>Revenues:</b>						
20-10-351-300	Interest Earnings	165	310	300	300	300
20-10-355-020	State Grant	1,851	78,548	25,000	28,250	30,352
20-10-364-120	Sanitation Fee Current	829,910	843,421	895,000	880,000	880,000
20-10-364-125	Sanitation Current Penalty	11,130	10,322	7,000	9,500	9,500
20-10-364-140	Sanitation Fee Prior	128,443	184,449	150,000	150,000	150,000
20-10-364-145	Sanitation Fee Prior Yr Penalt	5,512	4,681	5,000	5,000	5,000
20-10-364-500	Sanitation Fee Liens	48,276	75,327	50,000	50,000	55,000
20-10-364-850	Misc. Recycle Rev.	5,214	24,656	27,500	7,500	10,000
20-10-392-001	FUND BALANCE APPROPRIAT	-	-	-	-	50,228
<b>Total Revenue:</b>		<b>1,030,501</b>	<b>1,221,714</b>	<b>1,159,800</b>	<b>1,130,550</b>	<b>1,190,380</b>
<b>Expenditures:</b>						
20-00-000-000	SOLID WASTE FUND	-	-	-	-	-
20-00-427-101	Solid Waste Salary	-	-	26,435	24,000	26,000
20-00-427-179	Solid Waste Benefits, other	-	-	10,000	10,000	9,000
20-00-427-321	Postage	7,454	4,344	5,000	5,000	5,000
20-00-427-365	Contractor Expenses	660,847	704,527	742,000	740,000	775,000
20-00-427-368	Tipping Fees	274,206	244,995	235,000	230,000	235,000
20-00-427-980	Current Year Refund	11,740	-	-	-	-
20-00-427-999	General Expense	2,562	3,436	4,000	2,000	4,000
20-00-492-001	Management Fee	-	62,424	65,393	65,393	67,380
20-00-492-002	Administration-Debt Service	-	-	69,000	69,000	69,000
20-00-820-080	Depreciation Expense	-	-	-	-	-
<b>Total Expenses:</b>		<b>997,220</b>	<b>1,060,136</b>	<b>1,156,828</b>	<b>1,145,393</b>	<b>1,190,380</b>
<b>Net Income/(Loss):</b>		<b>33,281</b>	<b>161,578</b>	<b>2,972</b>	<b>(14,843)</b>	<b>-</b>



# Caln Township 2013 Proposed Budget Other Funds

- **Street Light Fund**
- **Escrow Fund**
- **Self Fund**
- **Highway Aid Fund**



**Highway Crew Reconstructing Storm Inlet**

# Cain Township

# 2013 Budget

Account Id	Account Description	2010 Actual	2011 Actual	2012 Budgeted	2012 Projected	2013 Requested
<b>Revenues:</b>						
02-10-300-100	Street Light Current	28,512	31,133	32,500	31,000	32,000
02-10-300-110	Street Light Current Penalty	374	476	500	500	
02-10-300-210	Street Light Prior Penalty	-	-	2,000		
02-10-300-300	Barley Sheaf Farm Street Light	5,000	9,151	9,400	7,400	7,500
02-10-300-500	Street Light Liens	2,995	2,336	2,300	2,300	2,400
02-10-351-300	Interest Earnings	41	45	75	75	75
02-10-392-001	Transfer from General Fund	13,000	7,500	7,500	7,500	8,500
02-99-999-999	FUND BALANCE APPROPRIATE	-	-	-	-	
<b>Total Revenue:</b>		<b>49,922</b>	<b>50,640</b>	<b>54,275</b>	<b>48,775</b>	<b>50,475</b>
<b>Expenditures:</b>						
02-00-000-000	STREET LIGHT FUND	-	-	-	-	
02-00-434-200	STREET LIGHT OTHER EXPEN	-	-	-	-	
02-00-434-314	Legal/Bill Collection	-	-	-	-	
02-00-434-321	Postage	350	251	350	350	350
02-00-434-352	Electricity	46,294	45,836	44,100	44,000	46,000
02-00-434-353	Electricity-Barley Sheaf Farms	714	6,915	9,400	7,400	7,500
<b>Total Expenses:</b>		<b>47,358</b>	<b>53,002</b>	<b>53,850</b>	<b>51,750</b>	<b>53,850</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2010 Actual	2011 Actual	2012 Budgeted	2012 Projected	2013 Requested
<b>Revenues:</b>						
10-10-351-300	Interest Earnings	892	771	1,000	750	750
10-10-351-301	BRANDYWINE HOSPITAL INTL	146	114	-	140	140
10-10-361-320	Escrow Deposits	379,307	243,043	250,000	175,000	175,000
<b>Total Revenue:</b>		<b>380,344</b>	<b>243,929</b>	<b>251,000</b>	<b>175,890</b>	<b>175,890</b>
<b>Expenditures:</b>						
10-00-000-000	ESCROW FUND	-	-	-	-	-
10-00-489-200	OTHER EXPENSES	-	-	-	-	-
10-00-489-801	Escrow Expenses	26,227	-	250,000	175,000	175,000
<b>Total Expenses:</b>		<b>26,227</b>	<b>-</b>	<b>250,000</b>	<b>175,000</b>	<b>175,000</b>
<b>Revenues:</b>						
12-10-351-300	Interest Earnings	480	401	500	500	400
12-10-392-001	Transfer From General Fund	-	-	7,000	7,000	10,000
12-10-392-008	Transfer From Sewer Operating	1,000	1,000	1,000	1,000	1,000
12-10-395-105	Prior Year Refunds	-	-	-	-	-
12-99-999-999	FUND BALANCE APPROPRIAT	-	-	-	-	-
<b>Total Revenue:</b>		<b>1,480</b>	<b>1,401</b>	<b>8,500</b>	<b>8,500</b>	<b>11,400</b>
<b>Expenditures:</b>						
2-00-000-000	SELF FUND	-	-	-	-	-
12-00-486-293	Insurance - Unemployment Com	2,389	4,451	5,000	1,500	4,000
12-00-486-294	Insurance Deductible	3,598	-	2,000	2,000	2,000
12-00-486-960	Contingency	-	-	-	-	-
12-00-487-415	Post Retirement Health	2,113	4,927	8,000	7,500	15,000
<b>Total Expenses:</b>		<b>8,099</b>	<b>9,378</b>	<b>15,000</b>	<b>11,000</b>	<b>21,000</b>

# Cain Township

# 2013 Budget

Account Id	Account Description	2010 Actual	2011 Actual	2012 Budgeted	2012 Projected	2013 Requested
	Liquid Fuels Fund					
<b>Revenues:</b>						
35-10-351-300	Interest Earnings	533	546	600	200	250
35-10-355-020	Liquid Fuels Tax	241,618	248,809	258,375	276,226	264,387
35-10-395-100	Refunds	438	-	-	-	-
35-99-999-999	FUND BALANCE APPROPRIAT	-	-	-	-	98,000
<b>Total Revenue:</b>		<b>242,588</b>	<b>249,355</b>	<b>258,975</b>	<b>276,426</b>	<b>362,637</b>
<b>Expenditures:</b>						
35-00-000-000	HIGHWAY AID FUND	-	-	-	-	-
35-00-430-	STREETS	-	-	-	-	-
35-00-430-100	SALARIES	-	-	-	-	-
35-00-430-101	Salary	50,450	45,350	30,000	30,000	30,000
35-00-430-120	Overtime	30,000	39,650	30,000	15,000	30,000
35-00-430-200	OTHER EXPENSES	-	-	-	-	-
35-00-430-504	Minor Equipment	-	-	-	-	-
35-00-430-508	Major Equipment	-	32,340	30,000	-	-
35-00-432-716	Snow & Ice Removal	32,750	48,909	35,000	20,000	35,000
35-00-433-618	Traffic Signal Repair	16,481	8,373	12,000	6,000	8,000
35-00-433-619	Traffic Signal Electricity	-	4,391	5,500	4,000	5,000
35-00-433-620	Street Sign Repair	2,810	6,057	5,000	2,500	2,000
35-00-434-622	Street Lights	18,650	13,445	16,000	14,000	14,500
35-00-436-626	Storm Sewers	554	10,880	5,000	6,000	6,000
35-00-438-613	Road Maintenance	7,844	7,010	40,000	20,000	20,000
35-00-438-614	Bridge Maintenance	875	-	1,000	1,000	1,000
35-00-438-615	Lines Maintenance/Striping	7,499	673	10,000	10,000	10,000
35-00-439-911	Construction - Roads	-	93,827	135,000	108,000	200,000
<b>Total Expenses:</b>		<b>167,912</b>	<b>310,905</b>	<b>354,500</b>	<b>236,500</b>	<b>361,500</b>
					39,926	1,137

# **Caln Township**

## **2013 Proposed Budget**

### **Department Heads**

**Administration.....Gregory E. Prowant, Twp. Manager**

**Community Services.....Tony Scheivert, Director/Assistant  
Township Manager**

**Code Enforcement.....Andy Reczek, Director**

**Engineer.....Jeffrey W. McClintock, P.E.**

**Finance.....Bonnie Smith, Office Manager**

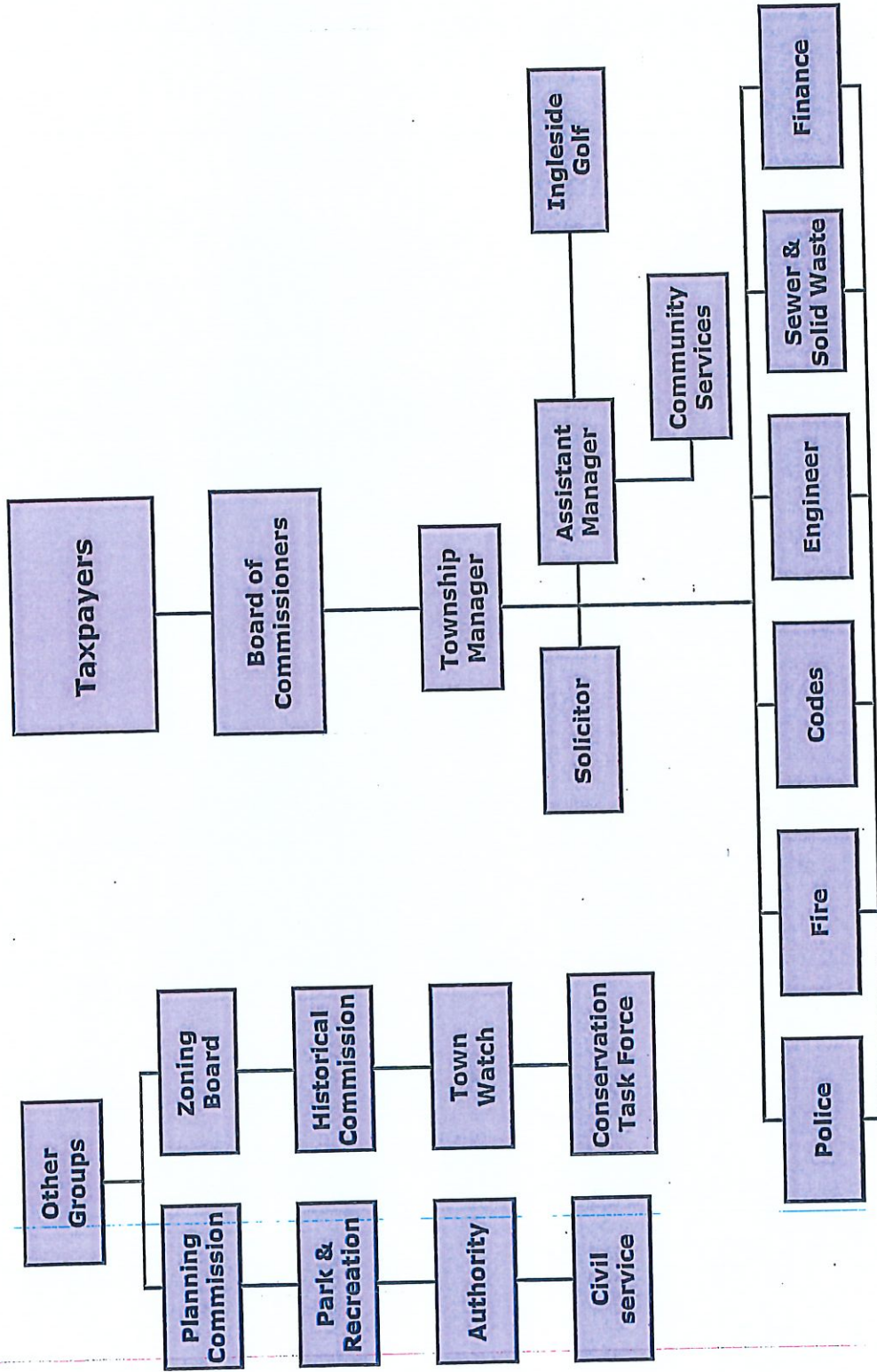
**Accountant.....Karen Wertz**

**Ingleside Golf.....Chris Ward, General Manager**

**Police.....Jeff Nash, Acting Chief**

**Wastewater Operations.....Scott Gill, Director**

# CALN TOWNSHIP ORGANIZATIONAL CHART 2012



## 2013 Budgetary Plan

### Police Department

#### Mission

The mission of the Caln Township Police Department is to enhance the quality of life for the residents and visitors by working cooperatively with the public to prevent crime, enforce the laws, preserve the peace, and provide a safe environment.

#### 2013 Goals & Objectives

- Stop the increasing crime rates
- Maintain high criminal case clearance rates
- Optimize patrol capabilities through innovative programs and new technologies
- Maintain a vigorous training program
- Improve working relationships and problem-solving with various citizens groups and home owners associations
- Develop crime analysis capabilities
- Continue policy review
- Continue the DARE program despite a loss of funding
- Hire one officer
- Fill vacant Chief of Police Position
- Improve safety and security of police facilities
- Replace at least one patrol vehicle
- Begin training officers in specialized fields such as crime scene investigation, crash reconstruction, and instructors
- Continue to develop intelligence-led and problem-oriented policing models

#### 2012 Accomplishments

- Operated within budgetary constraints anticipating a fund surplus
- Recognized officers for outstanding performances
- Completed evidence & property room mold remediation and refurbishment
- Replaced both failing HVAC system with new and efficient units
- Purchased one new police vehicle
- Initiated an employee early warning system
- Implemented a progressive firearms and use-of-force training program

#### Long term goals

- Hire five additional officers to enhance patrol and criminal investigations and implement a traffic safety division
  - Hire several part-time civilian support staff to perform non-law enforcement tasks
- Expand police facilities to include a sally po.

# 2013 FINANCE DEPARTMENT Goals and Objectives

## Comprehensive Accounting Policy & Procedures Manual & updated Job descriptions:

- Focus on documenting all daily Finance functions & create Training manual.
- Implement departmental cross training on Payroll, Quarterly Reporting, Trash & Sewer Billing, Accounts Payable and Escrow responsibilities.

## Trash Contracts & Purchase of Toters:

- Assist the Township Manager & Sewer Department in evaluating long term Solid Waste Contracts and financial impact to Township.
- Evaluate various cost saving options &/or potential return on investment for the purchase of Toters.

**Audit:** Prepare all required audit schedules, year-end accruals, balance sheets, income statements for all 17 funds by 3/31.

## Fixed Assets: (Auditor Recommendation)

- Implement system for tracking of fixed asset purchases or the sale or retirement of current fixed asset using the Edmunds system. The system must be reconciled to the current decentralized offline Excel model which is currently being utilized.

## Segregation of Duties: (Auditor Recommendation)

- Implement process to review bank reconciliations and payroll registers on a monthly basis to improve internal controls. This is an audit recommendation.

## 2012 Accomplishments:

- **AUDIT**-Finalized the 2010 audit in Dec 2011 and worked with the Finance department and the external auditor to complete the Municipal Authority and Caln Township audits by July/August which was 5 months earlier than the prior year.
- **PENSIONS**- We have been working with the Auditor General to complete the Uniform & Non-Uniform audits which were not initially planned for in 2012. We have now completed all the requirements to bring our Pensions up to date & to have accurate MMO calculations.
- **SEWER/TRASH**-Worked with the Sewer department to evaluate options to outsource the Utilities billing and cash collection process.
- **POLICE CONTRACT**-Developed Power Point charts & Excel modeling outlining historical & future trends for CPI, medical, pensions and salary scenarios. Additionally, I have completed several external questionnaires for surrounding Townships contract negotiations.
- **COMMERCIAL BILLING**-Transitioned the Commercial billing, over 300 accounts, in-house rather than 3<sup>rd</sup> party for both flat rate & usage based customers.



## 2013 CODE ENFORCEMENT Goal and Objectives

- Enforce the Caln Township Codes with firmness and fairness while being respectful to all those involved.
- Code staff shall continue to gain expertise in the field of code enforcement through the programs offered by the International Code Council and local agencies.
- Implement strategies needed to obtain a higher ISO rating over the next two years by increasing code enforcement policies.
- Continue to follow the legal guidelines established by the Municipalities Planning Code for all zoning related matters.
- Develop inter-department procedures needed to handle matters that cross departmental lines; i.e. warrants, tax and utility delinquencies, sewer allocation, storm water management and Edmunds software.
- Develop methods and procedures needed to streamline the municipal approval process while maintaining transparency.
- Assist in revising our Zoning code in a way to help developers and property owners achieve maximum property potential while achieving a positive result for the Township.
- Continue moving towards a paperless filing system by using DocStar to its fullest potential.
- Assist the Manager with Fire Department related matters

### Code Department Achievements

- Positive Labor and Industry Accessibility audit
- Positive ISO rating
- Developed communication with business & property owners through the Western Lincoln Highway committee
- Assisted with providing positive communication with the Fire Department
- Assisted individuals with interest in developing properties
- Served on the Executive Board of the Western Chester County Regional UCC Building Appeals Board
- Implementation of the Building Permits/Code Enforcement Edmunds software system for Code Enforcement tracking.

2013

## Department of Wastewater Operations Activities, Milestones and Needs

**Mission:** To provide a high level of sanitary sewer maintenance services to the Wastewater Collection System in the most safe, efficient and cost effective manner, with a dedication and concern for the health, safety and welfare of the residents and businesses of Caln Township.

### 2013 Activities:

1. Continue successful I&I Maintenance Program. Targeting PAWC service area.
2. Continue to improve and maintain existing sewer service to residents to minimize disruptions in services.
3. Continue successful line cleaning and televising program.
4. Continue training opportunities and distribution of informational safety materials for crew which will provide a safer work environment for employees and residents in Caln Township.
5. Continue evaluating ways for the Authority to extend sewer service into existing neighborhoods with on-lot systems in the most cost effective way.
6. Continue to work with the Authority to establish a 5-year improvement program (CIP), to assist in planning and financing future capital needs.
7. Continue to work with the Authority solicitor and engineer on new developments and planning module reviews for CTMA wastewater related items. These reviews are key to obtaining a system with long term serviceability and future ease of maintenance, in addition to providing future accessibility to existing neighborhoods with on-lot systems.
8. Provide support to the Caln Township Municipal Authority, and attend monthly meetings.
9. Continue providing assistance and support to the CTMA Board, solicitor and engineer for the Municipal Pump Station project, Blackhorse Hill Area sewer extension project and CSI sewer extension project as outlined in their Conditional Use order.
10. Continue assisting the Highway Department with cleaning of storm sewers.
11. Assist Finance Department in handling concerns related to consumption billing for commercial accounts. The Wastewater Department will continue to review the usage of commercial accounts to ensure they are compliant with permits (EDU's) issued.
12. Continue updating GASB to include Departmental assets.
13. Provide immediate and efficient service to all emergency calls.
14. Continue to look into ways to utilize new technology to increase effectiveness and efficiency.
15. Continue to DocStar current and prior year files.
16. Continue to research available grants.
17. Continue to support trash and recycling programs. Coordinate with hauler to provide resolution to weekly customer service issues. Oversee residential recycling cart program. Track commercial recycling data and compile for County and State reporting and grant related purposes.

### 2013 Milestones:

Chapter 94 Report submitted to DARA	February 2013
Recycling Performance Report Submission to County	March 2013
Anticipated Kings Grant Pump Station/Offsite Sewer Dedication	Spring 2013
2013 Yearly Budget submitted to CTMA	August 2013
Anticipate Construction Blackhorse Hill Area Sewer Extension	Summer-Fall 2013
Anticipate Construction Dogwood & Scott Sewer Extension (CSI)	Summer-Fall 2013
Recycling Performance Grant Submission to State	September 2013
Commercial Recycling Report mailing	December 2013

### Longterm Needs:

1. Replace S-2 Utility Truck by 2014.
2. Continue to research funding for the Municipal Pump Station Project.

## 2013 BUDGETARY PLAN ENGINEERING DEPARTMENT

**Mission:** The Engineering Department provides technical expertise and management support to the Board of Commissioners and the Township Manager in the administration and construction of roadway and utility infrastructure projects for both capital improvement and privately funded residential and commercial development activities. The Department takes pride in ensuring that compliance to construction specifications, standards and policies, are carefully monitored and enforced throughout the plan development, review, and construction operations of all projects. The Department is also responsible for the operation and maintenance of the traffic signal systems for the Township, including overall system management, upgrades, and complaint troubleshooting. Also, the Department is responsible for the computer network for the entire Township, including overall system management, software and hardware implementation, and troubleshooting.

### **2013 Activities:**

- Continue to coordinate the engineering and infrastructure activities of the Township.
- Continue to coordinate the Planning Commission activities of the Township.
- Continue to review all Subdivision and Land Development, Conditional Use, and Special Exception applications for their compliance with the Township Code.
- Continue to coordinate and manage engineering consultants for their involvement with land development project reviews and construction.
- Prepare a comprehensive stormwater management ordinance revision in accordance with the Chester County Act 167 Plan.
- Finalize the revisions to the Subdivision and Land Development portion of the Township Code and prepare for Board review and subsequent adoption.
- Continue to coordinate the information technology needs of the Township.
- Continue the initiatives and programs with respect to compliance with the state adopted Municipal Storm Water Regulations.
- Continue to coordinate and manage the Automated Red Light Enforcement Grant activities.
- Continue to coordinate and manage the Osborne Road Bridge Replacement Project.
- Continue with and further develop the database information that comprises the Townships Geographical Information System (GIS).
- Continue to manage Township's traffic signal system and analyze the system timings to ensure the system is achieving optimum operating conditions.
- Continue to coordinate and manage drainage projects in cooperation with the Community Services Department.
- Continue the implementation of the concepts contained in the Community Rating System program with FEMA for floodplain activities.
- Continue to evaluate the Township's infrastructure needs and update capital project listing.

- Continue to seek out alternative funding opportunities to assist the Township with the capital projects.

### **Milestones/Deadlines:**

- Implement the comprehensive stormwater management ordinance revisions by deadline established by PADEP, based on guidance from CCWRA, for completion of the MS4 application, as required by the pending ACT 167 ordinance.
- Develop a standardized process for review, permitting, inspection, and administration associated with the new stormwater management requirements as part of ACT 167.
- Implement the traffic signal improvements associated with the Automated Red Light Enforcement Grant Project in 2013.
- Obtain Final Design Approval for the Osborne Road Bridge Replacement Project in 2013
- Implement a comprehensive revision to the Subdivision and Land Development portion of the Township Code for processing and eventual adoption in 2013.
- Develop a revised capital project plan for use in the 2013 budget process.
- Implement and manage the new NPDES MS4 Permit.
- Prepare and submit the CRS application to FEMA.

### **Equipment Needs:**

- Computer upgrades.

### **Long Term Needs/Objectives:**

- Reinststitute the GIS position in the Department.
- Implement an incident management program for our traffic signal system.
- Conduct a stormwater financing assessment to evaluate needs for current and future NPDES MS4 permit compliance, infrastructure upgrades, and other stormwater management related items. From the assessment, goal is to justify need for sustained financing rather than a project by project funding process.
- Implement a stormwater utility or similar alternative to assist with funding repairs, upgrades, and overall maintenance to the stormwater infrastructure in the Township.

## 2013 Budgetary Plan

### Department – Fire

#### 2013 Goals and Objectives

- Mitigate the loss of life and property within Caln Township and surrounding communities to the best of our ability through training, preparedness, and emergency response.
- Promote civic and social welfare of the community through fire awareness, prevention and education plans.
- Continue to enhance and provide fire prevention programs for residents, industrial, educational, and Day Care Facilities
- Provide the means and opportunities necessary for emergency responders to obtain excellence in fire fighting, rescue techniques, and emergency medical training while striving for 100% National Certification.
- Formulate committee to spec new engine to order and receive end of 2013 beginning 2014.
- Continue restoration program of 1939 Chevy to preserve and share the history of the fire company with the residents of Caln Township
- Submit and secure grant to upgrade fire alarm system and obtain additional radios for fire ground operations.
- Replace traffic 38

#### 2012 Accomplishments:

- Received Utility Truck from Township and placed into service, Unit designated as Utility 38.
- Completed annual Blood Borne Pathogens recertification class.
- Completed semi-annual CPR and Defibrillator recertification
- Obtained approval to proceed with purchase of new fire engine.
- Conducted second annual successful Fire Prevention Open House. Approximately 200 residents attended.
- Initiated apparatus transport logs for tracking unit mobilization
- Resolved Rescue 38 vibration
- Obtained and placed new narrow band pagers into service.
- Obtained and placed new 800 portable and mobile radios into service.
- Purchased 5 new mobile and 5 new portable high band radios to add to communications capability during emergency situations and EOC operations.
- Brush 38 was sold to a buyer from New Jersey through Munici-bid web site.
- Purchased and placed new 1 ¾", 2 ½", and 3" hose into service as part of hose testing initiative.
- Completed and submitted Long Range Fire Apparatus replacement plan in conjunction with SLS Stackhouse.
- Successfully completed ISO Audit and maintained 5/9 rating level.
- 15 Firefighters obtained Fire Police certification and were sworn in to assist in supporting Fire Police with traffic control on special events.

# **Cain Township**

## **2013 Proposed Budget**

### **Supplemental Information**



# Real Estate Tax Facts

2013 Real Estate Assessment-Estimate	\$696,163,840
2012 Real Estate Assessment	\$695,461,280
2011 Real Estate Assessment	\$695,296,285
2010 Real Estate Assessment	\$687,936,315
2009 Real Estate Assessment	\$674,792,325

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2011 Real Estate Tax Billing	\$1,948,986
2011 Real Estate Tax Collected	\$1,857,464

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## Tax Rate:

2012 Proposed Tax Rate	2.808 mills
2011 Tax Rate	2.808 mills

The Real Estate Tax rate has been 2.808 for eight years. The average homeowner pays approximately \$421 per year in real estate taxes.

# PRINCIPAL TAXPAYERS 2012

<b>Taxpayer</b>	<b>Type of Business</b>	<b>Assessed Value</b>	<b>% of Total Assessed Valuation</b>
COATESVILLE HOSPITAL CORP	Hospital	\$ 16,836,350	2.4%
FIRST MONTGOMERY TOWNHOME	Apartment Complex	10,850,000	1.6%
500 MEADOWLAKE DRIVE ASSOCIATES	Apartment Complex	8,822,290	1.3%
AMT-FMP FAIRWAYS ASSOCIATES	Apartment Complex	7,770,000	1.1%
CALN VILLAGE ASSOCIATES L P	Shopping Center	6,440,000	0.9%
THORNDALE WEST LP	Shopping Center	4,354,450	0.6%
GIANT THORNDALE STORE LP	Grocery Store	4,240,000	0.6%
EXELON GENERATION CO LLC	Utilities	3,103,080	0.4%
KOHL'S THORNDALE STORE LP	Department Store	2,822,000	0.4%
COATESVILLE HOSPITAL CORP	Hospital	2,673,000	0.4%
Top 10 Taxpayers		\$ 67,911,170	9.7%
Total Caln Township Assessed Valuation:		\$ 699,835,590	



# Top Employers

CHESTER COUNTY / COATESVILLE AREA  
SCHOOL DISTRICT / CALN TOWNSHIP

	<b>EMPLOYER</b>	<b>Count</b>
1	VETERANS ADMINISTRATION	1,065
2	COATESVILLE HOSPITAL CORP	689
3	CCRES	558
4	CALN ELEMENTARY SCHOOL	345
5	GIANT FOOD STORES LLC	235
6	ST MARTHA MANOR	210
7	DOWNINGTOWN AREA SCHOOL DISTRICT	187
8	COMMONWEALTH OF PA	119
9	KMART CORPORATION	109
10	KOHL'S DEPARTMENT STORE	108

## Full-Time Authorized Positions By Department

<u>Department</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>Proposed Budget 2013</u>
Administration	2	2	2	2	1	1
Buildings	1	1	1	1	1	1
Code Enforcement	5	5	5	4.5	4.5	4.5
Engineering	2	2	2	2	2	2
Executive	1	1	1	1	1	1
Finance	3	3	3	3	2	2
Fire	1	1	1	1.5	1.5	1.5
Golf Club - Greens	2	2	2	2	2	2
Golf Club - Pro Shop	2	2	1	1	1	1
Community Services*	11	10	11	11	10	10
Police	22	22	22	20	19	19
Wastewater	5	5	5	5	5	5
<b>Total</b>	<b>57</b>	<b>56</b>	<b>56</b>	<b>54</b>	<b>50</b>	<b>50</b>

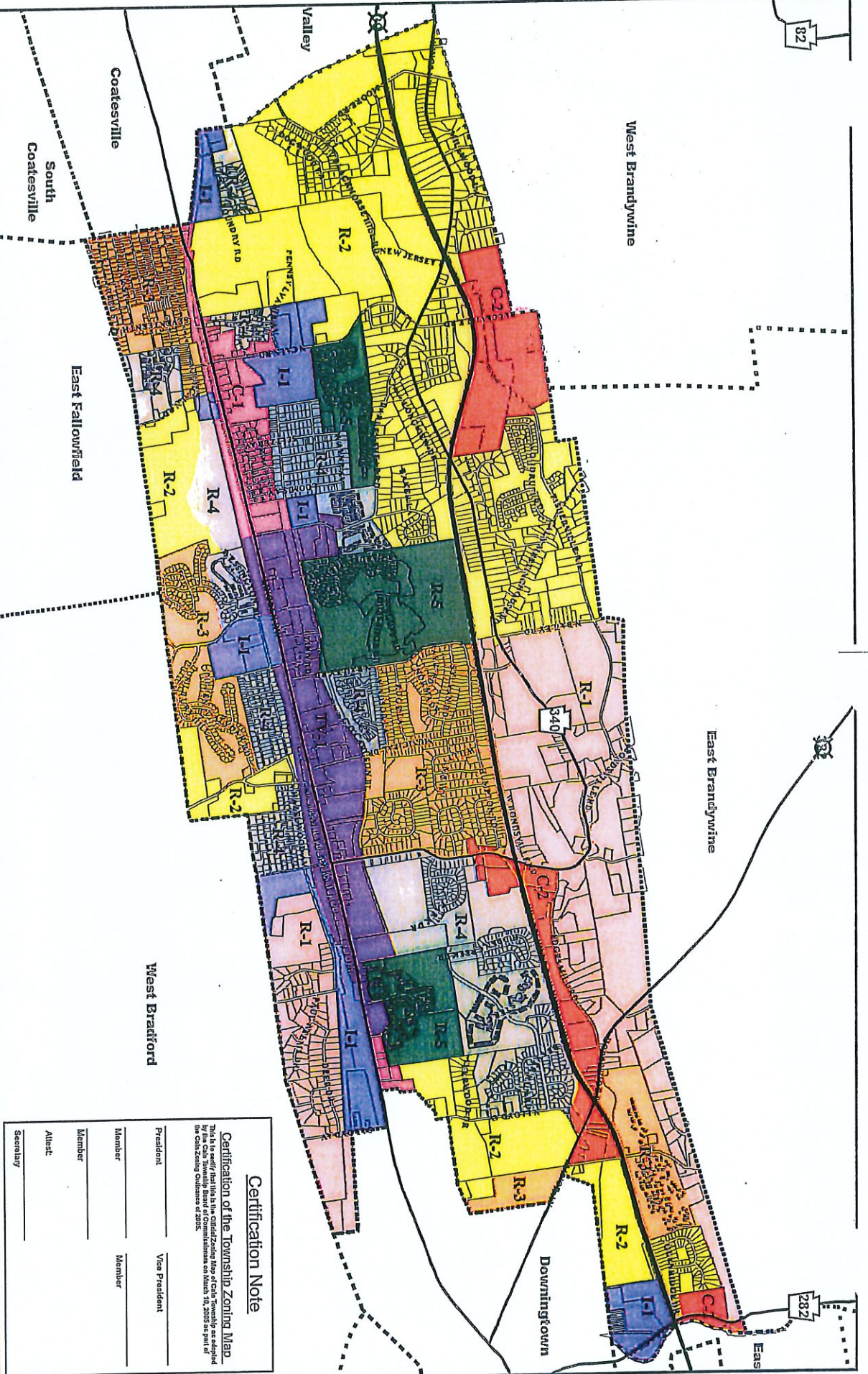
\* The Highway and Parks Departments were combined in 2011 and renamed Community Services Department

## TAXING AUTHORITY - FIRST CLASS TOWNSHIPS

TAX	LIMIT	2012 RATES
Real Property Tax		
General Purposes	30 mills	2.808 mills
Local Services Tax	\$52	\$52
Earned Income Tax	1%	0.5%: Note 0.5% is also imposed by school district
Real Estate Deed Transfer	1%	0.5%: Note 0.5% is also imposed by school district
Mercantile-Wholesale	1.0 mills	Not Levied
Mercantile-Retail	1.5 mills	Not Levied
Business Privilege	No Limit	Not Levied
Occupation	Flat \$10, or unlimited millage on assessed value of occupation	Not Levied
Per Capita	\$10 each adult	Not Levied
Amusement	10% on admission price	4%
Mechanical Device	No limit on devices providing amusement	Not Levied
Sign Tax	No limit of signs for display or advertising	Not Levied
Lease Rental	5% of lease of tax exempt real estate	Not Levied

# Cain Township Fund Structure

Fund Title	Fund #	Fund Type	Major Revenue Sources	Major Services Provided
General	1	General Operating Fund	Real Estate Taxes Earned Income & LST Grants/Pension Aid Licenses & Permits Fines/ordinance violations	Police & Fire Public Works/Engineering Parks & Recreation Code Enforcement Administration & Finance
Street Light	2	Special Revenue Fund	Street Light Tax	Streets Lights in various neighborhoods
Sewer Operating*	8	Enterprise Fund	Sewer fee charged to residents and businesses	Sanitary Sewer Service
*Cain Township Municipal Authority Fund				
Golf	9	Enterprise Fund	Greens Fees, Cart Rentals Merchandise Sales	18 Hole Golf Course, Driving Range & Pro Shop/Concession
Escrow	10	Fiduciary	Developer's Deposits	Inspections/Engineering/Legal & Plan Review
Self	12	Internal Service	Transfers from other funds	Post Retirement Health Benefit Unemployment Compensation
Capital Bond	18	Capital Projects Fund	Proceeds from sale of bonds	Infrastructure Improvements
Capital Reserve	19	Capital Reserve Fund	Developer's Fees Transfers from other funds	Infrastructure Improvements Acquisition of Fixed Assets
Solid Waste	20	Enterprise Fund	Trash Fee	Collection and disposal of solid waste and recyclables
Sewer Capital	30	Capital Reserve Fund	Transfers from other Funds	Capital Construction Costs & Capacity Agreements
Sewer Reserve	31	Capital Reserve Fund	Transfers from other Funds	Reserve for Capital Items
Open Space	32	Capital Reserve Fund	Developer's Fees	Acquisition of Land to be used as Open Space
Equipment Fund	34	Internal Service	State Grants Transfers from Other Funds	Acquisition of vehicles & heavy equipment
Highway Aid	35	Special Revenue Fund	Share of State Gasoline Tax	Snow Plowing, Road Maintenance & Traffic Signal and Street Lights



East Brandywine

West Brandywine

Downingtown

West Bradford

Coatesville

South Coatesville

East Fallowfield

340

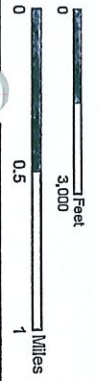
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### Certification Note

This is to certify that this is the Official Zoning Map for the Township of Caln, Pennsylvania, as of March 24, 2008, and that the same was prepared in accordance with the provisions of the Pennsylvania Zoning Act, Act 24 of 2002, and the Official Zoning Ordinance of this Township.

President	_____	Vis President	_____
Member	_____	Member	_____
Member	_____		
Alteit:	_____		
Secretary	_____		

LEGEND	
	Watermark
	Municipalities
	Private Reservations
	Zoning
	R-1 - Single-Family Residential
	R-2 - Medium Density Residential
	R-3 - Medium Density Residential
	R-4 - Medium to High Density Residential
	R-S - Single-Family Residential Community
	C-1 - Commercial
	C-2 - Retail Commercial
	C-3 - Retail Commercial
	I-1 - Industrial
	I-2 - Light Industrial
	I-3 - Heavy Industrial
	I-4 - Heavy Industrial
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	I-100 - Heavy Industrial



# CALN TOWNSHIP

## Zoning Map

Date Printed: March 24, 2008

# Capital Project Planning

**Caln Township**

**2013**

# Components of Capital Planning

- List of Projects
- Budgetary Resources
- Prioritization
- Schedule/Time Frame

# FUNDING SOURCES

- **FUTURE TOWNSHIP BUDGETING**
  - **GENERAL FUND**
  - **HIGHWAY AID FUND**
  - **CAPITAL RESERVE FUND**
- **BOND ISSUE**
- **GRANTS**
- **PRIVATE CONTRIBUTIONS/DEVELOPERS**



# Future Capital Projects

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- **Priority Projects List**
- **Developer Resources Projects List**
- **Township Resources Projects Lists**
- **Municipal Authority Projects List**
- **Undetermined Resources Projects List**

# Priority Projects

Funding from 2013 Budget including Bond Issue

<b>General Fund</b>	\$	325,000	
Township Buildings	\$	140,000	
transfer to capital fund	\$	100,000	
bond payment	\$	55,000	
fire truck	\$	30,000	
total	\$	325,000	

# Priority Projects

Funding from 2013 Budget including Bond Issue

<b>Capital Fund (19)</b>	<b>\$</b>	<b>235,000</b>
Osborne bridge repair	\$	90,000
Osborne bridge replacement	\$	10,000
Lloyd Park Bathrooms/Pavilion	\$	100,000
other	\$	20,000
sidewalks	\$	15,000
total	\$	235,000

# Priority Projects

Funding from 2013 Budget including Bond Issue

<b>2012 Bond Fund</b>	<b>\$</b>	<b>1,200,000</b>	
Humpton Road	\$	700,000	
Bondsville Ped Bridge	\$	200,000	
other streets/storm	\$	50,000	
Design for Traffic Solution	\$	250,000	
total	\$	1,200,000	
<b>Liquid Fuels</b>	<b>\$</b>	<b>200,000</b>	
paving	\$	200,000	
overlay, surface coat			

# Developer Resources Projects

Projects to be funded by new land developments

## EXAMPLES:

- Fisherville Road Interchange Realignment
- Kings Highway and Reeceville Road Intersection
- North Caln / Blackhorse Hill Traffic Signal

# Township Resources Projects

Funding from general, highway and other township funds

## EXAMPLES:

- Osborne Road Storm Drainage
- G.O. Carlson Street Lights
- Sidewalk Construction Projects

# Municipal Authority Projects

Funding through the Authority

## EXAMPLES:

- Municipal Drive Pump Station
- Blackhorse Hill Sewer Lines
- Granger Lane Sewer Lines

# Undetermined Resources Projects

Low priority or Longer Term

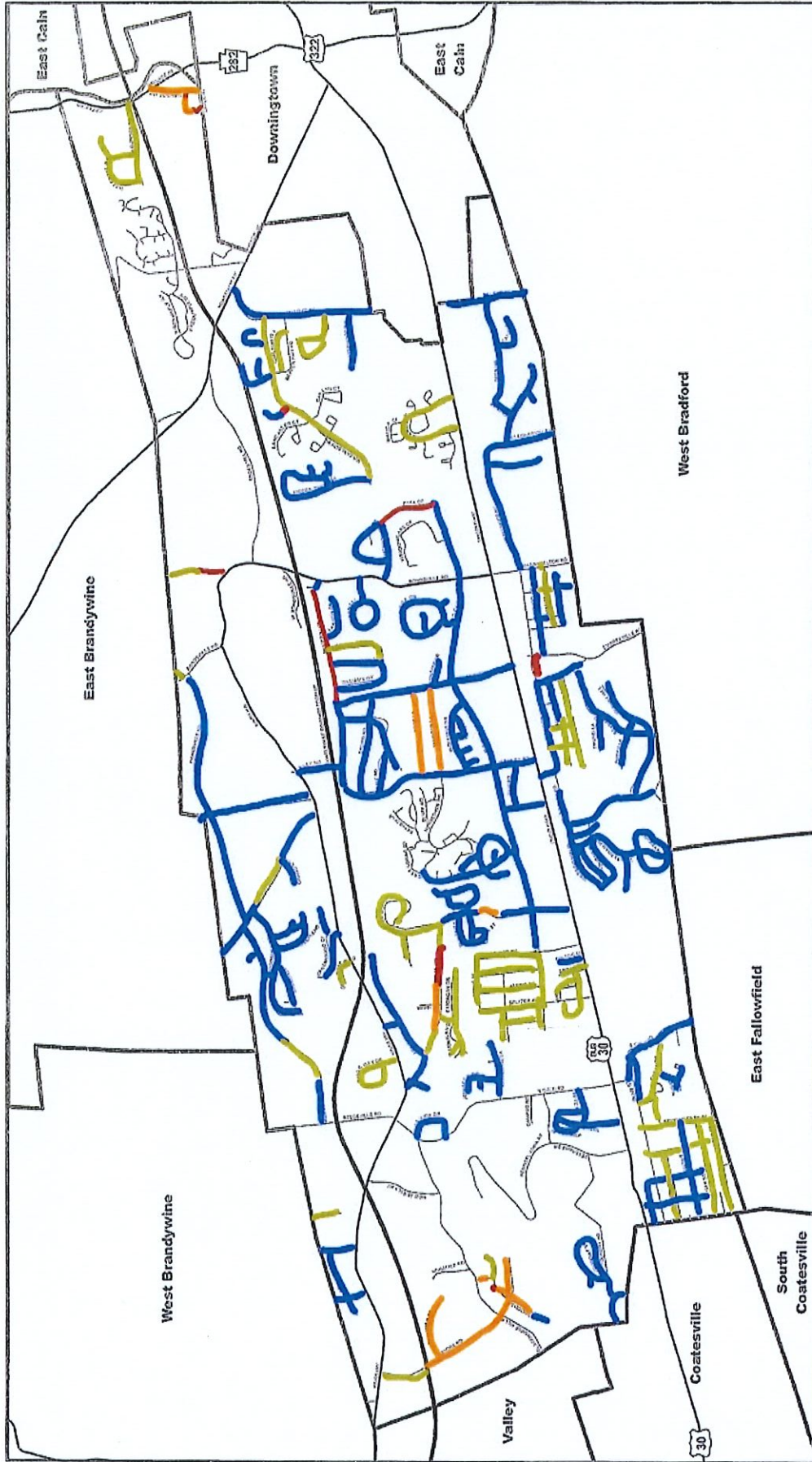
## EXAMPLES

- Kings Highway Park Construction
- East Fisherville Road Bridge
- Valley Run Improvements



# ANNUAL PROGRAMS

- Annual Paving Program \$140,000- \$200,000/YR
- Annual storm drain/inlets rehab program
- Annual MS4 stormwater program activities
- Right of Way trees, vegetation removal and replacement
- Annual Repair / Maintenance to Buildings / facilities



**CALN TOWNSHIP**  
Road Map

**2012 Road Survey**

**LEGEND**

- MAJOR ROADS
- ROAD CENTERLINES
- MUNICIPAL BOUNDARIES
- CALN TOWNSHIP

**Figure 13**  
**Cain Township**  
**Comprehensive Plan**  
**Functional Classification**  
**of Public Roads**



2000 0 2000 Feet



MARK VULLIAMY  
**HVA**  
 ASSOCIATES, P.C.

**ARRU**  
 The ARRD Group, Inc.

**Legend**

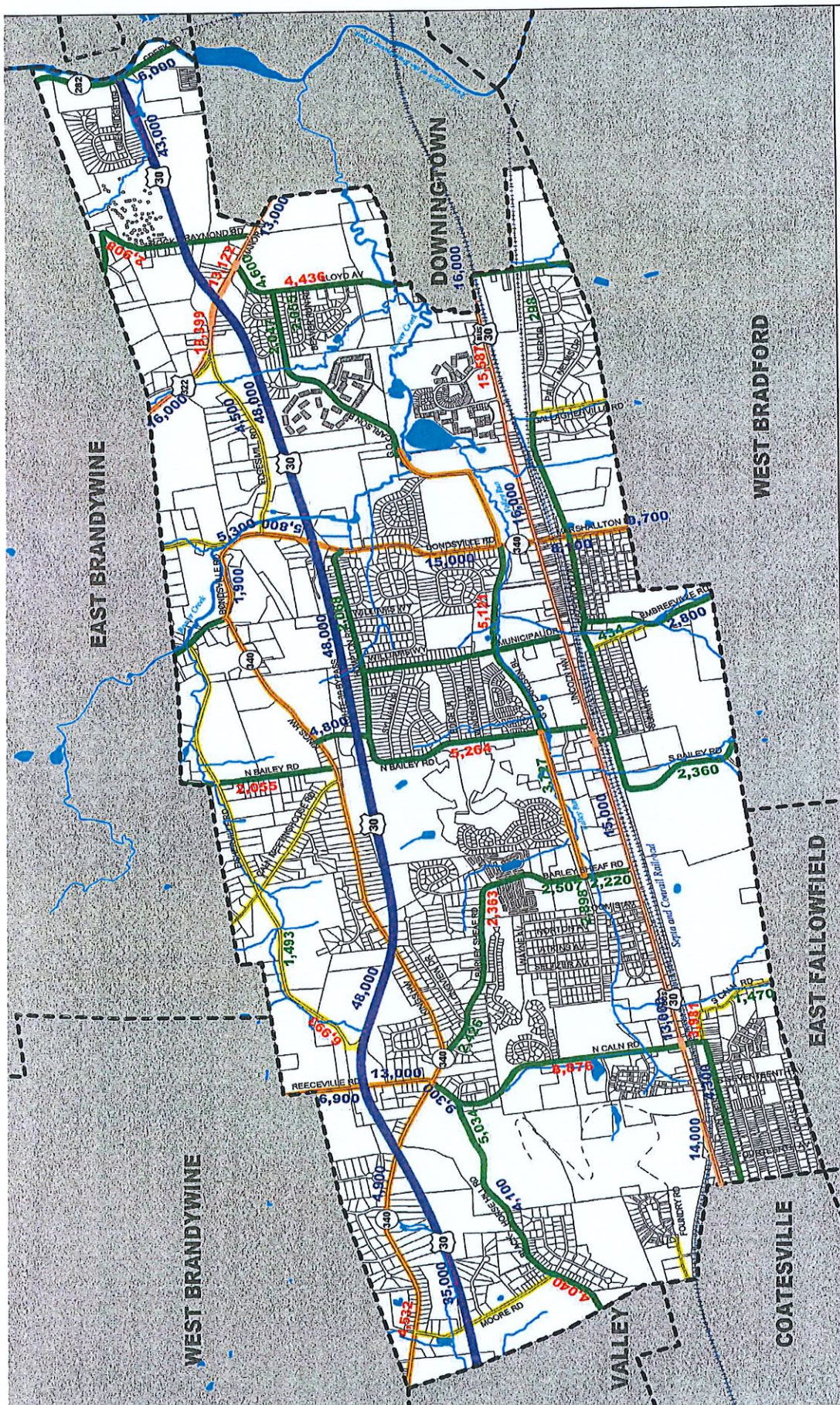
- Railroads
- Municipalities
- Surface Water
- Parcels

**Functional Classification of Roads**

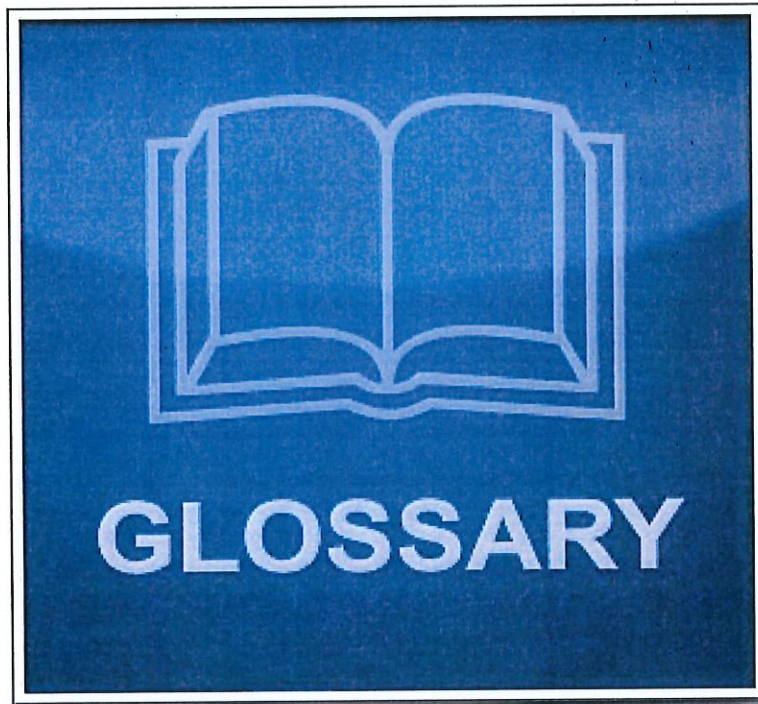
- Expressway
- Major Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local Access
- Private

**Average Daily Traffic Counts**

- 16,000 PADOT ADT Counts (2001-2002 Traffic Counts)
- 16,000 DVRPC ADT Counts (1997-2002 Traffic Counts)
- 16,000 Cain Township ADT Counts (2002 Traffic Counts)



# **Caln Township 2013 Proposed Budget Glossary**



## GLOSSARY OF KEY TERMS

**ACCRUAL BASIS OF ACCOUNTING:** The basis of accounting in which revenues are recognized when they are earned and expenses are recognized when they are incurred.

**ACT 247:** Procedure established by state, requiring municipality to forward any land development, subdivision or zoning changes to Chester County Planning Commission.

**ACT 537:** Caln Township Official sewage facilities plan.

**ACTUAL GAP:** Annual expenditures exceed annual revenue of a fund; also referred to as a deficit.

**APPROPRIATION:** A legal authorization granted by the Township Board of Commissioners to make expenditures and to incur obligations for the purposes specified in the annual budget appropriation ordinance. An appropriation is limited in amount and to the time in which it may be expended.

**ASSESSED VALUATION:** The valuation set upon real estate by the county tax assessor as the basis for levying ad valorem real estate taxes.

**ASSETS:** Property owned by the Township which has a monetary value.

**AUTHORITY:** A government or public agency created to perform a single function or a restricted group of related activities. An authority may be completely independent of other governments or be partially dependent upon other governments for its financing or the exercise of certain powers.

**BASIS OF ACCOUNTING:** A term used to refer to when revenues, expenditures, expenses, and transfers are recognized in the accounts and reported in the financial statements. The county's Governmental Fund Types utilize the modified accrual basis of accounting. The Proprietary Fund utilizes the accrual basis of accounting.

**BOND:** A written promise to pay a specified sum of money at a specified future date along with periodic interest paid at a specified rate. Bonds are typically sold to finance long-term debt.

**BUDGET:** The plan of financial operation for each calendar year estimating proposed expenditures and the proposed means of financing them. Upon approval by the Commissioners, the budget appropriation ordinance is the legal basis for expenditures during the budget year.

**BUDGET DOCUMENT:** The official written statement which presents the proposed budget to the Township Board of Commissioners.

**BUDGET GAP:** The amount that budgeted expenditures exceed budgeted revenue, indicating a drawdown of fund balance, also referred to as a budget deficit.

**BUDGET MESSAGE:** A general discussion of the proposed budget presented in writing as a part of the budget document. The budget message explains major budget issues, describes the financial experience during the past period and presents recommendations regarding the financial policy during the coming period.

**CAPITAL PROJECT FUND:** The fund used to account for financial resources to be used for the acquisition or construction of capital assets.

**CAPITAL PROJECTS:** Projects which purchase, construct, or reconstruct capital assets.

**DARA:** Downingtown Area Regional Authority

## GLOSSARY OF KEY TERM

**DEBT SERVICE:** Scheduled payments of principal and interest on long and short term debt.

**DELINQUENT REAL ESTATE TAXES:** Real estate taxes that remain unpaid after the last day of the year.

**DEPARTMENT:** A major administrative segment responsible for the provision of services within a functional area.

**DEPRECIATION:** (1) Expiration of the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence; (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

**EXPENDITURES:** Where accounts are kept on the modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not.

**FISCAL YEAR:** The 12-month period that begins with the first day of any particular month and ends on the last day of the 12<sup>th</sup> month to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The township's fiscal year begins January 1<sup>st</sup>.

**FIXED ASSETS:** Long-lived tangible assets obtained or controlled as a result of the past transactions, events or circumstances. Fixed assets include: buildings; building improvements; machinery and equipment; infrastructure; land and land improvements. In the private sector, these assets are referred to most often as property, plant and equipment.

**FRINGE BENEFITS:** Expenditures for benefits made on behalf of employees. These benefits include health and dental insurance, life insurance, disability insurance, retirement, FICA and Medicare, prescriptions, vision care, unemployment compensation insurance and workers compensation insurance.

**FULL-TIME POSITION:** Employee who receives full fringe benefits and whose salary in 2009 is calculated either on the basis of 7.5 hours per day, 37.5 hours per week, or 1,950 hours annually or for employees working on the basis of 8.0 hours per day, 40 hours per week, or 2,080 hours annually.

**FUND:** A fiscal and accounting tool with a self-balancing set of accounts to record revenue and expenditures.

**FUND BALANCE:** The excess of a fund's assets over its liabilities. A negative fund balance is sometimes called a deficit. A positive fund balance is sometimes called a surplus. A portion of the Township's General Fund estimated actual ending fund balance may be reappropriated as a source of funds to balance the following year's budget. It is the Township's updated budgetary policy to maintain a General Fund balance at a minimum of twelve percent of average annual revenue of the three previous fiscal year.

**GASB:** Government Accounting Standards Board which is the authoritative accounting and financial reporting standard-setting body for state and local governments.

**GASB 34:** The Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments which is the governmental financial reporting model that incorporates business accounting methods into municipal statements.

## GLOSSARY OF KEY TERM

**GENERAL FUND:** A governmental fund used to account for all financial resources not required to be accounted for elsewhere by legal, contractual or administrative requirement. The General Fund is the main operating fund of the township.

**GENERAL OBLIGATION BONDS:** Bonds whose repayment is backed by the full faith and credit of the government issuing them.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP):** Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. The primary authoritative body on the application of GAAP to governments is the Government Accounting Standards Board.

**GOAL:** A clearly described target or accomplishment which can be achieved within a given time frame.

**GRANT:** A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from State and Federal governments. Grants are usually made for specified purposes.

**HUD:** United States Department of Housing and Urban Development

**I & I:** Inflow and Infiltration

**INTERIM TAX BILL:** An interim tax bill is generated by increasing the improvement assessment due to new construction. The bill covers the period from completion of construction through the end of the tax year.

**LOCAL SERVICES TAX (LST):** A tax on individuals for the privilege of engaging in an occupation in Caln Township. The LST is \$52 per year and is imposed on anyone who earns \$12,000 or more in a year. The Township collects the full tax due and remits a pro-rated share (\$5) of the tax collected, less collection expenses, to Coatesville Area School District.

**MILL:** One one-thousandth of a dollar of assessed value.

**MILLAGE:** Rate used in calculating taxes based upon the value of property, expressed in mills per dollar of property value.

**MISSION STATEMENT:** Provides a clear presentation of a department's function or mandate. A good Mission Statement answers who the stakeholders are, why the program is needed and what services are provided.

**MODIFIED ACCRUAL BASIS:** The basis of accounting under which expenditures are recorded at the time liabilities are incurred and revenue is recorded when received in cash or when measurable and available. Revenue in the General Fund, Capital Projects Fund, Highway Aid Fund, and Special Revenue Fund are accounted for on a modified accrual basis.

**NPDES:** National Pollutant Discharge Elimination System

**ORGANIZATIONAL CHART:** A graphic presentation, by function, of programs and services provided to clients or other township departments.

## GLOSSARY OF KEY TERM

**PAWC:** Pennsylvania American Water

**PENSION CONTRIBUTION:** The amount paid into a pension plan by an employer pursuant to actuarial calculations of the required amount to fund future benefits.

**RATING:** The credit worthiness of the Township as evaluated by independent agencies relating to the repayment of debt.

**REVENUE:** Funds received by the Township as income, including tax payments, license and permits, fees for specific services, departmental earnings, receipts from other municipalities, fines, forfeitures, grants, contributions, reimbursed expenses and investment income.

**REVENUE ESTIMATE:** A formal estimate of how much revenue will be earned from a specific revenue source for some future time period.

**SERVICES:** (1) Professional or technical expertise purchased from external sources. (2) Output provided taxpayers by township departments.

**SINGLE AUDIT:** An audit performed in accordance with the Single Audit Act and Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments. The Single Audit Act requires governments to have one audit performed to meet the needs of all Federal grantor agencies.

**SOLID WASTE FEE:** An annual fee charged for solid waste collection and disposal services.

**SURPLUS:** Annual revenue exceeds annual expenditures of a fund, creating an increase in fund balance.

**TAX LEVY:** The total amount to be raised by Township real estate taxes.

**TAX RATE:** The amount of tax stated in terms of a unit of the tax base. For example, one mill represents \$1 of tax per \$1,000 of assessed value.

**TAXES:** Compulsory charges levied by the Township for the purpose of financing services performed for the common benefit of citizens.

**TMACC:** Transportation Management Association of Chester County

**UNDESIGNATED FUND BALANCE:** Undesignated General Fund balance is defined as those financial resources available for spending and therefore not reserved for specific purposes such as encumbrances.

**USER FEE (USER CHARGE):** The payment of a fee for direct receipt of a public service by the party benefiting from the service.

**VNA:** Visiting Nurse Association