

TOBYHANNA TOWNSHIP
MUNICIPAL ANNUAL AUDIT
AND FINANCIAL REPORT
AS AT DECEMBER 31, 2017

DRAFT

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INDEPENDENT AUDITOR'S REPORT

Board of Supervisors
Tobyhanna Township
Pocono Pines, PA

We have audited the accompanying 2017 Municipal Annual Audit and Financial Report of Tobyhanna Township, Monroe County, Pennsylvania, as at December 31, 2017 and for the year then ended.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of this report in accordance with the financial reporting provisions of Pennsylvania Department of Economic and Community Development. 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 Responsibility

Our responsibility is to express an opinion on 2017 Municipal Annual Audit and Financial Report based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of 2017 Municipal Annual Audit and Financial Report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the 2017 Municipal Annual Audit and Financial Report presents fairly, in all material respects, the financial position of Tobyhanna Township, as of December 31, 2017, and the changes in its financial position for the year then ended, in accordance with the financial reporting provisions of Pennsylvania Department of Community and Economic Development.

Basis of Accounting

Tobyhanna Township has prepared these financial statements in accordance with the financial reporting provisions of Pennsylvania Department of Community and Economic Development, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to comply with the requirements of Pennsylvania Department of Community and Economic Development. Our opinion is not modified with respect to this matter.

Restriction on Use

This report is intended solely for the information and use of management, the Board of Supervisors, and others within Tobyhanna Township and Pennsylvania Department of Economic and Community Development and is not intended to be and should not be used by anyone other than these specified parties.

**2017 MUNICIPAL ANNUAL AUDIT
AND
FINANCIAL REPORT**

450575 TOBYHANNA TWP, MONROE COUNTY

TOBYHANNA TWP, MONROE County

BALANCE SHEET

December 31, 2017

		Governmental Funds				Proprietary Funds		Fid. Fund	Account Groups		Total
		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	General Fixed Assets	General Long Term Debt	Memorandum Only
Liabilities and Other Credits											
260-269	Long-Term-Liabilities										
240-259	Current Portion of Long-Term Debt and Other Credits										
Total Liabilities and Other Credits		573,272		444		177,500					751,216
Fund and Account Group Equity											
281-284	Contributed Capital										
290.00	Investment in General Fixed Assets					3,149,594					3,149,594
270-289	Fund Balance / Retained Earnings on 12/31	4,073,436	352,063	3,314,359		152,169		1,470,156			9,362,183
291-299	Other Equity										
Total Fund and Account Group Equity		4,073,436	352,063	3,314,359		3,301,763		1,470,156			12,511,777
TOTAL LIABILITIES AND FUND AND ACCOUNT GROUP EQUITY											13,262,993

TOBYHANNA TWP, MONROE County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2017

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

REVENUES

Taxes

301.00	Real Estate Taxes	2,810,043	296,206					3,106,249
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							
310.10	Real Estate Transfer Taxes	474,262						474,262
310.20	Earned Income Taxes / Wage Taxes	719,940						719,940
310.30	Business Gross Receipts Taxes							
310.40	Occupation Taxes (levied under Act 511)							
310.50	Local Services Tax **	202,228						202,228
310.60	Amusement / Admission Taxes							
310.70	Mechanical Device Taxes							
310.90	Other: _____							
	Other: _____							
Total Taxes		4,206,473	296,206					4,502,679

Licenses and Permits

320-322	All Other Licenses and Permits	3,770						3,770
321.80	Cable Television Franchise Fees	250,989						250,989
Total Licenses and Permits		254,759						254,759

Fines and Forfeits

330-332	Fines and Forfeits	56,870						56,870
Total Fines and Forfeits		56,870						56,870

TOBYHANNA TWP, MONROE County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2017

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

REVENUES

State

355.00	All Other State Shared Revenues and Entitlements						
356.00	State Payments in Lieu of Taxes	6,519					6,519
Total State		145,930	316,158				462,088

Local Government Units

357.03	Highways and Streets						
357.00	All Other Local Governmental Units Capital and Operating Grants	50,000					50,000
358.00	Local Government Unit Shared Payments for Contracted Intergovernmental Services						
359.00	Local Governmental Units and Authorities Payments in Lieu of Taxes						
Total Local Government Units		50,000					50,000

Charges for Service

361.00	General Government	332,166			306		332,472
362.00	Public Safety	68,107					68,107
363.20	Parking						
363.00	All Other Charges for Highway & Street Services						
364.10	Wastewater / Sewage (including connection / tapping fees, sewer usage charges, reserve capacity fee, etc.)				2,577,612		2,577,612
364.30	Solid Waste Collection and 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						

TOBYHANNA TWP, MONROE County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2017

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

REVENUES

Charges for Service

369.00	Bars						
370.00	Cemeteries						
372.00	Electric System						
373.00	Gas System						
374.00	Housing System						
375.00	Markets						
377.00	Transit Systems						
378.00	Water System						
379.00	All Other Charges for Service						
Total Charges for Service		400,273			2,577,918		2,978,191

Unclassified Operating Revenues

383.00	Special Assessments						
386.00	Escheats (sale of personal property)						
387.00	Contributions and Donations from Private Sectors	204,846					204,846
388.00	Fiduciary Fund Pension Contributions					29,005	29,005
389.00	All Other Unclassified Operating Revenues	3,216					3,216
Total Unclassified Operating Revenues		208,062				29,005	237,067

Other Financing Sources

391.00	Proceeds of General Fixed Asset Disposition	10,720			83,188		93,908
392.00	Interfund Operating Transfers	2,216,282	2,939,353				5,155,635
393.00	Proceeds of General Long-Term Debt						
394.00	Proceeds of Short Term-Debt						

TOBYHANNA TWP, MONROE County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2017

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

REVENUES

Other Financing Sources							
395.00	Refunds of Prior Year Expenditures	105,918					105,918
Total Other Financing Sources		2,332,920		2,939,353		83,188	5,355,461
TOTAL REVENUES		7,720,069	617,049	2,951,842		2,664,518	14,176,698

EXPENDITURES

General Government							
400.00	Legislative (Governing) Body	27,834					27,834
401.00	Executive (Manager or Mayor)	191,962					191,962
402.00	Auditing Services / Financial Administration	110,458					110,458
403.00	Tax Collection	46,919					46,919
404.00	Solicitor / Legal Services	61,963					61,963
405.00	Secretary / Clerk						
406.00	Other General Government Administration	56,472					56,472
407.00	IT-Networking Services-Data Processing	35,474					35,474
408.00	Engineering Services	192,869					192,869
409.00	General Government Buildings and Plant	74,051		13,695			87,746
Total General Government		798,002		13,695			811,697

Public Safety							
410.00	Police	1,845,181					1,845,181
411.00	Fire	192,729	159,470				352,199
412.00	Ambulance / Rescue	65,897					65,897
413.00	UCC and Code Enforcement	31,648		79,391			111,039

TOBYHANNA TWP, MONROE County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2017

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

EXPENDITURES

Public Safety

414.00	Planning and Zoning	83,273						83,273
415.00	Emergency Management and Communications			21,469				21,469
416.00	Militia and Armories							
417.00	Examination of Licensed Occupations							
418.00	Public Scales (weights and measures)							
419.00	Other Public Safety							
Total Public Safety		2,218,728	159,470	100,860				2,479,058

Health and Human Services

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

Public Works - Sanitation

426.00	Recycling Collection and Disposal							
427.00	Solid Waste Collection and Disposal (garbage)							
428.00	Weed Control							
429.00	Wastewater / Sewage Treatment and Collection	45,505			2,515,832			2,561,337
Total Public Works - Sanitation		45,505			2,515,832			2,561,337

Public Works - Highways and Streets

430.00	General Services - Administration	369,817	2,623	81,422				453,862
431.00	Cleaning of Streets and Gutters							
432.00	Winter Maintenance – Snow Removal	3,026	14,338					17,364
433.00	Traffic Control Devices	18,455						18,455
434.00	Street Lighting							

TOBYHANNA TWP, MONROE County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2017

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

EXPENDITURES

Public Works - Highways and Streets

435.00	Sidewalks and Crosswalks							
436.00	Storm Sewers and Drains							
437.00	Repairs of Tools and Machinery	11,083						11,083
438.00	Maintenance and Repairs of Roads and Bridges		39,740	10,000				49,740
439.00	Highway Construction and Rebuilding Projects	506,575	236,330					742,905
Total Public Works - Highways and Streets		908,956	293,031	91,422				1,293,409

Other Public Works Enterprises

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

Culture and Recreation

451.00	Culture-Recreation Administration							
452.00	Participant Recreation			2,898				2,898
453.00	Spectator Recreation							
454.00	Parks	54,425		21,148				75,573

TOBYHANNA TWP, MONROE County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2017

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

EXPENDITURES

Culture and Recreation								
455.00	Shade Trees							
456.00	Libraries	65,872	153,307					219,179
457.00	Civil and Military Celebrations							
458.00	Senior Citizens' Centers							
459.00	All Other Culture and Recreation							
Total Culture and Recreation		120,297	153,307	24,046				297,650

Community Development								
461.00	Conservation of Natural Resources							
462.00	Community Development and Housing							
463.00	Economic Development			48,652				48,652
464.00	Economic Opportunity							
465-469	All Other Community Development							
Total Community Development				48,652				48,652

Debt Service								
471.00	Debt Principal (short-term and long-term)	191,184	28,010	156,009				375,203
472.00	Debt Interest (short-term and long-term)	4,382	3,841	246	82,814			91,283
475.00	Fiscal Agent Fees				64,965	26,971		91,936
Total Debt Service		195,566	31,851	156,255	147,779	26,971		558,422

Employer Paid Benefits and Withholding Items								
481.00	Employer Paid Withholding Taxes and Unemployment Compensation							
482.00	Judgments and Losses							
483.00	Pension / Retirement Fund Contributions	29,005						29,005

TOBYHANNA TWP, MONROE County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2017

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

EXPENDITURES

Employer Paid Benefits and Withholding Items							
484.00	Worker Compensation Insurance	13,824					13,824
487.00	Other Group Insurance Benefits	215,292					215,292
Total Employer Paid Benefits and Withholding Items		258,121					258,121

Insurance							
486.00	Insurance, Casualty, and Surety	55,216					55,216
Total Insurance		55,216					55,216

Unclassified Operating Expenditures							
488.00	Fiduciary Fund Benefits and Refunds Paid					15,077	15,077
489.00	All Other Unclassified Expenditures						
Total Unclassified Operating Expenditures						15,077	15,077

Other Financing Uses							
491.00	Refund of Prior Year Revenues	795					795
492.00	Interfund Operating Transfers	2,619,435	319,918		2,216,282		5,155,635
493.00	All Other Financing Uses						
Total Other Financing Uses		2,620,230	319,918		2,216,282		5,156,430

TOTAL EXPENDITURES		7,220,621	637,659	754,848		4,879,893	42,048	13,535,069
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EXCESS/DEFICIT OF REVENUES OVER EXPENDITURES		499,448	-20,610	2,196,994		-2,215,375	181,172	641,629
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TOBYHANNA TWP

December 31, 2017

DEBT STATEMENT

OUTSTANDING BONDS AND NOTES

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

Purpose	Bond (B) Capital Lease (C) Lease Rental (L) Note (N)	Issue Year (yyyy)	Maturity Year (yyyy)	Original Amount of Issue	Outstanding Beginning of Year (1)	Principal Incurred This Year	Principal Paid This Year	Current Year Accretion on Compound Interest Bonds	Outstanding at Year End (1)	Plus (less) Unamortized Premium (Discount)	Total Balance
General Obligation Bonds and Notes											
Series 2001 GON	Note	2001	2022	520,000	191,185		191,185		0		0
Series 2011 GON	Note	2011	2031	4,965,000	3,619,923		3,619,923		0		0
Series 2015 GON	Note	2015	2022	243,838	184,019		184,019		0		0
Revenue Bonds and Notes											
Lease Rental Debt											
Other											

(1) - excludes unamortized premium/discount

Total bonds and notes outstanding

0

Capitalized lease obligations

0

Net debt

0

TOBYHANNA TWP, MONROE County
STATEMENT OF CAPITAL EXPENDITURES

December 31, 2017

Category	Capital Purchases	Capital Construction	Total
Community Development			
Electric			
Fire	1,589		1,589
Gas System			
General Government	23,259		23,259
Health			
Housing			
Libraries			
Mass Transit			
Parks			
Police			
Recreation	2,898		2,898
Sewer			
Solid Waste			
Streets / Highways	10,285	722,410	732,695
Water			
Other: _____			
TOTAL CAPITAL EXPENDITURES	38,031	722,410	760,441

EMPLOYEE COMPENSATION

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

792,911

December 31, 2017

NOTES / COMMENTS

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