

BOROUGH OF LITTLESTOWN

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

DECEMBER 31, 2019

BOROUGH OF LITTLESTOWN

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INDEPENDENT AUDITOR'S REPORT

Borough Council
Borough of Littlestown
Littlestown, Pennsylvania

We have audited the accompanying modified cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Borough of Littlestown, Pennsylvania, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Borough's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1; this includes 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 Responsibility

Our responsibility is to express opinions on these financial statements 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 Borough'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 Borough'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 the financial statements.

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Borough of Littlestown, Pennsylvania, as of December 31, 2019, and the respective changes in modified cash basis financial position and, where applicable, cash flows thereof for the year then ended in accordance with the modified cash basis of accounting described in Note 1.

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.

Other Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Borough of Littlestown's basic financial statements. The combining non-major fund financial statements on pages 41 and 42, which are the responsibility of management, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining non-major fund financial statements are the responsibility of management and were derived from and relate 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 combining non-major fund financial statements are fairly stated in all material respects in relation to the basic financial statements as a whole.

Rotz & Stonesifer, P.C.

Chambersburg, Pennsylvania
April 24, 2020

BOROUGH OF LITTLESTOWN

STATEMENT OF NET POSITION MODIFIED CASH BASIS

December 31, 2019

	Governmental <u>Activities</u>	Business-Type <u>Activities</u>	<u>Total</u>
ASSETS			
Cash & cash equivalents	\$ 3,492,974	\$ 5,438,075	\$ 8,931,049
Investments	93,156	1,239	94,395
Internal balances	16,232	54,945	71,177
Prepaid bond insurance - net of accumulated amortization	7,351	8,405	15,756
Property & equipment - net of accumulated depreciation	6,568,998	17,131,224	23,700,222
TOTAL ASSETS	<u>10,178,711</u>	<u>22,633,888</u>	<u>32,812,599</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred amount on refunding - net of accumulated amortization	28,455	54,679	83,134
LIABILITIES			
Internal balances	12,302	58,875	71,177
Payroll liabilities	7,194	-	7,194
Bonds payable			
Due within one year	185,000	150,000	335,000
Due in more than one year	1,565,595	2,938,157	4,503,752
Notes payable			
Due within one year	-	362,700	362,700
Due in more than one year	-	5,856,442	5,856,442
TOTAL LIABILITIES	<u>1,770,091</u>	<u>9,366,174</u>	<u>11,136,265</u>
NET POSITION			
Invested in capital assets - net of related debt	4,818,403	7,823,925	12,642,328
Restricted for:			
Highway aid	641,170	-	641,170
Parks & recreation	121,375	57,878	179,253
Traffic control	96,222	-	96,222
Christmas lighting	57,878	-	57,878
Public safety	5,077	-	5,077
Fire protection	19,686	-	19,686
Unrestricted	2,677,264	5,440,590	8,117,854
TOTAL NET POSITION	<u>\$ 8,437,075</u>	<u>\$ 13,322,393</u>	<u>\$ 21,759,468</u>

See accompanying notes to financial statements.

BOROUGH OF LITTLESTOWN

STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS

For the Year Ended December 31, 2019

Functions / Programs	Expenses	Charges for Services	Program Revenues		Net (Expense) Revenue and Changes in Net Position		Total
			Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	
Governmental Activities							
General government	\$ 216,788	\$ 98,096	\$ 1,736	\$ 1,323	\$ (115,633)	\$ -	\$ (115,633)
Public safety	887,437	70,751	20,244	23,692	(772,750)	-	(772,750)
Public works	468,612	50,501	141,940	-	(276,171)	-	(276,171)
Culture & recreation	44,334	10,784	169,052	11,585	147,087	-	147,087
Debt service	44,837	-	-	-	(44,837)	-	(44,837)
Employer paid benefits	487,544	-	112,651	-	(374,893)	-	(374,893)
Insurance	38,807	-	-	-	(38,807)	-	(38,807)
Total Governmental Activities	2,188,359	230,132	445,623	36,600	(1,476,004)	-	(1,476,004)
Business-Type Activities							
Water	771,500	913,188	-	-	-	141,688	141,688
Sewer	1,268,726	1,534,819	-	-	-	266,093	266,093
Pool	23,924	10,646	-	25,991	-	12,713	12,713
Total Business-Type Activities	2,064,150	2,458,653	-	25,991	-	420,494	420,494
Total Borough	\$ 4,252,509	\$ 2,688,785	\$ 445,623	\$ 62,591	(1,476,004)	420,494	(1,055,510)
General Revenues & Transfers							
Property taxes, levied for general purposes					1,236,379	\$ -	\$ 1,236,379
Earned income taxes					493,980	-	493,980
Real estate transfer taxes					103,138	-	103,138
Fire protection taxes					85,460	-	85,460
Other taxes					71,269	-	71,269
Investment earnings					52,288	110,321	162,609
Miscellaneous					78,666	63,799	142,465
Total General Revenues & Transfers					2,121,180	174,120	2,295,300
Changes in Net Position					645,176	594,614	1,239,790
Net Position - January 1, 2019					7,791,899	12,727,779	20,519,678
Net Position - December 31, 2019					\$ 8,437,075	\$ 13,322,393	\$ 21,759,468

See accompanying notes to financial statements.

BOROUGH OF LITTLESTOWN

BALANCE SHEET - GOVERNMENTAL FUNDS MODIFIED CASH BASIS

December 31, 2019

	<u>General Fund</u>	<u>Non-Major Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS			
Cash & cash equivalents	\$ 2,829,052	\$ 663,922	\$ 3,492,974
Investments	-	93,156	93,156
Due from proprietary funds	16,232	-	16,232
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$ 2,845,284	\$ 757,078	\$ 3,602,362
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
LIABILITIES AND FUND BALANCES			
Liabilities			
Due to other funds	\$ 12,302	\$ -	\$ 12,302
Payroll liabilities	7,194	-	7,194
Total Liabilities	<hr/> 19,496	<hr/> -	<hr/> 19,496
Fund Balances			
Restricted	184,330	757,078	941,408
Assigned	1,730,754	-	1,730,754
Unassigned	910,704	-	910,704
Total Fund Balances	<hr/> 2,825,788	<hr/> 757,078	<hr/> 3,582,866
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,845,284	\$ 757,078	\$ 3,602,362
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

See accompanying notes to financial statements.

BOROUGH OF LITTLESTOWN

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION - MODIFIED CASH BASIS

December 31, 2019

Total Fund Balances - Governmental Funds \$ 3,582,866

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not financial resources, and therefore, they are not reported as assets in governmental funds. The cost of assets is \$10,255,072 and the related accumulated depreciation is \$3,686,074. 6,568,998

Governmental funds report insurance premiums paid for bonds as expenditures. However, in the Statement of Activities, the cost of bond insurance is allocated over the life of the debt issue. This is the amount by which prepaid bond insurance costs exceed accumulated amortization. 7,351

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

Unamortized deferred amount on refunding	28,455	
Unamortized bond premiums	9,405	
Bonds payable	(1,760,000)	(1,722,140)

Total Net Position - Governmental Activities \$ 8,437,075

BOROUGH OF LITTLESTOWN

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS - MODIFIED CASH BASIS

For the Year Ended December 31, 2019

	General Fund	Non-Major Governmental Funds	Total Governmental Funds
Revenues			
Taxes	\$ 1,904,766	\$ 85,460	\$ 1,990,226
Intergovernmental revenue	159,248	140,050	299,298
Charges for services	97,358	-	97,358
Fines & forfeits	62,791	-	62,791
Investment income	41,030	6,891	47,921
Rents	45,397	-	45,397
Licenses & permits	28,028	-	28,028
Miscellaneous income	12,908	-	12,908
Contributions	6,049	1,890	7,939
Total Revenues	<u>2,357,575</u>	<u>234,291</u>	<u>2,591,866</u>
Expenditures			
Public safety	799,138	68,740	867,878
Employer paid benefits	487,544	-	487,544
General government	243,014	-	243,014
Debt service	219,098	-	219,098
Public works	180,010	12,860	192,870
Insurance	38,807	-	38,807
Culture & recreation	26,348	-	26,348
Total Expenditures	<u>1,993,959</u>	<u>81,600</u>	<u>2,075,559</u>
Excess of Revenues Over Expenditures	363,616	152,691	516,307
Other Financing Sources (Uses)			
Proceeds from sale of assets	42,090	-	42,090
Refund of prior year expenditures	30,527	-	30,527
Total Other Financing Sources - Net	<u>72,617</u>	<u>-</u>	<u>72,617</u>
Net Change in Fund Balances	436,233	152,691	588,924
Fund Balances			
January 1, 2019	2,389,555	604,387	2,993,942
December 31, 2019	<u>\$ 2,825,788</u>	<u>\$ 757,078</u>	<u>\$ 3,582,866</u>

See accompanying notes to financial statements.

BOROUGH OF LITTLESTOWN

RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES MODIFIED CASH BASIS

For the Year Ended December 31, 2019

Net Change in Fund Balances - Governmental Funds \$ 588,924

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 those outlays is allocated over the assets' useful lives as depreciation expense. This is the amount by which depreciation exceeds capital outlays in the period.

Capital outlays	61,096	
Less depreciation expense	<u>(348,157)</u>	(287,061)

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effects of bond insurance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Repayment of long-term debt	180,000	
Repayment of capital lease obligation	169,052	
Amortization of prepaid bond insurance	(936)	
Amortization of bond discounts	(1,180)	
Unamortized prepaid bond insurance on refunded debt	<u>(3,623)</u>	<u>343,313</u>

Changes in Net Position - Governmental Activities \$ 645,176

BOROUGH OF LITTLESTOWN

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL - GENERAL FUND - MODIFIED CASH BASIS

For the Year Ended December 31, 2019

	<u>Original and Final Budget</u>	<u>Actual</u>	Variance Favorable <u>(Unfavorable)</u>
Revenues			
Taxes	\$ 1,664,880	\$ 1,904,766	\$ 239,886
Intergovernmental revenue	147,625	159,248	11,623
Fines & forfeits	41,500	97,358	55,858
Charges for services	49,880	62,791	12,911
Investment income	800	45,397	44,597
Rents	40,000	41,030	1,030
Licenses & permits	15,500	28,028	12,528
Contributions	-	12,908	12,908
Miscellaneous income	1,501	6,049	4,548
Total Revenues	<u>1,961,686</u>	<u>2,357,575</u>	<u>395,889</u>
Expenditures			
Public safety	756,828	799,138	(42,310)
Employer paid benefits	588,096	487,544	100,552
General government	145,520	243,014	(97,494)
Debt service	218,968	219,098	(130)
Public works	184,455	180,010	4,445
Culture & recreation	24,218	38,807	(14,589)
Insurance	31,672	26,348	5,324
Total Expenditures	<u>1,949,757</u>	<u>1,993,959</u>	<u>(44,202)</u>
Excess of Revenues Over Expenditures	11,929	363,616	351,687
Other Financing Sources (Uses)			
Proceeds from sale of assets	-	42,090	42,090
Refund of prior year expenditures	23,844	30,527	6,683
Transfers out to other funds	(35,773)	-	35,773
Total Other Financing Sources - Net	<u>(11,929)</u>	<u>72,617</u>	<u>84,546</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>436,233</u>	<u>\$ 436,233</u>
Fund Balance			
January 1, 2019		<u>2,389,555</u>	
December 31, 2019		<u>\$ 2,825,788</u>	

See accompanying notes to financial statements.

BOROUGH OF LITTLESTOWN

STATEMENT OF NET POSITION - PROPRIETARY FUNDS MODIFIED CASH BASIS

December 31, 2019

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Non-Major Pool Fund</u>	<u>Total Proprietary Funds</u>
ASSETS				
Current Assets				
Cash & cash equivalents				
Unrestricted	\$ 2,355,787	\$ 2,988,040	\$ 36,370	\$ 5,380,197
Restricted	-	-	57,878	57,878
Investments	-	1,239	-	1,239
Due from other funds	31,318	23,627	-	54,945
Total Current Assets	<u>2,387,105</u>	<u>3,012,906</u>	<u>94,248</u>	<u>5,494,259</u>
Noncurrent Assets				
Prepaid bond insurance - net of accumulated amortization	8,405	-	-	8,405
Property & equipment - net of accumulated depreciation	4,701,161	12,107,935	322,128	17,131,224
Total Noncurrent Assets	<u>4,709,566</u>	<u>12,107,935</u>	<u>322,128</u>	<u>17,139,629</u>
TOTAL ASSETS	7,096,671	15,120,841	416,376	22,633,888
DEFERRED OUTFLOWS OF RESOURCES				
Deferred amount on refunding - net of accumulated amortization	54,679	-	-	54,679
LIABILITIES				
Current Liabilities				
Due to other funds	15,411	43,464	-	58,875
Current portion of bonds payable	150,000	-	-	150,000
Current portion of notes payable	-	362,700	-	362,700
Total Current Liabilities	<u>165,411</u>	<u>406,164</u>	<u>-</u>	<u>571,575</u>
Noncurrent Liabilities				
Bonds payable - net of current portion	2,938,157	-	-	2,938,157
Notes payable - net of current portion	-	5,856,442	-	5,856,442
Total Noncurrent Liabilities	<u>2,938,157</u>	<u>5,856,442</u>	<u>-</u>	<u>8,794,599</u>
TOTAL LIABILITIES	<u>3,103,568</u>	<u>6,262,606</u>	<u>-</u>	<u>9,366,174</u>
NET POSITION				
Invested in capital assets - net of related debt	1,613,004	5,888,793	322,128	7,823,925
Restricted for recreation	-	-	57,878	57,878
Unrestricted	2,434,778	2,969,442	36,370	5,440,590
TOTAL NET POSITION	<u>\$ 4,047,782</u>	<u>\$ 8,858,235</u>	<u>\$ 416,376</u>	<u>\$ 13,322,393</u>

See accompanying notes to financial statements.

BOROUGH OF LITTLESTOWN

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION - PROPRIETARY FUNDS - MODIFIED CASH BASIS

For the Year Ended December 31, 2019

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Non-Major Pool Fund</u>	<u>Total Proprietary Funds</u>
Operating Revenues				
Charges for services	\$ 784,867	\$ 1,443,206	\$ 10,646	\$ 2,238,719
Connection / tapping fees	67,079	85,581	-	152,660
Fines & collection fees	4,653	5,123	-	9,776
Other fees	5,378	909	-	6,287
Total Operating Revenues	<u>861,977</u>	<u>1,534,819</u>	<u>10,646</u>	<u>2,407,442</u>
Operating Expenses				
Depreciation	174,255	448,591	17,611	640,457
Salaries & wages	194,581	194,933	-	389,514
Employee benefits	115,598	115,601	-	231,199
Contracted services	32,892	121,571	-	154,463
Utilities	54,196	79,652	5,931	139,779
Repairs & maintenance	34,436	32,729	382	67,547
Administrative	26,819	34,457	-	61,276
Materials & supplies	9,456	42,743	-	52,199
Insurance	24,599	19,898	-	44,497
Engineering costs	9,204	25,743	-	34,947
Payroll taxes	16,119	16,158	-	32,277
Equipment purchase & rental	-	6,090	-	6,090
Total Operating Expenses	<u>692,155</u>	<u>1,138,166</u>	<u>23,924</u>	<u>1,854,245</u>
Operating Income (Loss)	169,822	396,653	(13,278)	553,197

(Continued)

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Non-Major Pool Fund</u>	<u>Total Proprietary Funds</u>
Nonoperating Revenues (Expenses)				
Investment income	43,963	65,860	498	110,321
Refund of prior year expenditures	30,527	30,527	-	61,054
Rental income	51,211	-	-	51,211
Contributions	-	-	25,991	25,991
Proceeds from sale of assets	-	2,745	-	2,745
Amortization	(824)	-	-	(824)
Interest expense	(78,521)	(130,560)	-	(209,081)
Total Nonoperating Revenues (Expenses)	<u>46,356</u>	<u>(31,428)</u>	<u>26,489</u>	<u>41,417</u>
Changes in Net Position	216,178	365,225	13,211	594,614
Net Position				
January 1, 2019	<u>3,831,604</u>	<u>8,493,010</u>	<u>403,165</u>	<u>12,727,779</u>
December 31, 2019	<u>\$ 4,047,782</u>	<u>\$ 8,858,235</u>	<u>\$ 416,376</u>	<u>\$ 13,322,393</u>

See accompanying notes to financial statements.

BOROUGH OF LITTLESTOWN

STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS - MODIFIED CASH BASIS

For the Year Ended December 31, 2019

	Water Fund	Sewer Fund	Non-Major Pool Fund	Total Proprietary Funds
Cash Flows from Operating Activities:				
Cash received from charges for services	\$ 861,977	\$ 1,534,819	\$ 10,646	\$ 2,407,442
Cash payments for goods & services	(323,319)	(494,642)	(6,313)	(824,274)
Cash payments to employees for services	(194,581)	(194,933)	-	(389,514)
Net Cash Provided by Operating Activities	344,077	845,244	4,333	1,193,654
Cash Flows from Noncapital Financing Activities:				
Transfers from other funds	14,997	21,178	-	36,175
Transfers to other funds	(8,618)	(13,216)	-	(21,834)
Refund of prior year expenditures	30,527	30,527	-	61,054
Contributions	-	-	25,991	25,991
Net Cash Provided by Noncapital Financing Activities	36,906	38,489	25,991	101,386
Cash Flows from Capital and Related Financing Activities:				
Purchase of property & equipment	(15,749)	(824,142)	-	(839,891)
Principal paid on long-term debt	(145,000)	(362,694)	-	(507,694)
Proceeds from disposal of property & equipment	-	4,100	-	4,100
Interest paid	(73,989)	(130,560)	-	(204,549)
Net Cash Used in Capital and Related Financing Activities	(234,738)	(1,313,296)	-	(1,548,034)
Refund of PY Expenditures				
Investment income	43,963	65,860	498	110,321
Rental income	51,211	-	-	51,211
Net Cash Provided by Investing Activities	95,174	65,860	498	161,532
Net Change in Cash and Cash Equivalents	241,419	(363,703)	30,822	(91,462)
Cash and Cash Equivalents:				
January 1, 2019	2,114,368	3,351,743	63,426	5,529,537
December 31, 2019	<u>\$ 2,355,787</u>	<u>\$ 2,988,040</u>	<u>\$ 94,248</u>	<u>\$ 5,438,075</u>

(Continued)

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Non-Major Pool Fund</u>	<u>Total Proprietary Funds</u>
Reconciliation of Operating Income (Loss) to Net Cash Provided by Operating Activities:				
Operating income (loss)	\$ 169,822	\$ 396,653	\$ (13,278)	\$ 553,197
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:				
Depreciation	<u>174,255</u>	<u>448,591</u>	<u>17,611</u>	<u>640,457</u>
Net Cash Provided by Operating Activities	<u><u>\$ 344,077</u></u>	<u><u>\$ 845,244</u></u>	<u><u>\$ 4,333</u></u>	<u><u>\$ 1,193,654</u></u>

**Schedule of Noncash Capital and Related
Financing Activities:**

Amortization of prepaid bond insurance	\$ 824	\$ -	\$ -	\$ 824
Amortization of deferred amount on refinancing as a component of interest expense	\$ 4,447	\$ -	\$ -	\$ 4,447
Amortization of bond discounts as a component of interest expense	\$ 85	\$ -	\$ -	\$ 85

See accompanying notes to financial statements.

BOROUGH OF LITTLESTOWN

STATEMENT OF FIDUCIARY NET POSITION MODIFIED CASH BASIS

December 31, 2019

	Police <u>Pension Fund</u>	Non-Uniformed <u>Pension Fund</u>	Total Pension <u>Trust Funds</u>
ASSETS			
Investments	\$ 2,301,146	\$ 842,049	\$ 3,143,195
NET POSITION			
Reserved for Pension Benefits	\$ 2,301,146	\$ 842,049	\$ 3,143,195

See accompanying notes to financial statements.

BOROUGH OF LITTLESTOWN

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION PENSION FUNDS - MODIFIED CASH BASIS

For the Year Ended December 31, 2019

	<u>Police Pension Fund</u>	<u>Non-Uniformed Pension Fund</u>	<u>Total Pension Trust Funds</u>
Additions			
Contributions			
Employer	\$ 6,465	\$ 41,342	\$ 47,807
Commonwealth of Pennsylvania	112,651	-	112,651
Net investment income	330,792	45,069	375,861
Total Additions	<u>449,908</u>	<u>86,411</u>	<u>536,319</u>
Deductions			
Benefits & claims	146,781	28,359	175,140
Administrative expenses	19,395	11,000	30,395
Total Deductions	<u>166,176</u>	<u>39,359</u>	<u>205,535</u>
Changes in Net Position	283,732	47,052	330,784
Net Position			
January 1, 2019	2,017,414	794,997	2,812,411
December 31, 2019	<u>\$ 2,301,146</u>	<u>\$ 842,049</u>	<u>\$ 3,143,195</u>

See accompanying notes to financial statements.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Borough of Littlestown, Pennsylvania (Borough) operates under a council-manager form of government and provides the following services as authorized by the Borough Code: Public Safety, Public Works, Health and Human Service, Culture and Recreation, Community Development, and General Government Administrative Services.

The financial statements of the Borough of Littlestown have been prepared in conformity with the modified cash basis of accounting as applied to governmental units, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the authoritative standard setting body for the establishment of governmental accounting and financial reporting principles. The more significant of these accounting policies are as follows:

Reporting Entity

The Governmental Accounting Standards Board defines the criteria used to determine the composition of the reporting entity. The standards require that the financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable and (c) 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 it is either able to impose its will on that 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 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 to finance the deficits of, or provide financial support to, 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 Borough is not a component unit of any other entity and is not included in any other governmental "reporting entity" since the members of Borough Council are elected by the public and have decision-making authority, the power to designate management, the ability to significantly influence operations and primary accountability for fiscal matters.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Reporting Entity - continued

Based upon the application of the above criteria, the following entity is considered to be a component unit of the Borough:

Littlestown Borough Authority (Blended Component Unit) - The Littlestown Borough Authority (Authority) was created by the Borough to finance the construction and improvements of the water and sewer systems, which benefit the residents of the Borough. The Authority follows the same accounting policies as the primary government. The operations of the Authority are blended into those of the Borough by appropriate fund type to constitute the primary-government presentation.

Government-wide Financial Statements

The government-wide financial statements (i.e. the Statement of Net Position and the Statement of Activities) report information on all of the non-fiduciary activities of the governmental entity. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes, intergovernmental revenues, and other non-exchange revenues, are reported separately from business-type activities, which rely to a significant extent on fees charged to external parties for goods or services for support.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not included among program revenues are reported as general revenues.

Fund Financial Statements

Separate fund financial statements are provided in the report for all of the governmental, proprietary, and fiduciary funds of the Borough, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Non-major funds are aggregated and presented in a single column. Fiduciary funds are reported by fund type.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Measurement focus is a term used to describe “how” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Measurement Focus, Basis of Accounting, and Financial Statement Presentation - continued

The government-wide financial statements are prepared using the “economic resources” measurement focus, as applied to the modified cash basis of accounting, as are the proprietary and fiduciary fund financial statements. Net position (total assets and deferred outflows of resources less total liabilities and deferred inflows of resources) is used as a practical measure of economic resources, and the operating statement includes all transactions and events that increased or decreased net position. Property and equipment are capitalized and depreciated over the assets’ useful lives. Depreciation is charged as an expense against current operations, and accumulated depreciation is reported in the Statement of Net Position. Debt obligations are reported in the Statement of Net Position and payments made on debt reduce the related liabilities. This approach differs from the manner in which governmental fund financial statements are prepared; therefore, the governmental fund financial statements include reconciliations with brief explanations to better identify the relationship between the government-wide statements and the governmental fund financial statements.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Governmental fund financial statements are reported using the “current financial resources” measurement focus, as applied to the modified cash basis of accounting. Revenue is recognized when received. Expenditures generally are recorded when paid. Costs for capital outlays and payments for debt service are recognized as expenditures in the period paid.

The Borough’s policy is to prepare its financial statements on the modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. This basis recognizes assets, liabilities, net position, revenues, and expenses when they result from cash transactions and differs from accounting principles generally accepted in the United States of America in the following significant respects: certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected), and certain liabilities and their 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.

If the Borough utilized the basis of accounting recognized as generally accepted, the fund-financial statements for the governmental funds would be prepared using the modified accrual basis of accounting, while the fund-financial statements for the proprietary and fiduciary funds would be prepared using the accrual basis of accounting. All government-wide financial statements would be presented in accordance with the accrual basis of accounting.

Governmental funds are those through which most governmental functions of the Borough are financed. The acquisition, use and balances of the Borough’s expendable financial resources and related liabilities (except those accounted for in proprietary funds) are accounted for through governmental funds.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Measurement Focus, Basis of Accounting, and Financial Statement Presentation - continued

The Borough reports the following major governmental fund:

General Fund - The General Fund is the primary operating fund of the Borough and is always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in another fund.

Additionally, the Borough reports the following non-major governmental funds:

Highway Aid Fund - The Highway Aid Fund accounts for funds distributed by the state from the collection of the liquid fuels tax. These funds may only be expended on road and street work as authorized by the Department of Transportation.

Traffic Control Fund - The Traffic Control Fund is used to account for income received from developers who are assessed certain fees by the Borough. This revenue is to be used for traffic control related expenses.

Fire Protection Fund – The Fire Protection Fund accounts for fire taxes that are distributed by the tax collector with real estate and per capita taxes. These funds may only be used to pay the local fire company for any expenditures submitted to the Borough for reimbursement.

Proprietary-type funds are used to account for operations (a) where the intent of the governing body is that the cost of providing goods and services to the general public on a continuing basis should be financed or recovered primarily through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with operating the sewer system, water system, and public pool. Operating expenses include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues or expenses not meeting this definition are reported as nonoperating revenues or expenses.

The Borough reports the following major proprietary funds:

Water Fund - The Water Fund is used to account for the revenues and expenses related to the distribution of water to residential and commercial customers serviced by the Borough.

Sewer Fund - The Sewer Fund is used to account for the revenues and expenses related to providing sewer services to residential and commercial customers serviced by the Borough.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Measurement Focus, Basis of Accounting, and Financial Statement Presentation - continued

Additionally, the Borough reports the following non-major proprietary fund:

Pool Fund - The Pool Fund is used to account for the revenues generated from and the expenses related to the operation of the Borough's public pool that is available to residents.

Fiduciary-fund reporting focuses on net position and changes in net position and 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 Borough under a trust agreement for individuals, private organizations, or other governments and are therefore not available to support the Borough's general operations. Custodial funds are custodial in nature (assets equal liabilities). The Borough has no investment trust funds, private-purpose trust funds or custodial funds, but reports the following pension trust funds:

Pension Trust Funds - The Police Pension Fund and the Non-Uniformed Pension Fund account for the activities of the Borough's pension plans and accumulate resources for pension-benefit payments to qualified employees.

Budgets and Budgetary Accounting

Borough Council adopts annual budgets for the funds of the Borough, on the cash basis of accounting. The General Fund is the only fund for which a budget is legally required. The following procedures are adhered to relative to the adoption of the Borough's budget:

- At least 30 days prior to the adoption of the budget, a proposed budget for the ensuing fiscal year shall be prepared in a manner designated by Borough Council and made available for public inspection for a period of ten days prior to final adoption.
- After the ten day public inspection period, Borough Council may make revisions as deemed necessary and approve final adoption of the budget, which shall be no later than December 31st. Borough Council adopts an ordinance levying the taxes for the fiscal year, for approval of the Mayor or passage over his/her veto.

Borough Council may make budget transfers or revisions during the fiscal year. Appropriations lapse at the end of the fiscal period. Budgetary information reflected in the financial statements is presented at or below the level of budgetary control and includes the effects of any approved budget amendments, if applicable.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Cash and Cash Equivalents: For purposes of the Statement of Cash Flows presented for the proprietary funds, the Borough considers all highly-liquid investments, including restricted assets, with maturities of three months or less when purchased to be cash equivalents.

Investments: Investments are stated at fair market value.

Capital Assets and Depreciation: Capital assets, which include property, buildings, and equipment, are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Capital assets with an original unit cost of \$5,000 or greater are capitalized, unless assets are acquired by debt proceeds, in which case the assets must be capitalized. Management considers various factors in the capitalization of assets, including the assets' estimated useful lives, their costs, and the extent to which the assets are components of larger capital projects. All purchased capital assets are valued at cost when historical records are available and at an estimated historical cost when no historical records exist. Donated capital assets are valued at their estimated fair market values on the dates received. The costs of normal maintenance and repairs that do not add to the values of assets or materially extend assets' lives are not capitalized. Depreciation is provided for capital assets on the straight-line basis over the estimated useful lives of the assets or groups of assets as determined by management.

Long-Term Obligations: In the government-wide financial statements, and proprietary funds in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the Statement of Net Position. Bond premiums and discounts are deferred and amortized over the lives of the respective issues using the straight-line method. Bonds payable are reported net of applicable bond premiums or discounts. Bond insurance costs are reported as deferred charges and amortized over the terms of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, and bond-issuance costs as expenditures during the current period. The face amount of the debt issued is reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Compensated Absences: Police Department Employees - The Borough's policy permits permanent, full time employees of the Police Department to accumulate unused sick leave up to a maximum of 160 days. Upon retirement, the employee will be paid for 50% of unused sick leave. Upon separation from employment for any reason other than retirement, except for dismissal, the employee will be paid for 25% of unused sick leave. Vacation leave may be carried over to subsequent years up to a maximum of 5 days and unused vacation leave is paid upon retirement or separation from employment. All unused personal leave is paid out at the end of each calendar year.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Other Municipal Employees - The Borough's policy permits other municipal permanent, full time employees to accumulate unused sick leave up to a maximum of 280 days, none of which are payable upon retirement or separation from employment. Unused vacation leave is paid out annually on each employee's anniversary of their date of hire. Upon retirement or separation from employment, employees will be paid for unused vacation leave. All unused personal leave is paid out at the end of each calendar year.

During the year ended December 31, 2019, the Borough made no payments related to the payout of compensated absences resulting from retirements or separations of employment.

Transfers: Advances between funds that are not expected to be repaid are accounted for as transfers. In those cases where repayment is expected, the advances are accounted for through the various "due from" and "due to" accounts.

Fund Balance: In accordance with Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the Borough classifies governmental fund balances as follows:

- Nonspendable – includes fund balance amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.
- Restricted – includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors, grantors, contributors, or laws and regulations of other governments, or amounts constrained by law through constitutional provisions or enabling legislation.
- Committed – includes fund balance amounts that are constrained for specific purposes that are internally imposed by the Borough through formal action of the highest level of decision-making authority and does not lapse at year-end.
- Assigned – includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund balance may be assigned by the governing body itself or a body or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.
- Unassigned – includes fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes.

Approval of an official motion at a formal meeting by Borough Council is required to establish, modify, or rescind committed fund balance. Borough Council, the Secretary/Treasurer or the Borough Manager have the authority to express intended uses of resources that result in assigned fund balance.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

When an expenditure is incurred for purposes for which both restricted and unrestricted resources are available, the Borough's policy is to spend resources in the following order:

1. Restricted
2. Unrestricted

Unless Borough Council specifically approves the use of committed resources, or Borough Council or the authorized body or official specifically approves the use of assigned resources, the Borough's policy is to spend unrestricted resources in the following order:

1. Unassigned
2. Assigned
3. Committed

The Borough does not have a formal minimum fund balance policy.

A schedule of governmental fund balances at December 31, 2019, is as follows:

	General <u>Fund</u>	Highway <u>Aid Fund</u>	Traffic <u>Control Fund</u>	Fire Protection <u>Fund</u>	Total Governmental <u>Funds</u>
FUND BALANCES:					
Restricted					
Road & street maintenance	\$ -	\$ 641,170	\$ -	\$ -	\$ 641,170
Traffic control	-	-	96,222	-	96,222
Parks & recreation	121,375	-	-	-	121,375
Christmas lighting	57,878	-	-	-	57,878
Public safety	5,077	-	-	-	5,077
Fire protection	-	-	-	19,686	19,686
	<u>184,330</u>	<u>641,170</u>	<u>96,222</u>	<u>19,686</u>	<u>941,408</u>
Assigned - capital reserve	1,730,754	-	-	-	1,730,754
Unassigned	<u>910,704</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>910,704</u>
TOTAL FUND BALANCES	<u>\$ 2,825,788</u>	<u>\$ 641,170</u>	<u>\$ 96,222</u>	<u>\$ 19,686</u>	<u>\$ 3,582,866</u>

Use of Estimates: Management uses estimates and assumptions in preparing financial statements. These estimates and assumptions affect the reported amounts of assets and liabilities and the reported revenue, expenditures/expenses and disclosures.

Subsequent Events: In preparing these financial statements, the Borough has evaluated events and transactions for potential recognition or disclosure through April 24, 2020, the date the financial statements were available to be issued.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Deferred Outflows / Inflows of Resources: In addition to assets, the statements of financial position will sometimes report a separate section for *deferred outflows of resources*. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position or fund balance that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Borough currently has one item that qualifies for reporting in this category, which is the deferred charge on refunding reported in the government-wide and proprietary fund statements of net position. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

In addition to liabilities, the statement of financial position will sometimes report a separate section for *deferred inflows of resources*. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position or fund balance that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. At this time, the Borough has no transactions that meet the definition of deferred inflows of resources.

New Accounting Pronouncement

GASB Statement No. 84, *Fiduciary Activities* was issued to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how these activities should be reported. The requirements of GASB Statement No. 84 were effective for the year ended December 31, 2019. As a result of GASB Statement No. 84, activities previously reported in the payroll fund are now included in their respective funds.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 2: DEPOSITS AND INVESTMENTS

Under Section 1316 of the Pennsylvania Borough Code, the Borough is permitted to invest funds consistent with sound business practices in the following types of investments:

- U.S. Treasury Bills.
- Short-term obligations of the U.S. Government or its agencies or its instrumentalities.
- Deposits in savings accounts or time deposits or share accounts of institutions insured by either:
 1. The Federal Deposit Insurance Corporation (FDIC), or
 2. The Federal Savings and Loan Insurance Corporation (FSLIC), or
 3. The National Credit Union Share Insurance Fund (NCUSIF)to the extent that such accounts are so insured, and for any amounts above maximum insurable limits, provided that approved collateral as provided by law shall be pledged by the depository.
- Obligations of (a) the United States of America or its agencies or instrumentalities backed by the full-faith and credit of the United States of America, and (b) the Commonwealth of Pennsylvania or instrumentalities thereof backed by the full-faith and credit of these political subdivisions.
- Shares of investment companies whose investments are restricted to the above categories.
- Pension trust funds may invest in any investment authorized by the Pennsylvania Common Law and other Pennsylvania statutes.
- Certificates of deposit purchased from institutions insured by the FDIC or the NCUSIF to the extent that the accounts are so insured. For amounts above the insured maximum, the certificates of deposit must be collateralized by a pledge or assignment of assets of the institution, and the collateral may include loans, including interest in pools of loans, secured by first mortgage liens on real property. Certificates of deposits purchased from commercial banks must be limited to an amount equal to 20% of a bank's total capital and surplus. Certificates of deposit purchased from savings and loan associations or savings banks must be limited to an amount equal to 20% of an institution's assets minus liabilities.

The deposit and investment policies of the Borough adhere to state statutes and prudent business practices. There were no deposit or investment transactions during the year that violated either state statutes or Borough policies.

Custodial-Credit Risk: Deposits

Custodial-credit risk is the risk that in the event of a bank failure, the Borough's deposits may not be returned to it. As of December 31, 2019, \$8,527,575 of the Borough's total deposit account bank balances (including certificates of deposit) of \$9,027,575 was exposed to custodial credit risk as follows:

Uninsured and collateralized by assets maintained in conformity with Act 72, held by the pledging financial institution's trust department or agent but not in the Borough's name.	<u>\$ 8,527,575</u>
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Act 72 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 pledgers of the assets.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 2: DEPOSITS AND INVESTMENTS - continued

Credit Risk: Investments

As of December 31, 2019, the Borough had the following investments:

	<u>Rating</u>	<u>Fair Values</u>
Principal Financial Group - Police Pension Plan	NR	\$ 2,301,146
Pennsylvania State Association of Boroughs Municipal Retirement Trust - Non-Uniformed Pension Plan	NR	842,049
		<u>\$ 3,143,195</u>

Principal Financial Group - The Police Pension Plan assets are administered by Principal Financial Group. The fund has no policy regarding credit risk, but is authorized to invest in legal investments permitted under the Pennsylvania Fiduciaries Investment Act. The pension plan's unallocated insurance contracts are valued at fair value. Funds under the contract that have been allocated and applied to purchase immediate or deferred annuities are excluded from the plan's assets, as the obligation to pay benefits to retirees has been transferred to the administrator.

Pennsylvania State Association of Boroughs Municipal Retirement Trust - The Non-Uniformed Pension Plan is administered through the Pennsylvania State Association of Boroughs Municipal Retirement Trust. Investments in the Municipal Retirement Trust are reported at fair value. The Borough's assets with the Municipal Retirement Trust are pooled for investment purposes, and therefore, do not represent specific identifiable securities.

Interest-Rate Risk

The Borough does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair-value losses arising from increasing interest rates.

Credit Risk

As indicated above, state statutes limit the composition of the Borough's investments, and the Borough has no investment policy that would further limit its investment choices.

Concentrations of Credit Risk

The Borough places no limit on the amounts invested in any one issuer. The Borough's investments in Principal Financial Group and Pennsylvania State Association of Boroughs Municipal Retirement Trust represent 73% and 27%, respectively, of the Borough's total investments.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 3: PROPERTY TAXES

Property taxes are levied on March 1. Taxes are collected at discounts until April 30, at face amounts from May 1 through June 30, and include penalties thereafter. The taxes are billed by Adams County and are collected by a local elected tax collector. After December 31, the bills are considered delinquent and are turned over to the Adams County Tax Claim Bureau for collection. The Borough's tax rate for all purposes in 2019 was 3.809 mills (\$3.81 per \$1,000 assessed valuation). The total assessed valuation for the 2019 tax levy was \$349,792,500. Current tax collections for the Borough were approximately 98% of the total tax levy.

NOTE 4: INTERFUND ACCOUNTS

Individual fund receivable and payable balances at December 31, 2019, are as follows:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ 16,232	\$ 12,302
Water Fund	31,318	15,411
Sewer Fund	23,627	43,464
	<u>\$ 71,177</u>	<u>\$ 71,177</u>

All interfund receivable/payable balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made. All balances are expected to be repaid.

Transfers and payments within the Borough are substantially for purposes of subsidizing operating functions, funding capital projects and asset acquisitions, or maintaining debt service on a routine basis. Resources are accumulated in a fund to support and simplify the administration of various projects or programs. There were no transfers between funds for the year ending December 31, 2019.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 5: CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2019, and a summary of capital asset balances as of December 31, 2019, are as follows:

	Balances <u>January 1, 2019</u>	<u>Increases</u>	<u>Decreases</u>	Balances <u>December 31, 2019</u>
GOVERNMENTAL ACTIVITIES				
Capital assets not being depreciated				
Construction in progress	\$ 12,831	\$ 33,876	\$ (25,160)	\$ 21,547
Land	172,421	-	-	172,421
Total capital assets not being depreciated	<u>185,252</u>	<u>33,876</u>	<u>(25,160)</u>	<u>193,968</u>
Capital assets being depreciated				
Land improvements	325,027	-	-	325,027
Buildings & improvements	1,286,136	52,380	-	1,338,516
Infrastructure	7,397,157	-	-	7,397,157
Machinery & equipment	1,027,254	-	(26,850)	1,000,404
Total capital assets being depreciated	<u>10,035,574</u>	<u>52,380</u>	<u>(26,850)</u>	<u>10,061,104</u>
Less accumulated depreciation for:				
Land improvements	(176,016)	(15,727)	-	(191,743)
Buildings & improvements	(405,356)	(33,005)	-	(438,361)
Infrastructure	(2,088,448)	(246,703)	-	(2,335,151)
Machinery & equipment	(694,947)	(52,722)	26,850	(720,819)
Total accumulated depreciation	<u>(3,364,767)</u>	<u>(348,157)</u>	<u>26,850</u>	<u>(3,686,074)</u>
Total capital assets being depreciated - net	<u>6,670,807</u>	<u>(295,777)</u>	<u>-</u>	<u>6,375,030</u>
Governmental Activities, Capital Assets - Net	<u>\$ 6,856,059</u>	<u>\$ (261,901)</u>	<u>\$ (25,160)</u>	<u>\$ 6,568,998</u>

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 5: CAPITAL ASSETS - continued

	Balances <u>January 1, 2019</u>	<u>Increases</u>	<u>Decreases</u>	Balances <u>December 31, 2019</u>
BUSINESS-TYPE ACTIVITIES				
Capital assets not being depreciated				
Construction in progress	\$ 257,427	\$ 824,142	\$ -	\$ 1,081,569
Land	197,234	-	-	197,234
Total capital assets not being depreciated	<u>454,661</u>	<u>824,142</u>	<u>-</u>	<u>1,278,803</u>
Capital assets being depreciated				
Land improvements	138,786	-	-	138,786
Buildings & improvements	667,384	-	-	667,384
Infrastructure	22,736,023	15,749	-	22,751,772
Machinery & equipment	549,585	-	(12,919)	536,666
Total capital assets being depreciated	<u>24,091,778</u>	<u>15,749</u>	<u>(12,919)</u>	<u>24,094,608</u>
Less accumulated depreciation for:				
Land improvements	(108,251)	(4,315)	-	(112,566)
Buildings & improvements	(371,248)	(11,240)	-	(382,488)
Infrastructure	(6,743,757)	(605,062)	-	(7,348,819)
Machinery & equipment	(390,037)	(19,840)	11,563	(398,314)
Total accumulated depreciation	<u>(7,613,293)</u>	<u>(640,457)</u>	<u>11,563</u>	<u>(8,242,187)</u>
Total capital assets being depreciated - net	<u>16,478,485</u>	<u>(624,708)</u>	<u>(1,356)</u>	<u>15,852,421</u>
Business-Type Activities, Capital Assets - Net	<u><u>\$ 16,933,146</u></u>	<u><u>\$ 199,434</u></u>	<u><u>\$ (1,356)</u></u>	<u><u>\$ 17,131,224</u></u>

Depreciation expense was charged to the functions/programs of the Borough as follows:

	Governmental <u>Activities</u>	Business-Type <u>Activities</u>
General government	\$ 34,870	\$ -
Public safety	19,559	-
Public works	275,742	622,846
Culture & recreation	17,986	17,611
	<u><u>\$ 348,157</u></u>	<u><u>\$ 640,457</u></u>

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 6: CAPITAL LEASE OBLIGATION - RELATED PARTY

The Borough entered into a capital lease agreement with a Borough Council Member for facilities, which are contributed to the library located within the Borough. The lease agreement grants the Borough the first right and option to purchase the facilities for one dollar from the estate of the lessor upon transfer. The Borough makes monthly payments of \$750, due and payable the first of each month. This lease ended in March of 2019 with total payments of \$2,250 to the related party. As of April 2019, the Council Member donated the building to the Borough.

NOTE 7: LONG-TERM OBLIGATIONS

During the fiscal year ended December 31, 2019, long-term obligations changed as follows:

	Balances			Balances
	January 1, 2019	Increase	Decrease	December 31, 2019
Governmental Activities				
General Obligation Bonds - Series of 2012	\$ 1,675,000	\$ -	\$ (170,000)	\$ 1,505,000
General Obligation Bonds - Series of 2016	265,000	-	(10,000)	255,000
	<u>1,940,000</u>	<u>-</u>	<u>(180,000)</u>	<u>1,760,000</u>
Bond discounts	(10,585)	-	1,180	(9,405)
Total Governmental Activities	<u>1,929,415</u>	<u>-</u>	<u>(178,820)</u>	<u>1,750,595</u>
Business-Type Activities				
General Obligation Bonds - Series of 2012	455,000	-	(70,000)	385,000
General Obligation Bonds - Series of 2016	2,775,000	-	(75,000)	2,700,000
PennVest Note	6,581,836	-	(362,694)	6,219,142
	<u>9,811,836</u>	<u>-</u>	<u>(507,694)</u>	<u>9,304,142</u>
Bond premiums	3,072	-	85	3,157
Total Business-Type Activities	<u>9,814,908</u>	<u>-</u>	<u>(507,609)</u>	<u>9,307,299</u>
Total Long-Term Obligations	<u>\$ 11,744,323</u>	<u>\$ -</u>	<u>\$ (686,429)</u>	<u>\$ 11,057,894</u>

General Obligation Bonds - Series of 2012 - On November 6, 2012, the Borough issued General Obligation Bonds in the principal amount of \$2,865,000. The proceeds were used to advance refund the Borough's General Obligation Bonds - Series of 2007 and to pay the costs of issuing the bonds. The bonds bear annual interest rates ranging from 1.00% to 2.35%. Interest is payable semi-annually, on May 15 and November 15, and the bonds mature serially in amounts ranging from \$5,000 to \$270,000 through November 15, 2027. The bonds are secured by the full faith, credit, and taxing power of the Borough and all revenues and receipts generated from operations of the water system. Total interest expense on the Series of 2012 Bonds for the year ended December 31, 2019, was \$41,358.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 7: LONG-TERM OBLIGATIONS - continued

General Obligation Bonds - Series of 2016 - On August 23, 2016, the Borough issued General Obligation Bonds in the principal amount of \$4,035,000. The proceeds were used to advance refund the Borough's General Obligation Bonds – Series of 2011 and to pay the costs of issuing the bonds. The bonds bear annual interest rates ranging from 2.00% to 3.00%. Interest is payable semi-annually, on May 15 and November 15, and the bonds mature serially in amounts ranging from \$85,000 to \$395,000 through November 15, 2028. The bonds are secured by the full faith, credit, and taxing power of the Borough and all revenues and receipts generated from operations of the water system and sewer system. Total interest expense on the Series of 2016 Bonds for the year ended December 31, 2019, was \$70,430.

PennVest Note - On March 21, 2013, the Borough obtained financing through a note payable from the Pennsylvania Infrastructure Investment Authority (PennVest) in the principal amount of \$8,500,000. The proceeds from the note will be used to pay the outstanding principal on the General Obligation Note – Series of 2012 when it matures, they funded the construction and improvements of the sewer system, and paid the costs of issuing the note. Monthly interest only payments were required during the construction period, with interest calculated on the outstanding principal balance at a rate of 1.833%. After the completion of construction, monthly payments of principal and interest were required in the amount of \$42,331, with an interest rate of 1.833%, for the first five years. Thereafter, the note requires monthly principal and interest payments in the amount of \$43,820, with an interest rate of 2.317%, through maturity. The note is secured by the full faith, credit, and taxing power of the Borough and a lien on all revenues and receipts generated from operations of the sewer system. As of December 31, 2019, the Borough has made draws on the note totaling \$8,150,682. Total interest expense on the PennVest Note for the year ended December 31, 2019, was \$130,300.

Maturities of the long-term debt issues are as follows:

<u>Year</u>	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	
2020	\$ 185,000	\$ 36,123	\$ 512,700	\$ 211,227	\$ 945,050
2021	180,000	33,210	526,193	200,071	939,474
2022	190,000	30,060	534,886	188,466	943,412
2023	190,000	26,260	548,782	176,470	941,512
2024	195,000	22,365	562,886	164,125	944,376
2025 - 2029	820,000	45,288	3,013,636	625,023	4,503,947
2030 - 2034	-	-	3,175,059	254,992	3,430,051
2035 - 2036	-	-	430,000	16,770	446,770
	<u>\$ 1,760,000</u>	<u>\$ 193,306</u>	<u>\$ 9,304,142</u>	<u>\$ 1,837,144</u>	<u>\$ 13,094,592</u>

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 8: POLICE PENSION PLAN

Plan Description - The Borough's Police Pension Plan is a single-employer defined benefit pension plan controlled by the provisions of ordinances adopted pursuant to Act 600. The plan is governed by the Borough, which may amend plan provisions, and which is responsible for the management of plan assets. The Borough has delegated the authority to manage certain plan assets to Principal Life Insurance Company.

Plan Membership - As of January 1, 2019, the Police Pension Plan's membership consisted of:

Active employees	7
Retirees & beneficiaries currently receiving benefits	7
Terminated employees entitled to benefits but not yet receiving them	1
Total	<u><u>15</u></u>

Benefit Provisions - The plan provides retirement, disability and death benefits to plan members and their beneficiaries. Plan members are fully vested after 12 years of service. A member is eligible for normal retirement after attainment of age 55 and completion of 25 years of service. Disability benefits are available to a plan participant who is disabled as a result of performing police duties.

Basis of Accounting - The plan's policy is to prepare its financial statements on the accrual basis of accounting. Plan member contributions are recognized in the period in which the contributions are due. Employer contributions to the plan are recognized when due and the employer has made a formal commitment to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan.

Valuation of Investments - The pension plan's unallocated insurance contracts are valued at contract value. Contract value represents contributions made under the contract, plus interest at the contract rate, less funds used to pay benefits or administrative expenses charged by the Principal Life Insurance Company. The pension plan's unallocated separate accounts are valued at fair value.

Contributions - Act 205 requires that annual contributions to the plan be based upon the plan's Minimum Municipal Obligation (MMO), which is based on the plan's biennial actuarial valuation. In accordance with the plan's governing document, employees are required to contribute to the plan. However, employee contributions are currently waived. The plan may also be 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 municipality in accordance with Act 205. Investment expenses, including investment manager and custodial services, are funded through investment earnings. Administrative expenses, including actuarial and consultant services, are funded through investment earnings and/or contributions.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 8: POLICE PENSION PLAN - continued

Net Pension Liability – Information regarding the net pension liability as of December 31, 2019 was not available at the time these financial statements were released. The components of the net pension liability of the Borough as of December 31, 2018 were as follows:

Total pension liability	\$ 2,480,588
Plan fiduciary net position	2,017,414
Net pension liability	<u>\$ 463,174</u>

Plan fiduciary net position as a percentage of the total pension liability as of December 31, 2018 was 81%.

Reserves - There are no assets legally reserved for purposes other than the payment of plan-member benefits from the plan. The plan held the following investment, the fair value of which represented five percent or more of net assets available for benefits:

	<u>Fair Value</u>	<u>Percentage of Net Assets Available for Benefits</u>
Principal Financial Group	\$ 2,301,146	100%

Actuarial Methods and Assumptions - The information presented above was determined as part of the actuarial valuation at the date indicated. Additional information as of the latest valuation date used to determine the net pension liability is as follows:

Actuarial Valuation Date	January 1, 2017
Actuarial Cost Method	Entry Age Normal
Amortization Method	N/A
Remaining Amortization Period	N/A
Asset Valuation Method	Market Value
Actuarial Assumptions:	
Investment Rate of Return	7.50%
Projected Salary Increases	5.00%

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 9: NON-UNIFORMED PENSION PLAN

Plan Description - The Borough's Non-Uniformed Pension Plan is a single-employer defined benefit pension plan. The plan was established effective August 28, 1979 and entered into a joinder agreement with the Pennsylvania State Association of Boroughs Municipal Retirement Trust (PSABMRT) dated June 30, 2005. The plan was restructured by Ordinance No. 580, effective June 22, 2005. The plan is governed by the Borough Council which may amend plan provisions, and which is responsible for the management of plan assets. The Borough Council has delegated the authority to manage certain plan assets to the PSABMRT.

Plan Membership - Membership of the plan consisted of the following at December 31, 2019:

Active employees	10
Retirees & beneficiaries currently receiving benefits	3
Terminated employees entitled to benefits but not yet receiving them	9
Total	<u>22</u>

Benefit Provisions - The plan provides vesting, retirement and optional survivor benefits to plan members and their beneficiaries.

Basis of Accounting - The plan's financial statements are prepared using the accrual basis of accounting. Plan member contributions are recognized in the period in which the contributions are due. Employer contributions to the plan are recognized when due, in accordance with Act 205, as amended by Act 189. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan.

Valuation of Investments - Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates.

Contributions - Act 205 of 1984, as amended by Act 189 of 1990, requires that annual contributions to the plan be based upon the plan's Minimum Municipal Obligation (MMO), which is based on the plan's biennial actuarial valuation. As a condition of participation, full-time employees are not required to contribute to the plan. Furthermore, the Borough allocates State Aid from the Commonwealth of Pennsylvania for this plan. Any funding requirements established by the MMO in excess of employee contributions and state aid must be paid by the municipality in accordance with Act 205.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 9: NON-UNIFORMED PENSION PLAN - continued

Net Pension Liability – The components of the net pension liability of the Borough as of December 31, 2019 were as follows:

Total pension liability	\$ 879,560
Plan fiduciary net position	842,049
Net pension liability	<u>\$ 37,511</u>

Plan fiduciary net position as a percentage of total pension liability as of December 31, 2019 was 96%.

Reserves - There are no assets legally reserved for purposes other than the payment of plan-member benefits from the plan. The plan held the following investment, the fair value of which represented five percent or more of net assets available for benefits:

	<u>Fair Value</u>	<u>Percentage of Net Assets Available for Benefits</u>
Pennsylvania State Association of Boroughs Municipal Retirement Trust	\$ 842,049	100%

Actuarial Methods and Assumptions - The information presented above and in the required supplementary schedules was determined as part of the actuarial valuation at the date indicated. Additional information as of the latest valuation date used to determine the net pension liability is as follows:

Actuarial Valuation Date	January 1, 2019
Actuarial Cost Method	Entry Age
Amortization Method	Level Dollar
Remaining Amortization Period	N/A
Asset Valuation Method	Market Value
Actuarial Assumptions:	
Inflation	2.25%
Salary Increases	4.75%
Investment Rate of Return	7.00%
Retirement Age	65

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 10: DEFERRED COMPENSATION PLAN

The Borough offers a deferred compensation plan created in accordance with Internal Revenue Code Section 457(b). The plan is available to all Borough employees and permits employees to defer a portion of their salary until future years. No Borough contributions were made to the 457(b) plan for the year ended December 31, 2019. All amounts of deferred compensation under the plan and all income attributable to those amounts are held in trust for the exclusive benefit of participants and their beneficiaries. The assets will not be diverted to any other purpose. CitiStreet, the plan administrator, is the trustee of the investments.

NOTE 11: POST-EMPLOYMENT HEALTHCARE PLAN

The Borough has a healthcare plan for retired employees of the Borough, which is a single-employer, defined-benefit healthcare plan administered by the Borough. The plan provides medical and dental benefits to eligible retirees, their spouses and dependents through the Borough's group health insurance plan, which covers both active and retired employees. The plan does not issue a publicly-available financial report.

Police Retirees – Benefit provisions are established through negotiations between the Borough and the union representing police employees and are renegotiated each bargaining period. Per the current union contract, the Borough will pay one-third (1/3) of the premium cost for coverage of the individual retiree. The retiree will reimburse the Borough, on a monthly basis, for two-thirds (2/3) of the cost attributable to providing individual coverage and for the full cost of coverage for the retiree's spouse and dependents. This benefit shall not terminate for a retiree's spouse and/or dependents upon death of such retiree.

Other Municipal Retirees – Benefit provisions are established by and may be amended by the Borough. To continue coverage, the retiree will reimburse the Borough, on a monthly basis, the full premium for coverage of the individual retiree, their spouse, and dependents.

The Borough funds the plan on a pay-as-you-go basis, and there is no obligation to make contributions in advance of when the insurance premiums or claims are due for payment. At December 31, 2019, three (3) retirees were participating in the Borough's group health insurance plan. All retirees participating in the plan during the year ended December 31, 2019 are to reimburse the Borough for 100% of the cost of coverage. For the year ended December 31, 2019, the Borough paid \$9,730, in premiums for their health insurance coverage.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 12: PENNSYLVANIA MUNICIPAL HEALTH INSURANCE COOPERATIVE

The Borough participated in a modified self-funded risk pool for employee health insurance. The health insurance risk pool includes municipal employer participants within the state of Pennsylvania that are grouped into regional cooperatives. Since charges are currently being levied and paid by the Borough of Littlestown, no receivable or payable to the Cooperative has been reflected in these financial statements. As a result, the Borough of Littlestown has expensed all premiums paid through December 31, 2019.

NOTE 13: RISK MANAGEMENT

The Borough of Littlestown is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets, and errors or omissions. Significant losses are covered by commercial insurance for all major programs. For 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.

NOTE 14: LEASE REVENUE

The Borough has entered into three separate communication tower lease agreements, each having various consecutive renewal options at the lessee's discretion, which are expected to provide the Borough with the following estimated annual rental income for the years ending December 31:

<u>Year</u>	<u>General Fund</u>	<u>Water Fund</u>	<u>Total</u>
2020	\$ 44,846	\$ 54,487	\$ 99,333
2021	44,846	55,366	100,212
2022	44,846	56,270	101,116
2023	44,846	34,323	79,169
2024	44,846	-	44,846
	<u>\$ 224,230</u>	<u>\$ 200,446</u>	<u>\$ 424,676</u>

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 15: ENVIRONMENTAL CONCERNS

The Borough has underground storage tanks for fuel and operates a wastewater treatment facility. If a leak or contamination occurred, the Borough could become liable for the resulting cost of clean-up.

NOTE 16: CONTINGENCIES

The Borough participates in a number of federal, state and other grant programs for which it will be contingently liable for any disallowed expenditures. As of December 31, 2019, the Borough is repairing curbs and sidewalks around the Borough and expects reimbursement through a State Grant. The details of those unreimbursed expenditures are below:

<u>Project</u>	<u>Amount</u>
Curbs and Sidewalks- CDBG Grant	<u>\$ 21,547</u>

NOTE 17: SERVICE CONCESSION ARRANGEMENT

In 2018, the Borough entered into a service concession arrangement with the Hanover Area YMCA. The agreement is effective from February 2018 until December 2022. The YMCA is permitted to use the Borough pool and recreational field adjacent to the pool and charge fees to the public for use. The YMCA will supervise, clean, inspect, and purchase all materials necessary to maintain the areas and perform minor repairs. The Borough will pay for all utilities and major upgrades to the areas. All YMCA excess of revenue over expenditures are split in half between the YMCA and the Borough.

NOTE 18: RELATED PARTY TRANSACTIONS

The Borough made payments to a vendor that is partially owned by a member of the council. Payments made to this related party totaled \$35,400. Most of these costs were related to construction costs for the new Borough office building.

BOROUGH OF LITTLESTOWN

NOTES TO FINANCIAL STATEMENTS

MODIFIED CASH BASIS

For the Year Ended December 31, 2019

NOTE 19: SUBSEQUENT EVENTS

Subsequent to December 31, 2019, the Borough approved several construction contracts for approximately \$203,500 related to construction for the Queen Street pumping station.

In December, 2019 a novel strain of coronavirus was reported in Wuhan, Hubei province, China. In the first several months of 2020, the virus, SARS-CoV-2, and resulting disease, COVID-19, spread to the United States. The COVID-19 pandemic is having significant effects on global markets, supply chains, businesses, and communities. The Borough's evaluation of the effects of these events is ongoing as of the date the accompanying statements were issued. COVID-19 may impact various parts of the Borough's 2020 operations and financial performance including but not limited to additional costs for emergency preparedness, disease control and containment, potential shortages of personnel, supply chain disruption, or declines in revenue or volumes of certain revenue streams. The extent of the impact will depend on future developments, including the duration and spread of the outbreak and related governmental or other regulatory actions.

SUPPLEMENTARY INFORMATION

BOROUGH OF LITTLESTOWN

COMBINING BALANCE SHEET - NON-MAJOR GOVERNMENTAL FUNDS MODIFIED CASH BASIS

December 31, 2019

	Highway <u>Aid Fund</u>	<u>Special Revenue</u> Traffic <u>Control Fund</u>	Fire Protection <u>Tax Fund</u>	Total Non-Major Governmental <u>Funds</u>
ASSETS				
Cash	\$ 641,170	\$ 3,066	\$ 19,686	\$ 663,922
Investments	-	93,156	-	93,156
TOTAL ASSETS	<u>\$ 641,170</u>	<u>\$ 96,222</u>	<u>\$ 19,686</u>	<u>\$ 757,078</u>
FUND BALANCES				
Restricted	641,170	96,222	19,686	757,078
TOTAL FUND BALANCES	<u>\$ 641,170</u>	<u>\$ 96,222</u>	<u>\$ 19,686</u>	<u>\$ 757,078</u>

BOROUGH OF LITTLESTOWN

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - NON-MAJOR GOVERNMENTAL FUNDS - MODIFIED CASH BASIS

For the Year Ended December 31, 2019

	Highway Aid Fund	<u>Special Revenue</u> Traffic Control Fund	Fire Protection Tax Fund	Total Non-Major Governmental Funds
Revenues				
Intergovernmental revenue	\$ 140,050	\$ -	\$ -	\$ 140,050
Taxes	-	-	85,460	85,460
Investment income	6,451	440	-	6,891
Contributions	-	1,890	-	1,890
Total Revenues	<u>146,501</u>	<u>2,330</u>	<u>85,460</u>	<u>234,291</u>
Expenditures				
Public safety	-	-	68,740	68,740
Public works	7,714	5,146	-	12,860
Total Expenditures	<u>7,714</u>	<u>5,146</u>	<u>68,740</u>	<u>81,600</u>
Net Change in Fund Balances	138,787	(2,816)	16,720	152,691
Fund Balances				
January 1, 2019	502,383	99,038	2,966	604,387
December 31, 2019	<u>\$ 641,170</u>	<u>\$ 96,222</u>	<u>\$ 19,686</u>	<u>\$ 757,078</u>