

LIBERTY TOWNSHIP
DCED-CLGS-30
FOR THE YEAR ENDED
DECEMBER 31, 2020
AND
INDEPENDENT AUDITOR'S REPORT

HAMILTON & MUSSER, P.C.
Certified Public Accountants

AUDIT NOTICE
LIBERTY TOWNSHIP
FAIRFIELD, PA
Year Ended December 31, 2020

REVENUES		
Taxes - all sources	\$	437,647
Licenses and permits		10,619
Fines and forfeits		15,188
Interest, rent and royalties		45,794
Intergovernmental revenues		96,298
Charges for service		23,711
Unclassified operating revenues		9,990
Other financing sources		<u>38,744</u>
Total Revenues	\$	677,991
EXPENDITURES		
General government	\$	148,225
Public safety		122,811
Health and human services		500
Sanitation		9,539
Highways and streets		81,545
Culture and recreation		1,541
Debt Service		13,685
Employer-paid benefits and withholding		29,683
Insurance		19,771
Unclassified operating expenditures		22,303
Other financing uses		<u>25,069</u>
Total Expenditures	\$	474,672
Excess of Revenues over Expenditures	\$	203,319
Governmental fund types		
General Fund	\$	402,695
Special Revenue Funds		78,966
Capital Projects Funds		122,010
Trust and Agency fund types		
Fiduciary Fund	\$	504,988
Total Fund Equity	\$	1,108,659

Published in accordance with Second Class Township Code, Section 904.

The annual audit and financial report for the Township is available for public inspection at the Township Building during normal business hours.



HAMILTON & MUSSER, PC

Certified Public Accountants • Consultants to Management

DAVID A. HAMILTON, CPA • BARRY E. MUSSER, CPA, CFP® (1959 - 2020)
JAMES A. KRIMMEL, MBA, CPA, CFE, CFF • ROBERT D. MAST, CPA • WILLIAM P. ASHMAN, CPA

INDEPENDENT AUDITOR'S REPORT

To the Township Supervisors
Liberty Township
Fairfield, Pennsylvania

Opinion

We have audited the accompanying financial information included in the Form DCED-CLGS-30, Commonwealth of Pennsylvania Municipal Annual Audit and Financial Report ("Annual Financial Report") of Liberty Township (the Township), Adams County, Pennsylvania, as of and for the year then ended December 31, 2020.

In our opinion, the Annual Financial Report referred to above presents fairly, in all material respects, the regulatory basis financial position of Liberty Township, Adams County, Pennsylvania, as of December 31, 2020, and the respective changes in the regulatory basis financial position thereof for the year then ended in accordance with the financial reporting provisions described in the instructions provided by the Department of Community and Economic Development (DCED) of the Commonwealth of Pennsylvania.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Annual Financial Report section of our report. We are required to be independent of the Township and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of a Matter

Basis of Accounting

The Township prepares its Annual Financial Report using accounting practices prescribed and permitted by the rules and regulations of the DCED of the Commonwealth of Pennsylvania, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to comply with the requirements of the DCED. As a result, the Annual Financial Report may not be suitable for another purpose. Our opinion is not modified with respect to this matter.

COVID-19 Pandemic

The Township is operating in an environment that has been economically impacted by the COVID-19 pandemic. The full impact of the pandemic on the Township is not known as of the release of this report. However, management is monitoring the current conditions and their potential impact. Our opinion is not modified with respect to this matter.

Members of the American and Pennsylvania Institutes of CPAs

Responsibilities of Management for the Annual Financial Report

Management is responsible for the preparation and fair presentation of this Annual Financial Report in accordance with the financial reporting provisions prescribed and permitted by the rules and regulations of the DCED. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of this Annual Financial Report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Annual Financial Report

Our objectives are to obtain reasonable assurance about whether the Annual Financial Report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the Annual Financial Report.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the Annual Financial Report, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts in the Annual Financial Report.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the Annual Financial Report.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Restriction on Use

This report is intended solely for the information and use of the Township Supervisors and management of Liberty Township, Adams County, Pennsylvania and for filing with the various state and local departments or offices and is not intended to be and should not be used by anyone other than these specified parties.

April 6, 2021

Mechanicsburg, Pennsylvania



Certified Public Accountants



2020 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT

City of: _____ County: _____

Borough of: _____ County: _____

Township of: Liberty County: Adams

Municipality of: _____ County: _____

Section I – Introduction

Statutory Requirements

- State law, under the provisions of the Borough Code, First Class Township Code and Second Class Township Code, requires that either the borough controller, elected auditors or appointed auditors file an Annual Audit and Financial Report.
- State law, under the provisions of the Third Class City Code, requires a city's Director of Accounts and Finance to file an Annual Audit and Financial Report.
- The state's Administrative Code requires home rule municipalities to file an Annual Audit and Financial Report.
- The Annual Audit and Financial Report forms, supplied by the Pennsylvania Department of Community and Economic Development (DCED), were developed and approved by a Uniform Forms Committee composed of representatives of the respective municipal associations.
- Form DCED-CLGS-30 (See Section IV) is the form adopted by the Committee for use by all municipalities in Pennsylvania to fulfill their statutory reporting requirements.

One Form

All municipalities are required to submit forms electronically to the DCED. The online form contains the same categories as in previous years: assets, liabilities, revenues and expenditures. Enter data only for those funds that your municipality uses. Leave the remaining columns blank. The online form will automatically calculate the amounts in the "Total" column.

Submitting the Report

- File one copy by the designated date at each of the places listed on page 9.
- DO NOT submit a paper copy of this report to the DCED. Reports must be submitted online at: munstats.pa.gov/forms (Please see the e-filing instructions on page 7.)
- The online system will automatically round all figures to the nearest whole dollar. The system will also add all rows and columns, following basic accounting principles.
- Appointed independent auditors should attach their own opinion in the "Final Review" step of the online form. Additionally, appointed independent auditors should place a checkmark in Section II at the bottom of the "Final Review" step, then choose the "Appointed Auditor/CPA" title from the dropdown and provide a name and contact number in order to submit the form online.
- Elected controllers should place a checkmark in the box in Section I at the bottom of the "Final Review" step of the online form, then choose the "Controller" title from the dropdown and provide a name and contact number in order to submit the form online.
- Elected Auditors must place a check mark in the box in Section 1 of the "Final Review" step of the online form, then choose the "Elected Auditor" title from the dropdown and provide the name and phone number for **at least 2 of the 3 elected auditors**. If you appointed an auditor to fill an elected auditor position, please choose the "Elected Auditor" title, not the "Appointed Auditor/CPA" title when submitting online.
- If you need assistance or have any questions when completing this report, please contact the Governor's Center for Local Government Services (GCLGS) toll-free at 888-223-6837.

2020 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT**Types of Fund Groups Used in Governmental Accounting**

Following is a listing of the types of "fund groups" that are used in governmental accounting. Please report information on those funds used in your municipality.

FUND OR ACCOUNT	DESCRIPTION
Governmental Funds	
1. General Fund	Accounts for all financial resources except those required to be accounted for in another fund. Includes transactions for general governmental services provided by the executive, legislative and judicial operations of the governmental entity, public safety, public works, codes enforcement/zoning and parks and recreation.
2. Special Revenue Funds (includes state liquid fuels)	Accounts for the proceeds of revenue sources that are restricted for specified purposes. Includes resources and expenditures for operations such as public libraries, recreation, fire houses and equipment and pensions when a separate tax or a portion of the real estate tax is specifically designated by ordinance/resolution.
3. Capital Projects Funds	Accounts for financial resources for the acquisition or construction of major capital projects that benefit many citizens such as municipal buildings, roads and water/sewer and storm water systems.
4. Debt Service Funds	Accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest. This fund is used for servicing the long-term debt of the government.
Proprietary Funds	
5. Enterprise Funds	Accounts for operations of government units that charge for services provided to the general public. Includes those activities financed in a manner similar to private business enterprises where the intent of the governing body is to recover the costs of providing goods or services to the general public on a continuing basis through user charges. Examples include water systems, sewer systems, refuse operations, convention center, sports arenas, municipal electric utilities and municipal bus companies.
6. Internal Service Funds	Accounts for the financing of goods or services provided by one department or agency to other departments or agencies of the government unit. The services are usually provided on a cost-reimbursement basis and are offered only to other government agencies, not the general public. Examples are municipal motor vehicle pools, city print shops and central purchasing operations.
Fiduciary Funds	
7. Trust Funds	Accounts for assets held in a trustee capacity. Examples of a trust fund are a trust created from a citizen's gift for the use in the development of a city park system and pension funds that are held either by the local government or a third party on behalf of employees. (Please see "Pension Reporting" under "Other Information" for additional information.)
8. Agency Funds	An Agency Fund is used to report resources held by the reporting government in a purely custodial capacity. An Agency Fund typically involves only the receipt, temporary investment, and remittance of fiduciary resources to individuals, private organizations, or other governments.
Account Groups (Balance Sheet Only)	
9. General Fixed Assets Account Group	This account group maintains a record of fixed assets acquired by the governmental-type funds. Proprietary funds maintain their own fixed assets in their account.
10. General Long-Term Debt Account Group	This account group maintains a record of the unmatured, general long-term liabilities of the governmental-type funds.

Section II – Instructions for Completing the Annual Audit and Financial Report

General Directions

Reporting Entity. Include only the principal municipal government and its integral boards and commissions. Do not include any authorities created under the Municipality Authority Act of 1945 or Authorities created under special legislation. Under Pennsylvania law, these must be reported separately. However, do include lease rental debt incurred by the municipality when it undertakes to pay authority debt through annual lease rental payments.

Dollar Amounts. Round all figures to the nearest dollar amount.

Account Code Numbers. Code numbers that are located in the far-left column correspond to the account code numbers found in the Chart of Accounts for Pennsylvania Municipalities issued by the DCED.

Balance Sheet

Balance Sheet. A summary of the financial position of the municipal government at the end of the year. Elected auditors who wish to balance funds should use the Balancing Worksheet at the end of the instructions. If your municipality operates on a cash basis and does not account for its fixed assets, enter only the cash balance amounts.

Cash. Checking, savings account balances, certificates of deposit and petty cash.

Investments. Long-term investments of reserve funds and investments of pension funds under control of the municipality.

Liabilities. Amounts owed, but not yet paid, by the municipality as of December 31.

Fund Balance/Retained Earnings. The positive (or negative) net worth of the fund. Equals assets minus liabilities.

Revenues

Taxes. Include all taxes levied directly by the municipality for its own use. Include in each category of tax revenues current and delinquent taxes. If the municipality levies a tax not already listed, include the name of the tax and the amount collected in the spaces provided.

Residence Taxes. Only taxes for Cities of the Third Class are to be placed in account number 308.00. All other municipalities that collect such a tax should place the information in the Per Capita Taxes line (310.00).

Assign county sales tax allocations to account number 357.00.

Assign assessments for streetlights to account number 383.00.

Assign fees for garbage collection to account number 364.30.

Assign assessments for fire hydrants to account number 383.00.

Do not include taxes collected for other governments, such as the school district.

Real Estate Taxes. Includes all general purpose and special millages including, but not limited to, debt service, fire and library taxes. Do not place special assessments here. Special assessments belong in account number 383.00

305.00 Occupation Taxes/Levied under Municipal Code. Applies only to boroughs and first class townships.

309.00 Regional Asset District Sales Tax. This applies only to municipalities within Allegheny County.

310.30 Business Gross Receipts Taxes. This includes Mercantile and Business Privilege Taxes, formerly reported on line 310.30 and 308.00, respectively.

310.40 Occupation Taxes/Act 511. These are flat rate or millage occupation taxes billed directly to residents of the municipality. Do not include the Emergency & Municipal Services Tax withheld by employers.

310.50 Local Services Tax (formerly Emergency & Municipal Services/Occupational Privilege Tax). This tax is levied on all persons working within the municipality and withheld by the employer at the place of work.

310.60 Amusement/Admission Taxes. Includes amusement taxes.

320-322 Licenses and Permits. Payments for municipal authorizations, including business licenses, bicycle licenses and junkyard permits. This does not include mechanical device tax revenues.

321.80 Cable Television Franchise Fees. These fees are reported separately from other Licenses and Permits earned by the municipality.

330-332 Fines and Forfeits. Penalties imposed for violation of municipal ordinances. Do not include interest and penalties for delinquent taxes or utility services. Include deposits or escrow funds forfeited for nonperformance of obligations.

341.00 Interest Earnings. Interest paid on bank deposits or other investments, including gains from sale of investments.

342.00 Rents and Royalties. Charges for use of municipal property or equipment. Do not include sewer or water user fees here.

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Intergovernmental Revenues. These are receipts from other governments — federal, state and local — in the form of grants, entitlements or payments in lieu of taxes. **Do not include loans from state or federal agencies; these should be listed as proceeds of general long-term debt. (393.00)**

351.00 All Other Federal Capital and Operating Grants. Do not include Capital and Operating Grants for Highways and Street (351.03) and Community Development (351.09). All other Federal Capital and Operating Grants are reported on line 351.

352.00 All Other Federal Shared Revenue and Entitlements. National Forest (352.01) is reported separately, while the rest are reported on line 352.

354.00 All Other State Capital and Operating Grants. Do not include State Capital and Operating Grants for Highways and Streets (354.03) and Community Development (354.09). All other State Capital and Operating Grants are reported on line 354.

355.01 Public Utility Realty Tax (PURTA). Include the annual allocation.

355.02 - 355.03 Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback. Include annual liquid fuels tax distribution as well as road turnback maintenance payments from the state.

355.05 General Municipal Pension System State Aid. Include the annual allocation received under ACT 205.

355.00 All Other State Shared Revenues and Entitlements. Include all State Shared Revenues and Entitlements not specified (excludes 355.01 through 355.05).

355.04 Alcoholic Beverage Licenses. If your municipality receives Alcoholic Beverage License revenue, it should be reported on this line.

355.07 Foreign Fire Insurance Tax Distribution. If your municipality receives a Foreign Fire Insurance Tax Distribution from the State that is deposited into the General Fund before being forwarded to the fire company, then the distribution should be reported on this line.

355.08 Local Share Assessment/Gaming Proceeds. If your municipality receives a local share assessment and/or gaming proceeds from the state under Act 1 of 2010 or Act 90 of 2013 (Small Games of Chance), these should be reported on line 355.08. Expenditures related to this revenue line item should be reported on the appropriate expenditure lines.

355.09 Marcellus Shale Impact Fee Distribution. If your municipality receives an impact fee distribution from the PUC for “Unconventional gas wells” as defined in Act 13 of 2012, these should be reported on line 355.09. Expenditures related to this revenue line item should be reported on the appropriate expenditure lines.

Local Government Units. Include payment from other legally separate governmental entities as specified.

357.00 All Other Local Government Unit Capital and Operating Grants. Include municipal allocation of county sales tax revenues here. Do not include payments from other municipalities or municipal authorities for bulk water purchases or sewage transportation and treatment — include these as wastewater/sewage and water system earnings. Show school district share of crossing guard expenses as public safety earnings (362.00). Do not include grants for Highways and Streets (357.03).

358.00 Local Government Units Shared Payments for Contracted Intergovernmental Services. Include payments from contracts for police services, fire services, UCC and Code Enforcement Services and Public Works Services.

Charges for Service. These are payments from customers for the provision of specific services to a person or entity. They can include revenues from another governmental unit for specific services provided.

361.00 General Government. Include zoning and land development fees and charges for collecting taxes for other political subdivisions.

362.00 Public Safety. Include hazmat incident charges, payments from other municipalities for intermittent police protection services, automatic alarm fees, building permits and emergency 911 telephone charges. Building-and construction-related permits are reported here.

363.20 Parking. Include revenues from parking meters, parking permits, parking lots and parking facilities, etc.

363.00 All Other Charges for Highway & Streets Services. Do not include Parking (363.20).

364.10 Wastewater/Sewage Charges. Include current and delinquent sewer usage charges, connection/tapping fees, reserve capacity fees. Also include payments from other municipalities or authorities for sewage treatment or transportation.

364.30 Solid Waste Collection and Disposal Charge (Trash). Include recycling fees. Do not include sewage charges.

364.00 All Other Charges for Sanitation Services. Do not include Wastewater/Sewage Charges (364.01), Solid Waste Collection (Trash) and Disposal Charge (364.30) and Host Municipality Benefit Fee for Solid Waster Facility (364.60).

367.00 Culture and Recreation. Include user fees and rental payments for use of facilities.

378.00 Water System. Include current and delinquent water usage charges, tapping fees and connection fees.

379.00 Other Charges for Services. Include revenues from water transportation and terminals, etc. Report revenues from cable television franchise fees from private cable operators under licenses and permits (321.80).

Unclassified Operating Revenues. These are sources of funds not shown elsewhere. The use of these Unclassified Operating Revenues category should be limited.

383.00 Assessments. Charges against properties benefited from public works improvements, such as street improvement, sidewalks, water or sewer line extension. Place annual street lighting assessments and annual fire hydrant assessments here.

388.00 Fiduciary Fund Pension Contributions. To be used only in the Fiduciary column to record receipt by the pension plan of the municipality's pension contribution and employee contributions.

389.00 All Other Unclassified Operating Revenues. The amount reported on **this line should not be more than 1% of Total Revenue within each fund.** Use of this account should be kept to a minimum.

391.00 Proceeds of General Fixed Asset Disposition. Include revenues from sale of municipal real estate, machinery or equipment, as well as insurance compensation for property losses.

392.00 Interfund Operating Transfers. To be used when transferring fiscal resources from one fund to another. Do not include Interfund Loans. Do not show payments to or from a municipal authority as Interfund Transfers. For intergovernmental revenues, see instructions under Local Government Units. **The total on line 392 must equal the total reported on line 492.**

393.00 Proceeds of General Long-Term Debt. Funds generated from borrowings for a period longer than one year.

394.00 Proceeds of Short-Term Debt. Funds generated from borrowings to be repaid within the fiscal year. Include Tax and Revenue Anticipation Notes here.

395.00 Refunds of Prior Year Expenditures. When not accounted for as a credit to an Expenditure or Expense Account or as a Prior Period Adjustment by a Credit to a Fund Equity Account.

Expenditures

General Government. Costs related to the central administration of the municipal government as distinct from individual operating departments.

402.00 Auditing Services/Financial Administration. Include salary of elected auditors, expenditures for contracted auditing and bookkeeping.

403.00 Tax Collection. Include compensation of elected tax collector and expenditures for collection of Act 511 taxes.

408.00 Engineering Services. Include engineer, architect, surveyor, etc. Do not include engineering costs related to a particular functional area such as highways or sewers.

Public Safety. Includes expenditures for protection of persons and property.

410.00 Police. Include payments for contracted police service from other municipalities, municipal share of regional police department costs and expenditures for individual municipal police departments.

411.00 Fire. Include expenditures made directly by the municipality on behalf of a volunteer fire department for such items as utilities, insurance and equipment, workers' compensation costs for volunteer firefighters and fire relief fund allocations. Report outgoing Foreign Fire/Fire Relief on this line.

412.00 Ambulance/Rescue. Use if separate from Police and Fire.

413.00 UCC and Code Enforcement. Expenditures for building and housing code administration.

415.00 Emergency Management & Communications. Use this line for all supply purchases related to COVID-19.

419.00 All Other Public Safety. (including crossing guards, etc.)

Health and Human Services. Include expenditures for dog law enforcement and vector control, as well as public health activities.

Public Works. Include all costs attributable to an individual public works category.

427.00 Solid Waste Collection and Disposal (garbage).

429.00 Wastewater/Sewage Collection and Treatment. Include payments to other municipalities or municipal authorities for the transmission and treatment of municipal sewage, including Sewage Enforcement Officer (SEO). Expenses associated with the operation of a municipal building do not belong here. Place these expenses in line 409.00.

Public Works – Other Services. Include expenditures for municipally-owned cable television systems. Expenses for street lighting belong in account 434.00.

448.00 Water System. Include expenditures for fire hydrants. Expenses for mowing should be listed in Account 438.00 (Public Works).

Culture and Recreation. Expenditures for activities to improve the quality of life in the community. The three accounts listed below have been added to the Chart of Accounts:

452.00 Participant Recreation. Include expenditures for recreation centers, playgrounds, swimming pools, golf course, etc.

453.00 Spectator Recreation. Include expenditures for botanical gardens, museums, art galleries, zoos, etc.

457.00 Civil and Military Celebrations. Include expenditures for holiday decorations, community specific celebrations, parades, etc.

Community Development.

461.00 Conservation of Natural Resources. Include expenditures for purchase of open space development rights, etc.

462.00 Community Development and Housing. Expenditures for housing rehabilitation, assistance to low-cost housing projects, allocations to community development corporations and other nonprofit groups for community development projects.

463.00 Economic Development. Include expenditures for Main Street programs, tourist promotion, allocations to industrial development corporations and other nonprofit groups for economic development projects.

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Debt Service. Expenditures to pay down debt obligations.

471.00 Debt Principal. The portion of the payment that reduces the outstanding principal of the debt for those municipalities that do not record the debt as a liability. The category includes principal paid on both short-term debt (for example: Tax Anticipation Revenue Note) and long-term debt. Where the municipality makes a single payment for capital leases or lease rental payments to a municipal authority and is unable to divide between principal and interest, enter the entire amount here.

Employer Paid Benefits and Withholding Items. Include expenditures only when the municipal accounting system does not permit their allocation to particular departments. If possible, the employee benefits and employer share of the withholding taxes should be shown for each functional area for which personnel costs are incurred.

Insurance. Include expenditures for all insurance costs except those for employee health benefits. The employee health insurance is reported on line 487.00, if not allocated to the particular department for which the health insurance cost is incurred.

Unclassified Operating Expenditures

488.00 Fiduciary Fund Benefits and Refunds Paid. Expenditures made by the pension plan for benefits paid out or refunds given. The amount will only appear in the Fiduciary Fund Type column and not in any other column.

489.00 All Other Unclassified Expenditures. Include Management/Administrative Fees or any other account which does not closely fit the expenditure categories. The amount reported on **this line should not be more than 1% of Total Expenditure within each fund.** Use of this account should be kept to a minimum.

Other Financing Uses. These are other uses of municipal funds that are not considered expenditures.

491.00 Refund of Prior Year Revenues. Include only refunds of revenues in a prior year(s). Can include tax refunds.

492.00 Interfund Operating Transfers. Shifting financial resources from one fund to another. **The total on line 492.00 must equal the total reported on line 392.00.**

Excess/Deficit of Revenue over Expenditures. On a fund-by-fund basis, subtract total expenditures from total revenues. This figure will reflect your operating position for the year.

Other Information

Because the Commonwealth of Pennsylvania is a cooperating state with the United States Bureau of the Census, certain information is requested on this form to meet the needs of the Census Bureau in gathering information nationwide. This cooperative program prevents the submission of duplicative financial report forms from both the state and local governments.

Debt Statement. Enter the appropriate information for each separate bond, note or capital lease. Show municipal liability for authority debt guaranteed by the municipal government through a lease rental agreement. Do not include compensated absences. The Maturity Year is required. The Current Year Accretion on Compound Interest Bonds will not be used by most municipalities.

Pension Reporting. The following chart serves as a guide for the treatment of pension reporting.

General Fund Reporting

This fund shows the pension activity at the municipal level. It includes pension money received from the State, which flows through your General Fund.

355.05 Act 205 State disbursed pension revenue. i.e., Act 147 (Ad-Hoc), Act 205, Act 64.

483.00 Outgoing transfer to the financial institution that manages your pension fund. This amount includes the State pension revenue as well as any additional employer/employee contributions to the pension plan.

As an alternative to using line 483.00, a municipality may show the pension expense under the appropriate employee account (police, fire, administrative staff, etc.).

Fiduciary Fund (Trust and Agency) Reporting*

This fund shows the pension activity by the financial institution that manages your pension fund. This data is obtained from the annual financial statement provided to your municipality by that institution. If your pension is managed by PMRS, note that they are generally a year behind the reporting year of the audit. If this is the case, please identify this via the "Efiler Notes" at the bottom of the online "Annual Financial Report" screen.

388.00 Incoming pension revenue from all sources received by the financial institution. i.e., State pension revenue from the municipality's General Fund (reported on line 355.05), plus any additional employer/employee contributions to the pension fund.

341.00 Any kind of investment gain

482.00 Any kind of investment loss

488.00 Pension payout to retirees, including refunds to former employees

489.00 Pension fund management fees & miscellaneous expenses/deductions

*The year-end balance (value) of the pension fund should be shown in the Fiduciary Fund (Trust & Agency) on line 100-120 of the Balance Sheet.

Statement of Capital Expenditures. The Statement of Revenues and Expenditures in the main portion of the Report includes both capital and operating expenditures together. However, in order to provide needed data to the Census Bureau, please isolate and restate capital expenditures here. List by principal functional category. To identify capital expenditures, use the municipality's own definition. **Capital expenditures are generally considered to be those which result in additions to the value of fixed assets (land, buildings and other structures, machinery and equipment).**

Employee Compensation. Total W-2 wages, salaries, commissions and other compensation paid during the year to municipal officers and employees, including elected officials. Include compensation paid to the elected tax collector. **Note: These are personnel costs already shown in a different manner in the Statement of Revenues and Expenditures. Use data from the W-3 statement.**

Borrowing Base Certificate. The Borrowing Base Certificate is being provided as a management tool and will assist you in determining your borrowing capacity. **Completion of this form is optional.**

Management Letter. It is suggested that the elected auditor take an advisory role in the improvement of the municipal financial procedures, especially as they relate to internal controls as defined by Generally Acceptable Accounting Principles as deemed appropriate, and that any findings and recommendations be submitted in a separate management letter accompanying the Annual Audit and Financial Report. This letter, which should be addressed to the local governing body, should indicate its purpose and reference the Annual Financial Report. **This letter is optional and should not be submitted with the Annual Audit and Financial Report to the Governor's Center for Local Government Services.**

New Keystone Login Service

The Commonwealth's login service is changing. Beginning with the 2020 municipality forms filing period, every *Municipal Statistics* e-filer will be required to register in the new *PA Keystone Login* service. **To learn more, please click the link titled, "PA Keystone Login Service Guide" under the General News section of the Municipal Statistics website (munstats.pa.gov/forms).**

Please Note – In order to function correctly, the Municipal Statistics website requires the following:

Microsoft Internet Explorer 9 or later (also compatible with Microsoft Edge and Google Chrome web browsers)

You may e-file from any computer with Microsoft Edge, Internet Explorer or Google Chrome web browsers.

Call with Questions – Should you have any question, please contact the Municipal Statistics Office at 1-888-223-6837.

Section III – Balancing Worksheet

Cash Basis - Elected Auditors Only

	Special Revenue					Fiduciary	Total
	General Fund	(Including State Liquid Fuels)	Capital Projects	Debt Service	Proprietary		
1 Opening Cash/Investments Balance January 1 (Accounts: 100-120)							
2 Revenues							
3 Total Available (sum 1+2)							
4 Expenditures							
5 *Ending Cash/Investments Balance December 31 (Accounts 100-120)							

* This figure should match your ending cash on line 100-120 (pages 10 and 11) in the respective funds.

DCED verifies that the ending cash/investments balance (accounts 100-120) agrees to the calculated balance taking last year's ending cash/investments balance and adding the current year's revenues and subtracting the current year's expenditures.

Note: If a prior period adjustment has occurred, please include an explanation in the online form via the ADD E-FILER NOTES button.

Section IV – Annual Audit and Financial Report Form

This section contains the Annual Audit and Financial Report form. For your convenience, the form may be photocopied as often as necessary.

State law requires that every municipality and home rule community annually complete and submit the Annual Audit and Financial Report in its entirety (including the cover page) via e-filing online at munstats.pa.gov/forms

Following is a listing of the entities that are required to file the Annual Audit and Financial Report:

- Cities: Director of Accounts and Finance
- Boroughs: Elected Auditors, Independent Auditor, or Controller
- First Class Townships: Elected Auditors, Independent Auditor, or Controller
- Second Class Townships: Elected Auditors or Independent Auditor
- Home Rule Communities: In accordance with charter

Following is a listing of where these entities, as well as the deadlines, must file the Annual Audit and Financial Report:

Entity	Where Report Must Be Filed	Filing Deadline
Cities	DCED (munstats.pa.gov/forms) City Council	March 1 Stated Meeting during March
Boroughs and Townships	DCED (munstats.pa.gov/forms) Clerk of Courts or Prothonotary Municipal Secretary	April 1 April 1 April 1
Home Rule Communities	DCED (munstats.pa.gov/forms) Other entities - In accordance with charter	April 1

BALANCE SHEET
December 31, 2020

ASSETS AND OTHER DEBITS		GOVERNMENTAL FUNDS			
		General Fund	Special Revenue	Capital Projects	Debt Service
			(Including State Liquid Fuels)		
100-120	Cash and Investments	411,302	70,336	122,010	
140-144	Tax Receivable				
121-129					
145-149	Accounts Receivable (excluding taxes)				
130	Due From Other Funds	2,156	8,630		
131-139					
150-159	Other Current Assets				
160-169	Fixed Assets				
180-189	Other Debits	23			
TOTAL ASSETS AND OTHER DEBITS		\$ 413,481	\$ 78,966	\$ 122,010	\$ -

LIABILITIES AND OTHER CREDITS					
210-229	Payroll Taxes and Other Payroll Withholdings				
200-209					
231-239	All Other Current Liabilities				
230	Due To Other Funds	10,786			
260-269	Long-Term Liabilities				
240-259	Current Portion of Long-Term Debt & Other Credits				
TOTAL LIABILITIES AND OTHER CREDITS		\$ 10,786	\$ -	\$ -	\$ -

FUND AND ACCOUNT GROUP EQUITY					
281-284	Contributed Capital				
290	Investment in General Fixed Assets				
270-289	Fund Balance / Retained Earnings on 12/31	402,695	78,966	122,010	
291-299	Other Equity				
TOTAL FUND AND ACCOUNT GROUP EQUITY		\$ 402,695	\$ 78,966	\$ 122,010	\$ -

Total Assets and Other Debits minus Total Liabilities and Other Credits must equal the Total Fund and Account Group Equity.

2020 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | BALANCE SHEET

	PROPRIETARY FUNDS		FIDUCIARY FUND	ACCOUNT GROUPS		TOTAL
	Enterprise	Internal Service	Trust and Agency	General Fixed Assets	General Long Term Debt	Memorandum Only
ASSETS AND OTHER DEBITS						
100-120 Cash and Investments			504,988			1,108,636
140-144 Tax Receivable						-
121-129 145-149 Accounts Receivable (excluding taxes)						-
130 Due From Other Funds						10,786
131-139 150-159 Other Current Assets						-
160-169 Fixed Assets						-
180-189 Other Debits						23
TOTAL ASSETS AND OTHER DEBITS	\$ -	\$ -	\$ 504,988	\$ -	\$ -	\$ 1,119,445

LIABILITIES AND OTHER CREDITS						
210-229 Payroll Taxes and Other Payroll Withholdings						-
200-209 231-239 All Other Current Liabilities						-
230 Due To Other Funds						10,786
260-269 Long-Term Liabilities						-
240-259 Current Portion of Long-Term Debt & Other Credits						-
TOTAL LIABILITIES AND OTHER CREDITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,786

FUND AND ACCOUNT GROUP EQUITY						
281-284 Contributed Capital						-
290 Investment in General Fixed Assets						-
270-289 Fund Balance / Retained Earnings on 12/31			504,988			1,108,659
291-299 Other Equity						-
TOTAL FUND AND ACCOUNT GROUP EQUITY	\$ -	\$ -	\$ 504,988	\$ -	\$ -	\$ 1,108,659

TOTAL LIABILITIES AND FUND AND ACCOUNT GROUP EQUITY						\$ 1,119,445
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Total Assets and Other Debits minus Total Liabilities and Other Credits must equal the Total Fund and Account Group Equity.

STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2020

REVENUES	GOVERNMENTAL FUNDS			
	General Fund	Special Revenue <i>(Including State Liquid Fuels)</i>	Capital Projects	Debt Service
TAXES				
301.00 Real Estate Taxes	133,574	42,734		
305.00 Occupation Taxes (levied under municipal code)				
308.00 Residence Taxes (levied by cities of the 3rd Class)				
309.00 Regional Asset District Sales Tax (Allegheny County municipalities only)				
310.00 Per Capita Taxes	5,114			
310.10 Real Estate Transfer Taxes	58,743			
310.20 Earned Income Taxes / Wage Taxes	197,482			
310.30 Business Gross Receipts Taxes				
310.40 Occupation Taxes (levied under Act 511)				
310.50 Local Services Tax **				
310.60 Amusement / Admission Taxes				
310.70 Mechanical Device Taxes				
310.90 Other Local Tax Enabling Act / Act 511 Taxes _____ _____				
TOTAL TAXES	\$ 394,913	\$ 42,734	\$ -	\$ -

LICENSES & PERMITS				
320-322 All Other Licenses and Permits	-			
321.80 Cable Television Franchise Fees	10,619			
TOTAL LICENSES & PERMITS	\$ 10,619	\$ -	\$ -	\$ -

FINES & FORFEITS				
330-332 Fines and Forfeits	15,188			
TOTAL FINES & FORFEITS	\$ 15,188	\$ -	\$ -	\$ -

INTEREST, RENTS & ROYALTIES				
341.00 Interest Earnings	1,749	173	658	
342.00 Rents and Royalties				
TOTAL INTEREST, RENTS & ROYALTIES	\$ 1,749	\$ 173	\$ 658	\$ -

** This tax was known as the Occupational Privilege Tax (OPT) prior to 2005 and the Emergency and Municipal Services Tax prior to 2008.

2020 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

REVENUES		PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
		Enterprise	Internal Service	Trust and Agency	Memorandum Only
TAXES					
301.00	Real Estate Taxes				176,308
305.00	Occupation Taxes (levied under municipal code)				-
308.00	Residence Taxes (levied by cities of the 3 rd Class)				-
309.00	Regional Asset District Sales Tax (Allegheny County municipalities only)				-
310.00	Per Capita Taxes				5,114
310.10	Real Estate Transfer Taxes				58,743
310.20	Earned Income Taxes / Wage Taxes				197,482
310.30	Business Gross Receipts Taxes				-
310.40	Occupation Taxes (levied under Act 511)				-
310.50	Local Services Tax **				-
310.60	Amusement / Admission Taxes				-
310.70	Mechanical Device Taxes				-
310.90	Other Local Tax Enabling Act / Act 511 Taxes _____ _____				- -
	TOTAL TAXES	\$ -	\$ -	\$ -	\$ 437,647

LICENSES & PERMITS		PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
		Enterprise	Internal Service	Trust and Agency	Memorandum Only
320-322	All Other Licenses and Permits				-
321.80	Cable Television Franchise Fees				10,619
	TOTAL LICENSES & PERMITS	\$ -	\$ -	\$ -	\$ 10,619

FINES & FORFEITS		PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
		Enterprise	Internal Service	Trust and Agency	Memorandum Only
330-332	Fines and Forfeits				15,188
	TOTAL FINES & FORFEITS	\$ -	\$ -	\$ -	\$ 15,188

INTEREST, RENTS & ROYALTIES		PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
		Enterprise	Internal Service	Trust and Agency	Memorandum Only
341.00	Interest Earnings			43,214	45,794
342.00	Rents and Royalties				-
	TOTAL INTEREST, RENTS & ROYALTIES	\$ -	\$ -	\$ 43,214	\$ 45,794

** This tax was known as the Occupational Privilege Tax (OPT) prior to 2005 and the Emergency and Municipal Services Tax prior to 2008.

2020 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

INTERGOVERNMENTAL REVENUES		GOVERNMENTAL FUNDS			
		Special Revenue <i>(Including State Liquid Fuels)</i>		Capital Projects	Debt Service
FEDERAL		General Fund			
351.03	Highways and Streets				
351.09	Community Development				
351.00	All Other Federal Capital and Operating Grants				
352.01	National Forest				
352.00	All Other Federal Shared Revenue and Entitlements				
353.00	Federal Payments in Lieu of Taxes				
TOTAL FEDERAL		\$ -	\$ -	\$ -	\$ -

STATE					
354.03	Highways and Streets				
354.09	Community Development				
354.15	Recycling / Act 101				
354.00	All Other State Capital and Operating Grants				
355.01	Public Utility Realty Tax (PURTA)	395			
355.02 - 355.03	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback		79,199		
355.04	Alcoholic Beverage Licenses	300			
355.05	General Municipal Pension System State Aid	6,327			
355.07	Foreign Fire Insurance Tax Distribution	10,077			
355.08	Local Share Assessment/Gaming Proceeds.				
355.09	Marcellus Shale Impact Fee Distribution.				
355.00	All Other State Shared Revenues and Entitlements				
356.00	State Payments in Lieu of Taxes				
TOTAL STATE		\$ 17,099	\$ 79,199	\$ -	\$ -

LOCAL GOVERNMENT UNITS					
357.03	Highways and Streets				
357.00	All Other Local Governmental Units Capital and Operating Grants				
358.00	Local Government Unit Shared Payments for Contracted Intergovernmental Services				
359.00	Local Governmental Units, Authorities Payments and Payments in Lieu of Taxes				
TOTAL LOCAL GOVERNMENT UNITS		\$ -	\$ -	\$ -	\$ -

2020 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

INTERGOVERNMENTAL REVENUES		PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
		Enterprise	Internal Service	Trust and Agency	Memorandum Only
FEDERAL					
351.03	Highways and Streets				-
351.09	Community Development				-
351.00	All Other Federal Capital and Operating Grants				-
352.01	National Forest				-
352.00	All Other Federal Shared Revenue & Entitlements				-
353.00	Federal Payments in Lieu of Taxes				-
TOTAL FEDERAL		\$ -	\$ -	\$ -	\$ -

STATE					
354.03	Highways and Streets				-
354.09	Community Development				-
354.15	Recycling / Act 101				-
354.00	All Other State Capital and Operating Grants				-
355.01	Public Utility Realty Tax (PURTA)				395
355.02 - 355.03	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback				79,199
355.04	Alcoholic Beverage Licenses				300
355.05	General Municipal Pension System State Aid				6,327
355.07	Foreign Fire Insurance Tax Distribution.				10,077
355.08	Local Share Assessment/Gaming Proceeds.				-
355.09	Marcellus Shale Impact Fee Distribution.				-
355.00	All Other State Shared Revenues and Entitlements				-
356.00	State Payments in Lieu of Taxes				-
TOTAL STATE		\$ -	\$ -	\$ -	\$ 96,298

LOCAL GOVERNMENT UNITS					
357.03	Highways and Streets				-
357.00	All Other Local Governmental Units Capital and Operating Grants				-
358.00	Local Government Unit Shared Payments for Contracted Intergovernmental Services				-
359.00	Local Governmental Units, Authorities Payments and Payments in Lieu of Taxes				-
TOTAL LOCAL GOVERNMENT UNITS		\$ -	\$ -	\$ -	\$ -

TOTAL INTERGOVERNMENTAL REVENUES					\$ 96,298
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2020 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

REVENUES		GOVERNMENTAL FUNDS			
		Special Revenue <i>(Including State Liquid Fuels)</i>		Capital Projects	Debt Service
CHARGES FOR SERVICE		General Fund			
361.00	General Government	5,496			
362.00	Public Safety	4,185			
363.20	Parking				
363.00	All Other Charges for Highway & Streets Services				
364.10	Wastewater / Sewage Charges				
364.30	Solid Waste Collection and Disposal Charge (trash)	14,030			
364.60	Host Municipality Benefit Fee for Solid Waste Facility				
364.00	All Other Charges for Sanitation Services				
365.00	Health				
366.00	Human Services				
367.00	Culture and Recreation				
368.00	Airports				
369.00	Bars				
370.00	Cemeteries				
372.00	Electric System				
373.00	Gas System				
374.00	Housing System				
375.00	Markets				
377.00	Transit Systems				
378.00	Water System				
379.00	All Other Charges for Service				
TOTAL CHARGES FOR SERVICE		\$ 23,711	\$ -	\$ -	\$ -

UNCLASSIFIED OPERATING REVENUES					
383.00	Assessments				
386.00	Escheats (sale of personal property)				
387.00	Contributions & Donations from Private Sectors	1,750			
388.00	Fiduciary Fund Pension Contributions	 	 	 	
389.00	All Other Unclassified Operating Revenues***	1,913			
TOTAL UNCLASSIFIED OPERATING REVENUES		\$ 3,663	\$ -	\$ -	\$ -

OTHER FINANCING SOURCES					
391.00	Proceeds of General Fixed Asset Disposition				
392.00	Interfund Operating Transfers**			25,000	
393.00	Proceeds of General Long-Term Debt				
394.00	Proceeds of Short Term-Debt				
395.00	Refunds of Prior Year Expenditures	13,744			
TOTAL OTHER FINANCING SOURCES		\$ 13,744	\$ -	\$ 25,000	\$ -

TOTAL REVENUES		\$ 480,686	\$ 122,106	\$ 25,658	\$ -
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** The total of line 392.00 must match the total of line 492.00
 *** This amount cannot be greater than 1% of "TOTAL REVENUES" in each of the funds.

2020 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

REVENUES		PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
		Enterprise	Internal Service	Trust and Agency	Memorandum Only
CHARGES FOR SERVICE					
361.00	General Government				5,496
362.00	Public Safety				4,185
363.20	Parking				-
363.00	All Other Charges for Highway & Streets Services . . .				-
364.10	Wastewater / Sewage Charges				-
364.30	Solid Waste Collection & Disposal Charge (trash) . .				14,030
364.60	Host Municipality Benefit Fee for Solid Waste Facility . .				-
364.00	All Other Charges for Sanitation Services				-
365.00	Health				-
366.00	Human Services				-
367.00	Culture and Recreation				-
368.00	Airports				-
369.00	Bars				-
370.00	Cemeteries				-
372.00	Electric System				-
373.00	Gas System				-
374.00	Housing System				-
375.00	Markets				-
377.00	Transit Systems				-
378.00	Water System				-
379.00	All Other Charges for Service				-
TOTAL CHARGES FOR SERVICE		\$ -	\$ -	\$ -	\$ 23,711

UNCLASSIFIED OPERATING REVENUES					
383.00	Assessments				-
386.00	Escheats (sale of personal property)				-
387.00	Contributions & Donations from Private Sectors				1,750
388.00	Fiduciary Fund Pension Contributions	 	 	6,327	6,327
389.00	All Other Unclassified Operating Revenues***				1,913
TOTAL UNCLASSIFIED OPERATING REVENUES		\$ -	\$ -	\$ 6,327	\$ 9,990

OTHER FINANCING SOURCES					
391.00	Proceeds of General Fixed Asset Disposition				-
392.00	Interfund Operating Transfers**				25,000
393.00	Proceeds of General Long-Term Debt				-
394.00	Proceeds of Short-Term Debt				-
395.00	Refunds of Prior Year Expenditures				13,744
TOTAL OTHER FINANCING SOURCES		\$ -	\$ -	\$ -	\$ 38,744

TOTAL REVENUES	\$ -	\$ -	\$ 49,541	\$ 677,991
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** The total of line 392.00 must match the total of line 492.00

*** This amount cannot be greater than 1% of "TOTAL REVENUES" in each of the funds.

2020 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

EXPENDITURES		GOVERNMENTAL FUNDS			
		General Fund	Special Revenue <i>(Including State Liquid Fuels)</i>	Capital Projects	Debt Service
GENERAL GOVERNMENT					
400.00	Legislative (Governing) Body	3,888			
401.00	Executive (Manager or Mayor)				
402.00	Auditing Services / Financial Administration	6,630			
403.00	Tax Collection	8,073	897		
404.00	Solicitor / Legal Services	21,921			
405.00	Secretary / Clerk	46,714			
406.00	Other General Government Administration	14,903			
407.00	IT-Networking Services-Data Processing	10,378			
408.00	Engineering Services	4,668			
409.00	General Government Buildings and Plant	30,153			
TOTAL GENERAL GOVERNMENT		\$ 147,328	\$ 897	\$ -	\$ -

PUBLIC SAFETY					
410.00	Police	95,820			
411.00	Fire	10,777	4,115		
412.00	Ambulance / Rescue				
413.00	UCC and Code Enforcement				
414.00	Planning and Zoning	11,952			
415.00	Emergency Management & Communications	147			
416.00	Militia and Armories				
417.00	Examination of Licensed Occupations				
418.00	Public Scales (weights and measures)				
419.00	Other Public Safety				
TOTAL PUBLIC SAFETY		\$ 118,696	\$ 4,115	\$ -	\$ -

HEALTH AND HUMAN SERVICES					
420.00-425.00	Health and Human Services	500			

PUBLIC WORKS - SANITATION					
426.00	Recycling Collection and Disposal				
427.00	Solid Waste Collection and Disposal (trash)				
428.00	Weed Control				
429.00	Wastewater / Sewage Collection & Treatment	9,539			
TOTAL PUBLIC WORKS - SANITATION		\$ 9,539	\$ -	\$ -	\$ -

2020 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

EXPENDITURES	PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
	Enterprise	Internal Service	Trust and Agency	Memorandum Only
GENERAL GOVERNMENT				
400.00 Legislative (Governing) Body				3,888
401.00 Executive (Manager or Mayor)				-
402.00 Auditing Services / Financial Administration				6,630
403.00 Tax Collection				8,970
404.00 Solicitor / Legal Services				21,921
405.00 Secretary / Clerk				46,714
406.00 Other General Government Administration				14,903
407.00 IT-Networking Services-Data Processing				10,378
408.00 Engineering Services				4,668
409.00 General Government Buildings and Plant				30,153
TOTAL GENERAL GOVERNMENT	\$ -	\$ -	\$ -	\$ 148,225

PUBLIC SAFETY				
410.00 Police				95,820
411.00 Fire				14,892
412.00 Ambulance / Rescue				-
413.00 UCC and Code Enforcement				-
414.00 Planning and Zoning				11,952
415.00 Emergency Management & Communications				147
416.00 Militia and Armories				-
417.00 Examination of Licensed Occupations				-
418.00 Public Scales (weights and measures)				-
419.00 Other Public Safety				-
TOTAL PUBLIC SAFETY	\$ -	\$ -	\$ -	\$ 122,811

HEALTH AND HUMAN SERVICES				
420.00-425.00 Health and Human Services				500

PUBLIC WORKS - SANITATION				
426.00 Recycling Collection and Disposal				-
427.00 Solid Waste Collection and Disposal (garbage)				-
428.00 Weed Control				-
429.00 Wastewater / Sewage Collection & Treatment				9,539
TOTAL PUBLIC WORKS - SANITATION	\$ -	\$ -	\$ -	\$ 9,539

2020 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

EXPENDITURES		GOVERNMENTAL FUNDS			
		General Fund	Special Revenue <i>(Including State Liquid Fuels)</i>	Capital Projects	Debt Service
PUBLIC WORKS - HIGHWAYS & STREETS					
430.00	General Services - Administration	40,149			
431.00	Cleaning of Streets and Gutters				
432.00	Winter Maintenance - Snow Removal		3,688		
433.00	Traffic Control Devices	223	3,383		
434.00	Street Lighting				
435.00	Sidewalks and Crosswalks				
436.00	Storm Sewers and Drains				
437.00	Repairs of Tools and Machinery		12,132		
438.00	Maintenance & Repairs of Roads & Bridges	70	21,900		
439.00	Highway Construction and Rebuilding Projects				
TOTAL PUBLIC WORKS - HIGHWAYS & STREETS		\$ 40,442	\$ 41,103	\$ -	\$ -

PUBLIC WORKS - OTHER SERVICES					
440.00	Airports				
441.00	Cemeteries				
442.00	Electric System				
443.00	Gas System				
444.00	Markets				
445.00	Parking				
446.00	Storm Water and Flood Control				
447.00	Transit System				
448.00	Water System				
449.00	Water Transport and Terminals				
TOTAL PUBLIC WORKS - OTHER SERVICES		\$ -	\$ -	\$ -	\$ -

CULTURE AND RECREATION					
451.00	Culture-Recreation Administration				
452.00	Participant Recreation				
453.00	Spectator Recreation				
454.00	Parks				
455.00	Shade Trees				
456.00	Libraries	1,541			
457.00	Civil and Military Celebrations				
458.00	Senior Citizens' Centers				
459.00	All Other Culture and Recreation				
TOTAL CULTURE AND RECREATION		\$ 1,541	\$ -	\$ -	\$ -

COMMUNITY DEVELOPMENT					
461.00	Conservation of Natural Resources				
462.00	Community Development and Housing				
463.00	Economic Development				
464.00	Economic Opportunity				
465.00 - 469.00	All Other Community Development				
TOTAL COMMUNITY DEVELOPMENT		\$ -	\$ -	\$ -	\$ -

2020 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

EXPENDITURES	PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL	
	Enterprise	Internal Service	Trust and Agency	Memorandum Only	
PUBLIC WORKS - HIGHWAYS & STREETS					
430.00	General Services - Administration			40,149	
431.00	Cleaning of Streets and Gutters			-	
432.00	Winter Maintenance - Snow Removal			3,688	
433.00	Traffic Control Devices			3,606	
434.00	Street Lighting			-	
435.00	Sidewalks and Crosswalks			-	
436.00	Storm Sewers and Drains			-	
437.00	Repairs of Tools and Machinery			12,132	
438.00	Maintenance & Repairs of Roads & Bridges			21,970	
439.00	Highway Construction and Rebuilding Projects			-	
TOTAL PUBLIC WORKS - HIGHWAYS & STREETS		\$ -	\$ -	\$ -	\$ 81,545

PUBLIC WORKS - OTHER SERVICES					
440.00	Airports			-	
441.00	Cemeteries			-	
442.00	Electric System			-	
443.00	Gas System			-	
444.00	Markets			-	
445.00	Parking			-	
446.00	Storm Water and Flood Control			-	
447.00	Transit System			-	
448.00	Water System			-	
449.00	Water Transport and Terminals			-	
TOTAL PUBLIC WORKS - OTHER SERVICES		\$ -	\$ -	\$ -	\$ -

CULTURE AND RECREATION					
451.00	Culture-Recreation Administration			-	
452.00	Participant Recreation			-	
453.00	Spectator Recreation			-	
454.00	Parks			-	
455.00	Shade Trees			-	
456.00	Libraries			1,541	
457.00	Civil and Military Celebrations			-	
458.00	Senior Citizens' Centers			-	
459.00	All Other Culture and Recreation			-	
TOTAL CULTURE AND RECREATION		\$ -	\$ -	\$ -	\$ 1,541

COMMUNITY DEVELOPMENT					
461.00	Conservation of Natural Resources			-	
462.00	Community Development and Housing			-	
463.00	Economic Development			-	
464.00	Economic Opportunity			-	
465.00 - 469.00	All Other Community Development			-	
TOTAL COMMUNITY DEVELOPMENT		\$ -	\$ -	\$ -	\$ -

2020 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

EXPENDITURES	GOVERNMENTAL FUNDS			
	General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service
DEBT SERVICE				
471.00 Debt Principal (short-term and long-term)		13,052		
472.00 Debt Interest (short-term and long-term)		633		
475.00 Fiscal Agent Fees				
TOTAL DEBT SERVICE	\$ -	\$ 13,685	\$ -	\$ -
EMPLOYER-PAID BENEFITS & WITHHOLDING ITEMS				
481.00 Employer Paid Withholding Taxes and Unemployment Compensation	13,536			
482.00 Judgments and Losses				
483.00 Pension / Retirement Fund Contributions	7,577			
484.00 Worker Compensation Insurance	8,570			
487.00 Group Insurance and Other Benefits				
EMPLOYER-PAID BENEFITS & WITHHOLDING ITEMS	\$ 29,683	\$ -	\$ -	\$ -
INSURANCE				
486.00 Insurance, Casualty and Surety	19,771			
UNCLASSIFIED OPERATING EXPENDITURES				
488.00 Fiduciary Fund Benefits and Refunds Paid				
489.00 All Other Unclassified Expenditures***	884			
TOTAL UNCLASSIFIED OPERATING EXPENDITURES	\$ 884	\$ -	\$ -	\$ -
OTHER FINANCING USES				
491.00 Refund of Prior Year Revenues	69			
492.00 Interfund Operating Transfers**	25,000			
493.00 All Other Financing Uses				
TOTAL OTHER FINANCING USES	\$ 25,069	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 393,453	\$ 59,800	\$ -	\$ -
EXCESS/DEFICIT OF REVENUES				
OVER EXPENDITURES	\$ 87,233	\$ 62,306	\$ 25,658	\$ -

** The total of line 492.00 must match the total of line 392.00

*** This amount cannot be greater than 1% of "TOTAL EXPENDITURES" in each of the funds.

2020 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

EXPENDITURES	PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
	Enterprise	Internal Service	Trust and Agency	Memorandum Only
DEBT SERVICE				
471.00 Debt Principal (short-term and long-term)				13,052
472.00 Debt Interest (short-term and long-term)				633
475.00 Fiscal Agent Fees				-
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	\$ 13,685
EMPLOYER-PAID BENEFITS & WITHHOLDING ITEMS				
481.00 Employer Paid Withholding Taxes and Unemployment Compensation				13,536
482.00 Judgments and Losses				-
483.00 Pension / Retirement Fund Contributions				7,577
484.00 Worker Compensation Insurance				8,570
487.00 Group Insurance and Other Benefits				-
EMPLOYER-PAID BENEFITS & WITHHOLDING ITEMS	\$ -	\$ -	\$ -	\$ 29,683
INSURANCE				
486.00 Insurance, Casualty and Surety				19,771
UNCLASSIFIED OPERATING EXPENDITURES				
488.00 Fiduciary Fund Benefits and Refunds Paid			13,016	13,016
489.00 All Other Unclassified Expenditures***			8,403	9,287
TOTAL UNCLASSIFIED OPERATING EXPENDITURES	\$ -	\$ -	\$ 21,419	\$ 22,303
OTHER FINANCING USES				
491.00 Refund of Prior Year Revenues				69
492.00 Interfund Operating Transfers**				25,000
493.00 All Other Financing Uses				-
TOTAL OTHER FINANCING USES	\$ -	\$ -	\$ -	\$ 25,069
TOTAL EXPENDITURES	\$ -	\$ -	\$ 21,419	\$ 474,672
EXCESS/DEFICIT OF REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ 28,122	\$ 203,319

** The total of line 492.00 must match the total of line 392.00

*** This amount cannot be greater than 1% of "TOTAL EXPENDITURES" in each of the funds.

DEBT STATEMENT

Purpose	Issuance Type	Issue Date (year)	Maturity Date (year)	Original Amount of Issue	Outstanding Beginning of Year	Principal Incurred This Year (Additions)	Principal Paid This Year	Current Year Accretion of Compound Interest Bonds	Outstanding Year End	Plus (less) Unamortized Premium (Discount)	Total Balance
GENERAL OBLIGATION BONDS AND NOTES											
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
REVENUE BONDS AND NOTES											
											\$ -
											\$ -
											\$ -
											\$ -
LEASE RENTAL DEBT/GENERAL LEASES											
											\$ -
											\$ -
											\$ -
											\$ -
OTHER											
Truck Loan	Loan	2019	2022	\$ 38,000	36,528	-	13,052	-	23,476	-	\$ 23,476
											\$ -
											\$ -
											\$ -
Total debt										\$	23,476
Capitalized lease obligations										-	-
NET DEBT										\$	23,476

STATEMENT OF CAPITAL EXPENDITURES

CATEGORY:	Capital Purchases	Capital Construction	Total
Community Development			-
Electric			-
Fire			-
Gas System			-
General Government		15,000	15,000
Health			-
Housing			-
Libraries			-
Mass Transit			-
Parks			-
Police			-
Recreation			-
Sewer			-
Solid Waste			-
Streets/Highways			-
Water			-
Other (Please specify)			-
_____			-
_____			-
_____			-
_____			-
_____			-
_____			-
_____			-
_____			-
_____			-
_____			-
TOTAL CAPITAL EXPENDITURES*			\$ 15,000

**Capital expenditures are generally considered to be those which result in additions to the value of fixed assets (land, buildings and other structures, machinery and equipment).*

EMPLOYEE COMPENSATION

Total salaries, wages, commissions, etc. paid this year
 (including all employees and elected officials)** **\$ 178,875**

***Use income from box 16 of the W-3 Statement*

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Section V – Borrowing Base Certificate – Section 8002

The borrowing base is the arithmetic average of total revenues received for the three preceding fiscal years as set forth in a certificate stating the total revenues for each year and stating the average. Any authorized official of the local government unit or an independent accountant may execute the certificate. The computation of the borrowing base must be done in accordance with the definition of revenues in Section 8002. The following method may be used:

BORROWING BASE CERTIFICATE

Prepared as of: (date) _____

	FISCAL YEAR		
	20____	20____	20____
Total Revenues Received (money from all sources)	\$ _____	\$ _____	\$ _____
Less:			
(1) State and Federal subsidies and reimbursements related to a particular project financed by debt.	\$ _____	\$ _____	\$ _____
(2) Revenues, receipts, assessments, etc., pledges for self-liquidation debt.	\$ _____	\$ _____	\$ _____
(3) Interest on monies in sinking funds pledges for debt	\$ _____	\$ _____	\$ _____
(4) Grants and gifts-in-aid measured by construction or acquisition of specific projects.	\$ _____	\$ _____	\$ _____
(5) Nonrecurring receipts.	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____	\$ _____
TOTAL NET REVENUES	\$ _____		
BORROWING BASE	\$ _____		
(Total Net Revenues divided by three)			

