

*Cheltenham Township, believing that public input is appropriate on any items coming before the Commissioners, will recognize any citizen wishing to address a specific item prior to the vote on that issue. In order to be recognized, please raise your hand.*

## **FINANCE COMMITTEE**

Baron B. Holland, Chairman  
Mitchell Zygmund-Felt, Vice Chairman  
Irv Brockington, Member  
Brad M. Pransky, Member  
Ann L. Rappoport, Member  
J. Andrew Sharkey, Member  
Daniel B. Norris, Ex-Officio, Board President

## **AGENDA**

Wednesday, June 13, 2018  
8:00 P.M. - Curtis Hall

1. Review of the Executive Financial Summary Report for the period ended May 31, 2018.
2. Presentation of the 2017 Final Year-End Audit as presented by Ed Furman, Maillie LLP.
3. Consider recommending to the Board of Commissioners the adoption of a Resolution amending existing fees for the sale of leaf bags and advertising rates, as approved by the Board of Commissioners on May 16, 2018 (see attached).
4. Report of the Finance Officer

Recommendation for Finance Committee to consider recommending to the Board of Commissioners authorization of the Finance Officer to hire Gary T. Williams, CPA of McCarthy & Company as the mercantile/business privilege specialized audit consultant (see attached).

5. Old Business
6. New Business
7. Citizen's Forum
8. Adjournment



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Bryan T. Havar  
Township Manager

**CHELTENHAM TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION NO. \_\_-18**

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**RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
CHELTHENHAM TOWNSHIP, MONTGOMERY COUNTY,  
PENNSYLVANIA AMENDING THE FEE SCHEDULE OF  
CHELTHENHAM TOWNSHIP TO ESTABLISH FEES FOR  
BIODEGRADABLE LEAF BAGS AND ADVERTISING  
RATES FOR ALL TOWNSHIP PUBLICATIONS.**

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**BE IT RESOLVED**, and it is hereby resolved this 20<sup>th</sup> day of June, A.D. 2018 by the Board of Commissioners of Cheltenham Township that:

**WHEREAS**, Cheltenham Township offers opportunities for print advertising in multiple publications and documents distributed to property owners on a regular basis in the Township; and

**WHEREAS**, Cheltenham Township's current advertising rates limit advertising opportunities and are not consistent sizes for print design purposes; and

**WHEREAS**, Cheltenham Township offers biodegradable paper leaf bags for residents to purchase for the purpose of containing leaf and yard waste for collection by the Township; and

**WHEREAS**, the cost of biodegradable paper leaf bags has increased with the latest bid results and Cheltenham Township currently sells biodegradable paper leaf bags at a loss; and

**WHEREAS**, Cheltenham Township has the right to fix fees pursuant to Chapter A300 of the Cheltenham Township Code.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of Cheltenham Township, Montgomery County, Pennsylvania that it deems that it is in the best interest of the Township and its citizens to amend the Township fee schedule effective immediately upon adoption of this resolution as follows by adding the following sections:

§A300-27.F. Print Advertising Rates.

1)

		1 column	2 columns	3 columns
		3.375"	6.75"	10.125"
1 rows	2"	\$200	\$350	\$500
2 rows	4"	\$350	\$600	\$700
3 rows	6"	\$500	\$700	\$900
4 rows	8"	\$600	\$850	\$1,000

- 2) Inserts (whole pages only)
  - a) Single-sided advertisement: \$2,500
  - b) Double-sided advertisement: \$3,500

§A300-28.D.(8) Biodegradable Leaf Bags

- a) 3 bags for \$1.25
- b) 50-bag bundle for \$19.00

**I HEREBY CERTIFY** that the foregoing Resolution by the Board of Commissioners of the Township of Cheltenham, County of Montgomery, Commonwealth of Pennsylvania, was adopted at its meeting held at Curtis Hall, 1250 West Church Road, Wyncote, Pennsylvania 19095 on this 20<sup>th</sup> day of June, A.D. 2018, in the year of the Township of Cheltenham the one hundred and eighteenth.

**ATTEST:**

**TOWNSHIP OF CHELTENHAM  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
**Bryan T. Havir**  
*Township Manager and Secretary*

By: \_\_\_\_\_  
**Daniel B. Norris, *President***

# McCarthy & Company, PC cpas

Martin C. McCarthy, CPA, CCFP • Michael A. Mazur, CPA, CFF  
David E. Gibbs, CPA, MBA • Ira N. Secouler, CPA  
Craig S. Pollen, CPA • Gary T. Williams, CPA  
Richard P. Higgins, CPA • Donald J. Kalser, CPA  
Harris E. Fox, CPA, MBA

February 13, 2018

Mr. Napoleon Nelson  
Cheltenham Township  
8230 Old York Road  
Elkins Park, PA 19027-1589

Re: Act 511 Compliance Audits

Dear Mr. Nelson,

Thank you for your interest in our auditing services related to compliance with applicable Act 511 taxes. McCarthy & Company, PC is a full service accounting firm with over 50 years experience in the accounting profession and has specialized in Act 511 auditing for over 20 years. Our office is located on Germantown Pike in Lafayette Hill. The firm currently employs thirteen full time CPAs and thirteen additional office personnel which includes eight staff accountants.

We have examined the records of a vast array of organizations from self-employed individuals to international corporations. Additional taxes discovered to be due to a given township from a single taxpayer have ranged from hundreds of dollars to over seven million dollars. When our assessments have been challenged by the entity examined, we have provided consultation and court testimony as needed in the course of defending assessments.

We have become familiar with many precedent-setting cases and have developed a deeper understanding of Act 511 taxes than is commonly found with other accounting firms. Our auditing experience has enabled us to identify certain industries that commonly incorrectly file their returns, discover entities that have never filed, and help enforce greater compliance with Act 511 taxes.

Please be advised that no employees of McCarthy and Company, PC have any relationships with any staff or elected officials of The Township of Cheltenham that would constitute a conflict of interest. Also, there has been no disciplinary action taken against any members of our firm or the firm as a whole.

454 Germantown Pike • P.O. Box 107 • Lafayette Hill, PA 19444  
Phone: 610.828.1900 • Fax: 610.828.2599 • E-mail: [info@MCC-CPAs.com](mailto:info@MCC-CPAs.com)  
Offices in Pennsylvania, New Jersey and New York  
[MCC-CPAs.com](http://MCC-CPAs.com)

Mr. Napoleon Nelson  
February 13, 2018  
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Enclosed is our rate proposal and additional services we can provide to your township. References from Townships we currently represent may be supplied upon request. As a firm who has dedicated substantial resources to conducting these audits, we can help your municipality increase its revenue base without increasing costs to the township with our Act 511 Compliance Audits and provide an efficient audit of the township's financial statements as required.

If needed, we will work in conjunction with the township and taxing authorities in choosing accounts for audit. Once selected, we will then notify the taxpayer via certified mail that they will be audited. We will then conduct audit interviews with the taxpayer and/or accountant to review all necessary documents to complete the audit. Once the audit is complete, we will prepare an assessment or a no change letter and mail the letter to the taxpayer along with an explanation of their rights under the Taxpayer's Bill of Rights. If the taxpayer has not paid the assessment within thirty days, we can, at the township's request, send a second letter notifying the taxpayer of the township's final demand (please be advised that the previous procedures can be customized to any of the township's specific needs or requests). We also will be available for any post-audit meetings or taxpayer consultations. The fees for these services are billed hourly at a rate of \$150 per hour for CPAs (Certified Public Accountants) and \$90 per hour for administrative staff, plus all postage costs. Our invoices are payable within thirty days of receipt by the township.

Any additional taxpayer consultations outside of current audits will be billable at \$150 per hour.

Should you have any questions or would like to discuss this matter further, please contact me at your earliest convenience.

Sincerely,

Gary T. Williams, CPA  
McCarthy & Company, PC

Enclosure

## SUMMARY OF PROFESSIONAL QUALIFICATIONS

### GARY T. WILLIAMS, CPA

Gary T. Williams earned a Bachelor of Science in Accounting from Villanova University in 1984. Mr. Williams is currently licensed as a certified public accountant in the state of Pennsylvania and is a member of the American Institute of Certified Public Accountants, the Pennsylvania Institute of Certified Public Accountants and the Pennsylvania Business Privilege and Mercantile Tax Collectors Association.

Mr. Williams is the manager of Municipal Tax Audits with McCarthy & Company, PC – a firm that specializes in Act 511 compliance examinations. Mr. Williams has over 25 years experience in public accounting, primarily focusing in the area of Act 511 audits. He has performed and or assisted in over a thousand audits for as many as twelve municipalities resulting in millions of dollars collected in delinquent taxes.

As a result of his exposure to Act 511 taxes, Mr. Williams is frequently consulted by local municipalities to help develop or update ACT 511 audit policies and procedures, rewrite or amend tax ordinances and/or rules and regulations, and help in updating tax forms and instructions all in conjunction with current business privilege and/or mercantile tax ordinances and applicable court decisions. Mr. Williams has been a guest speaker numerous times at the Pennsylvania Business Privilege and Mercantile Tax Collectors Association. Mr. Williams has also been consulted numerous times by other CPAs, attorneys and tax collecting agencies on local tax issues and is widely recognized as an expert in Act 511.

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