

RUTLEDGE BOROUGH
2024 Budget

2024 BUDGET

GENERAL FUND

REVENUE

301.00 · REAL ESTATE TAXES

Township Tax - Current (assume 95%)	273,114.15
Township Tax - Delinquent (after 6/30)	3,000.00
Township Tax - Penalty (arriving in Jan/Feb before sent to county)	1,000.00
Township Tax - Prior (\$23,471 owed)	2,000.00

Total 301.00 · REAL ESTATE TAXES 279,114.15

310.10 · REAL ESTATE TRANSFER TAX 20,000.00

320.00 · LICENSE & PERMITS

Apartment Licenses	3,500.00
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Total 320.00 · LICENSE & PERMITS 3,500.00

321.80 · CABLE & FRANCHISE FEES (5%) Comcast, Verizon & RCN 13,000.00

331.00 · FINES

District Justice	1,500.00
Parking	2,000.00
State	200.00

Total 331.00 · FINES 3,700.00

341.00 · INTEREST EARNINGS

COVID Relief Savings	50.00
General Account Checking	80.00
General Capital Reserve	2,000.00
Sewer Fund Reserve (see sewer section)	
Park/DCNR	
Truck Reserve	60.00
Trumark Savings	80.00

Total 341.00 · INTEREST EARNINGS 2,270.00

342.00 · RENTAL INCOME

7	3500	Lower Hall 24 @ \$500 (old 36)	12,000.00
		Office Rent (CDCA) 3% per year increase	7,032.03
10	6500	Upper Hall 40 @ \$1000 (old 60)	40,000.00

Total 342.00 · RENTAL INCOME 59,032.03

354.15 Recycling

362.00 · PERMITS - PUBLIC SAFETY

Contractor Licences	2,500.00
PERMITS (1/2 fees)	
Admin \$75	3,500.00
Building	8,000.00

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2024 Budget

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<i>Electric/HVAC/Fence</i>	1,500.00
<i>Plumbing</i>	1,500.00
<i>Sidewalk</i>	700.00
<i>Street Opening</i>	150.00
<i>Use & Occupancy</i>	600.00
<i>Other</i>	0.00
Total PERMITS	18,450.00
Total 362.00 · PERMITS - PUBLIC SAFETY	18,450.00
370.00 ZHB Income	750.00
389.00 Unclassified Revenue	0.00
Tax Cert Fees Collected (\$20 per cert)	2,500.00
392.00 · INTERFUND OPERATING TRANSFERS	0.00
OTHER FROM OLD BUDGET	
Total Income	402,316.18
Anticipated to Actual	

EXPENSES

400.00 · ADMINISTRATION

Accounting: Finance Manager (\$55)	9,000.00
Accounting: Bookkeeping (\$29)	8,000.00
Advertising	1,500.00
Bank / Finance Charges	200.00
Bonds (see tax collector bond)	1,100.00
<i>Supplies</i>	200.00
<i>Website (hosting \$286.20 every 3 years)</i>	100.00
Total Communication Committee	
Dues & Subscriptions	1,200.00
Conferences	900.00
Engineering (NIC 1/2 permit fees)	2,000.00
MS4/NPDES Engineering & Related Fees	3,000.00
Grant Applications	2,500.00
Office Expense	
<i>Payroll Processing Fees</i>	950.00
<i>Office Expense - Other</i>	3,000.00
<i>Computer and Printer Costs</i>	500.00
Total Office Expense	4,450.00
ZHB Expenses: Legal	900.00
ZHB Expenses: Advertising	200.00
ZHB Expenses: Postage/Supplies	20.00
Mayor's Public Event Expenses	500.00

RUTLEDGE BOROUGH
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Planning Commission	
<i>Advertising</i>	200.00
<i>Supplies & outreach</i>	300.00
Total Outreach	2,120.00
Total 400.00 · ADMINISTRATION	35,070.00
402.00 · AUDITORS	14,000.00
403.00 · TAX COLLECTION	
Tax Software	950.00
Tax Cert Fee (half to tax collector)	1,250.00
Tax P.O. Box (Size 1) & Class	100.00
Tax Bills & Stationary	430.00
Tax Collector Salary	500.00
Tax Collectors Bond	336.00
Tax Other	
Total 403.00 · TAX COLLECTION	3,566.00
404.00 · SOLICITOR / LEGAL FEES	
Soliciter's Retainer	0.00
Soliciter Ordinances	2,000.00
Soliciter's Fees	14,900.00
Total 404.00 · SOLICITOR / LEGAL FEES	16,900.00
405.00 · SECRETARY/OFFICE STAFF	
Borough Admin (RJ)\$30	34,320.00
Office Administration (KL) \$18	7,200.00
Office Assistant (KM) \$10	0.00
Hall Coordinator \$50 per rental	3,200.00
Unemployment	0.00
Staff Agency Fee	3,000.00
Total 405.00 · SECRETARY	47,720.00
409.00 · BOROUGH BUILDING	
Custodian Salary (\$175 upstairs, \$150 downstairs)	10,600.00
Quarterly Cleaning & Window Cleaning	800.00
Additional Staff for Locking & Unlocking Hall	2,000.00
Hall Security (for upstairs parties 75+). @\$40x5hr= \$200x50	10,000.00
Elevator Maintenance	4,000.00
Maintenance & Repairs (loan items NIC)	4,000.00
Maintenance Salary (7 months at 20, 2 months at 10, 3 months at 6 for 2021) \$23	18,975.00
Supplies - Rental	2,000.00
Utilities - Community Center	5,200.00

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Utilities - Office	3,600.00
Total 409.00 · BOROUGH BUILDING	61,175.00
410.00 · POLICE	108,758.16
411.00 · FIRE PROTECTION	
Annual Contribution	15,852.38
Capital Reserve	10,125.00
Fire Company - WC Insurance	6,500.00
Fire Hydrant Fees	5,000.00
Total 411.00 · FIRE PROTECTION	37,477.38
413.00 · CODE ENFORCMENT	
Code Enforcement Monthly Fees	9,072.00
Dog Control	600.00
Parking Officer	0.00
Total 413.00 · CODE ENFORCMENT	9,672.00
452.00 · DONATIONS - PARTICIPANT REC	
Rutledge Girls Club	500.00
Senior Citizens Center	500.00
Garden Club	500.00
Total 452.00 · DONATIONS - PARTICIPANT REC	1,500.00
454.00 · PROPERTY MAINTENANCE (triangle)	
Building & Grounds	450.00
2128 Equipment & Fuel	800.00
Softball Field	4,000.00
Triangle Park/Playground	3,000.00
Tree Removal & Trimming	0
Utilities - Park	750.00
Total 454.00 · PROPERTY MAINTENANCE (triangle)	9,000.00
455.00 · Tree Commission (shade trees)	500.00
457.00 · Activities Fund Expense	500.00
471.00 · PRINCIPAL- DEBT SERVICES	
BUILDING Wells Fargo Loan (payoff in 2026)	13,000.00
PIB Road Repair Loan (payoff in 2023)	0.00
NEW BUILDING LOAN (payoff in 2032)	5,000.00
472.00 · INTEREST - DEBT	
BUILDING Wells Fargo Loan (payoff in 2026)	945.00
PIB Road Repair Loan (payoff in 2023)	0.00
NEW BUILDING LOAN (payoff in 2032) Wells Fargo	3,041.00
Total 471 & 472 · DEBT SERVICES TOTAL	21,986.00

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2024 Budget

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481.00 · PAYROLL TAX EXPENSE	4,000.00
Solvency Fee	85.00
484.00 · WORKERS COMP INSURANCE	2,400.00
486.00 · INSURANCE - CASUALTY & SURETY	
Automobile	920.00
Liability (PIRMA)	2,500.00
Property & Casualty	5,500.00
Public Officials	2,600.00
Treasurer's Bond	750.00
Total 486.00 · INSURANCE - CASUALTY & SURETY	12,270.00
492.00 · INTERFUND TRANSFER - SAVINGS FUNDS	
Liquid Fuel Reimbursement	0.00
Capital Reserve New Truck	0.00
Capital Reserve Fund: Emergency	0.00
Capital Reserve Fund: Municipal Infrastructure	5,000.00
Capital Reserve Fund: Project Funding	5,000.00
TOTAL 492.00 · SAVINGS FUNDS	10,000.00
OTHER FROM OLD BUDGET	
UNEXPECTED EXPENSES OTHER	5,000.00

Total Expenses	401,579.54
Anticipated to Actual	736.64

Actual

Total Profit/Loss		
RATE	Total Assessment	73,783,910.00
	Average Mill Value (based on 323 HOUSEHOLDS)	228,433.16
	1 Mill at 2% Discount	223,864.49
	Gross Mills to be Billed	3.78
	Net Mills Required (after 2% discount)	3.70
	Required Tax Revenue:	\$278,903.18

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SEWER FUND

REVENUE

364.10 · SEWER FUND

Sewer Fees - Current	146,000.00
Sewer Fees - Delinquent	1,000.00
Sewer Fees - Penalty	1,500.00
Sewer Fees - Prior	2,000.00
Interest Income	4,000.00
Previous Year Surplus	0.00

Total Income Sewer 154,500.00

EXPENSES

430.00 · SEWER FUND EXPENSES

CDCA (based on draft budget)	145,814.00
Engineering Fees	1,500.00
General Pipe Cleaning /Repairs	3,000.00
One Call Fees for Sewer Line (new)	1,200.00
Rebate for Cleanout (\$50x50)	2,500.00

Total Expenses Sewer 154,014.00

RATE Household Rate (**338 HOUSEHOLDS**) **457.65**

* Adjusted rate to assume 97% payment

SEWER ANTICIPATED TO ACTUAL

TRASH & RECYCLING

REVENUE

364.30 · SOLID WASTE DISPOSAL (trash)

Trash Fees - Current	167,000.00
Trash Fees - Delinquent	500.00
Trash Fees - Penalty	500.00
Trash Fee - Prior	500.00

354.15 Recycling Grant 1,800.00

Total Income Trash & Recycling 170,300.00

EXPENSES

427.00 · TRASH REMOVAL - SOLID WASTE

Recycling Fee	500.00
Trash Disposal Fee (520 tons \$87)	45,240.00
427.00 · TRASH REMOVAL - SOLID WASTE - Hauling	68,250.00
Recycling Hauling & Disposal	38,745.00
Yard Waste Disposal	12,600.00

RUTLEDGE BOROUGH

2024 Budget

		2024 BUDGET
	Yard Waste Dumping Fee (\$390x12)	4,680.00
	Admin	
Total Expenses Trash & Recycling		170,015.00
RATE	Household Rate (300 HOUSEHOLDS)	605.84
	* Adjusted rate 97% payment	
TRASH ANTICIPATED TO ACTUAL		

LIQUID FUELS FUND

REVENUE

State Funds

354.03 · Liquid Fuels Rebate	23,063.46
341.00 · Interest Income	400.00
Audit Refund	0.00
Last Years Balance	22,000.00

Total State Funds

45,463.46

Total Income

45,463.46

EXPENSES

434.01 · Electricity Streetlights	6,500.00
Streelight work	100.00
400.37 · Payroll Tax Expense	0.00
6335 Equipment Repairs	0.00
6115 · Automobile Expense	500.00
<i>State Gas Fund Expenses</i>	
437.02 · Truck Purchase (approximately 50% based on available funds in this category)	0.00
438.02 · Streets	
Signs Markings	1,500.00
Road Project Bid	20,000.00
432 · Snow & Ice Removal	1,000.00
438.01 · Gasoline Purchases	600.00
Engineering Work for Bidding Roadwork	2,500.00
438 · Road Maintenance	0.00
Advertising	700.00
Total State Gas Fund Expenses	32,700.00
6560 · Payroll Expenses (salary for road related items)	

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Total Expense	39,800.00
NET BALANCE (CURRENT ACCOUNT BALANCE \$22,430)	5,663.46