



## BUDGET & FINANCE COMMITTEE

---

Friday, January 27, 2017 @ 7:30 A.M.  
10701 N. College Ave, Suite A, Indianapolis, IN 46280

### **Agenda**

1. Financial Statements and Investments
2. Update Check Signer
3. Office Consolidation Update
4. IT Review
5. Other Business
6. Adjourn

The next Meeting will be held on Friday February 24, 2017 at 7:30 am

# Clay Township Regional Waste District

## Income Statement

December 31, 2016

			Actual MTD thru 12/31/2016	Budget MTD thru 12/31/2016	Variance	Actual YTD thru 12/31/2016	Budget YTD thru 12/31/2016	Variance	Total Annual Budget	Variance
Sales										
Residential										
4001-1	Sales - Residential		362,564	349,500	13,064	4,213,266	4,102,000	111,266	4,102,000	111,266
Residential			362,564	349,500	13,064	4,213,266	4,102,000	111,266	4,102,000	111,266
Commercial										
4003-1	Sales - Commercial		186,259	156,500	29,759	2,362,428	2,000,000	362,428	2,000,000	362,428
Commercial			186,259	156,500	29,759	2,362,428	2,000,000	362,428	2,000,000	362,428
Other Revenue										
4005-1	Late Charges		7,155	5,490	1,665	73,751	68,000	5,751	68,000	5,751
4007-1	Applications Fees		5,850	2,950	2,900	68,291	55,000	13,291	55,000	13,291
4009-1	Plan Reviews, Inspections, Misc. Revenue		1,555	2,000	(445)	18,268	25,000	(6,733)	25,000	(6,733)
Other Revenue			14,560	10,440	4,120	160,309	148,000	12,309	148,000	12,309
Total Sales			563,384	516,440	46,944	6,736,002	6,250,000	486,002	6,250,000	486,002
Other Income										
4501-1	Interest - Investments		3,482	3,500	(18)	41,112	41,000	112	41,000	112
4503-1	Interest - Banking		9,318	6,500	2,818	114,399	91,000	23,399	91,000	23,399
4507-1	Bank Fees		(52)	(90)	38	(336)	(1,000)	664	(1,000)	664
4601-1	Interest - by project		378	550	(172)	5,345	7,000	(1,655)	7,000	(1,655)
4701-1	Customer Fees & Reimbursements		0	0	0	4,467	0	4,467	0	4,467
4901-1	Misc Income/Expense		(43,359)	0	(43,359)	(40,639)	0	(40,639)	0	(40,639)
Other Income			(30,233)	10,460	(40,693)	124,348	138,000	(13,652)	138,000	(13,652)
Total Revenue			533,151	526,900	6,251	6,860,350	6,388,000	472,350	6,388,000	472,350
Operating Expenses										
Wages & Benefits										
5001-1	Gross Wages		157,879	116,100	(41,779)	1,395,761	1,339,000	(56,761)	1,339,000	(56,761)
5003-1	Other Employee Exp		(6,869)	850	7,719	5,619	10,000	4,381	10,000	4,381
5005-1	Retirement Plan - Hoosier START		16,902	11,610	(5,292)	138,742	133,900	(4,842)	133,900	(4,842)
5007-1	Employee Insurance		20,778	24,400	3,622	303,727	309,000	5,273	309,000	5,273

# Clay Township Regional Waste District

## Income Statement

December 31, 2016

		Actual MTD thru 12/31/2016	Budget MTD thru 12/31/2016	Variance	Actual YTD thru 12/31/2016	Budget YTD thru 12/31/2016	Variance	Total Annual Budget	Variance
5009-1	Taxes (Employer FICA)	11,008	8,417	(2,591)	99,427	97,000	(2,427)	97,000	(2,427)
Wages & Benefits		199,699	161,377	(38,322)	1,943,276	1,888,900	(54,376)	1,888,900	(54,376)
Administration									
5101-1	Clay Township Govt Center Operations	2,171	4,400	2,229	28,497	55,000	26,503	55,000	26,503
5103-1	Professional Education	2,183	3,000	817	9,590	23,000	13,410	23,000	13,410
5105-1	Boardmember Fees	1,750	1,800	50	18,250	19,000	750	19,000	750
5107-1	Board Expense	205	175	(30)	1,358	2,000	642	2,000	642
5109-1	Consulting	2,949	4,000	1,051	25,813	50,000	24,187	50,000	24,187
5111-1	Computer Expenses/Consultants	15,888	6,500	(9,388)	106,236	80,000	(26,236)	80,000	(26,236)
5113-1	Insurance	7,759	8,000	241	92,480	95,000	2,520	95,000	2,520
5115-1	Accounting Fees	0	0	0	8,500	6,000	(2,500)	6,000	(2,500)
5117-1	Legal Fees	1,985	4,000	2,015	25,516	50,000	24,484	50,000	24,484
5119-1	Engineering Fees	30,012	5,000	(25,012)	43,305	60,000	16,695	60,000	16,695
5121-1	Special Engineering (I & I)	0	1,667	1,667	1,164	20,000	18,836	20,000	18,836
5125-1	Professional Affiliations	0	250	250	4,134	4,500	366	4,500	366
5127-1	Travel & Mileage	212	580	368	6,976	7,000	24	7,000	24
5129-1	Collection	(2,343)	0	2,343	(6,736)	0	6,736	0	6,736
5131-1	Billing Service Contracts	9,181	11,600	2,419	138,290	140,000	1,710	140,000	1,710
5133-1	Bad Debt Expense	0	25	25	0	100	100	100	100
5135-1	Office Expense	1,312	910	(402)	12,070	11,000	(1,070)	11,000	(1,070)
5137-1	Postage Expense	750	810	60	9,000	9,700	700	9,700	700
5139-1	Office Services	2,213	2,500	287	50,440	30,000	(20,440)	30,000	(20,440)
5141-1	Customer Outreach & Education	0	2,000	2,000	12,572	23,000	10,428	23,000	10,428
Administration		76,228	57,217	(19,011)	587,455	685,300	97,845	685,300	97,845
Treatment									
5201-1	Sewage Treatment - Carmel WWTP	75,609	105,000	29,391	1,046,735	1,110,000	63,265	1,110,000	63,265
5203-1	Sewer Sampling & Lab	2,321	2,000	(321)	31,115	35,000	3,885	35,000	3,885
5205-1	Biosolids Disposal	7,196	10,000	2,804	140,798	120,000	(20,798)	120,000	(20,798)
5207-1	Plant R & M	14,635	12,000	(2,635)	147,592	140,000	(7,592)	140,000	(7,592)
5209-1	Utilities - Plant	18,336	17,000	(1,336)	199,896	225,000	25,104	225,000	25,104

# Clay Township Regional Waste District

## Income Statement

December 31, 2016

		Actual MTD thru 12/31/2016	Budget MTD thru 12/31/2016	Variance	Actual YTD thru 12/31/2016	Budget YTD thru 12/31/2016	Variance	Total Annual Budget	Variance
5211-1	Operating Supplies - Plant	27	3,750	3,723	24,579	45,000	20,421	45,000	20,421
5213-1	Safety Materials & Training	2,184	1,600	(584)	20,466	20,000	(466)	20,000	(466)
5215-1	Permits	0	0	0	10,335	12,000	1,665	12,000	1,665
Treatment		120,308	151,350	31,042	1,621,516	1,707,000	85,484	1,707,000	85,484
Collection System									
5301-1	Lift Station R & M	13,499	13,000	(499)	100,225	165,000	64,775	165,000	64,775
5303-1	Line Maintenance	147	4,000	3,853	13,855	40,000	26,145	40,000	26,145
5305-1	Line Repair	0	4,000	4,000	1,200	50,000	48,800	50,000	48,800
5307-1	Equipment Repair	865	1,000	135	18,436	20,000	1,564	20,000	1,564
5309-1	Special R & M (I&I)	0	7,000	7,000	40	85,000	84,960	85,000	84,960
5313-1	Vehicle R & M	4,376	3,000	(1,376)	16,746	25,000	8,254	25,000	8,254
5315-1	Fuel	920	2,000	1,080	15,738	25,000	9,262	25,000	9,262
5317-1	Utilities - Lift Stations	14,806	14,000	(806)	178,621	160,000	(18,621)	160,000	(18,621)
5319-1	Operating Supplies - Collection System	12,486	500	(11,986)	78,328	6,000	(72,328)	6,000	(72,328)
5321-1	Manhole R&M	0	6,250	6,250	21,950	75,000	53,050	75,000	53,050
5322-1	Televising	0	1,000	1,000	20,450	10,000	(10,450)	10,000	(10,450)
5323-1	Uniforms & Shop Towels	3,049	1,000	(2,049)	14,336	12,000	(2,336)	12,000	(2,336)
Collection System		50,146	56,750	6,604	479,924	673,000	193,076	673,000	193,076
Total Operating Expenses		446,382	426,694	(19,688)	4,632,171	4,954,200	322,029	4,954,200	322,029
Depreciation									
5901-1	Depreciation	297,293	295,000	(2,293)	3,567,465	3,540,000	(27,465)	3,540,000	(27,465)
Depreciation		297,293	295,000	(2,293)	3,567,465	3,540,000	(27,465)	3,540,000	(27,465)
Amortization									
5911-1	Amortization of CIAC	(268,226)	(270,000)	(1,774)	(3,218,712)	(3,240,000)	(21,288)	(3,240,000)	(21,288)
Amortization		(268,226)	(270,000)	(1,774)	(3,218,712)	(3,240,000)	(21,288)	(3,240,000)	(21,288)
Total Expenses		475,448	451,694	(23,754)	4,980,925	5,254,200	273,275	5,254,200	273,275

Clay Township Regional Waste District  
Income Statement  
December 31, 2016

NET SURPLUS/(DEFICIT)	57,703	75,206	(17,503)	1,879,426	1,133,800	745,626	1,133,800	745,626
-----------------------	--------	--------	----------	-----------	-----------	---------	-----------	---------

# Clay Township Regional Waste District

## Balance Sheet

December 31, 2016

	Actual as of 12/31/2016	Actual as of 12/31/2015	% of 2015
<b>ASSETS</b>			
Utility Plant	104,437,455	103,098,603	101%
Current Assets			
Cash & Investments			
Cash & Investments - Operating Fund	4,307,001	4,434,706	97%
Cash & Investments - Operating Reserve	2,192,400	2,192,400	100%
Cash & Investments - Reserve for Replacement	639,212	1,789,833	36%
Cash & Investments - Interceptor Fund	2,322,331	2,183,670	106%
Cash & Investments - Plant Expansion Fund	2,931,246	2,103,462	139%
Total Cash & Investments	12,392,191	12,704,071	98%
Accounts Receivable	564,202	541,274	104%
Liens Receivable	27,294	25,739	106%
Invoiced Receivables	222,469	212,656	105%
Notes & Interest Receivable	71,331	98,729	72%
Investment Interest Receivable	60,096	18,984	317%
Other Current Assets	198,873	201,271	99%
Current Assets	13,536,458	13,802,725	98%
<b>TOTAL ASSETS</b>	<b>117,973,912</b>	<b>116,901,327</b>	<b>101%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>			
<b>LIABILITIES</b>			
Current Liabilities			
Invoiced Payables	89,239	82,378	108%
Accounts Payable	366,675	221,247	166%
Accrued Paid Leave	79,443	86,836	91%
Other Current Liabilities	98,289	101,218	97%
Total Current Liabilities	633,647	491,679	129%
<b>TOTAL LIABILITIES</b>	<b>633,647</b>	<b>491,679</b>	<b>129%</b>
<b>EQUITY</b>			
Retained Earnings	21,803,243	19,923,817	109%
Construction in Aid	95,537,023	96,485,831	99%
<b>TOTAL EQUITY</b>	<b>117,340,266</b>	<b>116,409,648</b>	<b>101%</b>
<b>Total</b>	<b>117,973,912</b>	<b>116,901,327</b>	<b>101%</b>

Clay Township Regional Waste District  
Budget & Finance Committee - Analysis of December 2016  
January 27, 2017

### Income Statements

December: Total Sales of \$563,384 were \$46,944 or 9% over projections of \$516,440. Residential was 3.7% higher and commercial was 19% higher than expected. It generated \$186,259 in December. Other revenue was \$4,120 over projections. Interest income was higher than budgeted but was below projections for the month due to a write off from a prior year asset charged off. The write off is for \$43,359 and is attributable to the above ground storage tank project that was not constructed.

### December Spending Analysis

Operating expenses of \$446,382 were \$19,688 above budget (4.6%). Wages & benefits were over budget by \$38,322 (23%). Administration budget spending was over budget by \$19,011 (33%) due to engineering expenses being re-classified from Capital projects. Treatment budget spending was under budget by \$31,042 (20%) and collection was under budget by \$6,604 (11.6%).

<u>Category</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>(unfavorable)</u>	<u>Above /</u> <u>-Under</u> <u>Budget</u>	<u>Explanation</u>
Gross Wages	157,879	116,100	(41,779)	35.99%	Over Budget
Engineering Fees	30,012	5,000	(25,012)	500.24%	Over Budget/Reclass from prior period
Carmel Treatment	75,609	105,000	29,391	-27.99%	Under budget
Operating Supplies	12,486	500	(11,986)	2397%	Over budget
Total Operating Expenses	446,382	426,694	(19,688)	4.61%	Under budget
Net Income (loss)	57,703	75,206	(17,503)	-23.27%	Under Projections for December

**December YTD:** Total Revenue of \$6,860,350 was \$472,350 or 7.3% over projections due to higher Commercial and Residential sales. Other Income was \$13,652 under projections YTD due to the charge off from the prior year of \$43,359.

### Year to Date December Operating Expenses Over Spent in 2016:

All other budget line items are at or below budget.

<u>Category</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>(unfavorable)</u>	<u>Above /</u> <u>-Under</u> <u>Budget</u>	<u>Explanation</u>
Wages	1,943,276	1,888,900	(54,376)	2.88%	Over budget
Computer Expenses	100,357	80,000	(20,357)	25.45%	Over budget
Office Services	50,440	30,000	(20,440)	68.13%	Over budget
Biosolid Disposals	140,798	120,000	(20,798)	17.33%	Over budget
Plant R & M	147,592	140,000	(7,592)	5.42%	Over budget
Utilities Lift Stations	178,621	160,000	(18,621)	11.64%	Over budget
Operating Supplies - Collections	78,328	6,000	(72,328)	1205.47%	Over budget
Televising	20,450	10,000	(10,450)	104.50%	Over budget
Uniforms & Shop Towels	14,336	12,000	(2,336)	19.47%	Over budget
Total Operating Expenses	4,632,171	4,954,200	322,029	-6.50%	Under budget
Net Income (loss)	1,879,426	1,133,800	(745,626)	65.76%	Over projections

**Cash Generated**

Cash generated for December shows a net increase in all funds of \$224,761. The increased was due to developer payments. Capital spending was \$238,195 and was 1.7% of the capital budget. YTD Capital Spending is 31.3% of the budget for a total 2016 spending of \$4,350,206. The Total Cash Balance at 12/31/2016 is \$12,392,191 . YTD cash has decreased by \$311,880.

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 December. The District invested \$2,000,000 in July 2015 in a 5 year CD earning 2.05%.



# Clay Township Regional Waste District

## Cash Generated

December 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	4,264,222	2,301,660	2,757,405	2,192,400	651,743	(0)	12,167,430
Receipts:							
Deposits	600,984	42,766	173,841	0	0	0	817,591
Interest	9,318	0	0	0	0	0	9,318
Transfers	0	0	0	0	0	0	0
Total Receipts	<u>610,303</u>	<u>42,766</u>	<u>173,841</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>826,909</u>
Disbursements:							
Checks	487,702	9,195	0	0	12,530	0	509,427
Carmel Utilities	75,039	0	0	0	0	0	75,039
Basin 1 Wet Weather Solution	0	0	0	0	0	0	0
Plant Odor Control	4,782	0	0	0	0	0	4,782
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	0	0	0	0	0	0	0
Jackson's Grant - LS 26	0	0	0	0	0	0	0
Springmill Interceptor	0	12,900	0	0	0	0	12,900
Transfers	0	0	0	0	0	0	0
Total Disbursements	<u>567,523</u>	<u>22,095</u>	<u>0</u>	<u>0</u>	<u>12,530</u>	<u>0</u>	<u>602,148</u>
Net Increase/(Decrease)	42,779	20,671	173,841	0	(12,530)	0	224,761
Ending Balance	4,307,001	2,322,331	2,931,246	2,192,400	639,212	(0)	12,392,191

**Clay Township Regional Waste District**  
**Cash Generated**  
YTD December 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	4,434,706	2,183,670	2,103,462	2,192,400	1,789,833	(0)	12,704,071
Receipts:							
Deposits	7,043,557	714,575	829,434	0	0	0	8,587,566
Interest	114,399	0	0	0	0	0	114,399
Transfers	0	350,000	0	0	500,000	0	850,000
Total Receipts	<u>7,157,956</u>	<u>1,064,575</u>	<u>829,434</u>	<u>0</u>	<u>500,000</u>	<u>0</u>	<u>9,551,965</u>
Disbursements:							
Checks	4,159,955	35,010	1,650	0	119,748	0	4,316,363
Carmel Utilities	1,072,536	0	0	0	0	0	1,072,536
Basin 1 Wet Weather Solution	582,898	0	0	0	0	0	582,898
Plant Odor Control	199,720	0	0	0	0	0	199,720
LS 1 VFD Repl	0	0	0	0	31,182	0	31,182
LS 2 Pump Repl	0	0	0	0	1,499,692	0	1,499,692
106th St Parallel FM	413,416	510,860	0	0	0	0	924,277
Jackson's Grant - LS 26	0	283,938	0	0	0	0	283,938
Springmill Interceptor	7,135	96,105	0	0	0	0	103,239
Transfers	850,000	0	0	0	0	0	850,000
Total Disbursements	<u>7,285,661</u>	<u>925,913</u>	<u>1,650</u>	<u>0</u>	<u>1,650,621</u>	<u>0</u>	<u>9,863,845</u>
Net Increase/(Decrease)	(127,705)	138,662	827,784	0	(1,150,621)	0	(311,880)
Ending Balance	4,307,001	2,322,331	2,931,246	2,192,400	639,212	(0)	12,392,191

**Clay Township Regional Waste District  
Cash & Investments**

**December 31, 2016**

Bank & Purch Date	Account	Amount	Maturity Date	Rate	Fund	Interest Est	Fund						Retainage- Cash Funds	Total
							Plt Expan	Intercept	Operating	Oper Res	Replacemnt			
Citizens State Bank														
	Checking	\$ 583,681		0.08%	Plt Expan, Oper, Interceptor, Repl	455.27	285,297	110,113	159,709	17,150	11,412	0	583,681	
	Money Market	\$ 3,975,541		0.50%	Oper, Res for Repl, Plt Expan, Int.	19,877.71	1,505,950	347,200	1,653,391	79,000	390,000	0	3,975,541	
Merchants Bank of Indiana														
	Money Market	\$ 1,148,038		2.00%	Oper, Interceptor, Res for Repl	22,960.77	100,000	275,000	535,238	0	237,800	0	1,148,038	
	Money Market	\$ 4,684,730		1.50%	Plt Expan, Oper, Oper Res	70,270.95	1,040,000	1,590,000	1,558,480	496,250	0	0	4,684,730	
						113,564.70								
Fifth Third Bank														
7/15/2015	CD - 5 years	\$ 2,000,000	7/15/2020	2.05%	Operating Reserve, Oper	41,000.00	0	0	400,000	1,600,000	0	0	2,000,000	
TOTAL CASH & Investments		\$ 12,391,991		1.41%	Interest rate - Total	174,442.40	TOTAL	2,931,247	2,322,313	4,306,818	2,192,400	639,212	0	12,391,990
Less: Cash		\$ 10,391,991		1.09%	Interest rate - Cash	133,442.40	Cash	2,931,247	2,322,313	3,906,818	592,400	639,212	0	10,391,990
NET INVESTMENTS		\$ 2,000,000		2.05%	Interest rate - Investments	41,000.00	Invested ->	0	0	400,000	1,600,000	0	0	2,000,000
						Money Market		2,645,950	2,212,200	3,747,109	575,250	627,800	0	0