Annual Audit and Financial Report (DCED-CLGS-30)

December 31, 2022

Penn Township, York County



INDEPENDENT AUDITOR'S REPORT

Penn Township Board of Commissioners Penn Township, York County Hanover, Pennsylvania

President Judge of the Court of the Common Pleas

Secretary of the Department of Community and Economic Development

Opinion

We have audited the accompanying modified cash basis financial statements of Penn Township, York County, Pennsylvania, which comprise the balance sheet as of December 31, 2022, and the related statement of revenues and expenditures, debt statement and statement of capital expenditures for the year then ended, and the related notes to the financial statements in the format prescribed by the Department of Community and Economic Development of the Commonwealth of Pennsylvania.

In our opinion, the financial statements referred to above present fairly, in all material respects, the modified cash basis financial position of Penn Township, York County, Pennsylvania, as of December 31, 2022, and the changes in the modified cash basis financial position and related debt statement and statement of capital expenditures for the year then ended, in accordance with the financial reporting provisions of the modified cash basis of accounting within the format prescribed by the Department of Community and Economic Development of the Commonwealth of Pennsylvania described in Note 1.

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 Financial Statements section of our report. We are required to be independent of Penn Township, York County, Pennsylvania 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 Matter - Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting within the format prescribed by the Department of Community and Economic Development of the Commonwealth of Pennsylvania, which is a basis of accounting other than accounting principles generally accepted in the United States of America. As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting within the financial reporting provisions of the Department of Community and Economic Development of the Commonwealth of Pennsylvania described in Note 1, and for determining that the modified cash basis of accounting is an acceptable basis for preparation of the financial statements in the circumstances. 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 Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are 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 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 financial statements.

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 financial statements, 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 and disclosures in the financial statements.
- 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 Penn 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 financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Penn 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 Commissioners, management of Penn Township's, President Judge of the Court of Common Pleas, and the Secretary of the Department of Community and Economic Development of the Commonwealth of Pennsylvania and is not intended to be and should not be used by anyone other than those specified parties.

Hanover, Pennsylvania Lompany, LLC

March 23, 2023

DCED-CLGS-30 (9-09)

Received by DCED: 03/29/2023 Approved by DCED: Department of Community & Economic Development Governor's Center for Local Government Services Commonwealth Keystone Building 400 North Street, 4th Floor

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2022 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT

671414 PENN TWP, YORK COUNTY



BALANCE SHEET

DCED-CLGS-30 (09-09)

PENN TWP, YORK County BALANCE SHEET

December 31, 2022											
			Governmen	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	7,295,173	1,075,457	3,636,567		5,845,292		17,288,863			35,141,352
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										
Tot	al Assets and Other Debits	7,295,173	1,075,457	3,636,567		5,845,292		17,288,863			35,141,352

Lia	abilities and Other Credits						
	Payroll Taxes and Other Payroll Withholdings	79,618					79,618
200-209, 231-239	All Other Current Liabilities						
230.00	Due To Other Funds						

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
Lia	abilities and Other Credits										
260-269	Long-Term-Liabilities										
240-259	Current Portion of Long-Term Debt and Other Credits										
Total	Liabilities and Other Credits	79,618									79,618
	I and Account Group Equity		<u> </u>			<u> </u>					
281-284	Contributed Capital										
290.00	Investment in General Fixed Assets										
270-289	Fund Balance / Retained Earnings on 12/31	7,215,555	1,075,457	3,636,567		5,845,292		17,288,863			35,061,734
291-299	Other Equity										
Tota	I Fund and Account Group Equity	7,215,555	1,075,457	3,636,567		5,845,292		17,288,863			35,061,734
	LIABILITIES AND FUND AND A										

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 Fines and Forfeits

PENN TWP, YORK County

STATEMENT OF REVENUES AND EXPENDITURES

		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	5,652,137							5,652,137
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	863,223							863,223
Earned Income Taxes / Wage Taxes	2,722,219							2,722,219
Business Gross Receipts Taxes								
Occupation Taxes (levied under Act 511)								
Local Services Tax **	493,804							493,804
Amusement / Admission Taxes								
Mechanical Device Taxes								
Other:								
Other:								
Total Taxes	9,731,383							9,731,383
	_							
Licenses and Permits				_			,	
All Other Licenses and Permits	10,420							10,420
Cable Television Franchise Fees	288,140							288,140
Total Licenses and Permits	298,560							298,560
	-							
Fines and Forfeits			.		,	.		
Fines and Forfeits	97,780							97,780
Total Fines and Forfeits	97,780							97,780

December 31, 2022

		Governmental 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>REVENUES</u>								
	Interest, Rents and Royalties								
341.00	Interest Earnings	63,688	8,969	29,371		71,034			173,062
342.00	Rents and Royalties	487,321							487,321
	Total Interest, Rents and Royalties	551,009	8,969	29,371		71,034			660,383
		1							
	Federal		ı					1 1	
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	875,459							875,459
353.00	Federal Payments in Lieu of Taxes								
	Total Federal	875,459							875,459
		ì							
	State		1						
354.03	Highways and Streets								
354.09	Community Development								
354.15	Recycling / Act 101	72,359							72,359
354.00	All Other State Capital and Operating Grants	15,000		256,500					271,500
355.01	Public Utility Realty Tax (PURTA)	8,891							8,891
355.02- 355.03	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback		527,730						527,730
355.04	Alcoholic Beverage Licenses	4,250							4,250
355.05	General Municipal Pension System State Aid	580,211							580,211
355.07	Foreign Fire Insurance Tax Distribution	67,468							67,468
355.08	Local Share Assessment/Gaming Proceeds								
355.09	Marcellus Shale Impact Fee Distribution								

December 31, 2022

Governmental Funds

Special

Proprietary Funds

Fiduciary Fund

Total

		General Fund	Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
	<u>REVENUES</u>		•					,	
	State								
356.00	State Payments in Lieu of Taxes								
355.00	All Other State Shared Revenues and Entitlements	7,334							7,334
	Total State	755,513	527,730	256,500					1,539,743
									_
	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 and Authorities Payments in Lieu of Taxes								
	Total Local Government Units								
									_
	Charges for Service								
361.00	General Government	121,648							121,648
362.00	Public Safety	448,710							448,710
363.20	Parking								
363.00	All Other Charges for Highway & Street Services								
364.10	Wastewater / Sewage (including connection / tapping fees, sewer usage charges, reserve capacity fee, etc.)					5,467,421			5,467,421
364.30	Solid Waste Collection and Disposal Charge (trash)	1,285,126							1,285,126
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	4,520							4,520
368.00	Airports								
				•			'		

REVENUES

369.00

370.00

372.00

373.00

374.00

375.00 377.00

378.00

379.00

383.00

386.00

387.00

388.00

389.00

391.00 392.00

393.00

394.00

Bars

Cemeteries

Gas System

Markets

Electric System

Housing System

Transit Systems

Water System

All Other Charges for Service

Special Assessments

Total Charges for Service

Unclassified Operating Revenues

Contributions and Donations from Private Sectors

Escheats (sale of personal property)

Fiduciary Fund Pension Contributions

All Other Unclassified Operating Revenues

Total Unclassified Operating Revenues

Other Financing Sources

Proceeds of General Fixed Asset Disposition

Interfund Operating Transfers

Proceeds of Short Term-Debt

Proceeds of General Long-Term Debt

Charges for Service

PENN TWP, YORK County STATEMENT OF REVENUES AND EXPENDITURES

	Governmental Funds				Proprieta	ry Funds	Fiduciary Fund	Total	
Ge	eneral Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only	
_									
		1					1		
+									
+									
+									
+									
+									
+									
+									
+									
	1,860,004				5,467,421			7,327,425	
	1,555,55				5,151,121			.,,	
		76,310	665					76,975	
							635,907	635,907	
	110,942				17,169			128,111	
	110,942	76,310	665		17,169		635,907	840,993	
	2,765				168			2,933	

		Governmental 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>REVENUES</u>		•	•		•		•	
	Other Financing Sources								
395.00	Refunds of Prior Year Expenditures	101,896	469			1,130			103,495
	Total Other Financing Sources	104,661	469			1,298			106,428
	TOTAL REVENUES	14,385,311	613,478	286,536		5,556,922		635,907	21,478,154
	<u>EXPENDITURES</u>	_							
	General Government								
400.00	Legislative (Governing) Body	21,832							21,832
401.00	Executive (Manager or Mayor)	366,390							366,390
402.00	Auditing Services / Financial Administration	8,450							8,450
403.00	Tax Collection	15,381							15,381
404.00	Solicitor / Legal Services	29,672							29,672
405.00	Secretary / Clerk								
406.00	Other General Government Administration	1,000							1,000
407.00	IT-Networking Services-Data Processing								
408.00	Engineering Services	255,257							255,257
409.00	General Government Buildings and Plant	142,011							142,011
	Total General Government	839,993							839,993
		-	-	-		-			_
	Public Safety		_	-					
410.00	Police	4,269,730		930					4,270,660
411.00	Fire	3,138,293							3,138,293
412.00	Ambulance / Rescue								
413.00	UCC and Code Enforcement	265,735							265,735
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December 31, 2022

Governmental Funds

Proprietary Funds

Fiduciary Fund

Total

						<u> </u>	-	,	
		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
	EXPENDITURES								
	Public Safety								
414.00	Planning and Zoning	229,206							229,206
415.00	Emergency Management and Communications	5,000							5,000
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	7,907,964		930					7,908,894
		1							
	Health and Human Services								
420.00- 425.00	Health and Human Services	12,162							12,162
	Total Health and Human Services	12,162							12,162
		1							
	Public Works - Sanitation								
426.00	Recycling Collection and Disposal								
427.00	Solid Waste Collection and Disposal (garbage)	1,366,873							1,366,873
428.00	Weed Control								
429.00	Wastewater / Sewage Treatment and Collection	53,755				7,446,066			7,499,821
	Total Public Works - Sanitation	1,420,628				7,446,066			8,866,694
		,							
Р	ublic Works - Highways and Streets								
430.00	General Services - Administration	1,497,049							1,497,049
431.00	Cleaning of Streets and Gutters								
432.00	Winter Maintenance – Snow Removal		47,485						47,485
433.00	Traffic Control Devices		36,932						36,932
434.00	Street Lighting	23,777	77,558						101,335

December 31, 2022

Proprietary Funds

Fiduciary Fund

Total

Governmental Funds

Special

		General Fund	Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
	EXPENDITURES							•	•
P	ublic Works - Highways and Streets								
435.00	Sidewalks and Crosswalks								
436.00	Storm Sewers and Drains	186,491							186,491
437.00	Repairs of Tools and Machinery	98,904							98,904
438.00	Maintenance and Repairs of Roads and Bridges	180,513	9,970						190,483
439.00	Highway Construction and Rebuilding Projects	16,889	524,594						541,483
Tota	al Public Works - Highways and Streets	2,003,623	696,539						2,700,162
						•	•	•	•
	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	167,049							167,049
447.00	Transit System								
448.00	Water System								
449.00	Water Transport and Terminals								
Т	otal Other Public Works Enterprises	167,049							167,049
						-	-		
	Culture and Recreation								
451.00	Culture-Recreation Administration	156,685							156,685
452.00	Participant Recreation		326,139	256,172					582,311
453.00	Spectator Recreation								
454.00	Parks								

PENN TWP, YORK County

Governmental Funds

Special Revenue

STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2022

Proprietary Funds

Fiduciary Fund

Total

		General Fund	Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
	<u>EXPENDITURES</u>					•			
	Culture and Recreation								
455.00	Shade Trees								
456.00	Libraries	50,000							50,000
457.00	Civil and Military Celebrations								
458.00	Senior Citizens' Centers								
459.00	All Other Culture and Recreation								
	Total Culture and Recreation	206,685	326,139	256,172					788,996
	Community Development								
461.00	Conservation of Natural Resources								
462.00	Community Development and Housing								
463.00	Economic Development								
464.00	Economic Opportunity								
465-469	All Other Community Development								
	Total Community Development								
	Debt Service	-	ı			1		· · · · · · · · · · · · · · · · · · ·	
471.00	Debt Principal (short-term and long-term)	414,925				935,000			1,349,925
472.00	Debt Interest (short-term and long-term)	44,008				266,339			310,347
475.00	Fiscal Agent Fees								
	Total Debt Service	458,933				1,201,339			1,660,272
Emplo	yer Paid Benefits and Withholding Items								
481.00	Employer Paid Withholding Taxes and Unemployment Compensation								
482.00	Judgments and Losses							2,966,231	2,966,231
483.00	Pension / Retirement Fund Contributions	_			_				
		•			•	•			

			Governmen	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
	EXPENDITURES								
Emplo	yer Paid Benefits and Withholding Items								
484.00	Worker Compensation Insurance								
487.00	Other Group Insurance Benefits								
Total	Employer Paid Benefits and Withholding Items							2,966,231	2,966,231
	Insurance								
486.00	Insurance, Casualty, and Surety								
	Total Insurance								
				•					
l	nclassified Operating Expenditures								
488.00	Fiduciary Fund Benefits and Refunds Paid							611,584	611,584
489.00	All Other Unclassified Expenditures							32,454	32,454
Tota	al Unclassified Operating Expenditures							644,038	644,038
		1							
	Other Financing Uses							1	
491.00	Refund of Prior Year Revenues	40,287				8,362			48,649
492.00	Interfund Operating Transfers								
493.00	All Other Financing Uses								
	Total Other Financing Uses	40,287				8,362			48,649
	TOTAL EXPENDITURES	13,057,324	1,022,678	257,102		8,655,767		3,610,269	26,603,140
EXCE	SS/DEFICIT OF REVENUES OVER EXPENDITURES	1,327,987	-409,200	29,434		-3,098,845		-2,974,362	-5,124,986

PENN TWP

December 31, 2022

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)

Total

Balance

0

9,955,484

Plus (less)

Unamortized

Premium

(Discount)

DEBT STATEMENT

OUTSTANDING BONDS AND NOTES

Purpose

General Obligation Bonds and Notes

Bond (B)

Capital Lease (C) Lease Rental (L)

Note (N)

Issue Year

(уууу)

Maturity

Year

(уууу)

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.

Original

Amount of

Issue

1) - excludes unamortized premium/discount Total bonds and notes outstanding 9,								9,955,484		
Other										
Lease Rental Debt					ı	II.				
Revenue Bonds and Notes			<u> </u>		·	<u> </u>				
GOB Series 2019	Bond	2019	2030	9,595,000	9,425,000		855,000	8,570,000		8,570,000
GOB Series 2017	Bond	2017	2027	2,000,000	1,248,422		196,784	1,051,638		1,051,638
Construction Fund Loan 2014	Note	2014	2024	2,000,000	551,987		218,141	333,846		333,846
GOB Series 2009	Bond	2009	2022	18,190,000	80,000		80,000	0		0

Capitalized lease obligations

Net debt

PENN TWP, YORK County

STATEMENT OF CAPITAL EXPENDITURES

December 31, 2022

Category	Capital Purchases	Capital Construction	Total
Community Development			
Electric			
Fire			
Gas System			
General Government	88,373		88,373
Health			
Housing			
Libraries			
Mass Transit			
Parks		615,742	615,742
Police	123,683		123,683
Recreation			
Sewer	137,753	3,768,908	3,906,661
Solid Waste			
Streets / Highways	520,890	898,168	1,419,058
Water			
Other:			
TOTAL CAPITAL EXPENDITURES	870,699	5,282,818	6,153,517

EMPLOYEE COMPENSATION

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

5,729,727

NOTE 1 BASIS OF ACCOUNTING

The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Consequently, certain revenues and related assets are recognized when received rather than when earned, and certain expenses are recognized when paid rather than when a liability is incurred. The accompanying annual financial report was prepared for the purpose of complying with the rules and regulations of the Department of Community and Economic Development of the Commonwealth of Pennsylvania, does not include supporting disclosures, government-wide statements, or cash flow statements, if applicable, and is not intended to be a complete presentation of Penn Township, York County, Pennsylvania's assets, liabilities, revenues and expenses.

NOTE 2 DEFINED CONTRIBUTION PLAN

The Township's defined contribution pension plan is not reported as a Fiduciary Fund of the Township for reporting on the DCED report, due to the fact that the Township does not hold the assets in a fiduciary capacity.

NOTE 3 EMPLOYER PAID TAXES

The Township does not split out the employer paid taxes from the other payroll taxes into account 481.00. These amounts are included with the other expenditure accounts on the DCED report.