

CITY OF BETHLEHEM

INTER DEPARTMENTAL CORRESPONDENCE

MEMORANDUM

TO: Robert Donchez- Mayor
Louise Kelchner- City Clerk
Members of City Council

FROM: George Yasso
City Controller

SUBJECT: Quarterly Report- Controller (January –March 2016)

DATE: April 29, 2016

I am submitting for your review, a summary of the financial expenditures and contractual commitments made by the City of Bethlehem in the first quarter of 2016.

Attachment #1 provides for the cash expended and is broken down by the following categories:

- Checks Dispersed
- P-Card(s)
- General/Payroll Accounts (approximate)
- Other Checking Accounts

Total Cash Outlay was \$29,086,896 with \$14,351,997 going towards the total city payroll.

In addition to the financial information highlighting the cash that was paid out in the first quarter, there were approximately 738 Purchase Orders processed and 1,113 general account checks sent out.

Attachment #2 provides the quarterly statistics on individual Purchase Orders issued, Blanket Purchase Orders, along with confirming Purchase Order statistics.

We continue to attend Bethlehem Authority meetings, as well as the majority of City Council and Council Committee meetings as appropriate. The Controller's office is also involved in the continuing CI Purchasing Committee Meetings and Safety Committee Meetings.

The Controller's office has a rotating seat on the Pension Board which meets the first Friday of every month. All board meetings to date have been attended. The Controller's office continues to discuss contracts and purchase orders of concern with the Solicitor's office and Administration.

Please review list below of other activities:

	<u>Qtr. #</u>	<u>Qtr. \$</u>	
Audited General Acct. Checks	1,113	\$ 10,812,556	
Purchasing Card Transactions	475	103,884	
Other Acct. Checks & Transactions	134	7,543,629	
Purchasing Card Transactions	475	103,884	
Reviewed & Audited Petty Cash			
Reimbursements	10	4,332	
Employee Mileage & Expense	30	5,789	
Reviewed & approved Purchase			
Orders (see attached)	738	10,260,759	
Reviewed & approved contracts/ Agreements (outlined below)	90	5,060,789	
Construction Contracts	17	1,668,861	
Employment Related Contracts	19	839,867	
Services & Goods Contracts	33	1,962,156	
Grants & Revenue Agreements	5	112,426	
Use Permits, Developer & Other			
Agreements	16	477,479	1

- Input information for the PA Gaming website to project anticipated revenues and check and confirm actual quarterly receipts.
- Review with the departments any outstanding Miscellaneous Accounts Receivables (ongoing).
- Examined and reviewed several situations regarding contracts and purchase orders needing additional investigations and follow-up.
- Responded to and resolved eight calls on the Controller's hotline. (many calls were storm related).

Specific detailed back-up on the information provided is available upon request.

If you have any questions, please feel free to contact Gene Auman or myself in the Controller's Office at extension 7120.

Cc: David Brong, Business Administrator
Mark Sivak, Director of Budget & Finance
Linnea Lazarchak, Financial Services Director
Blake Kleintop, IS Website Manager

Cash Expended First Quarter 2016

ATTACHMENT # 1

	# of chks/ trans- actions	Dollar Amount	General	911	Golf	Liquid Fuels	Water	Sewer	Water Capital	Sewer Capital	NUCI - Non Utility Capital	Total	YTD TOTAL
1st Quarter													
Check Summary	1,113	\$10,812,556	\$3,939,306	\$57,678	\$17,613	\$106,954	\$366,134	\$739,356	\$197,801	\$3,980,765	\$1,406,948	\$10,812,556	\$10,812,556
P-Card Summary	475	\$103,884	\$84,680	\$460	\$1,390	\$2,179	\$9,134	\$6,041				\$103,884	\$103,884
TOTAL	1,588	\$10,916,441	\$4,023,986	\$58,138	\$19,004	\$109,133	\$375,268	\$745,397	\$197,801	\$3,980,765	\$1,406,948	\$10,916,441	\$10,916,441
Y-T-D TOTAL	1,588	\$10,916,441	\$4,023,986	\$58,138	\$19,004	\$109,133	\$375,268	\$745,397	\$197,801	\$3,980,765	\$1,406,948	\$10,916,441	
Payroll accounts (inc. tax payments)			\$11,518,668	\$433,248	\$146,151	\$157,967	\$1,104,520	\$991,443				\$14,351,997	\$14,351,997
Payroll and general account sub-total			\$15,542,654	\$491,386	\$165,154	\$267,100	\$1,479,788	\$1,736,839	\$197,801	\$3,980,765	\$1,406,948	\$25,268,438	\$25,268,438
Other accounts												\$3,818,458	\$3,818,458
TOTAL CASH OUTLAY												\$29,086,896	\$29,086,896

Other Checking					
Accounts	# YTD	\$ YTD	# YTD	\$ YTD	
Consolidated Cash	22	\$401,767	22	\$401,767	
Capital Account	0	\$-	0	\$-	
Medical Benefits	23	\$3,251,230	23	\$3,251,230	Includes 13 direct transfers per quarter for Capital Blue Cross
Water & Sewer	2	\$165,462	2	\$165,462	
SUB-TOTAL	47	\$3,818,458	47	\$3,818,458	
City Trustee Acc't	0	\$-	0	\$-	
Escrow	87	\$3,725,171	87	\$3,725,171	
SUB-TOTAL	87	\$3,725,171	87	\$3,725,171	These accounts are for holding other's cash and internal transfers
TOTAL	134	\$7,543,629	134	\$7,543,629	

2015 & prior years costs paid in 2016					
	# YTD	\$ YTD	# YTD	\$ YTD	
Checks	303	\$5,248,290	303	\$5,248,290	48.5%
P-Cards	114	\$31,663	114	\$31,663	30.5%
	417	\$5,279,953	417	\$5,279,953	48.4%

% 2015 paid to 2016 48.4% based upon total checks/P-Card expenses paid

* These amounts includes all invoices/services prior to 1/1/16 for all departments and funds

End of Quarter Statistics on PO's Issued Jan - March 2016

Attachment # 2

Dept (1)	Bureau	Blanket \$ per		Regular \$ per		Total \$ per		#	#	#	Confirm	Attachment # 2	
		Quarter	Quarter	Quarter (3)	\$ %	Blanket	Regular					Total	# %
												\$	%
Elected Officials		\$ 4,000.00	\$ 586.50	\$ 4,586.50	0.0%	1	2	3	0.4%	1	\$87.50	1.9%	33.3%
	City Council	\$ 4,000.00	\$ 586.50	\$ 4,586.50		1	2	3		1	\$ 87.50	1.9%	33.3%
	Mayor	\$ -	\$ -	\$ -		0	0	0					
	Controller	\$ -	\$ -	\$ -		0	0	0					
	Legal	\$ -	\$ -	\$ -		0	0	0					
Adminstration		\$ 2,802,032.48	\$ 1,054,352.01	\$ 3,856,384.49	37.6%	19	64	83	11.2%	12	\$115,008.38	3.0%	14.5%
	Administration	\$ 2,473,934.00	\$ 216,031.00	\$ 2,689,965.00		7	9	16		4	\$21,565.20	0.8%	25.0%
	Infor. Svcs	\$ 234,500.00	\$ 223,536.92	\$ 458,036.92		5	18	23		3	\$89,099.00	19.5%	13.0%
	Financial Svcs	\$ -	\$ 27,335.24	\$ 27,335.24		0	3	3		1	\$ 596.88	2.2%	33.3%
	Purchasing	\$ 13,098.48	\$ 544,721.85	\$ 557,820.33		3	29	32		1	\$758.30	0.1%	3.1%
	Tax	\$ 60,000.00	\$ -	\$ 60,000.00		1	0	1		3	\$2,989.00	5.0%	300.0%
	Human Res.	\$ 20,500.00	\$ 42,727.00	\$ 63,227.00		3	5	8					
Community & Economic Development		\$ 1,529,385.63	\$ 11,977.14	\$ 1,541,362.77	15.0%	47	17	64	8.7%	9	\$10,803.78	0.7%	14.1%
	Comm. Dev.	\$ 216,318.11	\$ 230.20	\$ 216,548.31		8	1	9					
	Health	\$ 25,100.00	\$ 4,816.84	\$ 29,916.84		11	9	20		6	\$7,491.72	25.0%	30.0%
	Code Enforce	\$ 16,750.00	\$ -	\$ 16,750.00		2	0	2					
	Plan & Zoning	\$ 49,050.00	\$ 1,880.10	\$ 50,930.10		9	5	14		2	\$2,712.10	5.3%	14.3%
	Recycling	\$ 1,222,167.52	\$ 5,050.00	\$ 1,227,217.52		17	2	19		1	\$599.96	0.0%	5.3%
	Hous. Inspec.	\$ -	\$ -	\$ -		0	0	0					
Parks & Public Property		\$ 302,822.01	\$ 186,042.98	\$ 488,864.99	4.8%	79	68	147	19.9%	4	\$3,931.79	0.8%	2.7%
	P&P Admin	\$ 7,911.43	\$ 132,221.19	\$ 140,132.62		3	32	35		2	\$2,092.70	1.5%	5.7%
	P&P Bldg. Main	\$ 79,569.54	\$ 21,371.78	\$ 100,941.32		31	19	50		1	\$907.00	0.9%	2.0%
	Recreation	\$ 35,414.00	\$ 9,563.50	\$ 44,977.50		7	6	13					
	Parks Maint.	\$ 34,499.92	\$ 18,009.51	\$ 52,509.43		9	8	17					
	Golf Fund	\$ 145,427.12	\$ 4,877.00	\$ 150,304.12		29	3	32		1	\$932.09	0.6%	3.1%
Public Works (2)		\$ 1,259,007.50	\$ 262,550.86	\$ 1,521,558.36	14.8%	148	27	175	23.7%	15	\$42,678.94	2.8%	8.6%
	Public Works	\$ 311,470.50	\$ 252,446.36	\$ 563,916.86		55	23	78		13	\$41,955.64	7.4%	16.7%
	Mech. Maint.	\$ 947,537.00	\$ 10,104.50	\$ 957,641.50		93	4	97		2	\$723.30	0.1%	2.1%
Police Dept (inc 911) (2)		\$ 174,894.00	\$ 168,097.93	\$ 342,991.93	3.3%	16	34	50	6.8%	6	\$94,488.98	27.5%	12.0%
Fire Department		\$ 139,068.00	\$ 89,008.47	\$ 228,076.47	2.2%	12	20	32	4.3%	2	\$ 3,496.40	1.5%	6.3%
	Fire	\$ 81,100.00	\$ 54,468.47	\$ 135,568.47		6	13	19		1	\$ 2,054.00	1.5%	5.3%
	EMS	\$ 57,968.00	\$ 34,540.00	\$ 92,508.00		6	7	13		1	\$ 1,442.40	1.6%	7.7%
Water Fund (2)		\$ 1,219,349.74	\$ 261,614.78	\$ 1,480,964.52	14.4%	45	59	104	14.1%			0.0%	0.0%
Sewer Fund (2)		\$ 706,160.00	\$ 89,808.61	\$ 795,968.61	7.8%	66	14	80	10.8%	1	\$47,391.56	6.0%	1.3%
TOTAL		\$ 8,136,719.36	\$ 2,124,039.28	\$ 10,260,758.64	100%	433	305	738	100.0%	50	\$317,887.33	3.1%	6.8%
		79.3%	20.7%		100.0%	58.7%	41.3%			6.8%	3.1%		

(1) Non Utility Capital items and grants are included under the individual Dept/ Bureau

(2) These departments are not broken down further into individual bureaus

(3) These represent original Purchase Orders and no change orders which may increase total encumbered funds and are not actual expenses paid