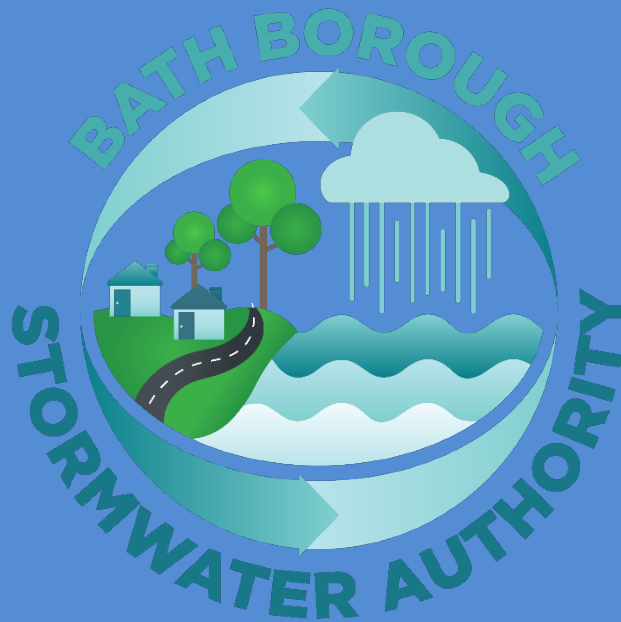


# BATH BOROUGH STORMWATER AUTHORITY TREASURERS REPORT

BUDGET FUNDS  
MS4 | DEBT | CAPITAL | RESERVE



*Clean Water, Healthy Life!*

FOR THE REPORTING MONTH OF  
**JANUARY - 2025**

BRIAN SCHOENEGER, TREASURER  
BRADFORD T. FLYNN, AUTHORITY MANAGER

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Telephone (610) 837-6525

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C. Capital Fund (Inactive)

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**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

**SECTION 1**

**MS4 ADOPTED ANNUAL BUDGET**

**IMPORTANCE:** The adopted budget allows the Board to review expenditures and revenues anticipated in the upcoming budget year. The remaining sections of this report will provide a forecast of expenses as recorded, in addition to how money was actually spent versus what was budgeted.

## 2025 MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) FUND

*EXPENSES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>General Government Administration</b>			
Bank Charges	\$ -	\$ -	\$ -
<b>Total Bank Charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Legal Services</b>			
Legal Services	\$ 1,803.85	\$ 25,000.00	\$ 30,000.00
<b>TOTAL Legal Services</b>	<b>\$ 1,803.85</b>	<b>\$ 25,000.00</b>	<b>\$ 30,000.00</b>
<b>General Government</b>			
Office Supplies	\$ 100.46	\$ -	\$ -
<b>TOTAL General Government</b>	<b>\$ 100.46</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Secretary (Office Administration)</b>			
Manager	\$ -	\$ -	\$ 2,000.00
Senior Admin. Coord. - Billing	\$ -	\$ -	\$ 4,000.00
Bookkeeper	\$ -	\$ -	\$ 4,000.00
<b>TOTAL Secretary (Office Administration)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>
<b>Engineering Services</b>			
MS4 Engineering	\$ 4,715.97	\$ 35,000.00	\$ 45,000.00
MS4 PRP Engineering	\$ -	\$ -	\$ 80,000.00
<b>Total Engineering</b>	<b>\$ 4,715.97</b>	<b>\$ 35,000.00</b>	<b>\$ 125,000.00</b>
<b>Public Works</b>			
Personnel	\$ -	\$ -	\$ 20,000.00

<b>TOTAL Public Works</b>	\$	-	\$	-	\$	<b>20,000.00</b>
<b>Capital Construction &amp; Maintenance</b>						
Major Construction	\$	-	\$	-	\$	-
Minor Construction	\$	-	\$	-	\$	-
Equipment Rentals	\$	-	\$	-	\$	-
MS4 Maintenance Activities	\$	-	\$	-	\$	-
<b>Total Capital Construction &amp; Maintenance</b>	\$	-	\$	-	\$	-
<b>MS4 Credits</b>						
MS4 Credits Taken	\$	-	\$	-	\$	-
<b>Total MS4 Credits</b>	\$	-	\$	-	\$	-
<b>Cleaning Streets &amp; Gutters</b>						
Street Sweeping/Maintenance	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Street Debris Disposals/Management	\$	-	\$	-	\$	-
Street Sweeping OTHER	\$	-	\$	-	\$	-
<b>Total Cleaning Streets &amp; Gutters</b>	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
<b>Storm Sewers &amp; Drains</b>						
Chapter 92A NPDES Permitting	\$	-	\$	2,250.00	\$	<b>2,250.00</b>
Stormsewer Legal Services	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Stormsewer Repairs & Maintenance	\$	-	\$	2,000.00	\$	<b>2,000.00</b>
Storm Sewer OTHER	\$	-	\$	-	\$	-
<b>Total Storm Sewer &amp; Drains</b>	\$	-	\$	5,750.00	\$	<b>5,750.00</b>
<b>Interoperating Fund Transfers</b>						
Transfer TO General Fund	\$	-	\$	-	\$	-
Transfer TO Capital Improv. Fund	\$	-	\$	-	\$	-

Transfer TO MSW Fund	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>Total Interoperating Fund Transfers</b>	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>TOTAL MS4 FUND EXPENSES</b>	\$	<b>6,620.28</b>	\$	<b>74,250.00</b>	\$	<b>199,250.00</b>

*REVENUES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>Fund Balance</b>	\$ -	\$ 75,000.00	\$ 28,000.00
<b>Interest Earnings</b>			
MS4 Fund Business Checking	\$ 487.51	\$ -	\$ 500.00
<b>Total Interest</b>	\$ 487.51	\$ -	\$ 500.00

<b>Charges for Services</b>			
Return Check Fee	\$ -	\$ -	\$ -
MS4 Certificates	\$ -	\$ -	\$ -
<b>Total Charges for Services</b>	\$ -	\$ -	\$ -

<b>MS4 Fees</b>			
MS4 Fee Base	\$ -	\$ -	\$ 182,500.00
MS4 Fee Penalty	\$ -	\$ -	\$ -
Prior Year Collections	\$ -	\$ -	\$ -
MS4 Revenue OTHER	\$ -	\$ -	\$ -
Credit Card Surcharge	\$ -	\$ -	\$ -
<b>Total MS4 Fees</b>	\$ -	\$ -	\$ 182,500.00

<b>Interoperating Fund Transfers</b>			
Transfer FROM General Fund	\$ 75,000.00	\$ 53,339.28	\$ 16,250.00

<b>Total Interoperating Fund Transfers</b>	\$	75,000.00	\$	53,339.28	\$	<b>16,250.00</b>
<b>TOTAL MS4 FUND REVENUES</b>	\$	<b>75,487.51</b>	\$	<b>53,339.28</b>	\$	<b>199,250.00</b>
<b>NET ORDINARY INCOME (Budget Fund Balance)</b>	\$	<b>68,867.23</b>	\$	<b>(20,910.72)</b>	\$	<b>-</b>
<b>FUND BALANCE</b>	\$	<b>68,867.23</b>	\$	<b>54,089.28</b>	\$	<b>28,000.00</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 2**

## **MS4 Profit and Loss Forecast vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. QuickBooks will generate a "forecast" for each year based on the previous year's expenses and revenues. From this forecast, a monthly Profit and Loss – Forecast vs. Actual report will show actual current expenses and revenues to date compared to where QuickBooks has forecasted it to be. The report 'forecasts' the result of expenses and revenues based on this comparison. This report aids in identifying line-item and ultimately budget funding shortage or surplus potential. Will be shown as a total and not month-by-month.

**MS4 Fund  
Profit & Loss Forecast vs. Actual  
January 2025**

	Jan 25	Forecast	\$ Over Forecast	% of Forecast
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	221.48	307.51	-86.03	72.0%
<b>Total 341.00 · Interest Earnings</b>	221.48	307.51	-86.03	72.0%
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	0.00	0.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	0.00	0.00	0.00	0.0%
<b>Total 300.00 · Income</b>	221.48	307.51	-86.03	72.0%
<b>Total Income</b>	221.48	307.51	-86.03	72.0%
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges	0.00	0.00	0.00	0.0%
404.00 · Legal Services	1,139.00	1,716.00	-577.00	66.4%
406.31 · Other Professional Service	0.00	0.00	0.00	0.0%
406.34 · Advertising	0.00	0.00	0.00	0.0%
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	0.00	0.00	0.00	0.0%
407.420 · IT Dues & Subs	0.00	0.00	0.00	0.0%
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	0.00	0.00	0.00	0.0%
408.00 · Engineering	1,488.26	0.00	1,488.26	100.0%
446.42 · Stormwater Permits	0.00	0.00	0.00	0.0%
492.00 · Interfund Operating Transfers				
492.01 · Transfer to General Fund	0.00	0.00	0.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	0.00	0.00	0.0%
<b>Total 400.00 · EXPENSES</b>	2,627.26	1,716.00	911.26	153.1%
<b>Total Expense</b>	2,627.26	1,716.00	911.26	153.1%
<b>Net Income</b>	<b>-2,405.78</b>	<b>-1,408.49</b>	<b>-997.29</b>	<b>170.8%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 3**

## **MS4 Profit and Loss Budget vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. The MS4 Profit and Loss Budget vs Actual provides a history of actual expenses and revenues to date compared to the council approved calendar year budget. The report identifies the current year's expenses and revenues to date, tracking financial transactions and providing a percentage of what has occurred versus the anticipated budgeted line-item estimates. This report will indicate whether a line item, and ultimately whether the MS4 Fund budget is running deficits or surpluses according to that calendar year's budget.

## MS4 Fund Profit & Loss Budget vs. Actual January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	2,339.24			
<b>Total 341.00 · Interest Earnings</b>	2,339.24			
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	53,339.28	53,339.28	0.00	100.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	53,339.28	53,339.28	0.00	100.0%
<b>Total 300.00 · Income</b>	55,678.52	53,339.28	2,339.24	104.4%
<b>Total Income</b>	55,678.52	53,339.28	2,339.24	104.4%
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges	5.00			
404.00 · Legal Services	16,619.85	25,000.00	-8,380.15	66.5%
406.31 · Other Professional Service	158.92			
406.34 · Advertising	458.80			
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	5,249.25			
407.420 · IT Dues & Subs	680.06			
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	5,929.31			
408.00 · Engineering	36,315.68	35,000.00	1,315.68	103.8%
431.00 · Cleaning of Streets & Gutters	0.00	1,500.00	-1,500.00	0.0%
436.00 · Storm Sewers & Drains				
436.25 · Stormsewer Repairs & Maint.	0.00	2,000.00	-2,000.00	0.0%
436.314 · Stormsewer Legal Services	0.00	1,500.00	-1,500.00	0.0%
436.49 · Chapter 92A NPDES Permitting	0.00	2,250.00	-2,250.00	0.0%
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	0.00	5,750.00	-5,750.00	0.0%
446.42 · Stormwater Permits	2,500.00			
492.00 · Interfund Operating Transfers				
492.01 · Transfer to General Fund	682.60			
492.96 · Transfer to MSW Fund	0.00	7,000.00	-7,000.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	682.60	7,000.00	-6,317.40	9.8%
<b>Total 400.00 · EXPENSES</b>	62,670.16	74,250.00	-11,579.84	84.4%
<b>Total Expense</b>	62,670.16	74,250.00	-11,579.84	84.4%
<b>Net Income</b>	<b>-6,991.64</b>	<b>-20,910.72</b>	<b>13,919.08</b>	<b>33.4%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 4**

## **Bill Pay Report – Ratification to Pay Bills**

**IMPORTANCE:** The 'Bill Pay Report' is a list of open invoices received and bills that were paid during a given week throughout a specified month. The Bill Pay Report coincides with the Boards 'Finance Update' item under the Boards meeting agenda. The Bill Pay Report will identify each invoice that was paid for by the MS4 Fund checking account, signified by a red check mark.

12:41 PM

01/10/25

### MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Colliers Engineering & Design, Inc.					
Bill	01/06/2025	#1012172-BOB0004A	01/06/2025	4	1,446.63
Bill	01/06/2025	Inv #1012151-BOB0004	01/06/2025	4	41.63
Total Colliers Engineering & Design, Inc.					1,488.26
Salzmann Hughes, P.C.					
Bill	12/31/2024	Inv #45123	01/30/2025		1,139.00
Total Salzmann Hughes, P.C.					1,139.00
<b>TOTAL</b>					<b>2,627.26</b>

✓=check out on 1/10/25 JS

Reviewed

JAN 10 2025



1:55 PM

01/24/25

# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
Salzmann Hughes, P.C. Bill	12/31/2024	Inv #45123	01/30/2025		1,139.00
Total Salzmann Hughes, P.C.					1,139.00
TOTAL					1,139.00

✓ = check cut on 1/24/25 (JS)

Reviewed

JAN 24 2025



**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 5**

## **Account Reconciliations: Four Funds\***

### **MS4 | Debt | Capital | Reserve**

**IMPORTANCE:** Bank account reconciliations provide the full details of financial transactions relative to the fund being examined. The reconciliations indicate all cleared and uncleared checks written against the identified bank account. The reconciliation report will also indicate a closing month fund balance. Reconciliations are important to compare against the bank account issued statement, ensuring financial reporting accuracy between the banking institution and recorded entries by the Borough through its account management software. This section will include an account 'Reconciliation Summary' along with the 'Reconciliation Detail' for the six major funds identified above. All other accounts are reconciled to within a month of this report and can be made available upon request.

*\*As of January 2025, the Authority has one fund, the MS4 Fund.*

9:52 AM

02/07/25

**MS4 Fund**  
**Reconciliation Summary**  
**100.00 · Muni Now Acct #224, Period Ending 01/31/2025**

---

	<u>Jan 31, 25</u>
<b>Beginning Balance</b>	64,111.09
<b>Cleared Transactions</b>	
Checks and Payments - 2 items	-3,723.76
Deposits and Credits - 1 item	221.48
	<u>-3,502.28</u>
<b>Total Cleared Transactions</b>	
<b>Cleared Balance</b>	<b><u>60,608.81</u></b>
<b>Uncleared Transactions</b>	
Checks and Payments - 1 item	-1,139.00
	<u>-1,139.00</u>
<b>Total Uncleared Transactions</b>	
<b>Register Balance as of 01/31/2025</b>	<b><u>59,469.81</u></b>
<b>Ending Balance</b>	59,469.81

9:53 AM

02/07/25

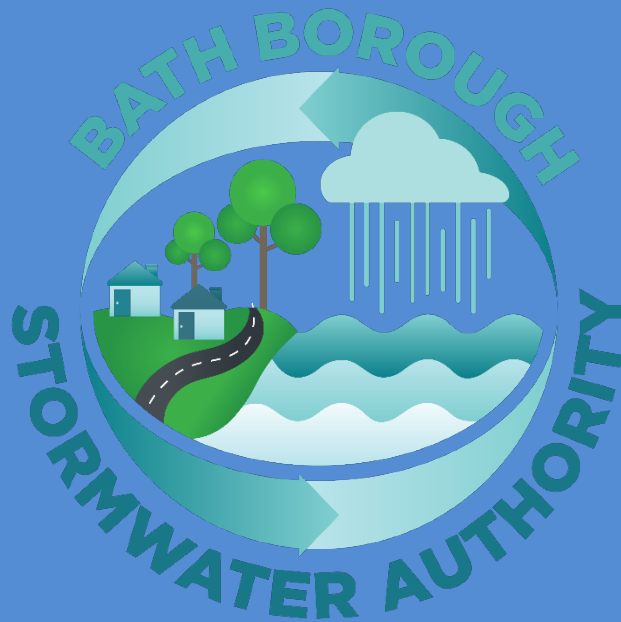
# MS4 Fund Reconciliation Detail

100.00 · Muni Now Acct #224, Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						64,111.09
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	12/20/2024	529	Salzmann Hughes, P.C.	X	-2,235.50	-2,235.50
Bill Pmt -Check	01/10/2025	530	Colliers Engineering & Design, Inc.	X	-1,488.26	-3,723.76
Total Checks and Payments					-3,723.76	-3,723.76
<b>Deposits and Credits - 1 item</b>						
Deposit	01/31/2025			X	221.48	221.48
Total Deposits and Credits					221.48	221.48
Total Cleared Transactions					-3,502.28	-3,502.28
Cleared Balance					-3,502.28	60,608.81
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	01/24/2025	531	Salzmann Hughes, P.C.		-1,139.00	-1,139.00
Total Checks and Payments					-1,139.00	-1,139.00
Total Uncleared Transactions					-1,139.00	-1,139.00
Register Balance as of 01/31/2025					-4,641.28	59,469.81
<b>Ending Balance</b>					<b>-4,641.28</b>	<b>59,469.81</b>

# BATH BOROUGH STORMWATER AUTHORITY TREASURERS REPORT

BUDGET FUNDS  
MS4 | DEBT | CAPITAL | RESERVE



*Clean Water, Healthy Life!*

FOR THE REPORTING MONTH OF  
**FEBRUARY - 2025**

**BRIAN SCHOENEGER, TREASURER**  
**BRADFORD T. FLYNN, AUTHORITY MANAGER**

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**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

**SECTION 1**

**MS4 ADOPTED ANNUAL BUDGET**

**IMPORTANCE:** The adopted budget allows the Board to review expenditures and revenues anticipated in the upcoming budget year. The remaining sections of this report will provide a forecast of expenses as recorded, in addition to how money was actually spent versus what was budgeted.

## 2025 MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) FUND

*EXPENSES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>General Government Administration</b>			
Bank Charges	\$ -	\$ -	\$ -
<b>Total Bank Charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Legal Services</b>			
Legal Services	\$ 1,803.85	\$ 25,000.00	\$ 30,000.00
<b>TOTAL Legal Services</b>	<b>\$ 1,803.85</b>	<b>\$ 25,000.00</b>	<b>\$ 30,000.00</b>
<b>General Government</b>			
Office Supplies	\$ 100.46	\$ -	\$ -
<b>TOTAL General Government</b>	<b>\$ 100.46</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Secretary (Office Administration)</b>			
Manager	\$ -	\$ -	\$ 2,000.00
Senior Admin. Coord. - Billing	\$ -	\$ -	\$ 4,000.00
Bookkeeper	\$ -	\$ -	\$ 4,000.00
<b>TOTAL Secretary (Office Administration)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>
<b>Engineering Services</b>			
MS4 Engineering	\$ 4,715.97	\$ 35,000.00	\$ 45,000.00
MS4 PRP Engineering	\$ -	\$ -	\$ 80,000.00
<b>Total Engineering</b>	<b>\$ 4,715.97</b>	<b>\$ 35,000.00</b>	<b>\$ 125,000.00</b>
<b>Public Works</b>			
Personnel	\$ -	\$ -	\$ 20,000.00

<b>TOTAL Public Works</b>	\$	-	\$	-	\$	<b>20,000.00</b>
<b>Capital Construction &amp; Maintenance</b>						
Major Construction	\$	-	\$	-	\$	-
Minor Construction	\$	-	\$	-	\$	-
Equipment Rentals	\$	-	\$	-	\$	-
MS4 Maintenance Activities	\$	-	\$	-	\$	-
<b>Total Capital Construction &amp; Maintenance</b>	\$	-	\$	-	\$	-
<b>MS4 Credits</b>						
MS4 Credits Taken	\$	-	\$	-	\$	-
<b>Total MS4 Credits</b>	\$	-	\$	-	\$	-
<b>Cleaning Streets &amp; Gutters</b>						
Street Sweeping/Maintenance	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Street Debris Disposals/Management	\$	-	\$	-	\$	-
Street Sweeping OTHER	\$	-	\$	-	\$	-
<b>Total Cleaning Streets &amp; Gutters</b>	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
<b>Storm Sewers &amp; Drains</b>						
Chapter 92A NPDES Permitting	\$	-	\$	2,250.00	\$	<b>2,250.00</b>
Stormsewer Legal Services	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Stormsewer Repairs & Maintenance	\$	-	\$	2,000.00	\$	<b>2,000.00</b>
Storm Sewer OTHER	\$	-	\$	-	\$	-
<b>Total Storm Sewer &amp; Drains</b>	\$	-	\$	5,750.00	\$	<b>5,750.00</b>
<b>Interoperating Fund Transfers</b>						
Transfer TO General Fund	\$	-	\$	-	\$	-
Transfer TO Capital Improv. Fund	\$	-	\$	-	\$	-

Transfer TO MSW Fund	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>Total Interoperating Fund Transfers</b>	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>TOTAL MS4 FUND EXPENSES</b>	\$	<b>6,620.28</b>	\$	<b>74,250.00</b>	\$	<b>199,250.00</b>

*REVENUES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>Fund Balance</b>	\$ -	\$ 75,000.00	\$ <b>28,000.00</b>
<b>Interest Earnings</b>			
MS4 Fund Business Checking	\$ 487.51	\$ -	\$ <b>500.00</b>
<b>Total Interest</b>	\$ 487.51	\$ -	\$ <b>500.00</b>

<b>Charges for Services</b>			
Return Check Fee	\$ -	\$ -	\$ -
MS4 Certificates	\$ -	\$ -	\$ -
<b>Total Charges for Services</b>	\$ -	\$ -	\$ -

<b>MS4 Fees</b>			
MS4 Fee Base	\$ -	\$ -	\$ <b>182,500.00</b>
MS4 Fee Penalty	\$ -	\$ -	\$ -
Prior Year Collections	\$ -	\$ -	\$ -
MS4 Revenue OTHER	\$ -	\$ -	\$ -
Credit Card Surcharge	\$ -	\$ -	\$ -
<b>Total MS4 Fees</b>	\$ -	\$ -	\$ <b>182,500.00</b>

<b>Interoperating Fund Transfers</b>			
Transfer FROM General Fund	\$ 75,000.00	\$ 53,339.28	\$ <b>16,250.00</b>

<b>Total Interoperating Fund Transfers</b>	\$	75,000.00	\$	53,339.28	\$	<b>16,250.00</b>
<b>TOTAL MS4 FUND REVENUES</b>	\$	<b>75,487.51</b>	\$	<b>53,339.28</b>	\$	<b>199,250.00</b>
<b>NET ORDINARY INCOME (Budget Fund Balance)</b>	\$	<b>68,867.23</b>	\$	<b>(20,910.72)</b>	\$	<b>-</b>
<b>FUND BALANCE</b>	\$	<b>68,867.23</b>	\$	<b>54,089.28</b>	\$	<b>28,000.00</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 2**

## **MS4 Profit and Loss Forecast vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. QuickBooks will generate a "forecast" for each year based on the previous year's expenses and revenues. From this forecast, a monthly Profit and Loss – Forecast vs. Actual report will show actual current expenses and revenues to date compared to where QuickBooks has forecasted it to be. The report 'forecasts' the result of expenses and revenues based on this comparison. This report aids in identifying line-item and ultimately budget funding shortage or surplus potential. Will be shown as a total and not month-by-month.

## MS4 Fund Profit & Loss Forecast vs. Actual January through February 2025

	Jan - Feb 25	Forecast	\$ Over Forecast	% of Forecast
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	402.24	592.34	-190.10	67.9%
<b>Total 341.00 · Interest Earnings</b>	402.24	592.34	-190.10	67.9%
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	0.00	0.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	0.00	0.00	0.00	0.0%
<b>Total 300.00 · Income</b>	402.24	592.34	-190.10	67.9%
<b>Total Income</b>	402.24	592.34	-190.10	67.9%
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges	0.00	5.00	-5.00	0.0%
404.00 · Legal Services				
404.10 · General	429.00			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	1,139.00	1,716.00	-577.00	66.4%
<b>Total 404.00 · Legal Services</b>	7,593.50	1,716.00	5,877.50	442.5%
406.31 · Other Professional Service	0.00	0.00	0.00	0.0%
406.34 · Advertising	0.00	0.00	0.00	0.0%
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	237.29	0.00	237.29	100.0%
407.420 · IT Dues & Subs	294.84	0.00	294.84	100.0%
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	532.13	0.00	532.13	100.0%
408.00 · Engineering	10,949.23	1,713.93	9,235.30	638.8%
446.42 · Stormwater Permits	0.00	0.00	0.00	0.0%
492.00 · Interfund Operating Transfers				
492.01 · Transfer to General Fund	0.00	0.00	0.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	0.00	0.00	0.0%
<b>Total 400.00 · EXPENSES</b>	19,074.86	3,434.93	15,639.93	555.3%
<b>Total Expense</b>	19,074.86	3,434.93	15,639.93	555.3%
<b>Net Income</b>	<b>-18,672.62</b>	<b>-2,842.59</b>	<b>-15,830.03</b>	<b>656.9%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 3**

## **MS4 Profit and Loss Budget vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. The MS4 Profit and Loss Budget vs Actual provides a history of actual expenses and revenues to date compared to the council approved calendar year budget. The report identifies the current year's expenses and revenues to date, tracking financial transactions and providing a percentage of what has occurred versus the anticipated budgeted line-item estimates. This report will indicate whether a line item, and ultimately whether the MS4 Fund budget is running deficits or surpluses according to that calendar year's budget.

## MS4 Fund Profit & Loss Budget vs. Actual January through February 2025

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	402.24	500.00	-97.76	80.4%
<b>Total 341.00 · Interest Earnings</b>	402.24	500.00	-97.76	80.4%
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	0.00	182,500.00	-182,500.00	0.0%
<b>Total 379.00 · MS4 Fees</b>	0.00	182,500.00	-182,500.00	0.0%
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	16,250.00	-16,250.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	0.00	16,250.00	-16,250.00	0.0%
<b>Total 300.00 · Income</b>	402.24	199,250.00	-198,847.76	0.2%
<b>Total Income</b>	402.24	199,250.00	-198,847.76	0.2%
<b>Expense</b>				
400.00 · EXPENSES				
401.10 · Manager	0.00	2,000.00	-2,000.00	0.0%
402.31 · Bookkeeping Svcs.	0.00	4,000.00	-4,000.00	0.0%
404.00 · Legal Services				
404.10 · General	429.00			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	1,139.00	30,000.00	-28,861.00	3.8%
<b>Total 404.00 · Legal Services</b>	7,593.50	30,000.00	-22,406.50	25.3%
405.10 · Senior Admin Coord. - Billing	0.00	4,000.00	-4,000.00	0.0%
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	237.29			
407.420 · IT Dues & Subs	294.84			
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	532.13			
408.00 · Engineering				
408.10 · MS4 Engineerings	10,949.23	45,000.00	-34,050.77	24.3%
408.11 · MS4 PRP Engineering	0.00	80,000.00	-80,000.00	0.0%
<b>Total 408.00 · Engineering</b>	10,949.23	125,000.00	-114,050.77	8.8%
430.00 · Public Works	0.00	20,000.00	-20,000.00	0.0%
431.00 · Cleaning of Streets & Gutters				
431.10 · Street Sweeping/ Maintenance	0.00	1,500.00	-1,500.00	0.0%
<b>Total 431.00 · Cleaning of Streets &amp; Gutters</b>	0.00	1,500.00	-1,500.00	0.0%
436.00 · Storm Sewers & Drains				
436.25 · Stormsewer Repairs & Maint.	0.00	2,000.00	-2,000.00	0.0%
436.314 · Stormsewer Legal Services	0.00	1,500.00	-1,500.00	0.0%
436.49 · Chapter 92A NPDES Permitting	0.00	2,250.00	-2,250.00	0.0%
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	0.00	5,750.00	-5,750.00	0.0%

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 Cash Basis

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through February 2025

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
492.00 · Interfund Operating Transfers				
492.96 · Transfer to MSW Fund	0.00	7,000.00	-7,000.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>7,000.00</b>	<b>-7,000.00</b>	<b>0.0%</b>
<b>Total 400.00 · EXPENSES</b>	<b>19,074.86</b>	<b>199,250.00</b>	<b>-180,175.14</b>	<b>9.6%</b>
<b>Total Expense</b>	<b>19,074.86</b>	<b>199,250.00</b>	<b>-180,175.14</b>	<b>9.6%</b>
<b>Net Income</b>	<b>-18,672.62</b>	<b>0.00</b>	<b>-18,672.62</b>	<b>100.0%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 4**

## **Bill Pay Report – Ratification to Pay Bills**

**IMPORTANCE:** The 'Bill Pay Report' is a list of open invoices received and bills that were paid during a given week throughout a specified month. The Bill Pay Report coincides with the Boards 'Finance Update' item under the Boards meeting agenda. The Bill Pay Report will identify each invoice that was paid for by the MS4 Fund checking account, signified by a red check mark.

### MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Colliers Engineering & Design, Inc.					
Bill	02/06/2025	#1022463-BOB0004A	02/06/2025	1	6,912.36
Bill	02/06/2025	Inv #1021991-BOB0004	02/06/2025	1	956.31
Total Colliers Engineering & Design, Inc.					7,868.67
Salzmann Hughes, P.C.					
Bill	01/31/2025	Inv #46108	03/02/2025		429.00
Bill	01/31/2025	Inv #6110	03/02/2025		6,025.50
Total Salzmann Hughes, P.C.					6,454.50
<b>TOTAL</b>					<b>14,323.17</b>

✓ = check cut on 2/7/25 (JB)

Reviewed

FEB 07 2025



# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Driveloader LLC					
Bill	12/31/2024	Inv #5501	12/31/2024	45	263.17
Bill	01/31/2025	Inv #5625	01/31/2025	14	268.96
Total Driveloader LLC					532.13
Salzmann Hughes, P.C.					
Bill	01/31/2025	Inv #46108	03/02/2025		429.00
Bill	01/31/2025	Inv #6110	03/02/2025		6,025.50
Total Salzmann Hughes, P.C.					6,454.50
The Home News					
Bill	02/05/2025	Inv #66141	03/07/2025		88.60
Total The Home News					88.60
<b>TOTAL</b>					<b>7,075.23</b>

✓ = check out on 2/14/25 (JB)

Reviewed

FEB 18 2025

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02/20/25

# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Colliers Engineering & Design, Inc.					
Bill	02/19/2025	#1026778-BBSA0001	02/19/2025	1	1,592.30
Total Colliers Engineering & Design, Inc.					1,592.30
✓ Salzmman Hughes, P.C.					
Bill	01/31/2025	Inv #46108	03/02/2025		429.00
Bill	01/31/2025	Inv #6110	03/02/2025		6,025.50
Total Salzmman Hughes, P.C.					6,454.50
The Home News					
Bill	02/05/2025	Inv #66141	03/07/2025		88.60
Total The Home News					88.60
<b>TOTAL</b>					<b>8,135.40</b>

✓ = check cut on 2/20/25 (JS)

Reviewed

FEB 20 2025

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 5**

## **Account Reconciliations: Four Funds\***

### **MS4 | Debt | Capital | Reserve**

**IMPORTANT:** Bank account reconciliations provide the full details of financial transactions relative to the fund being examined. The reconciliations indicate all cleared and uncleared checks written against the identified bank account. The reconciliation report will also indicate a closing month fund balance. Reconciliations are important to compare against the bank account issued statement, ensuring financial reporting accuracy between the banking institution and recorded entries by the Borough through its account management software. This section will include an account 'Reconciliation Summary' along with the 'Reconciliation Detail' for the six major funds identified above. All other accounts are reconciled to within a month of this report and can be made available upon request.

*\*As of January 2025, the Authority has one fund, the MS4 Fund.*

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03/07/25

**MS4 Fund**  
**Reconciliation Summary**  
100.00 · Muni Now Acct #224, Period Ending 02/28/2025

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	<u>Feb 28, 25</u>	
Beginning Balance		60,608.81
Cleared Transactions		
Checks and Payments - 5 items	-17,586.60	
Deposits and Credits - 1 item	180.76	
Total Cleared Transactions	<u>-17,405.84</u>	
Cleared Balance		<b><u>43,202.97</u></b>
Register Balance as of 02/28/2025		43,202.97
Ending Balance		43,202.97

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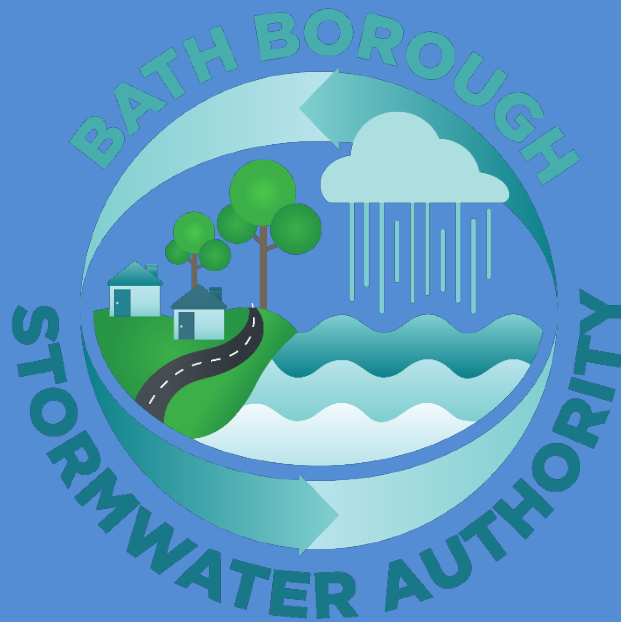
# MS4 Fund Reconciliation Detail

100.00 · Muni Now Acct #224, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						60,608.81
<b>Cleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Bill Pmt -Check	01/24/2025	531	Salzmann Hughes, P.C.	X	-1,139.00	-1,139.00
Bill Pmt -Check	02/07/2025	532	Colliers Engineering & Design, Inc.	X	-7,868.67	-9,007.67
Bill Pmt -Check	02/14/2025	533	Drivelocker LLC	X	-532.13	-9,539.80
Bill Pmt -Check	02/20/2025	535	Salzmann Hughes, P.C.	X	-6,454.50	-15,994.30
Bill Pmt -Check	02/20/2025	534	Colliers Engineering & Design, Inc.	X	-1,592.30	-17,586.60
Total Checks and Payments					-17,586.60	-17,586.60
<b>Deposits and Credits - 1 item</b>						
Deposit	02/28/2025			X	180.76	180.76
Total Deposits and Credits					180.76	180.76
Total Cleared Transactions					-17,405.84	-17,405.84
Cleared Balance					-17,405.84	43,202.97
Register Balance as of 02/28/2025					-17,405.84	43,202.97
<b>Ending Balance</b>					<b>-17,405.84</b>	<b>43,202.97</b>

# BATH BOROUGH STORMWATER AUTHORITY TREASURERS REPORT

BUDGET FUNDS  
MS4 | DEBT | CAPITAL | RESERVE



*Clean Water, Healthy Life!*

FOR THE REPORTING MONTH OF  
**MARCH - 2025**

BRIAN SCHOENEGER, TREASURER  
BRADFORD T. FLYNN, AUTHORITY MANAGER

121 S. Walnut Street  
Telephone (610) 837-6525

Bath, PA 18014  
[www.bathborough.org](http://www.bathborough.org)

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SECTION 5. Account Reconciliations: Four Funds (If Active)

A. MS4 Fund

B. Debt Fund (Inactive)

C. Capital Fund (Inactive)

D. Reserve Fund (Inactive)

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

**SECTION 1**

**MS4 ADOPTED ANNUAL BUDGET**

**IMPORTANCE:** The adopted budget allows the Board to review expenditures and revenues anticipated in the upcoming budget year. The remaining sections of this report will provide a forecast of expenses as recorded, in addition to how money was actually spent versus what was budgeted.

## 2025 MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) FUND

*EXPENSES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>General Government Administration</b>			
Bank Charges	\$ -	\$ -	\$ -
<b>Total Bank Charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Legal Services</b>			
Legal Services	\$ 1,803.85	\$ 25,000.00	\$ 30,000.00
<b>TOTAL Legal Services</b>	<b>\$ 1,803.85</b>	<b>\$ 25,000.00</b>	<b>\$ 30,000.00</b>
<b>General Government</b>			
Office Supplies	\$ 100.46	\$ -	\$ -
<b>TOTAL General Government</b>	<b>\$ 100.46</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Secretary (Office Administration)</b>			
Manager	\$ -	\$ -	\$ 2,000.00
Senior Admin. Coord. - Billing	\$ -	\$ -	\$ 4,000.00
Bookkeeper	\$ -	\$ -	\$ 4,000.00
<b>TOTAL Secretary (Office Administration)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>
<b>Engineering Services</b>			
MS4 Engineering	\$ 4,715.97	\$ 35,000.00	\$ 45,000.00
MS4 PRP Engineering	\$ -	\$ -	\$ 80,000.00
<b>Total Engineering</b>	<b>\$ 4,715.97</b>	<b>\$ 35,000.00</b>	<b>\$ 125,000.00</b>
<b>Public Works</b>			
Personnel	\$ -	\$ -	\$ 20,000.00

<b>TOTAL Public Works</b>	\$	-	\$	-	\$	<b>20,000.00</b>
<b>Capital Construction &amp; Maintenance</b>						
Major Construction	\$	-	\$	-	\$	-
Minor Construction	\$	-	\$	-	\$	-
Equipment Rentals	\$	-	\$	-	\$	-
MS4 Maintenance Activities	\$	-	\$	-	\$	-
<b>Total Capital Construction &amp; Maintenance</b>	\$	-	\$	-	\$	-
<b>MS4 Credits</b>						
MS4 Credits Taken	\$	-	\$	-	\$	-
<b>Total MS4 Credits</b>	\$	-	\$	-	\$	-
<b>Cleaning Streets &amp; Gutters</b>						
Street Sweeping/Maintenance	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Street Debris Disposals/Management	\$	-	\$	-	\$	-
Street Sweeping OTHER	\$	-	\$	-	\$	-
<b>Total Cleaning Streets &amp; Gutters</b>	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
<b>Storm Sewers &amp; Drains</b>						
Chapter 92A NPDES Permitting	\$	-	\$	2,250.00	\$	<b>2,250.00</b>
Stormsewer Legal Services	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Stormsewer Repairs & Maintenance	\$	-	\$	2,000.00	\$	<b>2,000.00</b>
Storm Sewer OTHER	\$	-	\$	-	\$	-
<b>Total Storm Sewer &amp; Drains</b>	\$	-	\$	5,750.00	\$	<b>5,750.00</b>
<b>Interoperating Fund Transfers</b>						
Transfer TO General Fund	\$	-	\$	-	\$	-
Transfer TO Capital Improv. Fund	\$	-	\$	-	\$	-

Transfer TO MSW Fund	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>Total Interoperating Fund Transfers</b>	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>TOTAL MS4 FUND EXPENSES</b>	\$	<b>6,620.28</b>	\$	<b>74,250.00</b>	\$	<b>199,250.00</b>

*REVENUES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>Fund Balance</b>	\$ -	\$ 75,000.00	\$ 28,000.00
<b>Interest Earnings</b>			
MS4 Fund Business Checking	\$ 487.51	\$ -	\$ 500.00
<b>Total Interest</b>	\$ 487.51	\$ -	\$ 500.00

<b>Charges for Services</b>			
Return Check Fee	\$ -	\$ -	\$ -
MS4 Certificates	\$ -	\$ -	\$ -
<b>Total Charges for Services</b>	\$ -	\$ -	\$ -

<b>MS4 Fees</b>			
MS4 Fee Base	\$ -	\$ -	\$ 182,500.00
MS4 Fee Penalty	\$ -	\$ -	\$ -
Prior Year Collections	\$ -	\$ -	\$ -
MS4 Revenue OTHER	\$ -	\$ -	\$ -
Credit Card Surcharge	\$ -	\$ -	\$ -
<b>Total MS4 Fees</b>	\$ -	\$ -	\$ 182,500.00

<b>Interoperating Fund Transfers</b>			
Transfer FROM General Fund	\$ 75,000.00	\$ 53,339.28	\$ 16,250.00

<b>Total Interoperating Fund Transfers</b>	\$	75,000.00	\$	53,339.28	\$	<b>16,250.00</b>
<b>TOTAL MS4 FUND REVENUES</b>	\$	<b>75,487.51</b>	\$	<b>53,339.28</b>	\$	<b>199,250.00</b>
<b>NET ORDINARY INCOME (Budget Fund Balance)</b>	\$	<b>68,867.23</b>	\$	<b>(20,910.72)</b>	\$	<b>-</b>
<b>FUND BALANCE</b>	\$	<b>68,867.23</b>	\$	<b>54,089.28</b>	\$	<b>28,000.00</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 2**

## **MS4 Profit and Loss Forecast vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. QuickBooks will generate a "forecast" for each year based on the previous year's expenses and revenues. From this forecast, a monthly Profit and Loss – Forecast vs. Actual report will show actual current expenses and revenues to date compared to where QuickBooks has forecasted it to be. The report 'forecasts' the result of expenses and revenues based on this comparison. This report aids in identifying line-item and ultimately budget funding shortage or surplus potential. Will be shown as a total and not month-by-month.

## MS4 Fund Profit & Loss Forecast vs. Actual January through March 2025

	Jan - Mar 25	Forecast	\$ Over Forecast	% of Forecast
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	556.34	873.66	-317.32	63.7%
<b>Total 341.00 · Interest Earnings</b>	556.34	873.66	-317.32	63.7%
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	1,606.00			
<b>Total 379.00 · MS4 Fees</b>	1,606.00			
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	0.00	0.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	0.00	0.00	0.00	0.0%
<b>Total 300.00 · Income</b>	2,162.34	873.66	1,288.68	247.5%
<b>Total Income</b>	2,162.34	873.66	1,288.68	247.5%
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges	0.00	5.00	-5.00	0.0%
404.00 · Legal Services				
404.10 · General	1,852.50			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	1,139.00	1,716.00	-577.00	66.4%
<b>Total 404.00 · Legal Services</b>	9,017.00	1,716.00	7,301.00	525.5%
406.31 · Other Professional Service	0.00	0.00	0.00	0.0%
406.34 · Advertising	88.60	0.00	88.60	100.0%
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	601.91	0.00	601.91	100.0%
407.420 · IT Dues & Subs	442.26	0.00	442.26	100.0%
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	1,044.17	0.00	1,044.17	100.0%
408.00 · Engineering				
408.10 · MS4 Engineerings	10,949.23			
408.00 · Engineering - Other	0.00	8,551.21	-8,551.21	0.0%
<b>Total 408.00 · Engineering</b>	10,949.23	8,551.21	2,398.02	128.0%
446.42 · Stormwater Permits	0.00	0.00	0.00	0.0%

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04/07/25

Cash Basis

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
January through March 2025

	Jan - Mar 25	Forecast	\$ Over Forecast	% of Forecast
492.00 · Interfund Operating Transfers				
492.01 · Transfer to General Fund	0.00	0.00	0.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 400.00 · EXPENSES</b>	<b>21,099.00</b>	<b>10,272.21</b>	<b>10,826.79</b>	<b>205.4%</b>
<b>Total Expense</b>	<b>21,099.00</b>	<b>10,272.21</b>	<b>10,826.79</b>	<b>205.4%</b>
<b>Net Income</b>	<b>-18,936.66</b>	<b>-9,398.55</b>	<b>-9,538.11</b>	<b>201.5%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 3**

## **MS4 Profit and Loss Budget vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. The MS4 Profit and Loss Budget vs Actual provides a history of actual expenses and revenues to date compared to the council approved calendar year budget. The report identifies the current year's expenses and revenues to date, tracking financial transactions and providing a percentage of what has occurred versus the anticipated budgeted line-item estimates. This report will indicate whether a line item, and ultimately whether the MS4 Fund budget is running deficits or surpluses according to that calendar year's budget.

## MS4 Fund Profit & Loss Budget vs. Actual January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	556.34	500.00	56.34	111.3%
<b>Total 341.00 · Interest Earnings</b>	556.34	500.00	56.34	111.3%
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	1,606.00	182,500.00	-180,894.00	0.9%
<b>Total 379.00 · MS4 Fees</b>	1,606.00	182,500.00	-180,894.00	0.9%
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	16,250.00	-16,250.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	0.00	16,250.00	-16,250.00	0.0%
<b>Total 300.00 · Income</b>	2,162.34	199,250.00	-197,087.66	1.1%
<b>Total Income</b>	2,162.34	199,250.00	-197,087.66	1.1%
<b>Expense</b>				
400.00 · EXPENSES				
401.10 · Manager	0.00	2,000.00	-2,000.00	0.0%
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	0.00	4,000.00	-4,000.00	0.0%
<b>Total 402.00 · Auditing/Financial Admin</b>	0.00	4,000.00	-4,000.00	0.0%
404.00 · Legal Services				
404.10 · General	1,852.50			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	1,139.00	30,000.00	-28,861.00	3.8%
<b>Total 404.00 · Legal Services</b>	9,017.00	30,000.00	-20,983.00	30.1%
405.10 · Senior Admin Coord. - Billing	0.00	4,000.00	-4,000.00	0.0%
406.34 · Advertising	88.60			
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	601.91			
407.420 · IT Dues & Subs	442.26			
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	1,044.17			
408.00 · Engineering				
408.10 · MS4 Engineerings	10,949.23	45,000.00	-34,050.77	24.3%
408.11 · MS4 PRP Engineering	0.00	80,000.00	-80,000.00	0.0%
<b>Total 408.00 · Engineering</b>	10,949.23	125,000.00	-114,050.77	8.8%
430.00 · Public Works	0.00	20,000.00	-20,000.00	0.0%
431.00 · Cleaning of Streets & Gutters				
431.10 · Street Sweeping/ Maintenance	0.00	1,500.00	-1,500.00	0.0%
<b>Total 431.00 · Cleaning of Streets &amp; Gutters</b>	0.00	1,500.00	-1,500.00	0.0%

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04/07/25

Cash Basis

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
**January through March 2025**

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	0.00	2,000.00	-2,000.00	0.0%
436.314 · Stormsewer Legal Services	0.00	1,500.00	-1,500.00	0.0%
436.49 · Chapter 92A NPDES Permitting	0.00	2,250.00	-2,250.00	0.0%
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	0.00	5,750.00	-5,750.00	0.0%
<b>492.00 · Interfund Operating Transfers</b>				
492.96 · Transfer to MSW Fund	0.00	7,000.00	-7,000.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	7,000.00	-7,000.00	0.0%
<b>Total 400.00 · EXPENSES</b>	21,099.00	199,250.00	-178,151.00	10.6%
<b>Total Expense</b>	21,099.00	199,250.00	-178,151.00	10.6%
<b>Net Income</b>	<b>-18,936.66</b>	<b>0.00</b>	<b>-18,936.66</b>	<b>100.0%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 4**

## **Bill Pay Report – Ratification to Pay Bills**

**IMPORTANCE:** The 'Bill Pay Report' is a list of open invoices received and bills that were paid during a given week throughout a specified month. The Bill Pay Report coincides with the Boards 'Finance Update' item under the Boards meeting agenda. The Bill Pay Report will identify each invoice that was paid for by the MS4 Fund checking account, signified by a red check mark.

### MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Driveloader LLC Bill	02/28/2025	Inv #5626	02/28/2025	21	512.04
Total Driveloader LLC					512.04
✓ Salzmman Hughes, P.C. Bill	02/28/2025	Inv #47261	03/30/2025		1,423.50
Total Salzmman Hughes, P.C.					1,423.50
TOTAL					1,935.54

✓ check cut on 3/21/25 JS

Reviewed

~~MAR 20 2025~~

Reviewed

MAR 21 2025

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 5**

## **Account Reconciliations: Four Funds\***

### **MS4 | Debt | Capital | Reserve**

**IMPORTANT:** Bank account reconciliations provide the full details of financial transactions relative to the fund being examined. The reconciliations indicate all cleared and uncleared checks written against the identified bank account. The reconciliation report will also indicate a closing month fund balance. Reconciliations are important to compare against the bank account issued statement, ensuring financial reporting accuracy between the banking institution and recorded entries by the Borough through its account management software. This section will include an account 'Reconciliation Summary' along with the 'Reconciliation Detail' for the six major funds identified above. All other accounts are reconciled to within a month of this report and can be made available upon request.

*\*As of January 2025, the Authority has one fund, the MS4 Fund.*

3:34 PM

04/07/25

**MS4 Fund**  
**Reconciliation Summary**  
**100.00 · Muni Now Acct #224, Period Ending 03/31/2025**

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	<u>Mar 31, 25</u>
<b>Beginning Balance</b>	43,202.97
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-88.60
Deposits and Credits - 2 items	1,760.10
	<u>1,671.50</u>
<b>Total Cleared Transactions</b>	<u>1,671.50</u>
<b>Cleared Balance</b>	<b><u>44,874.47</u></b>
<b>Uncleared Transactions</b>	
Checks and Payments - 2 items	-1,935.54
	<u>-1,935.54</u>
<b>Total Uncleared Transactions</b>	<u>-1,935.54</u>
<b>Register Balance as of 03/31/2025</b>	<b><u>42,938.93</u></b>
<b>Ending Balance</b>	42,938.93

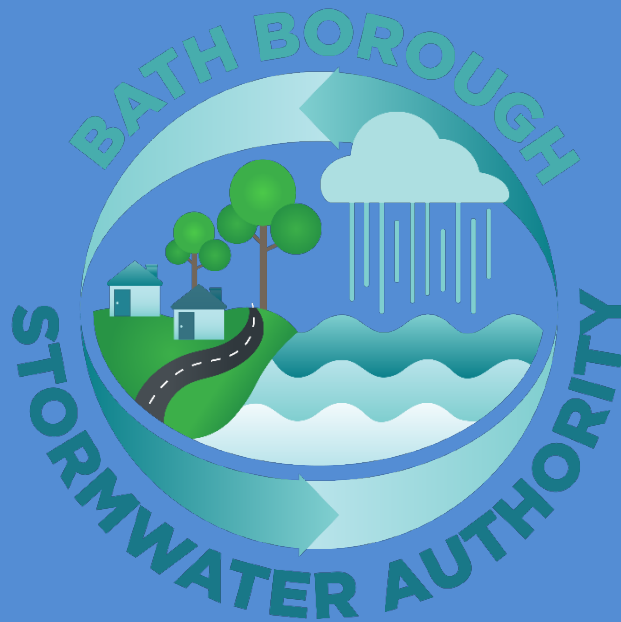
## MS4 Fund Reconciliation Detail

100.00 · Muni Now Acct #224, Period Ending 03/31/2025

Type	Date	Num	Name	Cir	Amount	Balance
<b>Beginning Balance</b>						43,202.97
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	03/07/2025	ONLIN...	The Home News	X	-88.60	-88.60
Total Checks and Payments					-88.60	-88.60
<b>Deposits and Credits - 2 items</b>						
Deposit	03/31/2025			X	154.10	154.10
General Journal	03/31/2025	2025-...		X	1,606.00	1,760.10
Total Deposits and Credits					1,760.10	1,760.10
Total Cleared Transactions					1,671.50	1,671.50
Cleared Balance					1,671.50	44,874.47
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	03/21/2025	537	Salzmann Hughes, P.C.		-1,423.50	-1,423.50
Bill Pmt -Check	03/21/2025	536	Drivelocker LLC		-512.04	-1,935.54
Total Checks and Payments					-1,935.54	-1,935.54
Total Uncleared Transactions					-1,935.54	-1,935.54
Register Balance as of 03/31/2025					-264.04	42,938.93
<b>Ending Balance</b>					<b>-264.04</b>	<b>42,938.93</b>

# BATH BOROUGH STORMWATER AUTHORITY TREASURERS REPORT

BUDGET FUNDS  
MS4 | DEBT | CAPITAL | RESERVE



*Clean Water, Healthy Life!*

FOR THE REPORTING MONTH OF  
**APRIL - 2025**

BRIAN SCHOENEGER, TREASURER  
BRADFORD T. FLYNN, AUTHORITY MANAGER

121 S. Walnut Street  
Telephone (610) 837-6525

Bath, PA 18014  
[www.bathborough.org](http://www.bathborough.org)

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SECTION 4. Bills Paid Report – Ratification to Pay Bills

SECTION 5. Account Reconciliations: Four Funds (If Active)

A. MS4 Fund

B. Debt Fund (Inactive)

C. Capital Fund (Inactive)

D. Reserve Fund (Inactive)

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

**SECTION 1**

**MS4 ADOPTED ANNUAL BUDGET**

**IMPORTANCE:** The adopted budget allows the Board to review expenditures and revenues anticipated in the upcoming budget year. The remaining sections of this report will provide a forecast of expenses as recorded, in addition to how money was actually spent versus what was budgeted.

## 2025 MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) FUND

*EXPENSES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>General Government Administration</b>			
Bank Charges	\$ -	\$ -	\$ -
<b>Total Bank Charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Legal Services</b>			
Legal Services	\$ 1,803.85	\$ 25,000.00	\$ 30,000.00
<b>TOTAL Legal Services</b>	<b>\$ 1,803.85</b>	<b>\$ 25,000.00</b>	<b>\$ 30,000.00</b>
<b>General Government</b>			
Office Supplies	\$ 100.46	\$ -	\$ -
<b>TOTAL General Government</b>	<b>\$ 100.46</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Secretary (Office Administration)</b>			
Manager	\$ -	\$ -	\$ 2,000.00
Senior Admin. Coord. - Billing	\$ -	\$ -	\$ 4,000.00
Bookkeeper	\$ -	\$ -	\$ 4,000.00
<b>TOTAL Secretary (Office Administration)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>
<b>Engineering Services</b>			
MS4 Engineering	\$ 4,715.97	\$ 35,000.00	\$ 45,000.00
MS4 PRP Engineering	\$ -	\$ -	\$ 80,000.00
<b>Total Engineering</b>	<b>\$ 4,715.97</b>	<b>\$ 35,000.00</b>	<b>\$ 125,000.00</b>
<b>Public Works</b>			
Personnel	\$ -	\$ -	\$ 20,000.00

<b>TOTAL Public Works</b>	\$	-	\$	-	\$	<b>20,000.00</b>
<b>Capital Construction &amp; Maintenance</b>						
Major Construction	\$	-	\$	-	\$	-
Minor Construction	\$	-	\$	-	\$	-
Equipment Rentals	\$	-	\$	-	\$	-
MS4 Maintenance Activities	\$	-	\$	-	\$	-
<b>Total Capital Construction &amp; Maintenance</b>	\$	-	\$	-	\$	-
<b>MS4 Credits</b>						
MS4 Credits Taken	\$	-	\$	-	\$	-
<b>Total MS4 Credits</b>	\$	-	\$	-	\$	-
<b>Cleaning Streets &amp; Gutters</b>						
Street Sweeping/Maintenance	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Street Debris Disposals/Management	\$	-	\$	-	\$	-
Street Sweeping OTHER	\$	-	\$	-	\$	-
<b>Total Cleaning Streets &amp; Gutters</b>	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
<b>Storm Sewers &amp; Drains</b>						
Chapter 92A NPDES Permitting	\$	-	\$	2,250.00	\$	<b>2,250.00</b>
Stormsewer Legal Services	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Stormsewer Repairs & Maintenance	\$	-	\$	2,000.00	\$	<b>2,000.00</b>
Storm Sewer OTHER	\$	-	\$	-	\$	-
<b>Total Storm Sewer &amp; Drains</b>	\$	-	\$	5,750.00	\$	<b>5,750.00</b>
<b>Interoperating Fund Transfers</b>						
Transfer TO General Fund	\$	-	\$	-	\$	-
Transfer TO Capital Improv. Fund	\$	-	\$	-	\$	-

Transfer TO MSW Fund	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>Total Interoperating Fund Transfers</b>	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>TOTAL MS4 FUND EXPENSES</b>	\$	<b>6,620.28</b>	\$	<b>74,250.00</b>	\$	<b>199,250.00</b>

*REVENUES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>Fund Balance</b>	\$ -	\$ 75,000.00	\$ <b>28,000.00</b>
<b>Interest Earnings</b>			
MS4 Fund Business Checking	\$ 487.51	\$ -	\$ <b>500.00</b>
<b>Total Interest</b>	\$ 487.51	\$ -	\$ <b>500.00</b>

<b>Charges for Services</b>			
Return Check Fee	\$ -	\$ -	\$ -
MS4 Certificates	\$ -	\$ -	\$ -
<b>Total Charges for Services</b>	\$ -	\$ -	\$ -

<b>MS4 Fees</b>			
MS4 Fee Base	\$ -	\$ -	\$ <b>182,500.00</b>
MS4 Fee Penalty	\$ -	\$ -	\$ -
Prior Year Collections	\$ -	\$ -	\$ -
MS4 Revenue OTHER	\$ -	\$ -	\$ -
Credit Card Surcharge	\$ -	\$ -	\$ -
<b>Total MS4 Fees</b>	\$ -	\$ -	\$ <b>182,500.00</b>

<b>Interoperating Fund Transfers</b>			
Transfer FROM General Fund	\$ 75,000.00	\$ 53,339.28	\$ <b>16,250.00</b>

<b>Total Interoperating Fund Transfers</b>	\$	75,000.00	\$	53,339.28	\$	<b>16,250.00</b>
<b>TOTAL MS4 FUND REVENUES</b>	\$	<b>75,487.51</b>	\$	<b>53,339.28</b>	\$	<b>199,250.00</b>
<b>NET ORDINARY INCOME (Budget Fund Balance)</b>	\$	<b>68,867.23</b>	\$	<b>(20,910.72)</b>	\$	<b>-</b>
<b>FUND BALANCE</b>	\$	<b>68,867.23</b>	\$	<b>54,089.28</b>	\$	<b>28,000.00</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 2**

## **MS4 Profit and Loss Forecast vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. QuickBooks will generate a "forecast" for each year based on the previous year's expenses and revenues. From this forecast, a monthly Profit and Loss – Forecast vs. Actual report will show actual current expenses and revenues to date compared to where QuickBooks has forecasted it to be. The report 'forecasts' the result of expenses and revenues based on this comparison. This report aids in identifying line-item and ultimately budget funding shortage or surplus potential. Will be shown as a total and not month-by-month.

## MS4 Fund Profit & Loss Forecast vs. Actual January through April 2025

	Jan - Apr 25	Forecast	\$ Over Forecast	% of Forecast
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	877.14	1,128.05	-250.91	77.8%
<b>Total 341.00 · Interest Earnings</b>	877.14	1,128.05	-250.91	77.8%
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	82,190.00			
<b>Total 379.00 · MS4 Fees</b>	82,190.00			
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	0.00	0.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	0.00	0.00	0.00	0.0%
<b>Total 300.00 · Income</b>	83,067.14	1,128.05	81,939.09	7,363.8%
<b>Total Income</b>	83,067.14	1,128.05	81,939.09	7,363.8%
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges	0.00	5.00	-5.00	0.0%
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	600.00			
<b>Total 402.00 · Auditing/Financial Admin</b>	600.00			
404.00 · Legal Services				
404.10 · General	3,295.50			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	1,139.00	3,432.00	-2,293.00	33.2%
<b>Total 404.00 · Legal Services</b>	10,460.00	3,432.00	7,028.00	304.8%
406.31 · Other Professional Service	0.00	0.00	0.00	0.0%
406.34 · Advertising	88.60	0.00	88.60	100.0%
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	905.76	0.00	905.76	100.0%
407.420 · IT Dues & Subs	589.68	0.00	589.68	100.0%
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	1,495.44	0.00	1,495.44	100.0%
408.00 · Engineering				
408.10 · MS4 Engineerings	13,479.27			
408.00 · Engineering - Other	0.00	15,982.23	-15,982.23	0.0%
<b>Total 408.00 · Engineering</b>	13,479.27	15,982.23	-2,502.96	84.3%

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05/09/25

Cash Basis

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
 January through April 2025

	Jan - Apr 25	Forecast	\$ Over Forecast	% of Forecast
436.00 · Storm Sewers & Drains				
436.25 · Stormsewer Repairs & Maint.	290.65			
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	<b>290.65</b>			
446.42 · Stormwater Permits	0.00	0.00	0.00	0.0%
492.00 · Interfund Operating Transfers				
492.01 · Transfer to General Fund	0.00	0.00	0.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 400.00 · EXPENSES</b>	<b>26,413.96</b>	<b>19,419.23</b>	<b>6,994.73</b>	<b>136.0%</b>
<b>Total Expense</b>	<b>26,413.96</b>	<b>19,419.23</b>	<b>6,994.73</b>	<b>136.0%</b>
<b>Net Income</b>	<b>56,653.18</b>	<b>-18,291.18</b>	<b>74,944.36</b>	<b>-309.7%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 3**

## **MS4 Profit and Loss Budget vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. The MS4 Profit and Loss Budget vs Actual provides a history of actual expenses and revenues to date compared to the council approved calendar year budget. The report identifies the current year's expenses and revenues to date, tracking financial transactions and providing a percentage of what has occurred versus the anticipated budgeted line-item estimates. This report will indicate whether a line item, and ultimately whether the MS4 Fund budget is running deficits or surpluses according to that calendar year's budget.

## MS4 Fund Profit & Loss Budget vs. Actual January through April 2025

	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	877.14	500.00	377.14	175.4%
<b>Total 341.00 · Interest Earnings</b>	877.14	500.00	377.14	175.4%
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	82,190.00	182,500.00	-100,310.00	45.0%
<b>Total 379.00 · MS4 Fees</b>	82,190.00	182,500.00	-100,310.00	45.0%
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	16,250.00	-16,250.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	0.00	16,250.00	-16,250.00	0.0%
<b>Total 300.00 · Income</b>	83,067.14	199,250.00	-116,182.86	41.7%
<b>Total Income</b>	83,067.14	199,250.00	-116,182.86	41.7%
<b>Expense</b>				
400.00 · EXPENSES				
401.10 · Manager	0.00	2,000.00	-2,000.00	0.0%
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	600.00	4,000.00	-3,400.00	15.0%
<b>Total 402.00 · Auditing/Financial Admin</b>	600.00	4,000.00	-3,400.00	15.0%
404.00 · Legal Services				
404.10 · General	3,295.50			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	1,139.00	30,000.00	-28,861.00	3.8%
<b>Total 404.00 · Legal Services</b>	10,460.00	30,000.00	-19,540.00	34.9%
405.10 · Senior Admin Coord. - Billing	0.00	4,000.00	-4,000.00	0.0%
406.34 · Advertising	88.60			
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	905.76			
407.420 · IT Dues & Subs	589.68			
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	1,495.44			
408.00 · Engineering				
408.10 · MS4 Engineerings	13,479.27	45,000.00	-31,520.73	30.0%
408.11 · MS4 PRP Engineering	0.00	80,000.00	-80,000.00	0.0%
<b>Total 408.00 · Engineering</b>	13,479.27	125,000.00	-111,520.73	10.8%
430.00 · Public Works	0.00	20,000.00	-20,000.00	0.0%
431.00 · Cleaning of Streets & Gutters				
431.10 · Street Sweeping/ Maintenance	0.00	1,500.00	-1,500.00	0.0%
<b>Total 431.00 · Cleaning of Streets &amp; Gutters</b>	0.00	1,500.00	-1,500.00	0.0%

3:12 PM

05/09/25

Cash Basis

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
**January through April 2025**

	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	290.65	2,000.00	-1,709.35	14.5%
436.314 · Stormsewer Legal Services	0.00	1,500.00	-1,500.00	0.0%
436.49 · Chapter 92A NPDES Permitting	0.00	2,250.00	-2,250.00	0.0%
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	290.65	5,750.00	-5,459.35	5.1%
<b>492.00 · Interfund Operating Transfers</b>				
492.96 · Transfer to MSW Fund	0.00	7,000.00	-7,000.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	7,000.00	-7,000.00	0.0%
<b>Total 400.00 · EXPENSES</b>	26,413.96	199,250.00	-172,836.04	13.3%
<b>Total Expense</b>	26,413.96	199,250.00	-172,836.04	13.3%
<b>Net Income</b>	<b>56,653.18</b>	<b>0.00</b>	<b>56,653.18</b>	<b>100.0%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 4**

## **Bill Pay Report – Ratification to Pay Bills**

**IMPORTANCE:** The 'Bill Pay Report' is a list of open invoices received and bills that were paid during a given week throughout a specified month. The Bill Pay Report coincides with the Boards 'Finance Update' item under the Boards meeting agenda. The Bill Pay Report will identify each invoice that was paid for by the MS4 Fund checking account, signified by a red check mark.

# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Colliers Engineering & Design, Inc. Bill	04/03/2025	#1040449-BBSA0001	04/03/2025	1	2,530.04
Total Colliers Engineering & Design, Inc.					2,530.04
✓ Financial Related Services, LLC Bill	03/31/2025	Inv #BOB-Mar'25	03/31/2025	4	600.00
Total Financial Related Services, LLC					600.00
<b>TOTAL</b>					<b>3,130.04</b>

✓=check cut on 4/4/25 (KS)

Reviewed

APR 04 2025

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04/11/25

# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Salzmänn Hughes, P.C. Bill	03/31/2025	Inv #48419	04/30/2025		1,443.00
Total Salzmänn Hughes, P.C.					1,443.00
TOTAL					1,443.00

✓ = check out on 4/11/25 (JS)

Reviewed

APR 14 2025



### MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Borough of Bath Bill	04/17/2025	2025-001	04/17/2025	8	20,086.01
Total Borough of Bath					20,086.01
✓ Drivelocker LLC Bill	03/31/2025	Inv #5754	03/31/2025	25	451.27
Total Drivelocker LLC					451.27
<b>TOTAL</b>					<b>20,537.28</b>

✓=check cut on 4/25/25 (JB)

Reviewed

APR 25 2025



**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 5**

## **Account Reconciliations: Four Funds\***

### **MS4 | Debt | Capital | Reserve**

**IMPORTANCE:** Bank account reconciliations provide the full details of financial transactions relative to the fund being examined. The reconciliations indicate all cleared and uncleared checks written against the identified bank account. The reconciliation report will also indicate a closing month fund balance. Reconciliations are important to compare against the bank account issued statement, ensuring financial reporting accuracy between the banking institution and recorded entries by the Borough through its account management software. This section will include an account 'Reconciliation Summary' along with the 'Reconciliation Detail' for the six major funds identified above. All other accounts are reconciled to within a month of this report and can be made available upon request.

*\*As of January 2025, the Authority has one fund, the MS4 Fund.*

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05/09/25

**MS4 Fund**  
**Reconciliation Summary**  
**100.00 · Muni Now Acct #224, Period Ending 04/30/2025**

---

	<u>Apr 30, 25</u>	
<b>Beginning Balance</b>		44,874.47
<b>Cleared Transactions</b>		
Checks and Payments - 6 items	-6,799.23	
Deposits and Credits - 3 items	80,904.80	
<b>Total Cleared Transactions</b>	<u>74,105.57</u>	
<b>Cleared Balance</b>		<b><u>118,980.04</u></b>
<b>Uncleared Transactions</b>		
Checks and Payments - 2 items	-20,537.28	
<b>Total Uncleared Transactions</b>	<u>-20,537.28</u>	
<b>Register Balance as of 04/30/2025</b>		<b><u>98,442.76</u></b>
<b>Ending Balance</b>		98,442.76

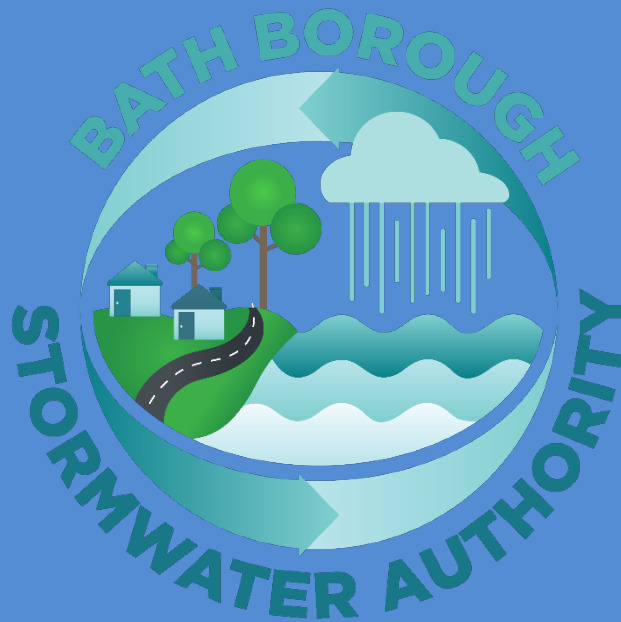
## MS4 Fund Reconciliation Detail

100.00 · Muni Now Acct #224, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						44,874.47
<b>Cleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Bill Pmt -Check	03/21/2025	537	Salzmann Hughes, P.C.	X	-1,423.50	-1,423.50
Bill Pmt -Check	03/21/2025	536	Drivelocker LLC	X	-512.04	-1,935.54
Bill Pmt -Check	04/04/2025	540	Colliers Engineering & Design, Inc.	X	-2,530.04	-4,465.58
Bill Pmt -Check	04/04/2025	541	Financial Related Services, LLC	X	-600.00	-5,065.58
Check	04/04/2025	539	Borough of Bath	X	-290.65	-5,356.23
Bill Pmt -Check	04/11/2025	542	Salzmann Hughes, P.C.	X	-1,443.00	-6,799.23
Total Checks and Payments					-6,799.23	-6,799.23
<b>Deposits and Credits - 3 items</b>						
Deposit	04/30/2025			X	320.80	320.80
General Journal	04/30/2025	2025-...		X	1,622.00	1,942.80
General Journal	04/30/2025	2025-...		X	78,962.00	80,904.80
Total Deposits and Credits					80,904.80	80,904.80
Total Cleared Transactions					74,105.57	74,105.57
Cleared Balance					74,105.57	118,980.04
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	04/25/2025	543	Borough of Bath		-20,086.01	-20,086.01
Bill Pmt -Check	04/25/2025	544	Drivelocker LLC		-451.27	-20,537.28
Total Checks and Payments					-20,537.28	-20,537.28
Total Uncleared Transactions					-20,537.28	-20,537.28
Register Balance as of 04/30/2025					53,568.29	98,442.76
<b>Ending Balance</b>					<b>53,568.29</b>	<b>98,442.76</b>

# BATH BOROUGH STORMWATER AUTHORITY TREASURERS REPORT

BUDGET FUNDS  
MS4 | DEBT | CAPITAL | RESERVE



*Clean Water, Healthy Life!*

FOR THE REPORTING MONTH OF  
**MAY - 2025**

**BRIAN SCHOENEGER, TREASURER**  
**BRADFORD T. FLYNN, AUTHORITY MANAGER**

121 S. Walnut Street  
Telephone (610) 837-6525

Bath, PA 18014  
[www.bathborough.org](http://www.bathborough.org)

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B. Debt Fund (Inactive)

C. Capital Fund (Inactive)

D. Reserve Fund (Inactive)

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

**SECTION 1**

**MS4 ADOPTED ANNUAL BUDGET**

**IMPORTANCE:** The adopted budget allows the Board to review expenditures and revenues anticipated in the upcoming budget year. The remaining sections of this report will provide a forecast of expenses as recorded, in addition to how money was actually spent versus what was budgeted.

## 2025 MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) FUND

*EXPENSES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>General Government Administration</b>			
Bank Charges	\$ -	\$ -	\$ -
<b>Total Bank Charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Legal Services</b>			
Legal Services	\$ 1,803.85	\$ 25,000.00	\$ 30,000.00
<b>TOTAL Legal Services</b>	<b>\$ 1,803.85</b>	<b>\$ 25,000.00</b>	<b>\$ 30,000.00</b>
<b>General Government</b>			
Office Supplies	\$ 100.46	\$ -	\$ -
<b>TOTAL General Government</b>	<b>\$ 100.46</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Secretary (Office Administration)</b>			
Manager	\$ -	\$ -	\$ 2,000.00
Senior Admin. Coord. - Billing	\$ -	\$ -	\$ 4,000.00
Bookkeeper	\$ -	\$ -	\$ 4,000.00
<b>TOTAL Secretary (Office Administration)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>
<b>Engineering Services</b>			
MS4 Engineering	\$ 4,715.97	\$ 35,000.00	\$ 45,000.00
MS4 PRP Engineering	\$ -	\$ -	\$ 80,000.00
<b>Total Engineering</b>	<b>\$ 4,715.97</b>	<b>\$ 35,000.00</b>	<b>\$ 125,000.00</b>
<b>Public Works</b>			
Personnel	\$ -	\$ -	\$ 20,000.00

<b>TOTAL Public Works</b>	\$	-	\$	-	\$	<b>20,000.00</b>
<b>Capital Construction &amp; Maintenance</b>						
Major Construction	\$	-	\$	-	\$	-
Minor Construction	\$	-	\$	-	\$	-
Equipment Rentals	\$	-	\$	-	\$	-
MS4 Maintenance Activities	\$	-	\$	-	\$	-
<b>Total Capital Construction &amp; Maintenance</b>	\$	-	\$	-	\$	-
<b>MS4 Credits</b>						
MS4 Credits Taken	\$	-	\$	-	\$	-
<b>Total MS4 Credits</b>	\$	-	\$	-	\$	-
<b>Cleaning Streets &amp; Gutters</b>						
Street Sweeping/Maintenance	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Street Debris Disposals/Management	\$	-	\$	-	\$	-
Street Sweeping OTHER	\$	-	\$	-	\$	-
<b>Total Cleaning Streets &amp; Gutters</b>	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
<b>Storm Sewers &amp; Drains</b>						
Chapter 92A NPDES Permitting	\$	-	\$	2,250.00	\$	<b>2,250.00</b>
Stormsewer Legal Services	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Stormsewer Repairs & Maintenance	\$	-	\$	2,000.00	\$	<b>2,000.00</b>
Storm Sewer OTHER	\$	-	\$	-	\$	-
<b>Total Storm Sewer &amp; Drains</b>	\$	-	\$	5,750.00	\$	<b>5,750.00</b>
<b>Interoperating Fund Transfers</b>						
Transfer TO General Fund	\$	-	\$	-	\$	-
Transfer TO Capital Improv. Fund	\$	-	\$	-	\$	-

Transfer TO MSW Fund	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>Total Interoperating Fund Transfers</b>	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>TOTAL MS4 FUND EXPENSES</b>	\$	<b>6,620.28</b>	\$	<b>74,250.00</b>	\$	<b>199,250.00</b>

*REVENUES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>Fund Balance</b>	\$ -	\$ 75,000.00	\$ 28,000.00
<b>Interest Earnings</b>			
MS4 Fund Business Checking	\$ 487.51	\$ -	\$ 500.00
<b>Total Interest</b>	\$ 487.51	\$ -	\$ 500.00

<b>Charges for Services</b>			
Return Check Fee	\$ -	\$ -	\$ -
MS4 Certificates	\$ -	\$ -	\$ -
<b>Total Charges for Services</b>	\$ -	\$ -	\$ -

<b>MS4 Fees</b>			
MS4 Fee Base	\$ -	\$ -	\$ 182,500.00
MS4 Fee Penalty	\$ -	\$ -	\$ -
Prior Year Collections	\$ -	\$ -	\$ -
MS4 Revenue OTHER	\$ -	\$ -	\$ -
Credit Card Surcharge	\$ -	\$ -	\$ -
<b>Total MS4 Fees</b>	\$ -	\$ -	\$ 182,500.00

<b>Interoperating Fund Transfers</b>			
Transfer FROM General Fund	\$ 75,000.00	\$ 53,339.28	\$ 16,250.00

<b>Total Interoperating Fund Transfers</b>	\$	75,000.00	\$	53,339.28	\$	<b>16,250.00</b>
<b>TOTAL MS4 FUND REVENUES</b>	\$	<b>75,487.51</b>	\$	<b>53,339.28</b>	\$	<b>199,250.00</b>
<b>NET ORDINARY INCOME (Budget Fund Balance)</b>	\$	<b>68,867.23</b>	\$	<b>(20,910.72)</b>	\$	<b>-</b>
<b>FUND BALANCE</b>	\$	<b>68,867.23</b>	\$	<b>54,089.28</b>	\$	<b>28,000.00</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 2**

## **MS4 Profit and Loss Forecast vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. QuickBooks will generate a "forecast" for each year based on the previous year's expenses and revenues. From this forecast, a monthly Profit and Loss – Forecast vs. Actual report will show actual current expenses and revenues to date compared to where QuickBooks has forecasted it to be. The report 'forecasts' the result of expenses and revenues based on this comparison. This report aids in identifying line-item and ultimately budget funding shortage or surplus potential. Will be shown as a total and not month-by-month.

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
 January through May 2025

	Jan - May 25	Forecast	\$ Over Forecast	% of Forecast
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	1,390.99	1,343.34	47.65	103.5%
<b>Total 341.00 · Interest Earnings</b>	<b>1,390.99</b>	<b>1,343.34</b>	<b>47.65</b>	<b>103.5%</b>
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	172,325.92			
<b>Total 379.00 · MS4 Fees</b>	<b>172,325.92</b>			
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	0.00	0.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 300.00 · Income</b>	<b>173,716.91</b>	<b>1,343.34</b>	<b>172,373.57</b>	<b>12,931.7%</b>
<b>Total Income</b>	<b>173,716.91</b>	<b>1,343.34</b>	<b>172,373.57</b>	<b>12,931.7%</b>
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges	0.00	5.00	-5.00	0.0%
401.10 · Manager Salary	3,982.68			
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	1,187.50			
<b>Total 402.00 · Auditing/Financial Admin</b>	<b>1,187.50</b>			
404.00 · Legal Services				
404.10 · General	6,610.50			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	1,139.00	3,627.00	-2,488.00	31.4%
<b>Total 404.00 · Legal Services</b>	<b>13,775.00</b>	<b>3,627.00</b>	<b>10,148.00</b>	<b>379.8%</b>
405.10 · Senior Admin Coord. Salary	2,182.06			
405.11 · Clerk Salary	206.89			
406.21 · Office Supplies	453.76			
406.23 · Postage	746.78			
406.31 · Other Professional Service	0.00	0.00	0.00	0.0%
406.34 · Advertising	88.60	0.00	88.60	100.0%
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	1,027.30	0.00	1,027.30	100.0%
407.420 · IT Dues & Subs	797.09	0.00	797.09	100.0%
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	<b>1,824.39</b>	<b>0.00</b>	<b>1,824.39</b>	<b>100.0%</b>
408.00 · Engineering				
408.10 · MS4 Engineerings	13,479.27			
408.00 · Engineering - Other	0.00	20,783.23	-20,783.23	0.0%
<b>Total 408.00 · Engineering</b>	<b>13,479.27</b>	<b>20,783.23</b>	<b>-7,303.96</b>	<b>64.9%</b>
430.00 · Public Works				
430.10 · Public Works Salary	12,513.84			

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 Cash Basis

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
 January through May 2025

	Jan - May 25	Forecast	\$ Over Forecast	% of Forecast
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	570.00			
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	<b>570.00</b>			
<b>Total 430.00 · Public Works</b>	<b>13,083.84</b>			
436.00 · Storm Sewers & Drains				
436.25 · Stormsewer Repairs & Maint.	1,314.23			
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	<b>1,314.23</b>			
446.42 · Stormwater Permits	0.00	0.00	0.00	0.0%
492.00 · Interfund Operating Transfers				
492.01 · Transfer to General Fund	0.00	0.00	0.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 400.00 · EXPENSES</b>	<b>52,325.00</b>	<b>24,415.23</b>	<b>27,909.77</b>	<b>214.3%</b>
<b>Total Expense</b>	<b>52,325.00</b>	<b>24,415.23</b>	<b>27,909.77</b>	<b>214.3%</b>
<b>Net Income</b>	<b>121,391.91</b>	<b>-23,071.89</b>	<b>144,463.80</b>	<b>-526.1%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 3**

## **MS4 Profit and Loss Budget vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. The MS4 Profit and Loss Budget vs Actual provides a history of actual expenses and revenues to date compared to the council approved calendar year budget. The report identifies the current year's expenses and revenues to date, tracking financial transactions and providing a percentage of what has occurred versus the anticipated budgeted line-item estimates. This report will indicate whether a line item, and ultimately whether the MS4 Fund budget is running deficits or surpluses according to that calendar year's budget.

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through May 2025

	Jan - May 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	1,390.99	500.00	890.99	278.2%
<b>Total 341.00 · Interest Earnings</b>	<b>1,390.99</b>	<b>500.00</b>	<b>890.99</b>	<b>278.2%</b>
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	172,325.92	182,500.00	-10,174.08	94.4%
<b>Total 379.00 · MS4 Fees</b>	<b>172,325.92</b>	<b>182,500.00</b>	<b>-10,174.08</b>	<b>94.4%</b>
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	16,250.00	-16,250.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>16,250.00</b>	<b>-16,250.00</b>	<b>0.0%</b>
<b>Total 300.00 · Income</b>	<b>173,716.91</b>	<b>199,250.00</b>	<b>-25,533.09</b>	<b>87.2%</b>
<b>Total Income</b>	<b>173,716.91</b>	<b>199,250.00</b>	<b>-25,533.09</b>	<b>87.2%</b>
<b>Expense</b>				
400.00 · EXPENSES				
401.10 · Manager Salary	3,982.68	2,000.00	1,982.68	199.1%
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	1,187.50	4,000.00	-2,812.50	29.7%
<b>Total 402.00 · Auditing/Financial Admin</b>	<b>1,187.50</b>	<b>4,000.00</b>	<b>-2,812.50</b>	<b>29.7%</b>
404.00 · Legal Services				
404.10 · General	6,610.50			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	1,139.00	30,000.00	-28,861.00	3.8%
<b>Total 404.00 · Legal Services</b>	<b>13,775.00</b>	<b>30,000.00</b>	<b>-16,225.00</b>	<b>45.9%</b>
405.10 · Senior Admin Coord. Salary	2,182.06	4,000.00	-1,817.94	54.6%
405.11 · Clerk Salary	206.89			
406.21 · Office Supplies	453.76			
406.23 · Postage	746.78			
406.34 · Advertising	88.60			
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	1,027.30			
407.420 · IT Dues & Subs	797.09			
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	<b>1,824.39</b>			
408.00 · Engineering				
408.10 · MS4 Engineerings	13,479.27	45,000.00	-31,520.73	30.0%
408.11 · MS4 PRP Engineering	0.00	80,000.00	-80,000.00	0.0%
<b>Total 408.00 · Engineering</b>	<b>13,479.27</b>	<b>125,000.00</b>	<b>-111,520.73</b>	<b>10.8%</b>
430.00 · Public Works				
430.10 · Public Works Salary	12,513.84			
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	570.00			
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	<b>570.00</b>			

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 06/13/25  
 Cash Basis

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through May 2025

	Jan - May 25	Budget	\$ Over Budget	% of Budget
430.00 · Public Works - Other	0.00	20,000.00	-20,000.00	0.0%
<b>Total 430.00 · Public Works</b>	13,083.84	20,000.00	-6,916.16	65.4%
431.00 · Cleaning of Streets & Gutters				
431.10 · Street Sweeping/ Maintenance	0.00	1,500.00	-1,500.00	0.0%
<b>Total 431.00 · Cleaning of Streets &amp; Gutters</b>	0.00	1,500.00	-1,500.00	0.0%
436.00 · Storm Sewers & Drains				
436.25 · Stormsewer Repairs & Maint.	1,314.23	2,000.00	-685.77	65.7%
436.314 · Stormsewer Legal Services	0.00	1,500.00	-1,500.00	0.0%
436.49 · Chapter 92A NPDES Permitting	0.00	2,250.00	-2,250.00	0.0%
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	1,314.23	5,750.00	-4,435.77	22.9%
492.00 · Interfund Operating Transfers				
492.96 · Transfer to MSW Fund	0.00	7,000.00	-7,000.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	7,000.00	-7,000.00	0.0%
<b>Total 400.00 · EXPENSES</b>	52,325.00	199,250.00	-146,925.00	26.3%
<b>Total Expense</b>	52,325.00	199,250.00	-146,925.00	26.3%
<b>Net Income</b>	<b>121,391.91</b>	<b>0.00</b>	<b>121,391.91</b>	<b>100.0%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 4**

## **Bill Pay Report – Ratification to Pay Bills**

**IMPORTANCE:** The 'Bill Pay Report' is a list of open invoices received and bills that were paid during a given week throughout a specified month. The Bill Pay Report coincides with the Boards 'Finance Update' item under the Boards meeting agenda. The Bill Pay Report will identify each invoice that was paid for by the MS4 Fund checking account, signified by a red check mark.

9:16 AM

05/02/25

# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Financial Related Services, LLC Bill	04/30/2025	Inv #BSWA-Apr'25	04/30/2025	2	587.50
Total Financial Related Services, LLC					587.50
✓ Monarch Precast Concrete Bill	04/07/2025	Inv #0413314-IN	05/07/2025		570.00
Total Monarch Precast Concrete					570.00
<b>TOTAL</b>					<b>1,157.50</b>

✓ = check out on 5/2/25 (JS)

Reviewed

MAY 02 2025



### MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Drivelocker LLC Bill	04/30/2025	Inv #5811	04/30/2025	16	328.95
Total Drivelocker LLC					328.95
Salzmann Hughes, P.C. Bill	04/30/2025	Inv #49626	05/30/2025		3,315.00
Total Salzmann Hughes, P.C.					3,315.00
<b>TOTAL</b>					<b>3,643.95</b>

✓=check out on 5/16/25 (JB)

Reviewed  
MAY 16 2025  
*[Signature]*

10:48 AM  
05/23/25

MS4 Fund  
Unpaid Bills Detail  
As of May 23, 2025

Type	Date	Num	Due Date	Aging	Open Balance
✓ Salzmänn Hughes, P.C. Bill	04/30/2025	Inv #49626	05/30/2025		3,315.00
Total Salzmänn Hughes, P.C.					3,315.00
TOTAL					3,315.00

✓=check out on 5/23/25 @ JS

Reviewed

MAY 23 2025



**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 5**

## **Account Reconciliations: Four Funds\***

### **MS4 | Debt | Capital | Reserve**

**IMPORTANT:** Bank account reconciliations provide the full details of financial transactions relative to the fund being examined. The reconciliations indicate all cleared and uncleared checks written against the identified bank account. The reconciliation report will also indicate a closing month fund balance. Reconciliations are important to compare against the bank account issued statement, ensuring financial reporting accuracy between the banking institution and recorded entries by the Borough through its account management software. This section will include an account 'Reconciliation Summary' along with the 'Reconciliation Detail' for the six major funds identified above. All other accounts are reconciled to within a month of this report and can be made available upon request.

*\*As of January 2025, the Authority has one fund, the MS4 Fund.*

11:35 AM

06/13/25

**MS4 Fund**  
**Reconciliation Summary**  
**100.00 · Muni Now Acct #224, Period Ending 05/31/2025**

---

	<u>May 31, 25</u>	
<b>Beginning Balance</b>		118,980.04
<b>Cleared Transactions</b>		
Checks and Payments - 6 items	-23,047.31	
Deposits and Credits - 3 items	90,649.77	
<b>Total Cleared Transactions</b>	<u>67,602.46</u>	
<b>Cleared Balance</b>		<b><u>186,582.50</u></b>
<b>Uncleared Transactions</b>		
Checks and Payments - 1 item	-3,315.00	
<b>Total Uncleared Transactions</b>	<u>-3,315.00</u>	
<b>Register Balance as of 05/31/2025</b>		<b><u>183,267.50</u></b>
<b>Ending Balance</b>		183,267.50

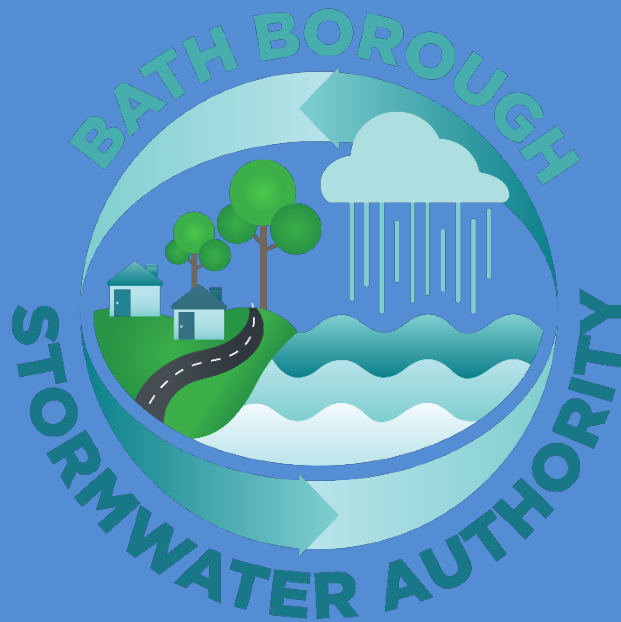
## MS4 Fund Reconciliation Detail

100.00 · Muni Now Acct #224, Period Ending 05/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						118,980.04
<b>Cleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Bill Pmt -Check	04/25/2025	543	Borough of Bath	X	-20,086.01	-20,086.01
Bill Pmt -Check	04/25/2025	544	Drivelocker LLC	X	-451.27	-20,537.28
Bill Pmt -Check	05/02/2025	545	Financial Related Services, LLC	X	-587.50	-21,124.78
Bill Pmt -Check	05/02/2025	546	Monarch Precast Concrete	X	-570.00	-21,694.78
Check	05/09/2025	547	Borough of Bath	X	-1,023.58	-22,718.36
Bill Pmt -Check	05/16/2025	549	Drivelocker LLC	X	-328.95	-23,047.31
Total Checks and Payments					-23,047.31	-23,047.31
<b>Deposits and Credits - 3 items</b>						
General Journal	05/31/2025	2025-...		X	331.00	331.00
Deposit	05/31/2025			X	513.85	844.85
General Journal	05/31/2025	2025-...		X	89,804.92	90,649.77
Total Deposits and Credits					90,649.77	90,649.77
Total Cleared Transactions					67,602.46	67,602.46
Cleared Balance					67,602.46	186,582.50
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	05/23/2025	550	Salzmann Hughes, P.C.		-3,315.00	-3,315.00
Total Checks and Payments					-3,315.00	-3,315.00
Total Uncleared Transactions					-3,315.00	-3,315.00
Register Balance as of 05/31/2025					64,287.46	183,267.50
<b>Ending Balance</b>					<b>64,287.46</b>	<b>183,267.50</b>

# BATH BOROUGH STORMWATER AUTHORITY TREASURERS REPORT

BUDGET FUNDS  
MS4 | DEBT | CAPITAL | RESERVE



*Clean Water, Healthy Life!*

FOR THE REPORTING MONTH OF  
**JUNE - 2025**

BRIAN SCHOENEGER, TREASURER  
BRADFORD T. FLYNN, AUTHORITY MANAGER

121 S. Walnut Street  
Telephone (610) 837-6525

Bath, PA 18014  
[www.bathborough.org](http://www.bathborough.org)

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A. MS4 Fund

B. Debt Fund (Inactive)

C. Capital Fund (Inactive)

D. Reserve Fund (Inactive)

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

**SECTION 1**

**MS4 ADOPTED ANNUAL BUDGET**

**IMPORTANCE:** The adopted budget allows the Board to review expenditures and revenues anticipated in the upcoming budget year. The remaining sections of this report will provide a forecast of expenses as recorded, in addition to how money was actually spent versus what was budgeted.

## 2025 MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) FUND

*EXPENSES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>General Government Administration</b>			
Bank Charges	\$ -	\$ -	\$ -
<b>Total Bank Charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Legal Services</b>			
Legal Services	\$ 1,803.85	\$ 25,000.00	\$ 30,000.00
<b>TOTAL Legal Services</b>	<b>\$ 1,803.85</b>	<b>\$ 25,000.00</b>	<b>\$ 30,000.00</b>
<b>General Government</b>			
Office Supplies	\$ 100.46	\$ -	\$ -
<b>TOTAL General Government</b>	<b>\$ 100.46</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Secretary (Office Administration)</b>			
Manager	\$ -	\$ -	\$ 2,000.00
Senior Admin. Coord. - Billing	\$ -	\$ -	\$ 4,000.00
Bookkeeper	\$ -	\$ -	\$ 4,000.00
<b>TOTAL Secretary (Office Administration)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>
<b>Engineering Services</b>			
MS4 Engineering	\$ 4,715.97	\$ 35,000.00	\$ 45,000.00
MS4 PRP Engineering	\$ -	\$ -	\$ 80,000.00
<b>Total Engineering</b>	<b>\$ 4,715.97</b>	<b>\$ 35,000.00</b>	<b>\$ 125,000.00</b>
<b>Public Works</b>			
Personnel	\$ -	\$ -	\$ 20,000.00

<b>TOTAL Public Works</b>	\$	-	\$	-	\$	<b>20,000.00</b>
<b>Capital Construction &amp; Maintenance</b>						
Major Construction	\$	-	\$	-	\$	-
Minor Construction	\$	-	\$	-	\$	-
Equipment Rentals	\$	-	\$	-	\$	-
MS4 Maintenance Activities	\$	-	\$	-	\$	-
<b>Total Capital Construction &amp; Maintenance</b>	\$	-	\$	-	\$	-
<b>MS4 Credits</b>						
MS4 Credits Taken	\$	-	\$	-	\$	-
<b>Total MS4 Credits</b>	\$	-	\$	-	\$	-
<b>Cleaning Streets &amp; Gutters</b>						
Street Sweeping/Maintenance	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Street Debris Disposals/Management	\$	-	\$	-	\$	-
Street Sweeping OTHER	\$	-	\$	-	\$	-
<b>Total Cleaning Streets &amp; Gutters</b>	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
<b>Storm Sewers &amp; Drains</b>						
Chapter 92A NPDES Permitting	\$	-	\$	2,250.00	\$	<b>2,250.00</b>
Stormsewer Legal Services	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Stormsewer Repairs & Maintenance	\$	-	\$	2,000.00	\$	<b>2,000.00</b>
Storm Sewer OTHER	\$	-	\$	-	\$	-
<b>Total Storm Sewer &amp; Drains</b>	\$	-	\$	5,750.00	\$	<b>5,750.00</b>
<b>Interoperating Fund Transfers</b>						
Transfer TO General Fund	\$	-	\$	-	\$	-
Transfer TO Capital Improv. Fund	\$	-	\$	-	\$	-

Transfer TO MSW Fund	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>Total Interoperating Fund Transfers</b>	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>TOTAL MS4 FUND EXPENSES</b>	\$	<b>6,620.28</b>	\$	<b>74,250.00</b>	\$	<b>199,250.00</b>

*REVENUES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>Fund Balance</b>	\$ -	\$ 75,000.00	\$ 28,000.00
<b>Interest Earnings</b>			
MS4 Fund Business Checking	\$ 487.51	\$ -	\$ 500.00
<b>Total Interest</b>	\$ 487.51	\$ -	\$ 500.00

<b>Charges for Services</b>			
Return Check Fee	\$ -	\$ -	\$ -
MS4 Certificates	\$ -	\$ -	\$ -
<b>Total Charges for Services</b>	\$ -	\$ -	\$ -

<b>MS4 Fees</b>			
MS4 Fee Base	\$ -	\$ -	\$ 182,500.00
MS4 Fee Penalty	\$ -	\$ -	\$ -
Prior Year Collections	\$ -	\$ -	\$ -
MS4 Revenue OTHER	\$ -	\$ -	\$ -
Credit Card Surcharge	\$ -	\$ -	\$ -
<b>Total MS4 Fees</b>	\$ -	\$ -	\$ 182,500.00

<b>Interoperating Fund Transfers</b>			
Transfer FROM General Fund	\$ 75,000.00	\$ 53,339.28	\$ 16,250.00

<b>Total Interoperating Fund Transfers</b>	\$	75,000.00	\$	53,339.28	\$	<b>16,250.00</b>
<b>TOTAL MS4 FUND REVENUES</b>	\$	<b>75,487.51</b>	\$	<b>53,339.28</b>	\$	<b>199,250.00</b>
<b>NET ORDINARY INCOME (Budget Fund Balance)</b>	\$	<b>68,867.23</b>	\$	<b>(20,910.72)</b>	\$	<b>-</b>
<b>FUND BALANCE</b>	\$	<b>68,867.23</b>	\$	<b>54,089.28</b>	\$	<b>28,000.00</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 2**

## **MS4 Profit and Loss Forecast vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. QuickBooks will generate a "forecast" for each year based on the previous year's expenses and revenues. From this forecast, a monthly Profit and Loss – Forecast vs. Actual report will show actual current expenses and revenues to date compared to where QuickBooks has forecasted it to be. The report 'forecasts' the result of expenses and revenues based on this comparison. This report aids in identifying line-item and ultimately budget funding shortage or surplus potential. Will be shown as a total and not month-by-month.

## MS4 Fund Profit & Loss Forecast vs. Actual January 1 through July 3, 2025

	Jan 1 - Jul 3, 25	Forecast	\$ Over Forecast	% of Forecast
<b>Income</b>				
<b>300.00 · Income</b>				
<b>341.00 · Interest Earnings</b>				
341.01 · Muni Now Interest Earnings	2,131.25	1,556.46	574.79	136.9%
341.00 · Interest Earnings - Other	0.00	0.00	0.00	0.0%
<b>Total 341.00 · Interest Earnings</b>	2,131.25	1,556.46	574.79	136.9%
<b>379.00 · MS4 Fees</b>				
379.10 · MS4 Fee Base	204,191.48	0.00	204,191.48	100.0%
379.20 · MS4 Fee Penalty	75.00	0.00	75.00	100.0%
379.00 · MS4 Fees - Other	0.00	0.00	0.00	0.0%
<b>Total 379.00 · MS4 Fees</b>	204,266.48	0.00	204,266.48	100.0%
<b>392.00 · Interfund Operating Transfers</b>				
392.01 · Transfer from General Fund	0.00	0.00	0.00	0.0%
392.00 · Interfund Operating Transfers - Other	0.00	0.00	0.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	0.00	0.00	0.00	0.0%
<b>300.00 · Income - Other</b>	0.00	0.00	0.00	0.0%
<b>Total 300.00 · Income</b>	206,397.73	1,556.46	204,841.27	13,260.7%
<b>Total Income</b>	206,397.73	1,556.46	204,841.27	13,260.7%
<b>Expense</b>				
<b>400.00 · EXPENSES</b>				
<b>400.39 · Bank Charges</b>				
400.38 · NSF Fees	10.00	0.00	10.00	100.0%
400.39 · Bank Charges - Other	0.00	5.00	-5.00	0.0%
<b>Total 400.39 · Bank Charges</b>	10.00	5.00	5.00	200.0%
<b>401.10 · Manager Salary</b>	3,982.68	0.00	3,982.68	100.0%
<b>402.00 · Auditing/Financial Admin</b>				
402.31 · Bookkeeping Svcs.	1,862.50	0.00	1,862.50	100.0%
402.00 · Auditing/Financial Admin - Other	0.00	0.00	0.00	0.0%
<b>Total 402.00 · Auditing/Financial Admin</b>	1,862.50	0.00	1,862.50	100.0%
<b>404.00 · Legal Services</b>				
404.10 · General	8,950.50	0.00	8,950.50	100.0%
404.20 · Stormwater Authority	6,025.50	0.00	6,025.50	100.0%
404.00 · Legal Services - Other	1,139.00	7,571.03	-6,432.03	15.0%
<b>Total 404.00 · Legal Services</b>	16,115.00	7,571.03	8,543.97	212.9%
<b>405.10 · Senior Admin Coord. Salary</b>	2,182.06	0.00	2,182.06	100.0%
<b>405.11 · Clerk Salary</b>	206.89	0.00	206.89	100.0%
<b>406.21 · Office Supplies</b>	453.76	0.00	453.76	100.0%
<b>406.23 · Postage</b>	746.78	0.00	746.78	100.0%
<b>406.31 · Other Professional Service</b>	0.00	158.92	-158.92	0.0%
<b>406.34 · Advertising</b>	88.60	0.00	88.60	100.0%
<b>407.00 · IT-Networking Svcs-Data Process</b>				
407.31 · Professional Services	1,148.84	0.00	1,148.84	100.0%
407.420 · IT Dues & Subs	1,004.50	0.00	1,004.50	100.0%
407.00 · IT-Networking Svcs-Data Process - Other	0.00	0.00	0.00	0.0%
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	2,153.34	0.00	2,153.34	100.0%
<b>408.00 · Engineering</b>				
408.10 · MS4 Engineerings	13,479.27	0.00	13,479.27	100.0%
408.11 · MS4 PRP Engineering	0.00	0.00	0.00	0.0%
408.00 · Engineering - Other	0.00	22,312.27	-22,312.27	0.0%
<b>Total 408.00 · Engineering</b>	13,479.27	22,312.27	-8,833.00	60.4%

## MS4 Fund Profit & Loss Forecast vs. Actual January 1 through July 3, 2025

	Jan 1 - Jul 3, 25	Forecast	\$ Over Forecast	% of Forecast
<b>430.00 · Public Works</b>				
430.10 · Public Works Salary	12,513.84	0.00	12,513.84	100.0%
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	570.00	0.00	570.00	100.0%
438.00 · Maint. & Repair of Roads/Bridge - Other	0.00	0.00	0.00	0.0%
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	<b>570.00</b>	<b>0.00</b>	<b>570.00</b>	<b>100.0%</b>
430.00 · Public Works - Other	0.00	0.00	0.00	0.0%
<b>Total 430.00 · Public Works</b>	<b>13,083.84</b>	<b>0.00</b>	<b>13,083.84</b>	<b>100.0%</b>
<b>431.00 · Cleaning of Streets &amp; Gutters</b>				
431.10 · Street Sweeping/ Maintenance	0.00	0.00	0.00	0.0%
431.00 · Cleaning of Streets & Gutters - Other	0.00	0.00	0.00	0.0%
<b>Total 431.00 · Cleaning of Streets &amp; Gutters</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	1,314.23	0.00	1,314.23	100.0%
436.314 · Stormsewer Legal Services	0.00	0.00	0.00	0.0%
436.49 · Chapter 92A NPDES Permitting	0.00	0.00	0.00	0.0%
436.00 · Storm Sewers & Drains - Other	0.00	0.00	0.00	0.0%
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	<b>1,314.23</b>	<b>0.00</b>	<b>1,314.23</b>	<b>100.0%</b>
446.42 · Stormwater Permits	0.00	241.94	-241.94	0.0%
<b>492.00 · Interfund Operating Transfers</b>				
492.01 · Transfer to General Fund	0.00	0.00	0.00	0.0%
492.96 · Transfer to MSW Fund	0.00	0.00	0.00	0.0%
492.00 · Interfund Operating Transfers - Other	0.00	0.00	0.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>400.00 · EXPENSES - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 400.00 · EXPENSES</b>	<b>55,678.95</b>	<b>30,289.16</b>	<b>25,389.79</b>	<b>183.8%</b>
<b>66000 · Payroll Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>55,678.95</b>	<b>30,289.16</b>	<b>25,389.79</b>	<b>183.8%</b>
<b>Net Income</b>	<b>150,718.78</b>	<b>-28,732.70</b>	<b>179,451.48</b>	<b>-524.6%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 3**

## **MS4 Profit and Loss Budget vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. The MS4 Profit and Loss Budget vs Actual provides a history of actual expenses and revenues to date compared to the council approved calendar year budget. The report identifies the current year's expenses and revenues to date, tracking financial transactions and providing a percentage of what has occurred versus the anticipated budgeted line-item estimates. This report will indicate whether a line item, and ultimately whether the MS4 Fund budget is running deficits or surpluses according to that calendar year's budget.

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through June 2025

	Jan - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	2,131.25	500.00	1,631.25	426.3%
<b>Total 341.00 · Interest Earnings</b>	<b>2,131.25</b>	<b>500.00</b>	<b>1,631.25</b>	<b>426.3%</b>
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	204,191.48	182,500.00	21,691.48	111.9%
379.20 · MS4 Fee Penalty	75.00			
<b>Total 379.00 · MS4 Fees</b>	<b>204,266.48</b>	<b>182,500.00</b>	<b>21,766.48</b>	<b>111.9%</b>
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	16,250.00	-16,250.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>16,250.00</b>	<b>-16,250.00</b>	<b>0.0%</b>
<b>Total 300.00 · Income</b>	<b>206,397.73</b>	<b>199,250.00</b>	<b>7,147.73</b>	<b>103.6%</b>
<b>Total Income</b>	<b>206,397.73</b>	<b>199,250.00</b>	<b>7,147.73</b>	<b>103.6%</b>
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges				
400.38 · NSF Fees	10.00			
<b>Total 400.39 · Bank Charges</b>	<b>10.00</b>			
401.10 · Manager Salary	3,982.68	2,000.00	1,982.68	199.1%
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	1,862.50	4,000.00	-2,137.50	46.6%
<b>Total 402.00 · Auditing/Financial Admin</b>	<b>1,862.50</b>	<b>4,000.00</b>	<b>-2,137.50</b>	<b>46.6%</b>
404.00 · Legal Services				
404.10 · General	8,950.50			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	1,139.00	30,000.00	-28,861.00	3.8%
<b>Total 404.00 · Legal Services</b>	<b>16,115.00</b>	<b>30,000.00</b>	<b>-13,885.00</b>	<b>53.7%</b>
405.10 · Senior Admin Coord. Salary	2,182.06	4,000.00	-1,817.94	54.6%
405.11 · Clerk Salary	206.89			
406.21 · Office Supplies	453.76			
406.23 · Postage	746.78			
406.34 · Advertising	88.60			
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	1,148.84			
407.420 · IT Dues & Subs	1,004.50			
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	<b>2,153.34</b>			
408.00 · Engineering				
408.10 · MS4 Engineerings	13,479.27	45,000.00	-31,520.73	30.0%
408.11 · MS4 PRP Engineering	0.00	80,000.00	-80,000.00	0.0%
<b>Total 408.00 · Engineering</b>	<b>13,479.27</b>	<b>125,000.00</b>	<b>-111,520.73</b>	<b>10.8%</b>

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 Cash Basis

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through June 2025

	Jan - Jun 25	Budget	\$ Over Budget	% of Budget
<b>430.00 · Public Works</b>				
430.10 · Public Works Salary	12,513.84			
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	570.00			
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	570.00			
430.00 · Public Works - Other	0.00	20,000.00	-20,000.00	0.0%
<b>Total 430.00 · Public Works</b>	13,083.84	20,000.00	-6,916.16	65.4%
<b>431.00 · Cleaning of Streets &amp; Gutters</b>				
431.10 · Street Sweeping/ Maintenance	0.00	1,500.00	-1,500.00	0.0%
<b>Total 431.00 · Cleaning of Streets &amp; Gutters</b>	0.00	1,500.00	-1,500.00	0.0%
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	1,314.23	2,000.00	-685.77	65.7%
436.314 · Stormsewer Legal Services	0.00	1,500.00	-1,500.00	0.0%
436.49 · Chapter 92A NPDES Permitting	0.00	2,250.00	-2,250.00	0.0%
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	1,314.23	5,750.00	-4,435.77	22.9%
<b>492.00 · Interfund Operating Transfers</b>				
492.96 · Transfer to MSW Fund	0.00	7,000.00	-7,000.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	7,000.00	-7,000.00	0.0%
<b>Total 400.00 · EXPENSES</b>	55,678.95	199,250.00	-143,571.05	27.9%
<b>Total Expense</b>	55,678.95	199,250.00	-143,571.05	27.9%
<b>Net Income</b>	<b>150,718.78</b>	<b>0.00</b>	<b>150,718.78</b>	<b>100.0%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 4**

## **Bill Pay Report – Ratification to Pay Bills**

**IMPORTANCE:** The 'Bill Pay Report' is a list of open invoices received and bills that were paid during a given week throughout a specified month. The Bill Pay Report coincides with the Boards 'Finance Update' item under the Boards meeting agenda. The Bill Pay Report will identify each invoice that was paid for by the MS4 Fund checking account, signified by a red check mark.

# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Driveloocker LLC					
Bill	05/31/2025	Inv #5895	05/31/2025	13	328.95
Total Driveloocker LLC					328.95
✓ Financial Related Services, LLC					
Bill	05/31/2025	Inv #BSWA-May'25	05/31/2025	13	675.00
Total Financial Related Services, LLC					675.00
Salzmann Hughes, P.C.					
Bill	05/30/2025	Inv #50786	06/29/2025		2,340.00
Total Salzmann Hughes, P.C.					2,340.00
<b>TOTAL</b>					<b>3,343.95</b>

✓ = check cut on 6/13/25 (JS)

Reviewed

JUN 16 2025



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06/20/25

# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Salzmänn Hughes, P.C. Bill	05/30/2025	Inv #50786	06/29/2025		2,340.00
Total Salzmänn Hughes, P.C.					2,340.00
TOTAL					2,340.00

✓ = check cut on 6/20/25 (JS)

Reviewed

JUN 20 2025



**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 5**

## **Account Reconciliations: Four Funds\***

### **MS4 | Debt | Capital | Reserve**

**IMPORTANCE:** Bank account reconciliations provide the full details of financial transactions relative to the fund being examined. The reconciliations indicate all cleared and uncleared checks written against the identified bank account. The reconciliation report will also indicate a closing month fund balance. Reconciliations are important to compare against the bank account issued statement, ensuring financial reporting accuracy between the banking institution and recorded entries by the Borough through its account management software. This section will include an account 'Reconciliation Summary' along with the 'Reconciliation Detail' for the six major funds identified above. All other accounts are reconciled to within a month of this report and can be made available upon request.

*\*As of January 2025, the Authority has one fund, the MS4 Fund.*

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**MS4 Fund**  
**Reconciliation Summary**  
**100.00 · Muni Now Acct #224, Period Ending 06/30/2025**

---

	<u>Jun 30, 25</u>
<b>Beginning Balance</b>	186,582.50
<b>Cleared Transactions</b>	
Checks and Payments - 4 items	-4,328.95
Deposits and Credits - 5 items	32,856.82
<b>Total Cleared Transactions</b>	<u>28,527.87</u>
<b>Cleared Balance</b>	<b><u>215,110.37</u></b>
<b>Uncleared Transactions</b>	
Checks and Payments - 3 items	-2,516.00
<b>Total Uncleared Transactions</b>	<u>-2,516.00</u>
<b>Register Balance as of 06/30/2025</b>	<b><u>212,594.37</u></b>
<b>Ending Balance</b>	212,594.37

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07/03/25

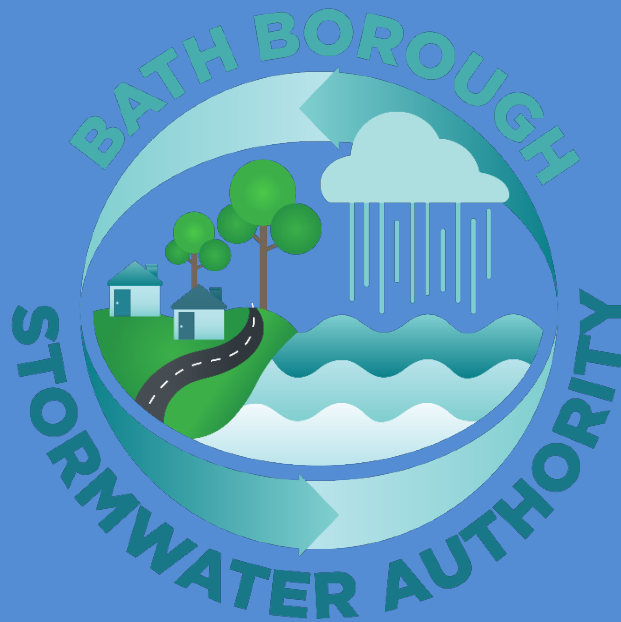
## MS4 Fund Reconciliation Detail

**100.00 · Muni Now Acct #224, Period Ending 06/30/2025**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						186,582.50
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Bill Pmt -Check	05/23/2025	550	Salzmann Hughes, P.C.	X	-3,315.00	-3,315.00
Check	06/04/2025			X	-10.00	-3,325.00
Bill Pmt -Check	06/13/2025	552	Financial Related Services, LLC	X	-675.00	-4,000.00
Bill Pmt -Check	06/13/2025	551	Drivelocker LLC	X	-328.95	-4,328.95
Total Checks and Payments					-4,328.95	-4,328.95
<b>Deposits and Credits - 5 items</b>						
Deposit	06/07/2025			X	100.00	100.00
Deposit	06/30/2025			X	740.26	840.26
General Journal	06/30/2025	2025-...		X	800.00	1,640.26
General Journal	06/30/2025	2025-...		X	14,464.56	16,104.82
General Journal	06/30/2025	2025-...		X	16,752.00	32,856.82
Total Deposits and Credits					32,856.82	32,856.82
Total Cleared Transactions					28,527.87	28,527.87
Cleared Balance					28,527.87	215,110.37
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Bill Pmt -Check	06/20/2025	553	Salzmann Hughes, P.C.		-2,340.00	-2,340.00
Check	06/20/2025	554	Daniel Drago		-152.00	-2,492.00
Check	06/20/2025	555	Doreen Curtin		-24.00	-2,516.00
Total Checks and Payments					-2,516.00	-2,516.00
Total Uncleared Transactions					-2,516.00	-2,516.00
Register Balance as of 06/30/2025					26,011.87	212,594.37
<b>Ending Balance</b>					<b>26,011.87</b>	<b>212,594.37</b>

# BATH BOROUGH STORMWATER AUTHORITY TREASURERS REPORT

BUDGET FUNDS  
MS4 | DEBT | CAPITAL | RESERVE



*Clean Water, Healthy Life!*

FOR THE REPORTING MONTH OF  
**JULY - 2025**

**BRIAN SCHOENEGER, TREASURER**  
**BRADFORD T. FLYNN, AUTHORITY MANAGER**

121 S. Walnut Street  
Telephone (610) 837-6525

Bath, PA 18014  
[www.bathborough.org](http://www.bathborough.org)

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SECTION 5. Account Reconciliations: Four Funds (If Active)

A. MS4 Fund

B. Debt Fund (Inactive)

C. Capital Fund (Inactive)

D. Reserve Fund (Inactive)

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

**SECTION 1**

**MS4 ADOPTED ANNUAL BUDGET**

**IMPORTANCE:** The adopted budget allows the Board to review expenditures and revenues anticipated in the upcoming budget year. The remaining sections of this report will provide a forecast of expenses as recorded, in addition to how money was actually spent versus what was budgeted.

## 2025 MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) FUND

*EXPENSES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>General Government Administration</b>			
Bank Charges	\$ -	\$ -	\$ -
<b>Total Bank Charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Legal Services</b>			
Legal Services	\$ 1,803.85	\$ 25,000.00	\$ 30,000.00
<b>TOTAL Legal Services</b>	<b>\$ 1,803.85</b>	<b>\$ 25,000.00</b>	<b>\$ 30,000.00</b>
<b>General Government</b>			
Office Supplies	\$ 100.46	\$ -	\$ -
<b>TOTAL General Government</b>	<b>\$ 100.46</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Secretary (Office Administration)</b>			
Manager	\$ -	\$ -	\$ 2,000.00
Senior Admin. Coord. - Billing	\$ -	\$ -	\$ 4,000.00
Bookkeeper	\$ -	\$ -	\$ 4,000.00
<b>TOTAL Secretary (Office Administration)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>
<b>Engineering Services</b>			
MS4 Engineering	\$ 4,715.97	\$ 35,000.00	\$ 45,000.00
MS4 PRP Engineering	\$ -	\$ -	\$ 80,000.00
<b>Total Engineering</b>	<b>\$ 4,715.97</b>	<b>\$ 35,000.00</b>	<b>\$ 125,000.00</b>
<b>Public Works</b>			
Personnel	\$ -	\$ -	\$ 20,000.00

<b>TOTAL Public Works</b>	\$	-	\$	-	\$	<b>20,000.00</b>
<b>Capital Construction &amp; Maintenance</b>						
Major Construction	\$	-	\$	-	\$	-
Minor Construction	\$	-	\$	-	\$	-
Equipment Rentals	\$	-	\$	-	\$	-
MS4 Maintenance Activities	\$	-	\$	-	\$	-
<b>Total Capital Construction &amp; Maintenance</b>	\$	-	\$	-	\$	-
<b>MS4 Credits</b>						
MS4 Credits Taken	\$	-	\$	-	\$	-
<b>Total MS4 Credits</b>	\$	-	\$	-	\$	-
<b>Cleaning Streets &amp; Gutters</b>						
Street Sweeping/Maintenance	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Street Debris Disposals/Management	\$	-	\$	-	\$	-
Street Sweeping OTHER	\$	-	\$	-	\$	-
<b>Total Cleaning Streets &amp; Gutters</b>	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
<b>Storm Sewers &amp; Drains</b>						
Chapter 92A NPDES Permitting	\$	-	\$	2,250.00	\$	<b>2,250.00</b>
Stormsewer Legal Services	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Stormsewer Repairs & Maintenance	\$	-	\$	2,000.00	\$	<b>2,000.00</b>
Storm Sewer OTHER	\$	-	\$	-	\$	-
<b>Total Storm Sewer &amp; Drains</b>	\$	-	\$	5,750.00	\$	<b>5,750.00</b>
<b>Interoperating Fund Transfers</b>						
Transfer TO General Fund	\$	-	\$	-	\$	-
Transfer TO Capital Improv. Fund	\$	-	\$	-	\$	-

Transfer TO MSW Fund	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>Total Interoperating Fund Transfers</b>	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>TOTAL MS4 FUND EXPENSES</b>	\$	<b>6,620.28</b>	\$	<b>74,250.00</b>	\$	<b>199,250.00</b>

*REVENUES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>Fund Balance</b>	\$ -	\$ 75,000.00	\$ <b>28,000.00</b>
<b>Interest Earnings</b>			
MS4 Fund Business Checking	\$ 487.51	\$ -	\$ <b>500.00</b>
<b>Total Interest</b>	\$ 487.51	\$ -	\$ <b>500.00</b>

<b>Charges for Services</b>			
Return Check Fee	\$ -	\$ -	\$ -
MS4 Certificates	\$ -	\$ -	\$ -
<b>Total Charges for Services</b>	\$ -	\$ -	\$ -

<b>MS4 Fees</b>			
MS4 Fee Base	\$ -	\$ -	\$ <b>182,500.00</b>
MS4 Fee Penalty	\$ -	\$ -	\$ -
Prior Year Collections	\$ -	\$ -	\$ -
MS4 Revenue OTHER	\$ -	\$ -	\$ -
Credit Card Surcharge	\$ -	\$ -	\$ -
<b>Total MS4 Fees</b>	\$ -	\$ -	\$ <b>182,500.00</b>

<b>Interoperating Fund Transfers</b>			
Transfer FROM General Fund	\$ 75,000.00	\$ 53,339.28	\$ <b>16,250.00</b>

<b>Total Interoperating Fund Transfers</b>	\$	75,000.00	\$	53,339.28	\$	<b>16,250.00</b>
<b>TOTAL MS4 FUND REVENUES</b>	\$	<b>75,487.51</b>	\$	<b>53,339.28</b>	\$	<b>199,250.00</b>
<b>NET ORDINARY INCOME (Budget Fund Balance)</b>	\$	<b>68,867.23</b>	\$	<b>(20,910.72)</b>	\$	<b>-</b>
<b>FUND BALANCE</b>	\$	<b>68,867.23</b>	\$	<b>54,089.28</b>	\$	<b>28,000.00</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 2**

## **MS4 Profit and Loss Forecast vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. QuickBooks will generate a "forecast" for each year based on the previous year's expenses and revenues. From this forecast, a monthly Profit and Loss – Forecast vs. Actual report will show actual current expenses and revenues to date compared to where QuickBooks has forecasted it to be. The report 'forecasts' the result of expenses and revenues based on this comparison. This report aids in identifying line-item and ultimately budget funding shortage or surplus potential. Will be shown as a total and not month-by-month.

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
 January through July 2025

	Jan - Jul 25	Forecast	\$ Over Forecast	% of Forecast
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	2,959.58	1,722.61	1,236.97	171.8%
<b>Total 341.00 · Interest Earnings</b>	2,959.58	1,722.61	1,236.97	171.8%
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	227,281.88			
379.20 · MS4 Fee Penalty	123.00			
<b>Total 379.00 · MS4 Fees</b>	227,404.88			
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	0.00	0.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	0.00	0.00	0.00	0.0%
<b>Total 300.00 · Income</b>	230,364.46	1,722.61	228,641.85	13,373.0%
<b>Total Income</b>	230,364.46	1,722.61	228,641.85	13,373.0%
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges				
400.38 · NSF Fees	-25.00			
400.39 · Bank Charges - Other	0.00	5.00	-5.00	0.0%
<b>Total 400.39 · Bank Charges</b>	-25.00	5.00	-30.00	-500.0%
401.10 · Manager Salary	3,982.68			
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	2,165.00			
<b>Total 402.00 · Auditing/Financial Admin</b>	2,165.00			
404.00 · Legal Services				
404.10 · General	12,363.00			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	1,139.00	8,892.00	-7,753.00	12.8%
<b>Total 404.00 · Legal Services</b>	19,527.50	8,892.00	10,635.50	219.6%
405.10 · Senior Admin Coord. Salary	2,182.06			
405.11 · Clerk Salary	206.89			
406.21 · Office Supplies	453.76			
406.23 · Postage	746.78			
406.31 · Other Professional Service	0.00	158.92	-158.92	0.0%
406.34 · Advertising	186.00	0.00	186.00	100.0%
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	1,270.38	0.00	1,270.38	100.0%
407.420 · IT Dues & Subs	1,211.91	0.00	1,211.91	100.0%
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	2,482.29	0.00	2,482.29	100.0%

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
 January through July 2025

	Jan - Jul 25	Forecast	\$ Over Forecast	% of Forecast
<b>408.00 · Engineering</b>				
408.10 · MS4 Engineerings	15,677.28			
408.12 · MS4 Permitting & Annual Report	3,353.75			
408.00 · Engineering - Other	0.00	27,838.51	-27,838.51	0.0%
<b>Total 408.00 · Engineering</b>	19,031.03	27,838.51	-8,807.48	68.4%
<b>430.00 · Public Works</b>				
430.10 · Public Works Salary	12,513.84			
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	660.00			
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	660.00			
<b>Total 430.00 · Public Works</b>	13,173.84			
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	1,314.23			
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	1,314.23			
446.42 · Stormwater Permits	0.00	2,500.00	-2,500.00	0.0%
<b>492.00 · Interfund Operating Transfers</b>				
492.01 · Transfer to General Fund	0.00	0.00	0.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	0.00	0.00	0.0%
<b>Total 400.00 · EXPENSES</b>	65,427.06	39,394.43	26,032.63	166.1%
<b>Total Expense</b>	65,427.06	39,394.43	26,032.63	166.1%
<b>Net Income</b>	<b>164,937.40</b>	<b>-37,671.82</b>	<b>202,609.22</b>	<b>-437.8%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 3**

## **MS4 Profit and Loss Budget vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. The MS4 Profit and Loss Budget vs Actual provides a history of actual expenses and revenues to date compared to the council approved calendar year budget. The report identifies the current year's expenses and revenues to date, tracking financial transactions and providing a percentage of what has occurred versus the anticipated budgeted line-item estimates. This report will indicate whether a line item, and ultimately whether the MS4 Fund budget is running deficits or surpluses according to that calendar year's budget.

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 Cash Basis

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through July 2025

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	2,959.58	500.00	2,459.58	591.9%
<b>Total 341.00 · Interest Earnings</b>	<b>2,959.58</b>	<b>500.00</b>	<b>2,459.58</b>	<b>591.9%</b>
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	227,281.88	182,500.00	44,781.88	124.5%
379.20 · MS4 Fee Penalty	123.00			
<b>Total 379.00 · MS4 Fees</b>	<b>227,404.88</b>	<b>182,500.00</b>	<b>44,904.88</b>	<b>124.6%</b>
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	16,250.00	-16,250.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>16,250.00</b>	<b>-16,250.00</b>	<b>0.0%</b>
<b>Total 300.00 · Income</b>	<b>230,364.46</b>	<b>199,250.00</b>	<b>31,114.46</b>	<b>115.6%</b>
<b>Total Income</b>	<b>230,364.46</b>	<b>199,250.00</b>	<b>31,114.46</b>	<b>115.6%</b>
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges				
400.38 · NSF Fees	-25.00			
<b>Total 400.39 · Bank Charges</b>	<b>-25.00</b>			
401.10 · Manager Salary	3,982.68	2,000.00	1,982.68	199.1%
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	2,165.00	4,000.00	-1,835.00	54.1%
<b>Total 402.00 · Auditing/Financial Admin</b>	<b>2,165.00</b>	<b>4,000.00</b>	<b>-1,835.00</b>	<b>54.1%</b>
404.00 · Legal Services				
404.10 · General	12,363.00			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	1,139.00	30,000.00	-28,861.00	3.8%
<b>Total 404.00 · Legal Services</b>	<b>19,527.50</b>	<b>30,000.00</b>	<b>-10,472.50</b>	<b>65.1%</b>
405.10 · Senior Admin Coord. Salary	2,182.06	4,000.00	-1,817.94	54.6%
405.11 · Clerk Salary	206.89			
406.21 · Office Supplies	453.76			
406.23 · Postage	746.78			
406.34 · Advertising	186.00			
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	1,270.38			
407.420 · IT Dues & Subs	1,211.91			
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	<b>2,482.29</b>			
408.00 · Engineering				
408.10 · MS4 Engineerings	15,677.28	45,000.00	-29,322.72	34.8%
408.11 · MS4 PRP Engineering	0.00	80,000.00	-80,000.00	0.0%
408.12 · MS4 Permitting & Annual Report	3,353.75			
<b>Total 408.00 · Engineering</b>	<b>19,031.03</b>	<b>125,000.00</b>	<b>-105,968.97</b>	<b>15.2%</b>

10:08 AM  
 08/01/25  
 Cash Basis

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through July 2025

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
<b>430.00 · Public Works</b>				
430.10 · Public Works Salary	12,513.84			
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	660.00			
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	660.00			
430.00 · Public Works - Other	0.00	20,000.00	-20,000.00	0.0%
<b>Total 430.00 · Public Works</b>	13,173.84	20,000.00	-6,826.16	65.9%
<b>431.00 · Cleaning of Streets &amp; Gutters</b>				
431.10 · Street Sweeping/ Maintenance	0.00	1,500.00	-1,500.00	0.0%
<b>Total 431.00 · Cleaning of Streets &amp; Gutters</b>	0.00	1,500.00	-1,500.00	0.0%
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	1,314.23	2,000.00	-685.77	65.7%
436.314 · Stormsewer Legal Services	0.00	1,500.00	-1,500.00	0.0%
436.49 · Chapter 92A NPDES Permitting	0.00	2,250.00	-2,250.00	0.0%
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	1,314.23	5,750.00	-4,435.77	22.9%
<b>492.00 · Interfund Operating Transfers</b>				
492.96 · Transfer to MSW Fund	0.00	7,000.00	-7,000.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	7,000.00	-7,000.00	0.0%
<b>Total 400.00 · EXPENSES</b>	65,427.06	199,250.00	-133,822.94	32.8%
<b>Total Expense</b>	65,427.06	199,250.00	-133,822.94	32.8%
<b>Net Income</b>	<b>164,937.40</b>	<b>0.00</b>	<b>164,937.40</b>	<b>100.0%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 4**

## **Bill Pay Report – Ratification to Pay Bills**

**IMPORTANCE:** The 'Bill Pay Report' is a list of open invoices received and bills that were paid during a given week throughout a specified month. The Bill Pay Report coincides with the Boards 'Finance Update' item under the Boards meeting agenda. The Bill Pay Report will identify each invoice that was paid for by the MS4 Fund checking account, signified by a red check mark.

8:49 AM  
07/18/25

### MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Driveloocker LLC Bill	06/30/2025	Inv #5896	06/30/2025	18	328.95
Total Driveloocker LLC					328.95
✓ Monarch Precast Concrete Bill	06/30/2025	Inv #0413993-IN	07/30/2025		90.00
Total Monarch Precast Concrete					90.00
✓ Salzmman Hughes, P.C. Bill	06/30/2025	Inv #51819	07/30/2025		3,412.50
Total Salzmman Hughes, P.C.					3,412.50
<b>TOTAL</b>					<b>3,831.45</b>

✓=check out on 7/18/25 (JS)

Reviewed

JUL 28 2025



**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 5**

## **Account Reconciliations: Four Funds\***

### **MS4 | Debt | Capital | Reserve**

**IMPORTANT:** Bank account reconciliations provide the full details of financial transactions relative to the fund being examined. The reconciliations indicate all cleared and uncleared checks written against the identified bank account. The reconciliation report will also indicate a closing month fund balance. Reconciliations are important to compare against the bank account issued statement, ensuring financial reporting accuracy between the banking institution and recorded entries by the Borough through its account management software. This section will include an account 'Reconciliation Summary' along with the 'Reconciliation Detail' for the six major funds identified above. All other accounts are reconciled to within a month of this report and can be made available upon request.

*\*As of January 2025, the Authority has one fund, the MS4 Fund.*

10:07 AM

08/01/25

**MS4 Fund**  
**Reconciliation Summary**  
**100.00 · Muni Now Acct #224, Period Ending 07/31/2025**

---

	<u>Jul 31, 25</u>
<b>Beginning Balance</b>	215,110.37
<b>Cleared Transactions</b>	
Checks and Payments - 10 items	-12,329.11
Deposits and Credits - 3 items	24,061.73
<b>Total Cleared Transactions</b>	<u>11,732.62</u>
<b>Cleared Balance</b>	<b><u>226,842.99</u></b>
<b>Uncleared Transactions</b>	
Checks and Payments - 1 item	-30.00
<b>Total Uncleared Transactions</b>	<u>-30.00</u>
<b>Register Balance as of 07/31/2025</b>	<b><u>226,812.99</u></b>
<b>Ending Balance</b>	226,812.99

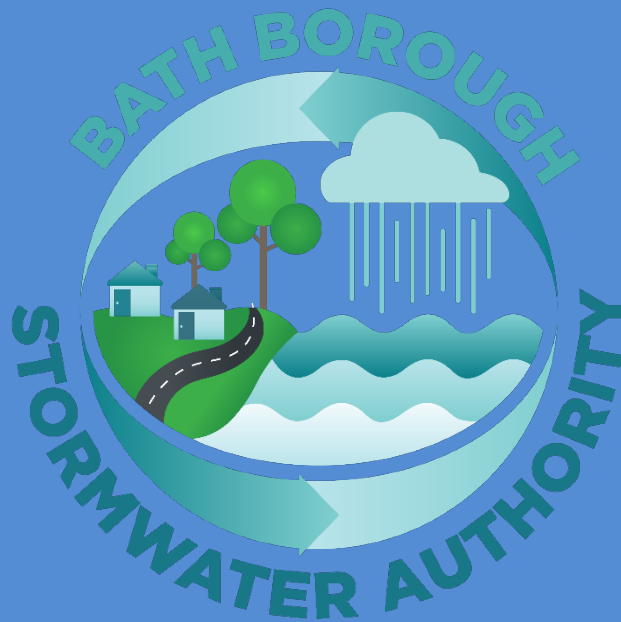
## MS4 Fund Reconciliation Detail

100.00 · Muni Now Acct #224, Period Ending 07/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						215,110.37
<b>Cleared Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Bill Pmt -Check	06/20/2025	553	Salzmann Hughes, P.C.	X	-2,340.00	-2,340.00
Check	06/20/2025	554	Daniel Drago	X	-152.00	-2,492.00
Check	06/20/2025	555	Doreen Curtin	X	-24.00	-2,516.00
Bill Pmt -Check	07/03/2025	556	Colliers Engineering & Design, Inc.	X	-5,551.76	-8,067.76
Bill Pmt -Check	07/03/2025	557	Financial Related Services, LLC	X	-302.50	-8,370.26
Bill Pmt -Check	07/11/2025	ONLINE PMT	The Home News	X	-97.40	-8,467.66
Bill Pmt -Check	07/18/2025	560	Salzmann Hughes, P.C.	X	-3,412.50	-11,880.16
Bill Pmt -Check	07/18/2025	558	Driveloocker LLC	X	-328.95	-12,209.11
Bill Pmt -Check	07/18/2025	559	Monarch Precast Concrete	X	-90.00	-12,299.11
Check	07/18/2025	561	Michael Reph	X	-30.00	-12,329.11
Total Checks and Payments					-12,329.11	-12,329.11
<b>Deposits and Credits - 3 items</b>						
General Journal	07/31/2025	2025-AJE-09		X	110.00	110.00
Deposit	07/31/2025			X	828.33	938.33
General Journal	07/31/2025	2025-AJE-09		X	23,123.40	24,061.73
Total Deposits and Credits					24,061.73	24,061.73
Total Cleared Transactions					11,732.62	11,732.62
Cleared Balance					11,732.62	226,842.99
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	07/18/2025	562	Steckel Properties LLC		-30.00	-30.00
Total Checks and Payments					-30.00	-30.00
Total Uncleared Transactions					-30.00	-30.00
Register Balance as of 07/31/2025					11,702.62	226,812.99
<b>Ending Balance</b>					<b>11,702.62</b>	<b>226,812.99</b>

# BATH BOROUGH STORMWATER AUTHORITY TREASURERS REPORT

BUDGET FUNDS  
MS4 | DEBT | CAPITAL | RESERVE



*Clean Water, Healthy Life!*

FOR THE REPORTING MONTH OF  
**AUGUST - 2025**

BRIAN SCHOENEGER, TREASURER  
BRADFORD T. FLYNN, AUTHORITY MANAGER

121 S. Walnut Street

Bath, PA 18014

Telephone (610) 837-6525

[www.bathborough.org](http://www.bathborough.org)

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B. Debt Fund (Inactive)

C. Capital Fund (Inactive)

D. Reserve Fund (Inactive)

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

**SECTION 1**

**MS4 ADOPTED ANNUAL BUDGET**

**IMPORTANCE:** The adopted budget allows the Board to review expenditures and revenues anticipated in the upcoming budget year. The remaining sections of this report will provide a forecast of expenses as recorded, in addition to how money was actually spent versus what was budgeted.

## 2025 MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) FUND

*EXPENSES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>General Government Administration</b>			
Bank Charges	\$ -	\$ -	\$ -
<b>Total Bank Charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Legal Services</b>			
Legal Services	\$ 1,803.85	\$ 25,000.00	\$ 30,000.00
<b>TOTAL Legal Services</b>	<b>\$ 1,803.85</b>	<b>\$ 25,000.00</b>	<b>\$ 30,000.00</b>
<b>General Government</b>			
Office Supplies	\$ 100.46	\$ -	\$ -
<b>TOTAL General Government</b>	<b>\$ 100.46</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Secretary (Office Administration)</b>			
Manager	\$ -	\$ -	\$ 2,000.00
Senior Admin. Coord. - Billing	\$ -	\$ -	\$ 4,000.00
Bookkeeper	\$ -	\$ -	\$ 4,000.00
<b>TOTAL Secretary (Office Administration)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>
<b>Engineering Services</b>			
MS4 Engineering	\$ 4,715.97	\$ 35,000.00	\$ 45,000.00
MS4 PRP Engineering	\$ -	\$ -	\$ 80,000.00
<b>Total Engineering</b>	<b>\$ 4,715.97</b>	<b>\$ 35,000.00</b>	<b>\$ 125,000.00</b>
<b>Public Works</b>			
Personnel	\$ -	\$ -	\$ 20,000.00

<b>TOTAL Public Works</b>	\$	-	\$	-	\$	<b>20,000.00</b>
<b>Capital Construction &amp; Maintenance</b>						
Major Construction	\$	-	\$	-	\$	-
Minor Construction	\$	-	\$	-	\$	-
Equipment Rentals	\$	-	\$	-	\$	-
MS4 Maintenance Activities	\$	-	\$	-	\$	-
<b>Total Capital Construction &amp; Maintenance</b>	\$	-	\$	-	\$	-
<b>MS4 Credits</b>						
MS4 Credits Taken	\$	-	\$	-	\$	-
<b>Total MS4 Credits</b>	\$	-	\$	-	\$	-
<b>Cleaning Streets &amp; Gutters</b>						
Street Sweeping/Maintenance	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Street Debris Disposals/Management	\$	-	\$	-	\$	-
Street Sweeping OTHER	\$	-	\$	-	\$	-
<b>Total Cleaning Streets &amp; Gutters</b>	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
<b>Storm Sewers &amp; Drains</b>						
Chapter 92A NPDES Permitting	\$	-	\$	2,250.00	\$	<b>2,250.00</b>
Stormsewer Legal Services	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Stormsewer Repairs & Maintenance	\$	-	\$	2,000.00	\$	<b>2,000.00</b>
Storm Sewer OTHER	\$	-	\$	-	\$	-
<b>Total Storm Sewer &amp; Drains</b>	\$	-	\$	5,750.00	\$	<b>5,750.00</b>
<b>Interoperating Fund Transfers</b>						
Transfer TO General Fund	\$	-	\$	-	\$	-
Transfer TO Capital Improv. Fund	\$	-	\$	-	\$	-

Transfer TO MSW Fund	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>Total Interoperating Fund Transfers</b>	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>TOTAL MS4 FUND EXPENSES</b>	\$	<b>6,620.28</b>	\$	<b>74,250.00</b>	\$	<b>199,250.00</b>

*REVENUES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>Fund Balance</b>	\$ -	\$ 75,000.00	\$ <b>28,000.00</b>
<b>Interest Earnings</b>			
MS4 Fund Business Checking	\$ 487.51	\$ -	\$ <b>500.00</b>
<b>Total Interest</b>	\$ 487.51	\$ -	\$ <b>500.00</b>

<b>Charges for Services</b>			
Return Check Fee	\$ -	\$ -	\$ -
MS4 Certificates	\$ -	\$ -	\$ -
<b>Total Charges for Services</b>	\$ -	\$ -	\$ -

<b>MS4 Fees</b>			
MS4 Fee Base	\$ -	\$ -	\$ <b>182,500.00</b>
MS4 Fee Penalty	\$ -	\$ -	\$ -
Prior Year Collections	\$ -	\$ -	\$ -
MS4 Revenue OTHER	\$ -	\$ -	\$ -
Credit Card Surcharge	\$ -	\$ -	\$ -
<b>Total MS4 Fees</b>	\$ -	\$ -	\$ <b>182,500.00</b>

<b>Interoperating Fund Transfers</b>			
Transfer FROM General Fund	\$ 75,000.00	\$ 53,339.28	\$ <b>16,250.00</b>

<b>Total Interoperating Fund Transfers</b>	\$	75,000.00	\$	53,339.28	\$	<b>16,250.00</b>
<b>TOTAL MS4 FUND REVENUES</b>	\$	<b>75,487.51</b>	\$	<b>53,339.28</b>	\$	<b>199,250.00</b>
<b>NET ORDINARY INCOME (Budget Fund Balance)</b>	\$	<b>68,867.23</b>	\$	<b>(20,910.72)</b>	\$	<b>-</b>
<b>FUND BALANCE</b>	\$	<b>68,867.23</b>	\$	<b>54,089.28</b>	\$	<b>28,000.00</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 2**

## **MS4 Profit and Loss Forecast vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. QuickBooks will generate a "forecast" for each year based on the previous year's expenses and revenues. From this forecast, a monthly Profit and Loss – Forecast vs. Actual report will show actual current expenses and revenues to date compared to where QuickBooks has forecasted it to be. The report 'forecasts' the result of expenses and revenues based on this comparison. This report aids in identifying line-item and ultimately budget funding shortage or surplus potential. Will be shown as a total and not month-by-month.

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
 January through August 2025

	Jan - Aug 25	Forecast	\$ Over Forecast	% of Forecast
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	3,696.30	1,871.83	1,824.47	197.5%
<b>Total 341.00 · Interest Earnings</b>	<b>3,696.30</b>	<b>1,871.83</b>	<b>1,824.47</b>	<b>197.5%</b>
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	227,831.88			
379.20 · MS4 Fee Penalty	167.00			
<b>Total 379.00 · MS4 Fees</b>	<b>227,998.88</b>			
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	0.00	0.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 300.00 · Income</b>	<b>231,695.18</b>	<b>1,871.83</b>	<b>229,823.35</b>	<b>12,378.0%</b>
<b>Total Income</b>	<b>231,695.18</b>	<b>1,871.83</b>	<b>229,823.35</b>	<b>12,378.0%</b>
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges				
400.38 · NSF Fees	-25.00			
400.39 · Bank Charges - Other	0.00	5.00	-5.00	0.0%
<b>Total 400.39 · Bank Charges</b>	<b>-25.00</b>	<b>5.00</b>	<b>-30.00</b>	<b>-500.0%</b>
401.10 · Manager Salary	3,982.68			
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	2,275.00			
<b>Total 402.00 · Auditing/Financial Admin</b>	<b>2,275.00</b>			
404.00 · Legal Services				
404.10 · General	14,410.50			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	1,139.00	9,009.00	-7,870.00	12.6%
<b>Total 404.00 · Legal Services</b>	<b>21,575.00</b>	<b>9,009.00</b>	<b>12,566.00</b>	<b>239.5%</b>
405.10 · Senior Admin Coord. Salary	2,182.06			
405.11 · Clerk Salary	206.89			
406.21 · Office Supplies	453.76			
406.23 · Postage	746.78			
406.31 · Other Professional Service	0.00	158.92	-158.92	0.0%
406.34 · Advertising	186.00	0.00	186.00	100.0%
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	1,391.92	0.00	1,391.92	100.0%
407.420 · IT Dues & Subs	1,419.32	0.00	1,419.32	100.0%
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	<b>2,811.24</b>	<b>0.00</b>	<b>2,811.24</b>	<b>100.0%</b>

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
 January through August 2025

	Jan - Aug 25	Forecast	\$ Over Forecast	% of Forecast
<b>408.00 · Engineering</b>				
408.10 · MS4 Engineerings	27,838.16			
408.12 · MS4 Permitting & Annual Report	3,692.50			
408.13 · Pollution Reduction Plan	527.50			
408.00 · Engineering - Other	0.00			
	<u>32,058.16</u>	<u>28,387.49</u>	<u>-28,387.49</u>	<u>0.0%</u>
<b>Total 408.00 · Engineering</b>	32,058.16	28,387.49	3,670.67	112.9%
<b>430.00 · Public Works</b>				
430.10 · Public Works Salary	12,513.84			
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	660.00			
	<u>660.00</u>			
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	660.00			
<b>Total 430.00 · Public Works</b>	13,173.84			
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	1,314.23			
	<u>1,314.23</u>			
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	1,314.23			
446.42 · Stormwater Permits	500.00	2,500.00	-2,000.00	20.0%
492.00 · Interfund Operating Transfers				
492.01 · Transfer to General Fund	0.00	0.00	0.00	0.0%
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	0.00	0.00	0.0%
<b>Total 400.00 · EXPENSES</b>	<u>81,440.64</u>	<u>40,060.41</u>	<u>41,380.23</u>	<u>203.3%</u>
<b>Total Expense</b>	81,440.64	40,060.41	41,380.23	203.3%
<b>Net Income</b>	<u>150,254.54</u>	<u>-38,188.58</u>	<u>188,443.12</u>	<u>-393.5%</u>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 3**

## **MS4 Profit and Loss Budget vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. The MS4 Profit and Loss Budget vs Actual provides a history of actual expenses and revenues to date compared to the council approved calendar year budget. The report identifies the current year's expenses and revenues to date, tracking financial transactions and providing a percentage of what has occurred versus the anticipated budgeted line-item estimates. This report will indicate whether a line item, and ultimately whether the MS4 Fund budget is running deficits or surpluses according to that calendar year's budget.

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through August 2025

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	3,696.30	500.00	3,196.30	739.3%
<b>Total 341.00 · Interest Earnings</b>	<b>3,696.30</b>	<b>500.00</b>	<b>3,196.30</b>	<b>739.3%</b>
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	227,831.88	182,500.00	45,331.88	124.8%
379.20 · MS4 Fee Penalty	167.00			
<b>Total 379.00 · MS4 Fees</b>	<b>227,998.88</b>	<b>182,500.00</b>	<b>45,498.88</b>	<b>124.9%</b>
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	16,250.00	-16,250.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>16,250.00</b>	<b>-16,250.00</b>	<b>0.0%</b>
<b>Total 300.00 · Income</b>	<b>231,695.18</b>	<b>199,250.00</b>	<b>32,445.18</b>	<b>116.3%</b>
<b>Total Income</b>	<b>231,695.18</b>	<b>199,250.00</b>	<b>32,445.18</b>	<b>116.3%</b>
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges				
400.38 · NSF Fees	-25.00			
<b>Total 400.39 · Bank Charges</b>	<b>-25.00</b>			
401.10 · Manager Salary	3,982.68	2,000.00	1,982.68	199.1%
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	2,275.00	4,000.00	-1,725.00	56.9%
<b>Total 402.00 · Auditing/Financial Admin</b>	<b>2,275.00</b>	<b>4,000.00</b>	<b>-1,725.00</b>	<b>56.9%</b>
404.00 · Legal Services				
404.10 · General	14,410.50			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	1,139.00	30,000.00	-28,861.00	3.8%
<b>Total 404.00 · Legal Services</b>	<b>21,575.00</b>	<b>30,000.00</b>	<b>-8,425.00</b>	<b>71.9%</b>
405.10 · Senior Admin Coord. Salary	2,182.06	4,000.00	-1,817.94	54.6%
405.11 · Clerk Salary	206.89			
406.21 · Office Supplies	453.76			
406.23 · Postage	746.78			
406.34 · Advertising	186.00			
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	1,391.92			
407.420 · IT Dues & Subs	1,419.32			
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	<b>2,811.24</b>			

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through August 2025

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
<b>408.00 · Engineering</b>				
408.10 · MS4 Engineerings	27,838.16	45,000.00	-17,161.84	61.9%
408.11 · MS4 PRP Engineering	0.00	80,000.00	-80,000.00	0.0%
408.12 · MS4 Permitting & Annual Report	3,692.50			
408.13 · Pollution Reduction Plan	527.50			
<b>Total 408.00 · Engineering</b>	<b>32,058.16</b>	<b>125,000.00</b>	<b>-92,941.84</b>	<b>25.6%</b>
<b>430.00 · Public Works</b>				
430.10 · Public Works Salary	12,513.84			
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	660.00			
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	<b>660.00</b>			
430.00 · Public Works - Other	0.00	20,000.00	-20,000.00	0.0%
<b>Total 430.00 · Public Works</b>	<b>13,173.84</b>	<b>20,000.00</b>	<b>-6,826.16</b>	<b>65.9%</b>
<b>431.00 · Cleaning of Streets &amp; Gutters</b>				
431.10 · Street Sweeping/ Maintenance	0.00	1,500.00	-1,500.00	0.0%
<b>Total 431.00 · Cleaning of Streets &amp; Gutters</b>	<b>0.00</b>	<b>1,500.00</b>	<b>-1,500.00</b>	<b>0.0%</b>
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	1,314.23	2,000.00	-685.77	65.7%
436.314 · Stormsewer Legal Services	0.00	1,500.00	-1,500.00	0.0%
436.49 · Chapter 92A NPDES Permitting	0.00	2,250.00	-2,250.00	0.0%
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	<b>1,314.23</b>	<b>5,750.00</b>	<b>-4,435.77</b>	<b>22.9%</b>
446.42 · Stormwater Permits	500.00			
492.00 · Interfund Operating Transfers				
492.96 · Transfer to MSW Fund	0.00	7,000.00	-7,000.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>7,000.00</b>	<b>-7,000.00</b>	<b>0.0%</b>
<b>Total 400.00 · EXPENSES</b>	<b>81,440.64</b>	<b>199,250.00</b>	<b>-117,809.36</b>	<b>40.9%</b>
<b>Total Expense</b>	<b>81,440.64</b>	<b>199,250.00</b>	<b>-117,809.36</b>	<b>40.9%</b>
<b>Net Income</b>	<b>150,254.54</b>	<b>0.00</b>	<b>150,254.54</b>	<b>100.0%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 4**

## **Bill Pay Report – Ratification to Pay Bills**

**IMPORTANCE:** The 'Bill Pay Report' is a list of open invoices received and bills that were paid during a given week throughout a specified month. The Bill Pay Report coincides with the Boards 'Finance Update' item under the Boards meeting agenda. The Bill Pay Report will identify each invoice that was paid for by the MS4 Fund checking account, signified by a red check mark.

12:41 PM

08/01/25

# MS4 Fund Unpaid Bills Detail As of August 1, 2025

Type	Date	Num	Due Date	Aging	Open Balance
✓ Colliers Engineering & Design, Inc.					
Bill	05/05/2025	#1050035-BBSA0001	05/05/2025	88	8,165.65
Bill	06/04/2025	#1059829-BBSA0001	06/04/2025	58	2,840.44
Total Colliers Engineering & Design, Inc.					11,006.09
TOTAL					11,006.09

✓ = check cut on 8/1/25 (JS)

Reviewed  
AUG 01 2025  


# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ <b>Borough of Bath</b> Bill	07/22/2025	2025-002	07/22/2025	17	15,446.62
Total Borough of Bath					15,446.62
✓ <b>Colliers Engineering &amp; Design, Inc.</b> Bill	08/07/2025	#1080579-BBSA0003	08/07/2025	1	338.75
Bill	08/07/2025	#1080552-BBSA0002	08/07/2025	1	527.50
Bill	08/07/2025	#1080582-BBSA0001	08/07/2025	1	1,154.79
Total Colliers Engineering & Design, Inc.					2,021.04
✓ <b>Financial Related Services, LLC</b> Bill	07/31/2025	Inv #BSWA-July'25	07/31/2025	8	110.00
Total Financial Related Services, LLC					110.00
✓ <b>PA Department of Environmental Protection</b> Bill	08/07/2025	Joint NPDES Permit	08/17/2025		500.00
Total PA Department of Environmental Protection					500.00
<b>Salzmann Hughes, P.C.</b> Bill	07/31/2025	Inv #53429	08/30/2025		2,047.50
Total Salzmann Hughes, P.C.					2,047.50
<b>TOTAL</b>					<b>20,125.16</b>

✓ = check cut on 8/8/25 (15)

Reviewed

AUG 08 2025



# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
PA Department of Environmental Protection					
Bill	08/15/2025	Inv #1427142	11/01/2025		2,500.00
Total PA Department of Environmental Protection					2,500.00
Salzmann Hughes, P.C.					
Bill	07/31/2025	Inv #53429	08/30/2025		2,047.50
Total Salzmann Hughes, P.C.					2,047.50
TOTAL					4,547.50

✓ = check cut on 8/22/25 (JB)

Reviewed  
AUG 22 2025  


11:00 AM

08/29/25

# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
Drivelocker LLC Bill	07/31/2025	Inv #5974	07/31/2025	29	328.95
Total Drivelocker LLC					328.95
PA Department of Environmental Protection Bill	08/15/2025	Inv #1427142	11/01/2025		2,500.00
Total PA Department of Environmental Protection					2,500.00
<b>TOTAL</b>					<b>2,828.95</b>

✓ = check cut on 8/29/25 (SS)

Reviewed

AUG 29 2025



**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 5**

## **Account Reconciliations: Four Funds\***

### **MS4 | Debt | Capital | Reserve**

**IMPORTANT:** Bank account reconciliations provide the full details of financial transactions relative to the fund being examined. The reconciliations indicate all cleared and uncleared checks written against the identified bank account. The reconciliation report will also indicate a closing month fund balance. Reconciliations are important to compare against the bank account issued statement, ensuring financial reporting accuracy between the banking institution and recorded entries by the Borough through its account management software. This section will include an account 'Reconciliation Summary' along with the 'Reconciliation Detail' for the six major funds identified above. All other accounts are reconciled to within a month of this report and can be made available upon request.

*\*As of January 2025, the Authority has one fund, the MS4 Fund.*

11:10 AM

09/05/25

**MS4 Fund**  
**Reconciliation Summary**  
**100.00 · Muni Now Acct #224, Period Ending 08/31/2025**

---

	<u>Aug 31, 25</u>
<b>Beginning Balance</b>	226,842.99
<b>Cleared Transactions</b>	
Checks and Payments - 5 items	-28,613.75
Deposits and Credits - 2 items	1,330.72
	<u>-27,283.03</u>
<b>Cleared Balance</b>	<b><u>199,559.96</u></b>
<b>Uncleared Transactions</b>	
Checks and Payments - 3 items	-2,876.45
	<u>-2,876.45</u>
<b>Register Balance as of 08/31/2025</b>	<b><u>196,683.51</u></b>
<b>Ending Balance</b>	196,683.51

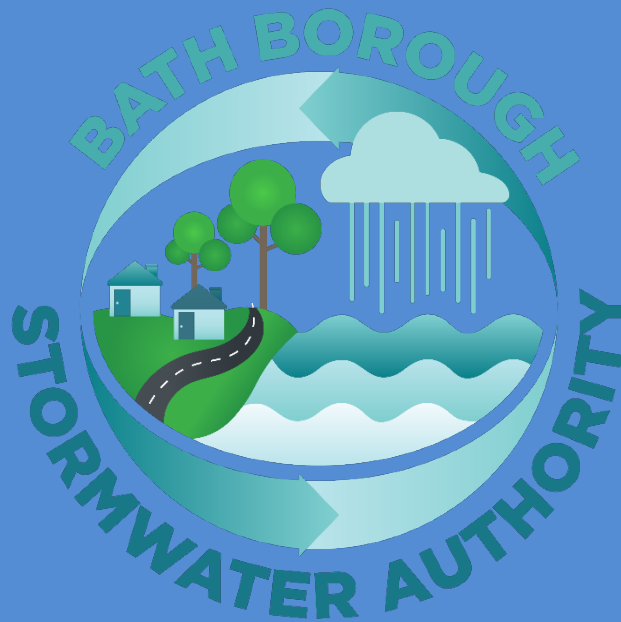
## MS4 Fund Reconciliation Detail

100.00 · Muni Now Acct #224, Period Ending 08/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						226,842.99
<b>Cleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Check	07/18/2025	562	Steckel Properties LLC	X	-30.00	-30.00
Bill Pmt -Check	08/01/2025	563	Colliers Engineering & Design, I...	X	-11,006.09	-11,036.09
Bill Pmt -Check	08/08/2025	564	Borough of Bath	X	-15,446.62	-26,482.71
Bill Pmt -Check	08/08/2025	565	Colliers Engineering & Design, I...	X	-2,021.04	-28,503.75
Bill Pmt -Check	08/08/2025	566	Financial Related Services, LLC	X	-110.00	-28,613.75
Total Checks and Payments					-28,613.75	-28,613.75
<b>Deposits and Credits - 2 items</b>						
General Journal	08/31/2025	2025-AJE-12		X	594.00	594.00
Deposit	08/31/2025			X	736.72	1,330.72
Total Deposits and Credits					1,330.72	1,330.72
Total Cleared Transactions					-27,283.03	-27,283.03
Cleared Balance					-27,283.03	199,559.96
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Bill Pmt -Check	08/08/2025	567	PA Department of Environmenta...		-500.00	-500.00
Bill Pmt -Check	08/22/2025	568	Salzmann Hughes, P.C.		-2,047.50	-2,547.50
Bill Pmt -Check	08/29/2025	569	Drivelocker LLC		-328.95	-2,876.45
Total Checks and Payments					-2,876.45	-2,876.45
Total Uncleared Transactions					-2,876.45	-2,876.45
Register Balance as of 08/31/2025					-30,159.48	196,683.51
<b>Ending Balance</b>					<b>-30,159.48</b>	<b>196,683.51</b>

# BATH BOROUGH STORMWATER AUTHORITY TREASURERS REPORT

BUDGET FUNDS  
MS4 | DEBT | CAPITAL | RESERVE



*Clean Water, Healthy Life!*

FOR THE REPORTING MONTH OF  
**SEPTEMBER - 2025**

BRIAN SCHOENEGER, TREASURER  
BRADFORD T. FLYNN, AUTHORITY MANAGER

121 S. Walnut Street  
Telephone (610) 837-6525

Bath, PA 18014  
[www.bathborough.org](http://www.bathborough.org)

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SECTION 5. Account Reconciliations: Four Funds (If Active)

A. MS4 Fund

B. Debt Fund (Inactive)

C. Capital Fund (Inactive)

D. Reserve Fund (Inactive)

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

**SECTION 1**

**MS4 ADOPTED ANNUAL BUDGET**

**IMPORTANCE:** The adopted budget allows the Board to review expenditures and revenues anticipated in the upcoming budget year. The remaining sections of this report will provide a forecast of expenses as recorded, in addition to how money was actually spent versus what was budgeted.

## 2025 MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) FUND

*EXPENSES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>General Government Administration</b>			
Bank Charges	\$ -	\$ -	\$ -
<b>Total Bank Charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Legal Services</b>			
Legal Services	\$ 1,803.85	\$ 25,000.00	\$ 30,000.00
<b>TOTAL Legal Services</b>	<b>\$ 1,803.85</b>	<b>\$ 25,000.00</b>	<b>\$ 30,000.00</b>
<b>General Government</b>			
Office Supplies	\$ 100.46	\$ -	\$ -
<b>TOTAL General Government</b>	<b>\$ 100.46</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Secretary (Office Administration)</b>			
Manager	\$ -	\$ -	\$ 2,000.00
Senior Admin. Coord. - Billing	\$ -	\$ -	\$ 4,000.00
Bookkeeper	\$ -	\$ -	\$ 4,000.00
<b>TOTAL Secretary (Office Administration)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>
<b>Engineering Services</b>			
MS4 Engineering	\$ 4,715.97	\$ 35,000.00	\$ 45,000.00
MS4 PRP Engineering	\$ -	\$ -	\$ 80,000.00
<b>Total Engineering</b>	<b>\$ 4,715.97</b>	<b>\$ 35,000.00</b>	<b>\$ 125,000.00</b>
<b>Public Works</b>			
Personnel	\$ -	\$ -	\$ 20,000.00

<b>TOTAL Public Works</b>	\$	-	\$	-	\$	<b>20,000.00</b>
<b>Capital Construction &amp; Maintenance</b>						
Major Construction	\$	-	\$	-	\$	-
Minor Construction	\$	-	\$	-	\$	-
Equipment Rentals	\$	-	\$	-	\$	-
MS4 Maintenance Activities	\$	-	\$	-	\$	-
<b>Total Capital Construction &amp; Maintenance</b>	\$	-	\$	-	\$	-
<b>MS4 Credits</b>						
MS4 Credits Taken	\$	-	\$	-	\$	-
<b>Total MS4 Credits</b>	\$	-	\$	-	\$	-
<b>Cleaning Streets &amp; Gutters</b>						
Street Sweeping/Maintenance	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Street Debris Disposals/Management	\$	-	\$	-	\$	-
Street Sweeping OTHER	\$	-	\$	-	\$	-
<b>Total Cleaning Streets &amp; Gutters</b>	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
<b>Storm Sewers &amp; Drains</b>						
Chapter 92A NPDES Permitting	\$	-	\$	2,250.00	\$	<b>2,250.00</b>
Stormsewer Legal Services	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Stormsewer Repairs & Maintenance	\$	-	\$	2,000.00	\$	<b>2,000.00</b>
Storm Sewer OTHER	\$	-	\$	-	\$	-
<b>Total Storm Sewer &amp; Drains</b>	\$	-	\$	5,750.00	\$	<b>5,750.00</b>
<b>Interoperating Fund Transfers</b>						
Transfer TO General Fund	\$	-	\$	-	\$	-
Transfer TO Capital Improv. Fund	\$	-	\$	-	\$	-

Transfer TO MSW Fund	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>Total Interoperating Fund Transfers</b>	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>TOTAL MS4 FUND EXPENSES</b>	\$	<b>6,620.28</b>	\$	<b>74,250.00</b>	\$	<b>199,250.00</b>

*REVENUES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>Fund Balance</b>	\$ -	\$ 75,000.00	\$ 28,000.00
<b>Interest Earnings</b>			
MS4 Fund Business Checking	\$ 487.51	\$ -	\$ 500.00
<b>Total Interest</b>	\$ 487.51	\$ -	\$ 500.00

<b>Charges for Services</b>			
Return Check Fee	\$ -	\$ -	\$ -
MS4 Certificates	\$ -	\$ -	\$ -
<b>Total Charges for Services</b>	\$ -	\$ -	\$ -

<b>MS4 Fees</b>			
MS4 Fee Base	\$ -	\$ -	\$ 182,500.00
MS4 Fee Penalty	\$ -	\$ -	\$ -
Prior Year Collections	\$ -	\$ -	\$ -
MS4 Revenue OTHER	\$ -	\$ -	\$ -
Credit Card Surcharge	\$ -	\$ -	\$ -
<b>Total MS4 Fees</b>	\$ -	\$ -	\$ 182,500.00

<b>Interoperating Fund Transfers</b>			
Transfer FROM General Fund	\$ 75,000.00	\$ 53,339.28	\$ 16,250.00

<b>Total Interoperating Fund Transfers</b>	\$	75,000.00	\$	53,339.28	\$	<b>16,250.00</b>
<b>TOTAL MS4 FUND REVENUES</b>	\$	<b>75,487.51</b>	\$	<b>53,339.28</b>	\$	<b>199,250.00</b>
<b>NET ORDINARY INCOME (Budget Fund Balance)</b>	\$	<b>68,867.23</b>	\$	<b>(20,910.72)</b>	\$	<b>-</b>
<b>FUND BALANCE</b>	\$	<b>68,867.23</b>	\$	<b>54,089.28</b>	\$	<b>28,000.00</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 2**

## **MS4 Profit and Loss Forecast vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. QuickBooks will generate a "forecast" for each year based on the previous year's expenses and revenues. From this forecast, a monthly Profit and Loss – Forecast vs. Actual report will show actual current expenses and revenues to date compared to where QuickBooks has forecasted it to be. The report 'forecasts' the result of expenses and revenues based on this comparison. This report aids in identifying line-item and ultimately budget funding shortage or surplus potential. Will be shown as a total and not month-by-month.

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
 January through September 2025

	Jan - Sep 25	Forecast	\$ Over Forecast	% of Forecast
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	4,318.24	2,002.73	2,315.51	215.6%
<b>Total 341.00 · Interest Earnings</b>	4,318.24	2,002.73	2,315.51	215.6%
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	228,563.88			
379.20 · MS4 Fee Penalty	240.20			
<b>Total 379.00 · MS4 Fees</b>	228,804.08			
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	0.00	0.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	0.00	0.00	0.00	0.0%
<b>Total 300.00 · Income</b>	233,122.32	2,002.73	231,119.59	11,640.2%
<b>Total Income</b>	233,122.32	2,002.73	231,119.59	11,640.2%
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges				
400.38 · NSF Fees	-25.00			
400.39 · Bank Charges - Other	0.00	5.00	-5.00	0.0%
<b>Total 400.39 · Bank Charges</b>	-25.00	5.00	-30.00	-500.0%
401.10 · Manager Salary	3,982.68			
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	2,357.50			
<b>Total 402.00 · Auditing/Financial Admin</b>	2,357.50			
404.00 · Legal Services				
404.10 · General	16,360.50			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	0.00	12,624.00	-12,624.00	0.0%
<b>Total 404.00 · Legal Services</b>	22,386.00	12,624.00	9,762.00	177.3%
405.10 · Senior Admin Coord. Salary	2,182.06			
405.11 · Clerk Salary	206.89			
406.21 · Office Supplies	453.76			
406.23 · Postage	746.78			
406.31 · Other Professional Service	0.00	158.92	-158.92	0.0%
406.34 · Advertising	186.00	374.60	-188.60	49.7%
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	1,397.71	0.00	1,397.71	100.0%
407.420 · IT Dues & Subs	1,479.31	0.00	1,479.31	100.0%
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	2,877.02	0.00	2,877.02	100.0%

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
 January through September 2025

	Jan - Sep 25	Forecast	\$ Over Forecast	% of Forecast
<b>408.00 · Engineering</b>				
408.10 · MS4 Engineerings	29,091.59			
408.11 · MS4 PRP Engineering	18,808.99			
408.12 · MS4 Permitting & Annual Report	5,424.76			
408.00 · Engineering - Other	0.00			
	<u>53,325.34</u>	<u>28,428.74</u>	<u>-28,428.74</u>	<u>0.0%</u>
<b>Total 408.00 · Engineering</b>	53,325.34	28,428.74	24,896.60	187.6%
<b>430.00 · Public Works</b>				
430.10 · Public Works Salary	12,513.84			
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	660.00			
	<u>660.00</u>			
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	660.00			
<b>Total 430.00 · Public Works</b>	13,173.84			
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	1,314.23			
	<u>1,314.23</u>			
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	1,314.23			
446.42 · Stormwater Permits	3,000.00	2,500.00	500.00	120.0%
492.00 · Interfund Operating Transfers				
492.01 · Transfer to General Fund	0.00	0.00	0.00	0.0%
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	0.00	0.00	0.0%
<b>Total 400.00 · EXPENSES</b>	<u>106,167.10</u>	<u>44,091.26</u>	<u>62,075.84</u>	<u>240.8%</u>
<b>Total Expense</b>	106,167.10	44,091.26	62,075.84	240.8%
<b>Net Income</b>	<u>126,955.22</u>	<u>-42,088.53</u>	<u>169,043.75</u>	<u>-301.6%</u>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 3**

## **MS4 Profit and Loss Budget vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. The MS4 Profit and Loss Budget vs Actual provides a history of actual expenses and revenues to date compared to the council approved calendar year budget. The report identifies the current year's expenses and revenues to date, tracking financial transactions and providing a percentage of what has occurred versus the anticipated budgeted line-item estimates. This report will indicate whether a line item, and ultimately whether the MS4 Fund budget is running deficits or surpluses according to that calendar year's budget.

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through September 2025

	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	4,318.24	500.00	3,818.24	863.6%
<b>Total 341.00 · Interest Earnings</b>	<b>4,318.24</b>	<b>500.00</b>	<b>3,818.24</b>	<b>863.6%</b>
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	228,563.88	182,500.00	46,063.88	125.2%
379.20 · MS4 Fee Penalty	240.20			
<b>Total 379.00 · MS4 Fees</b>	<b>228,804.08</b>	<b>182,500.00</b>	<b>46,304.08</b>	<b>125.4%</b>
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	16,250.00	-16,250.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>16,250.00</b>	<b>-16,250.00</b>	<b>0.0%</b>
<b>Total 300.00 · Income</b>	<b>233,122.32</b>	<b>199,250.00</b>	<b>33,872.32</b>	<b>117.0%</b>
<b>Total Income</b>	<b>233,122.32</b>	<b>199,250.00</b>	<b>33,872.32</b>	<b>117.0%</b>
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges				
400.38 · NSF Fees	-25.00			
<b>Total 400.39 · Bank Charges</b>	<b>-25.00</b>			
401.10 · Manager Salary	3,982.68	2,000.00	1,982.68	199.1%
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	2,357.50	4,000.00	-1,642.50	58.9%
<b>Total 402.00 · Auditing/Financial Admin</b>	<b>2,357.50</b>	<b>4,000.00</b>	<b>-1,642.50</b>	<b>58.9%</b>
404.00 · Legal Services				
404.10 · General	17,499.50			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	0.00	30,000.00	-30,000.00	0.0%
<b>Total 404.00 · Legal Services</b>	<b>23,525.00</b>	<b>30,000.00</b>	<b>-6,475.00</b>	<b>78.4%</b>
405.10 · Senior Admin Coord. Salary	2,182.06	4,000.00	-1,817.94	54.6%
405.11 · Clerk Salary	206.89			
406.21 · Office Supplies	453.76			
406.23 · Postage	746.78			
406.34 · Advertising	186.00			
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	1,513.46			
407.420 · IT Dues & Subs	1,626.73			
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	<b>3,140.19</b>			
408.00 · Engineering				
408.10 · MS4 Engineerings	29,091.59	45,000.00	-15,908.41	64.6%
408.11 · MS4 PRP Engineering	18,808.99	80,000.00	-61,191.01	23.5%
408.12 · MS4 Permitting & Annual Report	5,424.76			
<b>Total 408.00 · Engineering</b>	<b>53,325.34</b>	<b>125,000.00</b>	<b>-71,674.66</b>	<b>42.7%</b>

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through September 2025

	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
<b>430.00 · Public Works</b>				
430.10 · Public Works Salary	12,513.84	20,000.00	-7,486.16	62.6%
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	660.00			
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	660.00			
430.00 · Public Works - Other	0.00	0.00	0.00	0.0%
<b>Total 430.00 · Public Works</b>	13,173.84	20,000.00	-6,826.16	65.9%
<b>431.00 · Cleaning of Streets &amp; Gutters</b>				
431.10 · Street Sweeping/ Maintenance	0.00	1,500.00	-1,500.00	0.0%
<b>Total 431.00 · Cleaning of Streets &amp; Gutters</b>	0.00	1,500.00	-1,500.00	0.0%
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	1,314.23	2,000.00	-685.77	65.7%
436.314 · Stormsewer Legal Services	0.00	1,500.00	-1,500.00	0.0%
436.49 · Chapter 92A NPDES Permitting	0.00	2,250.00	-2,250.00	0.0%
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	1,314.23	5,750.00	-4,435.77	22.9%
446.42 · Stormwater Permits	500.00			
<b>492.00 · Interfund Operating Transfers</b>				
492.96 · Transfer to MSW Fund	0.00	7,000.00	-7,000.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	7,000.00	-7,000.00	0.0%
<b>Total 400.00 · EXPENSES</b>	105,069.27	199,250.00	-94,180.73	52.7%
<b>Total Expense</b>	105,069.27	199,250.00	-94,180.73	52.7%
<b>Net Income</b>	<b>128,053.05</b>	<b>0.00</b>	<b>128,053.05</b>	<b>100.0%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 4**

## **Bill Pay Report – Ratification to Pay Bills**

**IMPORTANCE:** The 'Bill Pay Report' is a list of open invoices received and bills that were paid during a given week throughout a specified month. The Bill Pay Report coincides with the Boards 'Finance Update' item under the Boards meeting agenda. The Bill Pay Report will identify each invoice that was paid for by the MS4 Fund checking account, signified by a red check mark.

2:24 PM

09/05/25

# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
<b>Financial Related Services, LLC</b>					
Bill	08/31/2025	Inv #BSWA-Aug'25	08/31/2025	5	82.50
Total Financial Related Services, LLC					82.50
<b>PA Department of Environmental Protection</b>					
Bill	08/15/2025	Inv #1427142	11/01/2025		2,500.00
Total PA Department of Environmental Protection					2,500.00
<b>Penn State Extension</b>					
Bill	09/03/2025	100	09/03/2025	2	675.00
Total Penn State Extension					675.00
<b>Salzmann Hughes, P.C.</b>					
Bill	08/31/2025	Inv #54021	09/30/2025		1,950.00
Total Salzmann Hughes, P.C.					1,950.00
<b>TOTAL</b>					<b>5,207.50</b>

*Voided  
of expense*

*✓ check cut on 9/5/25 (JS)*

**Reviewed**

**SEP 05 2025**

# MS4 Fund Unpaid Bills Detail As of September 12, 2025

Type	Date	Num	Due Date	Aging	Open Balance
<b>Colliers Engineering &amp; Design, Inc.</b>					
Bill	09/05/2025	#1090301-BBSA0003	09/05/2025	7	1,732.26
Bill	09/05/2025	#1090380-BBSA0002	09/05/2025	7	18,281.49
Bill	09/05/2025	#1090302-BBSA0001	09/05/2025	7	1,253.43
Total Colliers Engineering & Design, Inc.					21,267.18
<b>PA Department of Environmental Protection</b>					
Bill	08/15/2025	Inv #1427142	11/01/2025		2,500.00
Total PA Department of Environmental Protection					2,500.00
<b>Salzmann Hughes, P.C.</b>					
Bill	08/31/2025	Inv #54021	09/30/2025		1,950.00
Total Salzmann Hughes, P.C.					1,950.00
<b>TOTAL</b>					<b>25,717.18</b>

✓ = check cut on 9/12/25 (JS)

Reviewed

SEP 05 2025

*(Signature)*

9:13 AM

09/19/25

# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Driveloader LLC					
Bill	08/31/2025	Inv #6040	08/31/2025	19	328.95
Total Driveloader LLC					328.95
PA Department of Environmental Protection					
Bill	08/15/2025	Inv #1427142	11/01/2025		2,500.00
Total PA Department of Environmental Protection					2,500.00
✓ Salzmman Hughes, P.C.					
Bill	08/31/2025	Inv #54021	09/30/2025		1,950.00
Total Salzmman Hughes, P.C.					1,950.00
<b>TOTAL</b>					<b>4,778.95</b>

✓=check cut on 9/19/25 (15)

Reviewed

SEP 19 2025



**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 5**

## **Account Reconciliations: Four Funds\***

### **MS4 | Debt | Capital | Reserve**

**IMPORTANT:** Bank account reconciliations provide the full details of financial transactions relative to the fund being examined. The reconciliations indicate all cleared and uncleared checks written against the identified bank account. The reconciliation report will also indicate a closing month fund balance. Reconciliations are important to compare against the bank account issued statement, ensuring financial reporting accuracy between the banking institution and recorded entries by the Borough through its account management software. This section will include an account 'Reconciliation Summary' along with the 'Reconciliation Detail' for the six major funds identified above. All other accounts are reconciled to within a month of this report and can be made available upon request.

*\*As of January 2025, the Authority has one fund, the MS4 Fund.*

11:51 AM

10/10/25

**MS4 Fund**  
**Reconciliation Summary**  
**100.00 · Muni Now Acct #224, Period Ending 09/30/2025**

---

	<u>Sep 30, 25</u>	
<b>Beginning Balance</b>		199,559.96
<b>Cleared Transactions</b>		
Checks and Payments - 6 items	-26,005.08	
Deposits and Credits - 4 items	1,427.14	
<b>Total Cleared Transactions</b>	<u>-24,577.94</u>	
<b>Cleared Balance</b>		<b><u>174,982.02</u></b>
<b>Uncleared Transactions</b>		
Checks and Payments - 1 item	-500.00	
<b>Total Uncleared Transactions</b>	<u>-500.00</u>	
<b>Register Balance as of 09/30/2025</b>		<b><u>174,482.02</u></b>
<b>Ending Balance</b>		174,482.02

11:51 AM

10/10/25

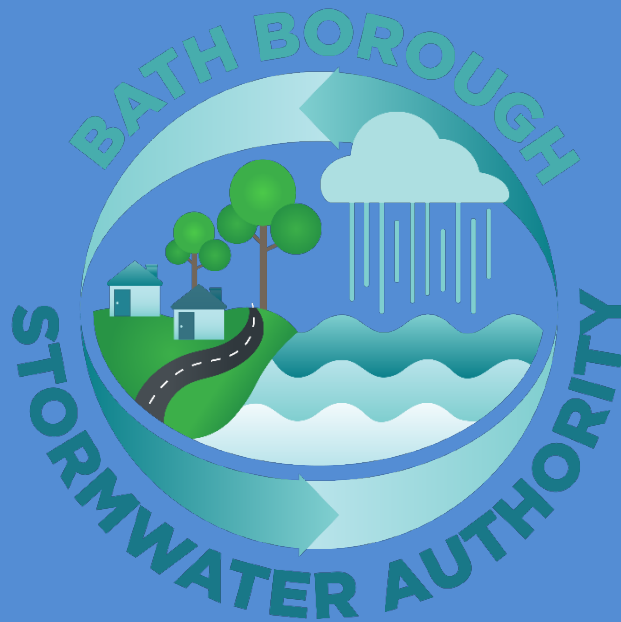
## MS4 Fund Reconciliation Detail

100.00 · Muni Now Acct #224, Period Ending 09/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						199,559.96
<b>Cleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Bill Pmt -Check	08/22/2025	568	Salzmann Hughes, P.C.	X	-2,047.50	-2,047.50
Bill Pmt -Check	08/29/2025	569	Drivelocker LLC	X	-328.95	-2,376.45
Bill Pmt -Check	09/05/2025	570	Financial Related Services, LLC	X	-82.50	-2,458.95
Bill Pmt -Check	09/12/2025	572	Colliers Engineering & Design, Inc.	X	-21,267.18	-23,726.13
Bill Pmt -Check	09/19/2025	574	Salzmann Hughes, P.C.	X	-1,950.00	-25,676.13
Bill Pmt -Check	09/19/2025	573	Drivelocker LLC	X	-328.95	-26,005.08
Total Checks and Payments					-26,005.08	-26,005.08
<b>Deposits and Credits - 4 items</b>						
Bill Pmt -Check	09/05/2025	571	Penn State Extension	X	0.00	0.00
General Journal	09/30/2025	2025-...		X	88.00	88.00
Deposit	09/30/2025			X	621.94	709.94
General Journal	10/10/2025	2025-...		X	717.20	1,427.14
Total Deposits and Credits					1,427.14	1,427.14
Total Cleared Transactions					-24,577.94	-24,577.94
Cleared Balance					-24,577.94	174,982.02
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	08/08/2025	567	PA Department of Environmental Protection		-500.00	-500.00
Total Checks and Payments					-500.00	-500.00
Total Uncleared Transactions					-500.00	-500.00
Register Balance as of 09/30/2025					-25,077.94	174,482.02
<b>Ending Balance</b>					<b>-25,077.94</b>	<b>174,482.02</b>

# BATH BOROUGH STORMWATER AUTHORITY TREASURERS REPORT

BUDGET FUNDS  
MS4 | DEBT | CAPITAL | RESERVE



*Clean Water, Healthy Life!*

FOR THE REPORTING MONTH OF  
**OCTOBER - 2025**

BRIAN SCHOENEGER, TREASURER  
BRADFORD T. FLYNN, AUTHORITY MANAGER

121 S. Walnut Street

Bath, PA 18014

Telephone (610) 837-6525

[www.bathborough.org](http://www.bathborough.org)

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SECTION 4. Bills Paid Report – Ratification to Pay Bills

SECTION 5. Account Reconciliations: Four Funds (If Active)

A. MS4 Fund

B. Debt Fund (Inactive)

C. Capital Fund (Inactive)

D. Reserve Fund (Inactive)

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

**SECTION 1**

**MS4 ADOPTED ANNUAL BUDGET**

**IMPORTANCE:** The adopted budget allows the Board to review expenditures and revenues anticipated in the upcoming budget year. The remaining sections of this report will provide a forecast of expenses as recorded, in addition to how money was actually spent versus what was budgeted.

## 2025 MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) FUND

*EXPENSES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>General Government Administration</b>			
Bank Charges	\$ -	\$ -	\$ -
<b>Total Bank Charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Legal Services</b>			
Legal Services	\$ 1,803.85	\$ 25,000.00	\$ 30,000.00
<b>TOTAL Legal Services</b>	<b>\$ 1,803.85</b>	<b>\$ 25,000.00</b>	<b>\$ 30,000.00</b>
<b>General Government</b>			
Office Supplies	\$ 100.46	\$ -	\$ -
<b>TOTAL General Government</b>	<b>\$ 100.46</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Secretary (Office Administration)</b>			
Manager	\$ -	\$ -	\$ 2,000.00
Senior Admin. Coord. - Billing	\$ -	\$ -	\$ 4,000.00
Bookkeeper	\$ -	\$ -	\$ 4,000.00
<b>TOTAL Secretary (Office Administration)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>
<b>Engineering Services</b>			
MS4 Engineering	\$ 4,715.97	\$ 35,000.00	\$ 45,000.00
MS4 PRP Engineering	\$ -	\$ -	\$ 80,000.00
<b>Total Engineering</b>	<b>\$ 4,715.97</b>	<b>\$ 35,000.00</b>	<b>\$ 125,000.00</b>
<b>Public Works</b>			
Personnel	\$ -	\$ -	\$ 20,000.00

<b>TOTAL Public Works</b>	\$	-	\$	-	\$	<b>20,000.00</b>
<b>Capital Construction &amp; Maintenance</b>						
Major Construction	\$	-	\$	-	\$	-
Minor Construction	\$	-	\$	-	\$	-
Equipment Rentals	\$	-	\$	-	\$	-
MS4 Maintenance Activities	\$	-	\$	-	\$	-
<b>Total Capital Construction &amp; Maintenance</b>	\$	-	\$	-	\$	-
<b>MS4 Credits</b>						
MS4 Credits Taken	\$	-	\$	-	\$	-
<b>Total MS4 Credits</b>	\$	-	\$	-	\$	-
<b>Cleaning Streets &amp; Gutters</b>						
Street Sweeping/Maintenance	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Street Debris Disposals/Management	\$	-	\$	-	\$	-
Street Sweeping OTHER	\$	-	\$	-	\$	-
<b>Total Cleaning Streets &amp; Gutters</b>	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
<b>Storm Sewers &amp; Drains</b>						
Chapter 92A NPDES Permitting	\$	-	\$	2,250.00	\$	<b>2,250.00</b>
Stormsewer Legal Services	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Stormsewer Repairs & Maintenance	\$	-	\$	2,000.00	\$	<b>2,000.00</b>
Storm Sewer OTHER	\$	-	\$	-	\$	-
<b>Total Storm Sewer &amp; Drains</b>	\$	-	\$	5,750.00	\$	<b>5,750.00</b>
<b>Interoperating Fund Transfers</b>						
Transfer TO General Fund	\$	-	\$	-	\$	-
Transfer TO Capital Improv. Fund	\$	-	\$	-	\$	-

Transfer TO MSW Fund	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>Total Interoperating Fund Transfers</b>	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>TOTAL MS4 FUND EXPENSES</b>	\$	<b>6,620.28</b>	\$	<b>74,250.00</b>	\$	<b>199,250.00</b>

*REVENUES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>Fund Balance</b>	\$ -	\$ 75,000.00	\$ <b>28,000.00</b>
<b>Interest Earnings</b>			
MS4 Fund Business Checking	\$ 487.51	\$ -	\$ <b>500.00</b>
<b>Total Interest</b>	\$ 487.51	\$ -	\$ <b>500.00</b>

<b>Charges for Services</b>			
Return Check Fee	\$ -	\$ -	\$ -
MS4 Certificates	\$ -	\$ -	\$ -
<b>Total Charges for Services</b>	\$ -	\$ -	\$ -

<b>MS4 Fees</b>			
MS4 Fee Base	\$ -	\$ -	\$ <b>182,500.00</b>
MS4 Fee Penalty	\$ -	\$ -	\$ -
Prior Year Collections	\$ -	\$ -	\$ -
MS4 Revenue OTHER	\$ -	\$ -	\$ -
Credit Card Surcharge	\$ -	\$ -	\$ -
<b>Total MS4 Fees</b>	\$ -	\$ -	\$ <b>182,500.00</b>

<b>Interoperating Fund Transfers</b>			
Transfer FROM General Fund	\$ 75,000.00	\$ 53,339.28	\$ <b>16,250.00</b>

<b>Total Interoperating Fund Transfers</b>	\$	75,000.00	\$	53,339.28	\$	<b>16,250.00</b>
<b>TOTAL MS4 FUND REVENUES</b>	\$	<b>75,487.51</b>	\$	<b>53,339.28</b>	\$	<b>199,250.00</b>
<b>NET ORDINARY INCOME (Budget Fund Balance)</b>	\$	<b>68,867.23</b>	\$	<b>(20,910.72)</b>	\$	<b>-</b>
<b>FUND BALANCE</b>	\$	<b>68,867.23</b>	\$	<b>54,089.28</b>	\$	<b>28,000.00</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 2**

## **MS4 Profit and Loss Forecast vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. QuickBooks will generate a "forecast" for each year based on the previous year's expenses and revenues. From this forecast, a monthly Profit and Loss – Forecast vs. Actual report will show actual current expenses and revenues to date compared to where QuickBooks has forecasted it to be. The report 'forecasts' the result of expenses and revenues based on this comparison. This report aids in identifying line-item and ultimately budget funding shortage or surplus potential. Will be shown as a total and not month-by-month.

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
 January through October 2025

	Jan - Oct 25	Forecast	\$ Over Forecast	% of Forecast
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	4,876.57	2,122.59	2,753.98	229.7%
<b>Total 341.00 · Interest Earnings</b>	4,876.57	2,122.59	2,753.98	229.7%
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	229,829.88			
379.20 · MS4 Fee Penalty	366.80			
<b>Total 379.00 · MS4 Fees</b>	230,196.68			
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	0.00	0.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	0.00	0.00	0.00	0.0%
<b>Total 300.00 · Income</b>	235,073.25	2,122.59	232,950.66	11,074.8%
<b>Total Income</b>	235,073.25	2,122.59	232,950.66	11,074.8%
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges				
400.38 · NSF Fees	-25.00			
400.39 · Bank Charges - Other	0.00	5.00	-5.00	0.0%
<b>Total 400.39 · Bank Charges</b>	-25.00	5.00	-30.00	-500.0%
401.10 · Manager Salary	3,982.68			
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	2,357.50			
<b>Total 402.00 · Auditing/Financial Admin</b>	2,357.50			
404.00 · Legal Services				
404.10 · General	17,909.00			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	0.00	14,229.00	-14,229.00	0.0%
<b>Total 404.00 · Legal Services</b>	23,934.50	14,229.00	9,705.50	168.2%
405.10 · Senior Admin Coord. Salary	2,182.06			
405.11 · Clerk Salary	206.89			
406.21 · Office Supplies	453.76			
406.23 · Postage	746.78			
406.31 · Other Professional Service	0.00	158.92	-158.92	0.0%
406.34 · Advertising	186.00	374.60	-188.60	49.7%
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	1,513.46	1,967.75	-454.29	76.9%
407.420 · IT Dues & Subs	1,626.73	532.64	1,094.09	305.4%
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	3,140.19	2,500.39	639.80	125.6%

1:48 PM  
 11/07/25  
 Cash Basis

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
 January through October 2025

	Jan - Oct 25	Forecast	\$ Over Forecast	% of Forecast
<b>408.00 · Engineering</b>				
408.10 · MS4 Engineerings	29,449.87			
408.11 · MS4 PRP Engineering	27,397.29			
408.12 · MS4 Permitting & Annual Report	6,087.41			
408.00 · Engineering - Other	0.00			
	<u>62,934.57</u>	<u>29,507.97</u>	<u>-29,507.97</u>	<u>0.0%</u>
<b>Total 408.00 · Engineering</b>	62,934.57	29,507.97	33,426.60	213.3%
<b>430.00 · Public Works</b>				
430.10 · Public Works Salary	12,513.84			
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	660.00			
	<u>660.00</u>			
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	660.00			
<b>Total 430.00 · Public Works</b>	13,173.84			
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	1,314.23			
	<u>1,314.23</u>			
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	1,314.23			
<b>446.42 · Stormwater Permits</b>	3,000.00	2,500.00	500.00	120.0%
<b>492.00 · Interfund Operating Transfers</b>				
492.01 · Transfer to General Fund	0.00	682.60	-682.60	0.0%
	<u>0.00</u>	<u>682.60</u>	<u>-682.60</u>	<u>0.0%</u>
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	682.60	-682.60	0.0%
<b>Total 400.00 · EXPENSES</b>	<u>117,588.00</u>	<u>49,958.48</u>	<u>67,629.52</u>	<u>235.4%</u>
<b>Total Expense</b>	117,588.00	49,958.48	67,629.52	235.4%
<b>Net Income</b>	<u>117,485.25</u>	<u>-47,835.89</u>	<u>165,321.14</u>	<u>-245.6%</u>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 3**

## **MS4 Profit and Loss Budget vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. The MS4 Profit and Loss Budget vs Actual provides a history of actual expenses and revenues to date compared to the council approved calendar year budget. The report identifies the current year's expenses and revenues to date, tracking financial transactions and providing a percentage of what has occurred versus the anticipated budgeted line-item estimates. This report will indicate whether a line item, and ultimately whether the MS4 Fund budget is running deficits or surpluses according to that calendar year's budget.

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through October 2025

	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	4,876.57	500.00	4,376.57	975.3%
<b>Total 341.00 · Interest Earnings</b>	4,876.57	500.00	4,376.57	975.3%
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	229,829.88	182,500.00	47,329.88	125.9%
379.20 · MS4 Fee Penalty	366.80			
<b>Total 379.00 · MS4 Fees</b>	230,196.68	182,500.00	47,696.68	126.1%
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	16,250.00	-16,250.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	0.00	16,250.00	-16,250.00	0.0%
<b>Total 300.00 · Income</b>	235,073.25	199,250.00	35,823.25	118.0%
<b>Total Income</b>	235,073.25	199,250.00	35,823.25	118.0%
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges				
400.38 · NSF Fees	-25.00			
<b>Total 400.39 · Bank Charges</b>	-25.00			
401.10 · Manager Salary	3,982.68	2,000.00	1,982.68	199.1%
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	2,357.50	4,000.00	-1,642.50	58.9%
<b>Total 402.00 · Auditing/Financial Admin</b>	2,357.50	4,000.00	-1,642.50	58.9%
404.00 · Legal Services				
404.10 · General	17,909.00			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	0.00	30,000.00	-30,000.00	0.0%
<b>Total 404.00 · Legal Services</b>	23,934.50	30,000.00	-6,065.50	79.8%
405.10 · Senior Admin Coord. Salary	2,182.06	4,000.00	-1,817.94	54.6%
405.11 · Clerk Salary	206.89			
406.21 · Office Supplies	453.76			
406.23 · Postage	746.78			
406.34 · Advertising	186.00			
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	1,513.46			
407.420 · IT Dues & Subs	1,626.73			
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	3,140.19			
408.00 · Engineering				
408.10 · MS4 Engineerings	29,449.87	45,000.00	-15,550.13	65.4%
408.11 · MS4 PRP Engineering	27,397.29	80,000.00	-52,602.71	34.2%
408.12 · MS4 Permitting & Annual Report	6,087.41			
<b>Total 408.00 · Engineering</b>	62,934.57	125,000.00	-62,065.43	50.3%

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 Cash Basis

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through October 2025

	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
<b>430.00 · Public Works</b>				
430.10 · Public Works Salary	12,513.84	20,000.00	-7,486.16	62.6%
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	660.00			
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	660.00			
430.00 · Public Works - Other	0.00	0.00	0.00	0.0%
<b>Total 430.00 · Public Works</b>	13,173.84	20,000.00	-6,826.16	65.9%
<b>431.00 · Cleaning of Streets &amp; Gutters</b>				
431.10 · Street Sweeping/ Maintenance	0.00	1,500.00	-1,500.00	0.0%
<b>Total 431.00 · Cleaning of Streets &amp; Gutters</b>	0.00	1,500.00	-1,500.00	0.0%
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	1,314.23	2,000.00	-685.77	65.7%
436.314 · Stormsewer Legal Services	0.00	1,500.00	-1,500.00	0.0%
436.49 · Chapter 92A NPDES Permitting	0.00	2,250.00	-2,250.00	0.0%
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	1,314.23	5,750.00	-4,435.77	22.9%
446.42 · Stormwater Permits	3,000.00			
<b>492.00 · Interfund Operating Transfers</b>				
492.96 · Transfer to MSW Fund	0.00	7,000.00	-7,000.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	7,000.00	-7,000.00	0.0%
<b>Total 400.00 · EXPENSES</b>	117,588.00	199,250.00	-81,662.00	59.0%
<b>Total Expense</b>	117,588.00	199,250.00	-81,662.00	59.0%
<b>Net Income</b>	<b>117,485.25</b>	<b>0.00</b>	<b>117,485.25</b>	<b>100.0%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 4**

## **Bill Pay Report – Ratification to Pay Bills**

**IMPORTANCE:** The 'Bill Pay Report' is a list of open invoices received and bills that were paid during a given week throughout a specified month. The Bill Pay Report coincides with the Boards 'Finance Update' item under the Boards meeting agenda. The Bill Pay Report will identify each invoice that was paid for by the MS4 Fund checking account, signified by a red check mark.

# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Colliers Engineering & Design, Inc.					
Bill	10/03/2025	#1100633-BBSA0003	10/03/2025	7	662.65
Bill	10/03/2025	#1100610-BBSA0002	10/03/2025	7	8,588.30
Bill	10/03/2025	#1100634-BBSA0001	10/03/2025	7	358.28
Total Colliers Engineering & Design, Inc.					9,609.23
✓ PA Department of Environmental Protection					
Bill	08/15/2025	Inv #1427142	11/01/2025		2,500.00
Total PA Department of Environmental Protection					2,500.00
Salzmann Hughes, P.C.					
Bill	09/30/2025	Inv #55163	10/30/2025		409.50
Total Salzmann Hughes, P.C.					409.50
<b>TOTAL</b>					<b>12,518.73</b>

✓=check cut on 10/10/25 JS

Reviewed

OCT 10 2025



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10/17/25

# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Salzmänn Hughes, P.C. Bill	09/30/2025	Inv #55163	10/30/2025		409.50
Total Salzmänn Hughes, P.C.					409.50
TOTAL					409.50

✓ = check cut on 10/17/25 (8)

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 5**

## **Account Reconciliations: Four Funds\***

### **MS4 | Debt | Capital | Reserve**

**IMPORTANT:** Bank account reconciliations provide the full details of financial transactions relative to the fund being examined. The reconciliations indicate all cleared and uncleared checks written against the identified bank account. The reconciliation report will also indicate a closing month fund balance. Reconciliations are important to compare against the bank account issued statement, ensuring financial reporting accuracy between the banking institution and recorded entries by the Borough through its account management software. This section will include an account 'Reconciliation Summary' along with the 'Reconciliation Detail' for the six major funds identified above. All other accounts are reconciled to within a month of this report and can be made available upon request.

*\*As of January 2025, the Authority has one fund, the MS4 Fund.*

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# MS4 Fund Reconciliation Summary

100.00 · Muni Now Acct #224, Period Ending 10/31/2025

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	<u>Oct 31, 25</u>
<b>Beginning Balance</b>	174,982.02
<b>Cleared Transactions</b>	
Checks and Payments - 2 items	-10,018.73
Deposits and Credits - 2 items	1,950.93
	<u>-8,067.80</u>
<b>Cleared Balance</b>	<b><u>166,914.22</u></b>
<b>Uncleared Transactions</b>	
Checks and Payments - 2 items	-3,000.00
	<u>-3,000.00</u>
<b>Register Balance as of 10/31/2025</b>	<b><u>163,914.22</u></b>
<b>Ending Balance</b>	163,914.22

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11/07/25

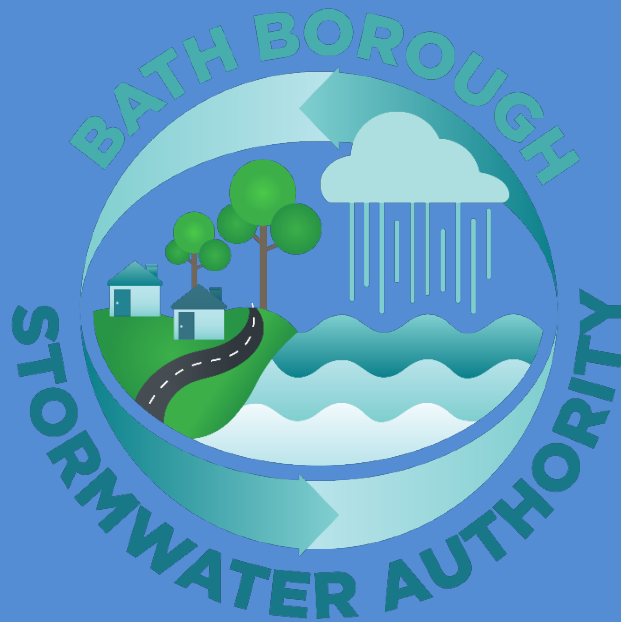
## MS4 Fund Reconciliation Detail

100.00 · Muni Now Acct #224, Period Ending 10/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						174,982.02
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	10/10/2025	575	Colliers Engineering & Design, Inc.	X	-9,609.23	-9,609.23
Bill Pmt -Check	10/17/2025	577	Salzmann Hughes, P.C.	X	-409.50	-10,018.73
Total Checks and Payments					-10,018.73	-10,018.73
<b>Deposits and Credits - 2 items</b>						
Deposit	10/31/2025			X	558.33	558.33
General Journal	10/31/2025	2025-...		X	1,392.60	1,950.93
Total Deposits and Credits					1,950.93	1,950.93
Total Cleared Transactions					-8,067.80	-8,067.80
Cleared Balance					-8,067.80	166,914.22
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	08/08/2025	567	PA Department of Environmental Protection		-500.00	-500.00
Bill Pmt -Check	10/10/2025	576	PA Department of Environmental Protection		-2,500.00	-3,000.00
Total Checks and Payments					-3,000.00	-3,000.00
Total Uncleared Transactions					-3,000.00	-3,000.00
Register Balance as of 10/31/2025					-11,067.80	163,914.22
<b>Ending Balance</b>					<b>-11,067.80</b>	<b>163,914.22</b>

# BATH BOROUGH STORMWATER AUTHORITY TREASURERS REPORT

BUDGET FUNDS  
MS4 | DEBT | CAPITAL | RESERVE



*Clean Water, Healthy Life!*

FOR THE REPORTING MONTH OF  
**NOVEMBER - 2025**

BRIAN SCHOENEGER, TREASURER  
BRADFORD T. FLYNN, AUTHORITY MANAGER

121 S. Walnut Street  
Telephone (610) 837-6525

Bath, PA 18014  
[www.bathborough.org](http://www.bathborough.org)

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SECTION 5. Account Reconciliations: Four Funds (If Active)

A. MS4 Fund

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C. Capital Fund (Inactive)

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**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

**SECTION 1**

**MS4 ADOPTED ANNUAL BUDGET**

**IMPORTANCE:** The adopted budget allows the Board to review expenditures and revenues anticipated in the upcoming budget year. The remaining sections of this report will provide a forecast of expenses as recorded, in addition to how money was actually spent versus what was budgeted.

## 2025 MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) FUND

*EXPENSES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>General Government Administration</b>			
Bank Charges	\$ -	\$ -	\$ -
<b>Total Bank Charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Legal Services</b>			
Legal Services	\$ 1,803.85	\$ 25,000.00	\$ 30,000.00
<b>TOTAL Legal Services</b>	<b>\$ 1,803.85</b>	<b>\$ 25,000.00</b>	<b>\$ 30,000.00</b>
<b>General Government</b>			
Office Supplies	\$ 100.46	\$ -	\$ -
<b>TOTAL General Government</b>	<b>\$ 100.46</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Secretary (Office Administration)</b>			
Manager	\$ -	\$ -	\$ 2,000.00
Senior Admin. Coord. - Billing	\$ -	\$ -	\$ 4,000.00
Bookkeeper	\$ -	\$ -	\$ 4,000.00
<b>TOTAL Secretary (Office Administration)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>
<b>Engineering Services</b>			
MS4 Engineering	\$ 4,715.97	\$ 35,000.00	\$ 45,000.00
MS4 PRP Engineering	\$ -	\$ -	\$ 80,000.00
<b>Total Engineering</b>	<b>\$ 4,715.97</b>	<b>\$ 35,000.00</b>	<b>\$ 125,000.00</b>
<b>Public Works</b>			
Personnel	\$ -	\$ -	\$ 20,000.00

<b>TOTAL Public Works</b>	\$	-	\$	-	\$	<b>20,000.00</b>
<b>Capital Construction &amp; Maintenance</b>						
Major Construction	\$	-	\$	-	\$	-
Minor Construction	\$	-	\$	-	\$	-
Equipment Rentals	\$	-	\$	-	\$	-
MS4 Maintenance Activities	\$	-	\$	-	\$	-
<b>Total Capital Construction &amp; Maintenance</b>	\$	-	\$	-	\$	-
<b>MS4 Credits</b>						
MS4 Credits Taken	\$	-	\$	-	\$	-
<b>Total MS4 Credits</b>	\$	-	\$	-	\$	-
<b>Cleaning Streets &amp; Gutters</b>						
Street Sweeping/Maintenance	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Street Debris Disposals/Management	\$	-	\$	-	\$	-
Street Sweeping OTHER	\$	-	\$	-	\$	-
<b>Total Cleaning Streets &amp; Gutters</b>	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
<b>Storm Sewers &amp; Drains</b>						
Chapter 92A NPDES Permitting	\$	-	\$	2,250.00	\$	<b>2,250.00</b>
Stormsewer Legal Services	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Stormsewer Repairs & Maintenance	\$	-	\$	2,000.00	\$	<b>2,000.00</b>
Storm Sewer OTHER	\$	-	\$	-	\$	-
<b>Total Storm Sewer &amp; Drains</b>	\$	-	\$	5,750.00	\$	<b>5,750.00</b>
<b>Interoperating Fund Transfers</b>						
Transfer TO General Fund	\$	-	\$	-	\$	-
Transfer TO Capital Improv. Fund	\$	-	\$	-	\$	-

Transfer TO MSW Fund	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>Total Interoperating Fund Transfers</b>	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>TOTAL MS4 FUND EXPENSES</b>	\$	<b>6,620.28</b>	\$	<b>74,250.00</b>	\$	<b>199,250.00</b>

*REVENUES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>Fund Balance</b>	\$ -	\$ 75,000.00	\$ <b>28,000.00</b>
<b>Interest Earnings</b>			
MS4 Fund Business Checking	\$ 487.51	\$ -	\$ <b>500.00</b>
<b>Total Interest</b>	\$ 487.51	\$ -	\$ <b>500.00</b>

<b>Charges for Services</b>			
Return Check Fee	\$ -	\$ -	\$ -
MS4 Certificates	\$ -	\$ -	\$ -
<b>Total Charges for Services</b>	\$ -	\$ -	\$ -

<b>MS4 Fees</b>			
MS4 Fee Base	\$ -	\$ -	\$ <b>182,500.00</b>
MS4 Fee Penalty	\$ -	\$ -	\$ -
Prior Year Collections	\$ -	\$ -	\$ -
MS4 Revenue OTHER	\$ -	\$ -	\$ -
Credit Card Surcharge	\$ -	\$ -	\$ -
<b>Total MS4 Fees</b>	\$ -	\$ -	\$ <b>182,500.00</b>

<b>Interoperating Fund Transfers</b>			
Transfer FROM General Fund	\$ 75,000.00	\$ 53,339.28	\$ <b>16,250.00</b>

<b>Total Interoperating Fund Transfers</b>	\$	75,000.00	\$	53,339.28	\$	<b>16,250.00</b>
<b>TOTAL MS4 FUND REVENUES</b>	\$	<b>75,487.51</b>	\$	<b>53,339.28</b>	\$	<b>199,250.00</b>
<b>NET ORDINARY INCOME (Budget Fund Balance)</b>	\$	<b>68,867.23</b>	\$	<b>(20,910.72)</b>	\$	<b>-</b>
<b>FUND BALANCE</b>	\$	<b>68,867.23</b>	\$	<b>54,089.28</b>	\$	<b>28,000.00</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 2**

## **MS4 Profit and Loss Forecast vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. QuickBooks will generate a "forecast" for each year based on the previous year's expenses and revenues. From this forecast, a monthly Profit and Loss – Forecast vs. Actual report will show actual current expenses and revenues to date compared to where QuickBooks has forecasted it to be. The report 'forecasts' the result of expenses and revenues based on this comparison. This report aids in identifying line-item and ultimately budget funding shortage or surplus potential. Will be shown as a total and not month-by-month.

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
 January through November 2025

	Jan - Nov 25	Forecast	\$ Over Forecast	% of Forecast
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	5,375.40	2,197.86	3,177.54	244.6%
<b>Total 341.00 · Interest Earnings</b>	<b>5,375.40</b>	<b>2,197.86</b>	<b>3,177.54</b>	<b>244.6%</b>
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	231,005.88			
379.20 · MS4 Fee Penalty	484.40			
<b>Total 379.00 · MS4 Fees</b>	<b>231,490.28</b>			
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	0.00	0.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 300.00 · Income</b>	<b>236,865.68</b>	<b>2,197.86</b>	<b>234,667.82</b>	<b>10,777.1%</b>
<b>Total Income</b>	<b>236,865.68</b>	<b>2,197.86</b>	<b>234,667.82</b>	<b>10,777.1%</b>
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges				
400.38 · NSF Fees	-25.00			
400.39 · Bank Charges - Other	0.00	5.00	-5.00	0.0%
<b>Total 400.39 · Bank Charges</b>	<b>-25.00</b>	<b>5.00</b>	<b>-30.00</b>	<b>-500.0%</b>
401.10 · Manager Salary	9,015.62			
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	2,577.50			
<b>Total 402.00 · Auditing/Financial Admin</b>	<b>2,577.50</b>			
404.00 · Legal Services				
404.10 · General	18,084.50			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	0.00	14,229.00	-14,229.00	0.0%
<b>Total 404.00 · Legal Services</b>	<b>24,110.00</b>	<b>14,229.00</b>	<b>9,881.00</b>	<b>169.4%</b>
405.10 · Senior Admin Coord. Salary	6,157.79			
405.11 · Clerk Salary	566.69			
406.21 · Office Supplies	453.76			
406.23 · Postage	746.78			
406.31 · Other Professional Service	0.00	158.92	-158.92	0.0%
406.34 · Advertising	186.00	458.80	-272.80	40.5%
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	1,756.54	5,249.25	-3,492.71	33.5%
407.420 · IT Dues & Subs	2,064.55	680.06	1,384.49	303.6%
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	<b>3,821.09</b>	<b>5,929.31</b>	<b>-2,108.22</b>	<b>64.4%</b>

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
 January through November 2025

	Jan - Nov 25	Forecast	\$ Over Forecast	% of Forecast
<b>408.00 · Engineering</b>				
408.10 · MS4 Engineerings	29,492.37			
408.11 · MS4 PRP Engineering	43,215.02			
408.12 · MS4 Permitting & Annual Report	6,087.41			
408.00 · Engineering - Other	0.00			
	<u>78,794.80</u>	<u>34,202.53</u>	<u>-34,202.53</u>	<u>0.0%</u>
<b>Total 408.00 · Engineering</b>	78,794.80	34,202.53	44,592.27	230.4%
<b>430.00 · Public Works</b>				
430.10 · Public Works Salary	20,539.01			
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	660.00			
	<u>660.00</u>			
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	660.00			
<b>Total 430.00 · Public Works</b>	21,199.01			
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	1,314.23			
	<u>1,314.23</u>			
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	1,314.23			
446.42 · Stormwater Permits	3,000.00	2,500.00	500.00	120.0%
<b>492.00 · Interfund Operating Transfers</b>				
492.01 · Transfer to General Fund	0.00	682.60	-682.60	0.0%
	<u>0.00</u>	<u>682.60</u>	<u>-682.60</u>	<u>0.0%</u>
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	682.60	-682.60	0.0%
<b>Total 400.00 · EXPENSES</b>	<u>151,918.27</u>	<u>58,166.16</u>	<u>93,752.11</u>	<u>261.2%</u>
<b>Total Expense</b>	151,918.27	58,166.16	93,752.11	261.2%
<b>Net Income</b>	<u><u>84,947.41</u></u>	<u><u>-55,968.30</u></u>	<u><u>140,915.71</u></u>	<u><u>-151.8%</u></u>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 3**

## **MS4 Profit and Loss Budget vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. The MS4 Profit and Loss Budget vs Actual provides a history of actual expenses and revenues to date compared to the council approved calendar year budget. The report identifies the current year's expenses and revenues to date, tracking financial transactions and providing a percentage of what has occurred versus the anticipated budgeted line-item estimates. This report will indicate whether a line item, and ultimately whether the MS4 Fund budget is running deficits or surpluses according to that calendar year's budget.

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through November 2025

	Jan - Nov 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	5,375.40	500.00	4,875.40	1,075.1%
<b>Total 341.00 · Interest Earnings</b>	<b>5,375.40</b>	<b>500.00</b>	<b>4,875.40</b>	<b>1,075.1%</b>
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	231,005.88	182,500.00	48,505.88	126.6%
379.20 · MS4 Fee Penalty	484.40			
<b>Total 379.00 · MS4 Fees</b>	<b>231,490.28</b>	<b>182,500.00</b>	<b>48,990.28</b>	<b>126.8%</b>
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	16,250.00	-16,250.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>16,250.00</b>	<b>-16,250.00</b>	<b>0.0%</b>
<b>Total 300.00 · Income</b>	<b>236,865.68</b>	<b>199,250.00</b>	<b>37,615.68</b>	<b>118.9%</b>
<b>Total Income</b>	<b>236,865.68</b>	<b>199,250.00</b>	<b>37,615.68</b>	<b>118.9%</b>
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges				
400.38 · NSF Fees	-25.00			
<b>Total 400.39 · Bank Charges</b>	<b>-25.00</b>			
401.10 · Manager Salary	9,015.62	2,000.00	7,015.62	450.8%
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	2,577.50	4,000.00	-1,422.50	64.4%
<b>Total 402.00 · Auditing/Financial Admin</b>	<b>2,577.50</b>	<b>4,000.00</b>	<b>-1,422.50</b>	<b>64.4%</b>
404.00 · Legal Services				
404.10 · General	18,084.50			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	0.00	30,000.00	-30,000.00	0.0%
<b>Total 404.00 · Legal Services</b>	<b>24,110.00</b>	<b>30,000.00</b>	<b>-5,890.00</b>	<b>80.4%</b>
405.10 · Senior Admin Coord. Salary	6,157.79	4,000.00	2,157.79	153.9%
405.11 · Clerk Salary	566.69			
406.21 · Office Supplies	453.76			
406.23 · Postage	746.78			
406.34 · Advertising	186.00			
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	1,756.54			
407.420 · IT Dues & Subs	2,064.55			
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	<b>3,821.09</b>			
408.00 · Engineering				
408.10 · MS4 Engineerings	29,492.37	45,000.00	-15,507.63	65.5%
408.11 · MS4 PRP Engineering	43,215.02	80,000.00	-36,784.98	54.0%
408.12 · MS4 Permitting & Annual Report	6,087.41			
<b>Total 408.00 · Engineering</b>	<b>78,794.80</b>	<b>125,000.00</b>	<b>-46,205.20</b>	<b>63.0%</b>

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through November 2025

	Jan - Nov 25	Budget	\$ Over Budget	% of Budget
<b>430.00 · Public Works</b>				
430.10 · Public Works Salary	20,539.01	20,000.00	539.01	102.7%
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	660.00			
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	660.00			
430.00 · Public Works - Other	0.00	0.00	0.00	0.0%
<b>Total 430.00 · Public Works</b>	21,199.01	20,000.00	1,199.01	106.0%
<b>431.00 · Cleaning of Streets &amp; Gutters</b>				
431.10 · Street Sweeping/ Maintenance	0.00	1,500.00	-1,500.00	0.0%
<b>Total 431.00 · Cleaning of Streets &amp; Gutters</b>	0.00	1,500.00	-1,500.00	0.0%
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	1,314.23	2,000.00	-685.77	65.7%
436.314 · Stormsewer Legal Services	0.00	1,500.00	-1,500.00	0.0%
436.49 · Chapter 92A NPDES Permitting	0.00	2,250.00	-2,250.00	0.0%
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	1,314.23	5,750.00	-4,435.77	22.9%
446.42 · Stormwater Permits	3,000.00			
<b>492.00 · Interfund Operating Transfers</b>				
492.96 · Transfer to MSW Fund	0.00	7,000.00	-7,000.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	7,000.00	-7,000.00	0.0%
<b>Total 400.00 · EXPENSES</b>	151,918.27	199,250.00	-47,331.73	76.2%
<b>Total Expense</b>	151,918.27	199,250.00	-47,331.73	76.2%
<b>Net Income</b>	<b>84,947.41</b>	<b>0.00</b>	<b>84,947.41</b>	<b>100.0%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 4**

## **Bill Pay Report – Ratification to Pay Bills**

**IMPORTANCE:** The 'Bill Pay Report' is a list of open invoices received and bills that were paid during a given week throughout a specified month. The Bill Pay Report coincides with the Boards 'Finance Update' item under the Boards meeting agenda. The Bill Pay Report will identify each invoice that was paid for by the MS4 Fund checking account, signified by a red check mark.

## MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Colliers Engineering & Design, Inc.					
Bill	11/06/2025	#1111989-BBSA0001	11/06/2025	1	42.50
Bill	11/06/2025	#1111990-BBSA0002	11/06/2025	1	15,817.73
Total Colliers Engineering & Design, Inc.					15,860.23
✓ Drivelocker LLC					
Bill	09/30/2025	Inv #6041	09/30/2025	38	340.45
Bill	10/31/2025	Inv #6156	10/31/2025	7	340.45
Total Drivelocker LLC					680.90
✓ Financial Related Services, LLC					
Bill	10/31/2025	Inv #BSWA-Oct'25	10/31/2025	7	220.00
Total Financial Related Services, LLC					220.00
Salzmann Hughes, P.C.					
Bill	10/31/2025	Inv #56348	11/30/2025		175.50
Total Salzmann Hughes, P.C.					175.50
<b>TOTAL</b>					<b>16,936.63</b>

✓ = check out on 11/7/25 (JS)

Reviewed

NOV 07 2025



### MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Borough of Bath Bill	11/21/2025	2025-003	11/21/2025		1,947.02
Total Borough of Bath					1,947.02
✓ Salzmänn Hughes, P.C. Bill	10/31/2025	Inv #56348	11/30/2025		175.50
Total Salzmänn Hughes, P.C.					175.50
<b>TOTAL</b>					<b>2,122.52</b>

✓ = check cut on 11/21/25 (JS)

Reviewed

NOV 24 2025



**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 5**

## **Account Reconciliations: Four Funds\***

### **MS4 | Debt | Capital | Reserve**

**IMPORTANT:** Bank account reconciliations provide the full details of financial transactions relative to the fund being examined. The reconciliations indicate all cleared and uncleared checks written against the identified bank account. The reconciliation report will also indicate a closing month fund balance. Reconciliations are important to compare against the bank account issued statement, ensuring financial reporting accuracy between the banking institution and recorded entries by the Borough through its account management software. This section will include an account 'Reconciliation Summary' along with the 'Reconciliation Detail' for the six major funds identified above. All other accounts are reconciled to within a month of this report and can be made available upon request.

*\*As of January 2025, the Authority has one fund, the MS4 Fund.*

1:20 PM

12/05/25

# MS4 Fund Reconciliation Summary

100.00 · Muni Now Acct #224, Period Ending 11/30/2025

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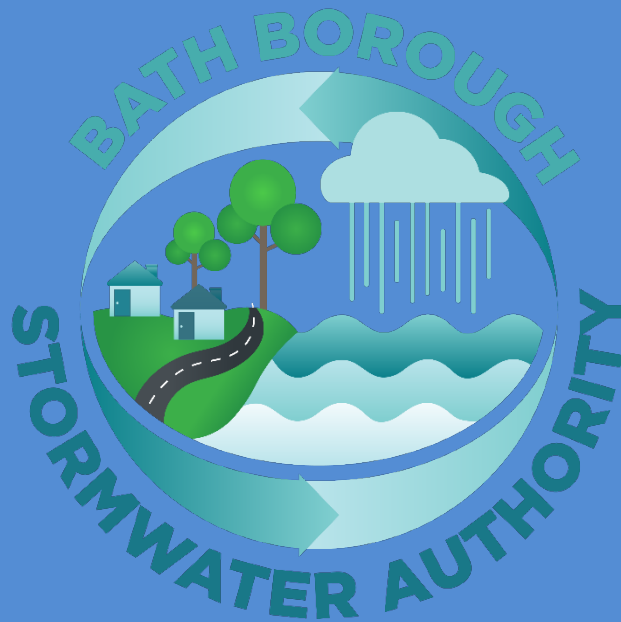
	<u>Nov 30, 25</u>
Beginning Balance	166,914.22
Cleared Transactions	
Checks and Payments - 4 items	-18,708.15
Deposits and Credits - 3 items	1,682.43
Total Cleared Transactions	<u>-17,025.72</u>
Cleared Balance	<u><b>149,888.50</b></u>
Uncleared Transactions	
Checks and Payments - 3 items	<u>-3,175.50</u>
Total Uncleared Transactions	<u>-3,175.50</u>
Register Balance as of 11/30/2025	<u><b>146,713.00</b></u>
Ending Balance	146,713.00

**MS4 Fund**  
**Reconciliation Detail**  
**100.00 · Muni Now Acct #224, Period Ending 11/30/2025**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						166,914.22
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Bill Pmt -Check	11/07/2025	578	Colliers Engineering & Design, Inc.	X	-15,860.23	-15,860.23
Bill Pmt -Check	11/07/2025	579	Drivelocker LLC	X	-680.90	-16,541.13
Bill Pmt -Check	11/07/2025	580	Financial Related Services, LLC	X	-220.00	-16,761.13
Bill Pmt -Check	11/21/2025	581	Borough of Bath	X	-1,947.02	-18,708.15
Total Checks and Payments					-18,708.15	-18,708.15
<b>Deposits and Credits - 3 items</b>						
General Journal	11/30/2025	2025-...		X	198.00	198.00
Deposit	11/30/2025			X	498.83	696.83
General Journal	11/30/2025	2025-...		X	985.60	1,682.43
Total Deposits and Credits					1,682.43	1,682.43
Total Cleared Transactions					-17,025.72	-17,025.72
Cleared Balance					-17,025.72	149,888.50
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Bill Pmt -Check	08/08/2025	567	PA Department of Environmental Protection		-500.00	-500.00
Bill Pmt -Check	10/10/2025	576	PA Department of Environmental Protection		-2,500.00	-3,000.00
Bill Pmt -Check	11/21/2025	582	Salzmann Hughes, P.C.		-175.50	-3,175.50
Total Checks and Payments					-3,175.50	-3,175.50
Total Uncleared Transactions					-3,175.50	-3,175.50
Register Balance as of 11/30/2025					-20,201.22	146,713.00
<b>Ending Balance</b>					<b>-20,201.22</b>	<b>146,713.00</b>

# BATH BOROUGH STORMWATER AUTHORITY TREASURERS REPORT

BUDGET FUNDS  
MS4 | DEBT | CAPITAL | RESERVE



*Clean Water, Healthy Life!*

FOR THE REPORTING MONTH OF  
**DECEMBER - 2025**

BRIAN SCHOENEGER, TREASURER  
BRADFORD T. FLYNN, AUTHORITY MANAGER

121 S. Walnut Street  
Telephone (610) 837-6525

Bath, PA 18014  
[www.bathborough.org](http://www.bathborough.org)

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A. MS4 Fund

B. Debt Fund (Inactive)

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**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

**SECTION 1**

**MS4 ADOPTED ANNUAL BUDGET**

**IMPORTANCE:** The adopted budget allows the Board to review expenditures and revenues anticipated in the upcoming budget year. The remaining sections of this report will provide a forecast of expenses as recorded, in addition to how money was actually spent versus what was budgeted.

## 2025 MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) FUND

*EXPENSES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>General Government Administration</b>			
Bank Charges	\$ -	\$ -	\$ -
<b>Total Bank Charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Legal Services</b>			
Legal Services	\$ 1,803.85	\$ 25,000.00	\$ 30,000.00
<b>TOTAL Legal Services</b>	<b>\$ 1,803.85</b>	<b>\$ 25,000.00</b>	<b>\$ 30,000.00</b>
<b>General Government</b>			
Office Supplies	\$ 100.46	\$ -	\$ -
<b>TOTAL General Government</b>	<b>\$ 100.46</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Secretary (Office Administration)</b>			
Manager	\$ -	\$ -	\$ 2,000.00
Senior Admin. Coord. - Billing	\$ -	\$ -	\$ 4,000.00
Bookkeeper	\$ -	\$ -	\$ 4,000.00
<b>TOTAL Secretary (Office Administration)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>
<b>Engineering Services</b>			
MS4 Engineering	\$ 4,715.97	\$ 35,000.00	\$ 45,000.00
MS4 PRP Engineering	\$ -	\$ -	\$ 80,000.00
<b>Total Engineering</b>	<b>\$ 4,715.97</b>	<b>\$ 35,000.00</b>	<b>\$ 125,000.00</b>
<b>Public Works</b>			
Personnel	\$ -	\$ -	\$ 20,000.00

<b>TOTAL Public Works</b>	\$	-	\$	-	\$	<b>20,000.00</b>
<b>Capital Construction &amp; Maintenance</b>						
Major Construction	\$	-	\$	-	\$	-
Minor Construction	\$	-	\$	-	\$	-
Equipment Rentals	\$	-	\$	-	\$	-
MS4 Maintenance Activities	\$	-	\$	-	\$	-
<b>Total Capital Construction &amp; Maintenance</b>	\$	-	\$	-	\$	-
<b>MS4 Credits</b>						
MS4 Credits Taken	\$	-	\$	-	\$	-
<b>Total MS4 Credits</b>	\$	-	\$	-	\$	-
<b>Cleaning Streets &amp; Gutters</b>						
Street Sweeping/Maintenance	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Street Debris Disposals/Management	\$	-	\$	-	\$	-
Street Sweeping OTHER	\$	-	\$	-	\$	-
<b>Total Cleaning Streets &amp; Gutters</b>	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
<b>Storm Sewers &amp; Drains</b>						
Chapter 92A NPDES Permitting	\$	-	\$	2,250.00	\$	<b>2,250.00</b>
Stormsewer Legal Services	\$	-	\$	1,500.00	\$	<b>1,500.00</b>
Stormsewer Repairs & Maintenance	\$	-	\$	2,000.00	\$	<b>2,000.00</b>
Storm Sewer OTHER	\$	-	\$	-	\$	-
<b>Total Storm Sewer &amp; Drains</b>	\$	-	\$	5,750.00	\$	<b>5,750.00</b>
<b>Interoperating Fund Transfers</b>						
Transfer TO General Fund	\$	-	\$	-	\$	-
Transfer TO Capital Improv. Fund	\$	-	\$	-	\$	-

Transfer TO MSW Fund	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>Total Interoperating Fund Transfers</b>	\$	-	\$	7,000.00	\$	<b>7,000.00</b>
<b>TOTAL MS4 FUND EXPENSES</b>	\$	<b>6,620.28</b>	\$	<b>74,250.00</b>	\$	<b>199,250.00</b>

*REVENUES*

FUND	2023 Final Budget	2024 Estimated Budget	2025 Budget
<b>Fund Balance</b>	\$ -	\$ 75,000.00	\$ <b>28,000.00</b>
<b>Interest Earnings</b>			
MS4 Fund Business Checking	\$ 487.51	\$ -	\$ <b>500.00</b>
<b>Total Interest</b>	\$ 487.51	\$ -	\$ <b>500.00</b>

<b>Charges for Services</b>			
Return Check Fee	\$ -	\$ -	\$ -
MS4 Certificates	\$ -	\$ -	\$ -
<b>Total Charges for Services</b>	\$ -	\$ -	\$ -

<b>MS4 Fees</b>			
MS4 Fee Base	\$ -	\$ -	\$ <b>182,500.00</b>
MS4 Fee Penalty	\$ -	\$ -	\$ -
Prior Year Collections	\$ -	\$ -	\$ -
MS4 Revenue OTHER	\$ -	\$ -	\$ -
Credit Card Surcharge	\$ -	\$ -	\$ -
<b>Total MS4 Fees</b>	\$ -	\$ -	\$ <b>182,500.00</b>

<b>Interoperating Fund Transfers</b>			
Transfer FROM General Fund	\$ 75,000.00	\$ 53,339.28	\$ <b>16,250.00</b>

<b>Total Interoperating Fund Transfers</b>	\$	75,000.00	\$	53,339.28	\$	<b>16,250.00</b>
<b>TOTAL MS4 FUND REVENUES</b>	\$	<b>75,487.51</b>	\$	<b>53,339.28</b>	\$	<b>199,250.00</b>
<b>NET ORDINARY INCOME (Budget Fund Balance)</b>	\$	<b>68,867.23</b>	\$	<b>(20,910.72)</b>	\$	<b>-</b>
<b>FUND BALANCE</b>	\$	<b>68,867.23</b>	\$	<b>54,089.28</b>	\$	<b>28,000.00</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 2**

## **MS4 Profit and Loss Forecast vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. QuickBooks will generate a "forecast" for each year based on the previous year's expenses and revenues. From this forecast, a monthly Profit and Loss – Forecast vs. Actual report will show actual current expenses and revenues to date compared to where QuickBooks has forecasted it to be. The report 'forecasts' the result of expenses and revenues based on this comparison. This report aids in identifying line-item and ultimately budget funding shortage or surplus potential. Will be shown as a total and not month-by-month.

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
 January through December 2025

	Jan - Dec 25	Forecast	\$ Over Forecast	% of Forecast
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	5,839.38	2,339.24	3,500.14	249.6%
<b>Total 341.00 · Interest Earnings</b>	<b>5,839.38</b>	<b>2,339.24</b>	<b>3,500.14</b>	<b>249.6%</b>
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	246,896.68			
379.20 · MS4 Fee Penalty	1,952.00			
<b>Total 379.00 · MS4 Fees</b>	<b>248,848.68</b>			
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	53,339.28	-53,339.28	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>53,339.28</b>	<b>-53,339.28</b>	<b>0.0%</b>
<b>Total 300.00 · Income</b>	<b>254,688.06</b>	<b>55,678.52</b>	<b>199,009.54</b>	<b>457.4%</b>
<b>Total Income</b>	<b>254,688.06</b>	<b>55,678.52</b>	<b>199,009.54</b>	<b>457.4%</b>
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges				
400.38 · NSF Fees	-25.00			
400.39 · Bank Charges - Other	0.00	5.00	-5.00	0.0%
<b>Total 400.39 · Bank Charges</b>	<b>-25.00</b>	<b>5.00</b>	<b>-30.00</b>	<b>-500.0%</b>
401.10 · Manager Salary	9,015.62			
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	2,715.00			
<b>Total 402.00 · Auditing/Financial Admin</b>	<b>2,715.00</b>			
404.00 · Legal Services				
404.10 · General	19,800.50			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	0.00	17,603.50	-17,603.50	0.0%
<b>Total 404.00 · Legal Services</b>	<b>25,826.00</b>	<b>17,603.50</b>	<b>8,222.50</b>	<b>146.7%</b>
405.10 · Senior Admin Coord. Salary	6,157.79			
405.11 · Clerk Salary	566.69			
406.21 · Office Supplies	453.76			
406.23 · Postage	746.78			
406.31 · Other Professional Service	0.00	158.92	-158.92	0.0%
406.34 · Advertising	276.80	458.80	-182.00	60.3%
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	1,878.08	5,249.25	-3,371.17	35.8%
407.420 · IT Dues & Subs	2,283.46	680.06	1,603.40	335.8%
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	<b>4,161.54</b>	<b>5,929.31</b>	<b>-1,767.77</b>	<b>70.2%</b>

**MS4 Fund**  
**Profit & Loss Forecast vs. Actual**  
 January through December 2025

	Jan - Dec 25	Forecast	\$ Over Forecast	% of Forecast
<b>408.00 · Engineering</b>				
408.10 · MS4 Engineerings	31,079.06			
408.11 · MS4 PRP Engineering	52,935.85			
408.12 · MS4 Permitting & Annual Report	6,087.41			
408.00 · Engineering - Other	0.00			
	<u>90,102.32</u>	<u>36,315.68</u>	<u>-36,315.68</u>	<u>0.0%</u>
<b>Total 408.00 · Engineering</b>	90,102.32	36,315.68	53,786.64	248.1%
<b>430.00 · Public Works</b>				
430.10 · Public Works Salary	20,539.01			
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	660.00			
	<u>660.00</u>			
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	660.00			
<b>Total 430.00 · Public Works</b>	21,199.01			
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	1,314.23			
	<u>1,314.23</u>			
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	1,314.23			
446.42 · Stormwater Permits	500.00	2,500.00	-2,000.00	20.0%
<b>492.00 · Interfund Operating Transfers</b>				
492.01 · Transfer to General Fund	0.00	682.60	-682.60	0.0%
	<u>0.00</u>	<u>682.60</u>	<u>-682.60</u>	<u>0.0%</u>
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	682.60	-682.60	0.0%
<b>Total 400.00 · EXPENSES</b>	<u>163,010.54</u>	<u>63,653.81</u>	<u>99,356.73</u>	<u>256.1%</u>
<b>Total Expense</b>	163,010.54	63,653.81	99,356.73	256.1%
<b>Net Income</b>	<u><u>91,677.52</u></u>	<u><u>-7,975.29</u></u>	<u><u>99,652.81</u></u>	<u><u>-1,149.5%</u></u>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 3**

## **MS4 Profit and Loss Budget vs Actual**

**IMPORTANCE:** The MS4 Fund is the primary bank account for most of the day-to-day financial transactions related to the Borough's Stormwater Management Program. The MS4 Profit and Loss Budget vs Actual provides a history of actual expenses and revenues to date compared to the council approved calendar year budget. The report identifies the current year's expenses and revenues to date, tracking financial transactions and providing a percentage of what has occurred versus the anticipated budgeted line-item estimates. This report will indicate whether a line item, and ultimately whether the MS4 Fund budget is running deficits or surpluses according to that calendar year's budget.

**MS4 Fund  
Profit & Loss Budget vs. Actual  
January through December 2025**

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
300.00 · Income				
341.00 · Interest Earnings				
341.01 · Muni Now Interest Earnings	5,839.38	500.00	5,339.38	1,167.9%
<b>Total 341.00 · Interest Earnings</b>	<b>5,839.38</b>	<b>500.00</b>	<b>5,339.38</b>	<b>1,167.9%</b>
379.00 · MS4 Fees				
379.10 · MS4 Fee Base	246,896.68	182,500.00	64,396.68	135.3%
379.20 · MS4 Fee Penalty	1,952.00			
<b>Total 379.00 · MS4 Fees</b>	<b>248,848.68</b>	<b>182,500.00</b>	<b>66,348.68</b>	<b>136.4%</b>
392.00 · Interfund Operating Transfers				
392.01 · Transfer from General Fund	0.00	16,250.00	-16,250.00	0.0%
<b>Total 392.00 · Interfund Operating Transfers</b>	<b>0.00</b>	<b>16,250.00</b>	<b>-16,250.00</b>	<b>0.0%</b>
<b>Total 300.00 · Income</b>	<b>254,688.06</b>	<b>199,250.00</b>	<b>55,438.06</b>	<b>127.8%</b>
<b>Total Income</b>	<b>254,688.06</b>	<b>199,250.00</b>	<b>55,438.06</b>	<b>127.8%</b>
<b>Expense</b>				
400.00 · EXPENSES				
400.39 · Bank Charges				
400.38 · NSF Fees	-25.00			
<b>Total 400.39 · Bank Charges</b>	<b>-25.00</b>			
401.10 · Manager Salary	9,015.62	2,000.00	7,015.62	450.8%
402.00 · Auditing/Financial Admin				
402.31 · Bookkeeping Svcs.	2,715.00	4,000.00	-1,285.00	67.9%
<b>Total 402.00 · Auditing/Financial Admin</b>	<b>2,715.00</b>	<b>4,000.00</b>	<b>-1,285.00</b>	<b>67.9%</b>
404.00 · Legal Services				
404.10 · General	19,800.50			
404.20 · Stormwater Authority	6,025.50			
404.00 · Legal Services - Other	0.00	30,000.00	-30,000.00	0.0%
<b>Total 404.00 · Legal Services</b>	<b>25,826.00</b>	<b>30,000.00</b>	<b>-4,174.00</b>	<b>86.1%</b>
405.10 · Senior Admin Coord. Salary	6,157.79	4,000.00	2,157.79	153.9%
405.11 · Clerk Salary	566.69			
406.21 · Office Supplies	453.76			
406.23 · Postage	746.78			
406.34 · Advertising	276.80			
407.00 · IT-Networking Svcs-Data Process				
407.31 · Professional Services	1,878.08			
407.420 · IT Dues & Subs	2,283.46			
<b>Total 407.00 · IT-Networking Svcs-Data Process</b>	<b>4,161.54</b>			

**MS4 Fund**  
**Profit & Loss Budget vs. Actual**  
 January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
<b>408.00 · Engineering</b>				
408.10 · MS4 Engineerings	31,079.06	45,000.00	-13,920.94	69.1%
408.11 · MS4 PRP Engineering	52,935.85	80,000.00	-27,064.15	66.2%
408.12 · MS4 Permitting & Annual Report	6,087.41			
<b>Total 408.00 · Engineering</b>	90,102.32	125,000.00	-34,897.68	72.1%
<b>430.00 · Public Works</b>				
430.10 · Public Works Salary	20,539.01	20,000.00	539.01	102.7%
438.00 · Maint. & Repair of Roads/Bridge				
438.01 · Street Inlet	660.00			
<b>Total 438.00 · Maint. &amp; Repair of Roads/Bridge</b>	660.00			
430.00 · Public Works - Other	0.00	0.00	0.00	0.0%
<b>Total 430.00 · Public Works</b>	21,199.01	20,000.00	1,199.01	106.0%
<b>431.00 · Cleaning of Streets &amp; Gutters</b>				
431.10 · Street Sweeping/ Maintenance	0.00	1,500.00	-1,500.00	0.0%
<b>Total 431.00 · Cleaning of Streets &amp; Gutters</b>	0.00	1,500.00	-1,500.00	0.0%
<b>436.00 · Storm Sewers &amp; Drains</b>				
436.25 · Stormsewer Repairs & Maint.	1,314.23	2,000.00	-685.77	65.7%
436.314 · Stormsewer Legal Services	0.00	1,500.00	-1,500.00	0.0%
436.49 · Chapter 92A NPDES Permitting	0.00	2,250.00	-2,250.00	0.0%
<b>Total 436.00 · Storm Sewers &amp; Drains</b>	1,314.23	5,750.00	-4,435.77	22.9%
446.42 · Stormwater Permits	500.00			
<b>492.00 · Interfund Operating Transfers</b>				
492.96 · Transfer to MSW Fund	0.00	7,000.00	-7,000.00	0.0%
<b>Total 492.00 · Interfund Operating Transfers</b>	0.00	7,000.00	-7,000.00	0.0%
<b>Total 400.00 · EXPENSES</b>	163,010.54	199,250.00	-36,239.46	81.8%
<b>Total Expense</b>	163,010.54	199,250.00	-36,239.46	81.8%
<b>Net Income</b>	<b>91,677.52</b>	<b>0.00</b>	<b>91,677.52</b>	<b>100.0%</b>

**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 4**

## **Bill Pay Report – Ratification to Pay Bills**

**IMPORTANCE:** The 'Bill Pay Report' is a list of open invoices received and bills that were paid during a given week throughout a specified month. The Bill Pay Report coincides with the Boards 'Finance Update' item under the Boards meeting agenda. The Bill Pay Report will identify each invoice that was paid for by the MS4 Fund checking account, signified by a red check mark.

# MS4 Fund Unpaid Bills Detail All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
✓ Colliers Engineering & Design, Inc.					
Bill	12/03/2025	#1120649-BBSA0001	12/03/2025	2	1,586.69
Bill	12/03/2025	#1120650-BBSA0002	12/03/2025	2	9,720.83
Total Colliers Engineering & Design, Inc.					11,307.52
✓ Financial Related Services, LLC					
Bill	11/30/2025	Inv #BSWA-Nov'25	11/30/2025	5	137.50
Total Financial Related Services, LLC					137.50
Salzmann Hughes, P.C.					
Bill	11/30/2025	Inv #57471	12/30/2025		1,716.00
Total Salzmann Hughes, P.C.					1,716.00
<b>TOTAL</b>					<b>13,161.02</b>

✓ check cut on 12/5/25

Reviewed

DEC 08 2025



MS4 Fund  
Unpaid Bills Detail  
As of December 12, 2025

Type	Date	Num	Due Date	Aging	Open Balance
✓ Driveloocker LLC Bill	11/30/2025	Inv #6157	11/30/2025	12	340.45
Total Driveloocker LLC					340.45
Salzmann Hughes, P.C. Bill	11/30/2025	Inv #57471	12/30/2025		1,716.00
Total Salzmann Hughes, P.C.					1,716.00
<b>TOTAL</b>					<b>2,056.45</b>

✓=check cut on 12/12/25 JS

Reviewed

DEC 12 2025



12:41 PM

12/19/25

MS4 Fund  
Unpaid Bills Detail  
As of December 19, 2025

Type	Date	Num	Due Date	Aging	Open Balance
✓ Salzmänn Hughes, P.C. Bill	11/30/2025	Inv #57471	12/30/2025		1,716.00
Total Salzmänn Hughes, P.C.					1,716.00
TOTAL					1,716.00

✓check cut on 12/19/25 JS

Reviewed

DEC 19 2025



**BATH BOROUGH STORMWATER AUTHORITY  
MONTHLY TREASURERS REPORT**

# **SECTION 5**

## **Account Reconciliations: Four Funds\***

### **MS4 | Debt | Capital | Reserve**

**IMPORTANT:** Bank account reconciliations provide the full details of financial transactions relative to the fund being examined. The reconciliations indicate all cleared and uncleared checks written against the identified bank account. The reconciliation report will also indicate a closing month fund balance. Reconciliations are important to compare against the bank account issued statement, ensuring financial reporting accuracy between the banking institution and recorded entries by the Borough through its account management software. This section will include an account 'Reconciliation Summary' along with the 'Reconciliation Detail' for the six major funds identified above. All other accounts are reconciled to within a month of this report and can be made available upon request.

*\*As of January 2025, the Authority has one fund, the MS4 Fund.*

**MS4 Fund**  
**Reconciliation Summary**  
**100.00 · Muni Now Acct #224, Period Ending 12/31/2025**

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	<u>Dec 31, 25</u>
<b>Beginning Balance</b>	149,888.50
<b>Cleared Transactions</b>	
Checks and Payments - 5 items	-12,051.77
Deposits and Credits - 4 items	17,932.38
<b>Total Cleared Transactions</b>	<u>5,880.61</u>
<b>Cleared Balance</b>	<u><b>155,769.11</b></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 2 items	-2,216.00
<b>Total Uncleared Transactions</b>	<u>-2,216.00</u>
<b>Register Balance as of 12/31/2025</b>	<u><b>153,553.11</b></u>
<b>Ending Balance</b>	153,553.11

## MS4 Fund Reconciliation Detail

100.00 · Muni Now Acct #224, Period Ending 12/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						149,888.50
<b>Cleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Bill Pmt -Check	11/21/2025	582	Salzmann Hughes, P.C.	X	-175.50	-175.50
Bill Pmt -Check	12/05/2025	583	Colliers Engineering & Design, Inc.	X	-11,307.52	-11,483.02
Bill Pmt -Check	12/05/2025	584	Financial Related Services, LLC	X	-137.50	-11,620.52
Bill Pmt -Check	12/12/2025	585	Drivelocker LLC	X	-340.45	-11,960.97
Bill Pmt -Check	12/19/2025	ONLINE PMT	The Home News	X	-90.80	-12,051.77
Total Checks and Payments					-12,051.77	-12,051.77
<b>Deposits and Credits - 4 items</b>						
Bill Pmt -Check	10/10/2025	576	PA Department of Environmental Protection	X	0.00	0.00
General Journal	11/30/2025	2025-AJE-17		X	110.00	110.00
Deposit	12/31/2025			X	463.98	573.98
General Journal	12/31/2025	2025-AJE-18		X	17,358.40	17,932.38
Total Deposits and Credits					17,932.38	17,932.38
Total Cleared Transactions					5,880.61	5,880.61
Cleared Balance					5,880.61	155,769.11
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	08/08/2025	567	PA Department of Environmental Protection		-500.00	-500.00
Bill Pmt -Check	12/19/2025	586	Salzmann Hughes, P.C.		-1,716.00	-2,216.00
Total Checks and Payments					-2,216.00	-2,216.00
Total Uncleared Transactions					-2,216.00	-2,216.00
Register Balance as of 12/31/2025					3,664.61	153,553.11
<b>Ending Balance</b>					<b>3,664.61</b>	<b>153,553.11</b>