



2021 Budget Schedule

Updated: September 16, 2020
Prepared By: Amy Heinrich

Overview:

- No action is necessary; information provided for your review and feedback.
- Unless specifically noted, the meeting dates shown are regular meetings of the Board of Supervisors.
- This schedule and dates for specific topics are subject to change as needed. Updates will be made available at each BOS meeting and on our website.
- Township committees & outside parties/partners need to make a formal request for contributions/ financial support via a standard template by September 23rd directed to amy.heinrich@kennett.pa.us. We will email the template to all current contacts and post it on our website. Those requesting substantial amounts will likely be requested to present at one of the meetings shown below.

Proposed Budget Schedule:

September 2, 2020	Introduce budget schedule & process
September 16	Proposed expense budgets (1 of 3) <i>(likely Admin, Finance & HR, Employee Benefits, Insurance, IT)</i>
October 7	Proposed expense budgets (2 of 3) <i>(likely Planning & Zoning, Police, Public Works & Garage, Twp Building)</i>
October 21	Proposed expense budgets (3 of 3) <i>(likely Community & Economic Development, Contributions, Fire/Amb)</i>
<i>October 28 Tentative Special Meeting</i>	<i>If deemed necessary, there will be a special meeting of the Board of Supervisors.</i>
November 4	Proposed Preliminary General fund revenue budget Sewer Fund; Open Space Fund; Revisit General Fund if needed
<i>November 11 Tentative Special Meeting</i>	<i>If deemed necessary, there will be a special meeting of the Board of Supervisors.</i>
November 18	Recap of Entire Proposed Budget - all funds & departments Authorization to advertise for required 20-day public review
December 2	<i>(No budget discussion. Still under 20-day review period)</i>
December 16	Approval of final budget

**Kennett Township 2021 Proposed Budget
Admin, Finance & HR Departments**

Department	Category 1	GL Account	Account Title	2021 Comment	2020 Budget	2020 Amended Budget	2020 YTD	2020 Forecast	2021 Requested
Administration	Salaries & Benefits	400.105	Salaries, Board of Supervisors	(blank)	\$ 7,500	\$ 7,500	\$ 3,750	\$ 7,500	\$ 7,500
		401.100	Salaries, Admin Staff	(blank)	\$ 498,000	\$ 471,911	\$ 149,512	\$ 214,110	\$ 210,182
		401.180	Salaries, Overtime (Admin)	Office staff overtime for BOS and Committee meetings, events, initiatives	\$ 15,000	\$ 3,856	\$ 1,704	\$ 2,546	\$ 2,318
		402.100	Salaries, Finance & HR	Shares Admin budget for 2020. Actuals and future Budgets will the separate.	\$ -	\$ -	\$ 138,886	\$ 241,013	\$ 292,960
		402.180	Salaries, Overtime (FinanceHR)	(blank)			\$ 1,483	\$ 1,800	\$ 1,931
	Maintenance & Operations	401.210	Office supplies, equip, furnit.	Office supplies, equipment, & accessories/furniture	\$ 15,500	\$ 15,500	\$ 4,162	\$ 7,000	\$ 10,000
		401.220	General Expense (Admin)	Meetings, meals, holiday luncheon, employee picnic, misc. (2019 Holiday party hit in Jan 2020)	\$ 7,500	\$ 7,500	\$ 1,600	\$ 4,000	\$ 5,000
		401.311	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	\$ 30,000	\$ 30,000	\$ 12,000	\$ 40,000	\$ 40,000
		401.342	Printing & Advertising	Required Legal Advertisements, Newsletter	\$ 2,000	\$ 2,000	\$ 2,890	\$ 6,000	\$ 6,000
		401.390	Bank Service Charges/Fees	(blank)	\$ 5,000	\$ 5,000	\$ 5,571	\$ 13,000	\$ 14,400
		401.420	Dues & Subscriptions (Admin)	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),	\$ 10,000	\$ 10,000	\$ 3,649	\$ 5,000	\$ 6,500
		401.460	Training & Conferences (Admin)	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)	\$ 15,000	\$ 15,000	\$ (1,616)	\$ (1,616)	\$ 15,000
		401.490	Miscellaneous (Admin)	HR Required documentation, hiring expenses, background check	\$ 10,000	\$ 10,000	\$ 6,270	\$ 7,500	\$ 5,000
		401.531	Payments to other Gov't bodies	Real Estate Taxes for parcels not yet exempt. Applying for exemption but limited windows to apply.	\$ 20,000	\$ 20,000	\$ 1,241	\$ 21,000	\$ 21,000
	Contracted/ Professional Services	401.314	Legal Services (Admin)	(blank)	\$ 30,000	\$ 30,000	\$ 53,275	\$ 75,000	\$ 60,000
		401.450	Contracted Services (Admin)	2020 Overage: Budget was only Umbreit staffing supplementation to enable proper segregation of duties & HR consulting for new policies & procedures. Actuals include temp staff given staff turnover; offset by lower salaries. 2021: HR consulting for new policies, other consulting to supplement skill sets if needed.	\$ 25,000	\$ 25,000	\$ 43,869	\$ 46,000	\$ 10,000
Administration Total					\$ 690,500	\$ 653,268	\$ 428,247	\$ 689,854	\$ 707,791

**Kennett Township 2021 Proposed Budget
Employee Benefits & Insurance**

Includes Employee Benefits for all Non-Uniform Staff. Staffing levels and associated salary totals will be discussed as each Department is covered.								
Department	GL Account	Account Title	2021 Comment	2020 Budget	2020 Amended Budget	2020 YTD	2020 Forecast	2021 Requested
Employee Benefits	487.191	Uniform Maintenance (PW)	Included in general expenses above.	\$ -	\$ -	\$ -		
	487.192	Social Security & Medicare	SS 6.2%; Medicare 1.45% of salaries	\$ 85,000	\$ 80,480	\$ 52,413	\$ 76,086	\$ 104,931
	487.194	Unemployment Taxes	\$350 per person per year	\$ 6,800	\$ 9,225	\$ 7,102	\$ 7,402	\$ 7,350
	487.196	Medical & Dental Insurance	Increase: Affordable Care Act 4% tax (waived in 2019). IBX running add'l 4-7% increase. +staff increases	\$ 284,000	\$ 254,427	\$ 184,986	\$ 220,454	\$ 379,773
	487.197	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	\$ 164,454	\$ -	\$ 164,454	\$ 116,545
	487.198	Life & Disability Insurance	Increase over 2020 for 66 2/3% ST/LT Disability adopted in July for non-uniform for full year + staff increases.	\$ 3,000	\$ 6,000	\$ 2,813	\$ 9,460	\$ 15,012
	487.199	Employee Savings Plan	457b retirement plan, max of 3% salary match. 2020 Actuals include \$13.6K for 2019 contributions paid in 2020.	\$ 34,000	\$ 40,781	\$ 47,492	\$ 27,629	\$ 38,814
	487.190	Post Employment Medical (COBRA)	Reimbursed by COBRA participant. We are required to offer COBRA to former employees.		\$ -	\$ 6,448	\$ 10,738	\$ 10,738
	487.195	Worker's Comp Payment (Reimb.)	Reimbursable		\$ -	\$ 2,255	\$ 2,255	
	487.187	Auto Allowance	(blank)		\$ -	\$ 900	\$ 3,600	\$ 3,600
		Employee Incentive/Appreciation	Employee incentives, appreciation, & rewards				\$ 5,000	\$ 7,500
Employee Benefits Total				\$ 577,254	\$ 555,366	\$ 304,409	\$ 527,078	\$ 684,263
Insurance	409.415	Expenses (Reimburs. by Insur)	(blank)	\$ -	\$ -	\$ -		
	486.351	Property & Liability Insurance	Increase estimated for new vehicles	\$ 83,000	\$ 83,000	\$ 80,853	\$ 85,000	\$ 90,000
	486.353	Bonds	Named bonds for Treasurer & Twp Manager plus general Public Employee Blanket Bond for all other employees and officials.	\$ 11,000	\$ 11,000	\$ 5,480	\$ 10,000	\$ 10,000
	486.354	Worker's Comp. Insur. (General)	Worker's Comp. 2021 allocates Police portion to Police Dept.	\$ 100,000	\$ 100,000	\$ 59,632	\$ 98,000	\$ 63,000
Insurance Total				\$ 194,000	\$ 194,000	\$ 145,965	\$ 193,000	\$ 163,000

**Kennett Township 2021 Proposed Budget
Information Technology**

Department	GL Account	Account Title	Vendor	2021 Comment	2020 Budget	2020 Amended Budget	2020 YTD	2020 Forecast	2021 Requested	
Information Technology	407.452	IT Services (General)	Adobe	Adobe subscriptions (Need 7, +2 additions @ \$200 each)		\$ -	\$ 781	\$ 1,200	\$ 1,800	
			All Covered	Additional one-off/project expenses		\$ -		\$ 2,000	\$ 2,500	
				Licenses (for servers/infrastructure)		\$ -		\$ 2,000	\$ 2,000	
				Monthly fee (\$2700 split 50/50 with Police)		\$ 15,400	\$ 15,400	\$ 7,852	\$ 16,200	\$ 16,200
			Atlantic Tomorrows Office	Laserfische (document management) provider. Increase is to add users in 2021.	\$ 1,400	\$ 1,400	\$ 1,354	\$ 1,354	\$ 3,000	
			Civicplus	Main Township Website Host	\$ 4,000	\$ 4,000	\$ 3,562	\$ 3,562	\$ 3,800	
			Microsoft	Microsoft Applications (MS365 Plan 1 w/ MSOffice for 60 which includes most committee members, Outlook (\$4/person/month); upgrading office staff to MS365 Enterprise (+\$4/person/month) to add Teams, Instant Message, OneDrive for Business, Sharepoint. Plus additional employees. We are in need of a means to share documents with committees and consultants. Researching OneDrive & SharePoint (+\$4/person/month) capabilities further as alternative to DropBox (\$12.50-15/person/mth). Request includes all staff + some committee members. If choose not to roll out Enterprise will save ~\$3K.	\$ 7,000	\$ 4,000	\$ 2,323	\$ 3,600	\$ 7,000	
			Misc./Other Applications	Misc./Other Applications		\$ 3,000	\$ 38	\$ 500	\$ 2,000	
			Sage Intaact General Ledger/Bill.com	Ongoing license, paid quarterly. Add-on for increased A/P automation (OCR)	\$ 17,000	\$ 17,000	\$ 8,493	\$ 11,500	\$ 17,000	
			CliftonLarsonAllen LLP & Bill.com	General Ledger Implementation Partner	\$ 10,000	\$ 10,000	\$ 6,143	\$ 15,000	\$ 7,500	
			The Payroll Factory	Payroll system, processing, tax filings. Exploring added capability for electronic time sheet from same vendor. +\$1100	\$ 3,000	\$ 3,000	\$ 2,621	\$ 4,000	\$ 5,100	
			Zoom	Video conferencing	\$ 200	\$ 200	\$ 75	\$ 140	\$ 200	
			City Force	Permit system. Budgeted under Planning & Zoning. Moving to IT to be consistent. 2021 increase prelim estimate for additional users.		\$ 5,850	\$ 5,850	\$ 5,850	\$ 7,000	
	(blank)	(blank)								
	407.21	IT Supplies & Equipment	(blank)	2020 over budget due to laptops needed for COVID remote work. 2021 is equipment for new hires.	\$ 2,000	\$ 2,000	\$ 2,908	\$ 9,600	\$ 6,500	
Information Technology Total					\$ 60,000	\$ 65,850	\$ 41,999	\$ 76,506	\$ 81,600	
Grand Total					\$ 60,000	\$ 65,850	\$ 41,999	\$ 76,506	\$ 81,600	
This includes IT for everything except the Police Department and Sewer.										