# Spring Garden Township General Fund 2023 Budget Packet and Narrative



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#### **Budget Notes:**

- The goal of the Township's 2023 budget:
  - Develop a meaningful budget based on our fiduciary responsibility as stewards of public funds to provide services throughout the Township.
- The Township has strived to maintain costs, as well as look for opportunities to create efficiencies and cut costs throughout the Township where appropriate.
- Significant changes to note:
  - The Township's Real Estate Tax millage rate remained the same for 2023 no increase or decrease from the 2021 and 2022 rate.
  - Public safety expenses continue to increase due to rising post-employment benefits, as well as contractual increases.
  - The Township has and continues to be affected by the impact of COVID-19 on its residents.
  - The 2023 General Fund budget includes a deficit of \$809,671 which will be funded through use of the Township's Fund Balance on hand, including funds previously earmarked and not yet used due to timing constraints.

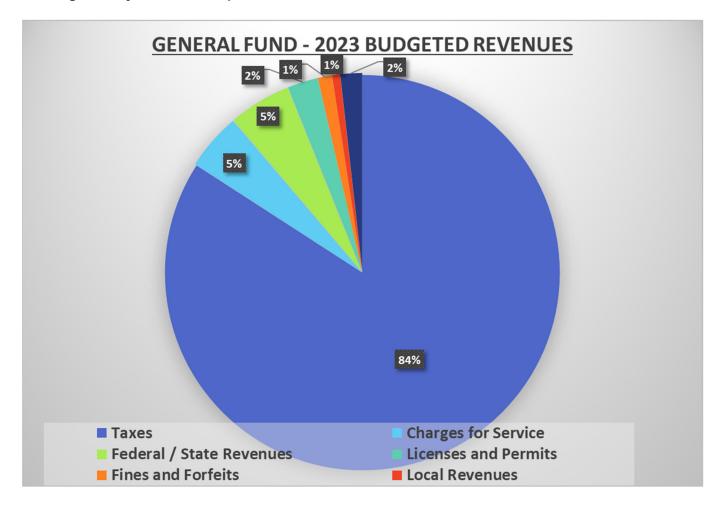
# Spring Garden Township General Fund 2023 Budget Summary

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# **Historical Analysis - Overall Township Revenues:**

	2023 BUDGET	2022 BUDGET	2022 ACTUAL YTD 10/31/22	2021 BUDGET	2021 ACTUAL
Taxes \$	7,763,000	\$ 7,537,000	\$ 7,386,778	\$ 7,447,969	\$ 8,462,957
Licenses and Permits	231,597	228,500	192,040	217,600	244,098
Fines and Forfeits	106,875	120,400	81,231	85,500	125,858
Interest, Rents and Royalties	22,500	20,000	25,711	20,000	28,759
Federal / State Revenues	472,065	358,432	422,636	341,825	358,382
Local Revenues	60,000	60,000	54,669	50,000	2,447
Charges for Service	430,089	400,600	519,703	395,600	446,611
Unclassified Operating Revenues	57,187	65,000	186,078	1,000	144,912
Other Financing Sources	85,000	85,000	8	81,000	3,098,588
TOTAL \$	9,228,313	\$ 8,874,932	\$ 8,868,854	\$ 8,640,494	\$12,912,612

### 2023 Budget Analysis - Township Revenues:



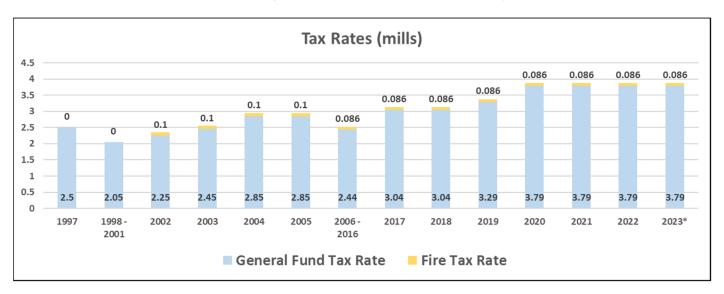
#### **Historical Analysis – Tax Revenues:**

	2023	2022	2022 ACTUAL	2021	2021
	BUDGET	BUDGET	YTD 10/31/22	BUDGET	ACTUAL
Real Estate Taxes (excludes Fire Tax)	\$ 3,725,000	\$ 3,725,000	\$ 3,740,378	\$ 3,709,819	\$ 3,839,442
Real Estate Transfer Taxes	463,000	462,000	557,364	410,000	1,015,506
Earned Income Taxes	2,550,000	2,275,000	2,181,145	2,275,000	2,448,106
Mercantile & Business Privilege Taxes	675,000	675,000	621,167	630,000	772,965
Local Services Taxes _	350,000	400,000	286,724	423,150	386,938
TOTAL_	\$ 7,763,000	\$ 7,537,000	\$ 7,386,778	\$ 7,447,969	\$ 8,462,957

#### **Budget Narrative – Tax Revenues:**

- Tax Revenues Most tax revenues are based on property assessments within the Township, Township residents' activities related to their work and transactions related to the sale of real estate. The Township Board of Commissioners set the millage rate for real estate taxes each year.
  - Real Estate Taxes
    - No change in Real Estate Tax millage rate
    - Tax rate = 3.876 (includes .086 fire tax)
  - Real Estate Transfer Taxes
    - Dependent on sales of property in the Township
    - Township receives 1% of the value of real estate transactions
  - Earned Income Taxes
    - Dependent on income/net profits earned by the residents of the Township
    - Township receives 1% of income/net profits earned by its residents during the calendar year
  - o Mercantile/Business Privilege Taxes
    - Every business located within the Township is required to obtain a mercantile license (cost of license varies by business)
    - Every business located within the Township is subject to a business privilege tax of 1.5 mills on gross receipts
  - Local Services Tax
    - Every individual engaging in an occupation within the Township are taxed \$52 per year

# Spring Garden Township General Fund 2023 Budget – Real Estate Tax Analysis



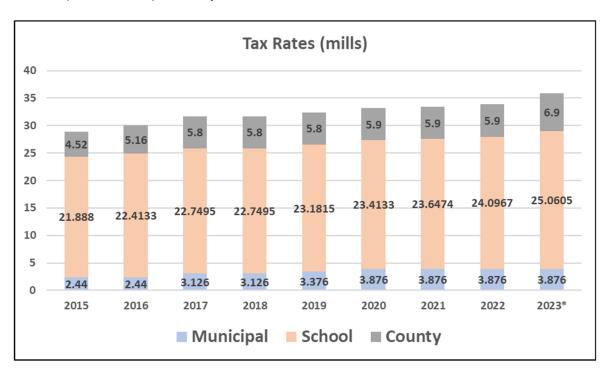
#### **Municipal Real Estate Taxes:**

The Real Estate Tax millage rate remains unchanged for 2023.

Total tax rate = 3.876 (includes .086 fire tax)

#### **Total Real Estate Taxes:**

Township residents pay real estate taxes to not only the Township, but also the County and School District. The chart below represents the past five years of tax rates in total:



For 2023, calculating the tax bill for a property assessed at \$200,000 is as follows:

Municipal: \$775.20, School: \$5,012.10, and County: \$1,380.00.

#### **Historical Analysis – Non-tax Revenues:**

	2023	2022	2022 ACTUAL	2021	2021
	BUDGET	BUDGET	YTD 10/31/22	BUDGET	ACTUAL
Licenses and Permits 3	231,597	\$ 228,500	\$ 192,040	\$ 217,600	\$ 244,098
Fines and Forfeits	106,875	120,400	81,231	85,500	125,858
Interest, Rents and Royalties	22,500	20,000	25,711	20,000	28,759
Federal / State Revenues	472,065	358,432	422,636	341,825	358,382
Local Revenues	60,000	60,000	54,669	50,000	2,447
Charges for Service	430,089	400,600	519,703	395,600	446,611
Unclassified Operating Revenues	57,187	65,000	186,078	1,000	144,912
Other Financing Sources	85,000	85,000	8	81,000	3,098,588
TOTAL	1,465,313	\$ 1,337,932	\$ 1,482,076	\$ 1,192,525	\$ 4,449,655

#### **Budget Narrative - Non-tax Revenues:**

- Licenses and Permits
  - Cable franchise fees
  - o Permits related to plumbing, solicitation, dumpsters, yard sales and street openings
- Fine and Forfeits
  - o Police fines court and non-court related
  - Violation of codes/ordnance fines
- Interest
  - o Earnings on the General Fund cash accounts
- State Revenues
  - Recycling grants
    - Based on the Township's participation in recycling programs
  - Public Utility Realty Tax (PURTA)
    - The State imposes this tax on public utility realty in lieu of local real estate taxes and distributes the local realty tax equivalent to the Township
  - Foreign fire insurance premium tax
- Local Revenues
  - o Payments in lieu of taxes (PILOT) from tax-exempt organizations
- Charges for Services
  - Building permits
  - Rental registrations fees
  - Contracted police services
  - o Engineering/inspection fees
  - Solid waste charges
  - Sewage connection/tapping fees
  - o Recreation fees
  - Other miscellaneous fees
- Unclassified Operating Revenues
  - Donations from the public
  - Miscellaneous revenue

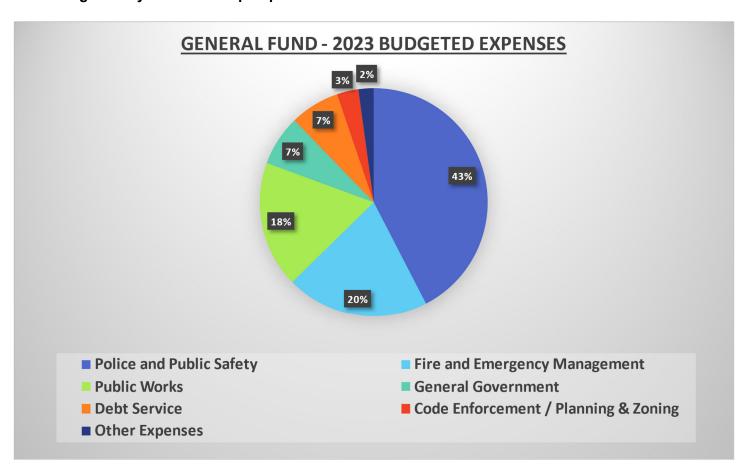
#### **Budget Narrative - Non-tax Revenues - continued:**

- Other Financing Sources
  - o Proceeds from the sale of any assets owned by the Township
  - Transfers in from other funds the only budgeted transfer in the General Fund is money from the Fire Tax Fund
    - This amount is included in Real Estate Taxes (above)
  - Refunds of prior year expense
    - Examples include: Health insurance co-op payments, workers' compensation plan refunds
  - o Proceeds from General Obligation Debt
    - With the construction of the new Township Building, all draws of the Township's General Obligation Note were recorded on the General Fund in this account, but were then transferred out of the General Fund to the Building Improvement Fund, which was set up to track all activity related to the new building, as well as pay the related invoices.
    - Draws from the note are deposited directly into the Building Improvement Fund bank account, but since the debt is General Fund debt, it must be shown as drawn down on the General Fund and then transferred to the Building Improvement Fund; therefore, a net zero effect on the General Fund.

#### **Historical Analysis – Overall Township Expenses:**

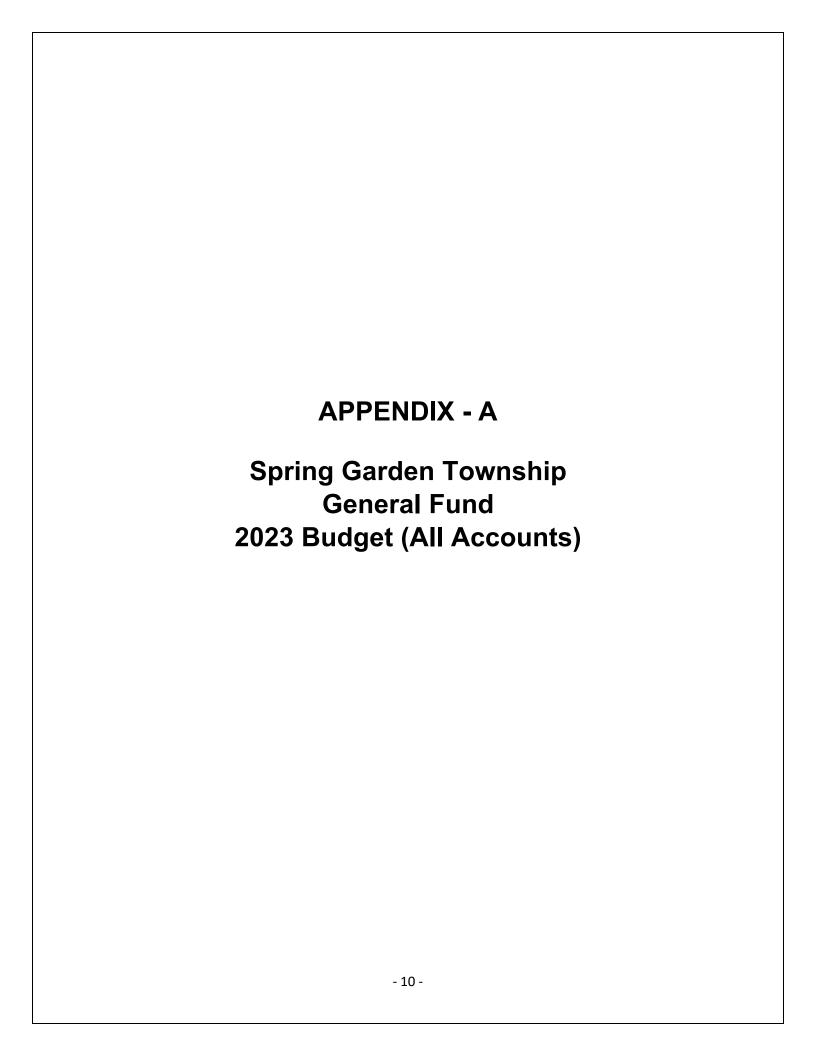
	2023	2022	2022 ACTUAL	2021	2021
	BUDGET	BUDGET	YTD 10/31/22	BUDGET	ACTUAL
Police and Public Safety	\$ 4,257,437	\$ 3,939,430	\$ 3,411,622	\$ 3,876,550	\$ 3,810,882
Fire and Emergency Management	2,034,426	2,159,207	2,138,088	2,072,643	1,961,175
Public Works	1,797,713	1,485,528	1,172,460	1,593,299	1,395,428
General Government	718,002	685,427	940,834	585,413	593,024
Debt service	706,558	705,310	695,465	591,355	552,133
Code Enforcement / Planning & Zoning	306,733	289,716	304,348	325,092	264,637
Other Expenses	217,115	230,126	158,076	229,926	201,608
Recreation	-	-	-	5,000	153
Transfers to other funds (bldg project)	-	-	-	-	3,074,238
TOTAL	\$ 10,037,984	\$ 9,494,744	\$ 8,820,893	\$ 9,279,278	\$11,853,278

## 2023 Budget Analysis - Township Expenses:



#### **Budget Narrative - Expenses:**

- Police and Public Safety
  - Township police force
  - Animal control
- Fire and Emergency Management
  - Services provided by York Area United Fire and Rescue (YAUFR)
  - Emergency management expenses
  - Volunteer firefighter's relief association fund
- o Public Works
  - Repairs and maintenance of buildings and equipment
  - Solid waste collection and disposal
  - Wastewater collection and disposal
  - Highways, roads and streets
  - Winter maintenance snow and ice removal
  - Traffic control devices
  - Street lighting
  - Maintenance of roads and bridges
  - Highway construction projects
  - Stormwater management and flood control
  - Maintenance of parks
- General Government
  - Administrative and executive salaries
  - Auditing services / financial administration
  - Tax collection
  - IT services
  - General engineering services
  - Other general Township expenses
- Other Expenses
  - Interest payments on General Obligation Debt
  - Workers' compensation and unemployment expenses
  - Insurance
  - Transfers to other funds
  - Miscellaneous Township expenses
- Code Enforcement / Planning & Zoning
  - Expenses related to enforcement of codes and ordinances
  - Expenses related to building and zoning within the Township
- Recreation
  - Administration of the Township's recreation programs
  - Expenses related to providing recreation within the Township



	PROPOSED
	2023 BUDGET
REVENUES	
301 · Real Estate Taxes	
301.100 · Real Property Taxes- Current	\$ 3,675,000
301.300 · Real Property Taxes- Delinquent	50,000
Total 301 · Real Estate Taxes	3,725,000
310 · Local Taxes	
310.100 · Real Estate Transfer Tax	463,000
310.200 · Earned Income Tax	2,550,000
310.300 · Mercantile & Bus Privilege Tax	675,000
310.500 · Local Services Tax	350,000
Total 310 · Local Taxes	4,038,000
321 · Licenses and Permits	
321.800 · Cable Television Franchise Fee	210,000
322.401 · Other Permits (Yard sale, parking, jiffy johns, solicitation, etc.)	5,400
322.500 · Street Opening Permits	16,197
Total 321 · Licenses and Permits	231,597
331 · Fines and Forfeits	
331.100 · Court Fines Received- Police	75,050
331.120 · Violations of Codes/Ord- Police	31,425
331.121 · Violations of Codes/Ord- Codes	400
Total 331 · Fines and Forfeits	106,875
341 · Interest	
341.000 · Interest Earnings	22,500
Total 341 · Interest	22,500
355 · State Revenue	
354.150 · Recycling/ Act 101	27,524
355.010 · Public Utility Realty Tax	6,904
355.040 · Alcoholic Beverage Licenses	3,000
355.050 · Gen Mun. Pension Sys State Aid	324,616
355.070 · Foreign Fire Insurance Premium	50,000
355.100 Other State Revenues (Grants)	60,020
Total 355 · State Revenue	472,065
359 · Local Revenues	
359.000 · Payments in lieu of tax (pilot)	60,000
Total 359 · Local Revenues	60,000
361 · Charges for Service	
361.310 · Sub/Land Development Fees	1,000
361.335 · Stormwater BMP Inspection fees	3,000
361.340 · Hearing Fees	4,467
Total 361 · Charges for Service	8,467
362 · Public Safety	
362.100 · Police contracted services	15,000
362.110 · Police Report- Copies	3,000
362.130 · Alarm Permit/ False Alarm fee	16,750
362.150 · Other Police Fees	750
362.410 · Building Permits	150,000

	PROPOSED
	2023 BUDGET
362.440 · On Lot Sewage Permits	5,041
362.450 · Use and Occupancy Permits	2,783
362.500 · Rental Registration fees	148,000
Total 362 · Public Safety	341,325
363 · Highway & Streets	
363.510 · Contract Snow Removal for PADOT	27,750
Total 363 · Highway & Streets	27,750
364 · Sanitation	,
364.110 · Sewage Connection/ Tapping Fee	5,110
364.300 · Solid Waste Collection & Dispose	38,910
364.301 · Refuse -Liened	4,468
Total 364 · Sanitation	48,488
365.500 · Animal Control Fees	500
367 · Recreation	300
367.140 · Park Rentals	2,775
367.210 · Other Rental and Event Fees	785
Total 367 · Recreation	3,560
387 · Donations & Contributions	3,300
387.000 · Contribution & Donation- Privat	7 107
Total 387 · Donations & Contributions	7,187
	7,187
389 · Unclassified Operating Revenue	1.000
389.000 · Unclassified Operating Revenue	1,900
Total 387 · Donations & Contributions	1,900
392 · Interfund Transfers	
392.040 · Fire Tax Interfund Transfers	85,000
Total 392 · Interfund Transfers	85,000
395 · Refund of PY Expenses	50,000
TOTAL REVENUES	9,228,313
EXPENSES	
400 · Commissioners	
400.105 · Salaries - Commissioners	16,250
400.192 · FICA- Employer Paid	1,243
Total 400 · Commissioners	17,493
401 · Executive	
401.110 · Salaries & Wages- Manager	98,138
401.192 · FICA- Employer Paid	7,508
401.196 · Health Insurance	22,558
401.197 · Pension	9,814
401.198 · Other Group Benefits	3,914
401.324 · Wireless Telephone- Verizon	720
401.338 · Vehicle Operation	4,846
401.420 · Dues, Subscriptions, & Membership	1,604
401.460 · Meetings and conferences	800
Total 401 · Executive	149,901
402 · Financial	
402.112 · Salaries-Fulltime -Accounting Coordinator	62,771

	PROPOSED
	2023 BUDGET
402.192 · FICA- Employer Paid	4,802
402.196 · Health Insurance	12,014
402.197 · Pension	6,277
402.198 · Other Group Benefits	2,302
402.310 · Professional Services	150
402.311 · Accounting and Auditing service	11,850
402.312 · Management consulting services	25,000
402.317 · Professional Services- Payroll	11,950
402.390 · Bank Service charges/fees	50
402.420 · Staff Dues, memberships	325
402.460 · Meetings and conferences	1,340
Total 402 · Financial	138,831
403 · Tax Collection	
403.200 · Supplies	1,200
403.310 · Professional services	84,535
Total 403 · Tax Collection	85,735
404 · Solicitor/ Legal Services	
404.310 · Professional Services	51,500
Total 404 · Solicitor/ Legal Services	51,500
405.00 · Administrative Operations	
405.112 · Salaries- Full-time staff	83,070
405.115 · Salaries- Part-time staff	16,710
405.192 · FICA- Employer paid	7,633
405.196 · Health Insurance	40,112
405.197 · Pension	8,307
405.198 · Other Group Benefits	6,365
405.460 · Meetings, Conferences, Training	650
Total 405.00 · Administrative Operations	162,847
406.00 · Other General Government Admin	
406.200 · Supplies	4,000
406.213 · Computer/Copier supplies	2,500
406.215 · Postage	3,000
406.310 · Professional services	5,900
406.318 · Computer software	6,855
406.338 · Vehicle Operation	500
406.341 · Advertising	3,000
406.420 · Staff Dues, memberships	85
406.453 · Website	1,500
406.420 · Conferences and meetings	1,000
Total 406.00 · Other General Government Admin	28,340
407.000 · IT & Networking services	
407.452 · Contracted IT/ Networking Svcs	40,500
Total 407.000 · IT & Networking services	40,500
408.000 · General Engineering Services	40,300
408.313 · Engineering and Architectural	6,875
400.313 - Liigineeriiig and Architectural	0,873

	PROPOSED
	2023 BUDGET
Total 408.000 · General Engineering Services	6,875
409 · General Government	
409.226 · Cleaning supplies	2,500
409.321 · Telephone monthly charges	2,700
409.325 · Internet (Shentel)	1,992
409.361 · Electricity	8,000
409.362 · Gas	5,775
409.366 · Water	1,018
409.373 · Building- Maintenance/ Repairs	8,444
409.440 · Sanitation Services	5,551
Total 409 · General Government	35,980
410 · Police	·
410.110 · Salaries- Chief of Police	146,690
410.112 · Salaries- Police Officers	2,106,597
410.113 · Salaries- Police Dep. Full-time	176,276
410.115 · Police Dep. Part-time	4,125
410.180 · Overtime Pay	20,000
410.181 · Court Overtime Pay	5,000
410.183 · Contracted Overtime- Reimburse	7,500
410.191 · Uniform Maintenance Allowance	27,300
410.192 · FICA- Employer Paid	55,964
410.194 · sick leave payout	48,348
410.196 · Health Insurance	599,987
410.197 · Pension Program	455,933
410.198 · Other Group Benefits	89,530
410.199 · Other Benefits- OPEB	55,000
410.200 · Supplies	6,000
410.213 · Computer/Copier Supplies	7,850
410.238 · Uniforms and Equipment	24,500
410.242 · Expendable Police Supplies	8,000
410.310 · Professional Services	31,000
410.314 · Legal Services	15,000
410.321 · Telephone monthly charges	5,700
410.324 · Wireless telephone- Verizon	3,500
410.325 · Cable TV and Internet - Comcast	5,000
410.329 · Fleet Network- Verizon	209
410.338 · Vehicle Operation	119,868
410.361 · Electricity	14,500
410.362 · Gas	12,000
410.366 · Water	1,650
410.373 · Bldg repairs	18,209
410.374 · Machinery & Equip- Maint/repair	11,700
410.400 · Court Costs & Investigations	1,250
410.420 · Staff Dues, Membership	2,250
410.440 Sanitation	10,309
410.450 · Contracted Services	70,476

	PROPOSED
	2023 BUDGET
410.452 · Contracted IT/Networking service	54,112
410.453 · Website	5,361
410.460 · Meetings and conferences	15,000
410.500 · Contributions/grants/subsidies	500
410.900 · Unclassified Police expenses	2,000
Total 410 · Police	4,244,194
411 · Fire	
411.450 · Contracted Services - YAUFAR	1,984,426
411.540 · Vol. Firefighter relief fund	50,000
Total 411 · Fire	2,034,426
413 · Codes	
413.112 · Salaries & Wages- full-time	44,850
413.192 · FICA- Employer paid	3,431
413.196 · Health Insurance	28,197
413.197 · Pension Program	4,485
413.198 · Other Group Benefits	4,211
413.200 · Supplies	500
413.215 Codes enforcement - postage	350
413.238 · Clothing and Uniforms	500
413.314 · Legal Services	2,000
413.318 Computer software	2,000
413.321 · Monthly telephone charges	432
413.324 · Wireless Telephone- Verizon	300
413.338 · Vehicle Operation	5,718
413.341 · Advertising	100
413.420 · Staff Dues, memberships	270
413.451 · Contracted Services (reimburse)	500
413.460 · Meetings, conferences, training	795
Total 413 · Codes	98,639
414 · Planning/Zoning	
414.110 · Salaries (Appointed Officials)	2,400
414.112 · Salaries & Wages- Full-time	46,644
414.192 · FICA- Employer Paid	3,568
414.196 · Health Insurance	28,197
414.197 · Pension Program	4,664
414.198 · Other Group Benefits	4,222
414.200 · Supplies	284
414.310 · Professional Services	78,960
414.313 · Engineering Services	5,000
414.314 · Legal Service	25,000
414.318 · Computer Software	800
414.321 · Monthly telephone charges	432
414.324 · Wireless telephone- Verizon	624
414.338 · Vehicle Operation	4,128
414.341 · Advertising	2,500
414.420 · Staff Dues, Memberships	270

	PROPOSED
	2023 BUDGET
414.460 · Meetings, Conferences	400
Total 414 · Planning/Zoning	208,094
422.000 · Animal Control	
422.450 · Contracted Svcs- Animal Control	13,243
Total 422.000 · Animal Control	13,243
427 · Solid Waste	
427 · Solid Waste - Other	12,000
Total 427 · Solid Waste	12,000
429 · Waste Water	
429.480 · On Lot System Inspection & Ref	6,000
Total 429 · Waste Water	6,000
430 · Highway Maintenance	
430.110 · Salaries- PW Superintendent	44,385
430.112 · Salaries- Full-time staff	413,462
430.180 · Overtime of Highway Crewpersons	10,000
430.186 · Uniform Allowance	2,700
430.191 · Uniform Maintenance Allowance	2,250
430.192 · FICA- Employer paid	35,790
430.194 - sick leave payout	16,352
430.196 · Health Insurance	187,492
430.197 · Pension Program	45,785
430.198 · Other Group Benefits	5,449
430.200 · Supplies	460
430.238 · Uniforms/Clothing	2,500
430.239 · Equipment Operating Supplies	13,000
430.245 · Highway Supplies	8,300
430.260 · Small Tools & Minor Equipment	9,210
430.313 · Engineering Services	1,500
430.314 · Legal Services	2,000
430.321 · Monthly Telephone charges	1,260
430.324 · Wireless Telephone	2,640
430.325 · Internet (Comcast - Ogontz)	2,064
430.327 · Radio Equipment Maintenance	1,000
430.338 · Vehicle Operation	36,436
430.341 · Advertising	535
430.361 · Electricity (Ogontz)	12,000
430.362 · Gas (Ogontz)	13,300
430.366 · Water / Sewer (Ogontz)	7,690
430.373 · Building Maintenance/Repairs	6,420
430.384 · Rental of Machinery & Equipment	500
430.420 · Staff Dues, memberships, Training	2,590
430.450 · Contracted services	2,706
430.452 Contracted IT/Networking	7,700
430.470 · CDL, Drug & Alcohol Testing	1,430
Total 430 · Highway Maintenance	898,906
432 · Snow & Ice Removal	

	PROPOSED
	2023 BUDGET
432.245 · PW- Highway supplies	5,000
Total 432 · Snow & Ice Removal	5,000
433 · Traffic Signs/Signals	
433.245 · PW- Highway Supplies	15,000
433.361 · Traffic Signals-Electricity	9,000
433.374 · Traffic Signals-Maintenance	116,775
Total 433 · Traffic Signs/Signals	140,775
434 · Street Lighting	
434.361 · Street Lighting- Electricity	120,000
434.374 · Street Lighting- Maintenance	10,000
Total 434 · Street Lighting	130,000
436 · Storm Sewers & Drains	
436.313 · Engineering Services	59,109
436.314 · Legal Services	4,000
436.341 · Advertising	250
436.372 · Storm Sewer Maintenance/Repairs	221,436
Total 436 · Storm Sewers & Drains	284,795
437 · Repairs - Tools & Machinery	
437.374 · Machinery & Equip R&M	30,000
Total 437 · Repairs - Tools & Machinery	30,000
438 · Highway Bridge Repairs	
438.372 · Street and road- R&M	5,000
Total 438 · Highway Bridge Repairs	5,000
446 · Storm Water Management	
446.313 · Engineering services	4,500
446.314 · Legal services	1,000
446.420 · MS4 Related Expenses	11,950
Total 446 · Storm Water Management	17,450
454 · Parks (Public Works)	
454.112 · Salary & Wages (full-time)	118,331
454.180 · Overtime of Parks Crewpersons	2,500
454.186 · Uniform Allowance	600
454.191 · Uniform Maintenance Allowance	500
454.192 · FICA- Employer paid	9,244
454.196 · Health Insurance	48,332
454.197 · Pension Program	11,833
454.198 · Other Group Benefits	750
454.238 · Uniforms/Clothing	625
454.239 · Equipment Operating Supplies	500
454.247 · Culture- recreation supplies	54,575
454.260 · Small tools & minor equipment	1,549
454.321 · Monthly phone charges	420
454.324 · Wireless telephone	860
454.325 · Park Security	2,400
454.338 · Vehicle Operation	9,438
454.360 · Utilities Park Shelter	2,700

	PROPOSED
	2023 BUDGET
454.374 · Machinery & Equipment- R&M	1,130
454.384 · Rent of Machinery & Equipment	500
454.420 · Staff Dues, memberships, Training	1,000
Total 454 · Parks	267,787
471 · Debt Obligations	
471.000 · Debt Principal	401,000
472.000 · Debt Interest	305,558
Total 471 · Debt Obligations	706,558
481 · Unemployment Compensation	
481.000 · Unemployment compensation	4,600
Total 481 · Unemployment Compensation	4,600
484.000 · Workers Compensation	
484.354 · Workers' compensation	108,358
Total 484.000 · Workers Compensation	108,358
486 · Insurance	
486.351 · Property Insurance	104,157
Total 486 · Insurance	104,157
TOTAL EXPENSES	10,037,984
EXCESS (DEFICIT)	\$ (809,671