



KENNETT TOWNSHIP
FINANCE & HR DEPARTMENT

TO: Kennett Township Board of Supervisors

FROM: Amy Heinrich, Finance & HR Director, Treasurer
Subject: Department Report – March 17, 2021

- The recently enacted American Rescue Act will provide funding to many municipalities. Kennett's allocation is currently estimated at \$821,099, but may be subject to change. It will be distributed in two equal allotments, the first one in the next few months and the second approximately 12 months later. These will be restricted funds to cover costs incurred by Dec 21, 2024 to:
 - Respond to the COVID-19 emergency and address its negative economic impacts, including through aid to households, small businesses, nonprofits, and industries such as tourism and hospitality;
 - Provide premium pay to essential employees or grants to their employers. Premium pay could not exceed \$13 per hour or \$25,000 per worker;
 - Provide government services affected by a revenue reduction during the pandemic; and
 - Make investments in water, sewer, and broadband infrastructure.
- We expect more detailed guidance on permitted uses before the funds are available.
- *Funds cannot be used to deposit into pension funds or to offset revenue resulting from a tax cut.*
- The Act also provides for relief to many other entities, individuals, and causes.
- As I have reported previously, we are live on Sage Intacct, our new general ledger accounting system. A monthly financial report through February 2021 is attached to this report. Note, we have included a Balance Sheet sourced from Sage. Like any new system, we will continue to see more benefits from Sage every month.
- We have begun the initial stages of our 2020 audit. Given the remote approach due to COVID, it will still take several months to complete. Chris Herr, the Partner responsible for our audit, will attend our Board meeting soon to discuss the 2019 audit results.
- Township Real Estate Tax bills have been mailed from Berkheimer. Please return payment to Berkheimer. The 2% discount period runs through April 30, 2021 and the face period runs through June 30, 2021. There will be a 10% penalty after June 30, 2021.

Kennett Township YTD 2021

GENERAL FUND

As of **2/28/2021**

	2020 Actuals	2021 Budget	2021 YTD
Revenue			
Taxes			
Earned Income Taxes	\$ 2,629,986	\$ 2,877,000	\$ 769,545
Real Estate Taxes	\$ 1,642,305	\$ 1,669,000	\$ 37,447
Real Estate Transfer Taxes	\$ 649,305	\$ 480,000	\$ 111,463
Local Service Tax		\$ 200,000	\$ -
Taxes Total	\$ 4,921,596	\$ 5,226,000	\$ 918,454
Fees, Fines, Grants, Interest	\$ 954,277	\$ 865,986	\$ 137,189
Revenue Total	\$ 5,875,873	\$ 6,091,986	\$ 1,055,643
Expense			
Salaries & Benefits	\$ 2,791,836	\$ 3,367,310	\$ 462,495
Maintenance & Operations	\$ 681,425	\$ 781,860	\$ 63,526
Contracted/ Professional Services	\$ 749,624	\$ 614,720	\$ 94,057
Community & Economic Development	\$ 292,557	\$ 162,800	\$ 97,489
Fire & Ambulance	\$ 602,071	\$ 692,457	\$ 135,392
Expense Total	\$ 5,117,512	\$ 5,619,147	\$ 852,960
Transfers to Capital Fund			
Capital Transfer/Expense			
Trns to Capital (Rt82/1/Ccroft)	\$ (51,343)	\$ -	\$ -
Trns to Capital (Trail GrtMtch)	\$ (426,735)	\$ (230,000)	\$ -
Trns to Capital (TrafficSignal)	\$ (36,166)	\$ -	\$ -
Trns to Capital (Bldgs)	\$ -	\$ (85,000)	\$ -
Trns to Capital (Drainage)	\$ -	\$ (150,000)	\$ -
Trns To Capital (Veh PW)	\$ (13,860)	\$ -	\$ -
Trns To Capital (Veh Police)	\$ (103,120)	\$ -	\$ -
Capital Transfer/Expense Total	\$ (631,224)	\$ (465,000)	\$ -
Transfers to Capital Fund Total	\$ (631,224)	\$ (465,000)	\$ -
Operating Gain/(Loss)	\$ 758,361	\$ 472,838	\$ 202,683
Gain/(Loss) With Capital	\$ 127,137	\$ 7,838	\$ 202,683

2021: The large Trail Grant award may result in additional revenue and matching expenses. The 2021 Budget includes the match contributions only.

The above does not include Revenue from Recovery nor the cost of Recovery Efforts.

Fraud Recovery & Expenses (Unbudgeted)			
Revenue			
Fraud Recovery	\$ 1,000,000	\$ -	\$ -
Expense			
Fraud Investigation/Recovery	\$ 722,372	\$ -	\$ 1,250
Net Fraud Recovery & Expenses (Unbudgeted)	\$ 277,628	\$ -	\$ (1,250)

Kennett Township
Balance Sheet - ALL Government Funds - Preliminary*

Reporting Book: ACCRUAL
As of Date: 2/28/2021

Fund:	General Fund	Open Space Fund	Sewer Fund	Capital Fund	Traffic Impact Fee	Liquid Fuels Fund	Library Fund	Total
Assets								
Current Assets								
Cash and Cash Equivalents	3,213,169	1,187,047	332,117	60,230	77,492	30,104	10,959	4,911,117
Other Current Assets	1,022		2,641					3,663
Interfund Due from	467,428	767,108	543,846					1,778,382
Total Assets	3,681,619	1,954,154	878,604	60,230	77,492	30,104	10,959	6,693,163
Liabilities and Net Assets								
Liabilities								
Short-term Liabilities	80,297		3,970					84,267
Bond Liabilities		2,829,309						2,829,309
Interfund Due to	1,348,096	37,788	241,056					1,626,939
Total Liabilities	1,428,393	2,867,097	245,025					4,540,515
Net Assets	2,253,226	(912,942)	633,579	60,230	77,492	30,104	10,959	2,152,648
Total Liabilities and Net Assets	3,681,619	1,954,154	878,604	60,230	77,492	30,104	10,959	6,693,163

*Excludes Escrow; Preliminary results -- the books are not closed yet and are subject to minor adjustments but the contents are materially correct.

Kennett Township YTD 2021
General Fund Revenue

Category 1	Category 2	Sage GL	Sage GL Account Name	2021 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD
Taxes	Earned Income Taxes	41021	Earned Income Tax	2021 Budget Assumption: Retain 1.5% reduction, increase 2% for normal growth/raises + \$75K for new developments. 2021 Actuals include \$331K of recovery from payroll errors by 2 entities.	\$ 2,629,986	\$ 2,877,000	\$ 769,545
	Real Estate Taxes	40111	RE Taxes - General Millage	Budget assumption: \$812M assessment * .02% (2 mils) * 96.5% collection rate (including 2% discount)	\$ 152,557	\$ 156,000	\$ 4,119
		40112	RE Taxes - EMS Millage	Budget assumption: \$812M assessment * .19% (1.9 mils) * 96.5% collection rate (including 2% discount)	\$ 1,452,311	\$ 1,488,000	\$ 30,799
		40120	RE Taxes - Prior Year's	Delinquent taxes	\$ 37,437	\$ 25,000	\$ 2,529
	Real Estate Transfer Taxes	41011	Real Estate Transfer Tax	2021 Budget based on 5-year average	\$ 649,305	\$ 480,000	\$ 111,463
	Local Service Tax	41050	Local Service Tax	2021 Addition of Local Service Tax. \$52/year for people that work in the Township regardless of where they live to contribute to services used (Roads, Emergency Services)		\$ 200,000	\$ -
Taxes Total					\$ 4,921,596	\$ 5,226,000	\$ 918,454
Fees, Fines, Grants, Interest	Grants	45415	Recycling Grant	Low 2020 was due to 2 years worth of payments received in 2019, instead of one in each 2019/2020.	\$ 1,637	\$ 22,000	\$ 21,234
		45417	State Grants	ARLE Grant Rt 1 & Rt 82 Reimbursement from State	\$ 23,054	\$ -	\$ -
		45601	Public Utility Revenue		0 \$ 5,706	\$ 6,000	\$ -
		45604	Liquor Licenses		0 \$ 400	\$ 400	\$ -
		45605	State Pension Aid	State contribution to Pension	\$ 137,867	\$ 137,867	\$ -
		45607	Foreign Fire Insurance Act	Pass through grant from state to Fire houses.	\$ 72,955	\$ 71,000	\$ -
		45704	Private Grant	2020 was PECO/Natural Lands Trust Grant for Riparian Buffers at Spar Hill	\$ 9,638	\$ -	\$ -
	Planning & Zoning	42250	Road Opening Permits		0 \$ 540	\$ 500	\$ -
		46134	Zoning Hearing Fees	(blank)	\$ 5,200	\$ 8,000	\$ -
		46240	Building & Zoning Fees	2021 Budget assumptions include a few large developments and continued run-rate on smaller projects.	\$ 263,597	\$ 234,500	\$ 62,065
		46242	Rental Registration Fees	(blank)	\$ 7,540	\$ 3,000	\$ -

Kennett Township YTD 2021
General Fund Revenue

Category 1	Category 2	Sage GL	Sage GL Account Name	2021 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD
Fees, Fines,	Planning & Zoning	46246	UCC Fees - Act 45	\$4.5 per permit remitted to the State.	\$ 1,089	\$ 800	\$ 135
	Fine & Penalties	43149	Fine & Penalties	2020 Likely reduced due to COVID as well as Police under-staffing (less time for traffic citations). 2021 return to run-rate.	\$ 23,675	\$ 53,000	\$ 2,663
	Reimbursement	46132	Engineering & Legal Reimb.	ARLE Grant Rt 1 & Rt 82 Reimbursement from East Marlborough	\$ 10,391	\$ -	\$ -
		46218	Overtime Reimbursement	Hard to estimate but offset by OT. May increase if school is back in session and/or Longwood Garden's needs increase.	\$ 14,868	\$ 15,000	\$ -
		46560	Health Insurance Reimbursement	Employee contribution to healthcare + BOS member 100% reimbursement	\$ 55,193	\$ 55,972	\$ 5,375
		46561	Worker's Comp. Insur. Reimb.	Reimbursement from EMS Commission plus payment from any claims.	\$ 26,491	\$ 23,105	\$ -
		46799	Holiday Village Reimbursement	Not planning on laying out expenses for Holiday Village in future.	\$ 27,707	\$ -	\$ -
		49199	Insurance Reimbursement	Not a planned/budgeted item. Would offset expense incurred for ST Disability, accidents, etc, covered by insurance.	\$ 3,451	\$ 40,377	\$ -
	Other Income	46148	Misc Income	Not planned items. 2020 is primarily usage fee for filming & refunds from discovery of overcharge.	\$ 28,196	\$ -	\$ -
		46159	Sale of Copies, Supplies	(blank)	\$ 2,385	\$ 2,300	\$ 380
		46299	Misc Police Income	Actuals to be reclassified to Fine & Penalties / Copies as appropriate.	\$ 449	\$ 500	\$ -
		46399	Misc Public Works Income	Mostly sale/recycling of scrap metal	\$ 4,131	\$ 3,500	\$ 1,158
	Fees	42180	Cable Franchise Fee	(blank)	\$ 178,536	\$ 180,000	\$ 44,178
		48311	Street Light Fees		\$ 5,165	\$ 5,165	\$ -
	Investment Income	44151	Interest Income	Interest rates are extremely low; investment options for our reserve are limited given mark-to-market risk if we reinvest in GNMA securities similar to what we currently have.	\$ 38,806	\$ 3,000	\$ -
	44152	Unrealized Gain/Loss	Not a budgeted item.	\$ 5,610	\$ -	\$ -	
Fees, Fines, Grants, Interest Total					\$ 954,277	\$ 865,986	\$ 137,189
Grand Total					\$ 5,875,873	\$ 6,091,986	\$ 1,055,643

Kennett Township YTD 2021
General Fund Expenses

Department	Category 1	Sage GL	Sage GL Account Name	2021 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD
Administration	Salaries & Benefits	51000	Salaries	Admin salaries	\$ 230,761	\$ 207,398	\$ 28,642
				Finance/HR shared shared Admin budget for 2020. 2020+ Actuals and 2021+ Budgets will be separate.	\$ 232,756	\$ 299,533	\$ 42,852
		51050	Salaries, Board of Supervisors	(blank)	\$ 7,500	\$ 7,500	\$ -
		51800	Salaries, Overtime	Admin overtime for BOS and Committee meetings, events, initiatives	\$ 3,808	\$ 6,026	\$ 579
				Finance/HR OT	\$ 1,757	\$ 4,729	\$ -
	Maintenance & Operations	52100	Office supplies, equip, furnit.	Office supplies, equipment, & accessories/furniture	\$ 7,218	\$ 8,000	\$ 64
		53110	Auditing Services	Comprehensive audit; includes work to get to GASB compliant modified accrual accounting and an Annual Financial Report (best practice; conversion will take place over 2-3 years). 2020 Overage due to larger scope & workload than expected given state of affairs for 2019	\$ 28,000	\$ 38,000	\$ -
		53420	Printing & Advertising	Required Legal Advertisements, Newsletter	\$ 5,969	\$ 6,000	\$ 1,295
		53900	Bank Service Charges/Fees	(blank)	\$ 12,287	\$ 6,240	\$ -
		54200	Dues & Subscriptions	Amazon Business Prime, Assoc Of PA Municipal Managers (APMM), Audubon (bird town), Chamber of Commerce, Chester County Consortium of Managers, Chester County Association of Township Officials (CCATO), Delchester Public Works Assoc., Government Finance Officers Association (GFOA), International City Managers Assoc (ICMA), International Public Management Association for Human Resources (IPMA), Longwood Rotary Club, PA Municipal League (PML)/Public Employer Labor Relations Association Services (PELRAS), PA Association Of Municipal Adm, PA State Association of Township Supervisors (PSATS), Pennsylvania Association of Notaries (PAN), Society of Human Resource Managers (SHRM), Subscriptions (Daily News)	\$ 4,359	\$ 6,500	\$ 329
		54600	Training & Conferences	2020: Only refunds for cancelled events due to COVID. 2021: Conferences & training held by PA State Association of Township Supervisors (PSATS) (BOS & Twp Mgr), Government Finance Officers Association (GFOA), PA Municipal League (PML)/Public Employer Labor Relations Association Services (PELRAS), International City Managers Assoc (ICMA)	\$ (1,616)	\$ 12,000	\$ -
		55300	Payments to other Gov't bodies	Real Estate Taxes for parcels not yet exempt. Applying for exemption but limited windows to apply.	\$ 18,577	\$ 21,000	\$ 2,456

Kennett Township YTD 2021
General Fund Expenses

Department	Category 1	Sage GL	Sage GL Account Name	2021 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD
Administration	Maintenance & Operations	59999	Miscellaneous Expenses	Meetings, meals, holiday luncheon, employee picnic, misc. (2019 Holiday party hit in Jan 2020)	\$ 1,727	\$ 3,000	\$ 550
				HR Required documentation, hiring expenses, background check	\$ 4,159	\$ 5,000	
	Contracted/ Professional Services	53140	Legal Services	(blank)	\$ 95,158	\$ 45,000	\$ 4,331
		54500	Contracted Services	2021: HR consulting for new policies, other consulting to supplement skill sets if needed. 2020 Overage: Budget was only Umbreit staffing supplementation to enable proper segregation of duties & HR consulting for new policies & proceedings. Actuals include temp staff given staff turnover; offset by lower salaries.	\$ 47,337	\$ 7,500	\$ 464
Administration Total					\$ 699,756	\$ 683,426	\$ 81,562
Police Department	Salaries & Benefits	51000	Salaries	2 full-time additions in lieu of 2 part-time officers approved July 2020 that we haven't been able to fill. 2 candidate for scholarship program starting mid-year. Academy is not planning to be open in 2021.	\$ 839,454	\$ 996,896	\$ 164,183
		51800	Salaries, Overtime	Includes \$30K for those that work the holidays which is automatically OT.	\$ 50,556	\$ 61,000	\$ 8,164
		51830	Salaries, Overtime Reimbursable	Hard to estimate but offset by revenue. (Some actuals to be reclassified from regular OT.)	\$ -	\$ 15,000	\$ -
		51831	Salaries, STD (Reimbursable)	Not a budgeted item; reimbursed by insurance	\$ 14,080	\$ 40,377	\$ 7,131
		51910	Uniform Maintenance	Dry cleaning \$250 per officer per CBA plus dress attire for Command Staff	\$ 62	\$ 4,750	\$ -
		51920	Social Security & Medicare	SS 6.2%; Medicare 1.45% of salaries. (2020 Actuals pending reclass from General to Police/Sewer)	\$ 83,107	\$ 80,717	\$ -
		51940	Unemployment Taxes	\$350 per person per year	\$ 3,500	\$ 4,900	\$ -
		51960	Medical & Dental Insurance	2020 artificially low due to extensive vacancies	\$ 107,911	\$ 204,993	\$ 23,149
		51970	Employee Pension Plan	Minimum Municipal Obligation (MMO) paid in Fall	\$ 83,631	\$ 81,100	\$ -
		51980	Life, Disability, H&L Insurance	(blank)	\$ 15,183	\$ 16,740	\$ -
		51990	Employee Savings Plan	457b retirement plan, max of 3% salary match. Need to reclass actuals from General for Police & Sewer	\$ 24,655	\$ 31,741	\$ 4,964

Kennett Township YTD 2021
General Fund Expenses

Department	Category 1	Sage GL	Sage GL Account Name	2021 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD
Police Department	Salaries & Benefits	53540	Worker's Comp. Insurance	Will allocate Police portion going forward. 2020 Budget Amendment shows reclass from general to compare apples-to-apples.	\$ 38,570	\$ 40,570	\$ -
		54600	Training & Conferences	Training, travel and dues	\$ 1,725	\$ 15,000	\$ -
		54610	Tuition Reimbursement	Benefit provided via CBA. Currently only one officer utilizing.	\$ 2,217	\$ 5,000	\$ -
	Maintenance & Operations	52100	Office supplies, equip, furnit.	Combined office supplies and printing.	\$ 1,534	\$ 2,000	\$ 521
		52102	Detective Supplies	Detective investigation supplies		\$ 2,500	\$ -
		52170	Police Equipment	Includes all Police Equipment replacement, ammunition and bullet proof Vests (vest cost to township after grant; includes replacement every 5 years and new hires). Increase of \$10k for rifle replacement and addition of modular optical systems to pistols.	\$ 25,441	\$ 8,000	\$ 488
		52310	Gasoline/Diesel	Preliminary allocation	\$ 34	\$ 9,000	\$ 2,926
		52380	Uniforms	Haven't replaced uniforms recently so increased needed plus new hire uniforms.	\$ 13,896	\$ 10,000	\$ 84
		53240	Cell Phone Expense	Per CBA	\$ 5,834	\$ 8,580	\$ 1,170
		53720	Vehicle Maintenance & Repair	(blank)	\$ 13,564	\$ 7,500	\$ 2,278
		54200	Dues & Subscriptions	(blank)	\$ 348	\$ 2,500	\$ 79
		55300	Payments to other Gov't bodies	Chester County SWOT (Emergency Response Team (ERT)) (\$2.5K)	\$ 2,500	\$ 2,500	\$ 2,500
		59999	Miscellaneous Expenses	Gym reimbursement per CBA (\$690 per officer); New hire expenses, Misc.	\$ 9,690	\$ 15,000	\$ 218
	Community & Economic Development	52470	Community Policing Supplies	Community involvement events/supplies. 2020 lower due to COVID-19	\$ -	\$ 1,000	\$ -
	Contracted/ Professional Services	53140	Legal Services	Actuals include Legal Expense from Personnel situation.	\$ 103,487	\$ 50,000	\$ 3,445
	54500	Contracted Services	Addition of in car cameras (Year 1 cost \$29K, 5 Yr total \$68K); Lexipol service to review & enhance Police Policies (\$10K); Leases including body cameras (\$8.7K) & tairsrs (\$3.6K); Speed device calibration, certification, maintenance (\$2K), printers (\$2.5K), toxicology services (\$5K), SPCA for animal issues (\$4K).	\$ 25,979	\$ 50,000	\$ 2,562	

Kennett Township YTD 2021
General Fund Expenses

Department	Category 1	Sage GL	Sage GL Account Name	2021 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD
Police Department	Contracted/ Professional Services	54520	IT Services	All Covered (\$1300/mth+\$2000 licenses); Microsoft office suite/email (\$2.1K); Intelligence/Research databases (Lexis Nexis \$1.8K & Magloclen \$400, misc \$400); Cody (\$6.3K); Allocation of GL System (\$6K); Scheduling system (\$1200); 2 new computers (\$3.5K), misc (\$2K). 2020: Some reclasses needed from General IT.	\$ 40,383	\$ 40,100	\$ 8,354
Police Department Total					\$ 1,507,336	\$ 1,807,464	\$ 232,216
Planning & Zoning	Salaries & Bene	51000	Salaries	2021 Budget includes replacement of BCO and a new certified Planner. 2020 Budget included Director of Planning & Zoning & a Building Code Official (BCO). The work for BCO has been done by outside consultants (414.307 which is overbudget) while we look for a permanent staff member. The permit coordinator/receptionist role was budgeted under Admin. A permanent hire was made in July and is booked to P&Z since that's her main function. However, it utilized the excess budget from the BCO.	\$ 121,749	\$ 230,933	\$ 26,773
		51170	Salaries, Planning Commission	\$1650 per quarter for members	\$ 6,600	\$ 6,600	\$ -
		51800	Salaries, Overtime	(blank)	\$ 819	\$ 1,000	\$ 181
	Maintenance &	52400	Act 45 Fees	(blank)	\$ 806	\$ 1,200	\$ 293
		53072	Zoning Hearing Board	Costs associated with holding Zoning Hearing Board cases	\$ 17,648	\$ 17,648	\$ 2,230
		54500	Contracted Services	15-20 hours per week if no BCO on staff. Will be reduced if staff hired, the extend of reduction depends on qualifications of person hired. For 2020, the BCO role was fulfilled via outside consultants.	\$ 47,921	\$ 57,000	\$ 5,910
		54540	Grant Expenses	Ongoing zoning ordinance project.	\$ 10,332	\$ 5,000	\$ -
		59999	Miscellaneous Expenses	Membership dues (\$500). Conferences, continuing education & related travel (\$1500). MuniCode fees for Ordinances run-rate plus codifying the new zoning ordinances from grant work, budgeted 2020 but not completed (\$10K). Misc supplies, etc. \$1000. Computer equipment, permit system and Laserfische document storage are all budgeted under IT for 2021. Leased Plotter/Scanner (\$1500/year) under Building Budget. Phones under Utilities. 2020 below budget given codification of ordinances will run into 2021.	\$ 7,956	\$ 13,000	\$ 194
	Contracted/ Pro	53140	Legal Services	Legal advice on zoning/ordinance changes.	\$ -	\$ 5,000	\$ -
Planning & Zoning Total					\$ 213,831	\$ 337,381	\$ 35,580

Kennett Township YTD 2021
General Fund Expenses

Department	Category 1	Sage GL	Sage GL Account Name	2021 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD
Public Works	Salaries & Benefits	51000	Salaries	Public works (including MS4 part-timer). 2021 requested increase for 1 incremental full-time staff member and summer part-time help (previously allocated to Open Space). 10% of PW salary is allocated to Sewer.	\$ 368,217	\$ 434,000	\$ 65,741
		51800	Salaries, Overtime	(blank)	\$ 15,652	\$ 19,000	\$ 10,828
	Maintenance & Operations	52451	Stone	2020 Extensive stone fill needed due to flooding from storms. Increased for 2021 as well.	\$ 35,561	\$ 20,000	\$ 3,832
		52452	Skin Patching	(blank)	\$ 13,181	\$ 20,000	\$ -
		52453	Skin Patching Oil	(blank)	\$ 1,065	\$ 8,000	\$ -
		52454	Black Top	(blank)	\$ 6,136	\$ 10,000	\$ -
		52455	Drainage Materials	Increase is for repairs from major storm in 2020 carrying into 2021	\$ 8,284	\$ 10,000	\$ -
		52456	Line Painting	(blank)	\$ 27,382	\$ 30,000	\$ -
		52457	Oil & Chip	Oil & Chip with Slurry Seal combo is a new method that we want to test as residents do not like Oil & Chip. 2021: 8 targeted roads. 2020 eliminated from budget when cuts were required.	\$ -	\$ 33,000	\$ -
		52460	Supplies, Signs	Signs are required to be replaced on a routine schedule.	\$ 6,506	\$ 6,000	\$ -
		52461	Snow & Ice Control Supplies	2020 unusually light due to little snow.	\$ 19,631	\$ 45,000	\$ 8,818
		53610	Electric, Street Lights	Runs ~\$115 per month	\$ 1,062	\$ 1,380	\$ 381
		53680	PA One Call	(blank)	\$ 925	\$ 1,000	\$ 87
		53690	Household Hazardous Waste Disp	Participation in Chester County Hazardouse Waste Collection events. Less than usual in 2020 due to COVID.	\$ 1,769	\$ 3,000	\$ -
		53740	Maintenance, Traffic Signals	Based on 2020 annualized	\$ 6,599	\$ 9,000	\$ -
		59999	Miscellaneous Expenses	CDL license renewals, misc.	\$ 129	\$ 500	\$ -
		Contracted/ Professional Services	54500	Contracted Services	Mulch grinding for yard waste facility, Tree work, street sweeping	\$ 8,367	\$ 12,000
Public Works Total					\$ 520,465	\$ 661,880	\$ 90,426
Public Works Building	Maintenance & Operations	52160	Small Equipment	Misc small equipment replacement for daily operations/tasks (\$5K).	\$ 2,312	\$ 5,000	\$ 562
		52310	Gasoline/Diesel	Fuel was budgeted under Utilities. Split out fuel in actuals. Need to allocate some of Utilities budget.			\$ 2,817
		52380	Uniforms	Uniforms were budgeted under Maintenance Supplies. Split out in actuals. Need to allocate some of Maintenance Supplies budget.			\$ 1,991

Kennett Township YTD 2021
General Fund Expenses

Department	Category 1	Sage GL	Sage GL Account Name	2021 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD
Public Works Building	Maintenance & Operations	52500	Maintenance Supplies	Maintenance supplies and general Bldg expense. Uniforms were budgeted under Maintenance Supplies. Split out in actuals. Need to allocate some of Maintenance Supplies budget.	\$ 17,658	\$ 12,000	\$ 3,041
		53600	Utilities	Garage utilities and fuel for vehicles. Split out fuel in actuals. Need to allocate some of this budget.	\$ 35,131	\$ 31,000	\$ 2,983
		53720	Vehicle Maintenance & Repair	Building and vehicle repair. New roof on garage shown under Capital. (Collapsing PW Building & PW)	\$ 23,877	\$ 15,000	\$ 6,049
		59999	Miscellaneous Expenses	Budget split out in Maintenance Supplies, Repair/Maintenance & Contracted Services	\$ 65	\$ -	\$ -
	Contracted/ Professional Services	54500	Contracted Services	GPS tracking (\$3300, \$275/mth), Trash service (\$1400), misc	\$ 3,739	\$ 5,500	
Public Works Building Total					\$ 82,781	\$ 68,500	\$ 17,443
Township Building	Maintenance & Operations	53600	Utilities	Utilities: Electric \$20K, Oil \$7.5K, Verizon \$5.5K, Phone system \$7.8K, Cell phones \$9K	\$ 47,588	\$ 45,000	\$ 7,175
		53601	Utilities (The Pines)	(blank)	\$ 2,305	\$ 2,305	\$ 1,391
		53700	Repair & Maintenance Services	2020 overage offset by savings vs. budget in Contracted Services. Running high due to dormer & door repairs for leaking water/mold and remediation from extensive moisture due to ground water from huge storms and resulting mold. 2021 maintain higher run-rate given issues starting to occur due to building age. Placeholder to evaluate building/property options.	\$ 28,939	\$ 40,000	\$ -
				The Pines bill for shared common space around building. Lag for prior year from land owner.	\$ 7,081	\$ 7,500	\$ -
		59999	Miscellaneous Expenses	Misc.	\$ 474	\$ 2,000	\$ -
	Contracted/ Professional Services	54500	Contracted Services	Office equipment leases (\$15.5K including copier, large format plotter/scanner, postage and meter); Cleaning Service (\$12K); lawn care/landscaping (\$7K most done internally); bldg security system (\$2K), elevator inspec/maint (\$4K), pest control (\$1.5K), window cleaning (\$1.1K), carpet cleaning (\$1K), generator (\$3.3K), misc (\$2K). Video maintenance every 3 yrs.	\$ 38,170	\$ 50,000	\$ 4,438
Township Building Total					\$ 124,556	\$ 146,805	\$ 13,005
Fire & Ambulance	Salaries & Benefits	51150	Salaries, Fire Marshall - PT	\$496 per pay period.	\$ 12,896	\$ -	\$ -

Kennett Township YTD 2021
General Fund Expenses

Department	Category 1	Sage GL	Sage GL Account Name	2021 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD
Fire & Ambulance	Maintenance & Operations	53540	Worker's Comp. Insurance	Worker's Comp was previously budgeted all as one. This pieces is specifically for Fire companies. Reimbursed by Commission. 2020 Budget amendment shows reclass for apples-to-apples comparison	\$ 23,105	\$ 23,105	\$ -
	Fire & Ambulance	51961	Medical Expenses (Reimb. Insur)	Reimbursable by Worker's Comp Insurance	\$ 450	\$ -	\$ -
		52101	COVID-19 Supplies	(blank)	\$ 2,081	\$ -	\$ -
		53630	Hydrant Service	Assume \$3K increase for new development hydrants	\$ 56,628	\$ 55,272	\$ -
		55000	Misc. Contributions	(blank)	\$ -	\$ -	\$ -
		55301	Foreign Fire Tax Contributions	State grant received and passed on to Fire companies; has been reducing slightly each year. Revenue source is a tax on insurance premiums from out-of-state insurance companies.	\$ 72,955	\$ 71,000	\$ -
		55302	EMS Commission Funding	15% increase requested for each member plus adjustment for usage update.	\$ 469,958	\$ 566,185	\$ 135,392
Fire & Ambulance Total					\$ 638,072	\$ 715,562	\$ 135,392
Employee Benefits	Salaries & Benefits	51832	Auto Allowance	(blank)	\$ 1,800	\$ 3,600	\$ -
				Employee incentives, appreciation, & rewards		\$ 2,000	\$ -
		51910	Uniform Maintenance	Included in general expenses above.	\$ -	\$ -	\$ -
		51920	Social Security & Medicare	SS 6.2%; Medicare 1.45% of salaries. (2020 Actuals pending reclass from General to Police/Sewer)	\$ 67,288	\$ 91,792	\$ 28,150
		51940	Unemployment Taxes	\$350 per person per year	\$ 7,794	\$ 7,350	\$ 9,023
		51960	Medical & Dental Insurance	Increase: Affordable Care Act 4% tax (waived in 2019). IBX running add'l 4-7% increase. +staff increases	\$ 228,866	\$ 272,724	\$ 36,673
		51962	Post Employment Medical (COBRA)	Reimbursed by COBRA participant. We are required to offer COBRA to former employees.	\$ 8,120	\$ 10,738	\$ -
		51970	Employee Pension Plan	Minimum Municipal Obligation - Non-Uniform; this is a prescribed calculation which is artificially low given staff turnover this year. If the budget can support a larger contribution (later in the budget process), we will recommend increasing this contribution so we do not fall behind.	\$ 164,454	\$ 116,545	\$ -
		51980	Life, Disability, H&L Insurance	Increase over 2020 for 66 2/3% ST/LT Disability adopted in July for non-uniform for full year + staff increases.	\$ 4,794	\$ 12,843	\$ -
		51990	Employee Savings Plan	457b retirement plan, max of 3% salary match. 2020 Actuals include \$13.6K for 2019 contributions paid in 2020. Need to reclass actuals for Police & Sewer	\$ 41,555	\$ 34,215	\$ 5,462
	53541	Worker's Comp Payment (Reimb.)	Not budgeted. If injury occurs, we pay employee and then get reimbursed by WC.	\$ (0)	\$ -	\$ -	

Kennett Township YTD 2021
General Fund Expenses

Department	Category 1	Sage GL	Sage GL Account Name	2021 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD
Employee Benefits Total					\$ 524,671	\$ 551,808	\$ 79,308
Tax Collection	Contracted/ Professional Services	54500	Contracted Services	Netted out of revenue	\$ -	\$ -	\$ -
		54501	Contracted Services - RE Taxes	Netted out of revenue	\$ 2,897	\$ -	\$ -
Tax Collection Total					\$ 2,897	\$ -	\$ -
Insurance	Maintenance & Operations	53510	Property & Liability Insurance	Increase estimated for new vehicles	\$ 80,853	\$ 86,500	\$ -
		53530	Bonds	Named bonds for Treasurer & Twp Manager plus general Public Employee Blanket Bond for all other employees and officials.	\$ 8,510	\$ 8,800	\$ -
		53540	Worker's Comp. Insurance	Worker's Comp. 2021 allocates relevant portions to Police & Fire Dept. 2020 reclasses needed to allocate.	\$ 36,622	\$ 39,602	\$ -
		54150	Expenses (Reimburs. by Insur)	(blank)	\$ -	\$ -	\$ -
Insurance Total					\$ 125,985	\$ 134,902	\$ -
Engineering	Contracted/ Professional Services	53130	Engineering Services	2021 Run-rate \$1K general expenses plus some additional for streambank erosion issues. 2020 higher than run-rate due to Ways Lane design work. Assuming detailed design work would be funded by developers/property owners.	\$ 54,241	\$ 18,000	\$ 4,423
		53131	Engineering Services - MS4	Brandywine Red Clay Phase 2 stream restoration at Anson B. Nixon park \$30K; Revolving Water Fund (RWF) \$157K; \$30K general MS4 work (annual report, TMDL plan interactions with DEP, RWF support, general basin & MS4 compliance issues). 2020 below budget as we did not set up a storm water utility.	\$ 113,034	\$ 217,000	\$ -
		53132	Engineering Serv -Grant Writing	Grant writing & lobbying for 5-points & Sewer grants. Negotiating price of extending into 2021.	\$ 33,030	\$ 17,500	\$ -
		53133	Engineering Serv -Traffic	Ongoing project is capital project with grant.	\$ -	\$ -	\$ 5,934
		53134	Planning Serv & Landscape Arch	Minimize projects	\$ 6,978	\$ 5,000	\$ -
		53170	Trail Consultant	Amending 2020 budget due to hiring of new trail consultants and SOWs approved by Board (ramp up work, due diligence, Magnolia underpass). ~\$170k of \$192 total is grant eligible. 2021 Grant Costs are embedded in cost estimates associated with primary projects (Magnolia & Trail work for grant). \$25,800 Trail consultants out of scope T&M (\$2150/mth).	\$ 107,272	\$ 15,000	\$ 39,093

Kennett Township YTD 2021
General Fund Expenses

Department	Category 1	Sage GL	Sage GL Account Name	2021 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD
Engineering	Contracted/	53180	Billable Consultants	(blank)	\$ -	\$ -	\$ -
		54541	Grant Expenses (Match)	Minimal needs for grants from AECOM in 2021 assuming no 5-points work in 2020. (If we win grant, would likely start design sometime in 2021.) 2020 actuals engineering for grant project at Rt82/1/Cedarcroft. Remainder hitting Capital budget in 2020 Actuals.	\$ -	\$ 1,000	\$ -
Engineering Total					\$ 314,556	\$ 273,500	\$ 49,451
Information Technology	Contracted/ Professional Services	52130	IT Supplies & Equipment	2020 over budget due to laptops needed for COVID remote work. 2021 is equipment for new hires.	\$ 6,662	\$ 6,500	\$ 148
		54520	IT Services	Sage GL License (\$17K); CLA GL implementation Consultant (\$7.5K); All Covered Monthly Support, licenses (\$19.1K); Microsoft Applications (\$7K); Payroll software & services (\$5.1K); CivicPlus website (\$3.8K); Permit System (\$3.12K); Laserfische doc storage (\$3K); Adobe (\$1.8K); Misc. (\$2.2K)	\$ 62,890	\$ 69,620	\$ 20,126
Information Technology Total					\$ 69,551	\$ 76,120	\$ 20,274
Information Technology Contributions	Community & Economic Development	55200	Mushroom Festival	No request - same as last year	\$ -	\$ 2,500	\$ -
		55201	Holiday Village (Reimbursable)	Not planning to lay out funds in advance for this event if it takes place.	\$ -	\$ -	\$ -
		55303	Contribution - Park & Rec Board	Annual contribution for Pennock Park maint & events; G/L was previously Open Space. Minimal 2020 contribution due to COVID.	\$ -	\$ 10,000	\$ -
		55304	Contribution - Library Bldg	Library requested donation for construction of the new library. In lieu of a tax increase in 2020, the contribution will be funded by the General Fund.	\$ 121,000	\$ 121,000	\$ -
		55401	Kennett Area Senior Center	Quarterly contribution	\$ 2,500	\$ 2,000	\$ -
		55402	Historic Kennett Square	Annual contribution	\$ 20,000	\$ 20,000	\$ 20,000
		55403	Brandywine Red Clay Alliance	Annual membership (\$1k); Contribution (\$1k); Christina Watershed membership (\$950)	\$ 1,000	\$ 1,950	\$ 950
		55404	Kennett Flash	Annual contribution w/ special Covid relief request	\$ 1,000	\$ -	\$ -
		55405	SCCOOT transportation service	Increase for COVID impact	\$ 2,000	\$ 2,000	\$ -
		55406	Library Scholarship Program	Event cancelled for 2020 due to COVID; anticipate return in 2021	\$ -	\$ -	\$ -

Kennett Township YTD 2021
General Fund Expenses

Department	Category 1	Sage GL	Sage GL Account Name	2021 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD
Contributions	Community & Economic	55414	Kennett Area Community Service	2020: Addition of funding \$5K for Kennett Area Community Service in Dec.	\$ 5,000	\$ -	\$ -
Contributions Total					\$ 152,500	\$ 159,450	\$ 20,950
Economic Development	Community & Economic Development	54541	Grant Expenses (Match)	(blank)	\$ -	\$ -	\$ -
		54560	Economic Development Office	Economic Development Director salary via Historical Kennett Square. Position vacant. MOU not approved by Borough and not funded in their budget. Eliminate for 2021 due to expense constraints; reconsider for future.	\$ 37,500	\$ -	\$ -
		54570	Sustainable Development Office	Efforts on hold given expense constraints	\$ -	\$ -	\$ -
Economic Development Total					\$ 37,500	\$ -	\$ -
Open Space	Community & Economic Development	54500	Contracted Services	2021: no budget. Carry-over from budgeted 2020 Open Space expense.		\$ -	\$ 4,200
				Budgeted under Open Space fund			\$ 239
		55400	Parks & Prop - Anson Nxn Author	2021: Fund out of Open Space. 2020: Budgeted in Open Space but some paid out of GF due to Open Space Act requirements.	\$ 46,350	\$ -	\$ -
		55413	Contributions - TLC	Annual contribution budgeted in Open Space in 2020, paid in 2021 from GF per BOS approval. 2021 budget in Open Space budget.		\$ -	\$ 72,000
		54502	Contracted Services - Barkingfield	2020 Budgeted in Open Space but not in accordance with Open Space Act. No requests approved for next year. Basic maintenance is in Open Space budget.	\$ 6,912	\$ -	\$ -
Open Space Total					\$ 53,262	\$ -	\$ 76,439
Twp Committees & Programs	Community & Economic Development	54542	Grant Expense (Reimb)	2020 actuals for Chandler Mill Bridge (part of grant match budgeted under Capital & Open Space)	\$ 34,028	\$ -	\$ -
		55204	Township Events	2020 Chandler Mill Bridge celebration; Get Re-Kennected!	\$ 506	\$ -	\$ -
		55305	Deer Management Committee	Annual contribution	\$ -	\$ 250	\$ -
		55407	Brandywine Vly Scenic Byway Com	Annual contribution. Joint effort across many municipalities that we are already committed to.	\$ 500	\$ 600	\$ -
		55408	Environmental Advisory Committ.	No request made for 2021; 2020 included \$2.5K one-time woodlands map update and \$500 misc for Garden Way.	\$ 2,494	\$ -	\$ -

American Rescue Act

- Kennett's allocation is currently estimated at \$821,099, subject to change.

- 2 equal allotments (next few months & +12 months)
- These will be restricted funds to cover costs incurred by Dec 21, 2024 to:
 - Respond to the COVID-19 emergency & address its negative economic impacts, including through aid to households, small businesses, nonprofits, & industries such as tourism & hospitality;
 - Provide premium pay to essential employees or grants to their employers. Premium pay could not exceed \$13 per hour or \$25,000 per worker;
 - Provide gov't services affected by a revenue reduction during the pandemic; and
 - Investments in water, sewer, and broadband infrastructure.
- We expect more detailed guidance on permitted uses before the funds are available.
- *Funds cannot be used to deposit into pension funds or to offset revenue resulting from a tax cut.*
- The Act also provides for relief to many other entities, individuals, and causes.