

# 2015 Ways & Means Committee

**BOARD OF SUPERVISORS**

**UPDATE**

**FEBRUARY 3, 2014**

**Presented by:  
Lee Schwarz**

**Committee Members  
Lee Schwarz  
Ed Ebenbach  
Brenda Bray  
Ed Denton  
Emad Abdelnaby**

# Our Purpose

Provide information and ideas to help the Board and township staff make the best possible decisions to safeguard the financial condition of the Township.

# What we do as advisors

- ▶ Track revenue and spending vs. approved budget.
- ▶ Monitor fund balance availability vs. how much township plans to spend.
- ▶ Show the multi-year impact of decisions made today so timely corrections can be made.
- ▶ Recommend actions to improve procedures, limit liability, use township assets effectively and deliver maximum value for taxpayer dollars.
- ▶ Develop prudent financing strategies when appropriate.

# We can only recommend

- ▶ We do not make or change policy.
- ▶ We do not assume any duties or responsibilities of the township staff.
- ▶ We do not enter into any contracts without the approval of the Board of Supervisors.
- ▶ The Board sets the budget which determines desired spending and taxes to support it.

# Objectives met in 2014

1. Began series of quarterly newsletter articles about finances and had page added to website with links to them and other info.
2. Created the framework for capital project management and progress reporting focused on completed projects with tracking of associated grants and other funding sources.
3. Developed single page executive summary available monthly for board and managers to easily see financial position.
4. Made first quarterly financial update at board meeting in the fall.  
Will resume in March when 2014 results are in.

# Objectives for 2015

- ▶ Extend the budget planning cycle with Spring pre-budget meetings with the board.
  - Set strategic priorities earlier by identifying constraints and potential trade-offs.
  - Provide guidance to staff and allow sufficient exploration of budget options.
  
- ▶ Provide perspective on the budget trend over the next 5 years and help the board develop solutions now that address long term spending and revenue issues.
  
- ▶ Standardize the capital project approval process to make it easier for the board to consistently evaluate the cost and merits of each expenditure.
  - Develop a project analysis template to provide the purpose, estimated costs, source of funds and the justifying benefits as a requirement for submission to the board for consideration.
  - Monitor projects in development.

# Objectives for 2015 (continued)

- ▶ Help the board carefully weigh all objectives, justifications, options and financial implications of doing needed renovations or new building construction as the future needs of the township are addressed.
- ▶ Refine the Capital Project Work in Process tools that also address grant funds timing/ available fund balances to match and longer projects that overlap prior and future budget years.
  - Balance internal capacity and outsourcing for optimum cost and project completion.
- ▶ Document standard operating procedures for Budget Model Administration.

# Get in the Loop

## Important decisions coming.

- ▶ Join us the last Wednesday of each month at 7:00PM.
  - The first item on every agenda is to welcome guests.
- ▶ Get a better understanding of how your tax dollars will be spent.
- ▶ Share your good ideas.
- ▶ Participate in the special budget work sessions with the board.
- ▶ Watch replays of the BOS meetings on DTV.
- ▶ Join the Township Google Group.
- ▶ Visit the township website regularly for updates.