

# **Township of Potter, Pennsylvania**

Municipal Annual Audit and Financial Report  
(DCED CLGS-30)

December 31, 2023

## 2023 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT

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City of: \_\_\_\_\_ County: \_\_\_\_\_

Borough of: \_\_\_\_\_ County: \_\_\_\_\_

Township of:     **Potter**     County:     **Centre**    

Municipality of: \_\_\_\_\_ County: \_\_\_\_\_

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### Section I - Introduction

#### Statutory Requirements

- State law, under the provisions of the Borough Code, First Class Township Code and Second Class Township Code, requires that either the borough controller, elected auditors or appointed auditors file an Annual Audit and Financial Report.
- State law, under the provisions of the Third Class City Code, requires a city's Director of Accounts and Finance to file an Annual Audit and Financial Report.
- The state's Administrative Code requires home rule municipalities to file an Annual Audit and Financial Report.
- The Annual Audit and Financial Report forms, supplied by the Pennsylvania Department of Community and Economic Development (DCED), were developed and approved by a Uniform Forms Committee composed of representatives of the respective municipal associations.
- Form DCED-CLGS-30 (See Section IV) is the form adopted by the Committee for use by all municipalities in Pennsylvania to fulfill their statutory reporting requirements.

#### One Form

Only one form is now being provided. This form contains the same categories as in previous years: assets, liabilities, revenues and expenditures. **Only complete those funds that you use. Leave the remaining columns blank.**

#### Submitting the Report

- File one copy by the designated date at each of the places listed on page 9.
- Complete the appropriate items, **rounding to the nearest dollar. Do not include cents.** Calculate the totals at the foot of each column and the end of every row. 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 and affix municipal seal.
- Appointed independent auditors may submit their own opinion in place of the prepared opinion at the end of the form.
- On the cover of the report, fill in the name of the municipality and the name of the county where it is located on the appropriate line and the date of the fiscal year being reported.
- **DO NOT place the copy of the report you are submitting to DCED in any type of binder or cover.**
- The report may be e-filed. Please see the TIP Sheet for details on how to e-file.

## BALANCE SHEET

December 31, 2023

<b>ASSETS AND OTHER DEBITS</b>		<b>GOVERNMENTAL FUNDS</b>			
		<b>Special Revenue</b>			
		<b>General Fund</b>	<b>(Including State Liquid Fuels)</b>	<b>Capital Projects</b>	<b>Debt Service</b>
100-120	Cash and Investments.....	\$ 1,171,245	\$ 358,649	\$ 143,900	
140-144	Tax Receivable.....	39,386			
121-129					
145-149	Accounts Receivable (excluding taxes).....	229	4,980		
130	Due From Other Funds.....				
131-139					
150-159	Other Current Assets.....				
160-169	Fixed Assets.....				
180-189	Other Debits.....				
<b>TOTAL ASSETS AND OTHER DEBITS.....</b>		<b>\$ 1,210,860</b>	<b>\$ 363,629</b>	<b>\$ 143,900</b>	<b>\$ -</b>

<b>LIABILITIES AND OTHER CREDITS</b>					
210-229	Payroll Taxes and Other Payroll Withholdings.....	\$ 15,132			
200-209					
231-239	All Other Current Liabilities.....	139,222			
230	Due To Other Funds.....				
260-269	Long-Term-Liabilities.....				
240-259	Current Portion of Long-Term Debt & Other Credits..				
<b>TOTAL LIABILITIES AND OTHER CREDITS.....</b>		<b>\$ 154,354</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>FUND AND ACCOUNT GROUP EQUITY</b>					
281-284	Contributed Capital.....				
290	Investment in General Fixed Assets.....				
270-289	Fund Balances/Retained Earnings on 12/31.....	\$ 1,056,506	\$ 363,629	\$ 143,900	
291-299	Other Equity.....				
<b>TOTAL FUND AND ACCOUNT GROUP EQUITY.....</b>		<b>\$ 1,056,506</b>	<b>\$ 363,629</b>	<b>\$ 143,900</b>	<b>\$ -</b>

*Total Assets and Other Debits minus Total Liabilities and Other Credits must equal the Total Fund and Account Group Equity.*

	PROPRIETARY FUNDS		FIDUCIARY FUND	ACCOUNT GROUPS		TOTAL
	Enterprise	Internal Service	Trust & Agency	General	General	Memorandum Only
				Fixed Assets	Long Term Debt	
<b>ASSETS AND OTHER DEBITS</b>						
100-120 Cash and Investments.....	\$ 117,859					\$ 1,791,653
140-144 Tax Receivable.....						39,386
121-129						
145-149 Accounts Receivable (excluding taxes).....	34,174					39,383
130 Due From Other Funds.....						-
131-139						
150-159 Other Current Assets.....						-
160-169 Fixed Assets.....	3,849,574			\$ 2,166,694		6,016,268
180-189 Other Debits.....					\$ 296,287	296,287
<b>TOTAL ASSETS AND OTHER DEBITS.....</b>	<b>\$ 4,001,607</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,166,694</b>	<b>\$ 296,287</b>	<b>\$ 8,182,977</b>

<b>LIABILITIES AND OTHER CREDITS</b>						
210-229 Payroll Taxes and Other Payroll Withholdings.....						\$ 15,132
200-209						
231-239 All Other Current Liabilities.....	\$ 2,069					141,291
230 Due To Other Funds.....						-
260-269 Long-Term-Liabilities.....	562,506				\$ 249,825	812,331
240-259 Current Portion of Long-Term Debt & Other Credits...	37,787				46,462	84,249
<b>TOTAL LIABILITIES AND OTHER CREDITS.....</b>	<b>\$ 602,362</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 296,287</b>	<b>\$ 1,053,003</b>

<b>FUND AND ACCOUNT GROUP EQUITY</b>						
281-284 Contributed Capital.....						\$ -
290 Investment in General Fixed Assets.....	\$ 3,249,281			\$ 2,166,694		5,415,975
270-289 Fund Balances/Retained Earnings 12/31.....	149,964					1,713,999
291-299 Other Equity.....						-
<b>TOTAL FUND AND ACCOUNT GROUP EQUITY.....</b>	<b>\$ 3,399,245</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,166,694</b>	<b>\$ -</b>	<b>\$ 7,129,974</b>

<b>TOTAL LIABILITIES AND FUND AND ACCOUNT GROUP EQUITY.....</b>						<b>\$ 8,182,977</b>
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## STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2023

REVENUES		GOVERNMENTAL FUNDS			
		Special Revenue			
		General	(Including State	Capital	Debt
		Fund	Liquid Fuels)	Projects	Service
<b>TAXES</b>					
301.00	Real Estate Taxes.....	\$ 113,265	\$ 219,658		
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.....	24,912			
310.10	Real Estate Transfer Taxes.....	116,205			
310.20	Earned Income Taxes/Wage Taxes.....	531,456			
310.30	Business Gross Receipts Taxes.....				
310.40	Occupation Taxes (levied under Act 511).....				
310.50	Local Services Tax**.....	58,294			
310.60	Amusement/Admission Taxes.....	69,474			
310.70	Mechanical Device Taxes.....				
310.90	Other Local Tax Enabling Act/Act 511 Taxes.....				
<b>TOTAL TAXES</b> .....		<b>\$ 913,606</b>	<b>\$ 219,658</b>	<b>\$ -</b>	<b>\$ -</b>

LICENSES & PERMITS					
320-322	All Other Licenses and Permits.....	\$ 2,246			
321.80	Cable Television Franchise Fees.....	5,012			
<b>TOTAL LICENSES &amp; PERMITS</b> .....		<b>\$ 7,258</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FINES & FORFEITS					
330-332	Fines and Forfeits.....	\$ 3,637			
<b>TOTAL FINES &amp; FORFEITS</b> .....		<b>\$ 3,637</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

INTEREST, RENTS & ROYALTIES					
341.00	Interest Earnings.....	\$ 43,620	\$ 18,401	\$ 2,638	
342.00	Rents and Royalties.....	98,512			
<b>TOTAL INTEREST, RENTS &amp; ROYALTIES</b> .....		<b>\$ 142,132</b>	<b>\$ 18,401</b>	<b>\$ 2,638</b>	<b>\$ -</b>

\*\* This tax was known as the Occupational Privilege (OPT) prior to 2005 and the Emergency and Municipal Services Tax prior to 2008.

REVENUES		PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
		Enterprise	Internal Service	Trust and Agency	Memorandum Only
<b>TAXES</b>					
301.00	Real Estate Taxes.....				\$ 332,923
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.....				24,912
310.10	Real Estate Transfer Taxes.....				116,205
310.20	Earned Income Taxes/Wage Taxes.....				531,456
310.30	Business Gross Receipts Taxes.....				-
310.40	Occupation Taxes (levied under Act 511).....				-
310.50	Local Services Tax**.....				58,294
310.60	Amusement/Admission Taxes.....				69,474
310.70	Mechanical Device Taxes.....				-
310.90	Other Local Tax Enabling Act/Act 511 Taxes.....				-
<b>TOTAL TAXES.....</b>		\$ -	\$ -	\$ -	\$ 1,133,264

LICENSES & PERMITS					
320-322	All Other Licenses and Permits.....				\$ 2,246
321.80	Cable Television Franchise Fees.....				5,012
<b>TOTAL LICENSES &amp; PERMITS.....</b>		\$ -	\$ -	\$ -	\$ 7,258

FINES & FORFEITS					
330-332	Fines and Forfeits.....				\$ 3,637
<b>TOTAL FINES &amp; FORFEITS.....</b>		\$ -	\$ -	\$ -	\$ 3,637

INTEREST, RENTS & ROYALTIES					
341.00	Interest Earnings.....	\$ 3,755			\$ 68,414
342.00	Rents and Royalties.....				98,512
<b>TOTAL INTEREST, RENTS &amp; ROYALTIES.....</b>		\$ 3,755	\$ -	\$ -	\$ 166,926

\*\* This tax was known as the Occupational Privilege (OPT) prior to 2005 and the Emergency and Municipal Services Tax prior to 2008.

INTERGOVERNMENTAL REVENUES		GOVERNMENTAL FUNDS			
		Special Revenue			
		General	(Including State	Capital	Debt
		Fund	Liquid Fuels)	Projects	Service
<b>FEDERAL</b>					
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 & Entitlements...	\$ 46,332			
353.00	Federal Payments in Lieu of Taxes.....				
<b>TOTAL FEDERAL.....</b>		<b>\$ 46,332</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<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).....				
355.02-355.03	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback.....		\$ 253,628		
355.04	Alcoholic Beverage Licenses.....				
355.05	General Municipal Pension System State Aid.....	\$ 17,527			
355.07	Foreign Fire Insurance Tax Distribution.....		28,187		
355.08	Local Share Assessment/Gaming Proceeds.....				
355.09	Marcellus Shale Impact Fee Distribution**.....	1,742			
355.00	All Other State Shared Revenues & Entitlements....				
356.00	State Payments in Lieu of Taxes.....	16,466			
<b>TOTAL STATE.....</b>		<b>\$ 35,735</b>	<b>\$ 281,815</b>	<b>\$ -</b>	<b>\$ -</b>

<b>LOCAL GOVERNMENT UNITS</b>					
357.03	Highways and Streets.....				
357.00	All Other Local Governmental Units Capital and Operating Grants.....	\$ 34,511			
358.00	Local Government Unit Shared Payments for Contracted Intergovernmental Services.....				
359.00	Local Governmental Units, Authorities Payments and Payments in Lieu of Taxes.....				
<b>TOTAL LOCAL GOVERNMENT UNITS.....</b>		<b>\$ 34,511</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*\* New line items in 2012

INTERGOVERNMENTAL REVENUES		PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
		Enterprise	Internal Service	Trust and Agency	Memorandum Only
<b>FEDERAL</b>					
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 & Entitlements..				46,332
353.00	Federal Payments in Lieu of Taxes.....				-
<b>TOTAL FEDERAL</b> .....		\$ -	\$ -	\$ -	\$ 46,332

<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).....				-
355.02-355.03	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback...				253,628
355.04	Alcoholic Beverage Licenses.....				-
355.05	General Municipal Pension System State Aid...				17,527
355.07	Foreign Fire Insurance Tax Distribution.....				28,187
355.08	Local Share Assessment/Gaming Proceeds.....				-
355.09	Marcellus Shale Impact Fee Distribution**.....				1,742
355.00	All Other State Shared Revenues & Entitlements...				-
356.00	State Payments in Lieu of Taxes.....				16,466
<b>TOTAL STATE</b> .....		\$ -	\$ -	\$ -	\$ 317,550

<b>LOCAL GOVERNMENT UNITS</b>					
357.03	Highways and Streets.....				\$ -
357.00	All Other Local Governmental Units Capital and Operating Grants.....				34,511
358.00	Local Government Unit Shared Payments for Contracted Intergovernmental Services.....				-
359.00	Local Governmental Units, Authorities Payments and Payments in Lieu of Taxes.....				-
<b>TOTAL LOCAL GOVERNMENT UNITS</b> .....		\$ -	\$ -	\$ -	\$ 34,511

<b>TOTAL INTERGOVERNMENTAL REVENUES</b> .....	<b>\$ 398,393</b>
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\*\* New line items in 2012



REVENUES		GOVERNMENTAL FUNDS			
		Special Revenue			
		General	(Including State	Capital	Debt
		Fund	Liquid Fuels)	Projects	Service
<b>CHARGES FOR SERVICE</b>					
361.00	General Government.....	\$ 42,117	\$ 27,012		
362.00	Public Safety.....	64,955			
363.20	Parking.....				
363.00	All Other Charges for Highways & Streets Services...				
364.10	Wastewater/Sewage Charges.....				
364.30	Solid Waste Collection & Disposal Charge (trash)...				
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.....				
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>		<b>\$ 107,072</b>	<b>\$ 27,012</b>	<b>\$ -</b>	<b>\$ -</b>

<b>UNCLASSIFIED OPERATING REVENUES</b>					
383.00	Assessments.....				
386.00	Escheats (sale of personal property).....				
387.00	Contributions & Donations from Private Sectors.....				
388.00	Fiduciary Fund Pension Contributions.....				
389.00	All Other Unclassified Operating Revenues***.....				
<b>TOTAL UNCLASSIFIED OPERATING REVENUES.....</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>OTHER FINANCING SOURCES</b>					
391.00	Proceeds of General Fixed Asset Disposition.....				
392.00	Interfund Operating Transfers**.....		\$ 7,500	\$ 10,000	
393.00	Proceeds of General Long-Term Debt.....				
394.00	Proceeds of Short-Term Debt.....				
395.00	Refunds of Prior Year Expenditures.....	\$ 21,267			
<b>TOTAL OTHER FINANCING SOURCES.....</b>		<b>\$ 21,267</b>	<b>\$ 7,500</b>	<b>\$ 10,000</b>	<b>\$ -</b>

<b>TOTAL REVENUES.....</b>	<b>\$ 1,311,550</b>	<b>\$ 554,386</b>	<b>\$ 12,638</b>	<b>\$ -</b>
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\*\* The total of line 392.00 must match the total of line 492.00

\*\*\* This amount cannot be greater than 1% of "TOTAL REVENUES" in each of the funds.

2023 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

REVENUES		PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
		Enterprise	Internal Service	Trust and Agency	Memorandum Only
<b>CHARGES FOR SERVICES</b>					
361.00	General Government.....				\$ 69,129
362.00	Public Safety.....				64,955
363.20	Parking.....				-
363.00	All Other Charges for Highways & Streets Services...				-
364.10	Wastewater/Sewage Charges.....	\$ 144,550			144,550
364.30	Solid Waste Collection & Disposal Charge (trash)...				-
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.....				-
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.....	24,012			24,012
379.00	All Other Charges for Service.....				-
<b>TOTAL CHARGES FOR SERVICES.....</b>		<b>\$ 168,562</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 302,646</b>

<b>UNCLASSIFIED OPERATING REVENUES</b>					
383.00	Assessments.....				\$ -
386.00	Escheats (sale of personal property).....				-
387.00	Contributions & Donations from Private Sectors.....				-
388.00	Fiduciary Fund Pension Contributions.....	<del>                    </del>	<del>                    </del>		-
389.00	All Other Unclassified Operating Revenues***.....				-
<b>TOTAL UNCLASSIFIED OPERATING REVENUES.....</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>OTHER FINANCING SOURCES</b>					
391.00	Proceeds of General Fixed Asset Disposition.....				\$ -
392.00	Interfund Operating Transfers**.....				17,500
393.00	Proceeds of General Long-Term Debt.....				-
394.00	Proceeds of Short-Term Debt.....				-
395.00	Refunds of Prior Year Expenditures.....	\$ 140			21,407
<b>TOTAL OTHER FINANCING SOURCES.....</b>		<b>\$ 140</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 38,907</b>

<b>TOTAL REVENUES.....</b>		<b>\$ 172,457</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,051,031</b>
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\*\* The total of line 392.00 must match the total of line 492.00  
 \*\*\* This amount cannot be greater than 1% of "TOTAL REVENUES" in each of the funds.

EXPENDITURES		GOVERNMENTAL FUNDS			
		Special Revenue			
		General	(Including State	Capital	Debt
		Fund	Liquid Fuels)	Projects	Service
<b>GENERAL GOVERNMENT</b>					
400.00	Legislative (Governing) Body.....	\$ 10,143			
401.00	Executive (Manager or Mayor).....				
402.00	Auditing Services/Financial Administration...	16,015			
403.00	Tax Collection.....	13,258	\$ 9,687		
404.00	Solicitor/Legal Services.....	10,780			
405.00	Secretary/Clerk.....	77,849			
406.00	Other General Government Administration...	31,018			
407.00	IT-Networking Services-Data Processing....	14,751			
408.00	Engineering Services.....	7,735			
409.00	General Government Buildings and Plant...	39,731			
<b>TOTAL GENERAL GOVERNMENT.....</b>		<b>\$ 221,280</b>	<b>\$ 9,687</b>	<b>\$ -</b>	<b>\$ -</b>

<b>PUBLIC SAFETY</b>					
410.00	Police.....				
411.00	Fire.....	\$ 500	\$ 238,466		
412.00	Ambulance/Rescue.....	55,302			
413.00	UCC and Code Enforcement.....	40,864			
414.00	Planning and Zoning.....	18,933			
415.00	Emergency Management & Communications...	405			
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>		<b>\$ 116,004</b>	<b>\$ 238,466</b>	<b>\$ -</b>	<b>\$ -</b>

<b>HEALTH AND HUMAN SERVICES</b>					
420.00-425.00	Health and Human Services.....	\$ 500	\$ -	\$ -	\$ -

<b>PUBLIC WORKS - SANITATION</b>					
426.00	Recycling Collection and Disposal.....				
427.00	Solid Waste Collection and Disposal (trash)...				
428.00	Weed Control.....				
429.00	Wastewater/Sewage Collection & Treatment...	\$ 103,490			
<b>TOTAL PUBLIC WORKS - SANITATION.....</b>		<b>\$ 103,490</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

2023 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT|STATEMENT OF REVENUES AND EXPENDITURES

EXPENDITURES		PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
		Enterprise	Internal Service	Trust and Agency	Memorandum Only
<b>GENERAL GOVERNMENT</b>					
400.00	Legislative (Governing) Body.....				\$ 10,143
401.00	Executive (Manager or Mayor).....				-
402.00	Auditing Services/Financial Administration...				16,015
403.00	Tax Collection.....				22,945
404.00	Solicitor/Legal Services.....				10,780
405.00	Secretary/Clerk.....				77,849
406.00	Other General Government Administration...	\$ 7,197			38,215
407.00	IT-Networking Services-Data Processing.....				14,751
408.00	Engineering Services.....	3,005			10,740
409.00	General Government Buildings and Plant.....	173			39,904
<b>TOTAL GENERAL GOVERNMENT.....</b>		<b>\$ 10,375</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 241,342</b>

<b>PUBLIC SAFETY</b>					
410.00	Police.....				\$ -
411.00	Fire.....				238,966
412.00	Ambulance/Rescue.....				55,302
413.00	UCC and Code Enforcement.....				40,864
414.00	Planning and Zoning.....				18,933
415.00	Emergency Management & Communications...				405
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>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 354,470</b>

<b>HEALTH AND HUMAN SERVICES</b>					
420.00-425.00	Health and Human Services.....	\$ -	\$ -	\$ -	\$ 500

<b>PUBLIC WORKS - SANITATION</b>					
426.00	Recycling Collection and Disposal.....				\$ -
427.00	Solid Waste Collection and Disposal (trash)...	\$ 5,671			5,671
428.00	Weed Control.....				-
429.00	Wastewater/Sewage Collection & Treatment...	167,572			271,062
<b>TOTAL PUBLIC WORKS - SANITATION.....</b>		<b>\$ 173,243</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 276,733</b>

EXPENDITURES		GOVERNMENTAL FUNDS			
		Special Revenue			
		General	(Including State Liquid Fuels)	Capital Projects	Debt Service
		Fund			
<b>PUBLIC WORKS - HIGHWAYS &amp; STREETS</b>					
430.00	General Services - Administration.....	\$ 38,576			
431.00	Cleaning of Streets and Gutters.....				
432.00	Winter Maintenance - Snow Removal.....	18,291	\$ 20,877		
433.00	Traffic Control Devices.....	9,922			
434.00	Street Lighting.....	3,531			
435.00	Sidewalks and Crosswalks.....				
436.00	Storm Sewers and Drains.....	619			
437.00	Repairs of Tools and Machinery.....	30,683			
438.00	Maintenance & Repairs of Roads & Bridges...	227,080	321,785		
439.00	Highway Construction and Rebuilding Projects...	53,503	13,673		
<b>TOTAL PUBLIC WORKS - HIGHWAYS &amp; STREETS...</b>		<b>\$ 382,205</b>	<b>\$ 356,335</b>	<b>\$ -</b>	<b>\$ -</b>

<b>PUBLIC WORKS - OTHER SERVICES</b>					
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 PUBLIC WORKS - OTHER SERVICES.....</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>CULTURE AND RECREATION</b>					
451.00	Culture-Recreation Administration.....	\$ 22,459			
452.00	Participant Recreation.....	6,560			
453.00	Spectator Recreation.....				
454.00	Parks.....	151	\$ 61,218		
455.00	Shade Trees.....				
456.00	Libraries.....	3,000			
457.00	Civil and Military Celebrations.....				
458.00	Senior Citizen's Centers.....				
459.00	All Other Culture and Recreation.....				
<b>TOTAL CULTURE AND RECREATION.....</b>		<b>\$ 32,170</b>	<b>\$ 61,218</b>	<b>\$ -</b>	<b>\$ -</b>

<b>COMMUNITY DEVELOPMENT</b>					
461.00	Conservation of Natural Resources.....	\$ 587			
462.00	Community Development and Housing.....				
463.00	Economic Development.....				
464.00	Economic Opportunity.....				
465.00-469.00	All Other Community Development.....				
<b>TOTAL COMMUNITY DEVELOPMENT.....</b>		<b>\$ 587</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

2023 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT|STATEMENT OF REVENUES AND EXPENDITURES

EXPENDITURES		PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
		Enterprise	Internal Service	Trust and Agency	Memorandum Only
<b>PUBLIC WORKS - HIGHWAYS &amp; STREETS</b>					
430.00	General Services - Administration.....				\$ 38,576
431.00	Cleaning of Streets and Gutters.....				-
432.00	Winter Maintenance - Snow Removal.....				39,168
433.00	Traffic Control Devices.....				9,922
434.00	Street Lighting.....				3,531
435.00	Sidewalks and Crosswalks.....				-
436.00	Storm Sewers and Drains.....				619
437.00	Repairs of Tools and Machinery.....				30,683
438.00	Maintenance & Repairs of Roads & Bridges...				548,865
439.00	Highway Construction and Rebuilding Projects...				67,176
<b>TOTAL PUBLIC WORKS - HIGHWAYS &amp; STREETS...</b>		\$ -	\$ -	\$ -	\$ 738,540

<b>PUBLIC WORKS - OTHER SERVICES</b>					
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.....	\$ 30,231			30,231
449.00	Water Transport and Terminals.....				-
<b>TOTAL PUBLIC WORKS - OTHER SERVICES.....</b>		\$ 30,231	\$ -	\$ -	\$ 30,231

<b>CULTURE AND RECREATION</b>					
451.00	Culture-Recreation Administration.....				\$ 22,459
452.00	Participant Recreation.....				6,560
453.00	Spectator Recreation.....				-
454.00	Parks.....				61,369
455.00	Shade Trees.....				-
456.00	Libraries.....				3,000
457.00	Civil and Military Celebrations.....				-
458.00	Senior Citizen's Centers.....				-
459.00	All Other Culture and Recreation.....				-
<b>TOTAL CULTURE AND RECREATION.....</b>		\$ -	\$ -	\$ -	\$ 93,388

<b>COMMUNITY DEVELOPMENT</b>					
461.00	Conservation of Natural Resources.....				\$ 587
462.00	Community Development and Housing.....				-
463.00	Economic Development.....				-
464.00	Economic Opportunity.....				-
465.00-469.00	All Other Community Development.....				-
<b>TOTAL COMMUNITY DEVELOPMENT.....</b>		\$ -	\$ -	\$ -	\$ 587

EXPENDITURES		GOVERNMENTAL FUNDS			
		Special Revenue			
		General	(Including State	Capital	Debt
		Fund	Liquid Fuels)	Projects	Service
<b>DEBT SERVICE</b>					
471.00	Debt Principal (short-term and long-term).....	\$ 45,034			
472.00	Debt Interest (short-term and long-term).....	12,812			
475.00	Fiscal Agent Fees.....				
<b>TOTAL DEBT SERVICE.....</b>		<b>\$ 57,846</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>EMPLOYER PAID BENEFITS &amp; WITHHOLDING ITEMS</b>					
481.00	Employer Paid Withholding Taxes and Unemployment Compensation.....	\$ 37,174			
482.00	Judgments and Losses.....				
483.00	Pension/Retirement Fund Contributions.....	19,769			
484.00	Worker Compensation Insurance.....	11,537			
487.00	Group Insurance and Other Benefits.....	83,424			
<b>EMPLOYER PAID BENEFITS &amp; WITHHOLDING ITEMS....</b>		<b>\$ 151,904</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>INSURANCE</b>					
486.00	Insurance, Casualty, and Surety.....	\$ 28,892	\$ -	\$ -	\$ -

<b>UNCLASSIFIED OPERATING EXPENDITURES</b>					
488.00	Fiduciary Fund Benefits and Refunds Paid.....	<del>                    </del>	<del>                    </del>	<del>                    </del>	<del>                    </del>
489.00	All Other Unclassified Expenditures***.....				
<b>TOTAL UNCLASSIFIED OPERATING EXPENDITURES.....</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>OTHER FINANCING USES</b>					
491.00	Refund of Prior Year Revenues.....				
492.00	Interfund Operating Transfers**.....	\$ 17,500			
493.00	All Other Financing Uses.....				
<b>TOTAL OTHER FINANCING USES.....</b>		<b>\$ 17,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>TOTAL EXPENDITURES.....</b>		<b>\$ 1,112,378</b>	<b>\$ 665,706</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>EXCESS/DEFICIT OF REVENUES OVER EXPENDITURES.....</b>		<b>\$ 199,172</b>	<b>\$ (111,320)</b>	<b>\$ 12,638</b>	<b>\$ -</b>
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\*\* The total of line 492.00 must match the total of line 392.00

\*\*\* This amount cannot be greater than 1% of "TOTAL EXPENDITURES" in each of the funds.

2023 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT | STATEMENT OF REVENUES AND EXPENDITURES

EXPENDITURES	PROPRIETARY FUNDS		FIDUCIARY FUND	TOTAL
	Enterprise	Internal Service	Trust and Agency	Memorandum Only
<b>DEBT SERVICE</b>				
471.00 Debt Principal (short-term and long-term).....				\$ 45,034
472.00 Debt Interest (short-term and long-term).....	\$ 7,277			20,089
475.00 Fiscal Agent Fees.....				-
<b>TOTAL DEBT SERVICE.....</b>	<b>\$ 7,277</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,123</b>

<b>EMPLOYER PAID BENEFITS &amp; WITHHOLDING ITEMS</b>				
481.00 Employer Paid Withholding Taxes and Unemployment Compensation.....				\$ 37,174
482.00 Judgments and Losses.....				-
483.00 Pension/Retirement Fund Contributions.....				19,769
484.00 Worker Compensation Insurance.....				11,537
487.00 Group Insurance and Other Benefits.....				83,424
<b>EMPLOYER PAID BENEFITS &amp; WITHHOLDING ITEMS....</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 151,904</b>

<b>INSURANCE</b>				
486.00 Insurance, Casualty, and Surety.....	\$ -	\$ -	\$ -	\$ 28,892

<b>UNCLASSIFIED OPERATING EXPENDITURES</b>				
488.00 Fiduciary Fund Benefits and Refunds Paid.....	<del>          </del>	<del>          </del>		\$ -
489.00 All Other Unclassified Expenditures***.....				-
<b>TOTAL UNCLASSIFIED OPERATING EXPENDITURES.....</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>OTHER FINANCING USES</b>				
491.00 Refund of Prior Year Revenues.....				\$ -
492.00 Interfund Operating Transfers**.....				17,500
493.00 All Other Financing Uses.....				-
<b>TOTAL OTHER FINANCING USES.....</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,500</b>

<b>TOTAL EXPENDITURES.....</b>	<b>\$ 221,126</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,999,210</b>
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<b>EXCESS/DEFICIT OF REVENUES OVER EXPENDITURES.....</b>	<b>\$ (48,669)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 51,821</b>
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\*\* The total of line 492.00 must match the total of line 392.00

\*\*\* This amount cannot be greater than 1% of "TOTAL EXPENDITURES" in each of the funds.



## DEBT STATEMENT

Purpose	Bond (B) Note (N)	Issue Date (Year)	Maturity Date (Year)	Original Amount of Issue	Outstanding Beginning Year (1)	Principal Incurred This Year (Additions)	Principal Paid This Year	Current Year Accretion of Compound Interest Bonds	Outstanding Year End (1)	Plus (less) Unamortized Premium (Discount)	Total Balance
<b>GENERAL OBLIGATION BONDS AND NOTES</b>											
Jersey Shore State Bank Loan No. 27000051719	N	2019	2034	\$ 250,000	\$ 210,952		\$ 13,728		\$ 197,224		\$ 197,224
PennVest Loan Loan No. P33001844-101	N	2019	2050	571,906	469,181		13,551		455,630		455,630
Jersey Shore State Bank Loan No. 27000060580	N	2021	2026	160,695	130,369		31,306		99,063		99,063
											-
											-
											-
											-
											-
<b>REVENUE BONDS AND NOTES</b>											
PennVest Loan Sewer	N	2011	2030	402,278	166,838		22,227		144,611		144,611
											-
											-
											-
											-
<b>LEASE RENTAL DEBT/GENERAL LEASES</b>											
											-
											-
											-
											-
<b>OTHER</b>											
Line of Credit	Note (N)	2007	2025	50,000	2,431		2,379		52		52
											-
											-
											-
										Total bonds and notes outstanding.....	896,580
										Capitalized lease obligations.....	
										Other debt.....	
TOTAL OUTSTANDING DEBT.....										\$	896,580

## STATEMENT OF CAPITAL EXPENDITURES

CATEGORY:	Capital Purchases	Capital Construction	Total
Community Development.....			\$ -
Electric.....			-
Fire.....			-
Gas System.....			-
General Government.....		\$ 46,332	46,332
Health.....			-
Housing.....			-
Libraries.....			-
Mass Transit.....			-
Parks.....	\$ 16,221		16,221
Police.....			-
Recreation.....			-
Sewer.....			-
Solid Waste.....			-
Street/Highways.....		401,134	401,134
Water.....			-
Other (Please specify)			-
Sewer.....			-
.....			-
.....			-
.....			-
.....			-
<b>TOTAL CAPITAL EXPENDITURES*</b> .....			<b>\$ 463,687</b>

*\*Capital expenditures are generally considered to be those which result in additions to the value of fixed assets (land, buildings, and other structures, machinery and equipment).*

## EMPLOYEE COMPENSATION

Total salaries, wages, commissions, etc. paid this year (including all employees and elected officials)** .....	\$ 442,141
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*\*\*Use income from box 16 of the W-3 Statement*

## Independent Auditors' Report

To the Board of Supervisors of  
Township of Potter, Pennsylvania

### Opinion

We have audited the accompanying *2023 Municipal Annual Audit and Financial Report*, Form DCED CLGS-30 (the financial statements), of the Township of Potter, Pennsylvania (the Township) as of and for the year ended December 31, 2023.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Township of Potter, Pennsylvania as of December 31, 2023, and the results of its operations for the year then ended in accordance with the financial reporting provisions of the Pennsylvania Second Class Township Code of 1933, as amended, described under the Responsibilities of Management for the Financial Statements section.

### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Township and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Emphasis of Matter - Basis of Accounting

We draw attention to the basis of accounting described under the Responsibilities of Management for the Financial Statements section. The financial statements are prepared by the Township on the basis of the financial reporting provisions of the Pennsylvania Second Class Township Code of 1933, as amended, which is a basis of accounting other than accounting principles generally accepted in the United States of America. As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified with respect to this matter.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the financial reporting provisions of the Pennsylvania Second Class Township Code of 1933, as amended, which states the Township must file an annual report of its fiscal affairs with the Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED) on forms prepared and distributed by the DCED. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

## **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, a considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Restricted Use**

Our report is intended solely for the information and use of the governing body and management of the Township and for filing with the Commonwealth of Pennsylvania, Department of Community and Economic Development and is not intended to be and should not be used by anyone other than these specific parties.

*Baker Tilly US, LLP*

State College, Pennsylvania  
September 9, 2024