



# 2008 COUNTY ANNUAL FINANCIAL REPORT

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 Governor's Center for Local Government Services  
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County of \_\_\_\_\_

## Section I – Introduction

### Statutory Requirements

- Under the terms of the County Code and the Second Class County Code as amended by Act 103 of 2002, state law requires the county controller or county auditors to file an Annual Financial Report.
- The County Annual Financial Report forms, supplied by the Pennsylvania Department of Community and Economic Development (DCED), were developed and approved by a County Forms Committee composed of representatives of the County Commissioners Association, the County Controllers Association, County Auditors Association, Governor's Office, DCED and members of the General Assembly.
- Form DCED-CLGS-20 is the uniform form adopted by the Committee for use by all counties in Pennsylvania to fulfill their statutory reporting requirements.

### Submitting the Report

- File one copy by the designated date at each of the places listed in Section IV.
- Complete the appropriate items, rounding to the nearest dollar. Do not include cents. Calculate totals at the foot of each column and the end of every row when appropriate. The totals are a required part of the report.
- Handwritten reports are acceptable, if legible, but typewritten reports are preferred.
- Computer-generated forms identical to the official form are acceptable.
- Photocopied reports may be submitted, but the appropriate officer must sign each copy.
- On the top of this page and the beginning of each statement, fill in the name of the county on the line provided.
- DO NOT place the copy of the report you are submitting to DCED in any type of binder or cover.

## Section II – Completing the County Annual Financial Report (DCED CLGS-20)

The Department of Community and Economic Development (DCED) suggests referring to the Government Finance Officers Association's (GFOA) accounting and reporting guide *Government Accounting, Auditing, and Financial Reporting Using the GASB 34 Model* (commonly referred to as the Blue Book), 2005 edition.

The GFOA's Blue Book provides practical guidance in the preparation and presentation of both the government-wide financial statements and the fund statements contained herein.

Appendix C of the 2005 GFOA Blue Book illustrates the conversion of the governmental fund financial statements to the governmental activities in the government-wide financial statements. The conversion adjustments that are developed using Appendix C will be the basis for the reconciliation at the bottom of the Balance Sheet - Governmental Funds and the Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities.

Please also note that for assistance in classifying your county's functions and programs into the activities in the government-wide statement of activities, refer to the Function, Program and Activity Classification section of Appendix E of the 2005 GFOA Blue Book.

Section III - [Major Fund Determination](#) and the [Major Fund Calculation Worksheet](#) are provided to assist you in identifying your county's major funds. See also *Major governmental funds (Major #1, etc.) and major proprietary funds (Major Bus. #1, etc.)* under Definitions, below, for discussion of major funds.

### Overview of the Financial Statements in this Report

The County Annual Financial Report requires reporting both a county's government-wide financial statements and fund financial statements.

The government-wide financial statements consist of the government-wide statement of net assets and the government-wide statement of activities - the first two financial statements of this report.

The remaining statements contained herein are fund financial statements in addition to a debt statement and a statement of capital expenditures.

Fund financial statements consist of the balance sheet and the statement of revenues, expenditures and changes in fund balances of the governmental funds, the statement of net assets funds and statement of revenues, expenses, and changes in fund net assets of the proprietary funds, and a statement of fiduciary net assets and statement of changes in fiduciary net assets.

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Component units are legally separate organizations with legal and/or organizational ties to the primary government (i.e., the county). A county's discretely reported (i.e. those component units whose financial activities are reported separately from the county primary government information) component units should not be reported in the County Annual Financial Report.

### Preparing the Government-wide Financial Statements

The following illustrates the roll-up of the fund types into the governmental activities and business-type activities in the government-wide financial statements and the basis of accounting used to report each.

<b>Government-wide activities</b>	<b>Funds</b>	<b>Basis of accounting</b>
<b>Governmental activities</b>	All governmental funds, consisting of the general fund, special revenue funds, capital project funds, debt service funds, and permanent funds	Full accrual for governmental activities. Modified accrual for all governmental funds.
<b>Business-type activities</b>	All proprietary funds such as enterprise funds	Full accrual

Note that in preparing the governmental activities, it is not sufficient to simply sum the governmental fund accounts. The adjustments illustrated in Appendix C of the 2005 GFOA Blue Book should be prepared and used to adjust the governmental fund accounts in order to arrive at the governmental activities for the government-wide statement of net assets and government-wide statement of activities.

The adjustments illustrated in Appendix C of the 2005 GFOA Blue Book, once prepared, are used to complete the reconciliation at the bottom of the balance sheet - governmental funds and the reconciliation of the statement of revenues, expenditures, and changes in fund balances of governmental funds to the statement of activities.

In the government-wide statement of net assets and the government-wide statement of activities, internal service fund accounts, after profit or loss elimination, are reported in either governmental activities or business-type activities depending on which activities benefit the most from the internal service fund.

Fiduciary funds such as pension trust funds, investment trust funds, private purpose trust funds and agency funds are not included in either governmental activities or business-type activities, but instead are reported separately in the statement of fiduciary net assets and the statement of changes in fiduciary net assets using the accrual basis of accounting. (Note that agency funds are only reported in the statement of fiduciary net assets).

### Definitions

Definitions are presented first for the activity types and funds included in this report. Definitions are then provided for the "rows" in each of the report's financial statements.

### ACTIVITY TYPES AND FUNDS

**Governmental activities.** Governmental activities are generally financed through taxes, intergovernmental revenues (grants), and other revenues. Governmental funds "roll-up" into governmental activities (see table above), although adjustments (refer to Appendix C of the 2005 GFOA Blue Book) are necessary to convert the governmental fund accounts from the modified accrual basis of accounting to the full accrual basis of accounting. Internal service funds are also reported (net of profit/loss elimination) with governmental activities if their activities are primarily provided to governmental funds.

**Business-type activities.** Business-type activities are financed in whole or in part by fees charged to external parties for the goods or services they provide. Proprietary funds "roll-up" into business-type activities (see table above). Internal service funds are also reported (net of profit/loss elimination) with business-type activities if their activities are primarily provided to proprietary funds.

**General fund.** The general fund serves as the chief operating fund of the county. The general fund is used to account for all financial resources except those required or designated to be accounted for in another fund.

**Major governmental funds (Major #1, etc.) and major proprietary funds (Major Bus. #1, etc.).** The focus of governmental and proprietary fund financial statements is on major funds. Major funds are, generally speaking, the largest funds of a county relative to the county's other similar funds. Although funds must meet a percentage threshold test before being reported as major, a county can elect to report a non-major fund as a major fund because of its significance to the county. Use Section III - [Major Fund Determination](#) and the [Major Fund Calculation Worksheet](#) to determine your county's major funds.

**Other governmental funds.** On the balance sheet - governmental funds and the statement of revenues, expenditures and changes in fund balances - governmental funds, report all governmental funds here except for the general fund and any governmental funds that are reported on these statements as major funds (Major #1, etc.). Funds that are combined and reported under "other governmental funds" include non-major governmental funds such as non-major special revenue funds, debt service funds, capital project and permanent funds.

**Other business funds.** On the statement of net assets funds - proprietary funds and the statement of revenues, expenses, and changes in fund net assets - proprietary funds, report all proprietary funds here except for any proprietary funds that are reported on these statements as major funds (Major Bus. #1, etc.). Non-major proprietary funds are combined and reported in this column.

**Internal service funds.** Internal service funds are funds that provide goods or services to other funds, departments or agencies of the county on a cost-reimbursement basis. County self-insurance activities, information systems, and motor pools are commonly accounted for as internal service funds.

**Fiduciary funds (Fiduciary #1, etc.).** Fiduciary funds consist of pension trust funds, agency funds, investment trust funds, and private purpose trust funds. Note that in regard to county defined benefit pension plans, the statement of *plan* net assets and the statement of changes in *plan* net assets are equivalent to the statement of fiduciary net assets and the statement of changes in fiduciary net assets and should be reported therein.

The collection and disbursement activities of county row offices are commonly reported as agency funds. A county's agency funds should be combined and reported in a single column using the heading "agency funds" on the statement of fiduciary net assets - fiduciary funds. Agency funds should not be reported on the statement of changes in fiduciary net assets.

## GOVERNMENT-WIDE STATEMENT OF NET ASSETS

### **Current Assets:**

**Cash and cash equivalents.** Cash, checking and savings accounts, certificates of deposits and other investments with maturities generally of three months or less. Examples of cash equivalents can be Treasury bills, commercial paper and money market funds with maturities of three months or less.

**Investments.** Securities with original maturities of more than three months. Includes Treasury bills, commercial paper, money market funds and other investment instruments held for more than three months.

**Receivables (net of allowance for doubtful accounts).** Includes amounts due to the county, less allowances for uncollectible balances. Includes taxes receivable, court costs and fines receivable (on the government-wide financial statements), interest receivable, and other amounts due to the county. Excludes amounts due from other governments and due from other funds.

**Due from other governments.** Amounts due from other governments. Typically grants, entitlements, or shared revenues or loans and charges for goods or services rendered by the reporting government for another government.

**Internal balances.** Used on the government-wide statement of net assets to report the net interfund receivables/payables between the county's governmental activities and business-type activities on the government-wide statement of net assets. Amounts reported in the governmental activities and business-type activities columns should agree and offset one another.

**Inventories.** Supplies on hand for future consumption or use.

**Prepays.** Payments for which the benefits have not yet been received. Examples include prepaid rent and unexpired insurance premiums.

**Deferred charges.** Used on the government-wide statement of net assets to report bond discounts (underwriters fees and other bond closing costs) incurred with the issuance of debt.

**Temporarily restricted cash and cash equivalents, investments, and intergovernmental receivables.** Cash and cash equivalents, investments and intergovernmental receivables with a term restriction that ends within a short period after the date of the financial statements. Bond proceeds restricted to capital expenditures would typically be reported as temporarily restricted.

### **Non-Current Assets:**

**Permanently restricted investments.** Permanently restricted investments are unavailable to pay a government's expenses/expenditures. For example, resident funds at a county owned long-term care facility.

**Land.** Land purchased by the government, including costs incurred such as land clearing, in preparing the land for its intended use.

**Construction in progress.** The incurred costs of ongoing construction projects.

**Buildings and systems.** Building costs, including acquisition and closing costs. Includes costs of plumbing, electrical and HVAC systems and installation.

**Improvements other than buildings.** Permanent improvements, other than buildings, that add value to land such as fences, landscaping and parking lots.

**Machinery and equipment.** Includes all other depreciable fixed assets used in the government's operations, such as vehicles, computers, desks, etc.

**Infrastructure.** Tangible property that is generally fixed to the land such as bridges, roads, drainage systems, water and sewer systems, etc.

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**Accounts payable.** Amounts owed for goods and services received by a county. This account can include salaries/wages and related benefits and payroll taxes payable.

**Due to other governments.** Amounts owed by the county to another government.

**Deferred revenue.** Revenue that has been received, but is not yet earned.

**Funds held as fiduciary.** Liability for amounts that the county is holding in a fiduciary capacity such as taxes received under appeal and the amount of resident funds at a county owned long-term care facility

**Other current liabilities.** Other current amounts owed by the county not reported in other accounts. Report individually significant accounts on lines provided and properly describe.

**Non-current liabilities:**

**Debt due within one year.** The portion of the county's long-term debt, including bonds, notes and leases payable, that is due on demand or is payable within one year.

**Debt due in more than one year.** The portion of long-term bonds, notes and leases payable due beyond one year.

**Other non-current liabilities.** The portion of compensated absences and claims and judgments that are due beyond one year. (The amount of compensated absences and claims and judgments due within one year may be reported with other current liabilities.)

**Net Assets:**

**Net assets - investment in capital assets, net of related debt.** A portion of net assets representing capital assets, net of accumulated depreciation, reduced by the outstanding balances of any bonds or other debt (such as capital lease obligations) used to acquire, construct or improve the assets.

**Net assets - restricted.** Net assets can only be reported as restricted if one of the following criteria are met: (1) restrictions are imposed on the use of the assets by enabling legislation of other governments, (2) restrictions are imposed by creditors through debt covenants, grantors, or (3) restrictions are imposed by regulations of other governments. The restriction must be external to the reporting government. For reporting purposes, a government cannot restrict its own assets.

**Net assets - unrestricted.** Unrestricted net assets consist of net assets that do not meet the definition of restricted net assets or invested in capital assets, net of related debt. Net asset deficits are also reported here.

**GOVERNMENT-WIDE STATEMENT OF ACTIVITIES**

**Governmental and business-type activities.** The "rows" on this financial statement represent the roll-up of all of a government's governmental and business programs/functions/activities into the summary activities shown on the government-wide statement of activities. The summary activities shown on the government-wide statement of activities are the highest-level government-wide activity classifications from the GFOA Blue Book. The GFOA Blue Book illustrates where (i.e. into which summary activity) each of a government's individual programs/functions/departments should be reported. For help in categorizing county programs/departments/activities and their total expenses and program revenues on the government-wide statement of activities refer to the Function, Program, and Activity Classification guidance contained in Appendix E of the GFOA Blue Book.

**Expenses.** The total expenses for a county's activities.

**Interest on long-term debt.** Interest on long-term debt generally should not be reported with the expenses of a benefiting activity, but should instead be reported here.

**Unallocated depreciation.** Depreciation expense on assets (such as a county courthouse, for example) that essentially serve most or all activities should be reported here. (Depreciation expense on assets that serve one or several activities should be allocated to those activities and included in the expenses of the benefiting activities.)

**Program revenues.** Revenue from those benefiting from the goods or services of a program. Also includes funding provided to conduct the program from other governments or other sources. County taxes are generally not considered program revenue, but instead are reported as general revenue. State taxes, such as liquid fuels taxes, that counties share in may be reported as program revenues if they are restricted as to purpose.

**Charges for services.** Revenue from those who purchase, use, or benefit from the goods or services of the program. Charges for services should be reported in the activity in which they are generated.

**Operating grants and contributions.** Revenue from other governments and other organizations for the conduct of the program/activity. Grants and contributions that may be used for either operating or capital purposes should be reported as operating grants or contributions.

**Capital grants and contributions.** Capital grant and contribution revenue received for the purpose of conducting the program/activity.

**General revenues.** All revenues are reported as general revenues unless they are derived from those benefiting from the program itself, or are funds received from other governments and organizations for the purpose of financing the program. Generally, county taxes are considered to be general revenue. Investment earnings, unless restricted by outside governments or regulations as to use, are reported as general revenue.

**Taxes (real estate, per capital, sales and other taxes).** The county should report as general revenues even taxes whose use is limited to particular functions such as road maintenance. A government's tax revenues should be reported separately by type of tax using additional lines, if necessary, with adequate descriptions.

**Licenses and permits.** County license and permit revenues are reported as general revenue, unless received from those who directly benefit from the services of a program. For example, hunting licenses would not be general revenue because the payers benefit from the program.

**Grant and contributions not restricted.** Grants and contributions that may be used for general government purposes and that are not restricted to spending on specific activities.

**Unrestricted investment earnings.** Earnings on cash and investment balances that are not restricted to be spent on specific programs/activities.

**Other (general) revenues.** Other general revenues that are not program revenues and that may be spent on activities at the discretion of the reporting government. Individually significant general revenues should be separately reported on the lines provided and properly described.

**Transfers.** On the government-wide statement of activities net transfers-in and net transfers-out between governmental activities and business-type activities are to be reported on this line.

**Net assets - Beginning of year.** Report here the net assets reported to the DCED in the prior fiscal year. If the prior year's report to the DCED was amended, the net assets reported on the latest amended report filed with the DCED should be reported here.

**Prior period adjustment.** Represents errors or missed adjustments in amounts affecting net assets reported to the DCED in the prior fiscal year that were not the subject of an amended prior year report filed with the DCED.

## BALANCE SHEET - GOVERNMENTAL FUNDS

### **Assets:**

**Cash and cash equivalents.** See definition under Government-wide Statement of Net Assets.

**Investments.** See definition under Government-wide Statement of Net Assets.

**Receivables (net of allowance for doubtful accounts).** See definition under Government-wide Statement of Net Assets.

**Due from other funds.** Amounts owed for goods and services paid for on behalf of another fund of the reporting government or for interfund loans or advances.

**Due from other governments.** See definition under Government-wide Statement of Net Assets.

**Inventories.** See definition under Government-wide Statement of Net Assets.

**Prepays.** See definition under Government-wide Statement of Net Assets.

**Deferred charges.** See definition under Government-wide Statement of Net Assets.

**Temporarily restricted cash and cash equivalents, investments, and intergovernmental receivables.** See definition under Government-wide Statement of Net Assets.

**Permanently restricted investments.** See definition under Government-wide Statement of Net Assets.

### **Liabilities:**

**Accounts payable.** See definition under Government-wide Statement of Net Assets.

**Due to other governments.** See definition under Government-wide Statement of Net Assets.

**Due to other funds.** Amounts due for goods and services paid for by another fund of a county or for interfund loans and advances.

**Deferred revenue.** See definition under Government-wide Statement of Net Assets.

### **Fund Balance:**

**Fund balance, reserved.** Reserved fund balance represents the portion of fund balance that is not available for the following period's budget (i.e. cannot be appropriated for general expenditures). Reserves are commonly imposed on net assets based on legal restrictions, for prepaid expenses, and for encumbrances or purchase commitments intended to be satisfied in future years.

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**Fund balance, unreserved.** The portion of fund balance that is available for appropriation in the following year's budget. Unreserved fund balance includes any portion of unreserved fund balance that the county may have designated or earmarked for specific future or contingent uses.

**Amounts reported for governmental activities in the statement of net assets are different because...** This is reconciliation between the net assets of governmental activities in the government-wide statement of net assets to the (governmental) fund balance on this financial statement. Types of common reconciling differences are provided. Reconciling items not provided for should be written on the lines provided and properly described. Appendix C of the GFOA Blue Book provides assistance in identifying reconciling items.

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS****Revenues:****Taxes:**

- Real estate taxes.** County real estate tax revenues.
- Per capita taxes.** County per capita tax revenues.
- Personal property taxes.** County personal property tax revenues.
- Hotel room taxes.** County hotel tax revenues.
- Sales taxes.** County sales tax revenues.
- Other (taxes).** Other tax revenues of the county separately listed.

**Intergovernmental revenues.** Revenues from other governments in the form of operating grants, entitlements, shared revenues, or payments in lieu of taxes.

- Federal.** Grants and entitlements from federal sources.
- State.** Grants and entitlements from state sources.
- Local government units.** Grants and revenues from other local governments.
- Combination.** Grants and entitlements that represent a combination of federal and state sources.

**Charges for services.** Revenue from those who purchase, use, or benefit from the goods or services of the program.

**Miscellaneous revenues:**

- Interest earnings.** Interest earnings on cash, savings and investment balances and notes receivable.
- Rents.** Rent received on county owned assets.
- Private contributions and donations.** Private source contributions and donations of cash and other assets.

**Expenditures:** For explanation of expenditure "rows" (i.e. a county's governmental activities) see discussion of governmental and business-type activities under Government-wide Statement of Activities.

- Debt service.** Debt service principal and interest payments due within the reporting period.
- Capital outlay.** Expenditures for acquiring capital assets, including land, buildings, equipment, etc.

**Other Financing Sources/(Uses):**

- Interfund operating transfers.** Transfers to other county funds.
- Sale of capital assets.** Proceeds from the sale of county owned capital assets.
- Proceeds from long-term debt.** The face amount of any long-term debt issued.
- Refund of bonds.** Proceeds of bonds issued to refinance existing debt.

**Fund balance - beginning of year.** The fund balance reported to the DCED in the prior fiscal year. If the prior year's report to the DCED was amended, the fund balance reported on the latest amended report filed with the DCED should be reported here.

**Prior period adjustment.** Represents errors or missed adjustments in amounts affecting fund balance reported to the DCED in the prior fiscal year that were not the subject of an amended prior year report filed with the DCED.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**

Report here differences between the amounts reported on the governmental fund's statement of revenues, expenditures, and changes in fund balances and the amounts reported under governmental activities on the government-wide statement of activities. The most common reconciling differences are listed. Use blank lines provided for additional reconciling differences. Refer to Appendix C of the GFOA Blue Book for additional guidance.

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## STATEMENT OF NET ASSETS - PROPRIETARY FUNDS

**Current Assets:**

**Cash and cash equivalents.** See definition under Government-wide Statement of Net Assets.

**Investments.** See definition under Government-wide Statement of Net Assets.

**Receivables (net of allowance for doubtful accounts).** See definition under Government-wide Statement of Net Assets.

**Due from other governments.** See definition under Government-wide Statement of Net Assets.

**Due from other funds.** See definition under Balance Sheet - Governmental Funds.

**Inventories.** See definition under Government-wide Statement of Net Assets.

**Prepays.** See definition under Government-wide Statement of Net Assets.

**Deferred charges.** See definition under Government-wide Statement of Net Assets.

**Temporarily restricted cash and cash equivalents, investments, and intergovernmental receivables.** See definition under Government-wide Statement of Net Assets.

**Non-Current Assets:**

**Permanently restricted investments.** See definition under Government-wide Statement of Net Assets.

**Land.** See definition under Government-wide Statement of Net Assets.

**Construction in progress.** See definition under Government-wide Statement of Net Assets.

**Buildings and systems.** See definition under Government-wide Statement of Net Assets.

**Improvements other than buildings.** See definition under Government-wide Statement of Net Assets.

**Machinery and equipment.** See definition under Government-wide Statement of Net Assets.

**Infrastructure.** See definition under Government-wide Statement of Net Assets.

**Current Liabilities:**

**Accounts payable.** See definition under Government-wide Statement of Net Assets.

**Due to other governments.** See definition under Government-wide Statement of Net Assets.

**Deferred revenue.** See definition under Government-wide Statement of Net Assets.

**Non-current liabilities-due in less than 1 year.** See definition under Government-wide Statement of Net Assets.

**Other current liabilities.** See definition under Government-wide Statement of Net Assets.

**Non-Current Liabilities:**

**Debt due in more than 1 year.** See definition under Government-wide Statement of Net Assets.

**Other non-current liabilities.** See definition under Government-wide Statement of Net Assets.

**Net Assets:**

**Net assets - investment in capital assets, net of related debt.** See definition under Government-wide Statement of Net Assets.

**Net assets - restricted.** See definition under Government-wide Statement of Net Assets.

**Net assets - unrestricted.** See definition under Government-wide Statement of Net Assets.

**Adjustments to reflect the consolidation of internal service fund activities related to enterprise funds.** Report here the net assets (after profit/loss elimination) of internal service funds that benefit. (i.e. are reported in) business-type activities in the government-wide statement of net assets but are not included in the enterprise fund net assets. If a county's internal service funds benefit only (i.e. are charged only to) its governmental funds/activities, then this line will not be used.

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET ASSETS - PROPRIETARY FUNDS*****Operating Revenues:***

**Charges for services.** See definition under Government-wide Statement of Activities.

**Operating grants.** See definition under Government-wide Statement of Net Assets.

***Operating Expenses:***

**Personnel services.** Employee salaries, wages, fringe benefits and payroll taxes.

**Contracted services.** Professional and technical expenditures and other contracted expenses.

**Supplies and materials.** Supplies, materials and other consumables, including expenditures for energy such as gas, bulk oil, electric, etc.

**Repairs and maintenance.** Expenses for the upkeep of buildings and county personal property.

**Utilities.** Expenditures for utility services, such as water/sewage, custodial, etc.

**Other services and charges.** Other services not reported elsewhere.

**Depreciation and amortization.** Period allocation of the cost of assets used by the county to provide services. Typically on a straight-line amortization basis.

***Non-Operating Revenues/(Expenses):***

**Intergovernmental.** Expenses made by one level or unit of a government to another government in support of activities administered by the recipient government.

**Investment earnings.** Interest earnings and gains/losses on investments.

**Interest expense.** Interest expense incurred on debt or capital leases.

**Gain/(loss) on sale of assets.** Gain (loss) on sale of county owned real or personal property.

**Operating transfers in/out.** Financial resources provided from one fund to another.

**Net assets - beginning of year.** See definition under Government-wide Statement of Activities.

**Prior period adjustment.** See definition under Government-wide Statement of Activities.

**Adjustments to reflect the consolidation of internal service fund activities related to enterprise funds.** Report here the net assets (after profit/loss elimination) of internal service funds that benefit (i.e. are reported in) business-type activities in the government-wide statement of net assets but are not included in the enterprise fund net assets. If a county's internal service funds benefit only (i.e. are charged only to) its governmental funds/activities, then this line will not be used.

**STATEMENT OF FIDUCIARY NET ASSETS*****Assets:***

**Cash and cash equivalents.** See definition under Government-wide Statement of Net Assets.

**Receivables (net of allowance for doubtful accounts).** See definition under Government-wide Statement of Net Assets.

**Investments, at fair value.** Securities held by pension trust funds such as equity investments, U.S. government securities and corporate bonds that are reported at fair market value at the end of the county's fiscal year.

**Due from other funds.** See definition under Balance Sheet - Governmental Funds.

**Temporarily restricted cash and cash equivalents, investments, and intergovernmental receivables.** See definition under Government-wide Statement of Net Assets.

**Permanently restricted investments.** See definition under Government-wide Statement of Net Assets.

**Other assets.** Asset balances not reported in other accounts. Individually significant account balances should be reported separately on lines provided and sufficiently described.

***Liabilities:***

**Accounts payable and other current liabilities.** Amounts owed for goods and services received by a county. This account can include salaries/wages and related benefits and payroll taxes payable and other current amounts owed by the county not reported in other accounts. Report individually significant accounts on lines provided and properly describe.

**Due to other funds.** See definition under Balance Sheet - Governmental Funds.

**Due to other governments.** See definition under Government-wide Statement of Net Assets.

**Other liabilities.** Amounts owed by the county not reported in other accounts. Report individually significant accounts on lines provided and properly describe.

**Net Assets:**

**Net assets held for specific purpose.** Applicable to fiduciary funds only. Used for reporting net asset balances in fiduciary funds that are held for a fiduciary purpose.

**Net assets - unrestricted.** See definition under Government-wide Statement of Net Assets.

**STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS**

**Additions:**

**Contributions:**

**Employer.** County contributions.

**Plan members.** Contributions from plan members, including retirement payroll withholdings.

**Private donations.** Contributions from other than the county and plan members.

**Investment earnings:**

**Interest.** Interest income and dividend income.

**Net increase(decrease) in the fair value of investments.** The net increase (decrease) in the fair value of plan investments.

**Less investment expenses.** Total investment expense including management and other fees and costs.

**Deductions:**

**Benefits.** Benefits and refunds paid to plan members.

**Administrative expenses.** Total administrative expenses.

**Other deductions.** Other deductions to the net assets of the fiduciary fund. Individually significant deductions should be separately reported on the lines provided and properly described.

**Net assets - beginning of year.** The net assets reported on this report in the prior fiscal year. If the prior year's report was amended, the net assets reported on the latest amended report should be reported here.

**Prior period adjustment.** Represents errors or missed adjustments in amounts affecting net assets reported in the prior fiscal year that were not the subject of an amended prior year report.

**DEBT STATEMENT**

The debt statement should identify the individual debt issues, notes and capital lease payables that are included in the county's debt reported on the government-wide statement of net assets as *non-current liabilities - debt due within one year and non-current liabilities - debt due in more than one year*. Any unamortized discount or premium resulting from differences between market and issue interest rates existing at the date of issuance should also be included on the schedule.

**CAPITAL EXPENDITURE STATEMENT**

**Governmental-Type/Business-Type Activity:**

Capital expenditures are reported by activity category. Use the county's capitalization threshold in determining which expenditures are capital in nature. Note that the activities on this statement closely follow the activities listed on the government-wide statement of activities. For assistance in classifying your county's functions and programs into the activities in the government-wide statement of activities, refer to the Function, Program and Activity Classification section of Appendix E of the GFOA Blue Book.

**Employee Compensation:**

Total W-2 wages, salaries, commissions and other compensation paid during the year to officers and employees, including elected officials. Include compensation paid to elected tax collectors. Note - these personnel costs are also reported on various financial statements in this report.

## Section III – Major Fund Determination Procedures

### Overview

With the implementation of GASB 34, the new reporting model required the fund financial statements to be reported on a “major fund” level. Because larger state and local governments sometimes have many funds within their ledgers, GASB felt it was important to focus on the funds that have the most impact within the government’s activities.

Major funds will be determined for both the governmental and proprietary fund statements. In each set of the fund financial statements, major funds will have their own individual columns for reporting. Additionally, all the non-major funds in each set of statements will be consolidated into a column entitled other funds.

### Major Fund Criteria

In determining what funds are major, GASB provided the following guidance:

- The General Fund is always considered a major fund.
- A government can determine that any particular fund is major if they believe it is of particular importance to the financial statement user.
- Additionally, any fund **must** be reported as a major fund if it is determined they meet both of the following criteria (taken from page 177 of the 2005 GFOA *Governmental Accounting, Auditing and Financial Reporting-Using the GASB 34 Model*.)

**Ten percent criteria.** An individual governmental fund reports at least 10 percent of any of the following: a) total governmental fund assets, b) total governmental fund liabilities, c) total governmental fund revenues, or d) total governmental fund expenditures for its particular fund type (i.e. governmental or proprietary) Other financing sources and uses are excluded for purposes of this calculation.

**Five percent criterion.** An individual governmental fund reports at least 5 percent of the aggregated total for both governmental funds and enterprise funds of any one of the items for which it met the 10 percent criterion.

To assist in the major fund determination, please use the Major Fund Determination Worksheet. An illustrative example has also been provided.

## Section IV – County Annual Financial Report Form

This section contains the County Annual Financial Report form. For your convenience, the form may be photocopied as often as necessary.

State law requires that all Pennsylvania’s counties annually complete and submit the County Annual Financial Report in its entirety to the:

- Pennsylvania Department of Community and Economic Development  
Governor’s Center for Local Government Services  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg, PA 17120-0225  
Tel: 1-888-223-6837 or 717-787-8169
- Court of Common Pleas

Following is a listing of who is required to file the County Annual Financial Report and the deadline:

<u>Who is required to file?</u>	<u>Filing Deadline</u>
Controller of First, Third through Eighth Class Counties . . . . .	July 1
Auditors of First, Third through Eighth Class Counties . . . . .	July 1
Controllers of Second and Second Class A Counties . . . . .	1st Monday in July

Any county that is interested in filing its Annual Financial Report electronically over the Internet must register with the Governor’s Center for Local Government Services (GCLGS). Call the GCLGS at 1-888-223-6837 to register.

The County Annual Financial Report can be downloaded and printed by visiting DCED’s web site at [www.newPA.com](http://www.newPA.com). Select “Department of Community and Economic Development” then “Local Government Services” and then “Municipal Statistics”. The Major Fund Determination Worksheet from this report and a conversion template to assist in converting funds from cash to modified accrual and/or modified accrual to full accrual can be downloaded in Excel from this area of the website as well.

## Notes for Major Fund Determination Worksheet

**Note 1**

To meet the qualification for "Major Fund" status under GASB Statement #34, *any given* fund element must exceed both the 5% and 10% percent thresholds. The General Fund will, in every case, be considered a major fund.

**Note 2**

A minimum number of funds should be maintained. Separate physical accounts do not require separate funds. It is required that all capital projects be folded into one fund and all debt service funds be folded into one fund for financial reporting purposes.

**Note 3**

Current year data must be used to make this determination.

**Note 4**

Do not include Revenues from Other Financing Sources or Other Expenditures and Financing Uses as part of the calculation for Major Fund determination.



**SAMPLE MAJOR FUND DETERMINATION WORKSHEET**

5% & 10% CRITERIA TEST

Fund #	Fund Name	Assets	Liabilities	Revenues	Expenditures	Assets	Liabilities	Revenues	Expenditures	Major Fund?
100	General	19,750,461	4,585,422	41,965,788	33,703,992					Always
400	Debt Service	628	0	2,252	6,173,143	No	No	No	No	Non-Major
300/301	Capital Projects	848,334	288,123	23,000	916,256	No	No	No	No	Non-Major
245	Liquid Fuels	598,131	7,618	691,278	773,422	No	No	No	No	Non-Major
225	DRO	662,742	597,478	2,003,726	2,345,492	No	No	No	No	Non-Major
240	Human Services Development	104,121	104,121	470,705	360,516	No	No	No	No	Non-Major
230	Drug & Alcohol	664,671	322,532	2,972,603	3,121,997	No	No	No	No	Non-Major
255	Office of Aging	938,929	411,254	3,116,060	3,163,924	No	No	No	No	Non-Major
270	Food and Shelter	999,899	159,592	3,345,129	3,420,161	No	No	No	No	Non-Major
215	Children Services	2,494,375	2,494,375	7,748,857	9,465,371	No	Yes	No	No	Major
220	HealthChoices	28,169	28,169	13,223,377	13,223,368	No	No	Yes	Yes	Major
250	MHMR	2,809,550	2,809,550	25,450,856	25,973,264	No	Yes	Yes	Yes	Major
220	Central Booking	24,568	24,568	303,306	1,040,566	No	No	No	No	Non-Major
275/280	Witness Assistance	79,572	48,009	314,128	434,286	No	No	No	No	Non-Major
205	ARD/DUI	691	691	348,522	114,105	No	No	No	No	Non-Major
230/231	Records Improvement	662,559	604	271,395	78,188	No	No	No	No	Non-Major
265	Solid Waste	2,138,155	49,478	805,220	533,093	No	No	No	No	Non-Major
200	Affordable Housing	89,615	37,801	321,542	387,356	No	No	No	No	Non-Major
120	Exit 44 Study	99,533	47,719	126,073	57,684	No	No	No	No	Non-Major
235	Hotel Tax	455,400	455,400	848,556	844,884	No	No	No	No	Non-Major
800	Landfill Post Closure Trust Fund	674,013	113	23,236	5,271	No	No	No	No	Non-Major
	Government Funds Total	34,124,117	12,472,617	104,375,609	106,136,339					
	<b>10% of Governmental Funds Total</b>	<b>3,412,412</b>	<b>1,247,262</b>	<b>10,437,561</b>	<b>10,613,634</b>					
	<b>ENTERPRISE FUNDS</b>									Always
640	Nursing Home	20,309,910	15,919,392	18,498,115	18,416,537	Yes	Yes	Yes	Yes	Major
660/610	911	11,845,987	11,824,558	2,190,387	3,664,827	Yes	Yes	No	No	Major
650	Transportation	1,081,828	138,178	842,594	1,746,402	No	No	No	No	Non-Major
630	HAZMAT	68,252	9,220	24,425	119,582	No	No	No	No	Non-Major
620	CCPA Early Learning Center	290,617	50,882	185,594	290,495	No	No	No	No	Non-Major
	<b>10% of Enterprise Funds</b>	<b>3,359,659</b>	<b>2,794,223</b>	<b>2,174,112</b>	<b>2,423,784</b>					
	Sum of Governmental & Enterprise Funds	67,720,711	40,414,848	126,116,725	130,374,181					
	<b>5% of Sum of Governmental &amp; Enterprise Funds</b>	<b>3,386,036</b>	<b>2,020,742</b>	<b>6,305,836</b>	<b>6,518,709</b>					

County of \_\_\_\_\_  
**GOVERNMENT-WIDE STATEMENT OF NET ASSETS**  
 December 31, 2008

		PRIMARY GOVERNMENT		
		Governmental Activities	Business-Type Activities	Total
<b>CURRENT ASSETS</b>	<b>CURRENT ASSETS:</b>			
	Cash and cash equivalents .....			
	Investments .....			
	Receivables (net of allowance for uncollectibles) .....			
	Due from other governments .....			
	Due from other funds .....			
	Internal balances .....			
	Inventories .....			
	Prepays .....			
	Deferred charges .....			
	Restricted assets:			
	Temporarily restricted:			
	Cash and cash equivalents .....			
	Investments .....			
	Intergovernmental receivable .....			
Other _____ .....				
Other _____ .....				
<b>NON-CURRENT ASSETS</b>	<b>NON-CURRENT ASSETS:</b>			
	Permanently restricted:			
	Investments .....			
	Capital assets not being depreciated:			
	Land .....			
	Construction in progress .....			
	Capital assets net of accumulated depreciation:			
	Buildings and system .....			
	Improvements other than buildings .....			
	Machinery and equipment .....			
Infrastructure .....				
Other _____ .....				
Other _____ .....				
<b>TOTAL ASSETS</b> .....	\$	\$	\$	

	PRIMARY GOVERNMENT		
	Governmental Activities	Business-type Activities	Total
<b>LIABILITIES:</b>			
Accounts payable .....			
Due to other governments .....			
Due to other funds .....			
Deferred revenue .....			
Funds held as fiduciary .....			
Other current liabilities .....			
Noncurrent liabilities:			
Debt due within one year .....			
Debt due in more than one year .....			
Other non-current liabilities .....			
Other .....			
Other .....	\$	\$	\$
<b>TOTAL LIABILITIES</b> .....			

<b>NET ASSETS:</b>			
Investment in capital assets, net of related debt .....			
Restricted .....			
Unrestricted .....	\$	\$	\$
<b>TOTAL NET ASSETS</b> .....			

County of \_\_\_\_\_  
**GOVERNMENT-WIDE STATEMENT OF ACTIVITIES**  
 For the Year Ended December 31, 2008

GOVERNMENTAL ACTIVITIES	PROGRAM REVENUES				NET (EXPENSES) REVENUES & CHANGES IN NET ASSETS		
					PRIMARY GOVERNMENT		
	FUNCTIONS/PROGRAMS PRIMARY/GOVERNMENT: Governmental Activities:	Expenses	Charges for Services	Operating Grants and Contribution	Capital Grants and Contributions	Governmentaltype Activities	Business- Activities
General government - administrative .....							
General government - judicial .....							
Public safety .....							
Highways and streets .....							
Sanitation .....							
Health and welfare .....							
Culture - recreation .....							
Conservation .....							
Community/urban redevelopment & housing .....							
Economic development & assistance .....							
Economic opportunity .....							
Interest on long term debt .....							
Unallocated depreciation .....							
Other _____							
Other _____							
<b>TOTAL GOVERNMENTAL ACTIVITIES .....</b>	\$	\$	\$	\$	\$	\$	\$

BUSINESS-TYPE ACTIVITIES							
<b>Major Business Type Activities:</b>							
1 .....							
2 .....							
4 .....							
5 .....							
Other Business Type .....							
<b>TOTAL BUSINESS-TYPE ACTIVITIES .....</b>	\$	\$	\$	\$	\$	\$	\$

<b>TOTAL PRIMARY GOVERNMENTS .....</b>	\$	\$	\$	\$	\$	\$	\$
--	----	----	----	----	----	----	----



County of \_\_\_\_\_  
**BALANCE SHEET - GOVERNMENT FUNDS**

(Including the Reconciliation of Total Governmental Fund Balance to Net Assets of Governmental Units)

December 31, 2008

	General	Major #1	Major #2	Major #3
<b>ASSETS:</b>				
Cash and cash equivalents .....				
Investments .....				
Receivables (net of allowance for uncollectibles) .....				
Due from other governments .....				
Due from other funds .....				
Inventories .....				
Prepays .....				
Deferred charges .....				
Restricted assets:				
Temporarily restricted:				
Cash and cash equivalents .....				
Investments .....				
Intergovernmental receivable .....				
Permanently restricted:				
Investments .....				
Other _____ .....				
Other _____ .....				
<b>TOTAL ASSETS</b> .....	\$	\$	\$	\$
<b>LIABILITIES:</b>				
Accounts payable .....				
Due to other governments .....				
Due to other funds .....				
Deferred revenue .....				
Funds held as fiduciary .....				
Other _____ .....				
Other _____ .....				
<b>TOTAL LIABILITIES</b> .....	\$	\$	\$	\$
<b>FUND BALANCE:</b>				
Fund Balance, reserved .....				
Fund Balance, unreserved .....				
<b>TOTAL FUND BALANCE</b> .....	\$	\$	\$	\$
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b> .....	\$	\$	\$	\$

ASSETS	Major #4	Major #5	Other Governmental Funds	Total Government Funds
<b>ASSETS:</b>				
Cash and cash equivalents .....				
Investments .....				
Receivables (net of allowance for uncollectibles) .....				
Due from other governments .....				
Due from other funds .....				
Inventories .....				
Prepays .....				
Deferred charges .....				
Restricted assets:				
Temporarily restricted:				
Cash and cash equivalents .....				
Investments .....				
Intergovernmental receivable .....				
Permanently restricted:				
Investments .....				
Other .....				
Other .....				
<b>TOTAL ASSETS</b> .....	\$	\$	\$	\$

<b>LIABILITIES:</b>				
Accounts payable .....				
Due to other governments .....				
Due to other funds .....				
Deferred revenue .....				
Funds held in fiduciary .....				
Other .....				
Other .....				
<b>TOTAL LIABILITIES</b> .....	\$	\$	\$	\$

<b>FUND BALANCE:</b>				
Fund Balance, reserved .....				
Fund Balance, unreserved .....				
<b>TOTAL FUND BALANCE</b> .....	\$	\$	\$	\$

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b> .....	\$	\$	\$	\$
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<b>Amounts reported for governmental activities in the statement of net assets are different because:</b>	
Internal service funds are used by management to charge certain costs to county departments and employees. The net assets and liabilities of the internal service funds are included in governmental activities in the statement of net assets .....	
Long-term liabilities, are not due and payable in the current period and therefore are not reported as a fund liability .....	
The difference in net assets between full accrual accounting and modified accrual accounting due to differing revenue recognition criteria between the two methods .....	
Capital assets used in government activities are not financial resources and, therefore, are not reported in the funds ..	
Other .....	
Other .....	
<b>NET ASSETS OF GOVERNMENTAL ACTIVITIES</b> .....	\$

County of \_\_\_\_\_  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
 For the Year Ended December 31, 2008

		Major #1	Major #2	Major #3
REVENUES:	General	_____	_____	_____
<b>Taxes:</b>				
Real estate tax .....				
Occupation tax .....				
Per capita tax .....				
Hotel room rental tax .....				
Sales tax .....				
Other _____ .....				
Other _____ .....				
<b>TOTAL TAXES .....</b>	\$	\$	\$	\$
<b>Intergovernmental Revenues:</b>				
Federal .....				
State .....				
Local government units .....				
Combination .....				
<b>TOTAL INTERGOVERNMENTAL REVENUES .....</b>	\$	\$	\$	\$
<b>Charges for Service .....</b>				
<b>Miscellaneous Revenues:</b>				
Interest earnings .....				
Rents .....				
Private contributions and donations .....				
Other _____ .....				
Other _____ .....				
<b>TOTAL MISCELLANEOUS REVENUES .....</b>	\$	\$	\$	\$
<b>TOTAL REVENUES .....</b>	\$	\$	\$	\$

REVENUES

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS**

<b>REVENUES:</b>	<u>Major #4</u>	<u>Major #5</u>	<u>Other</u>	<u>Governmental</u>
<b>Taxes:</b>	<u>                    </u>	<u>                    </u>	<u>Governmental</u>	<u>Governmental</u>
	<u>                    </u>	<u>                    </u>	<u>Funds</u>	<u>Total</u>
Real estate tax .....				
Occupation tax .....				
Per capita tax .....				
Hotel room rental tax .....				
Sales tax .....				
Other _____ .....				
Other _____ .....				
<b>TOTAL TAXES</b> .....	\$	\$	\$	\$
<b>Intergovernmental Revenues:</b>				
Federal .....				
State .....				
Local government units .....				
Combination .....				
<b>TOTAL INTERGOVERNMENTAL REVENUES</b> .....	\$	\$	\$	\$
<b>Charges for Service</b> .....				
<b>Miscellaneous Revenues:</b>				
Interest earnings .....				
Rents .....				
Private contributions and donations .....				
Other _____ .....				
Other _____ .....				
<b>TOTAL MISCELLANEOUS REVENUES</b> .....	\$	\$	\$	\$
<b>TOTAL REVENUES</b> .....	\$	\$	\$	\$

**REVENUES**

EXPENDITURES:	General	Major #1	Major #2	Major #3
General government - administrative .....				
General government - judicial .....				
Public safety .....				
Highways and streets .....				
Sanitation .....				
Health and welfare .....				
Culture - recreation .....				
Conservation .....				
Community/urban redevelopment and housing .....				
Economic development and assistance .....				
Economic opportunity .....				
Debt service .....				
Capital outlay .....				
Other _____				
Other _____	\$	\$	\$	\$
<b>TOTAL EXPENDITURES</b> .....				

REVENUES / EXPENDITURES				
<b>OTHER FINANCING SOURCES/(USES):</b>				
Interfund operating transfers .....				
Sale of capital assets .....				
Proceeds from long-term debt .....				
Refund of bonds .....				
Other _____				
Other _____				
<b>TOTAL OTHER FINANCING SOURCES/(USES)</b> .....	\$	\$	\$	\$

<b>CHANGE IN FUND BALANCE</b> .....	\$	\$	\$	\$
<b>FUND BALANCE - BEGINNING OF YEAR</b> .....				
<b>PRIOR PERIOD ADJUSTMENT</b> .....				
<b>FUND BALANCE - END OF YEAR</b> .....	\$	\$	\$	\$

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS**

EXPENDITURES	EXPENDITURES:	Major #4	Major #5	Other Governmental Funds	Governmental Total
		_____	_____		
	General government - administrative .....				
	General government - judicial .....				
	Public safety .....				
	Highways and streets .....				
	Sanitation .....				
	Health and welfare .....				
	Culture - recreation .....				
	Conservation .....				
	Community/urban redevelopment and housing .....				
	Economic development and assistance .....				
	Economic opportunity .....				
	Debt service .....				
	Capital outlay .....				
	Other _____				
	Other _____	\$	\$	\$	\$
	<b>TOTAL EXPENDITURES</b> .....				

REVENUES / EXPENDITURES	OTHER FINANCING SOURCES/(USES):				
		Interfund operating transfers .....			
	Sale of capital assets .....				
	Proceeds from long-term debt .....				
	Refund of bonds .....				
	Other _____				
	Other _____				
	<b>TOTAL OTHER FINANCING SOURCES/(USES)</b> .....	\$	\$	\$	\$

<b>CHANGE IN FUND BALANCE</b> .....	\$	\$	\$	\$
<b>FUND BALANCE - BEGINNING OF YEAR</b> .....				
<b>PRIOR PERIOD ADJUSTMENT</b> .....				
<b>FUND BALANCE - END OF YEAR</b> .....	\$	\$	\$	\$

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County of \_\_\_\_\_

### RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2008

**Amounts reported for governmental activities in the statement of activities are different because:**

Net changes in fund balance - total governmental funds (from page 23) .....

The net revenue of certain activities of the internal services fund is reported with governmental activities .....

The issuance of long-term debt (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Additionally, various other long-term liabilities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds. This amount is the net effect of the differences in the treatment of long-term liabilities on the statement of activities. ....

The difference in the change in net assets between full accrual accounting and modified accrual accounting due to differing revenue recognition criteria between the two accounting methods .....

The net effect of various transactions involving capital assets, (i.e. purchases, disposals, etc.) is to increase net assets .....

Other \_\_\_\_\_ .....

Other \_\_\_\_\_ .....

Other \_\_\_\_\_ .....

**CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES** ..... \$

County of \_\_\_\_\_  
**STATEMENT OF NET ASSETS FUNDS**  
 Proprietary Funds  
 December 31, 2008

BUSINESS - TYPE ACTIVITIES - PROPRIETARY FUNDS					
	Major Bus. #1	Major Bus. #2	Major Bus. #3	Major Bus. #4	
<b>CURRENT ASSETS:</b>					
<b>CURRENT ASSETS</b>	Cash and cash equivalents .....				
	Investments .....				
	Receivables (net of allowance for uncollectibles) .....				
	Due from other governments .....				
	Due from other funds .....				
	Inventories .....				
	Prepays .....				
	Deferred charges .....				
	Restricted assets:				
	Temporarily restricted:				
	Cash or cash equivalents .....				
	Investments .....				
	Intergovernmental receivable .....				
	Other _____ .....				
	Other _____ .....				
<b>TOTAL CURRENT ASSETS</b> .....	\$	\$	\$	\$	

<b>NON-CURRENT ASSETS</b>	<b>NON-CURRENT ASSETS:</b>				
	Permanently restricted:				
	Investments .....				
	Capital assets not being depreciated:				
	Land .....				
	Construction in progress .....				
	Capital assets net of accumulated depreciation:				
	Buildings and system .....				
	Improvements other than buildings .....				
	Machinery and equipment .....				
Infrastructure .....					
Other _____ .....					
Other _____ .....					
<b>TOTAL NON-CURRENT ASSETS</b> .....	\$	\$	\$	\$	

<b>TOTAL ASSETS</b> .....	\$	\$	\$	\$
---------------------------	----	----	----	----

CURRENT ASSETS	BUSINESS - TYPE ACTIVITIES - PROPRIETARY FUNDS			GOVERNMENTAL ACTIVITIES
	Major Bus. #5	Other Business Funds	Total Business Funds	Internal Service Fund
	_____	_____	_____	_____
<b>CURRENT ASSETS:</b>				
Cash and cash equivalents .....				
Investments .....				
Receivables (net of allowance for uncollectibles) .....				
Due from other governments .....				
Due from other funds .....				
Inventories .....				
Prepays .....				
Deferred charges .....				
Restricted assets:				
Temporarily restricted:				
Cash or cash equivalents .....				
Investments .....				
Intergovernmental receivable .....				
Other _____				
Other _____				
<b>TOTAL CURRENT ASSETS</b> .....	\$	\$	\$	\$

NON-CURRENT ASSETS	<b>NON-CURRENT ASSETS:</b>				
	Permanently restricted:				
	Investments .....				
	Capital assets not being depreciated:				
	Land .....				
	Construction in progress .....				
	Capital assets net of accumulated depreciation:				
	Buildings and system .....				
	Improvements other than buildings .....				
	Machinery and equipment .....				
	Infrastructure .....				
	Other _____				
Other _____					
<b>TOTAL NON-CURRENT ASSETS</b> .....	\$	\$	\$	\$	

<b>TOTAL ASSETS</b> .....	\$	\$	\$	\$
---------------------------	----	----	----	----

BUSINESS - TYPE ACTIVITIES - PROPRIETARY FUNDS				
CURRENT LIABILITIES	Major Bus. #1	Major Bus. #2	Major Bus. #3	Major Bus. #4
	_____	_____	_____	_____
<b>CURRENT LIABILITIES:</b>				
Accounts payable .....				
Due to other governments .....				
Due to other funds .....				
Deferred revenue .....				
Funds held as fiduciary .....				
Non-current liabilities-due in less than 1 year .....				
Other current liabilities .....				
Other _____ .....				
Other _____ .....				
<b>TOTAL CURRENT LIABILITIES</b> .....	\$	\$	\$	\$

NON-CURRENT LIABILITIES	<b>NON-CURRENT LIABILITIES:</b>				
	Debt due in more than 1 year .....				
	Other non-current liabilities .....				
	Other _____ .....				
	Other _____ .....				
<b>TOTAL NON-CURRENT LIABILITIES</b> .....	\$	\$	\$	\$	

<b>TOTAL LIABILITIES</b> .....	\$	\$	\$	\$
--------------------------------	----	----	----	----

NET ASSETS	<b>NET ASSETS:</b>				
	Investment in capital assets, net of related debt .....				
	Restricted .....				
	Unrestricted .....				
<b>TOTAL NET ASSETS</b> .....	\$	\$	\$	\$	

<b>TOTAL LIABILITIES AND NET ASSETS</b> .....	\$	\$	\$	\$
---	----	----	----	----

CURRENT LIABILITIES	BUSINESS - TYPE ACTIVITIES - PROPRIETARY FUNDS			GOVERNMENTAL ACTIVITIES
	Major Bus. #5	Other Business Funds	Total Business Funds	Internal Service Fund
<b>CURRENT LIABILITIES:</b>				
Accounts payable .....				
Due to other governments .....				
Due to other funds .....				
Deferred revenue .....				
Funds held as fiduciary .....				
Non-current liabilities-due in less than 1 year .....				
Other current liabilities .....				
Other _____ .....				
Other _____ .....				
<b>TOTAL CURRENT LIABILITIES</b> .....	\$	\$	\$	\$

NON-CURRENT LIABILITIES	<b>NON-CURRENT LIABILITIES:</b>				
	Debt due in more than 1 year .....				
	Other non-current liabilities .....				
	Other _____ .....				
	Other _____ .....				
<b>TOTAL NON-CURRENT LIABILITIES</b> .....	\$	\$	\$	\$	

<b>TOTAL LIABILITIES</b> .....	\$	\$	\$	\$
--------------------------------	----	----	----	----

NET ASSETS	NET ASSETS:			
	Investment in capital assets, net of related debt .....			
Restricted .....				
Unrestricted .....				
<b>TOTAL NET ASSETS</b> .....	\$	\$	\$	\$

<b>TOTAL LIABILITIES AND NET ASSETS</b> .....	\$	\$	\$	\$
Adjustments to reflect the consolidation of internal service fund activities related to enterprise funds .....				
Net Assets of Business-type Activities .....			\$	

County of \_\_\_\_\_  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET ASSETS-**  
 Proprietary Funds  
 For the Year Ended December 31, 2008

BUSINESS - TYPE ACTIVITIES - PROPRIETARY FUNDS				
	Major Bus. #1	Major Bus. #2	Major Bus. #3	Major Bus. #4
<b>OPERATING REVENUES:</b>	_____	_____	_____	_____
Charges for service .....				
Operating grants .....				
Other _____ .....				
Other _____ .....				
<b>TOTAL OPERATING REVENUES</b> .....	\$	\$	\$	\$

<b>OPERATING EXPENSES:</b>				
Personnel services .....				
Contracted services .....				
Supplies and materials .....				
Repairs and maintenance .....				
Utilities .....				
Other services and charges .....				
Depreciation and amortization .....				
Other _____ .....				
Other _____ .....				
<b>TOTAL OPERATING EXPENSES</b> .....	\$	\$	\$	\$

<b>OPERATING INCOME / (LOSS)</b> .....	\$	\$	\$	\$
--	----	----	----	----

<b>NONOPERATING REVENUES/(EXPENSES):</b>				
Intergovernmental .....				
Investment earnings .....				
Interest expense .....				
Gain/(loss) on sale of assets .....				
Other _____ .....				
Other _____ .....				
Other _____ .....				
<b>TOTAL NONOPERATING REVENUES/(EXPENSES)</b> ..	\$	\$	\$	\$

OPERATING TRANSFER IN/(OUT) .....				
<b>CHANGE IN NET ASSETS</b> .....	\$	\$	\$	\$
NET ASSETS - BEGINNING OF YEAR .....				
PRIOR PERIOD ADJUSTMENT .....				
<b>NET ASSETS - END OF YEAR</b> .....	\$	\$	\$	\$

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET ASSETS- PROPRIETARY FUNDS**

OPERATING REVENUES	BUSINESS - TYPE ACTIVITIES - PROPRIETARY FUNDS			GOVERNMENTAL ACTIVITIES
	Major Bus. #5	Other Business Funds	Business Total	Internal Service Fund
<b>OPERATING REVENUES:</b>	_____	_____	_____	_____
Charges for service .....				
Operating grants .....				
Other _____ .....				
Other _____ .....				
<b>TOTAL OPERATING REVENUES</b> .....	\$	\$	\$	\$

OPERATING EXPENSES	OPERATING EXPENSES:			
	Personnel services .....			
Contracted services .....				
Supplies and materials .....				
Repairs and maintenance .....				
Utilities .....				
Other services and charges .....				
Depreciation and amortization .....				
Other _____ .....				
Other _____ .....				
<b>TOTAL OPERATING EXPENSES</b> .....	\$	\$	\$	\$

<b>OPERATING INCOME / (LOSS)</b> .....	\$	\$	\$	\$
--	----	----	----	----

NONOPERATING REVENUES/(EXPENSES)	NONOPERATING REVENUES/(EXPENSES):			
	Intergovernmental .....			
Investment earnings .....				
Interest expense .....				
Gain/(loss) on sale of assets .....				
Other _____ .....				
Other _____ .....				
Other _____ .....				
<b>TOTAL NONOPERATING REVENUES/(EXPENSES)</b> ..	\$	\$	\$	\$

<b>OPERATING TRANSFER IN/(OUT)</b> .....				
<b>CHANGE IN NET ASSETS</b> .....	\$	\$	\$	\$
<b>NET ASSETS - BEGINNING OF YEAR</b> .....			<del>                    </del>	
<b>PRIOR PERIOD ADJUSTMENT</b> .....			<del>                    </del>	
<b>NET ASSETS - END OF YEAR</b> .....	\$	\$	<del>\$</del>	\$
Adjustments to reflect the consolidation of internal service fund activities related to enterprise funds ..				
Changes in Net Assets of Business-type Activities .....			\$	

County of \_\_\_\_\_  
**STATEMENT OF FIDUCIARY NET ASSETS**  
 Fiduciary Funds  
 December 31, 2008

	Fiduciary #1	Fiduciary #2	Fiduciary #3	Fiduciary #4	Fiduciary #5	Total Fiduciary
<b>ASSETS:</b>						
Cash and cash equivalents .....						
Receivables .....						
Investments, at fair value .....						
Due from other funds .....						
Restricted assets:						
Temporarily restricted:						
Cash and cash equivalents .....						
Investments .....						
Intergovernmental receivable .....						
Permanently restricted:						
Investments .....						
Other _____						
Other _____						
Other _____						
<b>TOTAL ASSETS</b> .....	\$	\$	\$	\$	\$	\$

<b>LIABILITIES:</b>						
Accounts payable and other current liabilities ..						
Due to other funds .....						
Due to other governments .....						
Funds held as fiduciary .....						
Other _____						
Other _____						
Other _____						
<b>TOTAL LIABILITIES</b> .....	\$	\$	\$	\$	\$	\$

<b>NET ASSETS:</b>						
Held for specific purpose .....						
Unrestricted (deficit) .....						
Other _____						
Other _____						
<b>TOTAL NET ASSETS</b> .....	\$	\$	\$	\$	\$	\$

<b>TOTAL LIABILITIES AND NET ASSETS</b> .....	\$	\$	\$	\$	\$	\$
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County of \_\_\_\_\_  
**STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS**  
 Fiduciary Funds  
 December 31, 2008

	Fiduciary #1	Fiduciary #2	Fiduciary #3	Fiduciary #4	Fiduciary #5	Total Fiduciary
<b>ADDITIONS:</b>						
Contributions:						
Employer .....						
Plan members .....						
Private donations .....						
Other _____						
Other _____						
<b>TOTAL CONTRIBUTIONS</b> .....	\$	\$	\$	\$	\$	\$
Investment Earnings:						
Interest .....						
Net increase/(decrease) in the fair value of investments .....						
Other _____						
<b>TOTAL INVESTMENT EARNINGS</b> .....	\$	\$	\$	\$	\$	\$
Less investment expenses .....						
<b>TOTAL ADDITIONS</b> .....	\$	\$	\$	\$	\$	\$

<b>DEDUCTIONS:</b>						
Benefits .....						
Administrative expenses .....						
Other _____						
Other _____						
Other _____						
<b>TOTAL DEDUCTIONS</b> .....	\$	\$	\$	\$	\$	\$

<b>CHANGE IN NET ASSETS</b> .....	\$	\$	\$	\$	\$	\$
<b>NET ASSETS - BEGINNING OF YEAR</b> .....						
<b>PRIOR PERIOD ADJUSTMENT</b> .....						
<b>NET ASSETS - END OF YEAR</b> .....	\$	\$	\$	\$	\$	\$



**STATEMENT OF CAPITAL EXPENDITURES**

GOVERNMENTAL-TYPE/BUSINESS-TYPE ACTIVITY	GOVERNMENTAL-TYPE ACTIVITY:	Capital Purchases	Capital Construction	Total
	General government - administrative .....			
	General government - judicial .....			
	Public safety: .....			
	Police .....			
	Fire .....			
	Corrections .....			
	Emergency services .....			
	Other _____ .....			
	Public works: .....			
	Highways and streets .....			
	Sanitation .....			
	Other _____ .....			
	Health and welfare .....			
	Culture - recreation .....			
	Conservation .....			
	Community/urban redevelopment & housing .....			
	Economic development and assistance .....			
	Economic opportunity .....			
	<b>BUSINESS-TYPE ACTIVITY:</b>			
	Major Bus. Type 1 _____ .....			
	Major Bus. Type 2 _____ .....			
	Major Bus. Type 3 _____ .....			
	Major Bus. Type 4 _____ .....			
	Major Bus. Type 5 _____ .....			
	Other Business Type: _____ .....			
	Airport (if not listed above) .....			
	Parking facility (if not listed above) .....			
	Transportation system (if not listed above) .....			
	Other _____ .....			
	Other _____ .....			
	<b>TOTAL CAPITAL EXPENDITURES</b> .....	\$	\$	\$

EMPLOYEE COMPENSATION	<b>EMPLOYEE COMPENSATION</b>	
	Total salaries, wages, commissions, etc. paid this year (including all employees and elected officials) .....	\$ <input style="width: 150px; height: 20px;" type="text"/>

ELECTED CONTROLLER'S/AUDITOR'S\* CERTIFIED OPINION

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

I/We\* the undersigned, the duly elected (or appointed replacement) and acting Controller/Auditors\* of the County of \_\_\_\_\_ have audited, adjusted, and settled the accounts of the County of \_\_\_\_\_ for the year ended December 31, 2008. My/Our\* audit, adjustment, and settlement was made in accordance with Act 103 of 2002 rather than with U.S. generally accepted auditing standards.

The County has prepared these financial statements on bases of accounting consistent with U.S. generally accepted accounting principles; consisting of the accrual basis for the government-wide, proprietary fund and fiduciary fund financial statements and the modified accrual basis for the governmental fund financial statements.

Due to the absence of notes and other disclosures required by U.S. generally accepted accounting principles, these financial statements are not intended to be a complete presentation in accordance with U.S. generally accepted accounting principles.

In my/our\* opinion, these financial statements accurately reflect the results of operations and the financial position of the County of \_\_\_\_\_ for the year ended December 31, 2008.

SIGNATURE AND VERIFICATION

Signed\*\*: \_\_\_\_\_ (Print Name)
\_\_\_\_\_ (Print Name)
\_\_\_\_\_ (Print Name)

Phone Number: \_\_\_\_\_

Notary Only

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.
Signed: \_\_\_\_\_ (Witness)



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

Counties are encouraged to have financial statement audits performed in accordance with U.S. generally accepted auditing standards or the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Controllers may submit opinions resulting from such audits in lieu of this page.

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