

Local Share Assessment Reporting Guide

Access the Report:

- Direct link to the report: www.dced.state.pa.us/lsr/
- Landing page with tutorial, FAQ, and link to report: <http://www.newpa.com/find-incentives-apply-for-funding/local-share-assessment-reporting>.

Login:

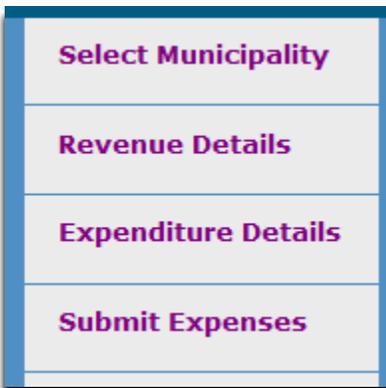


Enter existing universal PA Login username and password.

- The universal PA Login may be used to access a variety of PA websites, forms, and applications including DCED's Single Application for Assistance.
- To register or request a forgotten password, please visit www.login.state.pa.us.

Report Navigation:

Navigation Bar:



Select Municipality
Revenue Details
Expenditure Details
Submit Expenses

The navigation bar is available at all times. You may select any of these fields and edit the Revenue Details, Expenditure Details, and Submit Expenses sections at any time prior to hitting "Submit."

Step 1: Select Municipality

Select County/Municipality

Municipality Search

County Selection
Select the county from the dropdown list below:

Dauphin

Municipality Selection
Select the municipality from the dropdown list below:

Lykens Boro

Year Selection
Select the year from the dropdown list below:
Submission Date Range for Year 2011 is 1/1/2012 to 6/30/2012

2011

SELECT

Select your county, municipality, and reporting year, in that order, from each dropdown list.

Click on the down arrow, , and a list will appear, move your cursor to highlight your selection then click on it.

Click SELECT when done.

Note: The "Year Selection" allows the selection of multiple years. You may only submit data for the current reporting year. Prior years are available to view only.

Step 2: Enter Revenue Details

Revenue Details

For Year: 2011 , County: Dauphin , Municipality: Lykens Boro

Local Share Assessment Revenue

	Description	General Fund	Special Revenue	Capital Projects	Total <small>Memorandum Only</small>
341.00	Interest Earnings				
355.08	Gaming Proceeds - Slots				
355.09	Gaming Proceeds - Table Games				
	Totals:-->	\$0.00	\$0.00	\$0.00	\$0.00

SAVE

Complete the revenue details as appropriate. **All funds received in the reporting year** (prior *calendar* year) must be entered and separated by type of account/use – General Fund, Special Revenue Account, or Capital Project. All entries into the “Special Revenue” or “Capital Projects” areas will require a description of the account on the submission page.

Note:

- The numbers correspond to the codes in the municipal Chart of Accounts.
- Interest Earnings: May be reported, but is not a required entry.
- Entities receiving distributions directly from the Dept. of Revenue or statutorily designated from only slots or table games proceeds should differentiate the revenue accordingly.
- Entities receiving municipal grants or distributions other than indicated above should enter revenue into 355.08, Gaming Proceeds – Slots.

Revenue Details		For Year:2011 , County: Dauphin , Municipality: Lykens Boro			
Local Share Assessment Revenue					
	Description	General Fund	Special Revenue	Capital Projects	Total <i>Memorandum Only</i>
341.00	Interest Earnings				
355.08	Gaming Proceeds - Slots	\$10,000.00	\$0.00	\$0.00	\$10,000.00
355.09	Gaming Proceeds – Table Games	\$0.00	\$0.00	\$10,000.00	\$10,000.00
Totals:-->		\$10,000.00	\$0.00	\$10,000.00	\$20,000.00

SAVE

Fields will automatically fill with \$0.00 if left blank. When complete, click

SAVE

Step 3: Enter Expenditure Details

Select “Expenditure Details” from the Navigation Bar. **All funds expended in the reporting year** (prior *calendar* year) must be entered and separated by type of account/use – General Fund, Special Revenue Account, or Capital Project. All entries into the “Special Revenue” or “Capital Projects” areas will require a description of the account on the submission page.

Expenditure Details		For Year:2011 , County: Dauphin , Municipality: Lykens Boro			
General Government Public Safety Health Services Sanitation Highways And Streets Other Public Works Culture And Recreation Community Development Debt Service Other Expenditures Financing Uses					
	Description	General Fund	Special Revenue	Capital Projects	Total <i>Memorandum Only</i>
400.00	Legislative/Governing Body				
401.00	Executive/Manager or Mayor				
402.00	Auditing Services/Bookkeeping Services				
403.00	Tax Collection				
404.00	Solicitor/Legal Services				
405.00	Secretary/Clerk				
406.00	Other General Government Administration				
408.00	Engineering Services				
409.00	General Government Buildings And Plant				
Totals:		\$0.00	\$0.00	\$0.00	\$0.00

SAVE

Complete the expenditure details as appropriate. Expenditures are divided into the categories and major classifications according to the municipal Chart of Accounts. To change category, place cursor over desired category (it will turn dark grey) then click.

Note:

- You do not need to click save after entering information in each tab.
- The “Total” field will fill automatically.

Expenditure Details		For Year:2011 , County: Dauphin , Municipality: Lykens Boro					
General Government		Public Safety	Health Services	Sanitation	Highways And Streets	Other Public Works	Culture And Recreation
		Community Development	Debt Service	Other Expenditures	Financing Uses		
	Description	General Fund	Special Revenue	Capital Projects	Total <i>Memorandum Only</i>		
451.00	Recreation						
454.00	Parks						
455.00	Shade Trees						
456.00	Libraries						
458.00	Senior Citizen Centers						
459.00	Other Culture and Recreation	\$0.00	\$0.00	\$10,000.00	\$10,000.00		
Totals:		\$0.00	\$0.00	\$10,000.00	\$10,000.00		

SAVE

When complete, click **SAVE**.

Step 4: Review Summary and Complete Narrative

Select "Submit Expenses" from the Navigation Bar. Review the summary of revenue and expenditure details for accuracy.

Review Details		For Year:2011 , County: Dauphin , Municipality: Lykens Boro	
Review your information			
Total Revenue	Sum total of all the revenue amount entered in "Revenue Details" page.	\$20,000.00	
Total Expenditure	Sum total of all the Expenditure amount entered in "Expenditure Details" page.	\$30,000.00	
Balance	Balance of Total Revenue and Total Expenditure	(\$10,000.00)	
Narrative/Comment	Narrative must state any special funds or special projects local share assessment revenue was used toward. If no expenditures are identified, this narrative MUST be completed on use of funds.		
<div style="border: 1px solid gray; height: 60px; width: 100%;"></div>			
SAVE COMMENTS			
Please note that once the application is submitted, it cannot be edited. You can view the submitted data by clicking on View Report button. To return to editing the form click on the Revenue or Expenditures menu option to the left.			
SUBMIT			

If appropriate, complete the narrative/comment section. If data was entered into the "Special Revenue" or "Capital Projects" areas this section must be completed. If no expenditures are identified, the narrative must indicate use, or expected use, of funds.

Note:

- Balance may show a negative number. This report only shows activity during the prior calendar year. Funds expended in the reporting year may have been received as revenue in a previous year.
- Counties/Municipalities should report a singular report that encompasses revenues and expenditures from all municipal entities including redevelopment authorities, industrial development authorities, water authorities, etc. Separation of those entities revenues/expenditures should be indicated in the narrative/comment section.
- Counties making intergovernmental, or other, grants must indicate that and provide a breakdown in the narrative/comment section.
 - If grants are made to government entities, it is the grantor's responsibility to notify the grantee of the obligation to complete this annual report.

Review Details	For Year:2011 , County: Dauphin , Municipality: Lykens Boro
Review your information	
Total Revenue Sum total of all the revenue amount entered in "Revenue Details" page.	\$20,000.00
Total Expenditure Sum total of all the Expenditure amount entered in "Expenditure Details" page.	\$30,000.00
Balance Balance of Total Revenue and Total Expenditure	(\$10,000.00)
Narrative/Comment Narrative must state any special funds or special projects local share assessment revenue was used toward. If no expenditures are identified, this narrative MUST be completed on use of funds.	
459.00 - Capital Project Expense - \$10,000 used to upgrade Borough Pool facilities.	
SAVE COMMENTS	
Please note that once the application is submitted, it cannot be edited. You can view the submitted data by clicking on View Report button. To return to editing the form click on the Revenue or Expenditures menu option to the left.	
SUBMIT	

When narrative/comment section is complete, click

SAVE COMMENTS

Step 5: Submit Report

It is strongly recommended that you review your revenue and expenditure details, by selecting those prior to submitting the report. Once submitted, you cannot edit the report.

When complete, click

SUBMIT

. Once submitted, you can view, save and print a report.

Review Details

For Year: 2011 , County: Dauphin , Municipality: Lykens Boro

Review your information

Total Revenue

Sum total of all the revenue amount entered in "Revenue Details" page. **\$20,000.00**

Total Expenditure

Sum total of all the Expenditure amount entered in "Expenditure Details" page. **\$30,000.00**

Balance

Balance of Total Revenue and Total Expenditure **(\$10,000.00)**

Narrative/Comment

Narrative must state any special funds or special projects local share assessment revenue was used toward. If no expenditures are identified, this narrative MUST be completed on use of funds.

459.00 - Capital Project Expense - \$10,000 used to upgrade Borough Pool facilities.

Please click on the button below to view the report

VIEW REPORT

VIEW REPORT

To view your report, click **VIEW REPORT**. The report defaults to an excel spreadsheet that may be saved or printed.

Revenue Report						
Rev Number	Description	General Fund	Special Revenue	Capital Projects	Total	Reporting Year
355.08	Gaming Proceeds - Slots	10000	0	0	10000	2011
355.09	Gaming Proceeds - Table Games	0	0	10000	10000	2011
Expenditure Report						
Exp Number	Description	General Fund	Special Revenue	Capital Projects	Total	Reporting Year
420	Health and Human Services	0	0	0	0	2011
410	Police	5000	0	0	5000	2011
411	Fire	5000	0	0	5000	2011
463	Economic Development	10000	0	0	10000	2011
459	Other Culture and Recreation	0	0	10000	10000	2011
Narrative\Comments						
459.00 - Capital Project Expense - \$10,000 used to upgrade Borough Pool facilities.						