



BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT  
Budget Workshop Meeting – March 10, 2025

**Call to Order:** President Avila called the meeting to Order at 5:08 p.m. Secretary Paul and Treasurer Pereda were present. Attorney Zdarsky and Accountant Egan also participated.

**Open Forum:** President Avila opened the floor for Public Comment. No one asked to be recognized by the Chair. Open Forum was closed.

**Budget Line Item Discussion:** President Avila recognized Mr. Egan. Mr. Egan provided an updated Income and Expense worksheet with proposed budget amounts as previously discussed. He advised that he had projected costs for regular expenses (i.e. utilities) and included the projected costs in the spreadsheet. Mr. Egan encouraged the board members to review the spreadsheet for the April meeting. The board members had no questions at this time.

**Adjournment:** President Avila made the motion, seconded by Treasurer Pareda to adjourn the meeting following the end of Mr. Egan's presentation. The meeting adjourned at 5:28 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Margaret Paul". The signature is written in a cursive style.

Margaret Paul,  
Health District Secretary

HEALTH: Germane to Budget Workshop  
agenda item #3

Berwyn Public Health District Budget Development Worksheet For Fiscal Year End March 31, 2026									
	FYE March 2021	FYE March 2022	FYE March 2023	FYE March 2024	Apr - Dec 2024	2021 Approved Budget	2025 Approved Budget	2026 Proposed Budget	
<b>Income</b>									
4000.00 Real Estate Taxes									
4100.00 Property Tax	\$ 648,956.20	\$ 725,238.60	\$ 702,125.38	\$ 770,954.60	\$ 402,217.89	\$ 624,000.00	\$ 745,000.00	\$ 760,000.00	
4200.00 Replacement Tax	16,123.79	33,898.23	49,134.18	35,527.54	18,480.10	15,000.00	35,000.00	35,000.00	
4300.00 Grant Income	-	27,629.00	77,624.00	67,772.27				125,000.00	Matches EMR in Medical and Office
<b>4400.01 Fees, Rents and Others</b>									
4400.00 Rental income	76,440.00	79,963.50	76,440.00	76,440.00	63,740.00	76,440.00	76,440.00	76,440.00	
4410.00 Vital Record Income	39,097.00	46,762.00	43,537.15	36,705.24	24,025.25	38,000.00	37,500.00	32,500.00	
4450.00 Clinic Fees & Income	1,865.00	2,443.00	1,085.00	668.28	588.00	4,500.00	2,000.00	1,000.00	
<b>Total 4400.01 Fees, Rents and Others</b>	<b>117,402.00</b>	<b>129,168.50</b>	<b>121,062.15</b>	<b>113,813.52</b>	<b>88,353.25</b>	<b>118,940.00</b>	<b>115,940.00</b>	<b>109,940.00</b>	
4440.00 Miscellaneous Income	12,327.65	(1,075.81)	1,601.42	4,212.30	115.97	10,000.00	5,000.00	3,500.00	
4600.00 Investment Income	37,540.24	(5,110.44)	16,740.67	40,891.70	61,778.10	24,000.00	15,000.00	15,000.00	
<b>Total Income</b>	<b>832,349.88</b>	<b>909,748.08</b>	<b>968,287.80</b>	<b>1,033,171.93</b>	<b>570,945.31</b>	<b>791,940.00</b>	<b>915,940.00</b>	<b>1,048,440.00</b>	
<b>Gross Profit</b>	<b>832,349.88</b>	<b>909,748.08</b>	<b>968,287.80</b>	<b>1,033,171.93</b>	<b>570,945.31</b>	<b>791,940.00</b>	<b>915,940.00</b>	<b>1,048,440.00</b>	
<b>Expenses</b>									
<b>5000.00 Capital Outlay</b>									
5005.00 Medical & Office Equipment	7,131.66	6,719.95	30,553.84	27,799.00	7,357.98	15,000.00	100,000.00	150,000.00	? Need backup freezer / fridge; \$10,000
5006.00 Roof and Building Improvements	1,897.47	12,656.22	5,554.00	40,232.00	16.00	75,000.00	150,000.00	50,000.00	? Grant income matches EMR estimate
5007.00 Park Improvements and Equipment	276.25	6,657.48	660.00	1,790.00	660.00	5,000.00	8,000.00	8,000.00	?
5010.00 Parking Lot Improvements	-	-	-	-	-	5,000.00	10,000.00	10,000.00	?
<b>Total 5000.00 Capital Outlay</b>	<b>9,305.38</b>	<b>26,033.65</b>	<b>36,767.84</b>	<b>69,821.00</b>	<b>8,033.98</b>	<b>100,000.00</b>	<b>268,000.00</b>	<b>218,000.00</b>	
<b>5100.00 Contractual Services</b>									
5105.00 Accounting/Bookkeeping	21,600.00	23,100.00	23,100.00	25,625.00	15,850.00	22,200.00	23,700.00	24,885.00	
5106.00 Payroll Processing Fees	-	-	-	-	2,475.00	-	2,400.00	2,400.00	
5115.00 Annual Audit	5,915.00	5,915.00	6,225.00	6,725.00	7,737.50	6,500.00	7,250.00	8,500.00	
5120.00 Association Dues	1,410.00	1,135.00	1,530.00	1,080.00	842.00	2,500.00	2,000.00	2,000.00	
5135.00 Gen Liab, Work Comp, Prop Ins	17,015.00	16,838.00	19,211.50	20,035.50	19,886.50	25,000.00	23,500.00	24,000.00	
5140.00 Legal Expense	-	1,093.75	-	-	1,350.00	5,000.00	7,500.00	7,500.00	
5143.00 Health District Attorney	15,000.00	15,000.00	17,888.88	19,044.42	12,590.00	20,000.00	19,000.00	19,950.00	
5144.00 IT Services	-	-	-	-	-	-	10,000.00	10,000.00	
5150.00 Website Services	-	-	-	-	-	-	5,000.00	5,000.00	
5160.00 Rodent Abatement Agreement	6,000.00	6,000.00	6,000.00	-	-	6,000.00	40,000.00	40,000.00	
Grant consultants	-	-	-	-	-	-	-	10,000.00	For Mental Health Program
								36,000.00	Canopus
5185.00 Contractual Services - Vision/Hearing	-	-	-	-	-	4,500.00	6,000.00	6,000.00	
5190.00 Contractual Services - Dental	-	-	-	-	-	15,000.00	15,000.00	15,000.00	
5195.00 Contractual Services - Pediatrics	10,000.00	12,000.00	(1,000.00)	-	-	12,000.00	20,000.00	20,000.00	
<b>Total 5100.00 Contractual Services</b>	<b>76,940.00</b>	<b>81,081.75</b>	<b>72,955.38</b>	<b>72,509.92</b>	<b>60,731.00</b>	<b>118,700.00</b>	<b>181,350.00</b>	<b>231,235.00</b>	
<b>5300.00 Health Programs</b>									
5310.00 Lead Awareness Program	-	-	-	-	-	2,500.00	2,500.00	2,500.00	
5315.00 Clinics	2,017.14	180.00	-	3,478.18	1,836.25	9,500.00	10,000.00	10,000.00	
5320.00 Spec. Program - Flu	8,913.07	7,634.66	8,542.38	16,548.36	5,345.09	20,000.00	19,000.00	19,000.00	
5325.00 Spec. Programs - Other	18,462.34	23,515.78	38,465.92	66,530.95	37,016.00	20,000.00	40,000.00	40,000.00	
5325.02 Special Program-Combined Veteran	-	-	-	-	500.00	-	4,000.00	4,000.00	
5325.03 Berwyn Holiday Fund	-	-	-	-	5,000.00	-	4,000.00	5,000.00	
5325.04 Senior Breakfast	-	-	-	-	1,500.00	-	1,500.00	2,000.00	
5325.05 Sunday Market	-	-	-	-	10,984.01	-	10,000.00	12,000.00	
5325.06 Marketing and Promotion	-	-	-	-	664.67	-	5,000.00	5,000.00	
5326.00 Spec. Programs - Intergov	-	34,292.27	47,683.75	34,241.88	23,497.72	10,000.00	35,000.00	35,000.00	
5328.00 Special Programs-Emergency Prep	37,471.64	29,422.88	97,547.25	36,466.28	(2,301.05)	350,500.00	10,000.00	5,000.00	
5332.00 Special Prg. - Eyes for Educati	1,701.00	1,400.00	3,717.00	6,327.00	5,398.00	10,000.00	6,500.00	8,500.00	
5334.00 Special Prg.-Health Grants	967.00	10,840.30	11,000.00	23,961.64	59,311.67	12,000.00	80,000.00	80,000.00	
5336.00 Health Families	-	-	-	-	-	-	100,000.00	100,000.00	
5337.00 Infrastructure Initiatives	-	-	-	-	-	-	1,000,000.00	1,000,000.00	

**Berwyn Public Health District  
Budget Development Worksheet  
For Fiscal Year End March 31, 2026**

	FYE March 2021	FYE March 2022	FYE March 2023	FYE March 2024	Apr - Dec 2024	2021 Approved Budget	2025 Approved Budget	2026 Proposed Budget
5340.00 Participatory Budget	-	-	-	-	-	-	17,000.00	170,000.00
Mental Health Voucher program	-	-	-	-	-	-	-	50,000.00
5346 New Programs and Initiatives	-	-	-	-	-	-	600,000.00	300,000.00
<b>Total 5300.00 Health Programs</b>	<b>69,532.19</b>	<b>107,285.89</b>	<b>206,956.30</b>	<b>187,554.29</b>	<b>148,752.36</b>	<b>434,500.00</b>	<b>1,944,500.00</b>	<b>1,848,000.00</b>
5400.00 Other Expenditures								
5405.00 Conference/Education Expenses	119.54	1,157.39	3,474.65	3,770.52	73.00	4,000.00	4,500.00	4,500.00
5410.00 Contingencies	1,977.52	2,775.55	2,738.61	2,644.76	(383.23)	5,000.00	5,000.00	5,000.00
5413.00 Transaction Processing Fees	-	-	-	-	2,379.38	-	6,500.00	6,500.00
5420.00 Medical Waste Disposal	6,269.79	6,269.79	6,518.83	6,269.54	11,386.88	12,000.00	7,500.00	12,500.00
5425.00 Official's Bonds	1,750.00	3,500.00	3,500.00	7,000.00	-	3,000.00	3,500.00	4,000.00
5430.00 Death Surcharge Fee	7,424.00	6,715.00	5,956.00	6,156.00	2,696.00	10,000.00	7,500.00	7,500.00
5435.00 Auto Allowance	1,500.00	-	-	-	-	3,600.00	-	-
<b>Total 5400.00 Other Expenditures</b>	<b>19,040.85</b>	<b>20,417.73</b>	<b>22,188.09</b>	<b>25,840.82</b>	<b>16,152.03</b>	<b>37,600.00</b>	<b>34,500.00</b>	<b>40,000.00</b>
5500.00 Repairs and Maintenance								
5505.00 Building Maintenance	11,662.73	8,531.26	15,734.32	11,354.20	10,054.03	50,000.00	25,000.00	25,000.00
5510.00 Janitorial Service	1,170.00	1,575.00	-	-	-	6,000.00	3,000.00	3,000.00
5515.00 Equipment Maintenance Agreement	2,095.15	2,670.17	1,596.44	3,756.72	3,529.68	6,500.00	4,000.00	5,000.00
5530.00 Snow Removal	3,312.50	2,929.25	1,703.50	1,462.50	485.00	2,500.00	3,500.00	3,500.00
<b>Total 5500.00 Repairs and Maintenance</b>	<b>18,240.38</b>	<b>15,705.68</b>	<b>19,034.26</b>	<b>16,573.42</b>	<b>14,068.71</b>	<b>65,000.00</b>	<b>35,500.00</b>	<b>36,500.00</b>
5600.00 Supplies and Materials								
5605.00 Janitorial Supplies	1,691.50	947.58	2,270.61	3,275.46	6,880.02	4,000.00	2,500.00	5,000.00
5610.00 Medical Supplies	-	648.67	1,267.63	8,967.13	5,786.84	10,000.00	3,000.00	5,000.00
5615.00 Office Supplies and Expense	7,706.15	9,720.97	12,892.89	12,629.99	12,282.19	9,000.00	10,000.00	15,000.00
5620.00 Postage and Meter Rental	1,930.01	1,042.47	1,388.06	1,350.68	1,023.86	3,000.00	3,000.00	3,000.00
5625.00 Printing and Publication	595.00	3,703.46	2,929.43	8,691.62	3,256.06	10,000.00	10,000.00	10,000.00
<b>Total 5600.00 Supplies and Materials</b>	<b>11,922.66</b>	<b>16,063.15</b>	<b>20,748.62</b>	<b>34,914.88</b>	<b>29,228.97</b>	<b>36,000.00</b>	<b>28,500.00</b>	<b>38,000.00</b>
5700.00 Utilities								
5710.00 Heat, Light and Water	1,928.17	3,095.55	3,169.51	2,630.86	1,086.68	4,000.00	4,000.00	4,000.00
5720.00 Telephone	10,313.99	11,169.22	10,812.77	7,190.36	4,685.18	10,000.00	10,000.00	10,000.00
<b>Total 5700.00 Utilities</b>	<b>12,242.16</b>	<b>14,264.77</b>	<b>13,982.28</b>	<b>9,821.22</b>	<b>5,771.86</b>	<b>14,000.00</b>	<b>14,000.00</b>	<b>14,000.00</b>
5800.00 Payroll Expenses								
5815.00 Chairman	49,793.88	44,965.68	44,000.04	44,000.04	33,000.03	52,000.00	46,000.00	46,000.00
5816.00 Secretary	39,845.28	35,140.88	34,200.00	34,200.00	25,650.00	44,000.00	36,200.00	36,200.00
5817.00 Treasurer	40,482.84	35,247.14	34,200.00	34,200.00	25,650.00	42,500.00	36,200.00	36,200.00
5820.00 Clerks	83,408.59	127,971.04	103,007.99	92,024.63	64,382.19	100,000.00	162,750.00	162,750.00
5829.0 Interns	-	-	-	-	9,771.00	-	45,000.00	45,000.00
5830.00 Health Director	20,971.20	20,971.20	20,971.20	20,971.20	15,728.40	24,000.00	24,000.00	24,000.00
5831.00 Taxes - Employer FICA	21,237.61	26,475.33	25,029.16	27,752.83	21,959.95	32,500.00	45,000.00	45,000.00
5832.00 Taxes - Employer Medicare	4,966.86	6,191.82	5,848.35	6,485.71	5,135.80	9,000.00	10,000.00	10,000.00
5833.00 Taxes - SUTA	840.03	1,014.43	1,114.44	2,728.95	2,793.26	4,000.00	3,000.00	4,000.00
5835.00 Retirement Contribution	2,014.37	2,557.53	2,037.11	2,586.83	1,934.97	25,000.00	15,000.00	15,000.00
5840.00 Inspectors	28,504.75	36,568.11	41,811.00	45,658.72	36,563.94	80,000.00	110,250.00	110,250.00
5841.00 Environmental Health Practitioner	17,168.00	23,584.00	63,129.01	67,777.48	47,202.87	25,000.00	65,000.00	65,000.00
5845.00 Janitor	15,340.50	16,931.25	19,451.25	26,191.76	18,459.20	19,000.00	30,000.00	30,000.00
5860.00 Public Health Nurses	47,027.25	107,482.40	101,617.37	88,554.07	81,358.46	135,000.00	147,000.00	147,000.00
5880.00 Grp Health, Vision, Dental Ins	60,524.38	68,413.25	75,542.39	56,101.39	50,508.16	90,000.00	90,000.00	65,000.00
<b>Total 5800.00 Payroll Expenses</b>	<b>432,125.54</b>	<b>553,514.06</b>	<b>571,959.31</b>	<b>543,233.61</b>	<b>440,098.23</b>	<b>682,000.00</b>	<b>865,400.00</b>	<b>841,400.00</b>
<b>Total Expenses</b>	<b>649,349.16</b>	<b>834,366.68</b>	<b>964,592.08</b>	<b>960,269.16</b>	<b>722,837.14</b>	<b>1,487,800.00</b>	<b>3,371,750.00</b>	<b>3,267,135.00</b>
Net Operating Income	183,000.72	75,381.40	3,695.72	72,902.77	(151,891.83)	(695,860.00)	(2,455,810.00)	(2,218,695.00)
Net Income	183,000.72	75,381.40	3,695.72	72,902.77	(151,891.83)	(695,860.00)	(2,455,810.00)	(2,218,695.00)
Beginning net assets	2,573,460.39	2,573,460.39	2,573,460.39	2,573,460.39	2,573,460.39			
Ending net assets	\$ 2,756,461.11	\$ 2,648,841.79	\$ 2,577,156.11	\$ 2,646,363.16	\$ 2,421,568.56			