



pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT

THE MUNICIPAL STATISTICS E-FILING SYSTEM

September, 2020

Governor's Center for Local Government Services

Municipalities are required to file 4 forms with the
Department of Community & Economic Development:

Tax Information Form
Report of Elected and Appointed Officials
Survey of Financial Condition
Annual Audit and Financial Report

To access the Municipal Statistics website, enter the following URL in the address bar of your web browser:

munstats.pa.gov/forms/

Note: In order to function correctly, the Municipal Statistics website requires the use of Microsoft Internet Explorer 9 or later. (Also compatible with Google Chrome and Microsoft Edge)

First time e-filers should log-in with their PA Keystone Login credentials. If you do not have a PA Keystone Login account, please create one by clicking the *New User Registration* link below our login section.

Username

Password

[Log In](#)

Returning users: [Migrate your PA Login account to Keystone Login](#)



Once logged in, you must complete your Municipal Statistics e-filer Authorization Form. All fields with an asterisk are required.

Domain*	<input type="text" value="SRPROD"/>
User Name*	<input type="text" value="Tester123456"/>
First Name*	<input type="text" value="Jane"/>
Last Name*	<input type="text" value="Tester"/>
Organization*	<input type="text" value="Select"/> <input type="button" value="v"/>
Address 1*	<input type="text"/>
Address 2	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text" value="PA"/>
Zip*	<input type="text"/> - <input type="text"/>
Phone*	<input type="text"/> <input type="text"/> <input type="text"/> x <input type="text"/>
Fax	<input type="text"/>
E-mail address*	<input type="text"/>
	<input type="button" value="Submit"/>

* Required fields

After submitting your registration information online,
you must download, print and send the
E-filer Authorization Form to DCED.

Download Authorization Form



Sign, seal and fax this form to DCED. If your municipality has a raised seal, please rub a pencil over the seal before faxing the E-filer Authorization Form to DCED. This will ensure that the seal is visible on our

DCED-CLGS-45  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: 888-223-8837 | fax: 717-783-1402
 municipalstatistics@state.pa.us

**MUNICIPAL STATISTICS
 E-FILER AUTHORIZATION**

Thank you for your interest in e-filing with the Governor's Center for Local Government Services (GCLGS). Please verify all the information below is correct. If it is, please have the appropriate person sign in the space provided. Also, be sure to place the official seal in the lower left-hand corner where indicated.


You may return this form to the GCLGS by mail or fax as listed above. If you decide to fax the form and your seal is raised, please be sure to rub a pencil over the seal, make a copy of the original, then fax the copy to us. This will ensure that the seal will be visible on our copy. Once your form has been processed by our office, you will receive an email notification that your e-filing account has been activated.

Again, thank you for your interest in e-filing and we appreciate your support of our e-filing program.

County Name **DAUPHIN**
 Municipality Name **HARRISBURG CITY - 220302**

E-FILER INFORMATION

User Name **kmo1**
 Name **Karen O'Neill**
 Title **Chair, Auditors**
 Address1 **400 North Street**
 Address2
 City **Harrisburg** State **PA** Zip Code **17101**
 Telephone **(717) 720-7395**
 Fax Number **(717) 783-1402**
 E-Mail Address **karenricci26@yahoo.com**

 _____
 Signature (Presiding Officer) Date

 Print Name Phone

As soon as DCED receives and approves your E-filer Authorization Form, you will receive an email indicating your e-filing privileges have been activated.

Note: For faster approval, we recommend you scan and email your E-filer Authorization Form to:

RA-munistats@pa.gov

If you cannot remember your PA Keystone Login user name or password, go to

www.keystonelogin.pa.gov/account/login

Be sure to return to the Municipal Statistics website to log-in to e-file your Forms.

This is your Municipal Statistics “Start Page”

Welcome, Camphill User

News

secure

Your Pending Tasks

You have no pending tasks.





Your Editable Tasks

You have no editable tasks.

Your Overdue Tasks

 Your [2008 Tax Information Form](#) was due on 1/16/2008.

History

-  [Municipal Annual Financial Report](#)
-  [Municipal Elected and Appointed Officials](#)
-  [Municipal Survey of Financial Conditions](#)
-  [Municipal Tax Information Form](#)

The “News” section shows information regarding the Municipal Statistics system and/or forms.

General News

***** As the Commonwealth offices are closed due to the COVID-19 pandemic, all new e-filers should scan and email their signed e-filer authorization form to RA-munistats@pa.gov. If you are unable to scan your e-filer authorization form, please fax it to DCED at 717-783-1402, and then immediately call our toll free number at 888-223-6837 so that we may authorize your e-filing privileges. *****

The “Your Pending Tasks” section lists all outstanding forms (current forms that have not been submitted, or are currently in an incomplete status).

Once a form is submitted to DCED, it will no longer appear under “Your Pending Tasks”.

Your Pending Tasks

You have no pending tasks.

The “Your Editable Tasks” section lists all forms that have been submitted but which may be edited at a later date if needed. Some forms are editable up until December 31.

Your Editable Tasks

You have no editable tasks.

The “Your Overdue Tasks” section lists delinquent forms that have not yet been submitted. Once completed, these tasks will disappear from this section.

Your Overdue Tasks

 Your [2008 Tax Information Form](#) was due on 1/16/2008.

The “History” section contains copies of previously filed forms. Click the plus sign next to the form name to expand the section to select prior years to download or print. If you see (unavailable) next to a year, it means that year’s form has not been submitted.

History

- Municipal Annual Financial Report
- Municipal Elected and Appointed Officials
- Municipal Survey of Financial Conditions
- Municipal Tax Information Form

History

- Municipal Annual Financial Report
 - [2014](#)
 - [2013](#)
 - [2012](#)
 - [2011](#)
 - [2010](#)
 - [2009](#)
- Municipal Elected and Appointed Officials
 - [2015](#)

- Municipal Survey of Financial Conditions
 - [2014](#)
 - [2013](#)
 - [2012](#)
 - [2011](#)
 - [2010](#)
 - 2009 (unavailable)
- Municipal Tax Information Form
 - [2015](#)
 - [2014](#)
 - [2013](#)
 - [2012](#)
 - [2011](#)
 - [2010](#)

The Navigation bar is located at the top of your “Start Page”. It can be used to update your profile, or to access Tip Sheets, Public Reports and the DCED.PA.Gov website.





Clicking on “Tip Sheets” will take you to instructions for each of the DCED forms.

THE LIBRARY

A collection of handbooks, guidelines, reports, publications and other documents relating to local government and community services and programs.

Display **50** downloads per page

Search:

Title	Categories	Download <input type="button" value="v"/>
 Survey of Financial Condition Form (DCED-CLGS-69) Tip Sheet 1 files 2937 downloads	Municipal Statistics e-Filing	Download
 School District Tax Information Form Tip Sheet 1 files 1824 downloads	Municipal Statistics e-Filing	Download
 PA Keystone Login Service Guide 1 files 16392 downloads	Municipal Statistics e-Filing	Download
 Municipal Tax Information Form (DCED-CLGS-2565) Tip Sheet 1 files 3013 downloads	Municipal Statistics e-Filing	Download

E-FILING DCED FORMS

THE MUNICIPAL TAX INFORMATION FORM (DCED-CLGS-2565)

Due Date: 12/1 for new tax enactments, repeals or changes in rates to either the Earned Income Tax (EIT) or the Local Services Tax (LST). 12/1 is the deadline to ensure those changes are included in the December 15 release of the Official Tax Register.

If there are no changes to either EIT or LST, the deadline to file the Tax Information Form is 1/15.

The Tax Information Form is divided into 4 sections,
which must be completed in order:

Tax Rates

Ordinances/Resolutions

LST Collector

Final Review

Tax Rates - General Questions

Tax Rates

Ordinances/Resolutions

LST Collector

Final Review


Questions


- 1) Does your municipality have a homestead/farmstead exclusion? [?](#) Yes No
- 2) Has your municipality enacted a tax abatement ordinance under the authority of Act 34 of 1971 (Improvement of Deteriorating Real Property or Areas Tax Exemption Act) or Act 76 of 1977 (Local Economic Revitalization Tax Assistance Act)? [?](#) Yes No
- 3) Has your municipality adopted a Tax Increment Financing program? [?](#) Yes No
- 4) Does your municipality impose an Income Tax under any of the following acts? *(please check all that apply)* [?](#)
 - Act 62 of 1972** -- Home Rule Charter and Optional Plan
 - Act 47 of 1987** (as amended) -- the Municipalities Financial Recovery Act
 - Act 24 of 2001** (as amended) -- the Optional Occupational Elimination Act
 - Act 442 of 1968** (as amended) -- "An act authorizing the Commonwealth of Pennsylvania and the counties thereof to preserve, acquire or hold land for open space uses"
 - Act 205 of 1984** -- the Municipal Pension Plan Funding Standard and Recovery Act

Help Topics

Any time you see a question mark (?), you may click on it for additional information.

Questions

1) Does your municipality have a homestead/farmstead exclusion?  Yes No



Please provide the homestead/farmstead exclusion for your municipality. Note: If the school district provides a homestead/farmstead exclusion, they will provide that information to DCED via their own Tax Information Form. Please provide the dollar amount of the real estate value reduction, NOT the tax payer savings.

Close



The “Effective Rate” column lists your current municipal rate (it does **not** include the school district’s share).


Tax Rates				
Do you have Split Rates? <input type="checkbox"/> Yes <input checked="" type="radio"/> No				
CAMP HILL S D				
Tax	Effective Rate	Effective Date (mm/dd/yyyy)	Low Income Exemption (dollars)	
Total Real Estate	3.881 mills			
Real Estate - General Purpose (mills)	3.881 mills			
Special Purpose				
Ambulance & Rescue Squads (mills)				
Debt Service (mills)				
Fire Equipment & Firehouses (mills)				
Library (mills)				
Open Space (mills)				
Pensions and Retirement (mills)				
Shade Trees (mills)				
Street Lighting (mills)				
Special Road Fund (mills)				
Recreation (mills)				
Gas, Water, Electric, Light (mills)				
Firehouse, Lockup or Municipal Building (mills)				
Community Colleges (mills)				
Distressed Pension Systems Recovery Program (mills)				
Municipalities Financial Recovery Program (mills)				
Debt Payment (mills)				
Act 511 and Other				
Earned Income - General- Resident (percent)	0.5 percent			
Earned Income - General- Nonresident (percent)	1 percent			
Local Services Tax (LST) (dollars)	42 dollars			
Realty Transfer (percent)	0.5 percent			

Special Purpose Tax vs. Assessment - If your municipality levies a special purpose real estate tax (by ordinance or resolution - not just a budgeted amount), the tax rate should be recorded under the appropriate line on the Tax Information Form. Assessments (charges which are not uniformly levied across your municipality) should **not** be included on the Tax Information Form.

Example: Street light and fire hydrant charges which only benefit those residents living within a designated area are considered assessments and should **not** be included on the Tax Information Form.

For all changes, an effective date is required. This is **not** when the ordinance/resolution was signed, but when the taxpayer is first liable for the new tax/rate. Effective dates are only required if you are changing a tax rate.

Tax	Effective Rate 	Effective Date (mm/dd/yyyy) 	Low Income Exemption (dollars)
Act 511 and Other			
Earned Income - Resident (percent)	<input type="text" value="0.5"/> percent	<input type="text"/>	<input type="text"/>
Earned Income - Nonresident (percent)	<input type="text" value="1"/> percent	<input type="text"/>	<input type="text"/>
Local Services Tax (LST) (dollars)	<input type="text" value="42"/> dollars	<input type="text"/>	<input type="text" value="12000"/>
Realty Transfer (percent)	<input type="text" value="0.5"/> percent	<input type="text"/>	<input type="text"/>
Occupation (mills)	<input type="text"/> mills	<input type="text"/>	<input type="text"/>
Occupation (dollars)	<input type="text"/> dollars	<input type="text"/>	<input type="text"/>
Occupation - Municipal Code (mills)	<input type="text"/> mills	<input type="text"/>	<input type="text"/>
Per Capita (dollars)	<input type="text"/> dollars	<input type="text"/>	<input type="text"/>
Mercantile/Business Privilege - Flat Rate (dollars)	<input type="text"/> dollars	<input type="text"/>	<input type="text"/>
Amusement (percent)	<input type="text" value="5"/> percent	<input type="text" value="01/01/2015"/>	<input type="text"/>
Mechanical Devices (dollars)	<input type="text"/> dollars	<input type="text"/>	<input type="text"/>



There are several checks built into the system to ensure accurate reporting. I.e.: This municipality levies an LST at a rate of \$52. Because the coterminous school district also receives \$5 LST, the municipality may only collect \$47. If the municipality tries to enter \$52 for their LST rate, the following message will appear:

Local Services Tax (LST) (dollars) - (16) Please either reduce the effective rate, or call 888-223-6837 to continue, because the effective rate you entered (52 dollars) combined with the effective rate reported by CAMP HILL S D exceeds the maximum rate of 52 dollars

Act 511 and Other				
Earned Income - General- Resident (percent)	0.5	percent		
Earned Income - General- Nonresident (percent)	1	percent		
Local Services Tax (LST) (dollars)	52	dollars	01/01/2008	12000

Municipal Ordinances/Resolutions

If you changed any tax rates, exemption amounts or effective dates, you must specify how you will provide the ordinance/resolution to DCED. Your Report will not be considered complete until DCED receives the required ordinance/resolution.

Tax Rates

Ordinances/Resolutions

LST Collector

Final Review

Please indicate how you will be providing the **signed and fully executed** ordinance(s) to DCED:

Tax	Ordinance options		
Local Services Tax (LST)	<input type="radio"/> Attach PDF	<input checked="" type="radio"/> Mail copy to DCED	<input type="radio"/> Fax copy to DCED

Mail signed ordinances/resolutions to:

Commonwealth of Pennsylvania
Department of Community and Economic Development
Governor's Center for Local Government Services
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Fax signed ordinances/resolutions to:

717-783-1402

< Back

Next >

Save

Save & Exit

LST Collector

This step allows you to make changes to your LST collector.
 If your municipality does not use any of the listed options,
 select the “Other collector” option.

Tax Rates
Ordinances/Resolutions
LST Collector
Final Review

Please review and update, if necessary, your tax collector information below. Click on the "Next" button below when you are finished.

MOON AREA S D	
Local Services Tax Collector	
Collector:	[Other collector] ▼
Name	Keystone Municipal Collections
Title	
Address 1	118 Wendel Rd
Address 2	
Address 3	
City	Inwin
State	PA ▼
Zip	15642 -
Phone	724 978 0300 ext.
Toll-free Phone	866 539 1100
Fax	724 978 0339
E-mail	results@keystonecollects.com
Web site	http://www.keystonecollects.com

If you select “Other collector”, all fields will be opened for editing.

Tax Rates Ordinances/Resolutions **LST Collector** Final Review

MOON AREA S D	
Local Services Tax Collector	
Collector:	[Other collector] ▾
Name	<input type="text"/>
Title	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
City	<input type="text"/>
State	PA ▾
Zip	<input type="text"/> - <input type="text"/>
Phone	<input type="text"/> <input type="text"/> <input type="text"/> ext. <input type="text"/>
Toll-free Phone	<input type="text"/> <input type="text"/> <input type="text"/>
Fax	<input type="text"/> <input type="text"/> <input type="text"/>
E-mail	<input type="text"/>
Web site	<input type="text"/>
<input type="button" value="Clear"/>	

Final Review

Please verify that all information is correct. If you need to make any changes, click on the appropriate tab to access the data you wish to edit.

Tax Rates Ordinances/Resolutions LST Collector **Final Review**


I certify that the foregoing information concerning taxes is correct and complete for the 2015 fiscal year.

Name: Title:
 Phone: ext.

1 of 3

DCED-CLGS-2565 (9-08) Department of Community & Economic Development
 Received by DCED: 01/15/2015 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
 municipalstatistics@pa.gov

2015 MUNICIPAL TAX INFORMATION FORM



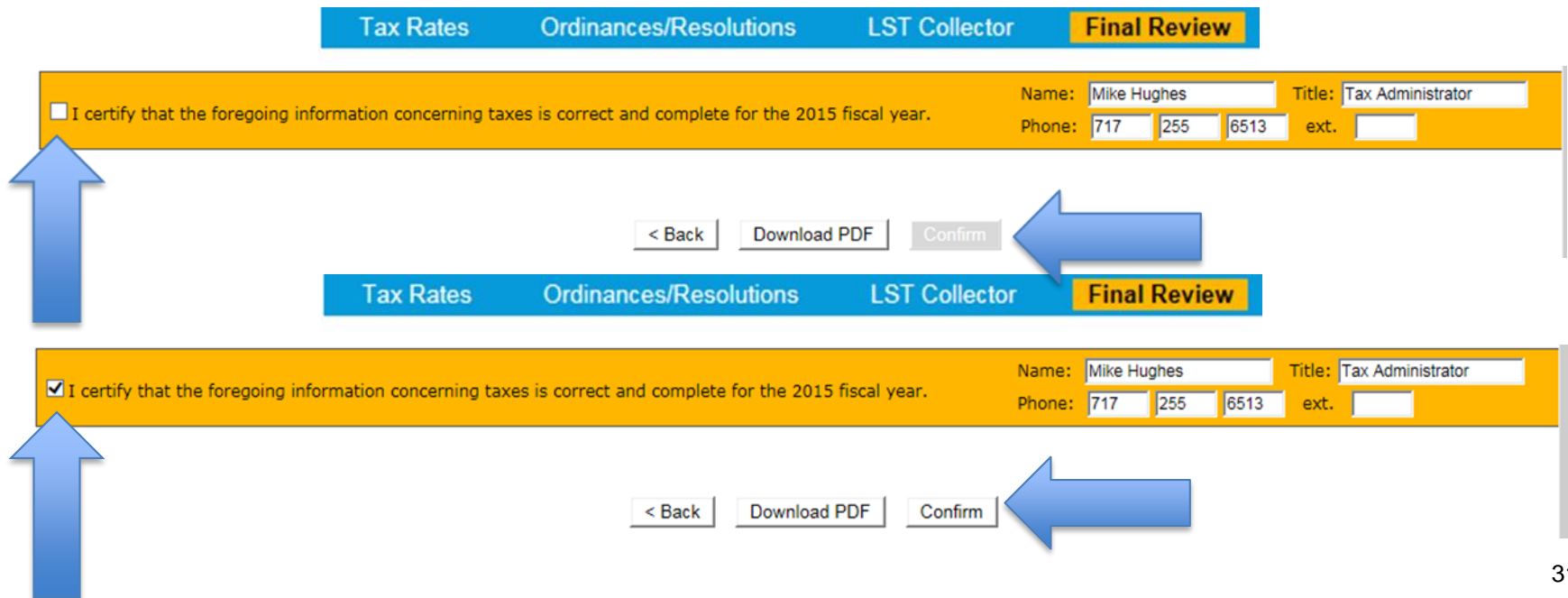
Section 351 of the Taxpayer Relief Act, the act of June 27, 2006, Special Session 1, No. 1, P.L.1257, No.511, requires each taxing body to submit tax rate information to the Department of Community and Economic Development (DCED).

Listed on the enclosed form are the effective tax rates, including the municipal portion of Act 511 taxes that are shared with an affiliated school district and the tax collectors currently on file with DCED for your municipality. Please review this information and confirm that it is correct. If the municipal governing body has enacted, repealed, or changed any tax rates, please indicate the rate change in the column provided for new or corrected information. There is also space provided for changes to tax collector information.

Act 32 of 2008, Chapter 5, Section 511, (5) (ii) stipulates that any new EIT and LST enactments, repeals or changes must be received in DCED no later than December 1. If DCED does not receive a Tax Information Form from your municipality by the December 1 deadline, the

To complete your submission, enter your name, title and phone number. Once the certification box on the far left is checked, the “Confirm” button will be visible.

Click “Confirm” to submit your Report.



The form consists of a navigation bar with four tabs: Tax Rates, Ordinances/Resolutions, LST Collector, and Final Review. The 'Final Review' tab is highlighted in yellow. Below the navigation bar is a yellow box containing a certification statement: "I certify that the foregoing information concerning taxes is correct and complete for the 2015 fiscal year." To the right of this statement are input fields for Name (Mike Hughes), Title (Tax Administrator), and Phone (717 255 6513 ext.). Below the certification box are three buttons: "< Back", "Download PDF", and "Confirm". In the top screenshot, the "Confirm" button is disabled (greyed out). In the bottom screenshot, the certification box is checked, and the "Confirm" button is active (black text on a white background).

Submission Details

This verifies that your e-filing is complete by providing you with the date submitted. If the status is “Pending”, it will become “Approved” when DCED reviews the data and receives the required ordinance/resolution. A copy of your completed form is available to download.

Tax Rates

Ordinances/Resolutions

LST Collector

Final Review

Submission Details

Your form has been submitted to DCED on 7/31/2015

The status of your tax information form is APPROVED.

Click [here](#) to print a copy of this page for your records.

This satisfies your tax information form filing requirement with DCED. This copy of the report is for your records only- there is no need to send DCED a hard copy.

If you have any questions, contact us at Municipal Statistics at 888-223-6837 or via e-mail at municipalstatistics@pa.gov.

< Back


Download PDF

Exit TIF

MUNICIPAL TAX INFORMATION FORM UPDATED FEATURES - EARNED INCOME TAX


EARNED INCOME TAX

State law allows the Act 511 limit for Earned Income Taxes to be exceeded in a few instances. Please check one or more of the boxes in question 4 of the “Tax Rates” section **only if your Earned Income Tax rate increased** due to the authorization of one or more of the Acts. If you did not increase your EIT as a result of one of the Acts below, leave the box unchecked.

4) Does your municipality impose an Income Tax under any of the following acts? *(please check all that apply)* 

- Act 62 of 1972** -- Home Rule Charter and Optional Plan
- Act 47 of 1987** (as amended) -- the Municipalities Financial Recovery Act
- Act 24 of 2001** (as amended) -- the Optional Occupational Elimination Act
- Act 442 of 1968** (as amended) -- "An act authorizing the Commonwealth of Pennsylvania and the counties thereof to preserve, acquire or hold land for open space uses"
- Act 205 of 1984** -- the Municipal Pension Plan Funding Standard and Recovery Act

Example: If your municipality has increased its EIT rate due to Act 24, and you check the box marked Act 24, an additional EIT line will appear. This is where you will report the additional EIT rate due to Act 24.

4) Does your municipality impose an Income Tax under any of the following acts? *(please check all that apply)* 

- Act 62 of 1972** -- Home Rule Charter and Optional Plan
- Act 47 of 1987** (as amended) -- the Municipalities Financial Recovery Act
- Act 24 of 2001** (as amended) -- the Optional Occupational Elimination Act
- Act 442 of 1968** (as amended) -- "An act authorizing the Commonwealth of Pennsylvania and the counties thereof to preserve, acquire or hold land for open space uses"
- Act 205 of 1984** -- the Municipal Pension Plan Funding Standard and Recovery Act

Act 511 and Other			
Earned Income - Resident (percent)	<input type="text" value="0.75"/>	percent	<input type="text"/>
Earned Income - Nonresident (percent)	<input type="text" value="1"/>	percent	<input type="text"/>
Earned Income - Act 24 - Resident (percent)	<input type="text"/>	percent	<input type="text"/>
Local Services Tax (LST) (dollars)	<input type="text"/>	dollars	<input type="text"/>
Realty Transfer (percent)	<input type="text" value="0.5"/>	percent	<input type="text"/>

Municipalities that previously reported an increased EIT rate will now have to split that rate between the standard EIT rate line and the appropriate EIT Act rate line.

I.e.: This municipality levies a .75% resident EIT rate due to Act 24. Now that DCED is capturing the Act 24 portion, this municipality must reduce their standard resident EIT rate from .75% to .5%, while simultaneously adding that .25% to the Act 24 EIT line.



Act 511 and Other				
Earned Income - Resident (percent)		.75	percent	
Earned Income - Nonresident (percent)		1	percent	
Earned Income - Act 24 - Resident (percent)			percent	



Act 511 and Other				
Earned Income - Resident (percent)		.5	percent	01/01/2016
Earned Income - Nonresident (percent)		1	percent	
Earned Income - Act 24 - Resident (percent)		.25	percent	01/01/2016

MUNICIPAL TAX INFORMATION FORM UPDATED FEATURES - SPLIT RATE REAL ESTATE

Split Rate Real Estate Tax Rates

Municipalities that levy split rate real estate taxes must click “Yes” next to “Do you have Split Rates?”


Tax Rates
 Do you have Split Rates?  Yes No

SCRANTON S D			
Tax	Effective Rate 	Effective Date (mm/dd/yyyy) 	Low Income Exemption (dollars)
Total Real Estate			
Real Estate - General Purpose (mills)	40.202 mills		
Special Purpose			
Open Space (mills)	<input type="text"/> mills		
Community Colleges (mills)	<input type="text"/> mills		
Distressed Pension Systems Recovery Program (mills)	<input type="text"/> mills		
Municipalities Financial Recovery Program (mills)	<input type="text"/> mills		

The screen will expand all real estate fields to allow you to enter both the land and buildings/improvements rates for each real estate related tax your municipality levies.

Tax Rates			
Do you have Split Rates? <input checked="" type="radio"/> Yes <input type="radio"/> No			
SCRANTON S D			
Tax	Effective Rate	Effective Date (mm/dd/yyyy)	Low Income Exemption (dollars)
Total Blended Rate		0 mills	
Taxable Assessed Value for Land (dollars)	<input type="text"/>	dollars	
Taxable Assessed Value for Buildings/Improvements (dollars)	<input type="text"/>	dollars	
General Purpose - Buildings/Improvements (mills)	<input type="text"/>	mills	
General Purpose - Blended Rate (mills)		mills	
Special Purpose			
Open Space - Land (mills)	<input type="text"/>	mills	
Open Space - Buildings/Improvements (mills)	<input type="text"/>	mills	
Open Space - Blended Rate (mills)		mills	
Community Colleges - Land (mills)	<input type="text"/>	mills	

The “Taxable Assessed Value for Land” and the “Taxable Assessed Value for Buildings/Improvements” are required fields. The “Blended Rate” field is automatically calculated.

Tax Rates

Do you have Split Rates? Yes No

SCRANTON S D		
Tax	Effective Rate [?]	Effective Date (mm/dd/yyyy) [?] Low Income Exemption (dollars)
Total Blended Rate		0 mills
Taxable Assessed Value for Land (dollars)	<input type="text"/>	dollars
Taxable Assessed Value for Buildings/Improvements (dollars)	<input type="text"/>	dollars
General Purpose - Buildings/Improvements (mills)	<input type="text"/>	mills
General Purpose - Blended Rate (mills)	<input type="text"/>	mills
Special Purpose		
Open Space - Land (mills)	<input type="text"/>	mills
Open Space - Buildings/Improvements (mills)	<input type="text"/>	mills
Open Space - Blended Rate (mills)	<input type="text"/>	mills
Community Colleges - Land (mills)	<input type="text"/>	mills

MUNICIPALITY REPORT OF ELECTED AND APPOINTED OFFICIALS (DCED-CLGS-19)

Due Date: 1/31

The information gathered from this Report is displayed on the Local Government Officials website and is frequently used by many entities across the State for contact purposes. It is important that the information is current and accurate.

Note: PENNDOT will not release the Liquid Fuels disbursement until DCED has received this Report.

The Report is divided into 5 sections, which must be completed in order.

Each step contains pre-populated information provided from the previous year.



The screenshot shows the top navigation bar of the Pennsylvania Municipal Statistics 2015 Elected and Appointed Officials web application. The header is blue and contains the PA logo and the text 'pennsylvania DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT' on the left, and 'Municipal Statistics 2015 Elected and Appointed Officials' on the right. Below the header is a white navigation bar with links: Home, My Profile, TIP Sheets, Public Reports, New PA, and Log Out. Below that is a blue navigation bar with links: Primary Contact Person (highlighted in yellow), Employee & Service Information, Land Use Information, Officials List, and Final Review.

Primary Contact Person

Please enter the name and contact information of the official who is the primary contact for the municipality.

Name	<input type="text" value="Anne Shambaugh"/>
Title	<input type="text" value="Borough Manager"/>
Address 1	<input type="text" value="2145 Walnut Street"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
City	<input type="text" value="Camp Hill"/>
State	<input type="text" value="PA"/> <input type="button" value="v"/>
Zip	<input type="text" value="17101"/> - <input type="text"/>
Phone	<input type="text" value="717"/> <input type="text" value="255"/> <input type="text" value="3060"/> ext. <input type="text"/>
Toll-free Phone	<input type="text"/> <input type="text"/> <input type="text"/>
Fax	<input type="text" value="717"/> <input type="text" value="255"/> <input type="text" value="3081"/>
E-mail	<input type="text"/>
Web site	<input type="text" value="http://www.camphillborough.com"/>
<input type="button" value="Clear"/>	

If the mailing address is different than the address of the municipal building, use the mailing address.


Please include a fax number and email address.

Name	Anne Shambaugh		
Title	Borough Manager		
Address 1	2145 Walnut Street		
Address 2			
Address 3			
City	Camp Hill		
State	PA <input type="button" value="v"/>		
Zip	17101	-	<input type="text"/>
Phone	717	255	3060 ext. <input type="text"/>
Toll-free Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	717	255	3081
E-mail	<input type="text"/>		
Web site	http://www.camphillborough.com		
<input type="button" value="Clear"/>			

Employee & Service Information

Under “Municipal Payroll”, list the number of full-time and part-time employees as of December 31.

Note: If an employee receives a W-2 form, include them in the count. If they receive a 1099 form, do not include.

MUNICIPAL PAYROLL	
Total paid officials and employees (includes Police Officers) as of December 31: 	Full-time: <input type="text" value="25"/> Part-: <input type="text" value="3"/>

Answer all questions in the Police and Fire Service sections and click “Next” to continue.

POLICE SERVICE ?	
<input checked="" type="radio"/> Own Municipal Police Force	Full-time: <input type="text" value="9"/> (includes chief) Part-time: <input type="text" value="0"/>
Do you contract services to another municipality?	<input type="radio"/> Yes <input checked="" type="radio"/> No

<input type="radio"/> Contracted from another municipality	

<input type="radio"/> State Police Coverage only	

<input type="radio"/> Regional Police Force	

FIRE SERVICE ?	
Number of Fire Companies located within municipality:	<input type="text" value="1"/>
Type of Fire Services:	<input type="text" value="All Volunteer"/>
Paid Fire Marshal/Chief?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Has your municipality registered its fire ordinance under Act 93, the Fire Insurance Escrow Act?	<input type="radio"/> Yes <input checked="" type="radio"/> No

If you select “Contracted from another municipality”, you must select the municipality you are contracting your police service from.

POLICE SERVICE ?

Own Municipal Police Force

Contracted from another municipality

[County Finder](#)

County:

Municipality:

State Police Coverage only

Regional Police Force



FIRE SERVICE ?

Number of Fire Companies located within municipality:

Type of Fire Services:

Paid Fire Marshal/Chief? Yes No

Has your municipality registered its fire ordinance under Act 93, the Fire Insurance Escrow Act? Yes No

If you select “Regional Police Force”, you must type the name of the Regional Force as well as select all participating municipalities (including your own).

POLICE SERVICE ?

Own Municipal Police Force

 Contracted from another municipality

 State Police Coverage only

 Regional Police Force

[County Finder](#)
 County:
 Municipality:

[Select a Municipality]

CAMP HILL BORO

CARLISLE BORO

COOKE TWP

DICKINSON TWP

EAST PENNSBORO TWP

HAMPDEN TWP

HOPEWELL TWP

LEMOYNE BORO

LOWER ALLEN TWP

LOWER FRANKFORD TWP

LOWER MIFFLIN TWP

MECHANICSBURG BORO

MIDDLESEX TWP

MONROE TWP

Name of Regional Force:

Add ->

<-Remove

<-Remove All

IRE SERVICE ?

Land Use Information

The “Land Use and Planning” section requires Yes/No answers to questions.

LAND USE AND PLANNING ?	
Does your municipality have a comprehensive plan?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is it a multi-municipal plan?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your municipality have a zoning ordinance?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is it a joint/multi-municipal zoning ordinance?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your municipality have a subdivision ordinance?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Does your municipality have a planning commission?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Does your municipality have a zoning hearing board?	<input checked="" type="radio"/> Yes <input type="radio"/> No

If your municipality is part of a multi-municipal comprehensive plan, you must list the participating municipalities (including your own).

LAND USE AND PLANNING ?

Does your municipality have a comprehensive plan? Yes No

Is it a multi-municipal plan? Yes No

[County Finder](#)

County: ▼

Municipality: ▼

Add ->

<-Remove

<-Remove All

CAMP HILL BORO, CUMBERLAND COUNTY

LEMOYNE BORO, CUMBERLAND COUNTY

WORMLEYSBURG BORO, CUMBERLAND CO

Does your municipality have a zoning ordinance? Yes No

Is it a joint/multi-municipal zoning ordinance? Yes No

Does your municipality have a subdivision ordinance? Yes No

Does your municipality have a planning commission? Yes No

Does your municipality have a zoning hearing board? Yes No

If you have a joint/multi-municipal zoning ordinance,
you must list the participating municipalities
(including your own).

Does your municipality have a zoning ordinance? Yes No

Is it a joint/multi-municipal zoning ordinance? Yes No

[County Finder](#)

County: ▼

Municipality: ▼

Add ->

<-Remove

<-Remove All

CAMP HILL BORO, CUMBERLAND COUNTY
NEWVILLE BORO, CUMBERLAND COUNTY

The “State-Wide Building Code” section requires
Yes/No answers to questions.

STATE-WIDE BUILDING CODE	
Has your municipality opted-in to administer the PA Uniform Construction Code (UCC)?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Has your municipality appointed a third party inspector to administer one or more of the UCC certifications?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Officials List

This section contains a list of all possible positions that a municipality may have. All positions must be designated as “Occupied”, “Vacant” or “Not Applicable”. Verify each position, then click “Next” at the bottom of the screen.

Please indicate whether each official position listed is **occupied** (the position is applicable and filled), **vacant** (the position is applicable but not currently filled) or **not applicable** (the position does not apply). After indicating the status of each position, you may click the <Next> button to step through each occupied position to review and edit the officials' information.

Official Code	Position	Name	Occupied	Vacant	Not Applicable	Updated	By
01	Mayor / Executive	Mark Simpson	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	4/16/2015	c-mwilliam
02	President / Chairperson	Peter Robelen	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	1/21/2015	camphilladmin
03	Council Member	Carl Schultz	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	4/16/2015	c-mwilliam
04	Council Member	Richard Guerin	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	1/21/2015	camphilladmin
05	Council Member	Richard Woodard	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	1/15/2013	camphilladmin
78	Chair, Environmental Advisory Council		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2/2/2007	c-pauowe
79	Local Ordinance Enforcement Officer		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2/2/2007	c-pauowe
80	Agency Open Records Officer		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

The system will then take you through each of the occupied positions. After verifying the official's information is current and accurate, click "Next" to continue to the next official.

Mayor / Executive	
Name	Mark Simpson
Address 1	373 North 28th Street
Address 2	
Address 3	
City	Camp Hill
State	PA
Zip	17011 -
Phone	717 737 8596 ext.
Toll-free Phone	
Fax	717 730 3961
E-mail	mayor@camphillborough.com
Web site	
Political Affiliation	Republican
Year Term Ends:	2016
Sex:	Male
<input type="button" value="Clear"/>	

Occupied Positions ?
Position Selection
01 - Mayor / Executive - Mark Simpson
02 - President / Chairperson - Peter Robelen
03 - Council Member - Carl Schultz
04 - Council Member - Richard Guerin
05 - Council Member - Richard Woodard
06 - Council Member - Terri Edwards
07 - Council Member - Leigh Twiford
08 - Council Member - Steve Brodie
20 - Tax Collector - Janet Neiper
30 - Manager / Chief Administrator - Anne Shambaugh
31 - Secretary - Anne Shambaugh
32 - Appointed Treasurer - Anne Shambaugh
33 - Director, Finance - Raymond Madden
35 - Roadmaster / Street Superintendent - Anne Shambaugh
37 - Police Chief - Douglas Hockenberry
38 - Fire Chief / Fire Marshal - Mark Simpson
39 - Emergency Management Coordinator - Ward Adams
42 - Director, Parks and Recreation - Audrey Logar
50 - Solicitor - J. Stephen Feinour, Esquire
51 - Engineer - Gannett Fleming, Inc.
52 - Independent Auditor / CPA - Maher Duessel, CPA
70 - Chair, Planning Commission - Thomas Devlin
71 - Secretary, Planning Commission - Rick Trynoski
72 - Chair, Zoning Hearing Board - Kirk Sohonaga
76 - Building Code Official - Christopher Miller
77 - Zoning Officer - Christopher Miller
80 - Agency Open Records Officer -

- The “Year Term Ends” must be an even-numbered year.
- You must list at least 2 elected auditors or a CPA.
- You must list an Emergency Management Coordinator.
- For the Building Code Official position, please list the name of the individual (not a company).

Due to recent changes regarding the Tax Collection Law (Act 164 of 2014), it is important that the DCED receives accurate and current information regarding the municipal property tax collector. This is a necessity for DCED to fulfill its statutory obligations.

All municipalities must designate a real estate tax collector in Position 20, even if the person designated to collect taxes uses a title other than Tax Collector. The system will always show this position as “Occupied”.

Official Code	Position	Name	Occupied	Vacant	Not Applicable	Updated	By
20	Tax Collector	Janet Neiper	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	4/27/2015	karoneill

If there is currently no person designated to collect real estate taxes for your municipality, you must type “VACANT” in the name field for position 20 and include the municipal address and phone number.

Tax Collector	
Name	VACANT
Address 1	PO Box 2748
Address 2	
Address 3	
City	West Chester
State	PA <input type="checkbox"/>
Zip	19382 - <input type="text"/>
Phone	570 <input type="text"/> 278 <input type="text"/> 2788 ext. <input type="text"/>
Toll-free Phone	<input type="text"/> <input type="text"/> <input type="text"/>
Fax	<input type="text"/> <input type="text"/> <input type="text"/>
E-mail	<input type="text"/>
Web site	<input type="text"/>

Occupied Positions 
Position Selection
01 - Mayor / Executive - David B. Burton
02 - President / Chairperson - Woody J. VanSciver
03 - Council Member - Catherine O. Raymond
04 - Council Member - David Bramwell
05 - Council Member - Todd Lexer
06 - Council Member - Matthew Radano
07 - Council Member - John Meisel
08 - Council Member - Scott Oswald
20 - Tax Collector - VACANT
30 - Manager / Chief Administrator - Neil Lovfekin
31 - Secretary - Sandra L. Kelley
32 - Appointed Treasurer - Mary Lou Whitcomb
34 - Director, Public Works - Ira Dutter
37 - Police Chief - Louis M. Marcelli
38 - Fire Chief / Fire Marshal - Neil Vaughn
39 - Emergency Management Coordinator - Kenny Furlong
50 - Solicitor - Sean A. O'Neill, Esquire
51 - Engineer - E.B. Walsh & Associates
52 - Independent Auditor / CPA - George Fieo
70 - Chair, Planning Commission - David Knies
72 - Chair, Zoning Hearing Board - Louis G. Thomas, Jr.

Pennsylvania’s Right-to-Know Law (Act 3 of 2008) requires all municipalities to designate an official or employee to act as the Open Records Officer.


The Agency Open Records Officer (position 80) should always be marked “Occupied”.

Primary Contact Person Employee & Service Information Land Use Information **Officials List** Final Review

Official Code	Position	Name	Occupied	Vacant	Not Applicable	Updated	By
80	Agency Open Records Officer	Brian Robbins	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	1/29/2016	financecamp

If there is currently no person designated as the Agency Open Records Officer for your municipality, you must type “VACANT” in the name field for position 80 and include the municipal address and phone number.

Agency Open Records Officer	
Name	VACANT
Address 1	2145 Walnut St
Address 2	
Address 3	
City	Camp Hill
State	PA <input type="button" value="v"/>
Zip	17011 - 3830
Phone	717 737 3456 ext. <input type="text"/>
Toll-free Phone	<input type="text"/> <input type="text"/> <input type="text"/>
Fax	717 730 3961
E-mail 	<input type="text"/>
Web site	<input type="text"/>
Political Affiliation	[Select an affiliation] <input type="button" value="v"/>
Year Term Ends:	<input type="text"/>
Sex:	[Select a sex] <input type="button" value="v"/>
<input type="button" value="Clear"/>	

Occupied Positions 
Position Selection
01 - Mayor / Executive - Mark Simpson
02 - President / Chairperson - Peter Robelen
03 - Council Member - Carl Schultz
04 - Council Member - Richard Guerin
05 - Council Member - Michael Berney
06 - Council Member - Kim Snell-Zarcone
07 - Council Member - Leigh Twiford
08 - Council Member - Steve Brodie
20 - Tax Collector - Diane Neiper
30 - Manager / Chief Administrator - Brian Robbins
31 - Secretary - Brian Robbins
32 - Appointed Treasurer - Brian Robbins
33 - Director, Finance - Raymond Madden
35 - Roadmaster / Street Superintendent - Brian Robbins
37 - Police Chief - Douglas Hockenberry
38 - Fire Chief / Fire Marshal - Mark Simpson
39 - Emergency Management Coordinator - Ward Adams
42 - Director, Parks and Recreation - Audrey Logar
50 - Solicitor - J. Stephen Feinour, Esquire
51 - Engineer - Gannett Fleming, Inc.
52 - Independent Auditor / CPA - Maher Duessel, CPA
70 - Chair, Planning Commission - Thomas Devlin
71 - Secretary, Planning Commission - Rick Trynoski
72 - Chair, Zoning Hearing Board - Kirk Sohonage
76 - Building Code Official - Christopher Miller
77 - Zoning Officer - Christopher Miller
80 - Agency Open Records Officer - VACANT

Final Review

Please verify that all information is correct by reviewing the PDF that appears below the certification section.

If you need to make any changes, click on the appropriate tab to access the data you wish to edit.

Primary Contact Person

Employee & Service Information

Land Use Information

Officials List

Final Review

I certify that the foregoing information concerning municipal officials is correct and complete for 2015.

Name: Title:

Phone: ext.

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Confirm

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DCED-CLGS-19 (8-07)



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
municipalstatistics@pa.gov

After you have reviewed the PDF, enter your name, title and phone number in the certification section. Once the certification box on the far left is checked, the “Confirm” button will be visible. Click “Confirm” to submit your Report.

I certify that the foregoing information concerning municipal officials is correct and complete for 2015.

Name: Title:

Phone: ext.

[Back](#)

[Download PDF](#)

[Confirm](#)

This page verifies that your e-filing is complete by providing you with the date submitted and an “Approved” status. A copy of your completed form is available to download.

Note: This form is editable year-round.

Primary Contact Person

Employee & Service Information

Land Use Information

Officials List

Final Review

Submission Details

Your form has been submitted to DCED on 8/4/2015

The status of your elected and appointed officials form is APPROVED.

Click [here](#) to print a copy of this page for your records.

This satisfies your elected and appointed officials form filing requirement with DCED. This copy of the report is for your records only- there is no need to send DCED a hard copy.

If you have any questions, contact us at Municipal Statistics at 888-223-6837 or via e-mail at municipalstatistics@pa.gov.

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Exit

SURVEY OF FINANCIAL CONDITION (DCED-CLGS-69)

Due Date: 3/15

Note: PENNDOT will not release
the Liquid Fuels disbursement until DCED
has received the Report.

The Survey is divided into 2 sections,
which must be completed in order.

[Home](#) [TIP Sheets](#) [Public Reports](#) [New PA](#) [Log Out](#)

Survey Questions

[Final Review](#)

Survey Questions

Please read each question carefully and consider it in light of your municipality's performance over the previous year.

If you answered "Yes" to any question from 1 to 7 or if question 8 indicated a significant decrease in municipal employees, you must provide an explanation, including your rationale for whether you consider your municipality to be financially distressed.

- | | | | |
|------------|--|---------------------------|-------------------------------------|
| 1a. | Deficit Factors: Have your municipality's expenditures exceeded revenues for each of the previous three fiscal years (including the reporting fiscal year)? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 1b. | Deficit Factors: Has your municipality maintained a deficit of 1% or more in each of the previous three fiscal years (including the reporting fiscal year)? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 1c. | Deficit Factors: Has your municipality accumulated and operated with a deficit equal to 5% or more of its revenue for each of the previous two fiscal years (including the reporting fiscal year)? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 1d. | Deficit Factors: Is your municipality likely to experience an operating deficit at the end of the next and/or subsequent fiscal year? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 1e. | Deficit Factors: During the reporting fiscal year, in order to avoid unplanned general fund deficits, has your municipality utilized its fund balance and/or other governmental or proprietary funds to supplement its general fund? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 2a. | Indebtedness Factors: During the reporting fiscal year, did your municipality default in payment of principal or interest on any of its bond issues or general obligation notes or in payment of rentals due any authority? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 2b. | Indebtedness Factors: During the reporting fiscal year, did your municipality borrow funds, other than tax anticipation borrowing, to meet current operating expenditures? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

Final Review

Please verify that all information is correct. If you need to make any changes, click on the Survey Questions tab in the blue bar to access the data you wish to edit.

[Survey Questions](#)
Final Review

I hereby certify that the Chief Elected Official has reviewed the information provided in this report and that it is true and accurate to the best of their knowledge.
 Name: Title:
 Phone: ext.

FOR THE FISCAL YEAR ENDED DECEMBER 31, 2014
2014 SURVEY OF FINANCIAL CONDITION

Received by DCED: 01/20/2015

The Municipalities Financial Recovery Act, Act 47 of 1987, provides that each municipality shall complete and file with the Department of Community and Economic Development, a Survey of Financial Condition which applies to the municipality's prior fiscal year. As the Survey questions relate to the prior year, it cannot be completed or submitted until after the end of the fiscal year. Once the Survey has been signed by the presiding officer of your municipality's governing body and the municipal seal is affixed, please mail it to the Governor's Center for Local Government Services, as listed above, no later than March 15th. For the purpose of this form, the term, "reporting fiscal year," refers to the fiscal year which has most recently ended (the date of which is noted above after the phrase "For the fiscal year ended"). The term, "next fiscal year," refers to the year immediately following the current fiscal year, while "subsequent fiscal year," refers to the year following the next fiscal year.

In the certification section, enter your name, title and phone number. Once the certification box on the far left is checked, the “Confirm” button will be visible. Click “Confirm” to submit your Report.

I hereby certify that the Chief Elected Official has reviewed the information provided in this report and that it is true and accurate to the best of their knowledge.

Name: Title:

Phone: ext.

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The Submission Details verify that your form as been submitted to DCED by providing you with the date submitted and the current status of your form.

Survey Questions
Final Review

Submission Details

Your form has been submitted to DCED on 8/7/2015

The status of your survey of financial conditions form is APPROVED.


Click [here](#) to print a copy of this page for your records.

This satisfies your survey of financial conditions form filing requirement with DCED. This copy of the report is for your records only- there is no need to send DCED a hard copy.


If you have any questions, contact us at Municipal Statistics at 888-223-6837 or via e-mail at municipalstatistics@pa.gov.

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DCED-CLGS-69 (09-13)



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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
municipalstatistics@pa.gov

FOR THE FISCAL YEAR ENDED DECEMBER 31, 2014

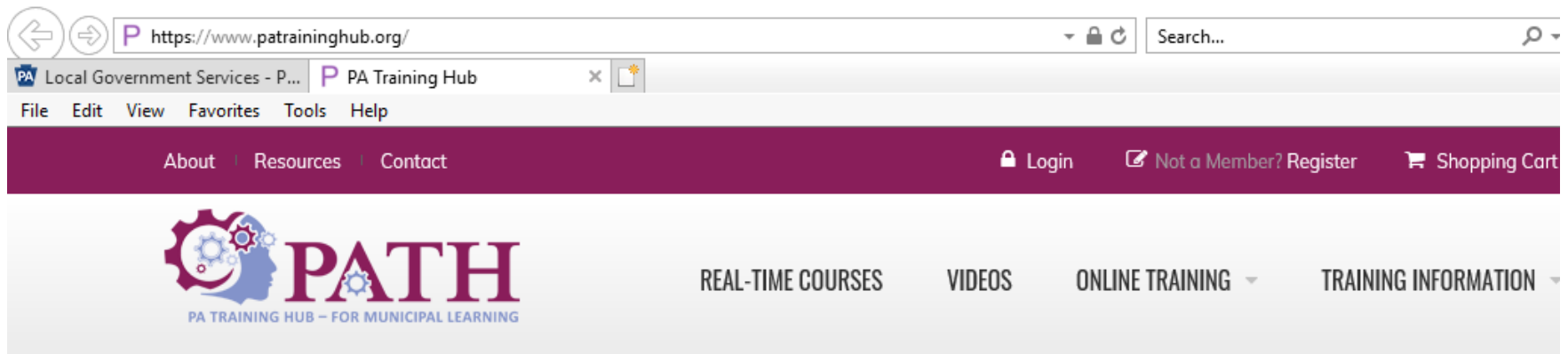
2014 SURVEY OF FINANCIAL CONDITION

THE MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT (DCED-CLGS-30)

CITIES	3/1
BOROUGHES	4/1
TOWNSHIPS - 1ST AND 2ND CLASS	4/1

This course is strictly an overview of the e-filing process.

For those who desire more detail on the accounting issues relating to the Annual Audit and Financial Report, please go to www.patrainingshub.org



The Audit is divided into 6 sections,
which must be completed in order:

Balance Sheet

Revenues

Expenditures

Debt Statement

Capital Expenditures

Final Review

At the bottom of every page is an “Add/View e-filer Notes” button. Click this to add comments.

Note: This information will be included in the publication of your audit and will be viewable by the general public.

[Next >](#) [Save](#) [Save & Exit](#) [Add/View Efiler Notes \(0 existing\)](#)

NOTES

Use this section for notes to the financial statements.

Comment details

Comments

* Please note that if you paste into this field you may exceed the maximum length of the field (4000 characters).

[Cancel](#) [Add](#)

Balance Sheet

BALANCE SHEET

Assets and Other Debits

		Governmental Funds				Proprietary Funds		Fiduciary Funds	Account Groups		Total
Liabilities and Other Credits		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
100-120	Cash and Investments	5,756,911	368,140			8,201,579		65,307			\$14,391,937
140-144	Tax Receivable	657,030									\$657,030
121-129, 145-149	Accounts Receivable (excluding taxes)	69,833				140,259					\$210,092
130.00	Due From Other Funds	317,706				1,000,000					\$1,317,706
131-139, 150-159	Other Current Assets	1,370,568				870					\$1,371,438
160-169	Fixed Assets					7,478,219			13,253,073		\$20,731,292
180-189	Other Debits					8,589,619				3,654,227	\$12,243,846
TOTAL ASSETS AND OTHER DEBITS		\$8,172,048	\$368,140	\$0	\$0	\$25,410,546	\$0	\$65,307	\$13,253,073	\$3,654,227	\$50,923,341

Liabilities and Other Credits / Fund and Account Group Equity

		Governmental Funds				Proprietary Funds		Fiduciary Funds	Account Groups		Total
Liabilities and Other Credits		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
210-229	Payroll Taxes and Other Payroll Withholdings	48,917				4,400					\$53,317
200-209, 231-239	All Other Current Liabilities	315,747	12,014			621,889					\$949,650
230.00	Due To Other Funds	1,000,000	99,508			218,198					\$1,317,706
260-269	Long-Term Liabilities		64,419			18,536,848				3,436,885	\$22,038,152
240-259	Current Portion of Long-Term Debt and Other Credits	1,705,090				460,000		65,307		217,342	\$2,447,739
TOTAL LIABILITIES AND OTHER CREDITS		\$3,069,754	\$175,941	\$0	\$0	\$19,841,335	\$0	\$65,307	\$0	\$3,654,227	\$26,806,564

		Governmental Funds				Proprietary Funds		Fiduciary Funds	Account Groups		Total
Fund and Account Group Equity		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
281-284	Contributed Capital										\$0
290.00	Investment in General Fixed Assets								13,253,073		\$13,253,073
270-289	Fund Balance / Retained Earnings on 12/31	\$5,102,294	\$192,199	\$0	\$0	\$5,569,211	\$0	\$0	\$0	\$0	\$10,863,704
291-299	Other Equity										\$0
TOTAL FUND AND ACCOUNT GROUP EQUITY		\$5,102,294	\$192,199	\$0	\$0	\$5,569,211	\$0	\$0	\$13,253,073	\$0	\$24,116,777

TOTAL LIABILITIES AND FUND AND ACCOUNT GROUP EQUITY											\$50,923,341
--	--	--	--	--	--	--	--	--	--	--	---------------------

Revenues

The tax revenue reported on the Audit is compared to the Tax Information Form for the same reporting year.

REVENUES									
		Governmental Funds			Proprietary Funds		Fiduciary Funds	Total	
Taxes		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
301.00	Real Estate Taxes	2,413,778							\$2,413,778
305.00	Occupation Taxes (levied under municipal code)								\$0
308.00	Residence Taxes (levied by cities of the 3rd Class)								\$0
309.00	Regional Asset District Sales Tax (Allegheny County municipalities only)								\$0
310.00	Per Capita Taxes								\$0
310.10	Real Estate Transfer Taxes	144,297							\$144,297
310.20	Earned Income Taxes / Wage Taxes	1,307,366							\$1,307,366
310.30	Business Gross Receipts Taxes								\$0
310.40	Occupation Taxes (levied under Act 511)								\$0
310.50	Local Services Tax ***	230,296							\$230,296
310.60	Amusement / Admission Taxes								\$0
310.70	Mechanical Device Taxes								\$0
310.90	Other Local Tax Enabling Act / Act 511 / Taxes								\$0
310.90	Local Services Tax (LST) (dollars)								\$0
	Other: <input type="text"/>								\$0
	<input type="text"/> Add another category								\$0
Total Taxes		\$4,095,737	\$0	\$0	\$0	\$0	\$0	\$0	\$4,095,737

Two types of messages:

Red (Error): Must be corrected before proceeding.

Yellow (Warning): Should be reviewed for accuracy.

✖ The following errors have occurred:
These errors must be corrected for you to continue.
 (117) You have not reported any revenue for 310.20 Earned Income Taxes / Wage Taxes, but your Tax Information Form indicates that you levy this tax

⚠ Please review the following warnings:
If the information provided is correct, you may ignore these warnings.
 (117) You have not reported any revenue for 310.70 Mechanical Device Taxes, but your Tax Information Form indicates that you levy this tax

STATEMENT OF REVENUES AND EXPENDITURES

REVENUES									
		Governmental Funds				Proprietary Funds		Fiduciary Funds	Total
Taxes		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
301.00	Real Estate Taxes	163511	5201		6523				175235
305.00	Occupation Taxes (levied under municipal code)								0
308.00	Residence Taxes (levied by cities of the 3rd Class)								0
309.00	Regional Asset District Sales Tax (Allegheny County municipalities only)								0
310.00	Per Capita Taxes								0
310.10	Real Estate Transfer Taxes	321959							321959
310.20	Earned Income Taxes / Wage Taxes								0
310.30	Business Gross Receipts Taxes	4534976							4534976
310.40	Occupation Taxes (levied under Act 511)								0
310.50	Local Services Tax **	2383956							2383956
310.60	Amusement / Admission Taxes	208807							208807
310.70	Mechanical Device Taxes								0

DCED verifies disbursement amounts from several state agencies to ensure the exact amounts are placed on the appropriate lines. These disbursements are as follows:

State		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
354.03	Highways and Streets								0
354.09	Community Development								0
354.15	Recycling / Act 101								0
354.00	All Other State Capital and Operating Grants								0
355.01	Public Utility Realty Tax (PURTA)	36557							36557
355.02-355.03	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback		914788						914788
355.04	Alcoholic Beverage Licenses								0
355.05	General Municipal Pension System State Aid	2609214							2609214
355.07	Foreign Fire Insurance Tax Distribution	28718							28718
355.08	Local Share Assessment/Gaming Proceeds	50410							50410
355.09	Marcellus Shale Impact Fee Distribution	496000							0
355.00	All Other State Shared Revenues and Entitlements								496000
356.00	State Payments in Lieu of Taxes								0
Total State		3220899	914788	0	0	0	0	0	4135687

All Other Unclassified Operating Revenues (line 389.00) must be less than 1% of the total revenue within each fund.

**✘ The following errors have occurred:
These errors must be corrected for you to continue.**
(90) 389.00 All Other Unclassified Operating Revenues cannot be more than 1% of Total Revenues for General Fund

Unclassified Operating Revenues		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
383.00	Special Assessments								\$0
386.00	Escheats (sale of personal property)								\$0
387.00	Contributions and Donations from Private Sectors								\$0
388.00	Fiduciary Fund Pension Contributions								\$0
389.00	All Other Unclassified Operating Revenues	7,000	200						\$7,200
Total Unclassified Operating Revenues		\$7,000	\$200	\$0	\$0	\$0	\$0	\$0	\$7,200

TOTAL REVENUES	\$58,000	\$21,996	\$0	\$0	\$0	\$0	\$0	\$0	\$79,996
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Interfund Operating Transfers - The total of line 392.00 and the total of line 492.00 must match.

✘ The following errors have occurred:
These errors must be corrected for you to continue.
 (91) 492.00 Interfund Operating Transfers does not equal 392.00 Interfund Operating Transfers


Other Financing Sources		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
391.00	Proceeds of General Fixed Asset Disposition								\$0
392.00	Interfund Operating Transfers	4,500							\$4,500
393.00	Proceeds of General Long-Term Debt								\$0
394.00	Proceeds of Short Term-Debt								\$0
395.00	Refunds of Prior Year Expenditures								\$0

Other Financing Uses		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
491.00	Refund of Prior Year Revenues								\$0
492.00	Interfund Operating Transfers					3,500			\$3,500
493.00	All Other Financing Uses								\$0

Interfund Transfers show the movement of money from one fund to another. When the money is moved out of one fund it should be reported on line 492.00 as an expenditure from that fund, with that same amount reported on line 392.00 as a revenue under the fund into which it was deposited.

Note: Transfers within the same fund (i.e. from checking to savings) should not be reported.

Sample yellow warning comparison:

 **Please review the following warnings:**
If the information provided is correct, you may ignore these warnings.

(92) You have reported revenues under 364.10 Wastewater / Sewage (including connection / tapping fees, sewer usage charges, reserve capacity fee, etc.), but have not reported any expenditures under 429.00 Wastewater / Sewage Treatment and Collection

(93) You have reported expenditures under 426.00 Recycling Collection and Disposal or 427.00 Solid Waste Collection and Disposal (garbage), but have not reported any revenues under 364.30 Solid Waste Collection and Disposal Charge (trash)

364.10	Wastewater / Sewage (including connection / tapping fees, sewer usage charges, reserve capacity fee, etc.)	1,500							\$1,500
364.30	Solid Waste Collection and Disposal Charge (trash)								\$0
364.60	Host Municipality Benefit Fee for Solid Waste Facility								\$0
364.00	All Other Charges for Sanitation Services								\$0

426.00	Recycling Collection and Disposal								\$0
427.00	Solid Waste Collection and Disposal (garbage)	1,500							\$1,500
428.00	Weed Control								\$0
429.00	Wastewater / Sewage Treatment and Collection								\$0

Pension Reporting - General Fund Revenue

Municipalities that receive Act 205 pension revenue must report it on line 355.05 in the General Fund.

State	Governmental Funds				Proprietary Funds		Fiduciary Funds	Total
	General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
354.03	Highways and Streets							\$0
354.09	Community Development							\$0
354.15	Recycling / Act 101							\$0
354.00	All Other State Capital and Operating Grants							\$0
355.01	Public Utility Realty Tax (PURTA)							\$0
355.02-355.03	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback							\$0
355.04	Alcoholic Beverage Licenses							\$0
355.05	General Municipal Pension System State Aid	6,453						\$6,453
355.07	Foreign Fire Insurance Tax Distribution							\$0
355.08	Local Share Assessment/Gaming Proceeds							\$0
355.09	Marcellus Shale Impact Fee Distribution							\$0
355.00	All Other State Shared Revenues and Entitlements							\$0
356.00	State Payments in Lieu of Taxes							\$0
Total State		\$6,453	\$0	\$0	\$0	\$0	\$0	\$6,453

Pension Reporting - General Fund Expenditure

The pension expense may be shown on line 483.00 in the General Fund, or it may be shown as an expense under specific departmental codes.

Employer Paid Benefits and Withholding Items		Governmental Funds				Proprietary Funds		Fiduciary Funds	Total
		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
481.00	Employer Paid Withholding Taxes and Unemployment Compensation								\$0
482.00	Judgments and Losses								\$0
483.00	Pension / Retirement Fund Contributions	6,453							\$6,453
484.00	Worker Compensation Insurance								\$0
487.00	Other Group Insurance Benefits								\$0
Total Employer Paid Benefits and Withholding Items		6,453	\$0	\$0	\$0	\$0	\$0	\$0	\$6,453

Pension Reporting - Trust and Agency Fund Revenue

(This fund shows the pension activity by the financial institution that manages your pension fund. This data is obtained from the year-end statement provided by that institution.)

341.00: Interest/investment earnings

388.00: Incoming pension revenue from all sources received by the financial institution (Includes state pension revenue and employee/employer contributions).

Interest, Rents and Royalties		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
341.00	Interest Earnings							2,196	\$2,196
342.00	Rents and Royalties								\$0

Unclassified Operating Revenues		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
383.00	Special Assessments								\$0
386.00	Escheats (sale of personal property)								\$0
387.00	Contributions and Donations from Private Sectors								\$0
388.00	Fiduciary Fund Pension Contributions							6,453	\$6,453

Pension Reporting - Trust and Agency Fund Expenditure

488.00: Payouts, including refunds to former employees

489.00: Management fees and miscellaneous expenses

482.00: Investment loss

Unclassified Operating Expenditures		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
488.00	Fiduciary Fund Benefits and Refunds Paid							5,045	\$5,045
489.00	All Other Unclassified Expenditures							120	\$120
Total Unclassified Operating Expenditures		\$0	\$0	\$0	\$0	\$0	\$0	\$5,165	\$5,165

Employer Paid Benefits and Withholding Items		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
481.00	Employer Paid Withholding Taxes and Unemployment Compensation								\$0
482.00	Judgments and Losses							1,678	\$1,678
483.00	Pension / Retirement Fund Contributions								\$0
484.00	Worker Compensation Insurance								\$0
487.00	Other Group Insurance Benefits								\$0
Total Employer Paid Benefits and Withholding Items		\$0	\$0	\$0	\$0	\$0	\$0	\$1,678	\$1,678

Pension Reporting - Trust and Agency Fund Balance

Place the year-end balance on line 100-120 in the Trust and Agency Fund on the Balance Sheet.

BALANCE SHEET

Assets and Other Debits

		Governmental Funds				Proprietary Funds		Fiduciary Funds	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
100-120	Cash and Investments							142,513			\$142,513
140-144	Tax Receivable										\$0
121-129, 145-149	Accounts Receivable (excluding taxes)										\$0
130.00	Due From Other Funds										\$0
131-139, 150-159	Other Current Assets										\$0
160-169	Fixed Assets										\$0
180-189	Other Debits										\$0
TOTAL ASSETS AND OTHER DEBITS		\$0	\$0	\$0	\$0	\$0	\$0	\$142,513	\$0	\$0	\$142,513

If you receive your pension information after the Audit filing deadline, DCED recommends that you submit your Audit without the Trust and Agency Fund pension data, and add a note in the system to indicate that once the pension information is received, you will log back in and edit your Audit to include that data.

Debt Statement

List each loan/note separately under “Purpose”.

Select whether it is a Bond, Capital Lease, Lease Rental or Note under “Issuance Type”.

DEBT STATEMENT

Purpose	Issuance Type	Issue Year (yyyy)	Maturity Year (yyyy)	Original Amount of Issue	Outstanding Beginning of Year*	Principal Incurred This Year	Principal Paid This Year	Current Year Accretion on Compound Interest Bonds	Outstanding at Year End*	Plus (less) Unamortized Premium (Discount)	Total Balance
General Obligation Bonds and Notes ?											
Northwest Savngs Truck Loan	Note	2013	2018	38,000	37,600		6,000		\$31,600		\$31,600
Truck loan	Bond	2013	2018	38,000	30,635		5,000		\$25,635		\$25,635
	Bond								\$0		\$0
Revenue Bonds and Notes ?											
	Bond								\$0		\$0
Lease Rental Debt/Capital Leases ?											
	Bond								\$0		\$0
Other ?											
	Bond								\$0		\$0

Line 471.00 should match the “Principal Paid This Year” column on the Debt Statement.

Please review the following warnings:
 If the information provided is correct, you may ignore these warnings.
 (95) The total of 471.00 Debt Principal does not equal the total principal paid during the year

Debt Service	Governmental Funds			Proprietary Funds			Fiduciary Funds	Total
	General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
471.00 Debt Principal (short-term and long-term)	10,000							\$10,000
472.00 Debt Interest (short-term and long-term)	2,000							\$2,000
475.00 Fiscal Agent Fees								\$0
Total Debt Service	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000

DEBT STATEMENT

Purpose	Issuance Type	Issue Year (yyyy)	Maturity Year (yyyy)	Original Amount of Issue	Outstanding Beginning of Year*	Principal Incurred This Year	Principal Paid This Year	Current Year Accretion on Compound Interest Bonds	Outstanding at Year End*	Plus (less) Unamortized Premium (Discount)	Total Balance
General Obligation Bonds and Notes											
Northwest Savngs Truck Loan	Note	2013	2018	38,000	37,600		6,000		\$31,600		\$31,600
Truck loan	Bond	2013	2018	38,000	30,635		5,000		\$25,635		\$25,635
	<input type="button" value="Remove"/>										

Exceptions to the preceding rule:

- 1: If the municipality has created a liability account for the debt, and simply shows the payment as a reduction of debt on the Balance Sheet.
- 2: If the municipality is a co-signor on the loan, and therefore not making the payments.
- 3: If the municipality is making lease payments, this expense should be shown under the appropriate expense category rather than line 471.00.

Capital Expenditures

Capital Expenditures generally result in additions to fixed assets (land, buildings, machinery and equipment).

STATEMENT OF CAPITAL EXPENDITURES

Capital Expenditures			
	Capital Purchases	Capital Construction	Total
Community Development			\$0
Electric			\$0
Fire			\$0
Gas System			\$0
General Government			\$0
Health			\$0
Housing			\$0
Libraries			\$0
Mass Transit			\$0
Parks			\$0
Police			\$0
Recreation			\$0
Sewer			\$0
Solid Waste			\$0
Streets / Highways			\$0
Water			\$0
Other: <input type="text"/>			\$0
<input type="button" value="Add another category"/>			
TOTAL CAPITAL EXPENDITURES	\$0	\$0	\$0

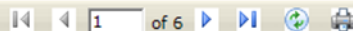
EMPLOYEE COMPENSATION

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

Final Review

Before submitting the Audit, you may review your data by scrolling through the PDF copy at the bottom of the page.

If you need to make any changes, click on the appropriate step to access the data you wish to edit.



DCED-CLGS-30 (9-09)

Received by DCED: 03/30/2015

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: 888 722 6827 | Fax: 717 782 1402

**2014 MUNICIPAL ANNUAL AUDIT
AND
FINANCIAL REPORT**

The appropriate individual(s) must enter their name, title and phone number. Check the appropriate certification box and click “Confirm” to submit your Audit.

To access the "Confirm" button for submitting your report, you must place a check mark in the box on the left, in EITHER :
SECTION I: FOR CONTROLLERS AND ELECTED AUDITORS, AS WELL AS INDEPENDENT AUDITORS AND CPAs WHO AGREE TO THE LANGUAGE.
SECTION II: INDEPENDENT AUDITORS OR CPAs WHO WISH TO ATTACH AN OPINION OR ACCOUNTANT’S REPORT IN LIEU OF SECTION I.

SECTION I: FOR CONTROLLERS AND ELECTED AUDITORS, AS WELL AS INDEPENDENT AUDITORS AND CPAs WHO AGREE TO THE LANGUAGE.

I/We, the undersigned, the duly elected (or appointed replacement), qualified and acting controller/auditors of LUMBER TWP, CAMERON COUNTY have audited, adjusted and settled the various funds and account groups of LUMBER TWP, CAMERON COUNTY for the year ended December 31, 2014. My/Our audit, adjustment and settlement was made in accordance with law and/or with generally accepted auditing standards.

(IF NOT 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 LUMBER TWP, CAMERON COUNTY for the year ended December 31, 2014, and the results of operations of such funds in accordance with the law.

SECTION II: INDEPENDENT AUDITORS OR CPAs WHO WISH TO ATTACH AN OPINION OR ACCOUNTANT’S REPORT IN LIEU OF SECTION I.

Independent Auditors or Certified Public Accountants must provide an Opinion/Accountant’s Report resulting from the services performed on these financial statements by clicking the "Browse" button at the top of this page.

NOTE: As a result of the exclusion of required U.S. GAAP footnotes, cash inflow statements and other information, in accordance with AICPA AU-C Section 800, these financial statements constitute special purpose financial statements prepared in accordance with a regulatory special purpose framework and this basis should be referred to as such in audit opinions on the statements comprising the DCED Annual Financial Report.

Name:

Title:

Phone: x

Name:

Title:

Phone: x

Name:

Title:

Phone: x

You must enter the information for the controller, CPA or 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 when submitting (i.e. Do not select the “Appointed Auditor/CPA” title).

Submission Confirmation

This page verifies that your e-filing is complete by providing you with the date submitted. The status of your Audit will change from “Pending” to “Approved” once DCED reviews the data. A copy of your Audit is available to download.

Note: You must still manually file a copy of the Audit with the County as well as with the municipal secretary, to be kept available for public inspection.

SUBMISSION DETAILS

Submission Details

Your form has been submitted to DCED on 9/15/2015

The status of your annual financial form is APPROVED.

Click [here](#) to print a copy of this page for your records.

This satisfies your annual financial form filing requirement with DCED. This copy of the report is for your records only- there is no need to send DCED a hard copy.

If you have any questions, contact us at Municipal Statistics at 888-223-6837 or via e-mail at municipalstatistics@pa.gov.

Close

Download PDF

For assistance contact

The Governor's Center for Local Government Services

phone: (888) 223-6837

email: RA-munistats@pa.gov