

MUNICIPAL STATISTICS E-FILING

Revised 10/08

Municipalities are required to file 4 forms with the Department of Community and Economic Development:

- The Tax Information Form
- The Report of Elected and Appointed Officials
 - The Survey of Financial Condition
 - The Annual Audit and Financial Report

Municipalities are encouraged to file all 4 forms electronically.

To access the Municipal Statistics website, type the following in the address bar of your web browser:

www.newpa.com

Note: In order to function correctly, the Municipal Statistics website requires the use of Microsoft Internet Explorer 6.0.

Also, pop-ups must be enabled.

Governor's Center for Local Government Services

This is our new web look.
To access the “Municipal Statistics” link, click
on “Get Local Gov Support”



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Governor's Center for Local Government Services

From the “Municipal Statistics” web page, click on the link for “Electronic Filing of Municipal Statistics Forms”.



[Home](#) > [Get Local Gov Support](#) > Municipal Statistics

Municipal Statistics

The Governor's Center for Local Government Services provides two online applications to electronically file information and review current and historical data.

- > [The Pennsylvania Local Government Fact Sheet](#) (.pdf) provides a snapshot of municipal statistics.
- > [Tax Rates](#) – County, municipal and school district tax rates, including the Earned Income (EIT), Emergency and Municipal Services Tax (EMST) and Occupational Privilege Taxes (OPT), and tax collectors.
- > [Address Search](#) – Find the municipal and school district tax rates for both home and work location addresses.
- > [Electronic Filing of Municipal Statistics Forms](#) – DCED has upgraded the e-filing system for the Tax Information Form, the Elected and Appointed Officials Form, the Survey of Financial Condition Form, and the Annual Audit and Financial Report Form.



Governor's Center for Local Government Services

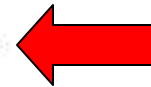
The top of this page contains a link for viewing the E-Filing Training Presentation in Microsoft PowerPoint.



[Home](#) > [Get Local Gov Support](#) > [Municipal Statistics](#) > Electronic Filing of Municipal Statistics Forms

Electronic Filing of Municipal Statistics Forms

To view the Municipal Statistics E-Filing Training Presentation, please [click here](#).



New/Modified OPT/EMST/LST - Any new tax enactments, repeals or changes in rates in the Earned Income Tax (EIT) or Local Services Tax (LST) **must be received by December 1** in the Department of Community and Economic Development (DCED) in order to be included in the Official EIT/LST/PIT Register (Official Register).

Low-Income Exemption - Political subdivision that levy the LST at a rate exceeding \$10 are **required** to exempt persons whose total earned income and net profits from all sources within the political subdivision is less than \$12,000 for the calendar year.

Electronic Filing of Municipal Statistics Forms - DCED has upgraded the e-filing system for the Tax Information Form, the Elected and Appointed Officials Form, the Survey of Financial Condition Form, and the Annual Audit and Financial Report Form.

Governor's Center for Local Government Services

This page also contains legislative updates that may affect your e-filing. To log-in to e-file, click “Electronic Filing of Municipal Statistics Forms” at the bottom of this page.



[Home](#) > [Get Local Gov Support](#) > [Municipal Statistics](#) > Electronic Filing of Municipal Statistics Forms

Electronic Filing of Municipal Statistics Forms

To view the Municipal Statistics E-Filing Training Presentation, please [click here](#).

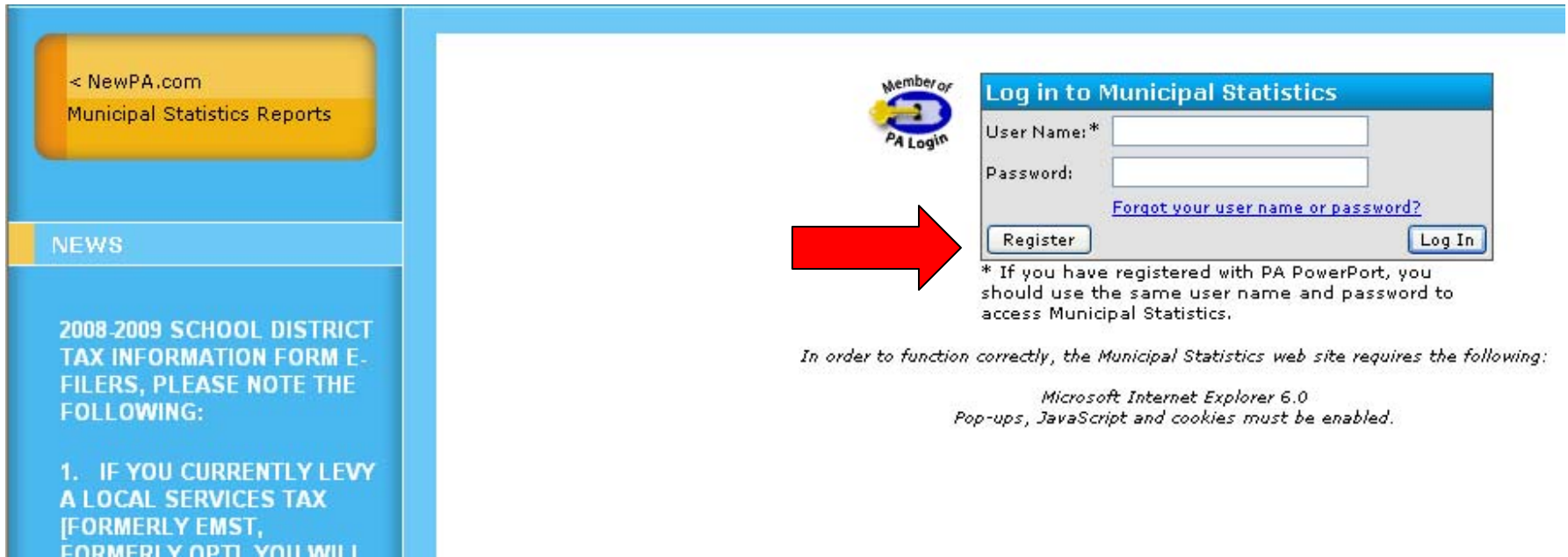
New/Modified OPT/EMST/LST - Any new tax enactments, repeals or changes in rates in the Earned Income Tax (EIT) or Local Services Tax (LST) **must be received by December 1** in the Department of Community and Economic Development (DCED) in order to be included in the Official EIT/LST/PIT Register (Official Register).

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 [Electronic Filing of Municipal Statistics Forms](#) - DCED has upgraded the e-filing system for the Tax Information Form, the Elected and Appointed Officials Form, the Survey of Financial Condition Form, and the Annual Audit and Financial Report Form.

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First time e-filers must click the “Register” button. If you have already registered to e-file, enter your user name and password, then click “Log In”.



< NewPA.com
Municipal Statistics Reports

NEWS

2008-2009 SCHOOL DISTRICT
TAX INFORMATION FORM E-
FILERS, PLEASE NOTE THE
FOLLOWING:

1. IF YOU CURRENTLY LEVY
A LOCAL SERVICES TAX
[FORMERLY EMST,
FORMERLY OPT], YOU WILL

Member of
PA Login

Log in to Municipal Statistics

User Name:*

Password:

[Forgot your user name or password?](#)

Register

Log In

* If you have registered with PA PowerPort, you
should use the same user name and password to
access Municipal Statistics.

In order to function correctly, the Municipal Statistics web site requires the following:

*Microsoft Internet Explorer 6.0
Pop-ups, JavaScript and cookies must be enabled.*

Governor's Center for Local Government Services


Clicking the “Register” button will take you to the “User Account Registration” form. You must provide information for all items with an asterisk.

User Name*	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Organization*	<input type="text"/> ▼
Address 1*	<input type="text"/>
Address 2	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text" value="PA"/>
Zip*	<input type="text"/> - <input type="text"/>
Phone*	<input type="text"/> <input type="text"/> <input type="text"/> x <input type="text"/>
Fax	<input type="text"/> <input type="text"/> <input type="text"/>
E-mail address*	<input type="text"/>
Verify E-mail address*	<input type="text"/>
Security question*	<input type="text"/>
Answer*	<input type="text"/>
	<input type="button" value="Submit"/>

* Required fields

Governor's Center for Local Government Services

If you are e-filing on behalf of a municipality, you must choose “Municipality” from the drop-down box under “Organization*”.

User Name*	<input type="text" value="kmo1"/>
First Name*	<input type="text" value="Karen"/>
Last Name*	<input type="text" value="O'Neill"/>
Organization*	<input type="text" value="Municipality"/> 
Address 1*	<input type="text"/>
Address 2	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text" value="PA"/>
Zip*	<input type="text"/> - <input type="text"/>
Phone*	<input type="text"/> <input type="text"/> <input type="text"/> x <input type="text"/>
Fax	<input type="text"/> <input type="text"/> <input type="text"/>
E-mail address*	<input type="text"/>
Verify E-mail address*	<input type="text"/>
Security question*	<input type="text"/>
Answer*	<input type="text"/>
	<input type="button" value="Submit"/>

* Required fields


Governor's Center for Local Government Services

After choosing "Municipality", the "Municipality Search" function will appear. You may type the name of the municipality, or simply click "Map Search".

User Name*	<input type="text" value="kmo1"/>
First Name*	<input type="text" value="Karen"/>
Last Name*	<input type="text" value="O'Neill"/>
Organization*	<input type="text" value="Municipality"/>
Request ability to e-file?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Title*	<input type="text" value="Chair, Auditors"/>
Address 1*	<input type="text" value="400 North Street"/>
Address 2	<input type="text"/>
City*	<input type="text" value="Harrisburg"/>
State*	<input type="text" value="PA"/>
Zip*	<input type="text" value="17101"/> - <input type="text"/>
Phone*	<input type="text" value="717"/> <input type="text" value="720"/> <input type="text" value="7395"/> x <input type="text"/>
Fax	<input type="text" value="717"/> <input type="text" value="783"/> <input type="text" value="1402"/>
E-mail address*	<input type="text" value="karenricci26@yahoo.com"/>
Verify E-mail address*	<input type="text" value="karenricci26@yahoo.com"/>
Security question*	<input type="text" value="How many children in your family?"/>
Answer*	<input type="text" value="seven"/>
	<input type="button" value="Submit"/>

[Municipality Search](#)

Select a specific municipality by entering the exact name, or browse the Pennsylvania map by clicking on "Map Search" below.



* Required fields

Governor's Center for Local Government Services

To use the “Map Search”, click the county where your municipality is located, or choose from the drop-down box under “County Selection”. The system will provide a list of all municipalities within that county.

Map Search

County Selection
Select a county by clicking on the map or from the dropdown list.

[Select a County] ▼

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Once you've selected the municipality, the system will insert it into the registration form.

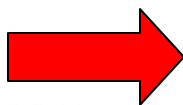
After completing the required fields, click "Submit".

User Name*	<input type="text" value="kmo1"/>
First Name*	<input type="text" value="Karen"/>
Last Name*	<input type="text" value="O'Neill"/>
Organization*	<input type="text" value="Municipality"/>
Request ability to e-file?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Title*	<input type="text" value="Chair, Auditors"/>
Address 1*	<input type="text" value="400 North Street"/>
Address 2	<input type="text"/>
City*	<input type="text" value="Harrisburg"/>
State*	<input type="text" value="PA"/>
Zip*	<input type="text" value="17101"/> - <input type="text"/>
Phone*	<input type="text" value="717"/> <input type="text" value="720"/> <input type="text" value="7395"/> x <input type="text"/>
Fax	<input type="text" value="717"/> <input type="text" value="783"/> <input type="text" value="1402"/>
E-mail address*	<input type="text" value="karenricci26@yahoo.com"/>
Verify E-mail address*	<input type="text" value="karenricci26@yahoo.com"/>
Security question*	<input type="text" value="How many children in your family?"/>
Answer*	<input type="text" value="seven"/>
	<input type="button" value="Submit"/>

[Municipality Search](#)

Select a specific municipality by entering the exact name, or browse the Pennsylvania map by clicking on "Map Search" below.

 Map Search



* Required fields

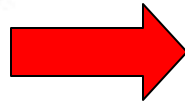
After submitting your registration information online, you must download and print the Authorization Form.

User Account Registration

Your PA login account has been created. You will be receiving your password via email shortly. You must print, sign, seal and return the authorization form in order to be authorized for e-filing.

Click the image below to print the authorization form.

Download Authorization Form



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After receiving the password via email, you may now log-in with your chosen user name along with the issued password.

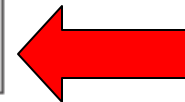


Log in to Municipal Statistics

User Name:*

Password:

[Forgot your user name or password?](#)



* If you have registered with PA PowerPort, you should use the same user name and password to access Municipal Statistics.

In order to function correctly, the Municipal Statistics web site requires the following:

*Microsoft Internet Explorer 6.0
Pop-ups, JavaScript and cookies must be enabled.*

Governor's Center for Local Government Services

Once logged in, you will be taken to the “Municipal Statistics Start Page”. If you wish to change your password or any other information in your profile, click “My Profile”.

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Municipal Statistics Start Page

EXETER TWP, BERKS COUNTY
Welcome, Muni Efiler

- Start Page
- Dev Page
- My Profile**
- Municipal Statistics Reports

Your Pending Tasks

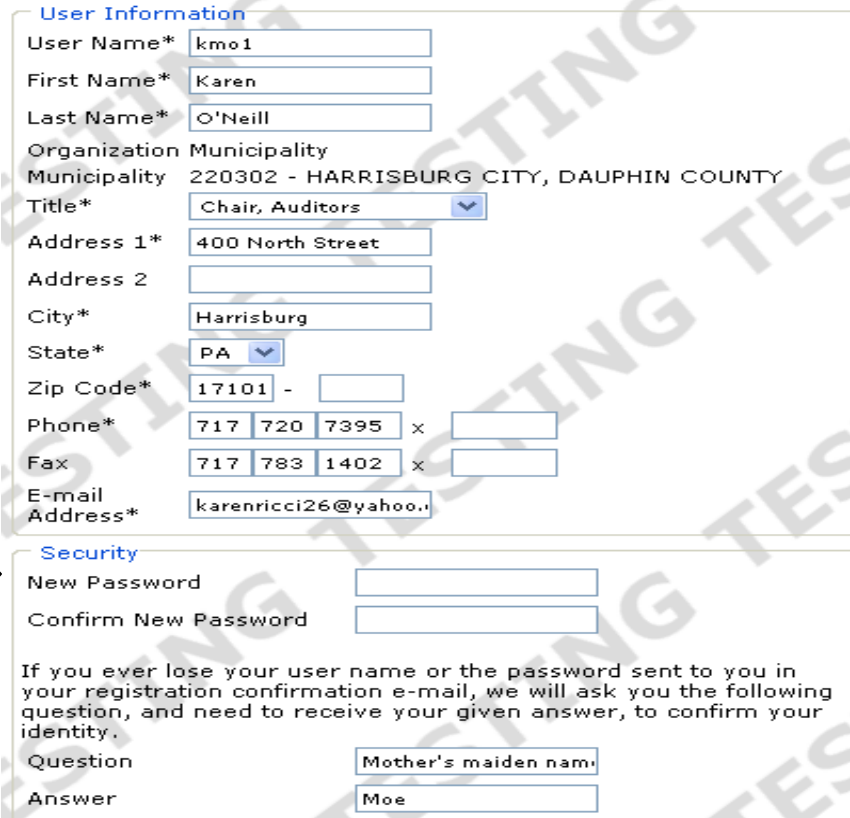
- ! Your [2007 Tax Information Form](#) was due on 1/16/2007.
- ! Your [2007 Elected and Appointed Officials](#) was due on 1/31/2007.
- ! Your 2006 Survey of Financial Conditions was due on 3/15/2007. However, your Tax Information Form must be filed in order to file your Survey of Financial Conditions.
- ! Your [2006 Annual Financial Report](#) was due on 4/1/2007.
- ! Your [2008 Tax Information Form](#) was due on 1/16/2008.
- ! Your [2008 Elected and Appointed Officials](#) was due on 1/31/2008.
- ! Your 2007 Survey of Financial Conditions was due on 3/15/2008. However, your Tax Information Form must be filed in order to file your Survey of Financial Conditions.
- ! Your [2007 Annual Financial Report](#) was due on 4/1/2008.

History

- ! Municipal Annual Financial Report
- ! Municipal Elected and Appointed Officials
- ! Municipal Tax Information Form

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You may change any of the information in the boxed areas. To change your password, type a new password of your choice under “New Password” and type it again under “Confirm New Password”. Then click “Update”.



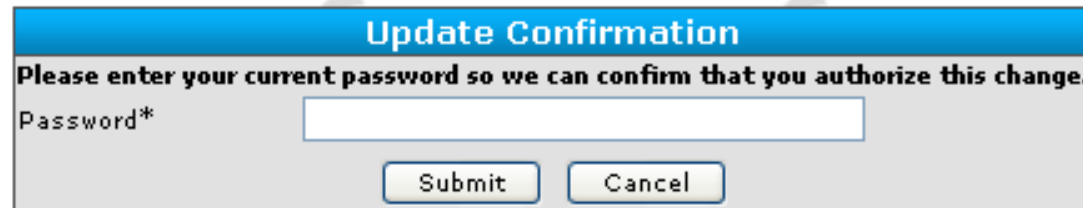
The screenshot shows a web form for updating user information. It is divided into two main sections: "User Information" and "Security". A large red arrow points from the left towards the "Security" section. The "User Information" section contains fields for User Name, First Name, Last Name, Organization Municipality, Title, Address 1, Address 2, City, State, Zip Code, Phone, Fax, and E-mail Address. The "Security" section contains fields for New Password, Confirm New Password, a security question (Mother's maiden name), and the answer (Moe). At the bottom of the form are "Update" and "Reset" buttons.

User Information	
User Name*	kmo1
First Name*	Karen
Last Name*	O'Neill
Organization Municipality	220302 - HARRISBURG CITY, DAUPHIN COUNTY
Title*	Chair, Auditors
Address 1*	400 North Street
Address 2	
City*	Harrisburg
State*	PA
Zip Code*	17101 -
Phone*	717 720 7395 x
Fax	717 783 1402 x
E-mail Address*	karenricci26@yahoo..

Security	
New Password	
Confirm New Password	
If you ever lose your user name or the password sent to you in your registration confirmation e-mail, we will ask you the following question, and need to receive your given answer, to confirm your identity.	
Question	Mother's maiden name
Answer	Moe

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The system will ask for your current password to verify you are authorized to make these changes. If you changed your password in the previous step, use the password you signed in with, not the one you just created. For all subsequent log-ins, you will use your newly created password. Click “Submit” to complete your password update.

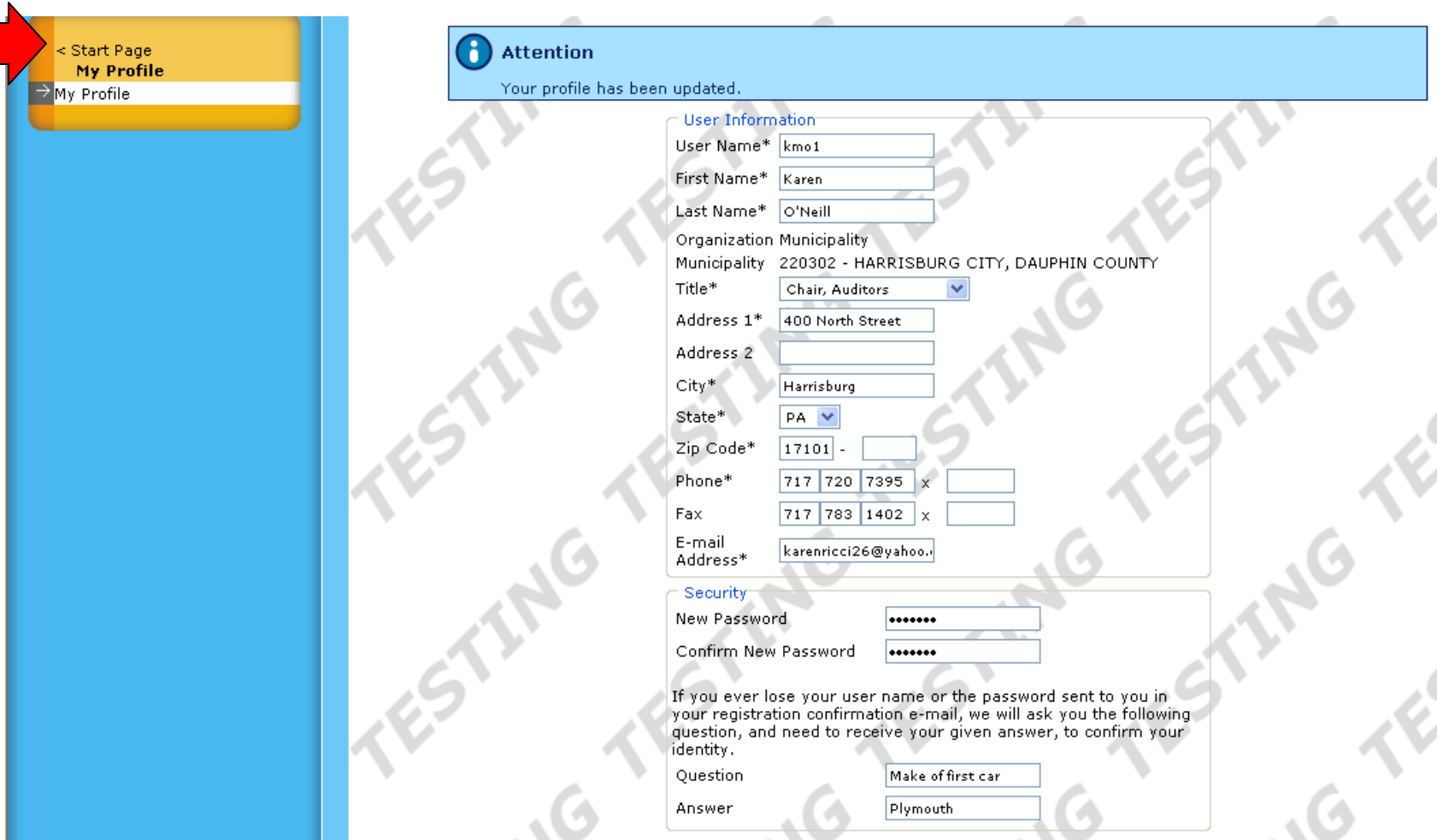


The image shows a dialog box titled "Update Confirmation" with a blue header. Below the header, the text reads "Please enter your current password so we can confirm that you authorize this change." There is a text input field labeled "Password*" and two buttons at the bottom: "Submit" and "Cancel".

* - Required fields

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Upon successfully updating your profile, you may return to the Start Page.



A red arrow points to the navigation menu on the left side of the page. The menu includes a yellow bar with the text "< Start Page" and "My Profile", and a white bar with the text "My Profile".

The main content area features a blue header with an information icon and the text "Attention: Your profile has been updated." Below this is a form titled "User Information" with the following fields:

- User Name*: kmo1
- First Name*: Karen
- Last Name*: O'Neill
- Organization Municipality: 220302 - HARRISBURG CITY, DAUPHIN COUNTY
- Title*: Chair, Auditors (dropdown menu)
- Address 1*: 400 North Street
- Address 2: (empty)
- City*: Harrisburg
- State*: PA (dropdown menu)
- Zip Code*: 17101 - (empty)
- Phone*: 717 720 7395 x (empty)
- Fax: 717 783 1402 x (empty)
- E-mail Address*: karenricci26@yahoo.

Below the "User Information" section is a "Security" section with the following fields:

- New Password: (password field)
- Confirm New Password: (password field)
- If you ever lose your user name or the password sent to you in your registration confirmation e-mail, we will ask you the following question, and need to receive your given answer, to confirm your identity.
- Question: Make of first car
- Answer: Plymouth

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The Municipal Statistics Start Page contains 2 main sections:

- “Your Pending Tasks” lists all outstanding forms [forms that have not been submitted, or are currently in an incomplete status].
- “History” contains a record of previously filed forms. This section will be discussed later.

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Municipal Statistics Start Page

HARRISBURG CITY, DAUPHIN COUNTY
Welcome, Karen O'Neill

Your Pending Tasks

- ! Your [2008 Tax Information Form](#) was due on 1/16/2008.
- ! Your [2008 Elected and Appointed Officials](#) was due on 1/31/2008.
- ! Your 2007 Survey of Financial Conditions was due on 3/15/2008. However, your Tax Information Form must be filed in order to file your Survey of Financial Conditions.
- ! Your [2007 Annual Financial Report](#) was due on 4/1/2008.

History

- + Municipal Annual Financial Report
- + Municipal Elected and Appointed Officials
- + Municipal Survey of Financial Conditions
- + Municipal Tax Information Form

E-FILING SPECIFIC DCED FORMS

MUNICIPAL TAX INFORMATION FORM

(DCED-CLGS-2565)

Due Date: 12/1 for new tax enactments, repeals or changes in rates to either the Earned Income Tax (EIT) or the Local Services Tax (LST). 12/1 is the deadline date in order to ensure those changes are included in the December 15 release of the Official Tax Register.

Due Date: 1/15 if there are no changes to either the EIT or LST.

The Tax Information form is divided into 7 sections, which must be completed in order:



Step 1: General Questions

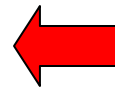


- 1) Has your municipality enacted a tax abatement ordinance under the authority of Act 34 of 1971 (Improvement of Deteriorating Real Property or Areas Tax Exemption Act) or Act 76 of 1977 (Local Economic Revitalization Tax Assistance Act)?
- Yes No
- 2) Has your municipality adopted a Tax Increment Financing program?
- Yes No
- 3) **Optional:** Does your municipality impose an Income Tax under any of the following acts? *(please check all that apply)*
- Act 62 of 1972** -- Home Rule Charter and Optional Plan
 - Act 47 of 1987** -- the Municipalities Financial Recovery Act
 - Act 205 of 1984** -- the Municipal Pension Plan Funding Standard and Recovery Act
 - Act 24 of 2001** (amended by Act 96 of 2002) -- the Optional Occupational Elimination Act
 - Act 442 of 1968** (amended by Act 152 of 1996) -- "An act authorizing the Commonwealth of Pennsylvania and the counties thereof to preserve, acquire or hold land for open space uses"

Step 1 continued

Any time a question mark appears next to an item on your screen, you can click on it for additional information.

- 2) Has your municipality adopted a Tax Increment Financing program? ?

A screenshot of a Microsoft Internet Explorer browser window. The title bar reads "Municipal Statistics Help - Microsoft Internet Explorer". The page content includes a blue header with "Municipal Statistics Help" and a sub-header "Tax Increment Financing". A question mark icon is followed by a paragraph of text explaining Tax Increment Financing (TIF) in Pennsylvania.

Municipal Statistics Help

Tax Increment Financing

? Tax increment financing (TIF) is the pledging of anticipated future tax revenues from a property or a group of properties (a tax increment district) to support the issuance of bonds used to raise money to redevelop the tax increment district. A tax increment is the additional tax revenue which results from the increase in property values or sales activity as a result of the redevelopment project. In Pennsylvania, tax increment financing can be financed from real property taxes, sales taxes or business gross receipts taxes.

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Step 2: Verification

Here, you will be asked to verify your existing rates. The “Effective Rate” column lists only your municipal rate.



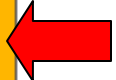
Tax	Effective Rate ?	Effective Date ?	Low Income Exemption / Homestead Exclusion ?	Rate reported by School District	Total Rate
Total Real Estate	4.78				
Real Estate - General Purpose (mills)	4.78	1/1/2008		23.75	28.53
If Split Rate					
Real Estate - Split rate - Land (mills)	28.67	1/1/2008			28.67
Real Estate - Split rate - Buildings (mills)	4.78	1/1/2008			4.78
Act 511 and Other					
Earned Income - Resident (percent)	0.5	1/1/1967		0.5	1
Earned Income - Nonresident (percent)	1	1/1/1967			1
Local Services Tax (LST) (dollars)	47	1/1/2008	12,000	5	52
Realty Transfer (percent)	0.5	3/16/1972		0.5	1
Mercantile/Business Privilege - Wholesale (mills)	0.5	12/9/1982		0.5	1
Mercantile/Business Privilege - Retail (mills)	0.75	12/9/1982		0.75	1.5
Mercantile/Business Privilege - Other (mills)	2	12/9/1982		1	3
Amusement (percent)	5	12/9/1982		5	10
Mechanical Devices (dollars)	50	12/9/1982			50

Do you have any changes?

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Step 2 continued

The “Total Rate” on the far right includes the school district’s portion. If there are changes to any of your tax rates, click “Yes” to continue to Step 3. If there are no changes, click “No” to continue. This will take you to step 5.

Tax	Effective Rate ?	Effective Date ?	Low Income Exemption / Homestead Exclusion ?	Rate reported by School District	Total Rate 
Total Real Estate	4.78				
Real Estate - General Purpose (mills)	4.78	1/1/2008		23.75	28.53
If Split Rate					
Real Estate - Split rate - Land (mills)	28.67	1/1/2008			28.67
Real Estate - Split rate - Buildings (mills)	4.78	1/1/2008			4.78
Act 511 and Other					
Earned Income - Resident (percent)	0.5	1/1/1967		0.5	1
Earned Income - Nonresident (percent)	1	1/1/1967			1
Local Services Tax (LST) (dollars)	47	1/1/2008	12,000	5	52
Realty Transfer (percent)	0.5	3/16/1972		0.5	1
Mercantile/Business Privilege - Wholesale (mills)	0.5	12/9/1982		0.5	1
Mercantile/Business Privilege - Retail (mills)	0.75	12/9/1982		0.75	1.5
Mercantile/Business Privilege - Other (mills)	2	12/9/1982		1	3
Amusement (percent)	5	12/9/1982		5	10
Mechanical Devices (dollars)	50	12/9/1982			50

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Step 3: Tax Rates

For all changes, an effective date is required. This is NOT when the ordinance/resolution was signed, but when the taxpayer is first liable for the new tax/rate.

Tax	Effective Rate ?	Effective Date (mm/dd/yyyy) ?	Low Income Exemption (dollars) ?	Ordinance status	Do you have the ordinance?
Total Real Estate	4.78 mills				
Real Estate - General Purpose (mills)	<input type="text" value="4.78"/> mills				<input checked="" type="checkbox"/>
If Split Rate					
Real Estate - Split rate - Land (mills)	<input type="text" value="28.67"/> mills				
Real Estate - Split rate - Buildings (mills)	<input type="text" value="4.78"/> mills				
Special Purpose					
Debt Service (mills)	<input type="text"/> mills				
Library (mills)	<input type="text"/> mills				
Open Space (mills)	<input type="text"/> mills				
Recreation (mills)	<input type="text"/> mills				
Other: <input type="text" value="[Select a tax to add]"/>	<input type="text"/> mills				
Act 511 and Other					
Earned Income - Resident (percent)	<input type="text" value="0.5"/> percent	<input type="text" value="1/1/1967"/>	<input type="text"/>		
Earned Income - Nonresident (percent)	<input type="text" value="1"/> percent	<input type="text" value="1/1/1967"/>	<input type="text"/>		
Local Services Tax (LST) (dollars)	<input type="text" value="47"/> dollars	<input type="text" value="1/1/2008"/>	<input type="text" value="12,000"/>		
Realty Transfer (percent)	<input type="text" value="0.5"/> percent	<input type="text" value="3/16/1972"/>			
Occupation (mills)	<input type="text"/> mills	<input type="text"/>			
Occupation (dollars)	<input type="text"/> dollars	<input type="text"/>			
Per Capita (dollars)	<input type="text"/> dollars	<input type="text"/>			
Mercantile/Business Privilege - Wholesale (mills)	<input type="text" value="0.5"/> mills	<input type="text" value="12/9/1982"/>			
Mercantile/Business Privilege - Retail (mills)	<input type="text" value="0.75"/> mills	<input type="text" value="12/9/1982"/>			
Mercantile/Business Privilege - Other (mills)	<input type="text" value="2"/> mills	<input type="text" value="12/9/1982"/>			
Mercantile/Business Privilege - Flat Rate (dollars)	<input type="text"/> dollars	<input type="text"/>			
Amusement (percent)	<input type="text" value="5"/> percent	<input type="text" value="12/9/1982"/>			
Mechanical Devices (dollars)	<input type="text" value="50"/> dollars	<input type="text" value="12/9/1982"/>			
Residence (dollars)	<input type="text"/> dollars	<input type="text"/>	<input type="text"/>		
Other: <input type="text" value="[Select a tax to add]"/>	<input type="text"/>	<input type="text"/>			

Governor's Center for Local Government Services

Step 3 continued

There are several checks built into the system to ensure accurate reporting. This municipality levies an LST at a rate of \$52. Because the coterminous school district also receives \$5 of the LST, the municipality may only collect \$47. If the municipality tries to enter \$52 for their LST rate, the following message will appear:



The following errors have occurred:
These errors must be corrected for you to continue.

Please either reduce the effective rate, or call 888-223-6837 to continue, because the effective rate you entered (52 dollars) combined with the effective rate reported by MECHANICSBURG AREA S D exceeds the maximum rate of 52 dollars for Local Services Tax (LST) (dollars)

Act 511 and Other

Earned Income - Resident (percent)	<input type="text" value="0.5"/> percent	<input type="text"/>		<input type="text"/>
Earned Income - Nonresident (percent)	<input type="text" value="1"/> percent	<input type="text"/>		<input type="text"/>
Local Services Tax (LST) (dollars)	<input type="text" value="52"/> dollars	<input type="text" value="1/1/2008"/>		<input type="text" value="12,000"/>

Step 4: Municipal Ordinances

If you made changes to any tax rates, exemption amounts, or effective dates, you must specify how you will provide the ordinance to DCED. Your tax form will not be considered complete until DCED receives the required ordinance.



Please indicate how you will be providing the ordinance(s) to DCED:

Tax	Ordinance options ?
Real Estate Taxes (required annually)	<input type="radio"/> Attach PDF <input type="radio"/> Mail copy to DCED <input checked="" type="radio"/> Fax copy to DCED
Local Services Tax (LST)	<input type="radio"/> Attach PDF <input type="radio"/> Mail copy to DCED <input checked="" type="radio"/> Fax copy to DCED

Mailed documents
Mail completed forms to:
Commonwealth of Pennsylvania
Department of Community and Economic Development
Governor's Center for Local Government Services
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225




Faxed documents
Fax completed forms to 717-783-1402. Please make sure the signature is visible.
To ensure a raised seal is visible, please rub over it with pencil, make a copy of the original, then fax the copy.


< Back Next > Cancel

Governor's Center for Local Government Services

Step 5: Tax Collectors

Screen 5 allows you to make changes to your EIT/LST collector information. If your municipality does not use any of the listed options, you can choose the “Other collector” option at the bottom of the list.

Municipal EIT Tax Collector		Municipal LST Collector	
Collector:	[Other collector] 	Collector:	Central Tax Bureau of Pa., Inc. 
Location:	Berkheimer Berks County EIT Bureau Capital Tax Collection Bureau Central Tax Bureau of Pa., Inc. Don Wilkinson Agency, Inc. Kevin Downs, PA	Location:	Waynesburg 
Name	Keystone Central Tax Office	Name	Central Tax Bureau of Pa., Inc.-Waynesburg
Title	Keystone Municipal Collections	Title	
Address 1	Pennsylvania Municipal Service Company	Address 1	192 W High St
Address 2	Southwest Regional Tax Bureau	Address 2	
Address 3	Upper Dauphin Tax Office	Address 3	
City	West Shore Tax Bureau	City	Waynesburg
State	York Adams Tax Bureau	State	PA
Zip	[Other collector]	Zip	15370
Phone	(717) 234-3217	Phone	(724) 627-8980
Toll-free Phone	(800) 273-2040	Toll-free Phone	
Fax	(717) 234-2962	Fax	(724) 627-3544
E-mail	captax.hbg@captax.com	E-mail	
Web site	www.captax.com	Web site	http://www.centaxgroup.com/



Governor's Center for Local Government Services

Step 5 continued

If you choose "Other collector", this screen will appear. The opened fields will allow you to enter the name, title, address, phone number, e-mail and web site for your tax collector.

Municipal EIT Tax Collector		Municipal LST Collector	
Collector:	[Other collector] ▼	Collector:	Central Tax Bureau of Pa., Inc. ▼
Name	Capital Tax Collection Bureau-Harrisburg	Location:	Waynesburg ▼
Title		Name	Central Tax Bureau of Pa., Inc.-Waynesburg
Address 1	2301 N 3rd St	Title	
Address 2		Address 1	192 W High St
Address 3		Address 2	
City	Harrisburg	Address 3	
State	PA ▼	City	Waynesburg
Zip	17110 - 1893	State	PA
Phone	717 234 3217 x	Zip	15370
Toll-free Phone	800 273 2040	Phone	(724) 627-8980
Fax	717 234 2962	Toll-free Phone	
E-mail	captax.hbg@captax.com	Fax	(724) 627-3544
Web site	www.captax.com	E-mail	
<input type="button" value="Clear"/>		Web site	http://www.centaxgroup.com/

Governor's Center for Local Government Services

Step 6: Final Review

Please verify that all information is correct. If you need to make any changes, click on the step number in the upper right corner to access the data you wish to edit.



Tax Rates					
HARRISBURG CITY S D					
Tax	Effective Rate ?	Effective Date ?	Low Income Exemption / Homestead Exclusion ?	Rate reported by School District	Total Rate
Total Real Estate	4.78				
Real Estate - General Purpose (mills)	4.78	1/1/2008			4.78
If Split Rate					
Real Estate - Split rate - Land (mills)	28.67	1/1/2008			28.67
Real Estate - Split rate - Buildings (mills)	4.78	1/1/2008			4.78
Act 511 and Other					
Earned Income - Resident (percent)	0.5	1/1/1967		0.5	1
Earned Income - Nonresident (percent)	1	1/1/1967			1
Local Services Tax (LST) (dollars)	47	1/1/2008	12,000	5	52
Realty Transfer (percent)	0.5	3/16/1972		0.5	1
Mercantile/Business Privilege - Wholesale (mills)	0.5	12/9/1982		0.5	1
Mercantile/Business Privilege - Retail (mills)	0.75	12/9/1982		0.75	1.5
Mercantile/Business Privilege - Other (mills)	2	12/9/1982		1	3
Amusement (percent)	5	12/9/1982		5	10
Mechanical Devices (dollars)	50	12/9/1982			50

Municipal EIT Tax Collector
 Capital Tax Collection Bureau-Harrisburg Division
 2301 N 3rd St
 Harrisburg, PA 17110-1893
 Phone: (717) 234-3217
 Toll-free: (800) 273-2040
 Fax: (717) 234-2962
 E-mail: captax.hbg@captax.com
 Web site: www.captax.com

Municipal LST Collector
 Central Tax Bureau of Pa., Inc.-Waynesburg
 192 W High St
 Waynesburg, PA 15370
 Phone: (724) 627-8980
 Fax: (724) 627-3544
 Web site: <http://www.centaxgroup.com/>

Step 6 continued

In the certification section at the bottom of the page, enter your name, title and phone number. Once the certification box on the far left is checked, the “Confirm” button will be visible. Click “Confirm” to submit your Report.

I certify that the foregoing information concerning taxes is correct and complete for the 2008 municipality fiscal year.

Name: Title:

Phone: x



Step 7: Submission Confirmation

This page verifies that your electronic filing is complete by providing you with the date submitted. The status of your Tax Information Form will stay "Pending" until DCED reviews the data and receives the required ordinance. A copy of your completed form is available to download.



Submission Details

Your form has been submitted to DCED on 7/18/2008

The status of your tax information form is PENDING.

If you have any questions, contact Paul Keefer at 888-223-6837 or via e-mail at shaul_ahuva@comcast.net.



[Download Completed Form](#)

Close Form

**MUNICIPALITY REPORT OF ELECTED
AND APPOINTED OFFICIALS
(DCED-CLGS-19)**

Due Date: 1/31

The information gathered from this Report is displayed on the Local Government Officials website and is frequently used by many entities across the State for contact purposes. Therefore, it is important that the information is current and accurate.

Note: The Department of Transportation will not release the Liquid Fuels disbursement until DCED has received the Report.

Governor's Center for Local Government Services

The Report is divided into 6 sections, which must be completed in order.

Each step contains pre-populated information provided from the previous year.



Governor's Center for Local Government Services

Step 1: Primary Contact Person

This should contain the name and contact information of the official who wishes to be the primary contact for the municipality. Please include an e-mail address. Click "Next" to continue.

Municipal Contact Information	
Name	BETH ANN C. GABLER
Title	CHIEF CLERK
Address 1	City Government Center, Room 1
Address 2	10 North Second Street
Address 3	
City	Harrisburg
State	PA <input type="button" value="v"/>
Zip	17101 - <input type="text"/>
Phone	717 255 3060 x <input type="text"/>
Toll-free Phone	<input type="text"/>
Fax	717 255 3081
E-mail	bgabler@cityofhbg.com
Web site	
<input type="button" value="Clear"/>	

Federal EIN (Employers Identification Number):

Step 2: Employee & Service Information

Under “Municipal Payroll”, list the number of full-time and part-time employees as of December 31.

Note: If an employee receives a W-2 form, include in the count. If they receive form 1099, do not include.

MUNICIPAL PAYROLL	
Total paid officials and employees (includes Police Officers) as of December 31:	Full-time: <input type="text" value="556"/>
	Part-time: <input type="text" value="18"/>

Step 2 continued

Answer all questions in the Police and Fire Service sections and click "Next" to continue.

POLICE SERVICE	
<input checked="" type="radio"/> Own Municipal Police Force	Full-time: <input type="text" value="0"/> (includes chief) Part-time: <input type="text" value="8"/>
Do you contract services to another municipality?	<input type="radio"/> Yes <input checked="" type="radio"/> No

<input type="radio"/> Contracted from another municipality	

<input type="radio"/> State Police Coverage only	

<input type="radio"/> Regional Police Force	
FIRE SERVICE	
Number of Fire Companies located within municipality:	<input type="text" value="1"/>
Type of Fire Services:	<input type="text" value="All Volunteer"/> ▼
Paid Fire Marshal/Chief?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Has your municipality registered its fire ordinance under Act 93, the Fire Insurance Escrow Act?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Step 3: Land Use Information

The “Land Use and Planning” section requires Yes/No answers to questions.

LAND USE AND PLANNING

- | | | |
|--|--------------------------------------|-------------------------------------|
| Does your municipality have a comprehensive plan? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Is it a multi-municipal plan? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| ----- | | |
| Does your municipality have a zoning ordinance? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Is it a joint/multi-municipal zoning ordinance? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| ----- | | |
| Does your municipality have a subdivision ordinance? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| ----- | | |
| Does your municipality have a planning commission? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| ----- | | |
| Does your municipality have a zoning hearing board? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

Step 3 continued

If your municipality is part of a multi-municipal comprehensive plan, you must list the participating municipalities. You may type the name of the municipality or you may use the "Map Search" function.


LAND USE AND PLANNING

Does your municipality have a comprehensive plan? Yes No

Is it a multi-municipal plan? Yes No

Municipality Search

Select a specific municipality by entering the exact name, or browse the Pennsylvania map by clicking on "Map Search" below.

 Map Search

Step 3 continued


If you have a joint/multi-municipal zoning ordinance, you must list the participating municipalities. You may type the name of the municipality or you may use the "Map Search" function.

Does your municipality have a zoning ordinance? Yes No

Is it a joint/multi-municipal zoning ordinance? Yes No

Municipality Search

Select a specific municipality by entering the exact name, or browse the Pennsylvania map by clicking on "Map Search" below.



Step 3 continued

In the “State-Wide Building Code” section of Step 3, the Department of Labor and Industry license number is required when a municipality has opted-in to administer the PA Uniform Construction Code.

STATE-WIDE BUILDING CODE	
Has your municipality opted-in to administer the PA Uniform Construction Code (UCC)?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Please provide the following:	
Dept. of Labor and Industry License Number:	<input type="text" value="001171"/>
Has your municipality appointed a third party inspector to administer one or more of the UCC certifications?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Governor's Center for Local Government Services

Step 4: Officials List

This contains a list of all possible positions that a municipality may have. All positions must be designated as “Occupied”, “Vacant” or “Not Applicable”. Verify each position, then click “Next” at the bottom of the screen.

Please indicate whether each official position listed is **occupied** (the position is applicable and filled), **vacant** (the position is applicable but not currently filled) or **not applicable** (the position does not apply). After indicating the status of each position, you may click the <Next> button to step through each occupied position to review and edit the officials' information.

Official Code	Position	Name	Occupied	Vacant	Not Applicable
01	Mayor	Stephen R. Reed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
02	President	Linda D. Thompson	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
03	Council Member	Brad Koplinski	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
04	Council Member	Patty Kim	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
05	Council Member	Wanda R. D. Williams	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
06	Council Member	Gloria Martin-Roberts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
78	Chair, Environmental Advisory Council		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
79	Local Ordinance Enforcement Officer		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Governor's Center for Local Government Services

Step 4 continued

The system will then take you through each of the occupied positions listed in the previous step. After verifying the official's information is current and accurate, click "Next" to continue to the next official.

Mayor	
Name	Stephen R. Reed
Title	Mayor
Address 1	City Government Center, Room 202
Address 2	10 North Second Street
Address 3	
City	Harrisburg
State	PA <input type="button" value="v"/>
Zip	17101 - <input type="text"/>
Phone	717 255 <input type="text"/> Extension <input type="text"/>
Toll-free Phone	<input type="text"/>
Fax	717 255 3036
E-mail	lthompson@harrisburgcitycouncil.com
Web site	
Political Affiliation	Democrat <input type="button" value="v"/>
Year Term Ends:	2010 <input type="button" value="?"/>
Sex:	Male <input type="button" value="v"/>
<input type="button" value="Clear"/>	

Governor's Center for Local Government Services

Step 5: Final Review

Please verify that all information is correct. If you need to make any changes, click on the step number in the upper right corner to access the data you wish to edit.



PROFILE

Municipal Contact Information

ROBIN BEAL
Secretary
47 Connellsville Street
Dunbar, PA 15431

Phone: (724) 277-4949
Fax: (724) 277-0460
E-mail: dunbarchambers@zoominternet.net
Sex: Female

Federal EIN (Employers Identification Number): 251216479

MUNICIPALITY PAYROLL

Total paid officials and employees (including Police Officers) as of December 31:

Full-Time: 1
Part-Time: 10

POLICE SERVICE

Own Municipal Police Force

Full-Time: 0(*includes chief*)
Part-Time: 8

Step 5 continued

In the certification section at the bottom of the page, enter your name, title and phone number. Once the certification box on the far left is checked, the “Confirm” button will be visible. Click “Confirm” to submit your Report.

I certify that the foregoing information concerning municipal officials is correct and complete for 2008.

Name: Title:

Phone: x

Step 6: Submission Confirmation

This page verifies that your electronic filing is complete by providing you with the date submitted and an “Approved” status. A copy of your completed form is available to download.



Submission Details

Your form has been submitted to DCED on 7/16/2008

The status of your elected and appointed officials form is APPROVED.

If you have any questions, contact Michael Williams at 888-223-6837 or via e-mail at c-mwilliam@state.pa.us.



[Download Completed Form](#)

SURVEY OF FINANCIAL CONDITION

(DCED-CLGS-69)

Due Date: 3/15

Note: The Department of Transportation will not release the Liquid Fuels disbursement until DCED has received the Report.

The Survey is divided into 5 sections, which must be completed in order:



Governor's Center for Local Government Services

Step 1: Survey Questions

A response to the yes/no questions is required. Please read each question carefully and consider it in light of your municipality's performance over the last year.

1. Has your municipality maintained a deficit over a three-year period, with a deficit of 1% or more in each of the previous fiscal years? Yes No [?](#)

2. Have your municipality's expenditures exceeded revenues for a period of three years or more? Yes No [?](#)

3. Has your municipality defaulted in payment of principal or interest on any of its bonds or notes or in payment of rentals due any authority? Yes No [?](#)

4. Has your municipality missed a payroll for 30 days? Yes No [?](#)

5. Has your municipality failed to make required payments to judgment creditors for 30 days beyond the date of the recording of the judgment? Yes No [?](#)

6. Has your municipality, for a period of at least 30 days beyond the due date, failed to forward taxes withheld on the income of employees or failed to transfer employer or employee contributions for social security? Yes No [?](#)

7. Has your municipality accumulated and operated for each of two successive years a deficit equal to 5% or more of its revenue? Yes No [?](#)

8. Has your municipality failed to make the budgeted payment of its minimum municipal obligation as required by section 302, 303 or 602 of the act of December 18, 1984 (P.L. 1005, No.205), known as the Municipal Pension Funding Standard and Recovery Act during the fiscal year for which the payment was budgeted and failed to take action within that time period to make required payments? Yes No [?](#)

9. Has your municipality sought to negotiate resolution or adjustment of a claim in excess of 30% against a fund or budget and failed to reach an agreement with creditors? Yes No [?](#)

10. Has your municipality filed a municipal debt readjustment plan pursuant to Chapter 9 of the Bankruptcy Code (11 U.S.C. Sec 901 et seq)? Yes No [?](#)

- 11a. Was your municipality at the maximum general purpose real estate tax limit as of the last municipal fiscal year? Yes No [?](#)

12. Did your municipality borrow funds this year, other than tax anticipation borrowing, to meet current operating expenditures? Yes No [?](#)

- 13a. Has the basis of accounting used by your municipality been changed during the past three years? Yes No [?](#)

- 13b. What basis of accounting is currently used by your municipality? Cash Basis Modified / Full Accrual Basis [?](#)

- 13c. Has your auditor, in the most recent management letter, raised doubts about the ability of the municipality to function as a going concern? If yes, attach a copy of the letter. Yes No [?](#)

Governor's Center for Local Government Services

If you answer "Yes" to any question from 1-12, you must provide an explanation in the space below.

1. Has your municipality maintained a deficit over a three-year period, with a deficit of 1% or more in each of the previous fiscal years? Yes No [?](#)

Please click here to explain why you answered "Yes" to this question.

2. Have your municipality's expenditures exceeded revenues for a period of three years or more? Yes No [?](#)

3. Has your municipality defaulted in payment of principal or interest on any of its bonds or notes or in payment of rentals due any authority? Yes No [?](#)

4. Has your municipality missed a payroll for 30 days? Yes No [?](#)

5. Has your municipality failed to make required payments to judgment creditors for 30 days beyond the date of the recording of the judgment? Yes No [?](#)

6. Has your municipality, for a period of at least 30 days beyond the due date, failed to forward taxes withheld on the income of employees or failed to transfer employer or employee contributions for social security? Yes No [?](#)


7. Has your municipality accumulated and operated for each of two successive years a deficit equal to 5% or more of its revenue? Yes No [?](#)

Please click here to explain why you answered "Yes" to this question.

Step 2: Number of Employees


To help determine which employees to include in your count, follow this general rule:

If the employee received a form W-2, count them.
If the employee received a form 1099, do not count them.

14a. How many municipal employees were on your payroll at the beginning of the fiscal year? 

Full-time employees:

Part-time employees:

14b. How many municipal employees were on your payroll at the end of the fiscal year? 

Full-time employees:

Part-time employees:

< Back

Next >

Cancel

Add/View Notes (0 existing)

Step 3: Optional Explanations

This allows you to explain why your municipality may or may not be financially distressed. These questions are optional.



15b. (Optional) - If you answered "Yes" to any question from 1 to 12 and you do not feel your municipality is financially distressed, please explain.

16. (Optional) - Are you aware of circumstances in or affecting your municipality that indicate to you that your municipality is in a condition of financial distress? If yes, what are those circumstances?

< Back Next > Cancel Add/View Notes (0 existing)

Step 4: Final Review

Please verify that all information is correct. If you need to make any changes, click on the step number in the upper right corner to access the data you wish to edit.



Please review the information you have provided for CAMP HILL BORO, CUMBERLAND COUNTY. If necessary, you may go back to a previous step by clicking on the appropriate step number above. When you are satisfied with the information provided, click on the "Confirm" button below.

- | | | |
|--|---|----|
| 1. | Has your municipality maintained a deficit over a three-year period, with a deficit of 1% or more in each of the previous fiscal years? | NO |
| <hr style="border-top: 1px dashed #000;"/> | | |
| 2. | Have your municipality's expenditures exceeded revenues for a period of three years or more? | NO |
| <hr style="border-top: 1px dashed #000;"/> | | |
| 3. | Has your municipality defaulted in payment of principal or interest on any of its bonds or notes or in payment of rentals due any authority? | NO |
| <hr style="border-top: 1px dashed #000;"/> | | |
| 4. | Has your municipality missed a payroll for 30 days? | NO |
| <hr style="border-top: 1px dashed #000;"/> | | |
| 5. | Has your municipality failed to make required payments to judgment creditors for 30 days beyond the date of the recording of the judgment? | NO |
| <hr style="border-top: 1px dashed #000;"/> | | |
| 6. | Has your municipality, for a period of at least 30 days beyond the due date, failed to forward taxes withheld on the income of employees or failed to transfer employer or employee contributions for social security? | NO |
| <hr style="border-top: 1px dashed #000;"/> | | |
| 7. | Has your municipality accumulated and operated for each of two successive years a deficit equal to 5% or more of its revenue? | NO |
| <hr style="border-top: 1px dashed #000;"/> | | |
| 8. | Has your municipality failed to make the budgeted payment of its minimum municipal obligation as required by section 302, 303 or 602 of the act of December 18, 1984 (P.L. 1005. No.205), known as the Municipal Pension Funding Standard and Recovery Act during the fiscal year for which the payment was budgeted and failed to take action within that time period to make required payments? | NO |
| <hr style="border-top: 1px dashed #000;"/> | | |

Step 4 continued

In the certification section at the bottom of the page, enter your name, title and phone number. Once the certification box on the far left is checked, the “Confirm” button will be visible. Click “Confirm” to submit your Report.

I hereby certify that the Chief Elected Official for the above local government has reviewed the information provided in this report and that it is true and accurate to the best of their knowledge.

Name: Title:
Phone: x

Step 5: Submission Confirmation

This page verifies that your electronic filing is complete by providing you with the date submitted and an “Approved” status. A copy of your completed form is available to download.



Submission Details

Your form has been submitted to DCED on 7/9/2008

The status of your survey of financial conditions form is APPROVED.

If you have any questions, contact Michael Williams at 888-223-6837 or via e-mail at c-mwilliam@state.pa.us.



[Download Completed Form](#)

ANNUAL AUDIT & FINANCIAL REPORT

(DCED-CLGS-30)

Due Date:

Cities	3/1
Boroughs	4/1
Townships - 1st and 2nd class	4/1

Governor's Center for Local Government Services

This course is strictly an overview of the e-filing process. For those who desire more detail on the accounting issues relating to the Annual Audit and Financial Report, the following resources are available:

[Home](#) > [Get Local Gov Support](#) > Municipal Statistics

Municipal Statistics

The Governor's Center for Local Government Services provides two online applications to electronically file information and review current and historical data.

- > [The Pennsylvania Local Government Fact Sheet](#) (.pdf) provides a snapshot of municipal statistics.
- > [Tax Rates](#) – County, municipal and school district tax rates, including the Earned Income (EIT), Emergency and Municipal Services Tax (EMST) and Occupational Privilege Taxes (OPT), and tax collectors.
- > [Address Search](#) – Find the municipal and school district tax rates for both home and work location addresses.
- > [Electronic Filing of Municipal Statistics Forms](#) – DCED has upgraded the e-filing system for the Tax Information Form, the Elected and Appointed Officials Form, the Survey of Financial Condition Form, and the Annual Audit and Financial Report Form.
- > [Filing Dates](#) – Provides the dates when municipal forms must be submitted to DCED.
- > Municipal Statistics Online Database – Contains the following information for use by local government officials:
 - > [Local Government Officials](#) – Information about Pennsylvania's elected and appointed local government officials.
 - > [County/Municipal/School District Information](#) – Information includes demographics, contacts, planning, zoning, and building codes, police services, and municipality and school district relationships.
 - > Local Government Financial Information – Compiled from Pennsylvania county and municipal financial reports.
 - > [Financial Information for 1998 to 2005](#)
 - > [Financial Information for 1986 to 1997](#)

 [Find Incentives & Apply for Funding](#)

 [Build Your Business](#)

 [Strengthen Your Community](#)

 [Get Local Gov Support](#)

> [Tax Information](#)

> [Municipal Statistics](#)

> [Technical Assistance](#)

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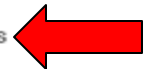
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> [Local Government Law Library](#)

> [Local, State and National Community Organizations](#)

> [Local Governments Online](#)

 [What Can PA Do For You?](#)



Governor's Center for Local Government Services

The Audit is divided into 7 sections, which must be completed in order:



Governor's Center for Local Government Services

Step 1: Balance Sheet

BALANCE SHEET											
Assets and Other Debits											
		Governmental Funds				Proprietary Funds		Fiduciary Funds	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
100-120	Cash and Investments	506,655	15,234		23,450	458,732					\$1,004,071
140-144	Tax Receivable										\$0
121-129, 145-149	Accounts Receivable (excluding taxes)										\$0
130.00	Due From Other Funds										\$0
131-139, 150-159	Other Current Assets										\$0
160-169	Fixed Assets										\$0
180-189	Other Debits										\$0
TOTAL ASSETS AND OTHER DEBITS		\$506,655	\$15,234	\$0	\$23,450	\$458,732	\$0	\$0	\$0	\$0	\$1,004,071
Liabilities and Other Credits / Fund and Account Group Equity											
		Governmental Funds				Proprietary Funds		Fiduciary Funds	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
210-229	Payroll Taxes and Other Payroll Withholdings	951									\$951
200-209, 231-239	All Other Current Liabilities	125									\$125
230.00	Due To Other Funds										\$0
260-269	Long-Term-Liabilities										\$0
240-259	Current Portion of Long-Term Debt and Other Credits										\$0
TOTAL LIABILITIES AND OTHER CREDITS		\$1,076	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,076
		Governmental Funds				Proprietary Funds		Fiduciary Funds	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
281-284	Contributed Capital										\$0
290.00	Investment in General Fixed Assets										\$0
270-289	Fund Balance / Retained Earnings on 12/31	\$505,579	\$15,234	\$0	\$23,450	\$458,732	\$0	\$0	\$0	\$0	\$1,002,995
291-299	Other Equity										\$0
TOTAL FUND AND ACCOUNT GROUP EQUITY		\$505,579	\$15,234	\$0	\$23,450	\$458,732	\$0	\$0	\$0	\$0	\$1,002,995
TOTAL LIABILITIES AND FUND AND ACCOUNT GROUP EQUITY											\$1,004,071

The system adds all rows and columns, following basic accounting principles: “Total Assets and Other Debits” minus “Total Liabilities and Other Credits” equals “Total Fund and Account Group Equity”.

The system will automatically round all figures to the nearest whole dollar.

After entering the data, click “Next” at the bottom of the page.

Step 2: Revenues

Select which revenue categories apply to your municipality, then click "Next".

STATEMENT OF REVENUES AND EXPENDITURES

REVENUES

To report Revenues, select the categories in which you need to report from the list below, then click the "Next" button.

- Taxes (301.00 - 310.90)
- Licenses and Permits (320 - 322)
- Fines and Forfeits (330 - 332)
- Interest, Rents and Royalties (341.00 - 342.00)
- Federal (351.03 - 353.00)
- State (354.03 - 356.00)
- Local Government Units (357.03 - 359.00)
- Charges for Service (361.00 - 379.00)
- Unclassified Operating Revenues (383.00 - 389.00)
- Other Financing Sources (391.00 - 395.00)

Governor's Center for Local Government Services

Tax Revenue

The tax revenue reported on the Audit is compared to the Tax Information Form for the same reporting year.

Taxes		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
301.00	Real Estate Taxes	603,136							\$603,136
305.00	Occupation Taxes (levied under municipal code)								\$0
308.00	Residence Taxes (levied by cities of the 3rd Class)								\$0
309.00	Regional Asset District Sales Tax (Allegheny County municipalities only)								\$0
310.00	Per Capita Taxes								\$0
310.10	Real Estate Transfer Taxes	52,732							\$52,732
310.20	Earned Income Taxes / Wage Taxes	238,430							\$238,430
310.30	Business Gross Receipts Taxes								\$0
310.40	Occupation Taxes (levied under Act 511)								\$0
310.50	Local Services Tax **								\$0
310.60	Amusement / Admission Taxes								\$0
310.70	Mechanical Device Taxes	1,525							\$1,525
310.90	Other Local Tax Enabling Act / Act 511 / Taxes								
	Other:								
	<input type="text"/>								\$0
	<input type="button" value="Add another category"/>								
Total Taxes		\$895,823	\$0	\$0	\$0	\$0	\$0	\$0	\$895,823

Governor's Center for Local Government Services

DCED verifies disbursement amounts from several state agencies to ensure those exact amounts are placed on the appropriate lines on the Audit. These disbursements are as follows:

		Governmental Funds				Proprietary Funds		Fiduciary Funds	Total
State		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
354.03	Highways and Streets								\$0
354.09	Community Development								\$0
354.15	Recycling / Act 101								\$0
354.00	All Other State Capital and Operating Grants								\$0
355.01	Public Utility Realty Tax (PURTA)	1,483							\$1,483
355.02	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback		55,064						\$55,064
355.04	Alcoholic Beverage Licenses								\$0
355.05	General Municipal Pension System State Aid	57,715							\$57,715
355.00	All Other State Shared Revenues and Entitlements	15,780							\$15,780
356.00	State Payments in Lieu of Taxes								\$0
Total State		\$74,978	\$55,064	\$0	\$0	\$0	\$0	\$0	\$130,042

Governor's Center for Local Government Services

Pension Reporting – General Fund

The pension expense may be shown on line 483.00 in the General Fund, if not shown as an expense under specific departmental codes.

Employer Paid Benefits and Withholding Items		Governmental Funds				Proprietary Funds		Fiduciary Funds	Total
		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
481.00	Employer Paid Withholding Taxes and Unemployment Compensation								\$0
482.00	Judgments and Losses								\$0
483.00	Pension / Retirement Fund Contributions	57,715							\$57,715
484.00	Worker Compensation Insurance								\$0
487.00	Other Group Insurance Benefits								\$0
Total Employer Paid Benefits and Withholding Items		\$57,715	\$0	\$0	\$0	\$0	\$0	\$0	\$57,715

Governor's Center for Local Government Services

Pension Reporting – Trust and Agency Fund Revenues

341.00: Interest/investment earnings

388.00: Incoming transfer from the General Fund, plus any employee contributions

		Governmental Funds				Proprietary Funds		Fiduciary Funds	Total
Interest, Rents and Royalties		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
341.00	Interest Earnings							2,356	\$2,356
342.00	Rents and Royalties								\$0
Total Interest, Rents and Royalties		\$0	\$0	\$0	\$0	\$0	\$0	\$2,356	\$2,356

		Governmental Funds				Proprietary Funds		Fiduciary Funds	Total
Unclassified Operating Revenues		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
383.00	Special Assessments								\$0
386.00	Escheats (sale of personal property)								\$0
387.00	Contributions and Donations from Private Sectors								\$0
388.00	Fiduciary Fund Pension Contributions							57,715	\$57,715
389.00	All Other Unclassified Operating Revenues								\$0
Total Unclassified Operating Revenues		\$0	\$0	\$0	\$0	\$0	\$0	\$57,715	\$57,715

Governor's Center for Local Government Services

Pension Reporting – Trust and Agency Fund Expenditures

488.00: Payouts, including refunds to former employees

489.00: Account management fees

482.00: Investment loss

		Governmental Funds				Proprietary Funds		Fiduciary Funds	Total
Unclassified Operating Expenditures		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
488.00	Fiduciary Fund Benefits and Refunds Paid							5,012	\$5,012
489.00	All Other Unclassified Expenditures							120	\$120
Total Unclassified Operating Expenditures		\$0	\$0	\$0	\$0	\$0	\$0	\$5,132	\$5,132

		Governmental Funds				Proprietary Funds		Fiduciary Funds	Total
Employer Paid Benefits and Withholding Items		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
481.00	Employer Paid Withholding Taxes and Unemployment Compensation								\$0
482.00	Judgments and Losses							1,251	\$1,251
483.00	Pension / Retirement Fund Contributions								\$0
484.00	Worker Compensation Insurance								\$0
487.00	Other Group Insurance Benefits								\$0
Total Employer Paid Benefits and Withholding Items		\$0	\$0	\$0	\$0	\$0	\$0	\$1,251	\$1,251

Governor's Center for Local Government Services

Pension Reporting – Trust and Agency Fund

Place the end-of-year balance on line 100-120 in the Trust and Agency Fund column on the Balance Sheet.

BALANCE SHEET

Assets and Other Debits

		Governmental Funds				Proprietary Funds		Fiduciary Funds	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
100-120	Cash and Investments							156,874			\$156,874
140-144	Tax Receivable										\$0
121-129, 145-149	Accounts Receivable (excluding taxes)										\$0
130.00	Due From Other Funds										\$0
131-139, 150-159	Other Current Assets										\$0
160-169	Fixed Assets										\$0
180-189	Other Debits										\$0
TOTAL ASSETS AND OTHER DEBITS		\$0	\$0	\$0	\$0	\$0	\$0	\$156,874	\$0	\$0	\$156,874

Governor's Center for Local Government Services

All Other Unclassified Operating Revenues (line 389.00) must be less than 1% of the total revenue *within each fund*.



The following errors have occurred:

These errors must be corrected for you to continue.

389.00 All Other Unclassified Operating Revenues cannot be more than 1% of Total Revenues for General Fund

389.00 All Other Unclassified Operating Revenues cannot be more than 1% of Total Revenues for Enterprise

Unclassified Operating Revenues		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
383.00	Special Assessments								\$0
386.00	Escheats (sale of personal property)								\$0
387.00	Contributions and Donations from Private Sectors								\$0
388.00	Fiduciary Fund Pension Contributions								\$0
389.00	All Other Unclassified Operating Revenues	15,200	210			10,000			\$25,410
Total Unclassified Operating Revenues		\$15,200	\$210	\$0	\$0	\$10,000	\$0	\$0	\$25,410

TOTAL REVENUES	\$1,384,665	\$306,446	\$0	\$70,363	\$866,300	\$0	\$2,356	\$2,630,130
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Step 3: Expenditures

Select which expenditure categories apply to your municipality, then click "Next".


EXPENDITURES

To report Expenditures, select the categories in which you need to report from the list below, then click the "Next" button.

- General Government (400.00 - 409.00)
- Public Safety (410.00 - 419.00)
- Health and Human Services (420.00 - 425.00)
- Public Works - Sanitation (426.00 - 429.00)
- Public Works - Highways and Streets (430.00 - 439.00)
- Other Public Works Enterprises (440.00 - 449.00)
- Culture and Recreation (451.00 - 459.00)
- Community Development (461.00 - 469)
- Debt Service (471.00 - 475.00)
- Employer Paid Benefits and Withholding Items (481 - 484, 487)
- Insurance (486)
- Unclassified Operating Expenditures (488.00 - 489.00)
- Other Financing Uses (491.00 - 493.00)

Governor's Center for Local Government Services

Various other comparisons have been built into the system. Among the more common are revenue and expenditure links:

 **Please review the following warnings:**
If the information provided is correct, you may ignore these warnings.

You have reported expenditures under 429.00 Wastewater / Sewage Treatment and Collection, but have not reported any revenues under 364.10 Wastewater / Sewage (including connection / tapping fees, sewer usage charges, reserve capacity fee, etc.)

You have reported revenues under 364.30 Solid Waste Collection and Disposal Charge (trash), but have not reported any expenditures under 426.00 Recycling Collection and Disposal or 427.00 Solid Waste Collection and Disposal (garbage)

364.10	Wastewater / Sewage (including connection / tapping fees, sewer usage charges, reserve capacity fee, etc.)								\$0
364.30	Solid Waste Collection and Disposal Charge (trash)	1,500							\$1,500
364.60	Host Municipality Benefit Fee for Solid Waste Facility								\$0
364.00	All Other Charges for Sanitation Services								\$0

426.00	Recycling Collection and Disposal								\$0
427.00	Solid Waste Collection and Disposal (garbage)								\$0
428.00	Weed Control								\$0
429.00	Wastewater / Sewage Treatment and Collection	1,500							\$1,500

Governor's Center for Local Government Services

Step 4: Debt Statement

List each loan/note separately under the "Purpose" column. Select whether it is a bond, capital lease, lease rental or note under "Issuance Type".

DEBT STATEMENT

Purpose	Issuance Type	Issue Year (yyyy)	Maturity Year (yyyy)	Original Amount of Issue	Outstanding Beginning of Year*	Principal Incurred This Year	Principal Paid This Year	Current Year Accretion on Compound Interest Bonds	Outstanding at Year End*	Plus (less) Unamortized Premium (Discount)	Total Balance
General Obligation Bonds and Notes											
<input type="text"/>	Bond	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	<input type="text"/>	\$0
<input type="text"/>	Bond	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	<input type="text"/>	\$0
Revenue Bonds and Notes											
<input type="text"/>	Bond	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	<input type="text"/>	\$0
Lease Rental Debt											
<input type="text"/>	Bond	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	<input type="text"/>	\$0
Other											
<input type="text"/>	Bond	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	<input type="text"/>	\$0

* - excludes unamortized premium/discount

Total bonds and notes outstanding	\$0
Capitalized lease obligations	<input type="text"/>
Net Debt	\$0

Governor's Center for Local Government Services

Line 471.00 should match the “Principal Paid This Year” column on the Debt Statement.

 Please review the following warnings:
 If the information provided is correct, you may ignore these warnings.
 The total of 471.00 Debt Principal does not equal the total principal paid during the year

		Governmental Funds			Proprietary Funds		Fiduciary Funds	Total	
Debt Service		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Memorandum Only
471.00	Debt Principal (short-term and long-term)				80,000				\$80,000
472.00	Debt Interest (short-term and long-term)				15,330				\$15,330
475.00	Fiscal Agent Fees								\$0
Total Debt Service		\$0	\$0	\$0	\$95,330	\$0	\$0	\$0	\$95,330

DEBT STATEMENT

Purpose	Issuance Type	Issue Year (yyyy)	Maturity Year (yyyy)	Original Amount of Issue	Outstanding Beginning of Year*	Principal Incurred This Year	Principal Paid This Year	Current Year Accretion on Compound Interest Bonds	Outstanding at Year End*	Plus (less) Unamortized Premium (Discount)	Total Balance
General Obligation Bonds and Notes											
GOB	Bond	2003	2025	2,230,000	1,980,000	0	75,000	0	\$1,905,000	0	\$1,905,000
	Bond								\$0		\$0

Exceptions to the preceding rule:

- 1: If the municipality has created a liability account for the debt, and simply shows the payment as a reduction of debt on the Balance Sheet.
- 2: If the municipality is a co-signor on the loan, and is not making the payments.
- 3: If the municipality is making lease payments, these should be shown under the appropriate expense category rather than line 471.00 (i.e. – if leasing a vehicle, the payment should be reported on line 430.00).

Step 5: Capital Expenditures

STATEMENT OF CAPITAL EXPENDITURES

Capital Expenditures			
	Capital Purchases	Capital Construction	Total
Electric			\$0
Fire			\$0
Gas System			\$0
General Government			\$0
Health			\$0
Housing			\$0
Libraries			\$0
Mass Transit			\$0
Parks			\$0
Police			\$0
Recreation			\$0
Sewer			\$0
Solid Waste			\$0
Streets / Highways			\$0
Water			\$0
Other: <input type="text"/>			\$0
<input type="button" value="Add another category"/>			
TOTAL CAPITAL EXPENDITURES	\$0	\$0	\$0

EMPLOYEE COMPENSATION	
Total salaries, wages, commissions, etc. paid this year (including all employees and elected officials)*	635,336

*USE INCOME FROM W-3 STATEMENT

Step 6: Final Review

Please verify that all information is correct. In order to review your Audit data, you must click "Download Review Form". If you need to make any changes, click on the step number in the upper right corner to access the data you wish to edit.



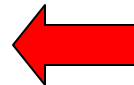
Please review the financial information you have provided for PENBROOK BORO, DAUPHIN COUNTY by clicking on "Download Review Form" below. If necessary, you may go back to a previous step by clicking on the appropriate step number above. When you are satisfied with the information provided, click on the "Confirm" button below.

The Controller, Independent Public Accountant or Certified Public Accountant may provide an opinion resulting from the audit of your financial statements.

If available, attach the opinion (Microsoft Word or PDF format) by clicking on the "Browse" button:

[Download Review Form](#)



Governor's Center for Local Government Services

Step 6 continued

After reviewing your information, the appropriate individual(s) must enter their name, title and phone number. Once the certification box on the far left is checked, the “Confirm” button will be visible. Click “Confirm” to submit your Audit.

I/We, the undersigned, the duly elected (or appointed replacement), qualified, and acting controller/auditors of PENBROOK BORO, DAUPHIN COUNTY have audited, adjusted, and settled the various funds and account groups of PENBROOK BORO, DAUPHIN COUNTY for the year ended December 31, 2007. My/Our audit, adjustment, and settlement was made in accordance with law rather than with generally accepted auditing standards.

(IF NOT ON MODIFIED ACCRUAL / ACCRUAL BASIS)

This municipality's policy is to prepare its financial statements on the basis of cash receipts and disbursements; consequently, certain revenues and the related assets are recognized when received rather than when earned, and certain expenditures or expenses are recognized when paid rather than when a liability is incurred. Accordingly, the accompanying financial statements are not intended to present the financial position and results of operations of this municipality in conformity with generally accepted accounting principles.

These financial statements do not include all of the disclosures required by generally accepted accounting principles.

In my/our opinion, the aforementioned financial statements present the financial position of the various funds and account groups of the municipality of PENBROOK BORO, DAUPHIN COUNTY for the year ended December 31, 2007, and the results of operations of such funds in accordance with the law.

Name: Title:

Phone: x

Name: Title:

Phone: x

Name: Title:

Phone: x

Step 7: Submission Confirmation

This page verifies that your electronic filing is complete by providing you with the date submitted and an “Approved” status. A copy of your completed form is available to download.



Submission Details

Your form has been submitted to DCED on 7/9/2008

The status of your annual financial form is APPROVED.

If you have any questions, contact Michael Williams at 888-223-6837 or via e-mail at c-mwilliam@state.pa.us.



[Download Completed Form](#)

Start Page, History Section



To update a form you've already e-filed, click on the plus sign next to the desired form under "History". Click "Edit" to go to the form you wish to update. If you wish to view or print a form you've already e-filed, click "View".

The screenshot shows two panels. The left panel, titled "Your Pending Tasks", lists four items with red exclamation mark icons: "Your [2007 Elected and Appointed Officials](#) was due on 1/31/2007.", "Your [2006 Survey of Financial Conditions](#) was due on 3/15/2007.", "Your [2006 Annual Financial Report](#) was due on 4/1/2007.", and "Your [2008 Tax Information Form](#) was due on 1/16/2008.". The right panel, titled "History", lists three items with plus sign icons: "Municipal Annual Financial Report", "Municipal Elected and Appointed Officials 2008 [Edit](#) [View](#)", and "Municipal Tax Information Form". A red arrow points from the "Your Pending Tasks" panel to the "History" panel.

Governor's Center for Local Government Services

After selecting “View”, you have the option to either open the file to view and print a copy, or you may save the file to your computer.





The screenshot displays a web application interface with a 'Your Pending Tasks' section on the left and a 'History' section on the right. A 'File Download' dialog box is centered over the 'Your Pending Tasks' section. The dialog box contains the following information:

- Do you want to open or save this file?**
-  Name: SofcForm.pdf
- Type: Adobe Acrobat 7.0 Document
- From: dcckbappdev04
- Buttons:
- Warning:  While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

The 'Your Pending Tasks' section contains three items:

- Your [2008 Tax Information Form](#) was due on 1/16/2008.
- Your [2008 Electe](#)
- Your 2007 Survey must be filed in order

The 'History' section contains four items:

-  Municipal Annual Financial Report
-  Municipal Elected and Appointed Officials
-  Municipal Survey of Financial Conditions
2006 [View](#)
-  Municipal Tax Information Form

Governor's Center for Local Government Services

If you cannot remember your user name or password, click “Forgot your user name or password?”



Log in to Municipal Statistics

User Name:*

Password:

[Forgot your user name or password?](#)

* If you have registered with PA PowerPort, you should use the same user name and password to access Municipal Statistics.

In order to function correctly, the Municipal Statistics web site requires the following:

*Microsoft Internet Explorer 6.0
Pop-ups, JavaScript and cookies must be enabled.*

Governor's Center for Local Government Services

You must first enter your email address:

Forgotten Password

If you have forgotten your user name and/or password, please enter your e-mail address below and we will mail your login information to you.

Enter your e-mail address:

Submit

Next, you must answer the security question you created during the registration process:

Forgotten Password

Please answer the following question and we will e-mail you your user name with a new password.

Your Question: First name

Answer

Submit

Governor's Center for Local Government Services

After successfully answering the security question, a new system-generated password will be immediately emailed to you. You can now log-in using your user name and the new password exactly as it appears in your email.

Forgotten Password



Attention

Your user name and new password have been e-mailed to karenricci26@yahoo.com. You may [log in](#) once you have retrieved your user name and password.

For Assistance Contact

The Governor's Center for Local Government Services

(888) 223-6837

www.newPA.com