



## BUDGET & FINANCE COMMITTEE

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Friday, December 2, 2016 @ 7:30 A.M.  
10701 N. College Ave, Suite A, Indianapolis, IN 46280  
Agenda

- 1. Cash Forecast**
- 2. Financial Statements and Investments**
- 3. 99<sup>th</sup> Street Sewer Service**
- 4. Addition of Authorized Signatory for Payables**
- 5. Other Business**

**Adjourn**

The next Meeting will be held on Thursday December 22, 2016 at 7:30 am

**Clay Township Regional Waste District**  
**Budget & Finance Committee - Analysis of October 2016**  
**December 2, 2016 Meeting**

**Income Statements**

October: Total Sales of \$596,645 were \$78,065 or 15% over projections of 518,580. Residential was 2.8% higher and commercial was 41.5% higher than expected. Other revenue was 46% above expected at \$15,312. Interest income was higher than budgeted along with Other Misc Income.

**October Spending Analysis**

Operating expenses of \$380,794 were \$25,263 under budget (6.22%). Wages & benefits were slightly over budget by \$6,605 (4.15%). Administration budget spending was under budget by \$1,229 (1.9%), treatment budget spending was under budget by \$10,445 (8%) and collection was under budget by \$20,195 (37.6%). The major variances are as follows:

<u>Category</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>(unfavorable)</u>	Above / -Under Budget	<u>Explanation</u>
Gross Wages	118,399	114,000	(4,399)	3.86%	Hiring of staff to fill open positions
Computer Expenses	15,670	6,500	(9,170)	141.08%	IT Solutions assessment work
Office Services	9,335	2,500	(6,835)	273.40%	KorTerra invoice
			-		
Total Operating Expenses	380,794	406,057	25,263	-6.22%	Under budget
Net Income (loss)	202,101	97,973	<b>104,128</b>	106.28%	Above Projections for October

**October YTD:** Total Revenue of \$5,749,911 was \$420,411 or 7.89% over projections due to higher Commercial and Residential sales. Other Income was \$24,477 over projections due to higher cash balances and more interest income.

**Year to Date October Operating Expenses and the major variances are as follows:**

<u>Category</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>(unfavorable)</u>	Above / -Under Budget	<u>Explanation</u>
Wages	1,609,511	1,568,558	(40,953)	2.61%	Over budget due to additional staff
Engineering	12,517	50,000	37,483	-74.97%	Under budget-charged to Capital budget
Biosolids Disposal	126,950	100,000	(26,950)	26.95%	Over budget
Utilities - Plant	165,994	191,000	25,006	-13.09%	Under budget - lower energy costs
Lift Station R & M	83,145	138,000	54,855	-39.75%	Lower than expected spending
Line Repairs	1,200	42,000	40,800	-97.14%	Lower than expected spending
Special R & M (I & I)	40	71,000	70,960	-99.94%	Lower than expected spending
Operating Supplies - Collection	65,842	5,000	(60,842)	1216.84%	Odor control for LS 2 & 17
Manhole R & M	21,918	62,500	40,582	-64.93%	Lower than expected spending
Total Operating Expenses	3,829,892	4,106,414	276,522	-6.73%	Under budget
Net Income (loss)	1,629,395	973,086	(656,309)	67.45%	Over projections

**Cash Generated**

Cash generated for October shows a net decrease in all funds of \$-229,221. The increased spending was primarily due to capital spending. Capital spending was \$787,381 and was 8% of the capital budget. It is 32% of the budget YTD. The Total Cash Balance at 10/31/16 is \$12,304,014 . YTD cash has decreased by \$398,221.

Individual fund balances and changes are listed on the Cash Generated Statements included with the monthly financial statements.

**Investments**

There were no investment changes in September. The District invested \$2,000,000 in July 2015 in a 5 year CD earning 2.05%.

# Clay Township Regional Waste District

## Cash Generated

### October 2016

	<u>Operating</u>	<u>Interceptor</u>	<u>Plant Expansion</u>	<u>Operating Reserve</u>	<u>Reserve for Replacement</u>	<u>Retainage</u>	<u>TOTAL</u>
Beginning Balance	4,475,640	2,553,038	2,660,413	2,192,400	651,743	(0)	12,533,234
Receipts:							
Deposits	635,432	11,655	45,032	0	0	0	692,119
Interest	9,603	0	0	0	0	0	9,603
Transfers	0	350,000	0	0	0	0	350,000
Total Receipts	<u>645,035</u>	<u>361,655</u>	<u>45,032</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,051,722</u>
Disbursements:							
Checks	49,049	0	0	0	0	0	49,049
Carmel Utilities	94,514	0	0	0	0	0	94,514
Basin 1 Wet Weather Solution	0	0	0	0	0	0	0
Plant Odor Control	0	0	0	0	0	0	0
LS 1 VFD Repl	0	0	0	0	0	0	0
LS 2 Pump Repl	0	0	0	0	0	0	0
106th St Parallel FM	413,416	20,655	0	0	0	0	434,071
Jackson's Grant - LS 26	0	281,450	0	0	0	0	281,450
Springmill Interceptor	7,135	64,725	0	0	0	0	71,859
Transfers	350,000	0	0	0	0	0	350,000
Total Disbursements	<u>914,113</u>	<u>366,829</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,280,943</u>
Net Increase/(Decrease)	(269,078)	(5,174)	45,032	0	0	0	(229,221)
Ending Balance	4,206,562	2,547,864	2,705,445	2,192,400	651,743	(0)	12,304,014

# Clay Township Regional Waste District Cash & Investments

October 31, 2016

Bank & Purch Date	Account	Amount	Maturity Date	Rate	Fund
<b><u>Citizens State Bank</u></b>					
	Checking	\$ 213,949		0.08%	Plt Expan, Oper, Interceptor, Repl
	Money Market	\$ 4,272,287		0.50%	Oper, Res for Repl, Plt Expan, Int.
<b><u>Merchants Bank of Indiana</u></b>					
	Money Market	\$ 1,144,308		2.00%	Oper, Interceptor, Res for Repl
	Money Market	\$ 4,673,270		1.50%	Plt Expan, Oper, Oper Res
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<b><u>Fifth Third Bank</u></b>					
7/15/2015	CD - 5 years	\$ 2,000,000	7/15/2020	2.05%	Operating Reserve, Oper
TOTAL CASH & Investments		<u>\$ 12,303,814</u>		1.44%	Interest rate - Total
Less: Cash		<u>\$ 10,303,814</u>		1.11%	Interest rate - Cash
NET INVESTMENTS		<u><u>\$ 2,000,000</u></u>		2.05%	Interest rate - Investments

# Clay Township Regional Waste District

## Summary Balance Sheet

October 31, 2016

	Actual as of October 31, 2016	Actual as of 10/31/2015	% of 2015
ASSETS			
Utility Plant	104,700,027	100,616,683	104%
Current Assets			
Cash & Investments			
Operating Fund	4,206,562	11,473,437	37%
Operating Reserve	2,192,400	1,617,150	136%
Reserve for Replacement	651,743	16,088	4051%
Interceptor Fund	2,547,864	4,405	57837%
Plant Expansion Fund	2,705,445	73,210	3695%
Total Cash & Investments	12,304,014	13,184,289	93%
Accounts Receivable	603,615	557,536	108%
Liens Receivable	23,857	47,303	50%
Invoiced Receivables	523,938	116,597	449%
Notes & Interest Receivable	78,810	113,994	69%
Investment Interest Receivable	53,244	12,132	439%
Other Current Assets	213,122	236,109	90%
Current Assets	13,800,599	14,267,961	97%
TOTAL ASSETS	118,500,626	114,884,643	103%
TOTAL LIABILITIES & EQUITY			
LIABILITIES			
Current Liabilities			
Invoiced Payables	79,957	47,460	170%
Accounts Payable	788,220	998,611	79%
Accrued Paid Leave	86,836	82,183	106%
Other Current Liabilities	71,327	99,693	72%
Total Current Liabilities	1,026,340	1,227,947	84%
TOTAL LIABILITIES	1,026,340	1,227,947	84%
EQUITY			
Retained Earnings	21,552,612	19,593,785	110%
Construction in Aid	95,921,075	94,062,912	102%
TOTAL EQUITY	117,474,287	113,656,696	103%
Total	118,500,626	114,884,643	103%

# Clay Township Regional Waste District

## Income Statement

October 2016

			Actual MTD thru 10/31/2016	Budget MTD thru 10/31/2016	Variance	Actual YTD thru 10/31/2016	Budget YTD thru 10/31/2016	Variance	Total Annual Budget	Variance
Sales										
Residential										
4001-1	Sales - Residential		358,928	349,000	9,928	3,492,095	3,402,600	89,495	4,102,000	(609,905)
Residential			358,928	349,000	9,928	3,492,095	3,402,600	89,495	4,102,000	(609,905)
Commercial										
4003-1	Sales - Commercial		222,915	157,600	65,315	1,981,478	1,682,700	298,778	2,000,000	(18,522)
Commercial			222,915	157,600	65,315	1,981,478	1,682,700	298,778	2,000,000	(18,522)
Other Revenue										
4005-1	Late Charges		9,567	5,490	4,077	61,318	57,020	4,298	68,000	(6,682)
4007-1	Applications Fees		3,750	4,470	(720)	57,791	49,100	8,691	55,000	2,791
4009-1	Plan Reviews, Inspections, Misc. Revenue		1,485	2,000	(515)	15,673	21,000	(5,328)	25,000	(9,328)
Other Revenue			14,802	11,960	2,842	134,781	127,120	7,661	148,000	(13,219)
Total Sales			596,645	518,560	78,085	5,608,354	5,212,420	395,934	6,250,000	(641,646)
Other Income										
4501-1	Interest - Investments		3,482	3,500	(18)	34,260	34,100	160	41,000	(6,740)
4503-1	Interest - Banking		9,603	6,500	3,103	95,792	77,900	17,892	91,000	4,792
4507-1	Bank Fees		(27)	(90)	63	(257)	(820)	563	(1,000)	743
4601-1	Interest - by project		422	560	(138)	4,574	5,900	(1,326)	7,000	(2,426)
4701-1	Customer Fees & Reimbursements		100	0	100	4,467	0	4,467	0	4,467
4901-1	Misc Income/Expense		1,731	0	1,731	2,720	0	2,720	0	2,720
Other Income			15,312	10,470	4,842	141,557	117,080	24,477	138,000	3,557
Total Revenue			611,957	529,030	82,927	5,749,911	5,329,500	420,411	6,388,000	(638,089)
Operating Expenses										
Wages & Benefits										
5001-1	Gross Wages		118,399	114,000	(4,399)	1,148,022	1,108,900	(39,122)	1,339,000	190,978
5003-1	Other Employee Exp		1,233	850	(383)	11,588	8,300	(3,288)	10,000	(1,588)
5005-1	Retirement Plan - Hoosier START		11,843	11,400	(443)	112,785	110,890	(1,895)	133,900	21,115
5007-1	Employee Insurance		25,537	24,350	(1,187)	255,141	260,150	5,009	309,000	53,859

# Clay Township Regional Waste District

## Income Statement

October 2016

		Actual MTD thru 10/31/2016	Budget MTD thru 10/31/2016	Variance	Actual YTD thru 10/31/2016	Budget YTD thru 10/31/2016	Variance	Total Annual Budget	Variance
5009-1	Taxes (Employer FICA)	8,459	8,265	(194)	81,975	80,318	(1,657)	97,000	15,025
Wages & Benefits		165,470	158,865	(6,605)	1,609,511	1,568,558	(40,953)	1,888,900	279,389
Administration									
5101-1	Clay Township Govt Center Operations	3,092	4,400	1,308	24,490	46,200	21,710	55,000	30,510
5103-1	Professional Education	1,903	3,500	1,597	7,407	16,500	9,093	23,000	15,593
5105-1	Boardmember Fees	2,050	1,800	(250)	15,350	15,600	250	19,000	3,650
5107-1	Board Expense	527	175	(352)	1,131	1,675	544	2,000	869
5109-1	Consulting	0	4,500	4,500	22,864	42,000	19,136	50,000	27,136
5111-1	Computer Expenses/Consultants	13,670	6,500	(7,170)	84,398	67,000	(17,398)	80,000	(4,398)
5113-1	Insurance	7,759	8,000	241	76,962	79,000	2,038	95,000	18,038
5115-1	Accounting Fees	8,500	6,000	(2,500)	8,500	6,000	(2,500)	6,000	(2,500)
5117-1	Legal Fees	3,630	4,000	370	22,541	42,000	19,459	50,000	27,459
5119-1	Engineering Fees	0	5,000	5,000	12,517	50,000	37,483	60,000	47,483
5121-1	Special Engineering (I & I)	0	1,667	1,667	1,164	16,666	15,502	20,000	18,836
5125-1	Professional Affiliations	20	450	430	4,134	4,140	6	4,500	366
5127-1	Travel & Mileage	1,049	580	(469)	6,659	5,840	(819)	7,000	341
5129-1	Collection	(31)	0	31	(5,477)	0	5,477	0	5,477
5131-1	Billing Service Contracts	5,907	10,300	4,393	99,365	118,100	18,735	140,000	40,635
5133-1	Bad Debt Expense	0	0	0	0	75	75	100	100
5135-1	Office Expense	1,582	910	(672)	10,545	9,180	(1,365)	11,000	455
5137-1	Postage Expense	750	810	60	7,500	8,080	580	9,700	2,200
5139-1	Office Services	9,335	2,500	(6,835)	40,997	25,000	(15,997)	30,000	(10,997)
5141-1	Customer Outreach & Education	2,121	2,000	(121)	12,273	19,000	6,727	23,000	10,727
Administration		61,863	63,092	1,229	453,320	572,056	118,736	685,300	231,980
Treatment									
5201-1	Sewage Treatment - Carmel WWTP	82,372	83,000	628	896,087	900,000	3,913	1,110,000	213,913
5203-1	Sewer Sampling & Lab	1,371	3,000	1,629	26,102	30,000	3,898	35,000	8,898
5205-1	Biosolids Disposal	10,670	10,000	(670)	126,950	100,000	(26,950)	120,000	(6,950)
5207-1	Plant R & M	5,207	12,000	6,793	120,098	116,000	(4,098)	140,000	19,902
5209-1	Utilities - Plant	14,866	17,000	2,134	165,994	191,000	25,006	225,000	59,006



# Clay Township Regional Waste District

## Income Statement

October 2016

		Actual MTD thru 10/31/2016	Budget MTD thru 10/31/2016	Variance	Actual YTD thru 10/31/2016	Budget YTD thru 10/31/2016	Variance	Total Annual Budget	Variance
5211-1	Operating Supplies - Plant	0	3,750	3,750	20,402	37,500	17,098	45,000	24,598
5213-1	Safety Materials & Training	5,419	1,600	(3,819)	17,442	16,800	(642)	20,000	2,558
5215-1	Permits	0	0	0	10,335	12,000	1,665	12,000	1,665
Treatment		119,905	130,350	10,445	1,383,410	1,403,300	19,890	1,707,000	323,590
Collection System									
5301-1	Lift Station R & M	5,246	14,000	8,754	83,145	138,000	54,855	165,000	81,855
5303-1	Line Maintenance	822	4,000	3,178	12,205	32,000	19,795	40,000	27,795
5305-1	Line Repair	0	4,000	4,000	1,200	42,000	40,800	50,000	48,800
5307-1	Equipment Repair	336	1,000	664	14,136	18,000	3,864	20,000	5,864
5309-1	Special R & M (I&I)	0	7,000	7,000	40	71,000	70,960	85,000	84,960
5313-1	Vehicle R & M	2,823	2,000	(823)	10,931	20,000	9,069	25,000	14,069
5315-1	Fuel	966	2,000	1,034	13,501	21,000	7,499	25,000	11,499
5317-1	Utilities - Lift Stations	14,582	11,000	(3,582)	149,619	135,000	(14,619)	160,000	10,381
5319-1	Operating Supplies - Collection System	4,576	500	(4,076)	65,842	5,000	(60,842)	6,000	(59,842)
5321-1	Manhole R&M	0	6,250	6,250	21,918	62,500	40,582	75,000	53,082
5322-1	Televising	2,568	1,000	(1,568)	2,568	8,000	5,433	10,000	7,433
5323-1	Uniforms & Shop Towels	1,638	1,000	(638)	8,546	10,000	1,454	12,000	3,454
Collection System		33,555	53,750	20,195	383,650	562,500	178,850	673,000	289,350
Total Operating Expenses		380,794	406,057	25,263	3,829,892	4,106,414	276,522	4,954,200	1,124,308
Depreciation									
5901-1	Depreciation	297,288	295,000	(2,288)	2,972,884	2,950,000	(22,884)	3,540,000	567,116
Depreciation		297,288	295,000	(2,288)	2,972,884	2,950,000	(22,884)	3,540,000	567,116
Amortization									
5911-1	Amortization of CIAC	(268,226)	(270,000)	(1,774)	(2,682,260)	(2,700,000)	(17,740)	(3,240,000)	(557,740)
Amortization		(268,226)	(270,000)	(1,774)	(2,682,260)	(2,700,000)	(17,740)	(3,240,000)	(557,740)
Total Expenses		409,856	431,057	21,201	4,120,516	4,356,414	235,898	5,254,200	1,133,684

Clay Township Regional Waste District  
Income Statement  
October 2016

NET SURPLUS/(DEFICIT)	202,101	97,973	104,128	1,629,395	973,086	656,309	1,133,800	495,595
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