

HAMILTONBAN TOWNSHIP
MUNICIPAL ANNUAL AUDIT AND
FINANCIAL REPORT
FOR THE YEAR ENDED
DECEMBER 31, 2020

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INDEPENDENT AUDITOR'S REPORT

To the: Council Members – Hamiltonban Township
Secretary of the Department of Community and Economic Development

We have audited the accompanying Commonwealth of Pennsylvania Municipal Annual Audit and Financial Report (Form DCED-CLGS-30) of Hamiltonban Township, Adams County, Pennsylvania, which comprise the regulatory balance sheet as of December 31, 2020, and the regulatory statement of revenue and expenditures, debt statement, and statement of capital expenditures for the year then ended.

Management's Responsibility for the Financial Report

Management is responsible for the preparation and fair presentation of this financial report in accordance with the financial reporting provisions of the Commonwealth of Pennsylvania, Department of Community and Economic Development. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to error or fraud.

Auditor's Responsibility

Our responsibility is to express an opinion on this 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 report is free of material misstatement.

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

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

Basis for Qualified Opinion

The Township has not included the General Fixed Assets and General Long Term Debt Account Groups in its Commonwealth of Pennsylvania Municipal Annual Audit and Financial Report (Form DCED-CLGS-30), which should be included in order to conform with the prescribed basis of accounting described in the Basis of Accounting paragraph. The amount by which these departures would affect the Township's financial report has not been determined.

Qualified Opinion

In our opinion, except for the omission of the General Fixed Assets and General Long Term Debt Account Groups as described in the Basis for Qualified Opinion paragraph, the Commonwealth of Pennsylvania Municipal Annual Audit and Financial Report (Form DCED-CLGS-30) presents fairly, in all material respects, the assets, liabilities, and fund equity of Hamiltonban Township, Adams County, Pennsylvania, as of December 31, 2020, and its revenues and expenditures for the year then ended in conformity with the financial reporting provisions of the Commonwealth of Pennsylvania, Department of Community and Economic Development, as described in the Basis of Accounting paragraph.

Basis of Accounting

The Township's policy is to prepare the Commonwealth of Pennsylvania Municipal Annual Audit and Financial Report (Form DCED-CLGS-30) on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and budget laws of the Commonwealth 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 the Commonwealth of Pennsylvania, Department of Community and Economic Development. Our opinion is not modified with respect to that matter.

Other Matters

In our report dated April 1, 2021, we expressed an opinion that, except for the omission of the General Fixed Assets, General Long Term Debt Account Groups, and Fiduciary Funds, the Commonwealth of Pennsylvania Municipal Annual Audit and Financial Report (Form DCED-CLGS-30) presents fairly, in all material respects, the assets, liabilities, and fund equity of Hamiltonban Township, Adams County, Pennsylvania, as of December 31, 2020, and its revenues and expenditures for the year then ended in conformity with the financial reporting provisions of the Commonwealth of Pennsylvania, Department of Community and Economic Development. The Township has presented the Fiduciary Funds and has restated its 2020 DCED-CLGS-30. Accordingly, our present qualified opinion on the 2020 DCED-CLGS-30, as presented herein, is different from that expressed in our previous report.

Restriction on Use

The Commonwealth of Pennsylvania Municipal Annual Audit and Financial Report (Form DCED-CLGS-30) is intended solely for the information and use of the Board of Supervisors and management of Hamiltonban Township, Adams County, Pennsylvania, and for filing with the Secretary of the Department of Community and Economic Development and Clerk of the Court of Common Pleas of Adams County, and is not intended to be, and should not be, used by anyone other than these specified parties.

Rotz & Stonesifer, P.C.

Chambersburg, Pennsylvania
September 20, 2021

**2020 MUNICIPAL ANNUAL AUDIT
AND
FINANCIAL REPORT**

010515 HAMILTONBAN TWP, ADAMS COUNTY

HAMILTONBAN TWP, ADAMS County

BALANCE SHEET

December 31, 2020

		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		3,214									3,214
Fund and Account Group Equity											
281-284	Contributed Capital										
290.00	Investment in General Fixed Assets										
270-289	Fund Balance / Retained Earnings on 12/31	1,061,875	100,794					563,501			1,726,170
291-299	Other Equity										
Total Fund and Account Group Equity		1,061,875	100,794					563,501			1,726,170
TOTAL LIABILITIES AND FUND AND ACCOUNT GROUP EQUITY											1,729,384

HAMILTONBAN TWP, ADAMS County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2020

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	369,867	59,221					429,088
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	8,254						8,254
310.10	Real Estate Transfer Taxes	42,546						42,546
310.20	Earned Income Taxes / Wage Taxes	280,727						280,727
310.30	Business Gross Receipts Taxes							
310.40	Occupation Taxes (levied under Act 511)							
310.50	Local Services Tax **							
310.60	Amusement / Admission Taxes	8,475						8,475
310.70	Mechanical Device Taxes							
310.90	Other: _____							
	Other: _____							
Total Taxes		709,869	59,221					769,090

Licenses and Permits

320-322	All Other Licenses and Permits							
321.80	Cable Television Franchise Fees	8,922						8,922
Total Licenses and Permits		8,922						8,922

Fines and Forfeits

330-332	Fines and Forfeits	4,300						4,300
Total Fines and Forfeits		4,300						4,300

HAMILTONBAN TWP, ADAMS County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2020

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

REVENUES

Interest, Rents and Royalties								
341.00	Interest Earnings	9,643	445				96,944	107,032
342.00	Rents and Royalties							
Total Interest, Rents and Royalties		9,643	445				96,944	107,032

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

State								
354.03	Highways and Streets							
354.09	Community Development							
354.15	Recycling / Act 101							
354.00	All Other State Capital and Operating Grants	14,889						14,889
355.01	Public Utility Realty Tax (PURTA)	735						735
355.02-355.03	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback		154,074					154,074
355.04	Alcoholic Beverage Licenses	400						400
355.05	General Municipal Pension System State Aid	4,274						4,274
355.07	Foreign Fire Insurance Tax Distribution	16,716						16,716
355.08	Local Share Assessment/Gaming Proceeds							
355.09	Marcellus Shale Impact Fee Distribution							

HAMILTONBAN TWP, ADAMS County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2020

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	15,520						15,520
Total State		52,534	154,074					206,608

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

Charges for Service								
361.00	General Government	10,242						10,242
362.00	Public Safety	26,742						26,742
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.)							
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							

HAMILTONBAN TWP, ADAMS County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2020

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

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		36,984						36,984

Unclassified Operating Revenues

Unclassified Operating Revenues								
383.00	Special Assessments							
386.00	Escheats (sale of personal property)							
387.00	Contributions and Donations from Private Sectors	4,584						4,584
388.00	Fiduciary Fund Pension Contributions					5,000		5,000
389.00	All Other Unclassified Operating Revenues							
Total Unclassified Operating Revenues		4,584				5,000		9,584

Other Financing Sources

Other Financing Sources								
391.00	Proceeds of General Fixed Asset Disposition	278						278
392.00	Interfund Operating Transfers							
393.00	Proceeds of General Long-Term Debt	244,500						244,500
394.00	Proceeds of Short Term-Debt							

HAMILTONBAN TWP, ADAMS County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2020

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	1,886						1,886
Total Other Financing Sources		246,664						246,664

TOTAL REVENUES

1,073,500	213,740					101,944	1,389,184
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EXPENDITURES

General Government								
400.00	Legislative (Governing) Body	9,395						9,395
401.00	Executive (Manager or Mayor)							
402.00	Auditing Services / Financial Administration	8,080						8,080
403.00	Tax Collection	19,750						19,750
404.00	Solicitor / Legal Services	10,845						10,845
405.00	Secretary / Clerk	48,272						48,272
406.00	Other General Government Administration	31,193				1,053		32,246
407.00	IT-Networking Services-Data Processing							
408.00	Engineering Services	34,976						34,976
409.00	General Government Buildings and Plant	19,791						19,791
Total General Government		182,302				1,053		183,355

Public Safety

410.00	Police							
411.00	Fire	47,241	53,912					101,153
412.00	Ambulance / Rescue							
413.00	UCC and Code Enforcement	629						629

HAMILTONBAN TWP, ADAMS County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2020

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	2,961						2,961
415.00	Emergency Management and Communications	285						285
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		51,116	53,912					105,028

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							
Total Public Works - Sanitation								

Public Works - Highways and Streets

430.00	General Services - Administration	31,921						31,921
431.00	Cleaning of Streets and Gutters							
432.00	Winter Maintenance – Snow Removal	27,158						27,158
433.00	Traffic Control Devices	29,587						29,587
434.00	Street Lighting	5,190						5,190

HAMILTONBAN TWP, ADAMS County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2020

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							
438.00	Maintenance and Repairs of Roads and Bridges	137,628	45,878					183,506
439.00	Highway Construction and Rebuilding Projects	279,276	53,154					332,430
Total Public Works - Highways and Streets		510,760	99,032					609,792

Other Public Works Enterprises								
440.00	Airports							
441.00	Cemeteries	750						750
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	400						400
449.00	Water Transport and Terminals							
Total Other Public Works Enterprises		1,150						1,150

Culture and Recreation								
451.00	Culture-Recreation Administration							
452.00	Participant Recreation							
453.00	Spectator Recreation							
454.00	Parks	5,952						5,952

HAMILTONBAN TWP, ADAMS County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2020

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	3,789						3,789
457.00	Civil and Military Celebrations							
458.00	Senior Citizens' Centers	500						500
459.00	All Other Culture and Recreation	950						950
Total Culture and Recreation		11,191						11,191

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

Debt Service								
471.00	Debt Principal (short-term and long-term)	258,793						258,793
472.00	Debt Interest (short-term and long-term)	33,197						33,197
475.00	Fiscal Agent Fees							
Total Debt Service		291,990						291,990

Employer Paid Benefits and Withholding Items								
481.00	Employer Paid Withholding Taxes and Unemployment Compensation	15,916						15,916
482.00	Judgments and Losses							
483.00	Pension / Retirement Fund Contributions	9,294						9,294

HAMILTONBAN TWP, ADAMS County
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2020

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	9,009						9,009
487.00	Other Group Insurance Benefits	60,778						60,778
Total Employer Paid Benefits and Withholding Items		94,997						94,997

Insurance								
486.00	Insurance, Casualty, and Surety	20,477						20,477
Total Insurance		20,477						20,477

Unclassified Operating Expenditures								
488.00	Fiduciary Fund Benefits and Refunds Paid						8,827	8,827
489.00	All Other Unclassified Expenditures							
Total Unclassified Operating Expenditures							8,827	8,827

Other Financing Uses								
491.00	Refund of Prior Year Revenues	4,037						4,037
492.00	Interfund Operating Transfers							
493.00	All Other Financing Uses							
Total Other Financing Uses		4,037						4,037

TOTAL EXPENDITURES	1,168,020	152,944					9,880	1,330,844
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EXCESS/DEFICIT OF REVENUES OVER EXPENDITURES	-94,520	60,796					92,064	58,340
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HAMILTONBAN TWP

December 31, 2020

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											
Commonwealth of PA - Bridge Construction	Note	2016	2021	200,000	81,948		81,948		0		0
F&M General Obligation Note	Note	2017	2032	725,499	623,209		38,955		584,254		584,254
Commonwealth of PA - Truck	Note	2018	2022	50,000	31,105		10,162		20,943		20,943
Community Leasing Partners - Truck	Capital Leases	2018	2022	61,523	38,202		12,289		25,913		25,913
Commonwealth of PA - Loader	Note	2019	2024	50,000	46,222		9,916		36,306		36,306
FNB Equipment Lease - Loader	Note	2019	2024	50,633	50,633		50,633		0		0
ACNB General Obligation Note	Note	2020	2025	250,000	0	250,000	23,581		226,419		226,419
FNB Equipment Lease - Boom Mower	Note	2020	2024	143,384	0	143,384	31,309		112,075		112,075
Revenue Bonds and Notes											
Lease Rental Debt											
Other											

(1) - excludes unamortized premium/discount

Total bonds and notes outstanding	1,005,910
Capitalized lease obligations	0
Net debt	1,005,910

HAMILTONBAN TWP, ADAMS County
STATEMENT OF CAPITAL EXPENDITURES

December 31, 2020

Category	Capital Purchases	Capital Construction	Total
Community Development			
Electric			
Fire			
Gas System			
General Government	5,970		5,970
Health			
Housing			
Libraries			
Mass Transit			
Parks		3,200	3,200
Police			
Recreation			
Sewer			
Solid Waste			
Streets / Highways		332,430	332,430
Water			
Other: _____			
TOTAL CAPITAL EXPENDITURES	5,970	335,630	341,600

EMPLOYEE COMPENSATION

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

202,594

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

SIGNATURE AND VERIFICATION

Signed: Michael Buhrman, CPA Appointed Auditor/CPA

December 31, 2020

NOTES / COMMENTS

Pension data has been omitted from the Trust and Agency Fund, due to lack of timely pension data from PMRS.