

Audited  
Financial  
Statements

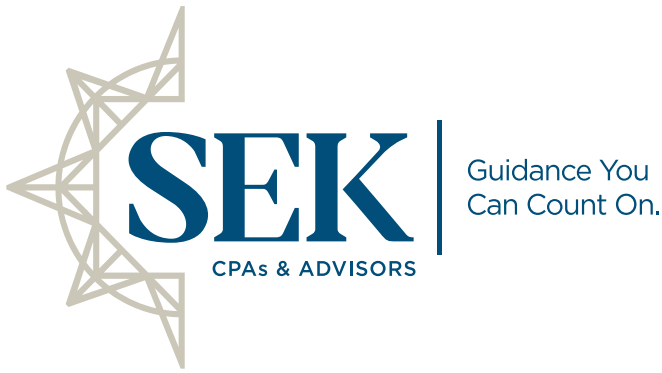
December 31,  
2023

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# Penn Township

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## **INDEPENDENT AUDITOR'S REPORT**

Board of Supervisors  
Penn Township  
Perry County, Pennsylvania

### ***OPINIONS***

We have audited the accompanying modified cash basis financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Penn Township, Perry County (Township) as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Township, as of December 31, 2023, and the respective changes in modified cash basis financial position for the year then ended in accordance with modified cash basis of accounting described in Note 1.

### ***BASIS FOR OPINIONS***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's 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 opinions.

### ***BASIS OF ACCOUNTING***

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are 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 modified cash basis of accounting described in Note 1, and for determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. 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.

## ***AUDITOR'S 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 auditor's report that includes our opinions. 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 generally accepted auditing standards 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 generally accepted auditing standards, 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 and disclosures 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 judgment, there are conditions or events, 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.

### ***OTHER INFORMATION***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Penn Township's basic financial statements. The budgetary comparison schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Smith & Woot Reams Company, LLC*

Chambersburg, Pennsylvania  
January 28, 2026

**PENN TOWNSHIP**  
**Statement of Net Position - Modified Cash Basis**  
**December 31, 2023**

	<b>Governmental Activities</b>	<b>Component Unit</b>
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	\$ 2,327,785	\$ 1,177,602
Other receivable	39,783	8,821
Total current assets	<u>2,367,568</u>	<u>1,186,423</u>
<b>Noncurrent assets</b>		
Capital assets not being depreciated		
Land	1	-
Capital assets net of accumulated depreciation		
Buildings and improvements	169,718	-
Infrastructure	1,351,708	3,097,605
Machinery and equipment	62,923	-
Furniture	4,919	-
Automobiles	114,927	-
Total capital assets	<u>1,704,196</u>	<u>3,097,605</u>
Total assets	<u>\$ 4,071,764</u>	<u>\$ 4,284,028</u>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current liabilities</b>		
Payroll liabilities	\$ 1,106	\$ -
Other payables	13,186	9,117
Portion due or payable within one year		
Financed purchase payable	16,257	-
Notes and loans payable	-	217,969
Total current liabilities	<u>30,549</u>	<u>227,086</u>
<b>Noncurrent liabilities</b>		
Portion due or payable after one year		
Notes and loans payable	-	2,944,627
Total noncurrent liabilities	<u>-</u>	<u>2,944,627</u>
Total liabilities	<u>30,549</u>	<u>3,171,713</u>
<b>Net Position</b>		
Net investment in capital assets	1,687,939	(64,991)
Restricted	462,559	-
Unrestricted	1,890,717	1,177,306
Total net position	<u>4,041,215</u>	<u>1,112,315</u>
Total liabilities and net position	<u>\$ 4,071,764</u>	<u>\$ 4,284,028</u>

**PENN TOWNSHIP**  
**Statement of Activities - Modified Cash Basis**  
**Year Ended December 31, 2023**

Functions/Programs	Expenses	Program Revenue			Net (Expense) Revenue and Changes in Net Position	
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government	
					Governmental Activities	Component Unit
<b>Primary government</b>						
Governmental activities						
General government	\$ 334,326	\$ 40,575	\$ -	\$ -	\$ (293,751)	
Public safety	213,787	4,505	27,156	-	(182,126)	
Public works	512,923	-	-	340,999	(171,924)	
Culture and recreation	12,794	-	-	-	(12,794)	
Miscellaneous expense	3,410	-	-	-	(3,410)	
Total governmental activities	<u>\$ 1,077,240</u>	<u>\$ 45,080</u>	<u>\$ 27,156</u>	<u>\$ 340,999</u>	<u>(664,005)</u>	
Component unit - Municipal Authority	<u>\$ 769,816</u>	<u>\$ 1,007,908</u>	<u>\$ -</u>	<u>\$ -</u>		\$ 238,092
<b>General revenues</b>						
Property taxes, levied for general purposes					166,327	-
Property taxes, levied for specific purposes					113,251	-
Real estate transfer tax					174,216	-
Earned income tax					411,517	-
Other taxes					70,541	-
Investment income					123,592	12,002
Miscellaneous income					2,216	-
Refund of prior years' expenses					8,531	-
Total general revenues					<u>1,070,191</u>	<u>12,002</u>
Change in net position					406,186	250,094
Net position - beginning					<u>3,635,029</u>	<u>862,221</u>
Net position - ending					<u>\$ 4,041,215</u>	<u>\$ 1,112,315</u>

**PENN TOWNSHIP**  
**Balance Sheet - Modified Cash Basis - Governmental Funds**  
**December 31, 2023**

	General Fund	Capital Reserve Fund	Highway Aid Fund	Fire Tax Fund	Total Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 1,533,548	\$ 415,354	\$ 214,074	\$ 164,809	\$ 2,327,785
Due from other funds	38,360	-	-	114,425	152,785
Other receivables	39,782	-	-	1	39,783
Total assets	<u>\$ 1,611,690</u>	<u>\$ 415,354</u>	<u>\$ 214,074</u>	<u>\$ 279,235</u>	<u>\$ 2,520,353</u>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>Liabilities</b>					
Payroll taxes and other deposits	\$ 1,106	\$ -	\$ -	\$ -	\$ 1,106
Due to other funds	122,035	-	7,313	23,437	152,785
Other payables	13,186	-	-	-	13,186
Total liabilities	<u>136,327</u>	<u>-</u>	<u>7,313</u>	<u>23,437</u>	<u>167,077</u>
<b>Fund Balances</b>					
Restricted					
Highway aid	-	-	206,761	-	206,761
Fire tax	-	-	-	255,798	255,798
Committed					
Capital projects	-	415,354	-	-	415,354
Assigned					
Subsequent budget deficit	51,762	-	-	-	51,762
Unassigned	1,423,601	-	-	-	1,423,601
Total fund balances	<u>1,475,363</u>	<u>415,354</u>	<u>206,761</u>	<u>255,798</u>	<u>2,353,276</u>
Total liabilities and fund balances	<u>\$ 1,611,690</u>	<u>\$ 415,354</u>	<u>\$ 214,074</u>	<u>\$ 279,235</u>	<u>\$ 2,520,353</u>

**PENN TOWNSHIP**  
**Reconciliation of Governmental Funds Balance Sheet to the Statement of Net Position-**  
**Modified Cash Basis**  
**December 31, 2023**

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**Reconciliation to Statement of Net Position**

Fund balance as shown above \$ 2,353,276

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

Capital assets used in governmental activities are not current financial resources and therefore are not reported in the fund financial statements, but are reported in the governmental activities of the statement of net position.

	2,993,765	
Cost of assets	2,993,765	
Accumulated depreciation	(1,289,569)	1,704,196

Long-term liabilities are not due and payable in the current period, and therefore are not reported as liabilities in the governmental funds. Long-term liabilities at year end consist of:

	(16,257)	(16,257)
Financed purchase payable	(16,257)	(16,257)

Net position of governmental activities \$ 4,041,215

**PENN TOWNSHIP**

**Statement of Revenues, Expenditures, and Changes in Fund Balances - Modified Cash**

**Basis – Governmental Funds**

**Year Ended December 31, 2023**

	General Fund	Capital Reserve Fund	Highway Aid Fund	Fire Tax Fund	Total Governmental Funds
<b>REVENUES</b>					
Taxes	\$ 824,097	\$ -	\$ -	\$ 111,014	\$ 935,111
Licenses and permits	22,770	-	-	-	22,770
Fines and forfeits	3,851	-	-	-	3,851
Investment earnings	81,389	20,500	10,730	10,973	123,592
Rent	9,751	-	-	-	9,751
Intergovernmental revenues	191,265	25,766	151,865	-	368,896
Charges for services	8,954	-	-	-	8,954
Culture and recreation	1,199	-	-	-	1,199
Miscellaneous income	1,970	-	-	-	1,970
Total revenues	<u>1,145,246</u>	<u>46,266</u>	<u>162,595</u>	<u>121,987</u>	<u>1,476,094</u>
<b>EXPENDITURES</b>					
General government					
General administration	133,022	-	-	-	133,022
Tax collection	9,004	-	-	7,642	16,646
Legal and professional services	20,267	-	-	-	20,267
Building and plant	45,819	-	-	-	45,819
Insurance and benefits	100,388	-	-	-	100,388
Public safety					
Fire	19,182	-	-	130,847	150,029
Ambulance	35,000	-	-	-	35,000
Planning, zoning and code enforcement	28,127	-	-	-	28,127
Emergency management	45	-	-	-	45
Health and human services	386	-	-	-	386
Public works					
Highway and streets	539,559	34,847	56,232	-	630,638
Other	320	-	-	-	320
Culture and recreation	21,652	-	-	-	21,652
Debt service					
Principal	-	-	15,543	-	15,543
Interest	-	-	1,461	-	1,461
Miscellaneous expenditures	1,674	-	-	-	1,674
Total expenditures	<u>954,445</u>	<u>34,847</u>	<u>73,236</u>	<u>138,489</u>	<u>1,201,017</u>
Excess (deficiency) of revenues over expenditures	190,801	11,419	89,359	(16,502)	275,077
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in	17,594	-	-	-	17,594
Transfers out	-	-	-	(17,594)	(17,594)
Refund of prior years expenditures	8,521	-	-	-	8,521
Total other financing sources and uses	<u>26,115</u>	<u>-</u>	<u>-</u>	<u>(17,594)</u>	<u>8,521</u>
Net change in fund balances	216,916	11,419	89,359	(34,096)	283,598
Fund balances - beginning	1,258,447	403,935	117,402	289,894	2,069,678
Fund balances - ending	<u>\$ 1,475,363</u>	<u>\$ 415,354</u>	<u>\$ 206,761</u>	<u>\$ 255,798</u>	<u>\$ 2,353,276</u>

**PENN TOWNSHIP**

**Reconciliation of Statement of Revenues, Expenditures, and Changes in Fund Balances of  
Governmental Funds to the Statement of Activities - Modified Cash Basis  
Year Ended December 31, 2023**

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**Reconciliation to Statement of Activities**

Net change in fund balance - total governmental funds \$ 283,598

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

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense differs from capital outlays in the period.

Depreciation expense	(162,113)	
Capital outlays	<u>269,158</u>	107,045

Governmental funds report repayment of financed purchases payable as an expenditure. In contrast, the Statement of Activities treats such repayments as a reduction in long-term liabilities.

15,543

Change in net position of governmental activities

\$ 406,186

**PENN TOWNSHIP**  
**Statement of Fiduciary Net Position - Modified Cash Basis**  
**December 31, 2023**

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	<b>Pension Trust Funds</b>
<hr/>	
<b>ASSETS</b>	
Investments	\$ <u>587,559</u>
 <b>NET POSITION</b>	
Held in trust for benefits	\$ <u>587,559</u>

**PENN TOWNSHIP**  
**Statement of Changes in Fiduciary Net Position - Modified Cash Basis**  
**Year Ended December 31, 2023**

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	<b>Pension Trust Funds</b>
<b>Additions</b>	
Contributions - employer	\$ 518
Investment income	<u>57,126</u>
Total additions	<u>57,644</u>
<b>Deductions</b>	
Withdrawals	12,307
Administrative expenses	<u>2,579</u>
Total deductions	<u>14,886</u>
Change in net position	<u>42,758</u>
Total net position - beginning	<u>544,801</u>
Total net position - ending	<u><u>\$ 587,559</u></u>

**NOTE 1 SIGNIFICANT ACCOUNTING POLICIES**

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***Reporting Entity***

Penn Township, Perry County is a second-class Township located in Central Pennsylvania, managed by three elected supervisors. The financial statements of the reporting entity include those of the primary government of Penn Township, Perry County.

The Governmental Accounting Standards Board (GASB) Statement defines the criteria used to determine the composition of the reporting entity. This standard requires that the reporting entity include (1) the primary government, (2) organizations for which the primary government is financially accountable, (3) organizations that are fiscally dependent on the primary government and a financial benefit or burden exists, and (4) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

The definition of the reporting entity is based primarily on the notion of financial accountability. A primary government is financially accountable for the organizations that make up its legal entity. It is also financially accountable for legally separate organizations if its officials appoint a voting majority of an organization's governing body and with it can impose its will on the organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the primary government. A primary government may also be financially accountable for the governmental organizations that are fiscally dependent on it.

A primary government has the ability to impose its will on an organization if it can significantly influence the programs, projects, or activities of, or the level of services performed or provided by, the organization. A financial benefit or burden relationship exists if the primary government (a) is entitled to the organization's resources; (b) is legally obligated or has otherwise assumed the obligation in some manner for the debt of the organization; or (c) is obligated in some manner for the debt of the organization.

Some organizations are included as component units because of their fiscal dependency on the primary government. An organization is fiscally dependent on the primary government if it is unable to adopt its budget, levy taxes, or set rates or charges, or issue bonded debt without approval by the primary government.

The Penn Township Municipal Authority is an operating authority which owns and operates the water and sewer systems in the Township. The Authority is a component unit because the Township exercises financial accountability over it and has a financial burden relationship (appoints the Authority Board and guarantees its debt), and the Township's management has elected to include the Authority's financial position and results of operations in the accompanying financial statements as a discretely presented component unit, which is in accordance with generally accepted accounting principles. The financial statements of the Municipal Authority are available at the Authority office at 100 Municipal Building Road, Duncannon, PA 17020.

**NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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***Basis of Presentation***

**Government-Wide Financial Statements**

The statement of net position and the statement of activities display information about the reporting government as a whole. These statements include the financial activities of the primary government, except for fiduciary funds. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

**Fund Financial Statements**

The accounts of the Township are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures/expenses. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped as follows:

**Governmental Funds**

Governmental funds are those through which most governmental functions of the Township are financed. The Township reports the following major governmental funds:

***General Fund*** - The General Fund is the general operating fund of the Township. It is utilized to account for all financial transactions not accounted for or required to be accounted for in another fund. This is a budgeted fund, and any unassigned fund balances are considered as resources available for use.

***Capital Reserve Fund*** - The Capital Reserve Fund is used to account for funds set aside for future capital purchases.

***Special Revenue Funds*** - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term *proceeds of specific revenue sources* establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund.

The *Highway Aid Fund* is presented as a major special revenue fund, and accounts for the proceeds and disposition of state liquid fuels entitlements that are legally restricted to expenditures for specific purposes, primarily building and maintaining local roads and bridges.

The *Fire Tax Fund* is presented as a major special revenue fund, and accounts for the transactions generated by fire protection tax remittances by residents of the Township.

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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***Basis of Presentation (Continued)***

**Fiduciary Funds**

Fiduciary fund reporting focuses on net position and changes in net position. The fiduciary fund category is split into four classifications: pension trust funds, investment trust funds, private purpose trust funds, and custodial funds. Trust funds are used to account for assets held by the Township under a trust agreement for individuals, private organizations, or other governments and are therefore not available to support the Township's own programs. Custodial funds are used to account for fiduciary activities that are not required to be reported in pension trust funds, investment trust funds, or private-purpose trust funds.

***Pension Trust Fund*** – The Pension Trust Fund is used to account for the accumulation of resources for pension benefit payments to qualified non-uniformed and uniformed (police) employees.

***Measurement Focus***

In the government-wide Statement of Net Position and Statement of Activities, the governmental activities are presented using the economic resources measurement focus, within the limitations of the modified cash basis of accounting, as defined in the "basis of accounting" section that follows.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus, as applied to the modified cash basis of accounting, is used as appropriate:

All governmental funds utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on the balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

Fiduciary funds are reported using the economic resources measurement focus.

***Basis of Accounting***

The government-wide and the fund financial statements are presented using a modified cash basis of accounting. This basis recognizes assets, liabilities, net position/fund balance, revenues, and expenditures/expenses when they result from cash transactions with the exception of recording capital assets and a provision for depreciation expense and liabilities associated with the purchase of capital assets in the government-wide statements. This basis is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

As a result of the use of this modified cash basis of accounting, certain assets and related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements.

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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***Cash and Cash Equivalents/Investments***

Cash and cash equivalents include all demand deposits, petty cash, savings, money market accounts, certificates of deposit with an original maturity of three months or less. Investments include certificates of deposit with an original maturity of greater than three months. Certificates of deposit are stated at face value which approximates fair value.

The Township invests in funds with the Pennsylvania Local Government Investment Trust (PLGIT). PLGIT operates and is authorized under the Intergovernmental Cooperation Act of 1972. Investments in these funds have daily liquidity and are valued at amortized cost which equals market value.

These funds invest in federal securities backed by the full faith and credit of the United States Government, in agencies, instrumentalities and subdivisions of the Commonwealth of Pennsylvania and backed by the full faith and credit of the Commonwealth, and certificates of deposit which are insured by the Federal Deposit Insurance Corporation or which are collateralized as provided by law of Act 72 of 1971.

***Pension Investments***

Investments and investment pools are reported at fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. Managed funds related to the retirement systems and investments in external investment pools not listed on an established market are reported at estimated fair value as determined by the respective fund managers based on quoted sales prices of the underlying securities. Unrealized appreciation or depreciation due to changes in fair value of such investments is recognized annually.

***Budgets***

Penn Township annually adopts calendar year budgets for its general fund, parks and recreation fund, capital reserve fund, highway aid fund and fire tax fund. As changes are made to the budget during the fiscal year, amendments are proposed and approved by the Board of Supervisors.

***Taxes***

The Township collects real estate, occupation, per capita, earned income, emergency municipal services, and fire protection taxes and records them at gross amounts collected with commissions paid and recorded as an expenditure. Real estate transfer and delinquent taxes are recorded at the net amount received from the collecting agency after deduction for fees and expenditures.

Taxes are recorded when they are received, with no adjustment for taxes anticipated to be received under the modified cash basis.

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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***Capital Assets***

General capital assets generally result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net position but are not capitalized in the governmental fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. The Township maintains a capitalization threshold of \$ 1,500. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset’s life are expensed.

All reported capital assets except land are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight-line method over the following useful lives:

	<b>Years</b>
Buildings and improvements	15 - 40
Machinery, furniture, and equipment	5 - 15
Infrastructure (roads and bridges)	20 - 40
Automobiles	10

***Net Position***

Net position is comprised of the various net earnings from operating income, nonoperating revenues and expenses, and capital contributions. Net position is classified in the following components:

**Net Investment in Capital Assets** – This component consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, accounts payable or other borrowings that are attributable to the acquisition, construction or improvement of those capital assets.

**Restricted Net Position** – This category of net position has constraints placed on the use by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or (2) law through constitutional provisions or enabling legislation.

As of December 31, 2023, restricted net position in governmental activities consists of the following:

Restricted for highway aid	\$ 206,761
Restricted for fire tax	255,798
	<u>\$ 462,559</u>

**Unrestricted Net Position** – This component consists of all other net position that does not meet the definition of “restricted” or “net investment in capital assets”.

**Net Position Flow Assumption**

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g. restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted-net position, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Township’s policy to use restricted resources first, then unrestricted resources as they are needed.

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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***Fund Balance – Governmental Funds***

Governmental funds classify fund balance based on the relative strength of the spending constraints placed on the purpose for which resources can be used. The classifications are as follows:

**Nonspendable:** This classification includes amounts that cannot be spent because they are either (1) not in spendable form or (2) legally or contractually required to be maintained intact. This classification includes items such as prepaid amounts, inventories, and long-term amount of loans and notes receivable. This also includes the corpus (or principal) of permanent funds.

**Restricted:** This classification includes amounts where the constraints placed on the use of resources are either (1) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (2) imposed by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the government to assess, levy, change or mandate payment and includes a legally enforceable requirement on the use of these funds.

**Committed:** This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Township's highest level of decision-making authority. This formal action is in the form of a resolution which is made by the Board of Supervisors. Once an amount is committed, it cannot be used for any other purpose unless changed by the same type of formal action used to initially constrain the funds.

**Assigned:** This classification includes spendable amounts that are reported in governmental funds other than in the General Fund, that are neither restricted nor committed, and amounts in the General Fund that are intended to be used for a specific purpose. The intent of an assigned fund balance should be expressed by either the Board of Supervisors, or a subordinate high-level body, such as the Secretary/Treasurer that is authorized to assign amounts to be used for specific purposes. The Board of Supervisors has the authority to make assignments of fund balance. Thus, these assignments can only be made or changed with formal action by the Board of Supervisors. The assignment of fund balance cannot result in a negative unassigned fund balance.

**Unassigned:** This classification represents the portion of a spendable fund balance that has not been categorized as restricted, committed, or assigned. The general fund is the only fund which would include a positive unassigned fund balance as all other fund types must categorize amounts within the other classifications. A negative unassigned fund balance may occur in any fund when there is an over expenditure of restricted or committed fund balance. In this case, any assigned fund balance (and unassigned fund balance in the general fund) would be eliminated prior to reporting a negative unassigned fund balance.

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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***Fund Balance Flow Assumption***

Sometimes the government will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. The Township does not currently have a policy to indicate in which order unrestricted fund balance is considered spent, therefore, by default, the order is as follows: committed, assigned, unassigned.

***Interfund Activity***

Advances between funds are accounted for in the appropriate interfund receivable and payable accounts. Advances between funds which are not expected to be repaid are accounted for as transfers. Interfund balances and transactions are eliminated in the government-wide financial statements.

Exchange transactions, if any, between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds.

***Use of Estimates***

The preparation of financial statements in conformity with the modified cash basis of accounting used by the Township requires management to make estimates and assumptions that affect certain reported amounts and disclosures (such as estimated useful lives in determining depreciation expense). Accordingly, actual results could differ from those estimates.

***Program Revenues***

In the Statement of Activities, modified cash basis revenues that are derived directly from each activity or from parties outside the Township's taxpayers are reported as program revenues. The Township has the following program revenues in each activity:

General Government	Licenses and permits, rent and cable franchise fees
Public Safety	Fine and penalty revenue, fire relief funds, reimbursement for shared service arrangements and grants
Public Works	Commercial vehicle and gasoline excise tax shared by the state
Culture and Recreation	Rental Income

All other governmental revenues are reported as general revenues. All taxes are classified as general revenues even if restricted for a specific purpose.

**NOTE 2 CASH AND CASH EQUIVALENTS AND INVESTMENTS**

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Section 7.1 of the Pennsylvania Municipal Authorities Act and Act 10 of 2016 defines allowable investments for authorities, which are summarized as follows:

- United States Treasury Bills.
- Short-term obligations of the United States Government or its agencies.
- Deposits in savings accounts or time deposits or share accounts of institutions insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund to the extent that such accounts are so insured, and, for any amounts above the insured maximum, provided that approved collateral as provided by law therefore shall be pledged by the depository.
- Obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the respective government entity.
- Shares of an investment company restricted under the Investment Company Act of 1940.
- Obligations, participations or other instruments of any Federal agency, instrumentality, or United States government-sponsored enterprise if the debt obligations are rated at least "A" or its equivalent.
- Commercial paper issued by corporations or other business entities organized in accordance with federal or state law, with a maturity not to exceed 270 days.
- Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as bankers' acceptances, if the bankers' acceptances do not exceed 180 days maturity.
- Negotiable certificates of deposit or other evidence of deposit, with a remaining maturity of three years or less.

Act 72 of 1971, as amended, is an act standardizing the procedures for pledges of assets to secure deposits of public funds with banking institutions pursuant to other laws; establishing a standard rule for the types, amounts and valuations of assets eligible to be used as collateral for deposits of public funds; permitting assets to be pledged against deposits on a pooled basis and authorizing the appointment of custodians to act as the pledger of the assets.

***Custodial Credit Risk - Deposits***

Custodial credit risk is the risk that in the event of a bank failure, the Township's deposits may not be returned to it. The Township does not have a written policy for custodial credit risk. As of December 31, 2023, none of the Township's bank balance of \$ 44,259 was exposed to custodial credit risk and collateralized with securities held by the pledging banks trust department, not in the Township's name.

***Custodial Credit Risk - Deposits - Authority***

Custodial credit risk is the risk that in the event of a bank failure, the Authority's deposits may not be returned to it. The Authority does not have a written policy for custodial credit risk. As of December 31, 2023, \$ 834,416 of the Authority's bank balance of \$ 1,086,377 was exposed to custodial credit risk and collateralized with securities held by the pledging banks trust department, not in the Authority's name.

**NOTE 2 CASH AND CASH EQUIVALENTS AND INVESTMENTS (CONTINUED)**

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***Credit Risk – Investments***

The Township’s cash equivalent investments are held with a state investment pool, Pennsylvania Local Government Investment Trust (PLGIT). PLGIT operates similar to a money market fund and seeks to maintain a stable net asset value of \$ 1 per share. At December 31, 2023 the Township held \$ 2,294,350 in the PLGIT portfolio. PLGIT portfolio funds are invested in the United States Treasury bills; obligations, participations, or other instruments of any Federal agency, instrumentality or United States government-sponsored enterprise; deposits in savings accounts or time deposits or share accounts of institutions insured by the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund; obligations guaranteed or insured by the United States of America, obligations of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the Commonwealth; and repurchase agreements involving the United States Government and agency obligations.

Investments in PLGIT are subject to income, market and credit risk related to the potential for decline in current income, the potential for decline in market value and the potential that an issuer of securities held in the investment portfolios of the fund would fail to make timely payments of principal and interest payments.

The Township does not have a formal written investment policy that limits its investment choices to certain credit ratings. As of December 31, 2023, the Township’s investment in PLGIT were rated AAAM by Standard and Poor’s Investor Services.

PLGIT is not registered with the Securities and Exchange Commission (SEC); however, PLGIT follows investment procedures similar to those followed by SEC registered money market funds. Portfolios are valued using the net asset value per share. The net asset value per share is computed by dividing the total value of the securities and other assets of the portfolio less liabilities, by the outstanding shares of the portfolio.

The Township has no limitations or restrictions on withdrawals on accounts held at PLGIT.

**Pension Investments**

	<b>Credit Quality</b>		
	<b>Rating</b>	<b>Maturity</b>	<b>Balance</b>
Mutual Funds - Pension	(A)	N/A	\$ 587,559

(A) The Township's investments in the pension funds consist of mutual funds. The funds are considered "in-house" funds by the investment company and are not reviewed by an outside rating service and thus, there is no credit quality rating to disclose.

***Investments – Fair Value Measurements***

Generally accepted accounting principles define fair value, describe a framework for measuring fair value, and require disclosure about fair value measurements. Recurring fair value measurements are those that GASB Statements require or permit in the statement of net position at the end of each reporting period. The established framework includes a three-level hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The fair value hierarchy gives the highest priority to quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). If the inputs used to measure the assets or liabilities fall within different levels of the hierarchy, the classification is based on the lowest level input that is significant to the fair value measurement of the asset or liability.

**NOTE 2 CASH AND INVESTMENTS (CONTINUED)**

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***Investments – Fair Value Measurements (Continued)***

Classification of assets and liabilities within the hierarchy considers the markets in which the assets and liabilities are traded, and reliability and transparency of the assumptions used to determine fair value.

The hierarchy requires the use of observable market data when available. The levels of the hierarchy and those investments included in each are as follows:

**Level 1** – Represented by quoted prices available in an active market. Level 1 securities include highly liquid government bonds, treasury securities, mortgage products and exchange traded equities.

**Level 2** – Represented by assets and liabilities similar to Level 1 where quoted prices are not available, but are observable, either directly or indirectly through corroboration with observable market data, such as quoted prices for similar securities and quoted prices in inactive markets and estimated using pricing models or discounted cash flows. Level 2 securities would include U.S. agency securities, mortgage-backed agency securities, obligations of states, and political subdivisions and certain corporate, asset backed securities, swap agreements, life insurance contracts and mutual funds.

**Level 3** - Represented by financial instruments where there is limited activity or unobservable market prices and pricing models significant to determining the fair value measurement include the reporting entity’s own assumptions about the market risk. Level 3 securities would include hedge funds, private equity securities, and those with internally developed values.

A financial instrument’s level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

The following is a description of the valuation methodologies used for instruments measured at fair value on the statement of net position, as well as the general classifications of such instruments pursuant to the valuation hierarchy.

***Mutual Funds – Pension Investments***

Mutual funds listed on a national market or exchange are purchased by Nationwide Trust on a daily basis. Investors (the Township) then purchase units of investments through the Trust. These units are made up of a portion of the pools of mutual funds held by the Trust. The unit value is determined by the price of the underlying mutual funds and other factors which are recalculated daily.

The following table sets forth by level within the fair value hierarchy, the financial assets that were accounted for at fair value on a recurring basis as of December 31, 2023:

	Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Pension investments:				
Mutual funds	\$ 587,559	\$ -	\$ 587,559	\$ -

**PENN TOWNSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 3 CAPITAL ASSETS**

Capital asset activity resulting from modified cash basis transactions in 2023 was as follows:

	Beginning Balance	Additions	Retirements	Ending Balance
<b>Governmental Activities:</b>				
Capital assets not being depreciated				
Land	\$ 1	\$ -	\$ -	\$ 1
Construction in Progress	799,187	224,505	(1,023,692)	-
Total capital assets not being depreciated	<u>799,188</u>	<u>224,505</u>	<u>(1,023,692)</u>	<u>1</u>
Capital assets being depreciated				
Buildings and improvements	260,365	8,279	-	268,644
Infrastructure	1,108,904	1,023,692	-	2,132,596
Machinery and equipment	329,837	-	-	329,837
Furniture and fixtures	56,074	-	-	56,074
Automobiles	170,239	36,374	-	206,613
Total capital assets being depreciated	<u>1,925,419</u>	<u>1,068,345</u>	<u>-</u>	<u>2,993,764</u>
Less accumulated depreciation				
Buildings and improvements	(85,712)	(13,214)	-	(98,926)
Infrastructure	(674,258)	(106,630)	-	(780,888)
Machinery and equipment	(247,119)	(19,795)	-	(266,914)
Furniture and fixtures	(47,220)	(3,935)	-	(51,155)
Automobiles	(73,147)	(18,539)	-	(91,686)
Total accumulated depreciation	<u>(1,127,456)</u>	<u>(162,113)</u>	<u>-</u>	<u>(1,289,569)</u>
Total capital assets being depreciated, net	<u>797,963</u>	<u>906,232</u>	<u>-</u>	<u>1,704,195</u>
Government activities capital assets, net	<u>\$ 1,597,151</u>	<u>\$ 1,130,737</u>	<u>\$ (1,023,692)</u>	<u>\$ 1,704,196</u>

Depreciation expense was charged to functions as follows in the Statement of Activities:

Government activities	
General government	\$ 17,418
Culture and recreation	1,851
Public works	142,844
	<u>\$ 162,113</u>

**PENN TOWNSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 3 CAPITAL ASSETS (CONTINUED)**

Capital asset activity for the Municipal Authority is as follows:

	Beginning Balance	Additions	Retirements	Ending Balance
<b>Cost</b>				
Capital assets not being depreciated				
Construction in progress	\$ -	\$ -	\$ -	\$ -
Capital assets being depreciated				
Sewer system	9,695,388	108,862	-	9,804,250
Water system	348,509	11,296	-	359,805
Office equipment	11,881	-	-	11,881
Total cost	<u>10,055,778</u>	<u>120,158</u>	<u>-</u>	<u>10,175,936</u>
Less accumulated depreciation				
Sewer system	(6,710,860)	(241,404)	-	(6,952,264)
Water equipment	(100,864)	(13,322)	-	(114,186)
Office equipment	(11,881)	-	-	(11,881)
Total accumulated depreciation	<u>(6,823,605)</u>	<u>(254,726)</u>	<u>-</u>	<u>(7,078,331)</u>
<b>Capital assets, net</b>	<u>\$ 3,232,173</u>	<u>\$ (134,568)</u>	<u>\$ -</u>	<u>\$ 3,097,605</u>

**NOTE 4 LONG-TERM LIABILITIES**

The changes in long-term liabilities during the year ended December 31, 2023 were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Current Portion	Long-term Portion
<b>Governmental Activities</b>						
(A) Backhoe lease	\$ 31,800	\$ -	\$ (15,543)	\$ 16,257	\$ 16,257	\$ -

***Financed Purchase Payable***

(A) **Backhoe lease** – The Township has entered into a lease for the purchase of a backhoe. The lease term is 5 years at the end of which the Township will own the equipment. The lease calls for an annual payment of \$ 17,004 which is allocated between principal and interest.

Interest paid on the financed purchase was \$ 1,461 in 2023. At December 31, 2023, the cost of the leased assets was \$ 74,452 and accumulated depreciation was \$ 30,401.

The following is a schedule by years in the aggregate of future minimum principal and interest payments required at December 31, 2023.

	<b>Backhoe lease</b>		
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ 16,257	\$ 747	\$ 17,004
	<u>\$ 16,257</u>	<u>\$ 747</u>	<u>\$ 17,004</u>

**PENN TOWNSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 5 AUTHORITY DEBT/GUARANTEE AGREEMENTS**

Notes payable for Penn Township Municipal Authority at December 31, 2023 and the changes in long-term debt during the year then ended are as follows:

		Beginning Balance	Additions	Reductions	Ending Balance	Current Portion	Long-term Portion
(A)	PENNVEST note	\$ 3,351,649	\$ -	\$ (213,243)	\$ 3,138,406	\$ 215,386	\$ 2,923,020
(B)	Duncannon Borough note	26,750	-	(2,560)	24,190	2,583	21,607
		<u>\$ 3,378,399</u>	<u>\$ -</u>	<u>\$ (215,803)</u>	<u>\$ 3,162,596</u>	<u>\$ 217,969</u>	<u>\$ 2,944,627</u>

(A) In November 2004, the Penn Township Municipal Authority entered into a loan agreement with PENNVEST to borrow up to \$ 6,598,500 to refinance current debt and fund future projects. The loan is secured by a security agreement covering future and existing accounts receivable and revenue, contract rights and general intangibles arising from the operations of the sewer system, assignments of rights and interest in all construction contracts, miscellaneous contracts, permits, licenses, etc., relating to system construction and a guarantee agreement executed by Penn Township. This guarantee obligates the Township to repay all outstanding principal and interest on the note should the Authority be unable to meet the obligation.

The Township will not be responsible for direct principal or interest payments unless the Authority is in default. The loan bears interest at an annual rate of 1% and has a stated maturity date of August 1, 2037. The loan balance is \$ 3,138,406 at December 31, 2023.

(B) In 2005, the Borough of Duncannon filed a request for arbitration of a dispute involving the Authority's share of the costs in replacing jointly owned sewer lines. On January 5, 2010, the Authority began making monthly payments of \$ 234 to the Borough of Duncannon to pay back \$ 60,000. The Authority will make monthly payments for 288 months at 1% interest to be paid in full in November 2032.

Future maturities on long-term debt of the Municipal Authority as of December 31, 2023 are as follows:

	PENNVEST		Duncannon Borough		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2024	\$ 215,386	\$ 30,399	\$ 2,583	\$ 230	\$ 217,969	\$ 30,629
2025	217,549	28,235	2,609	204	220,158	28,439
2026	219,735	26,049	2,635	178	222,370	26,227
2027	221,942	23,842	2,662	151	224,604	23,993
2028	224,172	21,612	2,689	124	226,861	21,736
2029 - 2033	1,155,097	73,826	11,012	225	1,166,109	74,051
2034 - 2037	884,525	16,675	-	-	884,525	16,675
	<u>\$ 3,138,406</u>	<u>\$ 220,638</u>	<u>\$ 24,190</u>	<u>\$ 1,112</u>	<u>\$ 3,162,596</u>	<u>\$ 221,750</u>

**PENN TOWNSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS**

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**NOTE 6 INTERFUND ACTIVITY**

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Due from/to other funds for the year ended December 31, 2023 were as follows:

	<b>Due From</b>	<b>Due To</b>
Fire Tax Fund	\$ 114,425	\$ 23,437
Highway Aid Fund	-	7,313
General Fund	<u>38,360</u>	<u>122,035</u>
Total	<u>\$ 152,785</u>	<u>\$ 152,785</u>

**Highway Aid Fund due to General Fund:** Amount owed due to lease payments made from incorrect bank account.

**Fire Tax Fund due to General Fund:** Amount owed due to improper transfer of funds recorded.

**Fire Tax Fund due from General Fund:** Amount owed due to tax receipts not transferred to fire tax fund by year-end.

Interfund transfers for the year ended December 31, 2023 were as follows:

	<b>Transfers In</b>	<b>Transfers Out</b>
Fire Tax Fund	\$ -	\$ 17,594
General Fund	<u>17,594</u>	<u>-</u>
Total	<u>\$ 17,594</u>	<u>\$ 17,594</u>

**Fire Tax Fund to General Fund:** Amount transferred of previous fire tax receipts that were paid to fire company in current year.

**NOTE 7 PROPERTY TAXES**

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The Township's property tax is levied each February 1 on the assessed value as of January 1 as maintained by the County for all nonexempt real property located in the Township. The assessed value of the tax roll upon which the levy for the 2023 year was based amounted to \$ 205,885,700. The tax millage rate assessed for the year ended December 31, 2023, was 1.3444 mills (\$ 1.3444 per \$ 1,000 valuation) broken out between general (0.8144 mills) and fire (0.53).

Real estate taxes attach as an enforceable lien on property on January 1 and are levied on February 1. The taxes are collected by an elected tax collector who is paid 4% of the amount collected. Taxes paid through March 31 are given a 2% discount. Taxes paid after May 31 are charged a 10% penalty. Delinquent real estate taxes are collected by the County.

**NOTE 8 PENSION PLAN**

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***Plan Descriptions***

Penn Township, Perry County, participates in the Pennsylvania Municipal Pension Trust, multiple employer system which covers all of the Township's full-time, non-uniformed employees, and is administered by Pennsylvania State Association of Townships (PSATS). Unless otherwise indicated, the plan information in this note is provided as of the latest actuarial valuation as of January 1, 2021. Actuarial valuations are performed every two years.

***Benefits***

**Non-Uniform**

All employees are eligible for benefits upon the later of reaching age 65 and 7 years of service. Service may be continuous or interrupted. The benefit consists of 1.5% of the final average monthly salary, averaged over the final 36 months of employment multiplied by the years of service at retirement. Employees are 100% vested in the plan after seven (7) years of service.

***Contributions***

**Non-Uniform**

The Township is required to contribute at an actuarially determined rate. Act 205 establishes the contribution requirements of the plan members and the Township. There is no maximum amount of funds the Township may contribute to the plan in a given year. Administrative costs, including investment services, custodial trustee and actuarial services are charged to the appropriate plan and funded from investment earnings. Plan members are not required to contribute to the plans.

The plan is also eligible to receive an allocation of state aid from the General Municipal Pension System State Aid Program which must be used for pension funding. Any funding requirements established by the MMO in excess of employee contributions and state aid must be paid by the Township in accordance with Act 205.

The Township's annual pension costs and contributions for the plan is as follows:

	<b>Non-Uniform</b>
Contribution rates (% of covered salary, including administrative costs)	
Township	Actuarially determined
Employees	None
Annual pension costs	\$ 518
Contributions made	518

**PENN TOWNSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS**

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**NOTE 8 PENSION PLAN (CONTINUED)**

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***Contributions (Continued)***

**Plan Membership**

Plan membership consisted of the following at December 31, 2023:

	<b>Non-Uniform</b>
Active Plan Members	3
Retirees and beneficiaries currently receiving benefits	2
Terminated plan members entitled to but not yet receiving benefits	<u>1</u>
	<u><u>6</u></u>

The following are summarized financial statements as of and for the year ended December 31, 2023 for the individual pension plan maintained by the Township.

	<b>Non-Uniform</b>
<b>Fiduciary Net Position</b>	
Assets	
Investments	\$ <u><u>587,559</u></u>
Net Position	
Held in trust for pension benefits	\$ <u><u>587,559</u></u>
<b>Changes in Fiduciary Net Position</b>	
Additions	
Contributions - employer	\$ 518
Investment income	<u>57,126</u>
Total additions	<u>57,644</u>
Deductions	
Withdrawals	12,307
Administrative expenses	<u>2,579</u>
Total deductions	<u>14,886</u>
Change in net position	42,758
Net Position	
January 1, 2023	<u>544,801</u>
December 31, 2023	\$ <u><u>587,559</u></u>

**NOTE 9 OPERATING LEASE INCOME**

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The Township rents rooms in its building to various organizations. Rental income received from these leases in 2023 amounted to \$ 9,396.

**PENN TOWNSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS**

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**NOTE 10 LITIGATIONS, COMMITMENTS AND CONTINGENCIES**

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The Township receives Liquid Fuels Tax funds from the State based on road mileage and population. These funds are to be maintained in the Highway Aid Fund and may only be used for specific purposes. These funds are also subject to audit by State agencies. Such an audit could result in the disallowance of certain expenditures and require reimbursement by the General Fund. In the opinion of the Township's management, such disallowances in the future, if any, will be minimal.

During the course of performing its duties for the general public that it serves; the Township may be subject to various threatened lawsuits and claims. There were no claims that management or legal counsel believes would have a material effect on the Township's financial position.

The Penn Township Municipal Authority and Penn Township have entered into an inter-municipal agreement with Duncannon Township and the Duncannon Township Authority which reserves sewage treatment capacity in the expanded Duncannon Wastewater Treatment facility. In addition, the Penn Township Municipal Authority pays the Duncannon Township Authority quarterly payments for their pro-rata share of certain operating expenses and a pro-rata share of other operating costs based on flow. During 2023, \$ 145,000 was paid by the Authority under this agreement.

**NOTE 11 RISK MANAGEMENT - INSURANCE**

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The Township's risk management activities are recorded in the general fund and are related to administering employee life, health, property and liability, worker's compensation and unemployment insurance programs. Significant losses are covered by commercial insurance for all major programs. For these insured programs, there have been no significant reductions in settlement coverage. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

**OTHER SUPPLEMENTAL INFORMATION**

**PENN TOWNSHIP**  
**Budgetary Comparison Schedule - Modified Cash Basis - General Fund**  
**Year Ended December 31, 2023**

	Original/ Final Budget	Actual	Variance with Final Budget
<b>REVENUES</b>			
<b>Taxes</b>			
Real estate	\$ 170,872	\$ 166,327	\$ (4,545)
Occupational taxes	5,155	5,755	600
Per capita taxes	7,125	7,763	638
Real estate transfer taxes	87,424	174,216	86,792
Earned income taxes	382,928	411,517	28,589
Local services taxes	58,882	56,282	(2,600)
Other taxes	2,470	2,237	(233)
Total taxes	<u>714,856</u>	<u>824,097</u>	<u>109,241</u>
<b>Licenses and permits</b>	30,322	22,770	(7,552)
<b>Fines and forfeits</b>	3,428	3,851	423
<b>Investment earnings</b>	13,309	81,389	68,080
<b>Rent</b>	8,325	9,751	1,426
<b>Intergovernmental revenue</b>			
Beverage license	19,758	800	(18,958)
Public utility realty tax	-	741	741
Foreign fire insurance companies tax grant	-	19,182	19,182
Payments in lieu of taxes	537	2,979	2,442
Pension system state aid allocation	725	4,195	3,470
State highways and streets	-	25,795	25,795
Federal capital grant	-	137,573	137,573
Other federal revenue	500	-	(500)
Total intergovernmental revenue	<u>21,520</u>	<u>191,265</u>	<u>169,745</u>
<b>Charges for services</b>			
Police special services/reports	4,172	4,665	493
Engineering and subdivision fees and permits	5,865	4,289	(1,576)
Total charges for services	<u>10,037</u>	<u>8,954</u>	<u>(1,083)</u>
<b>Culture and Recreation</b>	<u>3,500</u>	<u>1,199</u>	<u>(2,301)</u>
<b>Miscellaneous income</b>	<u>935</u>	<u>1,970</u>	<u>1,035</u>
Total Revenues	<u>\$ 806,232</u>	<u>\$ 1,145,246</u>	<u>\$ 339,014</u>

**PENN TOWNSHIP**  
**Budgetary Comparison Schedule - Modified Cash Basis - General Fund (Continued)**  
**Year Ended December 31, 2023**

	Original/ Final Budget	Actual	Variance with Final Budget
<b>EXPENDITURES</b>			
<b>GENERAL GOVERNMENT</b>			
<b>General Administration</b>			
Elected officials	\$ 4,500	\$ 4,718	\$ 218
Dues and workshops	4,500	3,610	(890)
Financial administration	12,500	-	(12,500)
Salaries - office	65,939	75,090	9,151
Office expenses	32,700	47,337	14,637
Other	600	2,267	1,667
Total general administration	<u>120,739</u>	<u>133,022</u>	<u>12,283</u>
<b>Tax Collection</b>			
Elected tax collector's expenses	<u>9,050</u>	<u>9,004</u>	<u>(46)</u>
Total tax collection	9,050	9,004	(46)
<b>Legal and Professional Services</b>			
Legal Services	23,500	14,955	(8,545)
Engineering	<u>5,000</u>	<u>5,312</u>	<u>312</u>
Total legal and professional services	<u>28,500</u>	<u>20,267</u>	<u>(8,233)</u>
<b>Building and Plant</b>			
Wages	11,078	7,258	(3,820)
Material and supplies	1,050	1,393	343
Heating and air conditioning	4,600	2,211	(2,389)
Utilities	13,975	24,265	10,290
Building repairs and maintenance	<u>9,500</u>	<u>10,692</u>	<u>1,192</u>
Total building and plant	<u>40,203</u>	<u>45,819</u>	<u>5,616</u>
<b>Insurance and Benefits</b>			
Disability, medical and life insurance	87,900	54,222	(33,678)
Worker's compensation	9,912	12,388	2,476
Unemployment compensation	2,000	1,883	(117)
Payroll taxes	12,000	14,728	2,728
Pension expense	21,109	718.00	(20,391)
Liability insurance	<u>16,000</u>	<u>16,449</u>	<u>449</u>
Total insurance and benefits	<u>148,921</u>	<u>100,388</u>	<u>(48,533)</u>
Total general government	<u>\$ 347,413</u>	<u>\$ 308,500</u>	<u>\$ (38,913)</u>

**PENN TOWNSHIP**  
**Budgetary Comparison Schedule - Modified Cash Basis - General Fund (Continued)**  
**Year Ended December 31, 2023**

	Original/ Final Budget	Actual	Variance with Final Budget
<b>EXPENDITURES - (CONTINUED)</b>			
<b>PUBLIC SAFETY</b>			
<b>Fire</b>			
Distribution - foreign fire tax	\$ 18,000	\$ 19,182	\$ 1,182
Total fire	<u>18,000</u>	<u>19,182</u>	<u>1,182</u>
<b>Ambulance</b>			
Contributions to ambulance companies	<u>15,000</u>	<u>35,000</u>	<u>20,000</u>
<b>Planning, Zoning and Code Enforcement</b>			
UCC and code enforcement	12,114	11,255	(859)
Planning and zoning			
Wages	6,000	11,898	5,898
Other costs	4,700	5,294	594
Emergency management	10,000	45	(9,955)
CDL testing	240	-	(240)
Total planning, zoning and code enforcement	<u>33,054</u>	<u>28,492</u>	<u>(4,562)</u>
Total public safety	<u>66,054</u>	<u>82,674</u>	<u>16,620</u>
<b>Health and Human Services</b>	<u>\$ 1,000</u>	<u>\$ 386</u>	<u>\$ (614)</u>

**PENN TOWNSHIP**  
**Budgetary Comparison Schedule - Modified Cash Basis - General Fund (Continued)**  
**Year Ended December 31, 2023**

	Original/ Final Budget	Actual	Variance with Final Budget
<b>EXPENDITURES - (CONTINUED)</b>			
<b>PUBLIC WORKS</b>			
Public Works - Highways and streets			
Salaries and wages	\$ 118,203	\$ 84,223	\$ (33,980)
Vehicle maintenance and expense	30,670	22,105	(8,565)
Supplies/small equipment	8,400	8,080	(320)
Machinery and equipment	-	36,374	36,374
Snow/ice removal	4,500	8,052	3,552
Other costs	10,000	180,530	170,530
Street signs and markings	3,000	2,129	(871)
Street light/traffic signal expense	3,550	2,484	(1,066)
Utilities	5,700	612	(5,088)
Strom sewer and drains	5,000	3,008	(1,992)
Road maintenance and repairs	21,400	191,962	170,562
Total public works - highways and streets	<u>210,423</u>	<u>539,559</u>	<u>329,136</u>
<b>CULTURE AND RECREATION</b>			
Newsletter	5,000	3,574	(1,426)
Parks and recreation	17,700	18,078	378
Other culture and recreation	200	-	(200)
Total culture and recreation	<u>22,900</u>	<u>21,652</u>	<u>(1,248)</u>
<b>MISCELLANEOUS EXPENDITURES</b>			
	100	1,674	1,574
Total expenditures	<u>647,890</u>	<u>954,445</u>	<u>306,555</u>
Excess (deficiency) of revenues over expenditures	<u>158,342</u>	<u>190,801</u>	<u>32,459</u>
<b>Other Financing Sources</b>			
Proceeds from sale of assets/insurance	11,240	-	(11,240)
Operating transfers, net	(10,000)	17,594	27,594
Refund of prior year expenditures	-	8,521	8,521
Total other financing sources	<u>1,240</u>	<u>26,115</u>	<u>24,875</u>
Net change in fund balance	<u>\$ 159,582</u>	<u>\$ 216,916</u>	<u>\$ 57,334</u>

**PENN TOWNSHIP**  
**Budgetary Comparison Schedule -Modified Cash Basis - Capital Reserve Fund**  
**Year Ended December 31, 2023**

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	<b>Original/Final Budget</b>	<b>Actual</b>	<b>Variance with Final Budget</b>
<b>REVENUES</b>			
Investment earnings	\$ 5,000	\$ 20,500	\$ 15,500
Intragovernment revenue	-	25,766	25,766
Total revenues	<u>5,000</u>	<u>46,266</u>	<u>41,266</u>
<b>EXPENDITURES</b>			
Machinery and equipment	-	34,847	34,847
Total expenditures	<u>-</u>	<u>34,847</u>	<u>34,847</u>
Excess (deficiency) of revenues over expenditures	5,000	11,419	6,419
<b>Other Financing Sources (Uses)</b>			
Transfers in (out)	<u>15,000</u>	-	<u>(15,000)</u>
Total other financing sources (uses) - net	<u>15,000</u>	-	<u>(15,000)</u>
Net change in fund balance	<u>\$ 20,000</u>	<u>\$ 11,419</u>	<u>\$ (8,581)</u>

**PENN TOWNSHIP**  
**Budgetary Comparison Schedule - Modified Cash Basis - Highway Aid Fund**  
**Year Ended December 31, 2023**

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	<b>Original/Final Budget</b>	<b>Actual</b>	<b>Variance with Final Budget</b>
<b>REVENUES</b>			
Investment earnings	\$ 2,300	\$ 10,730	\$ 8,430
Intergovernmental revenues - liquid fuels tax	150,000	144,065	(5,935)
Intergovernmental revenues - state road turnback	<u>7,800</u>	<u>7,800</u>	<u>-</u>
Total revenues	<u>160,100</u>	<u>162,595</u>	<u>2,495</u>
<b>EXPENDITURES</b>			
Highways and streets			
Road resurfacing	275,000	56,232	(218,768)
Debt Service	<u>17,003</u>	<u>17,004</u>	<u>1</u>
Total expenditures	<u>292,003</u>	<u>73,236</u>	<u>(218,767)</u>
Net change in fund balance	<u>\$ (131,903)</u>	<u>\$ 89,359</u>	<u>\$ 221,262</u>

**PENN TOWNSHIP**  
**Budgetary Comparison Schedule - Modified Cash Basis - Fire Tax Fund**  
**Year Ended December 31, 2023**

	<b>Original/ Final Budget</b>	<b>Actual</b>	<b>Variance with Final Budget</b>
<b>REVENUES</b>			
Real estate - fire	\$ 108,179	\$ 111,014	\$ 2,835
Investment earnings	<u>1,000</u>	<u>10,973</u>	<u>9,973</u>
Total Revenues	<u>109,179</u>	<u>121,987</u>	<u>12,808</u>
<b>EXPENDITURES</b>			
<b>GENERAL GOVERNMENT</b>			
Tax collection	<u>-</u>	<u>7,642</u>	<u>7,642</u>
Total general government	<u>-</u>	<u>7,642</u>	<u>7,642</u>
<b>FIRE</b>			
Contribution to fire companies	5,700	124,216	118,516
Worker's compensation insurance	90,000	6,631	(83,369)
Fuel	<u>8,000</u>	<u>-</u>	<u>(8,000)</u>
Total fire	<u>103,700</u>	<u>130,847</u>	<u>27,147</u>
Total Expenditures	<u>103,700</u>	<u>138,489</u>	<u>34,789</u>
<b>Other Financing Sources (Uses)</b>			
Transfers in (out)	<u>-</u>	<u>(17,594)</u>	<u>(17,594)</u>
Total other financing sources (uses) - net	<u>-</u>	<u>(17,594)</u>	<u>(17,594)</u>
Net change in fund balance	<u>\$ 5,479</u>	<u>\$ (34,096)</u>	<u>\$ (39,575)</u>