

**WEST HANOVER TOWNSHIP**  
DCED-CLGS-30  
FOR THE YEAR ENDED  
DECEMBER 31, 2019  
AND  
INDEPENDENT AUDITOR'S REPORT

**HAMILTON & MUSSER, P.C.**  
*Certified Public Accountants*



# HAMILTON & MUSSER, PC

*Certified Public Accountants • Consultants to Management*

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DAVID A. HAMILTON, CPA • BARRY E. MUSSER, CPA, CFP® (1959 - 2020)  
JAMES A. KRIMMEL, MBA, CPA, CFE, CFF • ROBERT D. MAST, CPA • WILLIAM P. ASHMAN, CPA

## INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors  
West Hanover Township  
Harrisburg, Pennsylvania

### Report on the Annual Financial Report

We have audited the accompanying financial information included in the Form DCED-CLGS-30, Commonwealth of Pennsylvania Municipal Annual Audit and Financial Report ("Annual Financial Report") of West Hanover Township (the Township), Dauphin County, Pennsylvania, as of and for the year then ended December 31, 2019.

### Management's Responsibility for the Annual Financial Report

Management is responsible for the preparation and fair presentation of this Annual Financial Report in accordance with the financial reporting provisions prescribed and permitted by the rules and regulations of the Department of Community and Economic Development (DCED) of the Commonwealth of Pennsylvania. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of this Annual Financial Report that is free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Annual Financial Report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Annual Financial Report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the Annual Financial Report in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made, by management, as well as evaluating the overall presentation of the Annual Financial Report.

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

**Opinion**

In our opinion, the Annual Financial Report referred to above presents fairly, in all material respects, the regulatory basis financial position of West Hanover Township, Dauphin County, Pennsylvania, as of December 31, 2019, and the respective changes in regulatory basis financial position thereof for the year then ended in accordance with the financial reporting provisions described in the instructions provided by the DCED.

**Basis of Accounting**

The Township prepares its Annual Financial Report using accounting practices prescribed and permitted by the rules and regulations of the DCED of the Commonwealth of Pennsylvania, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

**Restriction on Use**

Our report is intended solely for the information and use of the Board of Supervisors and management of West Hanover Township and for filing with the various state and local departments or offices and is not intended to be and should not be used by anyone other than these specified parties.

January 20, 2021

Mechanicsburg, Pennsylvania



*Certified Public Accountants*

**2019 MUNICIPAL ANNUAL AUDIT  
AND  
FINANCIAL REPORT**

**221115 WEST HANOVER TWP, DAUPHIN COUNTY**



## WEST HANOVER TWP, DAUPHIN County

## BALANCE SHEET

December 31, 2019

		Governmental Funds				Proprietary Funds		Fid. Fund	Account Groups		Total
		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	General Fixed Assets	General Long Term Debt	Memorandum Only
<b>Liabilities and Other Credits</b>											
260-269	Long-Term-Liabilities									7,750,144	7,750,144
240-259	Current Portion of Long-Term Debt and Other Credits	28,376								347,546	375,922
<b>Total Liabilities and Other Credits</b>		1,520,470	430,038							8,097,690	10,048,198
<b>Fund and Account Group Equity</b>											
281-284	Contributed Capital										
290.00	Investment in General Fixed Assets								17,360,053		17,360,053
270-289	Fund Balance / Retained Earnings on 12/31	5,677,616	2,730,727	701,289				1,549,458			10,659,090
291-299	Other Equity										
<b>Total Fund and Account Group Equity</b>		5,677,616	2,730,727	701,289				1,549,458	17,360,053		28,019,143
<b>TOTAL LIABILITIES AND FUND AND ACCOUNT GROUP EQUITY</b>											38,067,341

**WEST HANOVER TWP, DAUPHIN County**  
**STATEMENT OF REVENUES AND EXPENDITURES**

December 31, 2019

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

**REVENUES**

**Taxes**

301.00	Real Estate Taxes	689,625	353,537					1,043,162
305.00	Occupation Taxes (levied under municipal code)							
308.00	Residence Taxes (levied by cities of the 3rd Class)							
309.00	Regional Asset District Sales Tax (Allegheny County municipalities only)							
310.00	Per Capita Taxes							
310.10	Real Estate Transfer Taxes	305,205						305,205
310.20	Earned Income Taxes / Wage Taxes	1,688,610						1,688,610
310.30	Business Gross Receipts Taxes							
310.40	Occupation Taxes (levied under Act 511)							
310.50	Local Services Tax **		183,224					183,224
310.60	Amusement / Admission Taxes							
310.70	Mechanical Device Taxes							
310.90	Other: _____							
	Other: _____							
<b>Total Taxes</b>		2,683,440	536,761					3,220,201

**Licenses and Permits**

320-322	All Other Licenses and Permits	5,172						5,172
321.80	Cable Television Franchise Fees	214,717						214,717
<b>Total Licenses and Permits</b>		219,889						219,889

**Fines and Forfeits**

330-332	Fines and Forfeits	3,546						3,546
<b>Total Fines and Forfeits</b>		3,546						3,546

WEST HANOVER TWP, DAUPHIN County  
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2019

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

### REVENUES

Interest, Rents and Royalties								
341.00	Interest Earnings	145,656	53,149	17,472			381,342	597,619
342.00	Rents and Royalties	37,126						37,126
<b>Total Interest, Rents and Royalties</b>		182,782	53,149	17,472			381,342	634,745

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

State								
354.03	Highways and Streets		83,250					83,250
354.09	Community Development							
354.15	Recycling / Act 101							
354.00	All Other State Capital and Operating Grants							
355.01	Public Utility Realty Tax (PURTA)	2,900						2,900
355.02-355.03	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and State Road Turnback		417,275					417,275
355.04	Alcoholic Beverage Licenses	1,600						1,600
355.05	General Municipal Pension System State Aid	71,687						71,687
355.07	Foreign Fire Insurance Tax Distribution	67,434						67,434
355.08	Local Share Assessment/Gaming Proceeds							
355.09	Marcellus Shale Impact Fee Distribution							



WEST HANOVER TWP, DAUPHIN County  
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2019

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

**REVENUES**

State								
356.00	State Payments in Lieu of Taxes							
355.00	All Other State Shared Revenues and Entitlements	836						836
<b>Total State</b>		144,457	500,525					644,982

Local Government Units								
357.03	Highways and Streets							
357.00	All Other Local Governmental Units Capital and Operating Grants							
358.00	Local Government Unit Shared Payments for Contracted Intergovernmental Services	132,373						132,373
359.00	Local Governmental Units and Authorities Payments in Lieu of Taxes							
<b>Total Local Government Units</b>		132,373						132,373

Charges for Service								
361.00	General Government	241,019						241,019
362.00	Public Safety	301,991						301,991
363.20	Parking							
363.00	All Other Charges for Highway & Street Services							
364.10	Wastewater / Sewage (including connection / tapping fees, sewer usage charges, reserve capacity fee, etc.)							
364.30	Solid Waste Collection and Disposal Charge (trash)							
364.60	Host Municipality Benefit Fee for Solid Waste Facility							
364.00	All Other Charges for Sanitation Services							
365.00	Health							
366.00	Human Services	3,250						3,250
367.00	Culture and Recreation	139,009	116,400					255,409
368.00	Airports							

WEST HANOVER TWP, DAUPHIN County  
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2019

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

**REVENUES**

Charges for Service								
369.00	Bars							
370.00	Cemeteries							
372.00	Electric System							
373.00	Gas System							
374.00	Housing System							
375.00	Markets							
377.00	Transit Systems							
378.00	Water System							
379.00	All Other Charges for Service							
<b>Total Charges for Service</b>		685,269	116,400					801,669

Unclassified Operating Revenues								
383.00	Special Assessments							
386.00	Escheats (sale of personal property)							
387.00	Contributions and Donations from Private Sectors	14,000						14,000
388.00	Fiduciary Fund Pension Contributions					83,723		83,723
389.00	All Other Unclassified Operating Revenues	20,670						20,670
<b>Total Unclassified Operating Revenues</b>		34,670				83,723		118,393

Other Financing Sources								
391.00	Proceeds of General Fixed Asset Disposition	832						832
392.00	Interfund Operating Transfers	114,044		71,307				185,351
393.00	Proceeds of General Long-Term Debt	235,283						235,283
394.00	Proceeds of Short Term-Debt							

**WEST HANOVER TWP, DAUPHIN County**  
**STATEMENT OF REVENUES AND EXPENDITURES**

December 31, 2019

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

**REVENUES**

Other Financing Sources								
395.00	Refunds of Prior Year Expenditures	11,453						11,453
<b>Total Other Financing Sources</b>		361,612		71,307				432,919

**TOTAL REVENUES**

4,448,038	1,206,835	88,779				465,065	6,208,717
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**EXPENDITURES**

General Government								
400.00	Legislative (Governing) Body	20,062						20,062
401.00	Executive (Manager or Mayor)							
402.00	Auditing Services / Financial Administration							
403.00	Tax Collection	34,270	3,241					37,511
404.00	Solicitor / Legal Services	230,073						230,073
405.00	Secretary / Clerk	347,388						347,388
406.00	Other General Government Administration							
407.00	IT-Networking Services-Data Processing							
408.00	Engineering Services	51,931						51,931
409.00	General Government Buildings and Plant	36,740						36,740
<b>Total General Government</b>		720,464	3,241					723,705

**Public Safety**

410.00	Police							
411.00	Fire	72,034	342,890					414,924
412.00	Ambulance / Rescue	325						325
413.00	UCC and Code Enforcement	152,753						152,753

WEST HANOVER TWP, DAUPHIN County  
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2019

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

### EXPENDITURES

#### Public Safety

414.00	Planning and Zoning	324,984						324,984
415.00	Emergency Management and Communications		4,796					4,796
416.00	Militia and Armories							
417.00	Examination of Licensed Occupations							
418.00	Public Scales (weights and measures)							
419.00	Other Public Safety	6,626						6,626
<b>Total Public Safety</b>		556,722	347,686					904,408

#### Health and Human Services

420.00-425.00	Health and Human Services	7,390						7,390
<b>Total Health and Human Services</b>		7,390						7,390

#### Public Works - Sanitation

426.00	Recycling Collection and Disposal	12,999						12,999
427.00	Solid Waste Collection and Disposal (garbage)							
428.00	Weed Control							
429.00	Wastewater / Sewage Treatment and Collection	44,562						44,562
<b>Total Public Works - Sanitation</b>		57,561						57,561

#### Public Works - Highways and Streets

430.00	General Services - Administration	393,660	37,512					431,172
431.00	Cleaning of Streets and Gutters							
432.00	Winter Maintenance – Snow Removal	96,957						96,957
433.00	Traffic Control Devices	66,719						66,719
434.00	Street Lighting		61,912					61,912

WEST HANOVER TWP, DAUPHIN County  
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2019

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

### EXPENDITURES

Public Works - Highways and Streets								
435.00	Sidewalks and Crosswalks							
436.00	Storm Sewers and Drains	1,490						1,490
437.00	Repairs of Tools and Machinery	38,779						38,779
438.00	Maintenance and Repairs of Roads and Bridges	262,155	111,900					374,055
439.00	Highway Construction and Rebuilding Projects	431,061	110,045					541,106
<b>Total Public Works - Highways and Streets</b>		1,290,821	321,369					1,612,190

Other Public Works Enterprises								
440.00	Airports							
441.00	Cemeteries							
442.00	Electric System							
443.00	Gas System							
444.00	Markets							
445.00	Parking							
446.00	Storm Water and Flood Control	62,613						62,613
447.00	Transit System							
448.00	Water System							
449.00	Water Transport and Terminals							
<b>Total Other Public Works Enterprises</b>		62,613						62,613

Culture and Recreation								
451.00	Culture-Recreation Administration	487,338						487,338
452.00	Participant Recreation	105,850						105,850
453.00	Spectator Recreation							
454.00	Parks	325,104	233,255					558,359

WEST HANOVER TWP, DAUPHIN County  
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2019

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

**EXPENDITURES**

Culture and Recreation								
455.00	Shade Trees							
456.00	Libraries							
457.00	Civil and Military Celebrations							
458.00	Senior Citizens' Centers							
459.00	All Other Culture and Recreation							
<b>Total Culture and Recreation</b>		918,292	233,255					1,151,547

Community Development								
461.00	Conservation of Natural Resources	422						422
462.00	Community Development and Housing							
463.00	Economic Development							
464.00	Economic Opportunity							
465-469	All Other Community Development							
<b>Total Community Development</b>		422						422

Debt Service								
471.00	Debt Principal (short-term and long-term)	191,586	120,000	40,000				351,586
472.00	Debt Interest (short-term and long-term)	3,280	4,178	15,583				23,041
475.00	Fiscal Agent Fees			1,914				1,914
<b>Total Debt Service</b>		194,866	124,178	57,497				376,541

Employer Paid Benefits and Withholding Items								
481.00	Employer Paid Withholding Taxes and Unemployment Compensation							
482.00	Judgments and Losses							
483.00	Pension / Retirement Fund Contributions	214,668						214,668

WEST HANOVER TWP, DAUPHIN County  
STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2019

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

**EXPENDITURES**

<b>Employer Paid Benefits and Withholding Items</b>								
484.00	Worker Compensation Insurance	82,701						82,701
487.00	Other Group Insurance Benefits	337,834						337,834
<b>Total Employer Paid Benefits and Withholding Items</b>		635,203						635,203

<b>Insurance</b>								
486.00	Insurance, Casualty, and Surety	92,580						92,580
<b>Total Insurance</b>		92,580						92,580

<b>Unclassified Operating Expenditures</b>								
488.00	Fiduciary Fund Benefits and Refunds Paid						542,209	542,209
489.00	All Other Unclassified Expenditures						6,636	6,636
<b>Total Unclassified Operating Expenditures</b>							548,845	548,845

<b>Other Financing Uses</b>								
491.00	Refund of Prior Year Revenues							
492.00	Interfund Operating Transfers	71,307	3,000	111,044				185,351
493.00	All Other Financing Uses							
<b>Total Other Financing Uses</b>		71,307	3,000	111,044				185,351

<b>TOTAL EXPENDITURES</b>	4,608,241	1,032,729	168,541				548,845	6,358,356
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<b>EXCESS/DEFICIT OF REVENUES OVER EXPENDITURES</b>	-160,203	174,106	-79,762				-83,780	-149,639
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## WEST HANOVER TWP

December 31, 2019

## DEBT STATEMENT

## OUTSTANDING BONDS AND NOTES

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

Purpose	Bond (B) Capital Lease (C) Lease Rental (L) Note (N)	Issue Year (yyyy)	Maturity Year (yyyy)	Original Amount of Issue	Outstanding Beginning of Year (1)	Principal Incurred This Year	Principal Paid This Year	Current Year Accretion on Compound Interest Bonds	Outstanding at Year End (1)	Plus (less) Unamortized Premium (Discount)	Total Balance
<b>General Obligation Bonds and Notes</b>											
2011 Series	Note	2011	2028	2,880,000	595,000		40,000		555,000		555,000
2015 Series	Bond	2015	2031	7,510,000	6,950,000		215,000		6,735,000		6,735,000
<b>Revenue Bonds and Notes</b>											
Line of Credit	Note	2007	2021	1,430,000	138,814		75,000		63,814		63,814
Infrastructure Bank Loan	Note	2014	2024	825,000	416,397				416,397		416,397
<b>Lease Rental Debt</b>											
International 7300 SFA Dump Truck	Note	2016	2025	116,273	47,335		23,263		24,072		24,072
KME Rescue	Capital Leases	2018	2019	45,000	45,000		45,000		0		0
John Deere 410L Loader Backhoe	Capital Leases	2018	2024	119,900	70,953		10,494		60,459		60,459
John Deere 624K-2 Wheel Loader	Capital Leases	2018	2019	154,900	111,900		111,900		0		0
John Deere 331G Compact Track Loader	Capital Leases	2018	2024	63,003	52,673		7,772		44,901		44,901
Street Sweeper	Capital Leases	2019	2025	235,283	0	235,283	37,236		198,047		198,047
<b>Other</b>											

(1) - excludes unamortized premium/discount

**Total bonds and notes outstanding** 8,097,690

**Capitalized lease obligations** 0

**Net debt** 8,097,690



**WEST HANOVER TWP, DAUPHIN County**  
**STATEMENT OF CAPITAL EXPENDITURES**

December 31, 2019

Category	Capital Purchases	Capital Construction	Total
Community Development			
Electric			
Fire			
Gas System			
General Government	30,792		30,792
Health			
Housing			
Libraries			
Mass Transit			
Parks	527,400		527,400
Police			
Recreation			
Sewer			
Solid Waste			
Streets / Highways	275,067	358,925	633,992
Water			
Other: _____			
<b>TOTAL CAPITAL EXPENDITURES</b>	833,259	358,925	1,192,184

**EMPLOYEE COMPENSATION**

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

927,700

December 31, 2019

**NOTES / COMMENTS**