DCED-CLGS-30 (9-09) Received by DCED: 03/02/2012 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

# 2011 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT

671414 PENN TWP, YORK COUNTY



# **BALANCE SHEET**

DCED-CLGS-30 (09-09)

# PENN TWP, YORK County BALANCE SHEET

			Governme	ntal Funds	·	Proprieta	ry Funds	Fid. Fund	Account	Groups	Total
		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	General Fixed Assets	General Long Term Debt	Memorandum Only
-	Assets and Other Debits										
100-120	Cash and Investments	1,522,687	5,514,451	11,206,808		2,859,653		6,094,940			27,198,539
140-144	Tax Receivable										
121-129, 145-149	Accounts Receivable (excluding taxes)										
130.00	Due From Other Funds										
131-139, 150-159	Other Current Assets										
160-169	Fixed Assets										
180-189	Other Debits									19,110,374	19,110,374
Tot	al Assets and Other Debits	1,522,687	5,514,451	11,206,808		2,859,653		6,094,940		19,110,374	46,308,913

Lia	abilities and Other Credits						
210-229	Payroll Taxes and Other Payroll Withholdings	38,997					38,997
200-209, 231-239	All Other Current Liabilities						
230.00	Due To Other Funds						

# PENN TWP, YORK County BALANCE SHEET

December 31, 2011

			Governme	ntal Funds		Proprieta	ry Funds	Fid. Fund	Account	Groups	Total
		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	General Fixed Assets	General Long Term Debt	Memorandum Only
Lia	abilities and Other Credits										
260-269	Long-Term-Liabilities									19,110,374	19,110,374
240-259	Current Portion of Long-Term Debt and Other Credits										
Total	Liabilities and Other Credits	38,997								19,110,374	19,149,371
Fund	d and Account Group Equity										
281-284	Contributed Capital										
290.00	Investment in General Fixed Assets										
270-289	Fund Balance / Retained Earnings on 12/31	1,483,690	5,514,451	11,206,808		2,859,653		6,094,940			27,159,542
291-299	Other Equity										
Tota	al Fund and Account Group Equity	1,483,690	5,514,451	11,206,808		2,859,653		6,094,940			27,159,542

	TOTAL LIABILITIES AND FUND AND ACCOUNT GROUP EQUITY
--	---

46,308,913

301.00

305.00

308.00

309.00

310.00

310.10

310.20 310.30

310.40

310.50 310.60

310.70

310.90

320-322

321.80

330-332

# PENN TWP, YORK County

### STATEMENT OF REVENUES AND EXPENDITURES

		2000.						
		Governme	ntal Funds		Proprieta	ary Funds	Fiduciary Fund	Total
	General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
<u>REVENUES</u>								
Taxes								
Real Estate Taxes	3,476,003							3,476,003
Occupation Taxes (levied under municipal code)								
Residence Taxes (levied by cities of the 3rd Class)								
Regional Asset District Sales Tax (Allegheny County municipalities only)								
Per Capita Taxes								
Real Estate Transfer Taxes	187,686							187,686
Earned Income Taxes / Wage Taxes	1,802,898							1,802,898
Business Gross Receipts Taxes								
Occupation Taxes (levied under Act 511)								
Local Services Tax **	405,238							405,238
Amusement / Admission Taxes								
Mechanical Device Taxes								
Other Local Tax Enabling Act / Act 511 / Taxes								
Other:								
Total Taxes	5,871,825							5,871,825
	_							
Licenses and Permits								
All Other Licenses and Permits	17,780							17,780
Cable Television Franchise Fees	159,921							159,921
Total Licenses and Permits	177,701							177,701
	1							
Fines and Forfeits			ı		ı	ı	<del>                                     </del>	
Fines and Forfeits	136,281							136,281
Total Fines and Forfeits	136,281							136,281

# PENN TWP, YORK County STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2011

	Governme	ntal Funds		Proprieta	ry Funds	Fiduciary Fund	Total
General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only

# **REVENUES**

	Interest, Rents and Royalties						
341.00	Interest Earnings	6,045	39,000	39,453	5,278	7,808	97,584
342.00	Rents and Royalties	45,728					45,728
	Total Interest, Rents and Royalties	51,773	39,000	39,453	5,278	7,808	143,312

	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 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		102,992				102,992
354.00	All Other State Capital and Operating Grants			1,216,262			1,216,262
355.01	Public Utility Realty Tax (PURTA)	7,491					7,491
355.02- 355.03	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback		332,271				332,271
355.04	Alcoholic Beverage Licenses	2,400					2,400
355.05	General Municipal Pension System State Aid	621,204					621,204
355.07	Foreign Fire Insurance Tax Distribution	113,191					113,191
355.08	Local Share Assessment/Gaming Proceeds						

## PENN TWP, YORK County

**Governmental Funds** 

## STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2011

**Proprietary Funds** 

Fiduciary Fund

Total

		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
	REVENUES	•							
	State								
355.00	All Other State Shared Revenues and Entitlements	14,614							14,614
356.00	State Payments in Lieu of Taxes								
	Total State	758,900	435,263	1,216,262					2,410,425
	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	38,781							38,781
359.00	Local Governmental Units and Authorities Payments in Lieu of Taxes								
	Total Local Government Units	38,781							38,781
	Charges for Service								,
361.00	General Government	24,481							24,481
362.00	Public Safety	154,547							154,547
363.20	Parking								
363.00	All Other Charges for Highway & Streets Services								
364.10	Wastewater / Sewage (including connection / tapping fees, sewer usage charges, reserve capacity fee, etc.)					4,307,968			4,307,968
364.30	Solid Waste Collection and Disposal Charge (trash)	841,996							841,996
364.60	Host Municipality Benefit Fee for Solid Waste Facility								
364.00	All Other Charges for Sanitation Services	_							
365.00	Health	1,250							1,250
366.00	Human Services								
367.00	Culture and Recreation	12,710							12,710
368.00	Airports								
	1		<b>I</b>						

## PENN TWP, YORK County STATEMENT OF REVENUES AND EXPENDITURES

	Decen	nber 31, 2011					
	Governme	ntal Funds		Proprieta	ry Funds	Fiduciary Fund	Total
General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only

# **REVENUES**

	Charges for Service					
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	1,034,984		4,307,968		5,342,952

	<b>Unclassified Operating Revenues</b>						
383.00	Special Assessments	34,110					34,110
386.00	Escheats (sale of personal property)						
387.00	Contributions and Donations from Private Sectors		86,456	300,000			386,456
388.00	Fiduciary Fund Pension Contributions					576,889	576,889
389.00	All Other Unclassified Operating Revenues	4,005			25,745		29,750
To	tal Unclassified Operating Revenues	38,115	86,456	300,000	25,745	576,889	1,027,205

	Other Financing Sources					
391.00	Proceeds of General Fixed Asset Disposition	17,886		46,700		64,586
392.00	Interfund Operating Transfers	803,929	1,377,156			2,181,085
393.00	Proceeds of General Long-Term Debt					
394.00	Proceeds of Short Term-Debt	500,000				500,000

# PENN TWP, YORK County

## STATEMENT OF REVENUES AND EXPENDITURES

		Governmental Funds		Proprietary Funds		Fiduciom: First	Tetal		
				ITAI FUNOS		Froprietary Funds		Fiduciary Fund	Total
		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
	<u>REVENUES</u>								
	Other Financing Sources								
395.00	Refunds of Prior Year Expenditures	113,601	235			14,028			127,864
	Total Other Financing Sources	1,435,416	235	1,377,156		60,728			2,873,535
	TOTAL REVENUES	9,543,776	560,954	2,932,871		4,399,719		584,697	18,022,017
	<u>EXPENDITURES</u>	1							
	General Government					· · · · · · · · · · · · · · · · · · ·		1	
400.00	Legislative (Governing) Body	17,785							17,785
401.00	Executive (Manager or Mayor)	204,477							204,477
402.00	Auditing Services / Financial Administration	11,375							11,375
403.00	Tax Collection	16,479							16,479
404.00	Solicitor / Legal Services	15,395							15,395
405.00	Secretary / Clerk								
406.00	Other General Government Administration								
407.00	IT-Networking Services-Data Processing								
408.00	Engineering Services	85,124							85,124
409.00	General Government Buildings and Plant	41,978		129,757					171,735
	Total General Government	392,613		129,757					522,370
		_							
	Public Safety								
410.00	Police	2,367,707	3,455						2,371,162
411.00	Fire	1,470,825		9,342					1,480,167
412.00	Ambulance / Rescue								
413.00	UCC and Code Enforcement	1,368							1,368
414.00	Planning and Zoning	113,399							113,399
415.00	Emergency Management and Communications	1,900							1,900

416.00

417.00 418.00

419.00

420.00-

425.00

426.00

427.00

428.00

429.00

430.00

431.00 432.00

433.00

434.00 435.00

436.00

Storm Sewers and Drains

## **PENN TWP, YORK County** STATEMENT OF REVENUES AND EXPENDITURES

7,985

			Decem	nber 31, 2011					
			Governmen	ntal Funds		Proprietar	y Funds	Fiduciary Fund	Total
		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
	<b>EXPENDITURES</b>								
	Public Safety								
.00	Militia and Armories								
.00	Examination of Licensed Occupations								
.00	Public Scales (weights and measures)								
.00	Other Public Safety	1,400							1,400
	Total Public Safety	3,956,599	3,455	9,342					3,969,396
	Health and Human Services								
-00 .00	Health and Human Services	9,277							9,277
	Total Health and Human Services	9,277							9,277
						•			
	Public Works - Sanitation								
.00	Recycling Collection and Disposal								
.00	Solid Waste Collection and Disposal (garbage)	725,161							725,161
.00	Weed Control								
.00	Wastewater / Sewage Treatment and Collection			11,648,610		2,712,435			14,361,045
	Total Public Works - Sanitation	725,161		11,648,610		2,712,435			15,086,206
								-	
Р	ublic Works - Highways and Streets								
.00	General Services - Administration	410,280		4,500					414,780
.00	Cleaning of Streets and Gutters								
.00	Winter Maintenance – Snow Removal		45,214						45,214
.00	Traffic Control Devices		15,757						15,757
.00	Street Lighting		83,677						83,677
.00	Sidewalks and Crosswalks								
		1						- <del> </del>	

7,985

# PENN TWP, YORK County STATEMENT OF REVENUES AND EXPENDITURES

SIAILMI	LIVI OI ILLVE	INOLO AND L	AI LINDITONE	-0			
	Decer	nber 31, 2011					
	Governme	ntal Funds		Proprieta	ary Funds	Fiduciary Fund	Total
General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
112,203							112,20
	5 600	3 275					8 07

# **EXPENDITURES**

Р	ublic Works - Highways and Streets						
437.00	Repairs of Tools and Machinery	112,203					112,203
438.00	Maintenance and Repairs of Roads and Bridges		5,699	3,275			8,974
439.00	Highway Construction and Rebuilding Projects		50,008				50,008
Tota	l Public Works - Highways and Streets	522,483	208,340	7,775			738,598

	Other Public Works Enterprises				
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				
Т	otal Other Public Works Enterprises				

	Culture and Recreation					
451.00	Culture-Recreation Administration	65,625				65,625
452.00	Participant Recreation					
453.00	Spectator Recreation					
454.00	Parks					
455.00	Shade Trees					
456.00	Libraries	60,000				60,000

#### **PENN TWP, YORK County**

### STATEMENT OF REVENUES AND EXPENDITURES

			Decen	nber 31, 2011					
			Governme	ntal Funds		Proprieta	ry Funds	Fiduciary Fund	Total
		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
	<u>EXPENDITURES</u>								
	Culture and Recreation								
457.00	Civil and Military Celebrations								
458.00	Senior Citizens' Centers								
459.00	All Other Culture and Recreation								
	Total Culture and Recreation	125,625							125,625
	Community Development								
461.00	Conservation of Natural Resources								
462.00	Community Development and Housing								
463.00	Economic Development	20,000							20,000
464.00	Economic Opportunity								
465-469	All Other Community Development								
	Total Community Development	20,000							20,000
	Debt Service								
471.00	Debt Principal (short-term and long-term)	1,049,655		695,000					1,744,65
472.00	Debt Interest (short-term and long-term)	91,364		903,605					994,969
475.00	Fiscal Agent Fees			780					780
	Total Debt Service	1,141,019		1,599,385					2,740,404
								•	
Emplo	oyer Paid Benefits and Withholding Items								
481.00	Employer Paid Withholding Taxes and Unemployment Compensation								
482.00	Judgments and Losses							10,527	10,52
483.00	Pension / Retirement Fund Contributions	644,789				43,452			688,24
484.00	Worker Compensation Insurance								

## PENN TWP, YORK County

## STATEMENT OF REVENUES AND EXPENDITURES

		Governmental Funds		Proprietary Funds		Fiduciary Fund	Total		
		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
	<b>EXPENDITURES</b>								
Emplo	yer Paid Benefits and Withholding Items								
487.00	Other Group Insurance Benefits	1,141,550							1,141,550
Total	Employer Paid Benefits and Withholding Items	1,786,339				43,452		10,527	1,840,318
		•							
	Insurance							<del> </del>	
486.00	Insurance, Casualty, and Surety								
	Total Insurance								
		•							
ι	Inclassified Operating Expenditures								
488.00	Fiduciary Fund Benefits and Refunds Paid							313,092	313,092
489.00	All Other Unclassified Expenditures	6		499				38,186	38,691
Tota	al Unclassified Operating Expenditures	6		499				351,278	351,783
	Other Financing Uses								
491.00	Refund of Prior Year Revenues	10,625				3,339			13,964
492.00	Interfund Operating Transfers		613,642	90,287		1,477,156			2,181,085
493.00	All Other Financing Uses								
	Total Other Financing Uses	10,625	613,642	90,287		1,480,495			2,195,049
								<del> </del>	
	TOTAL EXPENDITURES	8,689,747	825,437	13,485,655		4,236,382		361,805	27,599,026
			-						
EXCE	SS/DEFICIT OF REVENUES OVER EXPENDITURES	854,029	-264,483	-10,552,784		163,337		222,892	-9,577,009

### PENN TWP

December 31, 2011

#### **DEBT STATEMENT**

OUTSTANDING BONDS AND NOTES
Listed below are all currently outstanding bond and note issues according to our files, excluding bond issues redeemed or refunded and defeased. Please show the principal payments and make any other necessary corrections and additions.

Purpose	Bond (B) Capital Lease (C) Lease Rental (L) Note (N)	Issue Year (yyyy)	Maturity Year (уууу)	Original Amount of Issue	Outstanding Beginning of Year (1)	Principal Incurred This Year	Principal Paid This Year	Current Year Accretion on Compound Interest Bonds	Outstanding at Year End (1)	Plus (less) Unamortized Premium (Discount)	Total Balance
General Obligation Bonds and Notes											
GON Series 2003	Note	2003	2013	2,700,000	826,539		296,463		530,076		530,076
GON Series 2006	Note	2006	2016	1,500,000	979,062		144,939		834,123		834,123
GOB Series 2009	Bond	2009	2030	18,190,000	18,190,000		695,000		17,495,000		17,495,000
Note Payable - County Radio System	Note	2009	2011	46,032	30,688		30,688		0		0
Revenue Bonds and Notes											
2011 Tax Revenue Anticipation Note	Note	2011	2011	500,000	0	500,000	500,000		0		0
Lease Rental Debt											
Other											

(1) - excludes unamortized premium/discount

Total bonds and notes outstanding

18,859,199

Capitalized lease obligations

251,175

Net debt 19,110,374

# PENN TWP, YORK County STATEMENT OF CAPITAL EXPENDITURES

December 31, 2011

Category	Capital Purchases	Capital Construction	Total
Electric			
Fire	32,056		32,056
Gas System			
General Government		129,757	129,757
Health			
Housing			
Libraries			
Mass Transit			
Parks			
Police	91,916		91,916
Recreation			
Sewer	259,541	11,656,885	11,916,426
Solid Waste			
Streets / Highways	4,500	13,032	17,532
Water			
Other:			
TOTAL CAPITAL EXPENDITURES	388,013	11,799,674	12,187,687

## **EMPLOYEE COMPENSATION**

Total salaries, wages, commissions, etc. paid this year (including all employees and elected officials)

4,165,027

#### **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 PENN TWP have audited, adjusted and settled the various funds and account groups of the PENN TWP for the year ended December 31, 2011. 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 PENN TWP for the year ended December 31, 2011, and the results of operations of such funds in accordance with the law.

# Signed: Signed: Jeffrey Garvick Controller Subscribed and sworn to before me this 2 day of March, 2012. Signed: Witness (Controller)/Auditor (Auditors)

PENN TWP, YORK County December 31, 2011

## **NOTES / COMMENTS**