

**2016 MUNICIPAL ANNUAL AUDIT  
AND  
FINANCIAL REPORT**

**111293 PORTAGE BORO, CAMBRIA COUNTY**



## PORTAGE BORO, CAMBRIA County

## BALANCE SHEET

December 31, 2016

		Governmental Funds				Proprietary 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
<b>Liabilities and Other Credits</b>											
260-269	Long-Term-Liabilities										
240-259	Current Portion of Long-Term Debt and Other Credits										
<b>Total Liabilities and Other Credits</b>		26,512									26,512
<b>Fund and Account Group Equity</b>											
281-284	Contributed Capital										
290.00	Investment in General Fixed Assets										
270-289	Fund Balance / Retained Earnings on 12/31	257,817	57,561	431,563				809,385			1,556,326
291-299	Other Equity										
<b>Total Fund and Account Group Equity</b>		257,817	57,561	431,563				809,385			1,556,326
<b>TOTAL LIABILITIES AND FUND AND ACCOUNT GROUP EQUITY</b>											1,582,838

**PORTAGE BORO, CAMBRIA County**  
**STATEMENT OF REVENUES AND EXPENDITURES**

December 31, 2016

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

**REVENUES**

**Taxes**

301.00	Real Estate Taxes	238,267	7,265					245,532
305.00	Occupation Taxes (levied under municipal code)							
308.00	Residence Taxes (levied by cities of the 3rd Class)							
309.00	Regional Asset District Sales Tax (Allegheny County municipalities only)							
310.00	Per Capita Taxes	1,936						1,936
310.10	Real Estate Transfer Taxes	21,633						21,633
310.20	Earned Income Taxes / Wage Taxes	336,401						336,401
310.30	Business Gross Receipts Taxes							
310.40	Occupation Taxes (levied under Act 511)							
310.50	Local Services Tax **	20,413						20,413
310.60	Amusement / Admission Taxes							
310.70	Mechanical Device Taxes	1,350						1,350
310.90	Other Local Tax Enabling Act / Act 511 / Taxes							
	Other: _____							
<b>Total Taxes</b>		620,000	7,265					627,265

**Licenses and Permits**

320-322	All Other Licenses and Permits	2,185						2,185
321.80	Cable Television Franchise Fees	35,353						35,353
<b>Total Licenses and Permits</b>		37,538						37,538

**Fines and Forfeits**

330-332	Fines and Forfeits	18,490						18,490
<b>Total Fines and Forfeits</b>		18,490						18,490

**PORTAGE BORO, CAMBRIA County**  
**STATEMENT OF REVENUES AND EXPENDITURES**

December 31, 2016

Governmental Funds				Proprietary Funds		Fiduciary Fund	Total
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**REVENUES**

<b>Interest, Rents and Royalties</b>								
341.00	Interest Earnings	605	368	2,284			39,803	43,060
342.00	Rents and Royalties							
<b>Total Interest, Rents and Royalties</b>		605	368	2,284			39,803	43,060

<b>Federal</b>								
351.03	Highways and Streets							
351.09	Community Development							
351.00	All Other Federal Capital and Operating Grants	20,700						20,700
352.01	National Forest							
352.00	All Other Federal Shared Revenue and Entitlements							
353.00	Federal Payments in Lieu of Taxes							
<b>Total Federal</b>		20,700						20,700

<b>State</b>								
354.03	Highways and Streets							
354.09	Community Development							
354.15	Recycling / Act 101							
354.00	All Other State Capital and Operating Grants							
355.01	Public Utility Realty Tax (PURTA)	699						699
355.02-355.03	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback		81,666					81,666
355.04	Alcoholic Beverage Licenses	1,150						1,150
355.05	General Municipal Pension System State Aid		18,721					18,721
355.07	Foreign Fire Insurance Tax Distribution	11,198						11,198
355.08	Local Share Assessment/Gaming Proceeds							
355.09	Marcellus Shale Impact Fee Distribution	25						25

**PORTAGE BORO, CAMBRIA County**  
**STATEMENT OF REVENUES AND EXPENDITURES**

December 31, 2016

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

**REVENUES**

**State**

355.00	All Other State Shared Revenues and Entitlements							
356.00	State Payments in Lieu of Taxes	1,250						1,250
<b>Total State</b>		14,322	100,387					114,709

**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							
<b>Total Local Government Units</b>								

**Charges for Service**

361.00	General Government	9						9
362.00	Public Safety	18,641						18,641
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.)							
364.30	Solid Waste Collection and Disposal Charge (trash)	155,092						155,092
364.60	Host Municipality Benefit Fee for Solid Waste Facility							
364.00	All Other Charges for Sanitation Services							
365.00	Health							
366.00	Human Services							
367.00	Culture and Recreation							
368.00	Airports							

**PORTAGE BORO, CAMBRIA County**  
**STATEMENT OF REVENUES AND EXPENDITURES**

December 31, 2016

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

**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							
<b>Total Charges for Service</b>		173,742						173,742

Unclassified Operating Revenues								
383.00	Special Assessments							
386.00	Escheats (sale of personal property)							
387.00	Contributions and Donations from Private Sectors							
388.00	Fiduciary Fund Pension Contributions					11,966		11,966
389.00	All Other Unclassified Operating Revenues	2,375	137					2,512
<b>Total Unclassified Operating Revenues</b>		2,375	137			11,966		14,478

Other Financing Sources								
391.00	Proceeds of General Fixed Asset Disposition							
392.00	Interfund Operating Transfers	693		168,798				169,491
393.00	Proceeds of General Long-Term Debt	35,800		50,000				85,800
394.00	Proceeds of Short Term-Debt							

**PORTAGE BORO, CAMBRIA County**  
**STATEMENT OF REVENUES AND EXPENDITURES**

December 31, 2016

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

**REVENUES**

Other Financing Sources								
395.00	Refunds of Prior Year Expenditures							
<b>Total Other Financing Sources</b>		36,493		218,798				255,291

**TOTAL REVENUES**

924,265	108,157	221,082				51,769	1,305,273
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**EXPENDITURES**

General Government								
400.00	Legislative (Governing) Body	14,501						14,501
401.00	Executive (Manager or Mayor)	18,706						18,706
402.00	Auditing Services / Financial Administration	4,750						4,750
403.00	Tax Collection	19,850						19,850
404.00	Solicitor / Legal Services	7,775						7,775
405.00	Secretary / Clerk	54,988						54,988
406.00	Other General Government Administration	1,313						1,313
407.00	IT-Networking Services-Data Processing							
408.00	Engineering Services	1,217		13,422				14,639
409.00	General Government Buildings and Plant	11,233						11,233
<b>Total General Government</b>		134,333		13,422				147,755

**Public Safety**

410.00	Police	210,958						210,958
411.00	Fire	11,198	6,572					17,770
412.00	Ambulance / Rescue	3,957						3,957
413.00	UCC and Code Enforcement							



**PORTAGE BORO, CAMBRIA County**  
**STATEMENT OF REVENUES AND EXPENDITURES**

December 31, 2016

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

**EXPENDITURES**

**Public Safety**

414.00	Planning and Zoning							
415.00	Emergency Management and Communications	400						400
416.00	Militia and Armories							
417.00	Examination of Licensed Occupations							
418.00	Public Scales (weights and measures)							
419.00	Other Public Safety							
<b>Total Public Safety</b>		226,513	6,572					233,085

**Health and Human Services**

420.00-425.00	Health and Human Services							
<b>Total Health and Human Services</b>								

**Public Works - Sanitation**

426.00	Recycling Collection and Disposal							
427.00	Solid Waste Collection and Disposal (garbage)	121,975						121,975
428.00	Weed Control							
429.00	Wastewater / Sewage Treatment and Collection							
<b>Total Public Works - Sanitation</b>		121,975						121,975

**Public Works - Highways and Streets**

430.00	General Services - Administration	153,699	506					154,205
431.00	Cleaning of Streets and Gutters							
432.00	Winter Maintenance – Snow Removal	1,249	11,699					12,948
433.00	Traffic Control Devices		748					748
434.00	Street Lighting	14,039	13,598					27,637

PORTAGE BORO, CAMBRIA County  
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2016

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

### EXPENDITURES

Public Works - Highways and Streets								
435.00	Sidewalks and Crosswalks	439						439
436.00	Storm Sewers and Drains			75,065				75,065
437.00	Repairs of Tools and Machinery	9,355						9,355
438.00	Maintenance and Repairs of Roads and Bridges							
439.00	Highway Construction and Rebuilding Projects		52,200	66,731				118,931
<b>Total Public Works - Highways and Streets</b>		178,781	78,751	141,796				399,328

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							
<b>Total Other Public Works Enterprises</b>								

Culture and Recreation								
451.00	Culture-Recreation Administration	13,190						13,190
452.00	Participant Recreation							
453.00	Spectator Recreation							
454.00	Parks	2,787						2,787

**PORTAGE BORO, CAMBRIA County**  
**STATEMENT OF REVENUES AND EXPENDITURES**

December 31, 2016

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

**EXPENDITURES**

<b>Culture and Recreation</b>								
455.00	Shade Trees							
456.00	Libraries							
457.00	Civil and Military Celebrations							
458.00	Senior Citizens' Centers							
459.00	All Other Culture and Recreation							
<b>Total Culture and Recreation</b>		15,977						15,977

<b>Community Development</b>								
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	3,432						3,432
<b>Total Community Development</b>		3,432						3,432

<b>Debt Service</b>								
471.00	Debt Principal (short-term and long-term)	16,942	7,855					24,797
472.00	Debt Interest (short-term and long-term)	1,453	1,065					2,518
475.00	Fiscal Agent Fees							
<b>Total Debt Service</b>		18,395	8,920					27,315

<b>Employer Paid Benefits and Withholding Items</b>								
481.00	Employer Paid Withholding Taxes and Unemployment Compensation	689						689
482.00	Judgments and Losses	243						243
483.00	Pension / Retirement Fund Contributions		18,721					18,721

PORTAGE BORO, CAMBRIA County  
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2016

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

**EXPENDITURES**

Employer Paid Benefits and Withholding Items								
484.00	Worker Compensation Insurance	27,234						27,234
487.00	Other Group Insurance Benefits							
<b>Total Employer Paid Benefits and Withholding Items</b>		28,166	18,721					46,887

Insurance								
486.00	Insurance, Casualty, and Surety	25,938					197	26,135
<b>Total Insurance</b>		25,938					197	26,135

Unclassified Operating Expenditures								
488.00	Fiduciary Fund Benefits and Refunds Paid						20,299	20,299
489.00	All Other Unclassified Expenditures						5,026	5,026
<b>Total Unclassified Operating Expenditures</b>							25,325	25,325

Other Financing Uses								
491.00	Refund of Prior Year Revenues							
492.00	Interfund Operating Transfers	168,798	693					169,491
493.00	All Other Financing Uses							
<b>Total Other Financing Uses</b>		168,798	693					169,491

<b>TOTAL EXPENDITURES</b>	922,308	113,657	155,218				25,522	1,216,705
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<b>EXCESS/DEFICIT OF REVENUES OVER EXPENDITURES</b>	1,957	-5,500	65,864				26,247	88,568
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**PORTAGE BORO**  
December 31, 2016

**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 (yyyy)	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
<b>General Obligation Bonds and Notes</b>											
Truck,Dumptruck, Tractor, Tractor	Note	2014	2019	81,500	66,262		15,711		50,551		50,551
Ford Taurus Police Cruiser	Note	2014	2017	26,827	13,743		9,086		4,657		4,657
First Summit Bank Public Works Building	Note	2016	2016	70,000	0	70,000			70,000		70,000
Police Cruiser	Note	2016	2021	15,800	0	15,800			15,800		15,800
<b>Revenue Bonds and Notes</b>											
<b>Lease Rental Debt</b>											
<b>Other</b>											

(1) - excludes unamortized premium/discount

<b>Total bonds and notes outstanding</b>	141,008
<b>Capitalized lease obligations</b>	0
<b>Net debt</b>	141,008

**PORTAGE BORO, CAMBRIA County**  
**STATEMENT OF CAPITAL EXPENDITURES**

December 31, 2016

Category	Capital Purchases	Capital Construction	Total
Community Development			
Electric			
Fire			
Gas System			
General Government	3,440	13,423	16,863
Health			
Housing			
Libraries			
Mass Transit			
Parks			
Police	38,757		38,757
Recreation			
Sewer		75,065	75,065
Solid Waste			
Streets / Highways	9,325	66,731	76,056
Water			
Other: _____			
<b>TOTAL CAPITAL EXPENDITURES</b>	51,522	155,219	206,741

**EMPLOYEE COMPENSATION**

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

322,872

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**Independent Public Accountant/Certified Public Accountant Submission Page**  
**Opinion page was provided in lieu of signature page.**

**SIGNATURE AND VERIFICATION**

Signed: Kotzan CPA & Associates,  
P.C. Appointed Auditor/CPA

December 31, 2016

**NOTES / COMMENTS**

The 2016 Annual Financial Report submitted to DCED was derived from and relates directly to underlying accounting and other records used to prepare the attached financial statements, which were prepared on the modified cash basis of accounting. We have attached the full independent auditors' report for 2016 which includes required statements and disclosures.