

**2019 MUNICIPAL ANNUAL AUDIT
AND
FINANCIAL REPORT**

111293 PORTAGE BORO, CAMBRIA COUNTY



BALANCE SHEET

DCED-CLGS-30 (09-09)

PORTAGE BORO, CAMBRIA County
BALANCE SHEET
 December 31, 2019

		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
Assets and Other Debits											
100-120	Cash and Investments	257,065	91,569	822,188				831,962			2,002,784
140-144	Tax Receivable										
121-129, 145-149	Accounts Receivable (excluding taxes)										
130.00	Due From Other Funds	221									221
131-139, 150-159	Other Current Assets										
160-169	Fixed Assets										
180-189	Other Debits										
Total Assets and Other Debits		257,286	91,569	822,188				831,962			2,003,005

Liabilities and Other Credits											
210-229	Payroll Taxes and Other Payroll Withholdings	5,490									5,490
200-209, 231-239	All Other Current Liabilities										
230.00	Due To Other Funds			221							221

PORTAGE BORO, CAMBRIA County

BALANCE SHEET

December 31, 2019

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Liabilities and Other Credits											
260-269	Long-Term-Liabilities										
240-259	Current Portion of Long-Term Debt and Other Credits										
Total Liabilities and Other Credits		5,490		221							5,711
Fund and Account Group Equity											
281-284	Contributed Capital										
290.00	Investment in General Fixed Assets										
270-289	Fund Balance / Retained Earnings on 12/31	251,796	91,569	821,967				831,962			1,997,294
291-299	Other Equity										
Total Fund and Account Group Equity		251,796	91,569	821,967				831,962			1,997,294
TOTAL LIABILITIES AND FUND AND ACCOUNT GROUP EQUITY											2,003,005

PORTAGE BORO, CAMBRIA County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2019

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	246,999	7,332					254,331
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	1,984						1,984
310.10	Real Estate Transfer Taxes	19,103						19,103
310.20	Earned Income Taxes / Wage Taxes	374,809						374,809
310.30	Business Gross Receipts Taxes							
310.40	Occupation Taxes (levied under Act 511)							
310.50	Local Services Tax **	22,091						22,091
310.60	Amusement / Admission Taxes							
310.70	Mechanical Device Taxes	1,475						1,475
310.90	Other: _____							
	Other: _____							
Total Taxes		666,461	7,332					673,793

Licenses and Permits

320-322	All Other Licenses and Permits	1,570						1,570
321.80	Cable Television Franchise Fees	47,658						47,658
Total Licenses and Permits		49,228						49,228

Fines and Forfeits

330-332	Fines and Forfeits	14,372						14,372
Total Fines and Forfeits		14,372						14,372

PORTAGE BORO, CAMBRIA County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2019

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

Interest, Rents and Royalties								
341.00	Interest Earnings	5,518	429	3,947			85,222	95,116
342.00	Rents and Royalties							
Total Interest, Rents and Royalties		5,518	429	3,947			85,222	95,116

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

State								
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)	574						574
355.02-355.03	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback		90,517					90,517
355.04	Alcoholic Beverage Licenses	1,150						1,150
355.05	General Municipal Pension System State Aid	21,973						21,973
355.07	Foreign Fire Insurance Tax Distribution	10,444						10,444
355.08	Local Share Assessment/Gaming Proceeds							
355.09	Marcellus Shale Impact Fee Distribution							

PORTAGE BORO, CAMBRIA County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2019

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REVENUES

State								
355.00	All Other State Shared Revenues and Entitlements							
356.00	State Payments in Lieu of Taxes	1,250						1,250
Total State		35,391	90,517					125,908

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							
Total Local Government Units								

Charges for Service								
361.00	General Government	1						1
362.00	Public Safety	1,910						1,910
363.20	Parking	3,112						3,112
363.00	All Other Charges for Highway & Street Services	70						70
364.10	Wastewater / Sewage (including connection / tapping fees, sewer usage charges, reserve capacity fee, etc.)							
364.30	Solid Waste Collection and Disposal Charge (trash)	153,552						153,552
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, 2019

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							
Total Charges for Service		158,645						158,645

Unclassified Operating Revenues								
383.00	Special Assessments						22,756	22,756
386.00	Escheats (sale of personal property)							
387.00	Contributions and Donations from Private Sectors	250						250
388.00	Fiduciary Fund Pension Contributions						19,345	19,345
389.00	All Other Unclassified Operating Revenues	2,296	157					2,453
Total Unclassified Operating Revenues		2,546	157				42,101	44,804

Other Financing Sources								
391.00	Proceeds of General Fixed Asset Disposition							
392.00	Interfund Operating Transfers		35	180,817				180,852
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, 2019

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							
Total Other Financing Sources			35	180,817				180,852

TOTAL REVENUES

	932,161	98,470	184,764			127,323	1,342,718
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EXPENDITURES

General Government								
400.00	Legislative (Governing) Body	22,048						22,048
401.00	Executive (Manager or Mayor)	20,195						20,195
402.00	Auditing Services / Financial Administration	6,459						6,459
403.00	Tax Collection	22,089						22,089
404.00	Solicitor / Legal Services	15,620						15,620
405.00	Secretary / Clerk	62,644						62,644
406.00	Other General Government Administration	103						103
407.00	IT-Networking Services-Data Processing							
408.00	Engineering Services	2,170						2,170
409.00	General Government Buildings and Plant	8,907		13,455				22,362
Total General Government		160,235		13,455				173,690

Public Safety

410.00	Police	160,205						160,205
411.00	Fire	10,444	7,367					17,811
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, 2019

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							
Total Public Safety		175,006	7,367					182,373

Health and Human Services

420.00-425.00	Health and Human Services							
Total Health and Human Services								

Public Works - Sanitation

426.00	Recycling Collection and Disposal							
427.00	Solid Waste Collection and Disposal (garbage)	117,840						117,840
428.00	Weed Control							
429.00	Wastewater / Sewage Treatment and Collection							
Total Public Works - Sanitation		117,840						117,840

Public Works - Highways and Streets

430.00	General Services - Administration	145,982						145,982
431.00	Cleaning of Streets and Gutters							
432.00	Winter Maintenance – Snow Removal	6,544	9,370					15,914
433.00	Traffic Control Devices		1,008					1,008
434.00	Street Lighting	15,719	14,970					30,689

PORTAGE BORO, CAMBRIA County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2019

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	2,754						2,754
436.00	Storm Sewers and Drains	2,220						2,220
437.00	Repairs of Tools and Machinery	13,064						13,064
438.00	Maintenance and Repairs of Roads and Bridges		895					895
439.00	Highway Construction and Rebuilding Projects							
Total Public Works - Highways and Streets		186,283	26,243					212,526

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							
Total Other Public Works Enterprises								

Culture and Recreation								
451.00	Culture-Recreation Administration	7,255						7,255
452.00	Participant Recreation							
453.00	Spectator Recreation							
454.00	Parks	25		65,455				65,480

PORTAGE BORO, CAMBRIA County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2019

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

Culture and Recreation								
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							
Total Culture and Recreation		7,280		65,455				72,735

Community Development								
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	11,735		46,785				58,520
Total Community Development		11,735		46,785				58,520

Debt Service								
471.00	Debt Principal (short-term and long-term)	25,087	15,529					40,616
472.00	Debt Interest (short-term and long-term)	3,022	900					3,922
475.00	Fiscal Agent Fees							
Total Debt Service		28,109	16,429					44,538

Employer Paid Benefits and Withholding Items								
481.00	Employer Paid Withholding Taxes and Unemployment Compensation	523						523
482.00	Judgments and Losses							
483.00	Pension / Retirement Fund Contributions	22,198						22,198

PORTAGE BORO, CAMBRIA County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2019

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

EXPENDITURES

Employer Paid Benefits and Withholding Items								
484.00	Worker Compensation Insurance	17,062						17,062
487.00	Other Group Insurance Benefits							
Total Employer Paid Benefits and Withholding Items		39,783						39,783

Insurance								
486.00	Insurance, Casualty, and Surety	18,969					200	19,169
Total Insurance		18,969					200	19,169

Unclassified Operating Expenditures								
488.00	Fiduciary Fund Benefits and Refunds Paid						165,505	165,505
489.00	All Other Unclassified Expenditures						5,129	5,129
Total Unclassified Operating Expenditures							170,634	170,634

Other Financing Uses								
491.00	Refund of Prior Year Revenues							
492.00	Interfund Operating Transfers	180,852						180,852
493.00	All Other Financing Uses							
Total Other Financing Uses		180,852						180,852

TOTAL EXPENDITURES	926,092	50,039	125,695				170,834	1,272,660
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EXCESS/DEFICIT OF REVENUES OVER EXPENDITURES	6,069	48,431	59,069				-43,511	70,058
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PORTAGE BORO
December 31, 2019

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
General Obligation Bonds and Notes											
Truck,Dumptruck, Tractor, Trailor	Note	2014	2019	81,500	17,401		17,401		0		0
First Summit Bank Public Works Building	Note	2016	2016	70,000	57,861		6,392		51,469		51,469
Police Cruiser	Note	2016	2021	15,800	9,693		3,167		6,526		6,526
Public Works Truck, Plow & Attachments	Note	2018	2023	70,570	60,342		13,656		46,686		46,686
Revenue Bonds and Notes											
Lease Rental Debt											
Other											

(1) - excludes unamortized premium/discount

Total bonds and notes outstanding	104,681
Capitalized lease obligations	0
Net debt	104,681

PORTAGE BORO, CAMBRIA County
STATEMENT OF CAPITAL EXPENDITURES

December 31, 2019

Category	Capital Purchases	Capital Construction	Total
Community Development			
Electric			
Fire			
Gas System			
General Government	15,968		15,968
Health			
Housing			
Libraries			
Mass Transit			
Parks		65,455	65,455
Police			
Recreation			
Sewer			
Solid Waste			
Streets / Highways	5,125		5,125
Water			
Other: _____			
TOTAL CAPITAL EXPENDITURES	21,093	65,455	86,548

EMPLOYEE COMPENSATION

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

318,658

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, 2019

NOTES / COMMENTS

The 2019 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 2019 which includes required statements and disclosures.

The pension portion of the fiduciary statements include the Non-Uniform Pension with PMRS, which is reported as of and for the year ended December 31, 2018. The Police Pension is reported as of and for the year ended December 31, 2019.

Special assessments within the Trust and Agency Funds include \$22,756 in fire escrow deposits. The 2019 implementation of GASB Statement No. 84, Fiduciary Activities, has led to the reporting of revenues and expenditures for custodial funds (formerly Agency Funds).