

**2017 MUNICIPAL ANNUAL AUDIT  
AND  
FINANCIAL REPORT**

**111293 PORTAGE BORO, CAMBRIA COUNTY**



## PORTAGE BORO, CAMBRIA County

## BALANCE SHEET

December 31, 2017

		Governmental Funds				Proprietary Funds		Fid. Fund	Account Groups		Total
		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	General Fixed Assets	General Long Term Debt	Memorandum Only
<b>Liabilities and Other Credits</b>											
260-269	Long-Term-Liabilities										
240-259	Current Portion of Long-Term Debt and Other Credits										
<b>Total Liabilities and Other Credits</b>		31,090									31,090
<b>Fund and Account Group Equity</b>											
281-284	Contributed Capital										
290.00	Investment in General Fixed Assets										
270-289	Fund Balance / Retained Earnings on 12/31	263,748	105,352	678,562				872,129			1,919,791
291-299	Other Equity										
<b>Total Fund and Account Group Equity</b>		263,748	105,352	678,562				872,129			1,919,791
<b>TOTAL LIABILITIES AND FUND AND ACCOUNT GROUP EQUITY</b>											1,950,881

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

December 31, 2017

Governmental Funds				Proprietary Funds		Fiduciary Fund	Total
General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only

**REVENUES**

**Taxes**

301.00	Real Estate Taxes	235,085	7,136					242,221
305.00	Occupation Taxes (levied under municipal code)							
308.00	Residence Taxes (levied by cities of the 3rd Class)							
309.00	Regional Asset District Sales Tax (Allegheny County municipalities only)							
310.00	Per Capita Taxes	1,799						1,799
310.10	Real Estate Transfer Taxes	9,671						9,671
310.20	Earned Income Taxes / Wage Taxes	342,722						342,722
310.30	Business Gross Receipts Taxes							
310.40	Occupation Taxes (levied under Act 511)							
310.50	Local Services Tax **	18,397						18,397
310.60	Amusement / Admission Taxes							
310.70	Mechanical Device Taxes	1,500						1,500
310.90	Other: _____							
	Other: _____							
<b>Total Taxes</b>		609,174	7,136					616,310

**Licenses and Permits**

320-322	All Other Licenses and Permits	130						130
321.80	Cable Television Franchise Fees	50,458						50,458
<b>Total Licenses and Permits</b>		50,588						50,588

**Fines and Forfeits**

330-332	Fines and Forfeits	15,670						15,670
<b>Total Fines and Forfeits</b>		15,670						15,670

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

December 31, 2017

Governmental Funds				Proprietary Funds		Fiduciary Fund	Total
General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only

**REVENUES**

<b>Interest, Rents and Royalties</b>								
341.00	Interest Earnings	2,241	337	2,935			68,728	74,241
342.00	Rents and Royalties							
<b>Total Interest, Rents and Royalties</b>		2,241	337	2,935			68,728	74,241

<b>Federal</b>								
351.03	Highways and Streets							
351.09	Community Development							
351.00	All Other Federal Capital and Operating Grants	872						872
352.01	National Forest							
352.00	All Other Federal Shared Revenue and Entitlements							
353.00	Federal Payments in Lieu of Taxes							
<b>Total Federal</b>		872						872

<b>State</b>								
354.03	Highways and Streets							
354.09	Community Development							
354.15	Recycling / Act 101							
354.00	All Other State Capital and Operating Grants							
355.01	Public Utility Realty Tax (PURTA)	644						644
355.02-355.03	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback		84,209					84,209
355.04	Alcoholic Beverage Licenses	1,350						1,350
355.05	General Municipal Pension System State Aid		19,949					19,949
355.07	Foreign Fire Insurance Tax Distribution	10,462						10,462
355.08	Local Share Assessment/Gaming Proceeds							
355.09	Marcellus Shale Impact Fee Distribution	22						22

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

December 31, 2017

Governmental Funds				Proprietary Funds		Fiduciary Fund	Total
General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only

**REVENUES**

State								
355.00	All Other State Shared Revenues and Entitlements							
356.00	State Payments in Lieu of Taxes	1,250						1,250
<b>Total State</b>		13,728	104,158					117,886

Local Government Units								
357.03	Highways and Streets							
357.00	All Other Local Governmental Units Capital and Operating Grants							
358.00	Local Government Unit Shared Payments for Contracted Intergovernmental Services							
359.00	Local Governmental Units and Authorities Payments in Lieu of Taxes							
<b>Total Local Government Units</b>								

Charges for Service								
361.00	General Government	45						45
362.00	Public Safety	6,792						6,792
363.20	Parking	3,290						3,290
363.00	All Other Charges for Highway & Street Services							
364.10	Wastewater / Sewage (including connection / tapping fees, sewer usage charges, reserve capacity fee, etc.)							
364.30	Solid Waste Collection and Disposal Charge (trash)	155,396						155,396
364.60	Host Municipality Benefit Fee for Solid Waste Facility							
364.00	All Other Charges for Sanitation Services							
365.00	Health							
366.00	Human Services							
367.00	Culture and Recreation							
368.00	Airports							

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

December 31, 2017

Governmental Funds				Proprietary Funds		Fiduciary Fund	Total
General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only

**REVENUES**

Charges for Service								
369.00	Bars							
370.00	Cemeteries							
372.00	Electric System							
373.00	Gas System							
374.00	Housing System							
375.00	Markets							
377.00	Transit Systems							
378.00	Water System							
379.00	All Other Charges for Service							
<b>Total Charges for Service</b>		165,523						165,523

Unclassified Operating Revenues								
383.00	Special Assessments							
386.00	Escheats (sale of personal property)							
387.00	Contributions and Donations from Private Sectors	13,341						13,341
388.00	Fiduciary Fund Pension Contributions					18,721		18,721
389.00	All Other Unclassified Operating Revenues	2,071	149					2,220
<b>Total Unclassified Operating Revenues</b>		15,412	149			18,721		34,282

Other Financing Sources								
391.00	Proceeds of General Fixed Asset Disposition	4,169		105,428				109,597
392.00	Interfund Operating Transfers	108		171,560				171,668
393.00	Proceeds of General Long-Term Debt							
394.00	Proceeds of Short Term-Debt							

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

December 31, 2017

Governmental Funds				Proprietary Funds		Fiduciary Fund	Total
General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only

**REVENUES**

Other Financing Sources								
395.00	Refunds of Prior Year Expenditures	2,470		24,447				26,917
<b>Total Other Financing Sources</b>		6,747		301,435				308,182

**TOTAL REVENUES**

879,955	111,780	304,370				87,449	1,383,554
---------	---------	---------	--	--	--	--------	-----------

**EXPENDITURES**

General Government								
400.00	Legislative (Governing) Body	14,614						14,614
401.00	Executive (Manager or Mayor)	19,172						19,172
402.00	Auditing Services / Financial Administration	5,000						5,000
403.00	Tax Collection	19,912						19,912
404.00	Solicitor / Legal Services	9,242						9,242
405.00	Secretary / Clerk	55,526						55,526
406.00	Other General Government Administration	1,182						1,182
407.00	IT-Networking Services-Data Processing							
408.00	Engineering Services	4,022						4,022
409.00	General Government Buildings and Plant	8,714						8,714
<b>Total General Government</b>		137,384						137,384

**Public Safety**

410.00	Police	170,663						170,663
411.00	Fire	10,462	7,028					17,490
412.00	Ambulance / Rescue	3,957						3,957
413.00	UCC and Code Enforcement							



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

December 31, 2017

Governmental Funds				Proprietary Funds		Fiduciary Fund	Total
General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only

**EXPENDITURES**

**Public Safety**

414.00	Planning and Zoning							
415.00	Emergency Management and Communications	400						400
416.00	Militia and Armories							
417.00	Examination of Licensed Occupations							
418.00	Public Scales (weights and measures)							
419.00	Other Public Safety							
<b>Total Public Safety</b>		185,482	7,028					192,510

**Health and Human Services**

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

**Public Works - Sanitation**

426.00	Recycling Collection and Disposal							
427.00	Solid Waste Collection and Disposal (garbage)	119,148						119,148
428.00	Weed Control							
429.00	Wastewater / Sewage Treatment and Collection							
<b>Total Public Works - Sanitation</b>		119,148						119,148

**Public Works - Highways and Streets**

430.00	General Services - Administration	137,447						137,447
431.00	Cleaning of Streets and Gutters							
432.00	Winter Maintenance – Snow Removal	2,967	11,139					14,106
433.00	Traffic Control Devices		1,001					1,001
434.00	Street Lighting	16,348	15,845					32,193

PORTAGE BORO, CAMBRIA County  
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2017

Governmental Funds				Proprietary Funds		Fiduciary Fund	Total
General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only

### EXPENDITURES

Public Works - Highways and Streets								
435.00	Sidewalks and Crosswalks	1,815						1,815
436.00	Storm Sewers and Drains			53,850				53,850
437.00	Repairs of Tools and Machinery	9,584						9,584
438.00	Maintenance and Repairs of Roads and Bridges							
439.00	Highway Construction and Rebuilding Projects							
<b>Total Public Works - Highways and Streets</b>		168,161	27,985	53,850				249,996

Other Public Works Enterprises								
440.00	Airports							
441.00	Cemeteries							
442.00	Electric System							
443.00	Gas System							
444.00	Markets							
445.00	Parking							
446.00	Storm Water and Flood Control							
447.00	Transit System							
448.00	Water System							
449.00	Water Transport and Terminals							
<b>Total Other Public Works Enterprises</b>								

Culture and Recreation								
451.00	Culture-Recreation Administration	7,632						7,632
452.00	Participant Recreation							
453.00	Spectator Recreation							
454.00	Parks	9,221						9,221

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

December 31, 2017

Governmental Funds				Proprietary Funds		Fiduciary Fund	Total
General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only

**EXPENDITURES**

<b>Culture and Recreation</b>								
455.00	Shade Trees							
456.00	Libraries							
457.00	Civil and Military Celebrations							
458.00	Senior Citizens' Centers							
459.00	All Other Culture and Recreation							
<b>Total Culture and Recreation</b>		16,853						16,853

<b>Community Development</b>								
461.00	Conservation of Natural Resources							
462.00	Community Development and Housing							
463.00	Economic Development							
464.00	Economic Opportunity							
465-469	All Other Community Development	2,700	3,521					6,221
<b>Total Community Development</b>		2,700	3,521					6,221

<b>Debt Service</b>								
471.00	Debt Principal (short-term and long-term)	21,783	8,143					29,926
472.00	Debt Interest (short-term and long-term)	3,553	776					4,329
475.00	Fiscal Agent Fees							
<b>Total Debt Service</b>		25,336	8,919					34,255

<b>Employer Paid Benefits and Withholding Items</b>								
481.00	Employer Paid Withholding Taxes and Unemployment Compensation	742						742
482.00	Judgments and Losses							
483.00	Pension / Retirement Fund Contributions		19,949					19,949

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

December 31, 2017

Governmental Funds				Proprietary Funds		Fiduciary Fund	Total
General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only

**EXPENDITURES**

<b>Employer Paid Benefits and Withholding Items</b>								
484.00	Worker Compensation Insurance	20,765						20,765
487.00	Other Group Insurance Benefits							
<b>Total Employer Paid Benefits and Withholding Items</b>		21,507	19,949					41,456

<b>Insurance</b>								
486.00	Insurance, Casualty, and Surety	25,893					211	26,104
<b>Total Insurance</b>		25,893					211	26,104

<b>Unclassified Operating Expenditures</b>								
488.00	Fiduciary Fund Benefits and Refunds Paid						19,390	19,390
489.00	All Other Unclassified Expenditures						5,104	5,104
<b>Total Unclassified Operating Expenditures</b>							24,494	24,494

<b>Other Financing Uses</b>								
491.00	Refund of Prior Year Revenues							
492.00	Interfund Operating Transfers	171,560	108					171,668
493.00	All Other Financing Uses							
<b>Total Other Financing Uses</b>		171,560	108					171,668

<b>TOTAL EXPENDITURES</b>	874,024	63,989	57,371				24,705	1,020,089
---------------------------	---------	--------	--------	--	--	--	--------	-----------

<b>EXCESS/DEFICIT OF REVENUES OVER EXPENDITURES</b>	5,931	47,791	246,999				62,744	363,465
---	-------	--------	---------	--	--	--	--------	---------

**PORTAGE BORO**  
December 31, 2017

**DEBT STATEMENT**

**OUTSTANDING BONDS AND NOTES**

Listed below are all currently outstanding bond and note issues according to our files, excluding bond issues redeemed or refunded and defeased. Please show the principal payments and make any other necessary corrections and additions.

Purpose	Bond (B) Capital Lease (C) Lease Rental (L) Note (N)	Issue Year (yyyy)	Maturity Year (yyyy)	Original Amount of Issue	Outstanding Beginning of Year (1)	Principal Incurred This Year	Principal Paid This Year	Current Year Accretion on Compound Interest Bonds	Outstanding at Year End (1)	Plus (less) Unamortized Premium (Discount)	Total Balance
<b>General Obligation Bonds and Notes</b>											
Truck,Dumptruck, Tractor, Tractor	Note	2014	2019	81,500	50,551		16,287		34,264		34,264
Ford Taurus Police Cruiser	Note	2014	2017	26,827	4,657		4,657		0		0
First Summit Bank Public Works Building	Note	2016	2016	70,000	70,000		5,965		64,035		64,035
Police Cruiser	Note	2016	2021	15,800	15,800		3,017		12,783		12,783
<b>Revenue Bonds and Notes</b>											
<b>Lease Rental Debt</b>											
<b>Other</b>											

(1) - excludes unamortized premium/discount

<b>Total bonds and notes outstanding</b>	111,082
<b>Capitalized lease obligations</b>	0
<b>Net debt</b>	111,082

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

December 31, 2017

Category	Capital Purchases	Capital Construction	Total
Community Development		3,521	3,521
Electric			
Fire			
Gas System			
General Government			
Health			
Housing			
Libraries			
Mass Transit			
Parks			
Police	3,577		3,577
Recreation			
Sewer		53,850	53,850
Solid Waste			
Streets / Highways	5,995		5,995
Water			
Other: _____			
<b>TOTAL CAPITAL EXPENDITURES</b>	9,572	57,371	66,943

**EMPLOYEE COMPENSATION**

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

306,143

---

---

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

**SIGNATURE AND VERIFICATION**

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

December 31, 2017

**NOTES / COMMENTS**

The 2017 Annual Financial Report submitted to DCED was derived from and relates directly to underlying accounting and other records used to prepare the attached financial statements, which were prepared on the modified cash basis of accounting. We have attached the full independent auditors' report for 2017 which includes required statements and disclosures.