



2017

LOCH, ELSENBAUMER, NEWTON & CO.
A PROFESSIONAL CORPORATION
ACCOUNTANTS AND CONSULTANTS

INDEPENDENT AUDITORS' REPORT

To the Borough Council
Borough of Coopersburg
Coopersburg, Pennsylvania

We have audited the accompanying financial statements of the Borough of Coopersburg, Commonwealth of Pennsylvania which comprise the general fund, special revenue fund, capital projects funds, and the general fixed assets and general long term debt account groups, included in the Department of Community and Economic Development's (DCED) prescribed form using the cash basis of accounting as of December 31, 2017 and for the year then ended.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of the Pennsylvania Department of Community and Economic Development, Governor's Center for Local Government Services using the cash basis of accounting. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective assets, liabilities and fund balances of the general fund, special revenue fund, capital projects funds, and the general fixed assets and general long term debt account groups of the Borough as of December 31, 2017, and its revenues it received and expenditures it paid for the year then ended, on the basis of accounting described in the following paragraph.

Basis of Accounting

The Borough prepared these financial statements included in the DCED prescribed form using the cash basis of accounting which is permitted by the Pennsylvania Department of Community and Economic Development, Governor's Center for Local Government Services, which practices differ from accounting principles generally accepted in the United States of America. The effects on the financial statements of the significant differences between the cash basis of accounting and accounting principles generally accepted in the United States of America are that revenues are recorded when received rather than earned and expenditures are recognized when paid rather than incurred. In addition, in accordance with the prescribed accounting practices permitted by the DCED, the Borough does not include footnote disclosures. Our opinion is not modified with respect to these matters.

Restriction on Use

This report is intended solely for the information and use of the governing body and management of the Borough of Coopersburg, Commonwealth of Pennsylvania, and for filing with the Pennsylvania Department of Community and Economic Development and the Lehigh County Clerk of Courts and is not intended to be and should not be used by anyone other than these specified parties.

Loch, Eisenbaum, Leventon & Co



2017 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT

Department of Community & Economic Development
Governor's Center for Local Government Services
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225
ph: 888-223-6837 | fax: 717-783-1402

City of: _____ County: _____
Borough of: COOPERSBURG County: LEHIGH
Township of: _____ County: _____
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.

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	Accounts for assets held by a government unit in an agency capacity for employees or for other government units. Example: the city employees' payroll withholding for health insurance premiums. These accounts are imprest accounts.
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 streelights 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).

355.07 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.

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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.

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.

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.**

E-filing Instructions

Registered E-filers

If you have already registered to e-file with the DCED, please go to munstats.pa.gov/forms and enter your existing username and password, and click "Log In."

New E-filers

Those who are e-filing for the first time must complete a registration form by going to: munstats.pa.gov/forms and click the "Register" button in the lower left corner of the *Log in to Municipal Statistics* box. Once the online registration form is completed, it must be signed by the appropriate municipal official. Note that this form also requires a municipal seal. For your convenience and quick approval, you may fax the completed authorization form to us at 717.783.1402. If using a raised seal, rub a pencil over the seal, make a copy of the original, and fax the copy to us. This ensures that the seal is visible on the faxed copy. You can now set up your own user name and password during the registration process. The user name you choose may not contain any spaces or the @ symbol and must be at least three characters long. The password you choose must be at least eight characters in length with at least one upper case character, one lower case character, and one number. You will not be able to use this password until the DCED receives your completed E-filer Authorization and activates your e-filing privileges in the Municipal Statistics System. When logging in to the Municipal Statistics System, always make sure you are entering your user name and password in the *Log in to Municipal Statistics* box to e-file your information.

Existing Municipal Statistics Log-In Users

If you have not accessed the Municipal Statistics System Login site in the past 60 days, you will need to change your password before logging in. You can do this by clicking the link, "[Forgot your user name or password?](#)" in the *Log in to Municipal Statistics* box and following the prompts. Once you have created a new password in the *Security* section of the online form, be sure to click the Submit button at the bottom (do not hit the *Enter* key on your computer keyboard). You will receive an email with your user name and a system generated password. Please make sure that you return to the *Log in to Municipal Statistics* box to log in and e-file your DCED 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						Total
	General Fund	(Including State Liquid Fuels)	Capital Projects	Debt Service	Proprietary	Fiduciary	
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, 2017

GOVERNMENTAL FUNDS				
ASSETS AND OTHER DEBITS	General Fund	Special Revenue	Capital Projects	Debt Service
		(Including State Liquid Fuels)		
100-120 Cash and Investments	1,122,166	248,993	152,686	
140-144 Tax Receivable				
121-129				
145-149 Accounts Receivable (excluding taxes)				
130 Due From Other Funds				
131-139				
150-159 Other Current Assets				
160-169 Fixed Assets				
180-189 Other Debits				
TOTAL ASSETS AND OTHER DEBITS	\$ 1,122,166	\$ 248,993	\$ 152,686	\$

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				
260-269 Long-Term Liabilities				
240-259 Current Portion of Long-Term Debt & Other Credits ..				
TOTAL LIABILITIES AND OTHER CREDITS	\$	\$	\$	\$

FUND AND ACCOUNT GROUP EQUITY				
281-284 Contributed Capital				
290 Investment in General Fixed Assets				
270-289 Fund Balance/Retained Earnings on 12/31	1,122,166	248,993	152,686	
291-299 Other Equity				
TOTAL FUND AND ACCOUNT GROUP EQUITY	\$ 1,122,166	\$ 248,993	\$ 152,686	\$

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

	PROPRIETARY FUNDS		MAJORITY FUND		ACCOUNT GROUPS		TOTAL	
ASSETS AND OTHER DEBITS	Enterprise	Internal Service	Trust and Agency	General Fixed Assets	General Long Term Debt	Memorandum Only		
100-120 Cash and Investments						1,523,845		
140-144 Tax Receivable								
121-129								
145-149 Accounts Receivable (excluding taxes)								
130 Due From Other Funds								
131-139								
150-159 Other Current Assets								
160-169 Fixed Assets				4,166,525		4,166,525		
180-189 Other Debits								
TOTAL ASSETS AND OTHER DEBITS	\$	\$	\$	\$ 4,166,525	\$	\$ 5,690,370		

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						
260-269 Long-Term Liabilities					53,587	53,587
240-259 Current Portion of Long-Term Debt & Other Credits						
TOTAL LIABILITIES AND OTHER CREDITS	\$	\$	\$	\$	\$ 53,587	\$ 53,587

FUND AND ACCOUNT GROUP EQUITY						
281-284 Contributed Capital						
290 Investment in General Fixed Assets				4,166,525		4,166,525
270-289 Fund Balance/Retained Earnings on 12/31					(53,587)	1,470,258
291-299 Other Equity						
TOTAL FUND AND ACCOUNT GROUP EQUITY	\$	\$	\$	\$ 4,166,525	\$ (53,587)	\$ 5,636,783

TOTAL LIABILITIES AND FUND AND ACCOUNT GROUP EQUITY	\$	5,690,370
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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, 2017

REVENUES		GOVERNMENTAL FUNDS			
		Special Revenue (Including State Liquid Fuels)			
TAXES		General Fund	Capital Projects	Debt Service	
301.00	Real Estate Taxes	1,006,632			
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				
310.10	Real Estate Transfer Taxes	66,017			
310.20	Earned Income Taxes/Wage Taxes	298,004			
310.30	Business Gross Receipts Taxes				
310.40	Occupation Taxes (levied under Act 511)				
310.50	Local Services Tax**	62,015			
310.60	Amusement/Admission Taxes				
310.70	Mechanical Device Taxes				
310.90	Other Local Tax Enabling Act/Act 511 Taxes				
				
				
				
TOTAL TAXES		\$ 1,432,668	\$	\$	\$

LICENSES & PERMITS					
320-322	All Other Licenses and Permits				
321.80	Cable Television Franchise Fees	43,077			
TOTAL LICENSES & PERMITS		\$ 43,077	\$	\$	\$

FINES & FORFEITS					
330-332	Fines and Forfeits	20,986			
TOTAL FINES & FORFEITS		\$ 20,986	\$	\$	\$

INTEREST, RENTS & ROYALTIES					
341.00	Interest Earnings	9,295	471	1,667	
342.00	Rents and Royalties	2,325			
TOTAL INTEREST, RENTS & ROYALTIES		\$ 11,620	\$ 471	\$ 1,667	\$

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

REVENUES		PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
TAXES		Enterprise	Internal Service	Trust and Agency	Memorandum Only
301.00	Real Estate Taxes				1,006,632
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				
310.10	Real Estate Transfer Taxes				66,017
310.20	Earned Income Taxes/Wage Taxes				298,004
310.30	Business Gross Receipts Taxes				
310.40	Occupation Taxes (levied under Act 511)				
310.50	Local Services Tax**				62,015
310.60	Amusement/Admission Taxes				
310.70	Mechanical Device Taxes				
310.90	Other Local Tax Enabling Act/Act 511 Taxes				
				
				
				
TOTAL TAXES		\$	\$	\$	\$ 1,432,668

LICENSES & PERMITS

320-322	All Other Licenses and Permits				
321.80	Cable Television Franchise Fees				43,077
TOTAL LICENSES & PERMITS		\$	\$	\$	\$ 43,077

FINES & FORFEITS

330-332	Fines and Forfeits				20,986
TOTAL FINES & FORFEITS		\$	\$	\$	\$ 20,986

INTEREST, RENTS & ROYALTIES

341.00	Interest Earnings				11,433
342.00	Rents and Royalties				2,325
TOTAL INTEREST, RENTS & ROYALTIES		\$	\$	\$	\$ 13,758

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

2017 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

INTERGOVERNMENTAL REVENUES		GOVERNMENTAL FUNDS			
		Special Revenue (Including State Liquid Fuels)			
FEDERAL		General Fund		Capital Projects	Debt Service
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	42,708			
355.01	Public Utility Realty Tax (PURTA)	1,401			
355.02 - 355.03	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback		72,931		
355.04	Alcoholic Beverage Licenses	400			
355.05	General Municipal Pension System State Aid	60,950			
355.07	Foreign Fire Insurance Tax Distribution				
355.08	Local Share Assessment/Gaming Proceeds				
355.09	Marcellus Shale Impact Fee Distribution				
355.00	All Other State Shared Revenues & Entitlements	21,561			
356.00	State Payments in Lieu of Taxes				
TOTAL STATE		\$ 127,020	\$ 72,931	\$	\$

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		\$	\$	\$	\$

INTERGOVERNMENTAL REVENUE		PROPRIETARY FUNDS		FIDUCIARY FUNDS		TOTAL	
FEDERAL		Enterprise	Internal Service	Trust and Agency	Memorandum Only		
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			42,708
355.01	Public Utility Realty Tax (PURTA)			1,401
355.02 - 355.03	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback			72,931
355.04	Alcoholic Beverage Licenses			400
355.05	General Municipal Pension System State Aid			60,950
355.07	Foreign Fire Insurance Tax Distribution			
355.08	Local Share Assessment/Gaming Proceeds			
355.09	Marcellus Shale Impact Fee Distribution			
355.00	All Other State Shared Revenues & Entitlements ..			21,561
356.00	State Payments in Lieu of Taxes			
TOTAL STATE		\$	\$	\$ 199,951

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	\$ 199,951
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2017 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

REVENUES		GOVERNMENTAL FUNDS			
		Special Revenue (Including State Liquid Fuels)			
CHARGES FOR SERVICE		General Fund	Capital Projects	Debt Service	
361.00	General Government	27,515			
362.00	Public Safety	94,225			
363.20	Parking				
363.00	All Other Charges for Highway & Streets Services ..	4,676			
364.10	Wastewater/Sewage Charges	738,826			
364.30	Solid Waste Collection & Disposal Charge (trash) ..	319,861			
364.60	Host Municipality Benefit Fee for Solid Waste Facility ..				
364.00	All Other Charges for Sanitation Services	24,000			
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	484,237			
379.00	All Other Charges for Service				
TOTAL CHARGES FOR SERVICE		\$ 1,693,340	\$	\$	\$

UNCLASSIFIED OPERATING REVENUES					
383.00	Assessments				
386.00	Escheats (sale of personal property)	683			
387.00	Contributions & Donations from Private Sectors ..	2,000			
388.00	Fiduciary Fund Pension Contributions				
389.00	All Other Unclassified Operating Revenues***	2,326			
TOTAL UNCLASSIFIED OPERATING REVENUES		\$ 5,009	\$	\$	\$

OTHER FINANCING SOURCES					
391.00	Proceeds of General Fixed Asset Disposition	1,200			
392.00	Interfund Operating Transfers**				
393.00	Proceeds of General Long-Term Debt	29,370			
394.00	Proceeds of Short-Term Debt				
395.00	Refunds of Prior Year Expenditures				
TOTAL OTHER FINANCING SOURCES		\$ 30,570	\$	\$	\$

TOTAL REVENUES	\$ 3,364,290	\$ 73,402	\$ 1,667	\$
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** The total of line 392.00 must match the total of line 492.00

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

2017 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

REVENUES		PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
CHARGES FOR SERVICE		Enterprise	Internal Service	Trust and Agency	Memorandum Only
361.00	General Government				27,515
362.00	Public Safety				94,225
363.20	Parking				
363.00	All Other Charges for Highway & Streets Services ..				4,676
364.10	Wastewater/Sewage Charges				738,826
364.30	Solid Waste Collection & Disposal Charge (trash) ..				319,861
364.60	Host Municipality Benefit Fee for Solid Waste Facility ..				
364.00	All Other Charges for Sanitation Services				24,000
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				484,237
379.00	All Other Charges for Service				
TOTAL CHARGES FOR SERVICE		\$	\$	\$	\$ 1,693,340

UNCLASSIFIED OPERATING REVENUES					
383.00	Assessments				
386.00	Escheats (sale of personal property)				683
387.00	Contributions & Donations from Private Sectors ..				2,000
388.00	Fiduciary Fund Pension Contributions				
389.00	All Other Unclassified Operating Revenues***				2,326
TOTAL UNCLASSIFIED OPERATING REVENUES		\$	\$	\$	\$ 5,009

OTHER FINANCING SOURCES					
391.00	Proceeds of General Fixed Asset Disposition				1,200
392.00	Interfund Operating Transfers**				
393.00	Proceeds of General Long-Term Debt				29,370
394.00	Proceeds of Short-Term Debt				
395.00	Refunds of Prior Year Expenditures				
TOTAL OTHER FINANCING SOURCES		\$	\$	\$	\$ 30,570

TOTAL REVENUES	\$	\$	\$	\$ 3,439,359
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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.

2017 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

EXPENDITURES		GOVERNMENTAL FUNDS			
		Special Revenue (Including State Liquid Fuels)			
GENERAL GOVERNMENT		General Fund	Capital Projects	Debt Service	
400.00	Legislative (Governing) Body	2,779			
401.00	Executive (Manager or Mayor)	548			
402.00	Auditing Services/Financial Administration	13,910			
403.00	Tax Collection	21,278			
404.00	Solicitor/Legal Services	22,247			
405.00	Secretary/Clerk	112,594			
406.00	Other General Government Administration				
407.00	IT-Networking Services-Data Processing				
408.00	Engineering Services	138,378			
409.00	General Government Buildings and Plant	70,770			
TOTAL GENERAL GOVERNMENT		\$ 382,504	\$	\$	\$

PUBLIC SAFETY					
410.00	Police	688,261			
411.00	Fire	45,886			
412.00	Ambulance/Rescue				
413.00	UCC and Code Enforcement				
414.00	Planning and Zoning	23,072			
415.00	Emergency Management & Communications				
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		\$ 757,219	\$	\$	\$

HEALTH AND HUMAN SERVICES					
420.00-425.00	Health and Human Services	\$	\$	\$	\$

PUBLIC WORKS - SANITATION					
426.00	Recycling Collection and Disposal				
427.00	Solid Waste Collection and Disposal (trash)	277,689			
428.00	Weed Control				
429.00	Wastewater/Sewage Collection & Treatment	425,831			
TOTAL PUBLIC WORKS - SANITATION		\$ 703,520	\$	\$	\$

EXPENDITURES		PROPRIETARY FUNDS		TRUST FUND	TOTAL
GENERAL GOVERNMENT		Enterprise	Internal Service	Trust and Agency	Memorandum Only
400.00	Legislative (Governing) Body				2,779
401.00	Executive (Manager or Mayor)				548
402.00	Auditing Services/Financial Administration				13,910
403.00	Tax Collection				21,278
404.00	Solicitor/Legal Services				22,247
405.00	Secretary/Clerk				112,594
406.00	Other General Government Administration				
407.00	IT-Networking Services-Data Processing				
408.00	Engineering Services				138,378
409.00	General Government Buildings and Plant				70,770
TOTAL GENERAL GOVERNMENT		\$	\$	\$	\$ 382,504

PUBLIC SAFETY					
410.00	Police				688,261
411.00	Fire				45,886
412.00	Ambulance/Rescue				
413.00	UCC and Code Enforcement				
414.00	Planning and Zoning				23,072
415.00	Emergency Management & Communications				
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		\$	\$	\$	\$ 757,219

HEALTH AND HUMAN SERVICES					
420.00-425.00	Health and Human Services	\$	\$	\$	\$

PUBLIC WORKS - SANITATION					
426.00	Recycling Collection and Disposal				
427.00	Solid Waste Collection and Disposal (garbage) ...				277,689
428.00	Weed Control				
429.00	Wastewater/Sewage Collection & Treatment				425,831
TOTAL PUBLIC WORKS - SANITATION		\$	\$	\$	\$ 703,520

2017 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

EXPENDITURES		GOVERNMENTAL FUNDS			
		Special Revenue (Including State Liquid Fuels)			
PUBLIC WORKS - HIGHWAYS & STREETS		General Fund		Capital Projects	Debt Service
430.00	General Services - Administration	212,126			
431.00	Cleaning of Streets and Gutters				
432.00	Winter Maintenance - Snow Removal				
433.00	Traffic Control Devices	7,214			
434.00	Street Lighting	39,073			
435.00	Sidewalks and Crosswalks				
436.00	Storm Sewers and Drains				
437.00	Repairs of Tools and Machinery				
438.00	Maintenance & Repairs of Roads & Bridges				
439.00	Highway Construction and Rebuilding Projects				
TOTAL PUBLIC WORKS - HIGHWAYS & STREETS		\$ 258,413	\$	\$	\$

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	468,064			
449.00	Water Transport and Terminals				
TOTAL PUBLIC WORKS - OTHER SERVICES		\$ 468,064	\$	\$	\$

CULTURE AND RECREATION					
451.00	Culture-Recreation Administration				
452.00	Participant Recreation				
453.00	Spectator Recreation	1,500			
454.00	Parks	12,600			
455.00	Shade Trees				
456.00	Libraries	20,160			
457.00	Civil and Military Celebrations				
458.00	Senior Citizens' Centers				
459.00	All Other Culture and Recreation				
TOTAL CULTURE AND RECREATION		\$ 34,260	\$	\$	\$

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		\$	\$	\$	\$

2017 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

EXPENDITURES	PROPRIETARY FUNDS	FIDUCIARY FUND	GENERAL FUND	
	Enterprise	Internal Service	Trust and Agency	Memorandum Only
PUBLIC WORKS - HIGHWAYS AND STREETS				
430.00 General Services - Administration				212,126
431.00 Cleaning of Streets and Gutters				
432.00 Winter Maintenance - Snow Removal				
433.00 Traffic Control Devices				7,214
434.00 Street Lighting				39,073
435.00 Sidewalks and Crosswalks				
436.00 Storm Sewers and Drains				
437.00 Repairs of Tools and Machinery				
438.00 Maintenance & Repairs of Roads & Bridges				
439.00 Highway Construction and Rebuilding Projects				
TOTAL PUBLIC WORKS - HIGHWAYS & STREETS	\$	\$	\$	\$ 258,413

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				468,064
449.00 Water Transport and Terminals				
TOTAL PUBLIC WORKS - OTHER SERVICES	\$	\$	\$	\$ 468,064

CULTURE AND RECREATION				
451.00 Culture-Recreation Administration				
452.00 Participant Recreation				
453.00 Spectator Recreation				1,500
454.00 Parks				12,600
455.00 Shade Trees				
456.00 Libraries				20,160
457.00 Civil and Military Celebrations				
458.00 Senior Citizens' Centers				
459.00 All Other Culture and Recreation				
TOTAL CULTURE AND RECREATION	\$	\$	\$	\$ 34,260

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	\$	\$	\$	\$

2017 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)	89,651			
472.00	Debt Interest (short-term and long-term)	2,125			
475.00	Fiscal Agent Fees				
TOTAL DEBT SERVICE		\$ 91,776	\$	\$	\$

EMPLOYER PAID BENEFITS & WITHHOLDING ITEMS					
481.00	Employer Paid Withholding Taxes and Unemployment Compensation	50,641			
482.00	Judgments and Losses				
483.00	Pension/Retirement Fund Contributions	61,491			
484.00	Worker Compensation Insurance	49,678			
487.00	Group Insurance and Other Benefits	292,332			
EMPLOYER-PAID BENEFITS & WITHHOLDING ITEMS ...		\$ 454,142	\$	\$	\$

INSURANCE					
486.00	Insurance, Casualty and Surety	\$ 35,235	\$	\$	\$

UNCLASSIFIED OPERATING EXPENDITURES					
488.00	Fiduciary Fund Benefits and Refunds Paid				
489.00	All Other Unclassified Expenditures***	14,074			
TOTAL UNCLASSIFIED OPERATING EXPENDITURES ...		\$ 14,074	\$	\$	\$

OTHER FINANCING USES					
491.00	Refund of Prior Year Revenues				
492.00	Interfund Operating Transfers**				
493.00	All Other Financing Uses				
TOTAL OTHER FINANCING USES		\$	\$	\$	\$

TOTAL EXPENDITURES		\$ 3,199,207	\$ 0	\$ 0	\$
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EXCESS/DEFICIT OF REVENUES OVER EXPENDITURES		\$ 165,083	\$ 73,402	\$ 1,667	\$
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** 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.

EXPENDITURES	PROPRIETARY FUNDS	FIDUCIARY FUNDS	TOTAL	
	Enterprise	Internal Service	Trust and Agency	Memorandum Only
DEBT SERVICE				
471.00 Debt Principal (short-term and long-term)				89,651
472.00 Debt Interest (short-term and long-term)				2,125
475.00 Fiscal Agent Fees				
TOTAL DEBT SERVICE	\$	\$	\$	\$ 91,776

EMPLOYER PAID BENEFITS & WITHHOLDING ITEMS				
481.00 Employer Paid Withholding Taxes and Unemployment Compensation				50,641
482.00 Judgments and Losses				
483.00 Pension/Retirement Fund Contributions				61,491
484.00 Worker Compensation Insurance				49,678
487.00 Group Insurance and Other Benefits				292,332
EMPLOYER-PAID BENEFITS & WITHHOLDING ITEMS	\$	\$	\$	\$ 454,142

INSURANCE				
486.00 Insurance, Casualty and Surety	\$	\$	\$	\$ 35,235

UNCLASSIFIED OPERATING EXPENDITURES				
488.00 Fiduciary Fund Benefits and Refunds Paid				
489.00 All Other Unclassified Expenditures***				14,074
TOTAL UNCLASSIFIED OPERATING EXPENDITURES	\$	\$	\$	\$ 14,074

OTHER FINANCING USES				
491.00 Refund of Prior Year Revenues				
492.00 Interfund Operating Transfers**				
493.00 All Other Financing Uses				
TOTAL OTHER FINANCING USES	\$	\$	\$	\$

TOTAL EXPENDITURES	\$	\$	\$	\$ 3,199,207
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EXCESS/DEFICIT OF REVENUES OVER EXPENDITURES	\$	\$	\$	\$ 240,152
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** 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.

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STATEMENT OF CAPITAL EXPENDITURES

CATEGORY:	Capital Purchases	Capital Construction	Total
Community Development			
Electric			
Fire			
Gas System			
General Government		16,509	16,509
Health			
Housing			
Libraries			
Mass Transit			
Parks			
Police	73,193		73,193
Recreation			
Sewer	81,640		81,640
Solid Waste			
Streets/Highways			
Water			
Other (Please specify)			
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TOTAL CAPITAL EXPENDITURES* \$ 171,342

*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)** \$ 960,801

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

ELECTED CONTROLLER'S/AUDITOR'S CERTIFIED OPINION

To the: Governing Body of the Municipality
 President Judge of the Court of Common Pleas
 Secretary of the Department of Community & Economic Development

I/We, the undersigned, the duly elected (or appointed replacement), qualified and acting controller/auditors of the _____ have audited, adjusted and settled the various funds and account groups of the _____ for the year ended December 31, 2017. My/Our audit, adjustment and settlement was made in accordance with law rather than with generally accepted auditing standards.

(PLEASE CROSS OUT ONLY IF ON MODIFIED ACCRUAL/ACCRUAL BASIS)

This municipality's policy is to prepare its financial statements on the basis of cash receipts and disbursements; consequently, certain revenues and the related assets are recognized when received rather than when earned, and certain expenditures or expenses are recognized when paid rather than when a liability is incurred. Accordingly, the accompanying financial statements are not intended to present the financial position and results of operations of this municipality in conformity with generally accepted accounting principles.

These financial statements do not include all of the disclosures required by generally accepted accounting principles.

In my/our opinion, the aforementioned financial statements present the financial position of the various funds and account groups of the municipality of _____ for the year ended December 31, 2017 and the results of operations of such funds in accordance with the law.

SIGNATURE AND VERIFICATION

Signed**: _____ (Print Name)
 _____ (Print Name)
 _____ (Print Name)

Contact Phone Number: (____) - ____ - _____

Notary Only

Subscribed and sworn to before me this _____ day of _____, _____.

Signed: _____
 (Witness)

MUNICIPAL
SEAL

Independent Public Accountants and Certified Public Accountants should submit opinions resulting from such audits in lieu of this page.

**Must be signed by the controller or at least two of the three elected auditors and affixed with either a notary or municipal seal

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)			\$_____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.