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# **MONTHLY REPORTS**

**MARCH 2018**

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**BOROUGH OF CRAFTON  
TREASURER'S REPORT  
March 31, 2018**

**DEMAND DEPOSITS**

Balance to General Fund	331,536.21	
Total Receipts	526,688.57	
Subtotal	858,224.78	
Total Disbursements	(340,058.08)	
General Fund		518,166.70
Payroll Account		5,536.99
Alcosan		5,843.69
Capital Projects Reserve Fund		83,300.22
Fire Equipment Fund		1,143.42
Road Tax Fund		351,153.99
Insurance Escrow		1.00
Med Saver		1,355.58
Crafton Celebrates		15,815.49
Planning Commission		700.00
<b>Total Demand Deposits</b>		<b>983,017.08</b>

**INVESTMENTS**

Pennsylvania Local Government Trust General Fund		986,055.23
Pennsylvania Local Government Trust Sewer Account		1,392,324.24
Pennsylvania Local Government Trust Highway Aid		199,444.59
PNC DB Trust Police Pension		4,492,340.27
PNC DB Trust Employee Pension		1,361,382.20
<b>Total Investments</b>		<b>8,431,546.53</b>

**TOTAL DEMAND DEPOSITS AND INVESTMENT ACCOUNTS**

**9,414,563.61**



Annette M. Lherbier, Treasurer

**BOROUGH OF CRAFTON**  
**GENERAL FUND FINANCIAL REPORT**  
January 1, 2018 through March 31, 2018

	<u>Jan - Mar 18</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of ...</u>
<b>Income</b>				
<b>301 · Real Estate Taxes</b>				
301.10 · Real Estate - Current	177,820.74	1,390,000.00	-1,212,179.26	12.8%
301.20 · R.E. Tax - Prior Year	0.00	5,000.00	-5,000.00	0.0%
301.50 · R.E. Tax - Delinq.-Leined	10,365.35	55,000.00	-44,634.65	18.8%
<b>Total 301 · Real Estate Taxes</b>	<b>188,186.09</b>	<b>1,450,000.00</b>	<b>-1,261,813.91</b>	<b>13.0%</b>
<b>310 · Act 511 Taxes</b>				
310.10 · Real Estate Transfer	7,997.53	58,000.00	-50,002.47	13.8%
310.21 · EIT - Current	8,427.21	556,500.00	-548,072.79	1.5%
310.22 · EIT - Prior	199,738.76	250,000.00	-50,261.24	79.9%
310.23 · EIT - Delinquent	11,948.29	50,000.00	-38,053.71	23.9%
310.31 · Mercantile - Current	26,918.95	100,000.00	-73,081.05	26.9%
310.36 · Business Priviledge - Current	642.41	80,000.00	-59,357.59	1.1%
310.51 · LST-OccTaX - Current	12,268.26	45,000.00	-32,731.74	27.3%
<b>Total 310 · Act 511 Taxes</b>	<b>267,939.41</b>	<b>1,119,500.00</b>	<b>-851,560.59</b>	<b>23.9%</b>
<b>319 · Penalty/Interest</b>				
319.01 · P/I Real Estate Taxes	613.49	5,000.00	-4,386.51	12.3%
319.02 · P/I - R/E Taxes - Delinq.	8,736.34	25,000.00	-16,263.66	34.9%
319.12 · P/I EIT	268.41	1,000.00	-731.59	26.8%
319.122 · P/I EIT - Delinq.	365.79	5,000.00	-4,634.21	7.3%
319.13 · P/I Mercantile	0.93	500.00	-499.07	0.2%
319.18 · P/I Business Priviledge	5.18	500.00	-494.82	1.0%
319.20 · Magistrate/Other	0.00	500.00	-500.00	0.0%
319.30 · P/I - Garbage Collection	264.48	2,000.00	-1,735.52	13.2%
319.302 · P/I - Garbage - Delinq.	5,190.10	15,000.00	-9,809.90	34.6%
<b>Total 319 · Penalty/Interest</b>	<b>15,444.72</b>	<b>54,500.00</b>	<b>-39,055.28</b>	<b>28.3%</b>
<b>321 · Licenses &amp; Permits</b>				
321.81 · Soliciting Permits	490.00	250.00	240.00	196.0%
321.75 · Mechanical Devices	1,350.00	4,000.00	-2,650.00	33.8%
321.80 · Cable Franchise Fees	27,496.39	112,000.00	-84,503.61	24.6%
321.90 · Business Licenses	130.00	2,500.00	-2,370.00	5.2%
322.80 · Street Openings	10,575.00	8,000.00	2,575.00	132.2%
322.81 · Pole Permits	70.00	0.00	70.00	100.0%
322.83 · Truck Parking Permits	10.00	100.00	-90.00	10.0%
<b>Total 321 · Licenses &amp; Permits</b>	<b>40,121.39</b>	<b>126,850.00</b>	<b>-86,728.61</b>	<b>31.6%</b>
<b>331 · Fines &amp; Forfeits</b>				
331.13 · Fines-Magistrate/County	8,515.42	40,000.00	-31,484.58	21.3%
331.14 · M/Veh Violations/State Police	270.00	4,000.00	-3,730.00	6.8%
<b>Total 331 · Fines &amp; Forfeits</b>	<b>8,785.42</b>	<b>44,000.00</b>	<b>-35,214.58</b>	<b>20.0%</b>
<b>341 · Interest Earnings</b>				
341.01 · Income on Investments	3,129.88	1,500.00	1,629.88	208.7%
342.00 · Rental Income	4,343.38	25,000.00	-20,656.62	17.4%
<b>Total 341 · Interest Earnings</b>	<b>7,473.26</b>	<b>26,500.00</b>	<b>-19,026.74</b>	<b>28.2%</b>
<b>354 · Grant Proceeds</b>				
354.15 · Act 101 Recycling Grant	5,076.00	4,000.00	1,076.00	126.9%
354.20 · Miscellaneous Grants	0.00	1,000.00	-1,000.00	0.0%
<b>Total 354 · Grant Proceeds</b>	<b>5,076.00</b>	<b>5,000.00</b>	<b>76.00</b>	<b>101.5%</b>
<b>355 · State Entitlements</b>				
355.01 · PURTA	0.00	3,000.00	-3,000.00	0.0%
355.04 · Liquor Licenses	0.00	1,000.00	-1,000.00	0.0%
355.05 · Pension State Aid	0.00	115,000.00	-115,000.00	0.0%
355.07 · Foreign Fire Fund	0.00	29,000.00	-29,000.00	0.0%
355.09 · Act 13 Impact Fee	0.00	700.00	-700.00	0.0%
357.01 · 1% Sales Tax	54,720.36	220,000.00	-165,279.64	24.9%
<b>Total 355 · State Entitlements</b>	<b>54,720.36</b>	<b>368,700.00</b>	<b>-313,979.64</b>	<b>14.8%</b>

**BOROUGH OF CRAFTON**  
**GENERAL FUND FINANCIAL REPORT**  
January 1, 2018 through March 31, 2018

	Jan - Mar 18	Budget	\$ Over Bud...	% of ...
<b>358 · Intergov. Contract Services</b>				
358.10 · Police Services-Thornburg	23,862.15	95,000.00	-71,137.85	25.1%
358.11 · Fire Protection Services	2,125.02	8,500.00	-6,374.98	25.0%
<b>Total 358 · Intergov. Contract Services</b>	<b>25,987.17</b>	<b>103,500.00</b>	<b>-77,512.83</b>	<b>25.1%</b>
<b>360 · Charges For Service</b>				
361.00 · Jordan-Trash Billing Fee	6,865.00	8,000.00	-1,135.00	85.8%
361.34 · Zoning Hearing Board Fees	0.00	1,000.00	-1,000.00	0.0%
361.70 · Police Application Fees	0.00	1,000.00	-1,000.00	0.0%
362.11 · Sale of Accident Reports	450.00	1,500.00	-1,050.00	30.0%
362.141 · Crossing Guard Reimb.	12,829.06	45,000.00	-32,170.94	28.5%
362.41 · Bldg./Elec. Permit Fees	3,431.25	10,000.00	-6,568.75	34.3%
362.48 · Rental Inspection Fee	1,305.00	4,500.00	-3,195.00	29.0%
362.50 · Zoning Use Permits	770.00	4,000.00	-3,230.00	19.3%
362.51 · Occupancy Permits	1,260.00	6,500.00	-5,240.00	19.4%
362.55 · Other Permits Code Enforce	160.00	500.00	-340.00	32.0%
363.51 · PennDot Snow Removal	0.00	7,000.00	-7,000.00	0.0%
<b>Total 360 · Charges For Service</b>	<b>27,070.31</b>	<b>89,000.00</b>	<b>-61,929.69</b>	<b>30.4%</b>
<b>364 · Sanitation - Garbage Collection</b>				
364.30 · Current Garbage Collection Fee	371,485.66	485,000.00	-113,514.34	76.6%
364.35 · Garbage Collection - Delinq.	21,447.57	50,000.00	-28,552.43	42.9%
<b>Total 364 · Sanitation - Garbage Collection</b>	<b>392,933.23</b>	<b>535,000.00</b>	<b>-142,066.77</b>	<b>73.4%</b>
<b>367 · Recreation Fees</b>				
367.10 · Minature Golf Pay to Play	0.00	100.00	-100.00	0.0%
367.20 · Pool Passes	0.00	31,000.00	-31,000.00	0.0%
367.21 · Pool General Admission	0.00	40,000.00	-40,000.00	0.0%
367.22 · Swimming Lessons	0.00	3,500.00	-3,500.00	0.0%
367.23 · Pool/Mini Golf Rentals	0.00	4,500.00	-4,500.00	0.0%
367.24 · AquaRobics	0.00	200.00	-200.00	0.0%
367.25 · Chair Rentals-Locks	0.00	1,000.00	-1,000.00	0.0%
367.30 · Sale of Wood Chips/Compost	0.00	100.00	-100.00	0.0%
367.40 · Pool Concessions	0.00	23,000.00	-23,000.00	0.0%
367.41 · Community Center Rentals	1,500.00	2,000.00	-500.00	75.0%
367.42 · Park Shelter Rentals	440.00	4,000.00	-3,560.00	11.0%
367.50 · Senior Dinner-Fees	367.00	2,000.00	-1,633.00	18.4%
367.52 · Fundraising-Recreation	0.00	1,500.00	-1,500.00	0.0%
<b>Total 367 · Recreation Fees</b>	<b>2,307.00</b>	<b>112,900.00</b>	<b>-110,593.00</b>	<b>2.0%</b>
<b>380 · Misc. Revenues</b>				
380.01 · Refunds on Current Expenditures	0.00	1,000.00	-1,000.00	0.0%
380.02 · Other	6,727.76	1,000.00	5,727.76	672.8%
380.03 · Insurance Dividends	0.00	35,000.00	-35,000.00	0.0%
380.05 · Drug Task Force OT	0.00	5,000.00	-5,000.00	0.0%
380.12 · Reimbursed-P/D Overtime Details	5,423.28	0.00	5,423.28	100.0%
380.50 · Military Banner Receipts	135.00	2,000.00	-1,865.00	6.8%
<b>Total 380 · Misc. Revenues</b>	<b>12,286.04</b>	<b>44,000.00</b>	<b>-31,713.96</b>	<b>27.9%</b>
<b>388 · Fiduciary Funds</b>				
388.01 · Police Pension Contribution	10,039.70	35,000.00	-24,960.30	28.7%
<b>Total 388 · Fiduciary Funds</b>	<b>10,039.70</b>	<b>35,000.00</b>	<b>-24,960.30</b>	<b>28.7%</b>
<b>390 · Other Financing Sources</b>				
391.20 · Compensation of Fixed Assets	0.00	5,000.00	-5,000.00	0.0%
<b>Total 390 · Other Financing Sources</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>0.0%</b>
<b>392 · Interfund Transfers</b>				
392.85 · Trf From Highway Aid	177,609.46	174,000.00	3,609.46	102.1%
<b>Total 392 · Interfund Transfers</b>	<b>177,609.46</b>	<b>174,000.00</b>	<b>3,609.46</b>	<b>102.1%</b>

**BOROUGH OF CRAFTON  
GENERAL FUND FINANCIAL REPORT**

January 1, 2018 through March 31, 2018

	Jan - Mar 18	Budget	\$ Over Bud...	% of ...
<b>395 - Refunds of Prior Years</b>				
399.00 · Sinking Fund Carryover	0.00	111,050.00	-111,050.00	0.0%
<b>Total 395 - Refunds of Prior Years</b>	0.00	111,050.00	-111,050.00	0.0%
<b>Total Income</b>	1,235,979.56	4,404,500.00	-3,168,520.44	28.1%
<b>Gross Profit</b>	1,235,979.56	4,404,500.00	-3,168,520.44	28.1%
<b>Expense</b>				
<b>400 - Borough Administration</b>				
400.11 · Salary of Council	2,100.00	8,400.00	-6,300.00	25.0%
400.14 · Clerical	9,625.02			
400.141 · Clerical - Full-time	0.00	38,500.00	-38,500.00	0.0%
400.154 · Health & Accident & STD	286.85	900.00	-633.15	29.7%
400.156 · Hospitalization	14,315.25	58,000.00	-43,684.75	24.7%
400.161 · Social Security	3,396.84	13,000.00	-9,603.16	26.1%
400.162 · Unemployment Compensation	21.37	1,000.00	-978.63	2.1%
400.163 · FSA	124.18	1,500.00	-1,375.82	8.3%
400.164 · HRA	687.51	3,000.00	-2,312.49	22.9%
400.21 · Office Supplies/Postage	1,193.87	4,000.00	-2,806.13	29.8%
400.22 · Newsletter-Printing/Postage	0.00	1,000.00	-1,000.00	0.0%
400.26 · Minor Equipment	587.18	500.00	87.18	117.4%
400.30 · Computer HW/SW Maint	0.00	1,000.00	-1,000.00	0.0%
400.32 · Communications	862.63	4,500.00	-3,637.37	19.2%
400.33 · Travel Expense	0.00	500.00	-500.00	0.0%
400.34 · Advertising	464.15	2,500.00	-2,035.85	18.6%
400.35 · Bonds	951.00	1,000.00	-49.00	95.1%
400.354 · Worker's Compensation	108.60	1,000.00	-891.40	10.9%
400.356 · Drug & Alcohol Testing	0.00	500.00	-500.00	0.0%
400.37 · Maint. & Repairs Equipment	1,925.43	3,500.00	-1,574.57	55.0%
400.38 · Postage Meter Rental	144.00	750.00	-606.00	19.2%
400.39 · Equipmt. Lease - Copier	2,094.00	8,000.00	-5,906.00	26.2%
400.42 · Council Meeting Expenses	486.50	500.00	-13.50	97.3%
400.43 · Subscriptions-Dues	925.00	1,000.00	-75.00	92.5%
400.45 · Payroll Contract	1,873.00	6,500.00	-4,627.00	28.8%
400.74 · Major Equipment	0.00	1,000.00	-1,000.00	0.0%
401.11 · Mayor - Salary	450.00	1,800.00	-1,350.00	25.0%
401.42 · Mayor - Membership Dues/Seminars	0.00	200.00	-200.00	0.0%
402.11 · Auditing - Professional Auditor	9,500.00	12,500.00	-3,000.00	76.0%
402.12 · Salary - Treasurer	750.00	2,700.00	-1,950.00	27.8%
404.31 · Solicitor Expenses	6,053.83	50,000.00	-43,946.17	12.1%
404.32 · Legal-Litigation	0.00	1,000.00	-1,000.00	0.0%
404.332 · Labor Counsel	0.00	1,000.00	-1,000.00	0.0%
405.12 · Salary - Admin. Assistant	10,375.02	41,500.00	-31,124.98	25.0%
405.13 · Salary - Manager	22,624.98	90,500.00	-67,875.02	25.0%
406.46 · Training Seminars	6,290.00	5,000.00	1,290.00	125.8%
407.32 · IT Expenses	1,821.50	5,000.00	-3,178.50	36.4%
408.31 · Engineer Retainer	300.00	1,200.00	-900.00	25.0%
<b>Total 400 - Borough Administration</b>	100,317.71	374,450.00	-274,132.29	26.8%
<b>403 - Tax Collection</b>				
403.11 · Salary - Property Tax Collector	120.00	500.00	-380.00	24.0%
403.351 · Bonds - Prop.Tax Collector	0.00	400.00	-400.00	0.0%
403.46 · Jordan-Liens-Revivals-SherSales	300.00	15,000.00	-14,700.00	2.0%
403.461 · Jordan Tax - TCF Fees	6,228.11	18,000.00	-11,771.89	34.6%
403.462 · Jordan Tax - R/E Tax Collec Fee	0.00	7,500.00	-7,500.00	0.0%
403.463 · Jordan Tax-Prior R/E Tax Fee	2,302.54	15,000.00	-12,697.46	15.4%
403.47 · Jordan Act 511 Fees	2,985.83	10,000.00	-7,014.17	29.9%
403.48 · Jordan-Act 32 SWTax District	3,882.60	15,000.00	-11,117.40	25.9%
403.76 · Rad Tax Payment	163.11	1,500.00	-1,336.89	10.9%
491.02 · RE Tax Refund - Prior	0.00	2,000.00	-2,000.00	0.0%
491.03 · Refunds - LST	0.00	500.00	-500.00	0.0%
491.06 · Refunds - Trash Collection	0.00	500.00	-500.00	0.0%
<b>Total 403 - Tax Collection</b>	15,982.19	85,900.00	-69,917.81	18.6%

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**GENERAL FUND FINANCIAL REPORT**  
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	Jan - Mar 18	Budget	\$ Over Bud...	% of ...
<b>409 · Municipal Properties</b>				
409.21 · Maintenance Supplies	841.26	1,500.00	-658.74	56.1%
409.22 · Supplies District Court	0.00	500.00	-500.00	0.0%
409.36 · Utilities	7,980.61	21,000.00	-13,039.39	37.9%
409.361 · Utilities - District Magistrate	1,685.52	6,000.00	-4,314.48	28.1%
409.37 · Repairs/Maintenance	5,195.29	15,000.00	-9,804.71	34.6%
409.371 · Repairs/Maint- Dist. Magistrate	734.47	1,000.00	-265.53	73.4%
409.45 · Contracts - Custodian/Mats	2,438.62	9,000.00	-6,561.38	27.1%
409.50 · Municipal Prop. Misc.	494.10	1,500.00	-1,005.90	32.9%
409.71 · Cap Improvements - Dist. Magist	0.00	1,000.00	-1,000.00	0.0%
409.76 · Refunds - Community Center	0.00	100.00	-100.00	0.0%
<b>Total 409 · Municipal Properties</b>	<b>19,349.87</b>	<b>56,600.00</b>	<b>-37,250.13</b>	<b>34.2%</b>
<b>410 · Police Services</b>				
410.12 · Salaries - Police Officers	158,142.86	633,000.00	-474,857.14	25.0%
410.121 · Salary - Chief	23,625.00	94,500.00	-70,875.00	25.0%
410.13 · Longevity - Police	1,250.00	4,500.00	-3,250.00	27.8%
410.14 · Salary - Police Secretary	8,240.40			
410.141 · Salaries - Part Time Secretary	0.00	34,500.00	-34,500.00	0.0%
410.154 · Health & Accident & STD	973.35	4,000.00	-3,026.65	24.3%
410.156 · Hospitalization	30,416.43	125,000.00	-94,583.57	24.3%
410.161 · Social Security	18,070.43	71,000.00	-52,929.57	25.5%
410.162 · Unemployment Compensation	783.32	8,000.00	-7,216.68	9.8%
410.163 · FSA	1,114.29	4,500.00	-3,385.71	24.8%
410.164 · HRA	1,245.69	6,000.00	-4,754.31	20.8%
410.18 · Wages - Crossing Guards	23,342.90	84,000.00	-60,657.10	27.8%
410.181 · Wages - Jail Guards	25.00	1,000.00	-975.00	2.5%
410.19 · O.T. Police (see 380.12 Reimb.)	2,642.93	20,000.00	-17,357.07	13.2%
410.191 · Court /School - Reimb Expenses	749.00	2,000.00	-1,251.00	37.5%
410.192 · Court Overtime	14,519.56	45,000.00	-30,480.44	32.3%
410.193 · DANET O.T. (See 380.05 offset)	613.10	5,000.00	-4,386.90	12.3%
410.21 · Office Supplies/Postage	344.41	3,000.00	-2,655.59	11.5%
410.22 · Ammunition	0.00	1,500.00	-1,500.00	0.0%
410.23 · Uniform Allowance	1,028.56	7,700.00	-6,671.44	13.4%
410.232 · Uniform Allowance - Crossing Gu	30.00	1,000.00	-970.00	3.0%
410.24 · Fuel Expense	1,867.57	13,000.00	-11,132.43	14.4%
410.25 · Maintenance Equip.-Supplies	68.54	3,500.00	-3,431.46	2.0%
410.26 · Minor Equipment	73.00	10,000.00	-9,927.00	0.7%
410.32 · Communications	2,236.26	11,000.00	-8,763.74	20.3%
410.321 · IT Expense	1,613.50	5,000.00	-3,386.50	32.3%
410.354 · Worker's Compensation	8,088.00	42,000.00	-33,912.00	19.3%
410.355 · Worker's Comp.-School Guards	1,227.60	6,500.00	-5,272.40	18.9%
410.37 · Vehicle Maintenance	1,292.90	8,000.00	-6,707.10	16.2%
410.42 · Dues Police Chief	802.00	900.00	-98.00	89.1%
410.421 · Dues - Police Officers	0.00	700.00	-700.00	0.0%
410.45 · Animal Control	900.00	4,800.00	-3,900.00	18.8%
410.53 · Civil Service Commission	79.40	4,000.00	-3,920.60	2.0%
410.74 · Capital Outlay	0.00	33,000.00	-33,000.00	0.0%
410.75 · Training - Police Officers	1,160.00	8,000.00	-6,840.00	14.5%
410.751 · Training - Police Chief	50.00	1,000.00	-950.00	5.0%
410.76 · Computer Expense	2,793.50	5,000.00	-2,206.50	55.9%
410.77 · Video Recording Devices	0.00	8,000.00	-8,000.00	0.0%
<b>Total 410 · Police Services</b>	<b>309,409.50</b>	<b>1,319,600.00</b>	<b>-1,010,190.50</b>	<b>23.4%</b>

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January 1, 2018 through March 31, 2018

	Jan - Mar 18	Budget	\$ Over Bud...	% of ...
<b>411 · Fire Protection</b>				
411.10 · Physicals-Annual CVFD	68.00	6,000.00	-5,932.00	1.1%
411.22 · Operating Supplies	517.37	2,500.00	-1,982.63	20.7%
411.23 · Minor Equip. Repair	855.13	5,000.00	-4,144.87	17.1%
411.231 · Minor Equip. Purchase	475.00	5,000.00	-4,525.00	9.5%
411.24 · Fuel, Oil	1,109.94	4,500.00	-3,390.06	24.7%
411.32 · Communications	2,962.72	5,000.00	-2,037.28	59.3%
411.354 · Worker's Compensation	4,428.00	18,000.00	-13,572.00	24.6%
411.37 · Vehicle Maintenance	63.37	10,000.00	-9,936.63	0.6%
411.38 · Hydrant Rental	5,988.09	24,000.00	-18,013.91	24.9%
411.45 · Equip. Inspection & Testing	0.00	8,000.00	-8,000.00	0.0%
411.53 · Annual Contribution	9,999.99	40,000.00	-30,000.01	25.0%
411.70 · Major Equipment	4,408.00	20,000.00	-15,592.00	22.0%
411.90 · Trf to Major Equipment Fund	0.00	37,400.00	-37,400.00	0.0%
411.901 · Trf to Minor Equipment Fund	0.00	22,000.00	-22,000.00	0.0%
<b>Total 411 · Fire Protection</b>	<b>30,873.61</b>	<b>207,400.00</b>	<b>-176,526.39</b>	<b>14.9%</b>
<b>413 · Building Inspection</b>				
413.12 · Salary - Fire Marshal	0.00	500.00	-500.00	0.0%
413.13 · Salary - Ordinance Officer	1,375.20	5,000.00	-3,624.80	27.5%
413.14 · Zoning Inspections	1,615.00	9,000.00	-7,385.00	17.9%
413.15 · Training & Education	1,418.50	1,000.00	418.50	141.9%
413.161 · Social Security	105.18	500.00	-394.82	21.0%
413.162 · Unemployment Compensation	0.00	250.00	-250.00	0.0%
413.21 · Office Supplies	49.32	200.00	-150.68	24.7%
413.24 · Fuel	135.20	500.00	-364.80	27.0%
413.32 · Communic/Internet - Ord. Offcr	93.81	1,500.00	-1,406.19	6.3%
413.354 · Worker's Compensation	2.25	500.00	-497.75	0.5%
413.37 · Vehicle Repairs	0.00	1,500.00	-1,500.00	0.0%
413.45 · Demolition-Blight Props	22,250.00	25,000.00	-2,750.00	89.0%
413.47 · Bldg Permit DCED	26.00	200.00	-174.00	13.0%
414.12 · Bldg Permit-Inspection Fees	1,573.80	12,000.00	-10,426.20	13.1%
414.14 · ZHB - Court Reporter/Sec'y	0.00	500.00	-500.00	0.0%
414.21 · ZHB Office-Adv-Postage	0.00	250.00	-250.00	0.0%
414.31 · ZHB Legal Services	0.00	2,000.00	-2,000.00	0.0%
414.46 · Recodify Boro Ordinances	1,195.00	1,500.00	-305.00	79.7%
<b>Total 413 · Building Inspection</b>	<b>29,839.26</b>	<b>61,900.00</b>	<b>-32,060.74</b>	<b>48.2%</b>
<b>427 · Refuse - Recycling Removal</b>				
427.10 · Garbage Contract	114,144.75	458,000.00	-343,855.25	24.9%
427.12 · Recycling Contract	18,278.85	75,000.00	-56,721.15	24.4%
<b>Total 427 · Refuse - Recycling Removal</b>	<b>132,423.60</b>	<b>533,000.00</b>	<b>-400,576.40</b>	<b>24.8%</b>
<b>430 · Public Works Department</b>				
430.10 · Salary - P/W Supervisor	17,625.00	70,500.00	-52,875.00	25.0%
430.14 · Salaries - Full Time Employees	78,531.36	311,000.00	-232,468.64	25.3%
430.15 · Wages - Reg. Overtime Pay	435.60	3,000.00	-2,564.40	14.5%
430.154 · Health & Accident & STD	642.45	2,500.00	-1,857.55	25.7%
430.156 · Hospitalization	23,961.48	103,000.00	-79,038.52	23.3%
430.16 · Wages - Part Time	0.00	1,000.00	-1,000.00	0.0%
430.161 · Social Security	8,082.35	27,000.00	-18,917.65	29.9%
430.162 · Unemployment Compensation	15.38	3,000.00	-2,984.62	0.5%
430.163 · FSA	1,000.00	3,000.00	-2,000.00	33.3%
430.164 · HRA	1,035.00	5,500.00	-4,465.00	18.8%
430.18 · Wages - Seasonal Employment	444.00	27,000.00	-26,556.00	1.6%
430.21 · Public Works - Misc. Supplies	711.61	2,000.00	-1,288.39	35.6%
430.23 · Uniforms	848.96	6,000.00	-5,153.04	14.1%
430.24 · Fuel	4,889.57	8,000.00	-3,110.43	61.1%
430.25 · Repairs - Maintenance	2,556.46	10,000.00	-7,443.54	25.6%
430.26 · Small Tools	1,216.58	3,000.00	-1,783.42	40.6%
430.31 · Engineering Services	2,995.75	50,000.00	-47,004.25	6.0%
430.32 · Communications	873.69	3,500.00	-2,626.31	25.0%
430.354 · Worker's Compensation	5,375.52	27,000.00	-21,624.48	19.9%
430.356 · Drug/Alcohol Testing	0.00	500.00	-500.00	0.0%
430.36 · Utilities	3,459.94	6,000.00	-2,540.06	57.7%
430.37 · Vehicle Repairs	2,912.63	10,000.00	-7,087.37	29.1%

**BOROUGH OF CRAFTON**  
**GENERAL FUND FINANCIAL REPORT**  
January 1, 2018 through March 31, 2018

	Jan - Mar 18	Budget	\$ Over Bud...	% of ...
430.42 · Licenses, Permits and Training	75.00	1,000.00	-925.00	7.5%
430.74 · Capital Outlay - minor equip	3,399.99	5,000.00	-1,600.01	68.0%
430.742 · Pub.Works - Cap. Outlay Equip	0.00	5,000.00	-5,000.00	0.0%
432.14 · Wages - Snow Removal Overtime	9,326.33	10,000.00	-673.67	93.3%
432.22 · Anti-Skid Materials	44,694.71	45,000.00	-305.29	99.3%
433.22 · Signs & Posts	221.55	5,000.00	-4,778.45	4.4%
433.45 · Signals Maintenance	1,048.65	10,000.00	-8,951.35	10.5%
433.451 · Electricity Signals	1,551.31	4,500.00	-2,948.69	34.5%
434.45 · Street Lighting	20,843.48	85,000.00	-64,156.52	24.5%
435.22 · Material Curbing Supplies	0.00	500.00	-500.00	0.0%
435.245 · Stairs and Sidewalks	0.00	5,000.00	-5,000.00	0.0%
438.22 · Material Roads Supplies	2,340.50	27,500.00	-25,159.50	8.5%
438.38 · Rental Equipment	115.32	4,000.00	-3,884.68	2.9%
<b>Total 430 · Public Works Department</b>	<b>241,228.15</b>	<b>890,000.00</b>	<b>-648,771.85</b>	<b>27.1%</b>
<b>452 · Recreation</b>				
452.01 · Social Security	0.00	6,500.00	-6,500.00	0.0%
452.14 · Wages - Pool Personnel	0.00	72,000.00	-72,000.00	0.0%
452.15 · Wages - Pool Concess.	0.00	11,000.00	-11,000.00	0.0%
452.162 · Unemployment Compensation	0.00	1,000.00	-1,000.00	0.0%
452.20 · Pool Lic., Pmts,Trng, Clrnc	0.00	1,500.00	-1,500.00	0.0%
452.21 · Maintenance Supplies	0.00	2,500.00	-2,500.00	0.0%
452.22 · Pool Filtration	10.83	12,000.00	-11,989.17	0.1%
452.23 · Operating Supplies	0.00	3,000.00	-3,000.00	0.0%
452.25 · Pool Repairs/Maintenance	800.73	5,000.00	-4,199.27	16.0%
452.26 · Pool Minor Equipment	0.00	3,500.00	-3,500.00	0.0%
452.27 · Computer H/W & Internet	207.85	1,000.00	-792.15	20.8%
452.32 · Communications	137.10	500.00	-362.90	27.4%
452.354 · Worker's Compensation	1,089.50	4,000.00	-2,930.50	26.7%
452.36 · Utilities	379.96	11,000.00	-10,620.04	3.5%
452.37 · Pool Bldgs - Rep/Maint	0.00	5,000.00	-5,000.00	0.0%
452.371 · Concession - Rep/Maint/Eq	0.00	4,000.00	-4,000.00	0.0%
453.21 · Supplies - Concession Stand	0.00	15,000.00	-15,000.00	0.0%
453.23 · Sr. Dinner (offset 367.50)	376.28	5,000.00	-4,623.72	7.5%
453.37 · Maint/Repairs - Mini Golf	0.00	500.00	-500.00	0.0%
453.49 · Rec. Activities - Expenses	0.00	1,000.00	-1,000.00	0.0%
<b>Total 452 · Recreation</b>	<b>2,982.25</b>	<b>165,000.00</b>	<b>-162,017.75</b>	<b>1.8%</b>
<b>454 · Parks &amp; Shade Trees</b>				
454.25 · Maintenance Supplies	475.03	1,500.00	-1,024.97	31.7%
454.26 · Minor Equipment	0.00	1,000.00	-1,000.00	0.0%
454.36 · Utilities	1,149.30	4,000.00	-2,850.70	28.7%
454.37 · Maintenance - Repairs Services	1,479.54	7,500.00	-6,020.46	19.7%
454.75 · Park Equip.- Cap.Improvements	0.00	5,000.00	-5,000.00	0.0%
454.76 · Refunds - Park Shelters	0.00	100.00	-100.00	0.0%
455.22 · Shade Tree Operating Supplies	0.00	500.00	-500.00	0.0%
455.44 · Shade Tree - Arborist	0.00	3,000.00	-3,000.00	0.0%
455.45 · Tree Maint.- Plantings	0.00	3,000.00	-3,000.00	0.0%
455.46 · Boro Gardens	0.00	1,000.00	-1,000.00	0.0%
<b>Total 454 · Parks &amp; Shade Trees</b>	<b>3,103.87</b>	<b>26,600.00</b>	<b>-23,496.13</b>	<b>11.7%</b>
<b>456 · Community Services</b>				
456.54 · Library Contributions	17,500.02	70,000.00	-52,499.98	25.0%
458.22 · Comm Ctr Supplies	0.00	250.00	-250.00	0.0%
458.55 · Crafton Performing Arts	0.00	250.00	-250.00	0.0%
458.56 · Borough Tributes	196.05	500.00	-303.95	39.2%
458.57 · Misc. Contributions	0.00	200.00	-200.00	0.0%
459.54 · Celebrates Fireworks	0.00	4,000.00	-4,000.00	0.0%
462.34 · Community Dev/Promotion	0.00	500.00	-500.00	0.0%
462.50 · Military Banner Expenses	114.01	2,000.00	-1,885.99	5.7%
<b>Total 456 · Community Services</b>	<b>17,810.08</b>	<b>77,700.00</b>	<b>-59,889.92</b>	<b>22.9%</b>



**BOROUGH OF CRAFTON  
GENERAL FUND FINANCIAL REPORT**

January 1, 2018 through March 31, 2018

	<u>Jan - Mar 18</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of ...</u>
<b>471 · Debt Services - Principal</b>				
471.21 · PNC-Duncan Gen Ob Note	66,483.68	257,500.00	-191,016.32	25.8%
471.35 · PNC Lease Agmt. Hvy Eq.	2,984.24	15,000.00	-12,035.76	19.8%
471.351 · PNC Lease Agmt-P/W Dump Trk	0.00	20,750.00	-20,750.00	0.0%
<b>Total 471 · Debt Services - Principal</b>	<b>69,447.92</b>	<b>293,250.00</b>	<b>-223,802.08</b>	<b>23.7%</b>
<b>472 · Debt Services - Interest</b>				
472.21 · PNC-Duncan Prop-Interest	1,995.39	14,000.00	-12,004.61	14.3%
472.35 · PNC Lease Agmt. Hvy Eq.	595.11	3,500.00	-2,904.89	17.0%
472.351 · PNC Lease Agmt-P/W Dump Trk	0.00	12,800.00	-12,800.00	0.0%
<b>Total 472 · Debt Services - Interest</b>	<b>2,590.50</b>	<b>30,300.00</b>	<b>-27,709.50</b>	<b>8.5%</b>
<b>480 · Insurance</b>				
480.03 · Drug Screening	74.75	1,800.00	-1,725.25	4.2%
486.00 · Compreh. Liability/Property Ins	0.00	80,000.00	-80,000.00	0.0%
486.81 · Property Loss Claims-Borough	0.00	10,000.00	-10,000.00	0.0%
<b>Total 480 · Insurance</b>	<b>74.75</b>	<b>91,800.00</b>	<b>-91,725.25</b>	<b>0.1%</b>
<b>483 · Agency And Trust</b>				
483.001 · Police Pension Contrib.	10,039.70	35,000.00	-24,960.30	28.7%
483.02 · Foreign Fire Relief	0.00	28,000.00	-28,000.00	0.0%
483.10 · Police Pension Fund MMO	0.00	83,000.00	-83,000.00	0.0%
483.30 · Employee Pension Fund MMO	0.00	45,000.00	-45,000.00	0.0%
<b>Total 483 · Agency And Trust</b>	<b>10,039.70</b>	<b>191,000.00</b>	<b>-180,960.30</b>	<b>5.3%</b>
<b>Total Expense</b>	<b>985,472.96</b>	<b>4,404,500.00</b>	<b>-3,419,027.04</b>	<b>22.4%</b>
<b>Net Income</b>	<b>250,508.60</b>	<b>0.00</b>	<b>250,508.60</b>	<b>100.0%</b>

**Capital Projects Reserve Fund  
CAPITAL PROJECT RESERVE FUND FINANCIAL REPORT**

January 1, 2018 to March 31, 2018

	<u>Jan - M...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of B...</u>
<b>Income</b>				
354.01 GROW Grant Alcosan	67,872.00	80,800.00	-12,928.00	84.0%
355.13 Green Light Go Grant	0.00	180,000.00	-180,000.00	0.0%
395.01 GF Reserve Trf-PLGIT	0.00	101,200.00	-101,200.00	0.0%
399.00 Carryover Capital Fund	0.00	150,000.00	-150,000.00	0.0%
<b>Total Income</b>	<b>67,872.00</b>	<b>512,000.00</b>	<b>-444,128.00</b>	<b>13.3%</b>
<b>Expense</b>				
411.74 CVFD-SCBA Equip Reserve	0.00	72,000.00	-72,000.00	0.0%
429.611 GROW Grant-Expenditure	0.00	240,000.00	-240,000.00	0.0%
429.612 Small Water/Sewer Grant	100.00			
455.13 Green Light Go - Expense	0.00	200,000.00	-200,000.00	0.0%
<b>Total Expense</b>	<b>100.00</b>	<b>512,000.00</b>	<b>-511,900.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>67,772.00</b>	<b>0.00</b>	<b>67,772.00</b>	<b>100.0%</b>

## Road Tax Fund ROAD TAX FUND FINANCIAL REPORT

January 1, 2018 through March 31, 2018

	Jan - Mar...	Budget	\$ Over Bu...	% of ...
<b>Income</b>				
301.10 Road Tax - Current	60,842.58	480,000.00	-419,157.42	12.7%
301.20 Road Tax - Prior	3,338.02	5,000.00	-1,661.98	66.8%
319.01 Road Tax - P & I	1,122.44	4,000.00	-2,877.56	28.1%
363.25 Utility Reimburse-Paving	44,515.34			
<b>Total Income</b>	<b>109,818.38</b>	<b>489,000.00</b>	<b>-379,181.62</b>	<b>22.5%</b>
<b>Gross Profit</b>	<b>109,818.38</b>	<b>489,000.00</b>	<b>-379,181.62</b>	<b>22.5%</b>
<b>Expense</b>				
430.31 Engineering - Roads	11,915.50	78,000.00	-66,084.50	15.3%
437. Equipment Repairs	0.00	10,000.00	-10,000.00	0.0%
438.45 Road - Contract Services	67.55	1,000.00	-932.45	6.8%
438.74 Cap. Outlay - Equipment	12,395.00			
439.45 Road Paving Program	0.00	395,000.00	-395,000.00	0.0%
491.10 Tax Refunds - Current	0.00	3,000.00	-3,000.00	0.0%
491.20 Tax Refund - Prior	0.00	2,000.00	-2,000.00	0.0%
<b>Total Expense</b>	<b>24,378.05</b>	<b>489,000.00</b>	<b>-464,621.95</b>	<b>5.0%</b>
<b>Net Income</b>	<b>85,440.33</b>	<b>0.00</b>	<b>85,440.33</b>	<b>100.0%</b>

## Sewer Fund SEWER FUND FINANCIAL REPORT

January 1, 2017 to March 31, 2018

	Jan - Ma...	Budget	\$ Over Bud...	% of B...
<b>Income</b>				
319 · Interest/Penalty-Jordan	7,148.16	25,000.00	-17,851.84	28.6%
341 · Interest on Investment-PLGIT	4,109.50	1,000.00	3,109.50	411.0%
364 · Current Sewer User Fees	512,986.41	1,800,000.00	-1,287,013.59	28.5%
364.01 · Delinquent Sewer User F...	11,131.55	20,000.00	-8,868.45	55.7%
380 · Other - Alcosan Billing Rei...	6,974.25	6,000.00	974.25	116.2%
<b>Total Income</b>	<b>542,349.87</b>	<b>1,852,000.00</b>	<b>-1,309,650.13</b>	<b>29.3%</b>
<b>Expense</b>				
421 · Office Supplies-Postage	204.19	500.00	-295.81	40.8%
425 · Maint/Rep.Materials	58.76	4,000.00	-3,941.24	1.5%
430 · Billing Fee - PAWC/Jordan	11,813.66	60,000.00	-48,186.34	19.7%
431 · Prof. Services - Engineering	55,608.65	170,000.00	-114,391.35	32.7%
432 · Prof. Services - Legal	0.00	1,000.00	-1,000.00	0.0%
436 · Alcosan - Qtrly Usage Chgs	234,235.81	1,035,000.00	-800,764.19	22.6%
437 · Equipment Repairs	481.51	10,000.00	-9,518.49	4.8%
438 · Fuel - Sweeper- Trk#108	362.68	4,000.00	-3,637.32	9.1%
442 · Dues - Permits	7,913.66	8,000.00	-86.34	98.9%
445 · Vactor charge	0.00	10,000.00	-10,000.00	0.0%
446 · Munic. Claim Commission	757.72	4,500.00	-3,742.28	16.8%
470.1 · Principal - Pennvest I	12,935.35	51,000.00	-38,064.65	25.4%
470.2 · Principal - Pennvest II	9,463.03	37,500.00	-28,036.97	25.2%
471.1 · Interest - Pennvest I	3,648.92	16,000.00	-12,351.08	22.8%
471.2 · Interest - Pennvest II	2,674.91	11,500.00	-8,825.09	23.3%
473 · COA Requirements	74,185.35	428,500.00	-354,314.65	17.3%
492 · Capital Project - Reserve Fu...	0.00	500.00	-500.00	0.0%
<b>Total Expense</b>	<b>414,344.20</b>	<b>1,852,000.00</b>	<b>-1,437,655.80</b>	<b>22.4%</b>
<b>Net Income</b>	<b>128,005.67</b>	<b>0.00</b>	<b>128,005.67</b>	<b>100.0%</b>



# Jordan Tax Service, Inc.

102 Rahway Road • McMurray, PA 15317-3349

(412) 835-5243 • Fax (412) 835-5244

(724) 731-2300 • Fax (724) 731-2398

www.jordantax.com

Tax & Record  
Services  
Municipal  
Business  
Individual

April 17, 2018

Borough of Crafton  
Robert Kaczorowski, Interim Manager  
Municipal Building  
100 Stotz Avenue  
Pittsburgh, PA 15205

RE: Delinquent Earned Income & Net Profits Tax  
Collection Summary Report  
March, 2018

Detailed below are the Delinquent Earned Income Tax Collections remitted to the Borough for the Month of March, 2018:

PERIOD	TAX	PEN & INT	MUNICIPAL SHARE (50.00%)	
			MONTH	YEAR TO DATE
2011 and Prior	\$ 1,999.95	\$ 31.11	\$ 2,031.06	\$ 9,662.94
Add: Commissions	202.78	-	202.78	946.75
Refunds Issued	-	-	-	-
Net Collections	<u>\$ 2,202.73</u>	<u>\$ 31.11</u>	<u>\$ 2,233.84</u>	<u>\$ 10,609.69</u>

Amounts Transferred:

Date	Reference	Amount
03/31/18	Ck #1955	\$ 2,233.84

Total Transfers \$ 2,233.84

We have enclosed our invoice for services.

Very truly yours,  
JORDAN TAX SERVICE, INC.

WRLjr/hlk

WILLIAM R. LINNERT, JR.

# EIT Collection - March 2018

## CURRENT YEAR TO DATE DISTRIBUTIONS

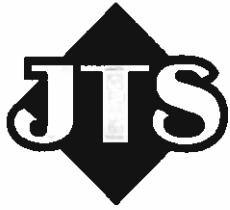
	Resident Tax Amount	Non-Resident Resident Tax Amount	Costs & Credits	Total Collections	Dist. Year	Resident Tax Amount	Non-Resident Resident Tax Amount	TD Commission	Charges & Credits	Total Distribution
2012 Collections	0.42	0.00	0.00	0.42	2018	0.42	0.00	(0.01)	0.00	\$0.41
2013 Collections	404.61	0.00	0.00	541.61	2018	404.61	0.00	(9.76)	0.00	\$531.85
2014 Collections	329.33	0.00	0.00	441.82	2018	329.33	0.00	(7.97)	0.00	\$433.85
2014 Refunds	(73.50)	0.00	0.00	(73.50)	2018	(73.50)	0.00	0.00	0.00	(\$73.50)
2015 Collections	567.78	0.00	0.00	584.28	2018	567.78	0.00	(10.53)	0.00	\$573.75
2016 Collections	1,735.94	0.00	0.00	1,735.94	2018	1,735.94	0.00	(31.26)	0.00	\$1,704.68
2016 Refunds	(208.00)	0.00	0.00	(208.00)	2018	(208.00)	0.00	0.00	0.00	(\$208.00)
2017 Collections	202,611.75	1,166.71	2.42	203,780.88	2018	202,611.75	1,166.71	(3,668.54)	0.00	\$200,112.34
2017 Refunds	(6,935.50)	0.00	0.00	(6,935.50)	2018	(6,935.50)	0.00	0.00	0.00	(\$6,935.50)
2018 Collections	8,073.55	23.22	0.00	8,096.77	2018	8,073.55	23.22	(145.71)	0.00	\$7,951.06
<b>Current Year To Date</b>	<b>208,506.88</b>	<b>1,189.93</b>	<b>2.42</b>	<b>207,699.22</b>	<b>2018</b>	<b>206,506.88</b>	<b>1,189.93</b>	<b>(8,878.78)</b>	<b>0.00</b>	<b>\$204,088.94</b>

## TOTAL DISTRIBUTIONS BY TAX YEAR SINCE INCEPTION

	Resident Tax Amount	Non-Resident Resident Tax Amount	Costs & Credits	Total Collections	Dist. Year	Resident Tax Amount	Non-Resident Resident Tax Amount	TD Commission	Charges & Credits	Total Distribution
2012 Collections	719,286.51	8,202.07	0.00	728,286.11	ALL	719,286.51	8,202.07	(13,176.39)	0.00	\$715,088.72
2012 Refunds	(20,642.00)	0.00	0.00	(20,642.00)	ALL	(20,642.00)	0.00	0.00	0.00	(\$20,642.00)
2013 Collections	755,474.60	8,394.01	0.00	764,439.93	ALL	755,474.60	8,394.01	(13,730.65)	0.00	\$750,709.28
2013 Refunds	(27,121.00)	0.00	0.00	(27,121.00)	ALL	(27,121.00)	0.00	0.00	0.00	(\$27,121.00)
2014 Collections	780,928.53	5,197.54	0.00	786,562.50	ALL	780,928.53	5,197.54	(14,055.59)	0.00	\$772,506.91
2014 Refunds	(28,045.00)	0.00	0.00	(28,045.00)	ALL	(28,045.00)	0.00	0.00	0.00	(\$28,045.00)
2015 Collections	813,919.41	5,253.31	0.00	819,398.84	ALL	813,919.41	5,253.31	(14,694.82)	0.00	\$804,704.02
2015 Refunds	(29,841.00)	(61.00)	0.00	(29,902.00)	ALL	(29,841.00)	(61.00)	0.00	0.00	(\$29,902.00)
2016 Collections	824,817.85	6,037.95	0.00	830,988.79	ALL	824,817.85	6,037.95	(14,777.36)	0.00	\$816,211.41
2016 Refunds	(31,386.00)	(34.00)	0.00	(31,420.00)	ALL	(31,386.00)	(34.00)	0.00	0.00	(\$31,420.00)
2017 Collections	818,693.68	5,192.68	0.00	823,890.11	ALL	818,693.68	5,192.68	(14,674.95)	0.00	\$809,215.16
2017 Refunds	(6,935.50)	0.00	0.00	(6,935.50)	ALL	(6,935.50)	0.00	0.00	0.00	(\$6,935.50)
2018 Collections	8,073.55	23.22	0.00	8,096.77	ALL	8,073.55	23.22	(145.71)	0.00	\$7,951.06
<b>Tax Year Totals</b>	<b>4,677,228.88</b>	<b>88,205.78</b>	<b>2,147.14</b>	<b>4,817,578.55</b>	<b>ALL</b>	<b>4,677,228.88</b>	<b>88,205.78</b>	<b>(86,255.49)</b>	<b>0.00</b>	<b>\$4,682,821.08</b>

**BOROUGH OF CRAFTON**  
**GENERAL FUND FINANCIAL REPORT**  
January 1, through March 31, 2018

	<u>Jan - Mar...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of ...</u>
<b>Income</b>				
<b>310 · Act 511 Taxes</b>				
310.21 · EIT - Current	8,427.21	556,500.00	-548,072.79	1.5%
310.22 · EIT - Prior	199,738.76	250,000.00	-50,261.24	79.9%
<b>Total 310 · Act 511 Taxes</b>	<u>208,165.97</u>	<u>806,500.00</u>	<u>-598,334.03</u>	<u>25.8%</u>
<b>319 · Penalty/Interest</b>				
319.12 · P/I EIT	268.41	1,000.00	-731.59	26.8%
<b>Total 319 · Penalty/Interest</b>	<u>268.41</u>	<u>1,000.00</u>	<u>-731.59</u>	<u>26.8%</u>
<b>Total Income</b>	<u>208,434.38</u>	<u>807,500.00</u>	<u>-599,065.62</u>	<u>25.8%</u>
<b>Gross Profit</b>	208,434.38	807,500.00	-599,065.62	25.8%
<b>Expense</b>				
<b>403 · Tax Collection</b>				
403.48 · Jordan-Act 32 SWTax District	3,882.60	15,000.00	-11,117.40	25.9%
<b>Total 403 · Tax Collection</b>	<u>3,882.60</u>	<u>15,000.00</u>	<u>-11,117.40</u>	<u>25.9%</u>
<b>Total Expense</b>	<u>3,882.60</u>	<u>15,000.00</u>	<u>-11,117.40</u>	<u>25.9%</u>
<b>Net Income</b>	<u>204,551.78</u>	<u>792,500.00</u>	<u>-587,948.22</u>	<u>25.8%</u>



# Jordan Tax Service, Inc.

102 Rahway Road • McMurray, PA 15317-3349

(412) 835-5243 • Fax (412) 835-5244

(724) 731-2300 • Fax (724) 731-2398

www.jordantax.com

Tax & Record  
Services

Municipal

Business

Individual

April 17, 2018

Borough of Crafton  
Robert Kaczorowski, Interim Manager  
Municipal Building  
100 Stotz Avenue  
Pittsburgh, PA 15205

RE: Local Services Tax Collections  
Collection Summary Report  
March, 2018

Detailed below are the Local Services Tax Collections remitted to the Borough for the Collection Period of March 1, 2018 through March 31, 2018:

<u>PERIOD</u>	<u>TAX</u>	<u>PEN &amp; INT</u>	<u>TOTAL COLLECTIONS</u>	<u>YEAR TO DATE</u>
2016 and Prior	\$ -	\$ -	\$ -	\$ 16.00
2017	24.00	-	24.00	12,252.26
2018	-	-	-	-
Total Collections	<u>24.00</u>	<u>-</u>	<u>24.00</u>	<u>12,268.26</u>
Refunds Issued	-	-	-	-
	<u>\$ 24.00</u>	<u>\$ -</u>		
Net Collections			<u>\$ 24.00</u>	<u>\$ 12,268.26</u>

Amounts Remitted:

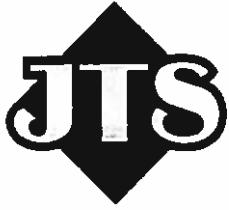
<u>Date</u>	<u>Batch #</u>	<u>Amount</u>
03/15/18	46	\$ 24.00

Total Deposited \$ 24.00

We have enclosed our invoice for services.

Very truly yours,  
JORDAN TAX SERVICE, INC.

WILLIAM R. LINNERT, JR.



# Jordan Tax Service, Inc.

102 Rahway Road • McMurray, PA 15317-3349

(412) 835-5243 • Fax (412) 835-5244

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**Tax & Record  
Services**

Municipal

Business

Individual

April 17, 2018

Borough of Crafton  
Robert Kaczorowski, Interim Manager  
Municipal Building  
100 Stotz Avenue  
Pittsburgh, PA 15205

RE: Business Privilege Tax  
Collection Summary Report  
March, 2018

Detailed below are the Business Privilege Tax Collections remitted to the Borough for the Collection Period of March 1, 2018 through March 31, 2018:

<u>PERIOD</u>	<u>TAX</u>	<u>LICENSE</u>	<u>PEN &amp; INT</u>	<u>TOTAL COLLECTIONS</u>	<u>YEAR TO DATE</u>
2016 and Prior	\$ -	\$ -	\$ -	\$ -	\$ -
2017	-	-	-	-	107.09
2018	560.50	80.00	-	640.50	650.50
Total Collections	560.50	80.00	-	640.50	757.59
Refunds Issued	-	-	-	-	-
	<u>\$ 560.50</u>	<u>\$ 80.00</u>	<u>\$ -</u>	<u>\$ 640.50</u>	<u>\$ 757.59</u>
Net Collections				<u>\$ 640.50</u>	<u>\$ 757.59</u>

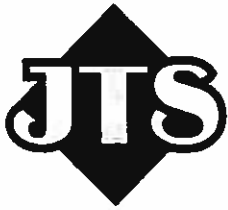
Amounts Deposited:

<u>Date</u>	<u>Batch #</u>	<u>Amount</u>
03/28/18	02	\$ 640.50
Total Deposited		<u>\$ 640.50</u>

We have enclosed our invoice for services.

Very truly yours,  
JORDAN TAX SERVICE, INC.

WILLIAM R. LINNERT, JR.



# Jordan Tax Service, Inc.

102 Rahway Road • McMurray, PA 15317-3349

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Tax & Record  
Services  
Municipal  
Business  
Individual

April 17, 2018

Borough of Crafton  
Robert Kaczorowski, Interim Manager  
Municipal Building  
100 Stotz Avenue  
Pittsburgh, PA 15205

RE: Trash Removal  
Collection Summary Report  
March, 2018

Detailed below are the 2018 Trash Removal Collections remitted to the Borough for the Month of March, 2018:

	<u>BILLING FEE</u>	<u>GARBAGE</u>	<u>TOTAL CURRENT PERIOD</u>	<u>YEAR TO DATE</u>
FACE TAX	\$ 3,460.00	\$ 194,691.41	\$ 198,151.41	\$ 390,690.64
Less: Discount	-	(8,415.00)	(8,415.00)	(17,652.10)
Plus: Penalty	-	-	-	-
<b>Total Collections</b>	<b>\$ 3,460.00</b>	<b>\$ 186,276.41</b>	<b>\$ 189,736.41</b>	<b>\$ 373,038.54</b>

Amounts Deposited:

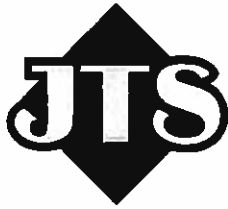
<u>Date</u>	<u>Batch #</u>	<u>Amount</u>
03/02/18	07	\$ 57,677.40
03/02/18	08	59,544.80
03/06/18	09	26,273.25
03/13/18	10	26,380.80
03/15/18	11	9,485.26
03/22/18	12	10,374.90
<b>Total</b>		<b>189,736.41</b>
Less: Refunds		-
<b>Total Deposits</b>		<b>\$ 189,736.41</b>

	<u>BILLING</u>	<u>GARBAGE</u>	<u>YEAR-TO-DATE</u>
FACE BALANCE 02/01/2018	\$ 9,865.00	\$ 567,672.00	\$ 577,537.00
Add: Additions	-	-	-
Less: Deletions	-	-	-
<b>ADJUSTED FACE BALANCE</b>	<b>9,865.00</b>	<b>567,672.00</b>	<b>577,537.00</b>
Less: Total Collections	(6,905.00)	(383,785.64)	(390,690.64)
Less: Turned Over to Delinquent	-	-	-
<b>FACE BALANCE 3/31/2018</b>	<b>\$ 2,960.00</b>	<b>\$ 183,886.36</b>	<b>\$ 186,846.36</b>

Very truly yours,  
JORDAN TAX SERVICE, INC.

WILLIAM R. LINNERT, JR.





# Jordan Tax Service, Inc.

102 Rahway Road • McMurray, PA 15317-3349

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Tax & Record  
Services

Municipal

Business

Individual

April 17, 2018

Borough of Crafton  
Robert Kaczorowski, Interim Manager  
Municipal Building  
100 Stotz Avenue  
Pittsburgh, PA 15205

RE: Real Estate Taxes  
Collection Summary Report  
March, 2018

Detailed below are the 2018 Real Estate Tax Collections deposited to the Borough account for the Month of March, 2018:

	CURRENT PERIOD			YEAR TO DATE
	REAL ESTATE	ROAD	TOTAL	
FACE TAX	\$ 174,776.27	\$ 59,955.24	\$ 234,731.51	\$ 234,731.51
Less: Discount	(3,442.91)	(1,165.82)	(4,608.73)	(4,608.73)
Plus: Penalty	-	-	-	-
<b>Total Collections</b>	<b>\$ 171,333.36</b>	<b>\$ 58,789.42</b>	<b>\$ 230,122.78</b>	<b>\$ 230,122.78</b>

Amounts Deposited:

Date	Batch #	Amount
03/08/18	01	\$ 49,023.90
03/14/18	47/02	115,853.67
03/14/18	03	9,223.18
03/20/18	04	56,022.03
<b>Total Deposits</b>		<b>230,122.78</b>
Less: Refunds:		-
<b>Net Collections</b>		<b>\$ 230,122.78</b>

	2017	2017	2018	2018	TOTAL
	REAL ESTATE	ROAD	REAL ESTATE	ROAD	
FACE BALANCE 3/1/2018	\$ 4,712.10	\$ 1,595.60	\$ -	\$ -	\$ 6,307.70
Add: Billing 3/1/2018	-	-	1,497,104.89	506,955.62	2,004,060.51
Add: Additions	-	-	-	-	-
Less: Exonerations	-	-	-	-	-
<b>ADJUSTED FACE BALANCE</b>	<b>4,712.10</b>	<b>1,595.60</b>	<b>1,497,104.89</b>	<b>506,955.62</b>	<b>2,010,368.21</b>
Less: Total Collections	(187.11)	(63.36)	(174,589.16)	(59,891.88)	(234,731.51)
Less: Turned Over to Delinquent	-	-	-	-	-
<b>FACE BALANCE 3/31/2018</b>	<b>\$ 4,524.99</b>	<b>\$ 1,532.24</b>	<b>\$ 1,322,515.73</b>	<b>\$ 447,063.74</b>	<b>\$ 1,775,636.70</b>

Very truly yours,  
JORDAN TAX SERVICE, INC.

*William R. Linnert, Jr.*  
WILLIAM R. LINNERT, JR.



**JORDAN TAX SERVICE, INC.**  
**102 RAHWAY ROAD**  
**MCMURRAY, PA 15317-3349**  
**(724) 731-2300**

**Delinq. Property Tax, Sewage and Trash - March 2018**

April 13, 2018

Borough of Crafton  
 Robert Kaczorowski, Interim Manager  
 Municipal Building  
 100 Statz Avenue  
 Pittsburgh, PA 15205

Gentlemen:

We are forwarding herewith counterfoils for delinquent taxes and municipal claims collected and satisfied since date of our last report. We are also forwarding deposit slips as summarized below and the Prothonotary's receipts for satisfaction costs advanced by our office.

**DELINQUENT TAXES:**

Receipts #13198-13228 (#13196-13197 "NO CONSIDERATION PASSING")

	Face Tax	Penalty	Interest	Costs	TOTAL
Prior	2,344.45	247.49	841.39	508.13	3,941.46
2017	10,134.77	1,102.60	-	93.50	11,330.87
Record/Sheriff Sale Costs					869.26
Commission Collected					584.83

**MUNICIPAL CLAIMS: "Trash"**

Receipts: #1635-1703 (#1633-1634 "NO CONSIDERATION PASSING")

	Face Tax	Penalty	Interest	Costs	Comm	TOTAL
	14,050.12	1,485.36	0.25	352.00	-	15,887.73
Record/Sheriff Sale Costs						60.00
Commission Collected						793.42

**MUNICIPAL CLAIMS: "Trash"**

Receipts: #3956-3959, 3963, 3965-3967

	Face Tax	Penalty	Interest	Costs	Comm	TOTAL
*	1,065.27	43.90	63.79	443.00	-	1,615.96
Commission Collected						91.63

**MUNICIPAL CLAIMS: "Sewage"**

Receipts: #3955, 3960-3962, 3964, 3968

	Face Tax	Penalty	Interest	Costs	Comm	TOTAL
	2,595.56	137.77	120.23	580.00	-	3,433.56
Commission Collected						175.54

**MUNICIPAL CLAIMS: "Sewage"**

Receipts: #298

	Face Tax	Penalty	Interest	Costs	Comm	TOTAL
*	24.15	-	7.04	-	-	31.19
Commission Collected						3.12

**Total Collections, Taxes and Claims:**

Taxes	\$ 16,726.42	Ck. #1376	<b>\$ 38,818.57</b>
Trash	\$ 18,448.74	Ck. #1377	
Sewage	\$ 3,643.41	Ck. #1378	

**Deposits Per Enclosed Receipts:**

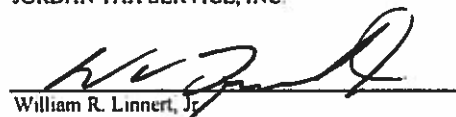
DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
03/02/18	34.31	03/07/18	248.33	03/14/18	3,994.98
03/02/18	500.00	03/08/18	217.00	03/16/18	993.75
03/05/18	4,740.64	03/13/18	892.91	03/16/18	3,567.53
03/05/18	13,276.52	03/13/18	1,913.94	03/21/18	990.18
03/06/18	829.83	03/13/18	4,326.51		
03/07/18	185.75	03/14/18	2,106.39		

**Total Deposits**

**38,818.57**

\*Partial Payments Not Yet Applied - \$712.78

JORDAN TAX SERVICE, INC

  
 William R. Linnert, Jr.

**BOROUGH OF CRAFTON  
POLICE DEPARTMENT**

MARK A. SUMPTER  
CHIEF OF POLICE

100 STOTZ AVENUE  
CRAFTON, PENNSYLVANIA 15205

JAMES G. BLOOM  
MAYOR



**April 19, 2018**

**Crafton Police responded to 233 complaints during the month of March 2018.**

The following 4 pages attached show a print out of the calls answered by Crafton Police.

Paid parking tags paid at the window - \$75.00

Copies of Police Reports - \$75.00

One solicitor permit was issued for the month of March - \$70.00

No truck permits were issued for the month of March

Fines collected by the Magistrate and paid to the borough for November - \$1,835.81

There were 81 citations issued, 41 citation warnings, 5 parking tags, 14 AccuTrak – 141 total

**Crafton Borough had no EMS narcotic related calls for the month of March 2018. Naloxone (Narcan) was not used by EMS or the Police Department for the month of March 2018.**

**Mileage on Police Cars:**

Unit #11-1 - 2,401 miles ending at 34,265

Unit #11-2 - 2,518 miles ending at 17,679

Unit #11-3 - 215 miles ending at 34,444

Respectfully submitted,



Barbara H. Berkhouse  
Police Secretary



# NorthWest EMS

366 Helen Street | McKees Rocks, PA 15136  
412.331.2600 OFFICE | 412.331.3133 FAX

## Crafton Borough Report March 2018

### Total Run Numbers:

- Total Emergency and Non-Emergency 911 Responses: **58**  
Average Response Time (E0-E4): **4 min. 36 sec.**
- Total Emergency 911 Response: **56**  
Average Response Time (E0-E3): **4 min. 39 sec.**
- Total Highest Priority Response: **30**  
Average Response Time (E0-E1): **4 min. 42 sec.**

### Response Times by Category and NFPA Compliance:

- E0 Response: **3**  
Average Response Time: **5 min. 43 sec.**  
NFPA Compliance: **100%**
- E1 Response: **27**  
Average Response Time: **4 min. 35 sec.**  
NFPA Compliance: **100%**
- E0 + E1 Response: **30**  
Average Response Time: **4 min. 42 sec.**  
NFPA Compliance: **100%**
- E2 Response: **9**  
Average Response Time: **3 min. 43 sec.**
- E3 Response: **17**  
Average Response Time: **5 min. 09 sec.**
- E4 Response: **2**  
Average Response Time: **3 min. 11 sec.**

### Standbys:

- Scott Township EMS (Station 740) Standby Request: **0**  
Calls Given to Station 740 in Crafton: **0**
- Ingram EMS (Station 760) Standby Request: **0**  
Calls Given to Station 760 in Crafton: **0**
- Robinson EMS (Station 810) Standby Request: **0**  
Calls Given to Station 810 in Crafton: **0**
- Average Response Time for Mutual Aid Services: **0 min. 0 sec.**
- NorthWest EMS Requested to Standby: **4**  
Calls Taken for Station 810: **1**  
Calls Taken for Station 740: **0**  
Calls Taken for Station 760: **3**  
Calls taken for Southbridge EMS (Station 815): **0**



# NorthWest EMS

366 Helen Street | McKees Rocks, PA 15136  
412.331.2600 OFFICE | 412.331.3133 FAX

## Crafton Borough EMS Report Notes

March 2018

All numbers for this report from Allegheny County 911 CAD system.

NFPA compliance target **achieved** for serious calls: E-0: **100%**

NFPA compliance target **achieved** for serious calls: E-1: **100%**

NFPA compliance target **achieved** for serious calls: E-0 + E-1: **100%**

Like February, March was an unusually slow month in the Borough. The response times and NFPA performance were back to our traditional levels, which puts Crafton Borough at the top in Allegheny County with regard to EMS performance.

This also shows how a number of factors, such as low call volume, multiple calls occurring at the same time, and unusual *timing* of the calls can skew the numbers such as we saw last month. This can be illustrated, for example, by looking at the number of calls occurring between the hours of 11 PM and 7 AM. Generally speaking, approximately 20% (one in five) of the total number of calls occur during this time period, and often these calls constitute some of the most serious medical emergencies. This month, only 8.6% of the calls occurred during this time period.

Long term performance is what matters, and we take great care to ensure that our *system* minimizes the chances of suboptimal coverage. In some communities, failures are common and inevitable. In our *system*, failures are rare and result from unusual circumstances.

Mutual aid was not used in March.

NWEMS provided mutual aid 4 times in March as follows: Ingram (3), Robinson (1), Carnegie/Scott Twp. (0), and Southbridge (0).

Finally, 5 calls (8.6%) occurred between the hours of 11 pm and 7 am in March, demonstrating the need for 24 hour coverage in Crafton Borough.

Submitted by: George Dudash III 412-779-1927 [gdudash@northwestems.net](mailto:gdudash@northwestems.net)

April 2018  
Ordinance Report

Date Received	Street Name	Violation/Complaint	Action Taken	Date	Completed
3/29/2018	Thomas Street	Junk Vehicle	Violation	3/29/2018	Resident visited office to explain the situation
3/29/2018	Walsh Road	Mechanical Permit	Mechanical Permit Issued	4/1/2018	Complete
4/11/2018	Afton Avenue	Hazardous Tree	Located on Paper street	4/11/2018	Pending
4/12/2018	Barr Avenue	Structural Remedies needed	House posted for demolition	4/12/2018	Pending
4/16/2018	E. Crafton Avenue	Mechanical Permit	Mechanical Permit Issued	4/16/2018	Complete
4/17/2018	Crafton Boulevard	Excessive Gargbage	Email to property MGMT	4/17/2018	Pending
4/18/2018	Dinmsore Avenue	Construction Materials & Debris	Site Visit	4/18/2018	Pending will revisit
4/18/2018	Dinmsore Avenue	Structural Remedies needed	Site Visit	4/18/2018	Pending
4/20/2018	Crafton Boulevard	Dumpster	Dumpster Permit Issued	4/20/2018	Complete
4/20/2018	Union Avenue	Resident called regarding water accumulating in front of driveway in street	Site Visit	4/20/2018	Water could not be detected will revisit
4/20/2018	Barr Avenue	RV parked on property	Site Visit	4/20/2018	Resident working on vehicle-will revisit

# Building Inspection Report

## MARCH 2018

### March Reports Received

(Attached)

Building Inspection Underwriters  
Allegheny County R/E Transfer

### Certificates & Permits Issued

(March 2018)

Rental Inspection Certificates Issued	8
Zoning Use/Occupancy Certificates Issued	8
Building/Zoning Permits Issued	5



# DIRECTOR'S REPORT

## APRIL 17, 2018

*Crafton Public Library*  
*Richard Brzustowicz, Acting Executive Director*

### COLLECTION DEVELOPMENT

- The total amount budgeted for collection development in 2018 is \$22,000.
  - This means the average expenditure per month on collection development is approximately \$1,833.33.
- New purchases for April 2018 have thus far amounted to \$945.82.
- Richard Brzustowicz selected the materials for the first portion of the budget.
  - New acquisitions lists are available upon request.
- The remaining \$887.71 has been allocated to Alyssa Zolkiewicz.
  - Collection development, a regular feature of librarians' professional work, is split between the two members of our professional staff.

### NATIONAL POETRY MONTH

- April is National Poetry Month.
- Crafton Public Library's book display has featured books of poetry, etc.
- Alyssa Zolkiewicz prepared two passive programs that have proven to be quite popular.
  - Push Pin Poetry--like magnet poetry, except with slips of paper with words on them. Patrons select a word, pin it onto the bulletin board, and are able to make their own poems out of the word selection.
  - Black Out Poetry--patrons select pages removed from withdrawn/damaged/donated items and "black out" text. The purpose is to highlight individual words in the text and then make a new work out of something old.

## **SUMMER READING 2018**

- The Collaborative Summer Library Program's theme is "Libraries Rock."
- Librarian Alyssa Zolkiewicz has been tasked with organizing several events and programs using the CSLP guidelines.
  - Programs and events will largely focus on music, similar subjects.
  - Karaoke, battle of the bands (is this possible?), electronic music, building instruments, music trivia, etc.
  - Programs and events are still being finalized and organized.
  - Music-themed storytime sessions.
  - We are also looking into having local musicians (Crafton, Pittsburgh-area, etc.) to speak, perform, etc.
- Ms. Zolkiewicz and I will be evaluating community needs and planning programs and events accordingly.
  - Library Assistant Tracey Vogel is also very involved in the process. She has been helping to coordinate and organize events for us.
- Kickoff: Saturday, June 9, 2018
- Pool Party: Friday, August 10, 2018
- New logo contest for library?
- We will also be conducting a final outreach program at Crafton Elementary toward the end of May.
  - Dates are still being finalized with Principal Marsha Burlison.
  - Students will be provided with Summer Reading 2018 materials, including flyers and opportunities to register and receive a reading log.

## **AMERICAN GIRL CLUB**

- American Girl Club has returned after an extended hiatus.
- The first event is Tuesday, April 17, 2018 at 6:30 PM
- Alicia Stull is again leading this event.

## **JOB AND CAREER RESOURCES**

- Richard Brzustowicz prepared a PowerPoint and miniature seminar detailing how to use the library's job and career resources.

- Richard has been assisting patrons with the following: cover letters, resumes, interviewing techniques, and networking strategies.

## RECOGNIZING RELIABLE RESOURCES

- Start date for this program: May 17, 2018 at 6:00 PM
- Richard Brzustowicz has been preparing a program on how to introduce library patrons to effective research techniques.
  - How to identify bias, why Wikipedia should not be a resource for your research paper, why "I saw it on the internet, therefore it must be true" is not a good approach, etc.
  - Two versions: one for students, one for adults.

## ONE-ON-ONE TECHNOLOGY HELP

- Beginning in May, Alyssa Zolkiewicz will be adjusting the hours of her one-on-one technology help. The intention is to be able to help the area's senior population more effectively.
- The new proposed time is 1:00 PM - 1:30 PM on Wednesdays.
  - Moving from 5:00 PM - 6:00 PM on Wednesdays.

## BAKE SALE/SUMMER READING KICKOFF

- Traditionally, we have held a book and bake sale twice per year (spring and fall).
- While the spring bake sale has been the first week of May in previous years, the staff suggests moving it to June 9, 2018.
- The idea here is to combine several new ideas.
  - Summer Reading 2018 kickoff and registration
  - Ongoing book sale kickoff.
  - Welcoming our new summer hours.\*

## SUMMER HOURS

- Richard Brzustowicz has proposed new hours for the library.
- In line with a plurality of libraries in Allegheny County, the proposed hours are as follows:

- Mondays 10-8, Tuesdays 10-8, Wednesdays 10-8, Thursdays 10-8, Fridays 10-8, Saturdays 10-5.
- The idea is to make the most effective use of our staff, while also expanding patrons' access to Crafton Public Library's resources.
  - Morning staff would arrive at 9:30 in order to process the delivery, items returned overnight, etc. They would then leave at 5:30.
  - Evening staff's shifts would go from 12-8.
  - On days/nights with programs and events that do not coordinate with relevant staff schedules, hours may be adjusted as needed in order to accommodate our current staffing needs.
- If the hours prove to be popular, then it might be worth considering making these our official hours of operation.

## POINT OF SALE SYSTEM

- Richard Brzustowicz has been investigating various POS systems for the library.
- Currently, we do not have--nor have we ever had, to the best of my knowledge--a POS system.
- The Square Register, which is \$999, is the current frontrunner.
  - Other libraries have adopted Square and seem to love it.
- Richard Brzustowicz has been investigating other systems, as well as soliciting input from Pittsburgh-area businesses and nonprofits.

## CLEANING SERVICE

- Our current cleaning service is a family operation.
  - For \$300 per month, they clean the library once a week.
    - When there have been bigger messes to clean, that price has fluctuated accordingly.
- We are investigating the option of switching to Evergreen Facility Services.
  - They have submitted a proposal offering to clean the library twice per week for \$595+tax.
  - Evergreen's proposal includes a more thorough cleaning than that of our current service.
  - The Borough of Crafton uses this service.

## **CRAFTON COMMUNITY FARM**

- Tracey Vogel is again leading Crafton Public Library's partnership with the Crafton Community Farm.
- She will be referring individuals in need of community service hours, etc.

## **CONTINUING EDUCATION**

- Alyssa Zolkiewicz and Richard Brzustowicz will be attending the Introduction to Inquiry program at ASSET STEM Education.
  - Thursday, May 31, 2018--8:30 AM - 3:30 PM
  - 6 CE credits

## **STAFFING**

- We have room for another part-time staff member. Recommendation is a Youth Services Intern.
  - 16-20 hours/week.
  - Would be open to people interested in Library and Information Science.
  - Current MLIS candidates and/or persons with bachelor's degrees and an interest in exploring this profession.
    - Specifically, interest in youth services.

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## Crafton Library Financial Report

March 2018

- Crafton Library has a cash balance of \$273K in the bank
- The YTD Operating Surplus is \$22K which is better than budget by \$4K and last year by \$5K.
- Revenue is \$60K and is on budget and \$4K more than last year.
- Expenses are \$37K, which is \$7K less than budget and \$7K less than last year. The decrease from last year and budget is due to salaries and lower collection expense.
  - Salaries are \$22K and are less than budget by \$4K and last year by \$3K.
  - Operations are \$10K are on budget and less than last year by \$3K.
  - Programs are \$4K, which is \$2K less than budget and the same as last year.