

Penbrook Borough Authority

Late Date Updated: July 2018

Treasury Action Plan

1. What? Goal (It must be measurable, achievable, realistic, and time bound.)

The Authority will share the Treasurer’s report on the income and expenses on the MOU budget starting at the September meeting.

How? (Action Steps)	What is needed? (Resources needed for action)	Who? (Person(s) responsible for action)	When? (Deadline for completion)	How will we know? (How will we know the action step is accomplished.)
1. Format a Treasurer’s Report	Income and expense data from the borough manager to update the “Actual” column on the MOU Authority budget and a list of those expenses to justify the change in the “Actual” column.	Jim and John	Starting at the Sept. 20 th meeting	John will share the Treasurer’s Report on the income and expenses on the MOU budget.
2. Clarify accounting for Stormwater billing for Penbrook Borough’s parcels and the Authority’s payment to the borough.	Invoice attached to checks to be signed. Hours worked spreadsheet	J. Eberly (new Borough Manager) J. Eberly	Feb. 21, 2018 mtg. Will report on Flannery’s ability to report on hours of work for Authority. (TBD)	Accounting ideas reported. TBD
3. Update Signatories	Call M&T Bank, get signatures, and driver’s license.	Al and J. Eberly	Feb. 21, 2018 mtg.	Report on progress. (Signatories are now John, Blain, Jim, Tammy, J. Eberly)
4. Continue to assess Parcel owners by the Total Square Footage of their parcel.	Parcel Owner records, proposed budget, Total square footage of the borough.	Al, Jim, J. Eberly, Authority board	July 2018 billing	Sample invoice stating Total Square Footage.

<p>5. Compile and propose the next budget that will begin in July of 2018.</p>	<p>Review: Proposed expenses Actual expenses PRP Community's concerns Public Work's project proposals Engineer's Scope of Work Council's concerns</p>	<p>Board Nate, J. Eberly Max, survey data, public comments, Council</p>	<p>June 2018</p>	<p>Documents available by April 2018 budget meeting.</p>
<p>6. Conduct an End of the Fiscal Year Audit.</p>	<p>Post the approved budget on the website.</p> <p>Post the approved budget in the Paxton Herald</p> <p>Profit and Loss Budget and Actual for the Stormwater Fund</p>	<p>Tammy, Rick, Board</p> <p>J.Eberly</p> <p>J. Eberly, J. Armbruster, Flannery</p>	<p>July 2018</p> <p>July 2018</p> <p>August 2018</p>	<p>Available on website</p> <p>Available in Paxton Herald</p> <p>Present at the Authority meeting and copies of the audit available at the meeting.</p>