

Borough of New Salem

Financial Report – December 31, 2017

To Members of Council and Mayor:

General Fund

Financial Position:

At December 31, 2017, the current assets of the Borough of New Salem General Fund consisted of \$289,741.19 in bank accounts.

Income and Expense:

During December, the Borough received \$14,117.23 in revenues and paid \$26,580.63 of expenses; netting \$(12,463.40) for the month.

Sewer Fund

Financial Position:

At December 31, 2017, the current assets of the Borough of New Salem Sewer Fund consisted of \$592,503.06 in bank accounts.

Income and Expense:

During December, the Borough received \$16,805.24 in revenues and paid \$131,256.20 of expenses; netting \$(114,450.96) for the month.

Highway Aid Fund

Financial Position:

At December 31, 2017, the current assets of the Borough of New Salem Highway Aid Fund consisted of \$10,970.89 in bank accounts.

Income and Expense:

During December, the Borough received \$11.66 in revenues and paid \$2,620.98 of expenses; netting \$(2,609.32) for the month.

The following reports are enclosed for your review:

- 1) December 2017 – Balance Sheet – General Fund
- 2) December 2017 – Profit & Loss – General Fund
- 3) December 2017 – Check Detail – General Fund
- 4) December 2017 – Balance Sheet – Sewer Fund
- 5) December 2017 – Profit & Loss – Sewer Fund
- 6) December 2017 – Check Detail – Sewer Fund
- 7) December 2017 – Balance Sheet – Highway Aid Fund
- 8) December 2017 – Profit & Loss – Highway Fund
- 9) December 2017 – Check Detail – Highway Fund
- 10) 2017 Profit & Loss – General Fund
- 11) 2017 Profit & Loss – Sewer Fund
- 12) 2017 Profit & Loss – Highway Aid Fund

Respectfully Submitted, Andrew N. Shaffer

New Salem Borough - General Fund

Balance Sheet

As of December 31, 2017

	Dec 31, 17
ASSETS	
Current Assets	
Checking/Savings	
100- · Cash	
100.1 · PBGR IMF GF	144,005.58
100.2 · PLGIT GEN F	15,735.61
109.3 · PLGIT - CD - 24 Month	130,000.00
Total 100- · Cash	289,741.19
Total Checking/Savings	289,741.19
Total Current Assets	289,741.19
TOTAL ASSETS	289,741.19
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
210 · Payroll Liabilities	
211 · Social Security	1,520.48
212 · EIT	92.62
213 · Medicare	355.68
217 · State Withholding	376.47
221.1 · State UC Employee	2.11
210 · Payroll Liabilities - Other	42.00
Total 210 · Payroll Liabilities	2,389.36
Total Other Current Liabilities	2,389.36
Total Current Liabilities	2,389.36
Total Liabilities	2,389.36
Equity	
3000 · Open Bal Equity	325,432.98
3900 · Retained Earnings	-71,350.82
Net Income	33,269.67
Total Equity	287,351.83
TOTAL LIABILITIES & EQUITY	289,741.19

New Salem Borough - General Fund
Profit & Loss
December 2017

	Dec 17
Income	
301.100 · Real Estate - Current	132.43
310.100 · Real Estate Transfer Tax	6,108.16
310.210 · Earned Income - Current	6,411.66
310.220 · Earned Income - Prior	-2.98
331.120 · Fines - District Justice	401.76
331.130 · Fines - State Police Fines	189.02
341.000 · Interest	59.18
362.410 · Building/Occ Permits	818.00
Total Income	14,117.23
Gross Profit	14,117.23
Expense	
400.100 · Council Salaries	6,370.00
401.100 · Mayor's Salary	910.00
402.460 · Conferences & Meetings	256.00
403.100 · Commissions Tax Collector	1,981.99
403.110 · YATB - Tax Collection Fees	128.17
404.100 · Legal Services	762.50
405.100 · Sec/Treas Salary	1,000.00
405.240 · General Expenses	389.42
405.300 · Rent - Office	500.00
405.325 · Postage	33.16
405.341 · Advertising	327.20
409.360 · Public Utilities	494.57
411.300 · Fire Hydrant Rental	553.68
411.540 · Fire Company Contribution	3,700.00
413.100 · UCC & Code Enforcement	245.00
427.300 · MSW Annual Collection	3,915.00
483.540 · Fireman's Relief	4,265.08
486.010 · Property & Bonds	-36.22
487.161 · Social Security Match	636.24
487.163 · Medicare Match	148.84
6560 · Payroll Expenses/FICA	0.00
Total Expense	26,580.63
Net Income	-12,463.40

New Salem Borough - General Fund
Check Detail
December 2017

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
12/04/2017	D. Michael Craley	100.2 · PLGIT GEN F	
		404.100 · Legal Services	-475.00
			<u>-475.00</u>
12/04/2017	Met-Ed	100.2 · PLGIT GEN F	
		409.360 · Public Utilities	-45.21
			<u>-45.21</u>
12/04/2017	The York Water Company	100.2 · PLGIT GEN F	
		409.360 · Public Utilities	-243.75
		411.300 · Fire Hydrant Rental	-553.68
		409.360 · Public Utilities	-22.82
			<u>-820.25</u>
12/04/2017	J. Miller Electric	100.2 · PLGIT GEN F	
		405.240 · General Expenses	-200.00
			<u>-200.00</u>
12/04/2017	Columbia Gas	100.2 · PLGIT GEN F	
		409.360 · Public Utilities	-45.81
			<u>-45.81</u>
12/05/2017	Andrew N Shaffer	100.2 · PLGIT GEN F	
		405.100 · Sec/Treas Salary	-1,000.00
		210 · Payroll Liabilities	14.00
		487.161 · Social Security Match	-62.00
		211 · Social Security	62.00
		211 · Social Security	62.00
		487.163 · Medicare Match	-14.50
		213 · Medicare	14.50
		213 · Medicare	14.50
		217 · State Withholding	30.70
		221.1 · State UC Employee	0.70
			<u>-878.10</u>

New Salem Borough - General Fund
Check Detail
December 2017

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
12/05/2017	ELWOOD G BAHN JR	100.2 · PLGIT GEN F	
		401.100 · Mayor's Salary	-910.00
		212 · EIT	9.10
		487.161 · Social Security Match	-56.42
		211 · Social Security	56.42
		211 · Social Security	56.42
		487.163 · Medicare Match	-13.20
		213 · Medicare	13.20
		213 · Medicare	13.20
		217 · State Withholding	27.94
			<hr style="width: 100%; border: 1px solid black;"/> -803.34
12/05/2017	JOHN R WAINWRIGHT	100.2 · PLGIT GEN F	
		400.100 · Council Salaries	-910.00
		212 · EIT	9.10
		487.161 · Social Security Match	-56.42
		211 · Social Security	56.42
		211 · Social Security	56.42
		487.163 · Medicare Match	-13.20
		213 · Medicare	13.20
		213 · Medicare	13.20
		217 · State Withholding	27.94
			<hr style="width: 100%; border: 1px solid black;"/> -803.34
12/05/2017	JOSEPH A. SHUBERT	100.2 · PLGIT GEN F	
		400.100 · Council Salaries	-910.00
		212 · EIT	9.10
		487.161 · Social Security Match	-56.42
		211 · Social Security	56.42
		211 · Social Security	56.42
		487.163 · Medicare Match	-13.20
		213 · Medicare	13.20
		213 · Medicare	13.20
		217 · State Withholding	27.94
			<hr style="width: 100%; border: 1px solid black;"/> -803.34

**New Salem Borough - General Fund
Check Detail
December 2017**

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
12/05/2017	KATHLEEN W YEATER	100.2 · PLGIT GEN F	
		400.100 · Council Salaries	-910.00
		212 · EIT	9.10
		487.161 · Social Security Match	-56.42
		211 · Social Security	56.42
		211 · Social Security	56.42
		487.163 · Medicare Match	-13.20
		213 · Medicare	13.20
		213 · Medicare	13.20
		217 · State Withholding	27.94
			<u>-803.34</u>
12/05/2017	KIM E MARTIN	100.2 · PLGIT GEN F	
		400.100 · Council Salaries	-910.00
		212 · EIT	9.10
		487.161 · Social Security Match	-56.42
		211 · Social Security	56.42
		211 · Social Security	56.42
		487.163 · Medicare Match	-13.20
		213 · Medicare	13.20
		213 · Medicare	13.20
		217 · State Withholding	27.94
			<u>-803.34</u>
12/05/2017	PETER E PARTRIDGE	100.2 · PLGIT GEN F	
		400.100 · Council Salaries	-910.00
		212 · EIT	9.10
		487.161 · Social Security Match	-56.42
		211 · Social Security	56.42
		211 · Social Security	56.42
		487.163 · Medicare Match	-13.20
		213 · Medicare	13.20
		213 · Medicare	13.20
		217 · State Withholding	27.94
			<u>-803.34</u>

New Salem Borough - General Fund
Check Detail
December 2017

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
12/05/2017	VICKI M ROHRBAUGH	100.2 · PLGIT GEN F	
		400.100 · Council Salaries	-910.00
		212 · EIT	9.10
		487.161 · Social Security Match	-56.42
		211 · Social Security	56.42
		211 · Social Security	56.42
		487.163 · Medicare Match	-13.20
		213 · Medicare	13.20
		213 · Medicare	13.20
		217 · State Withholding	27.94
			<u>-803.34</u>
12/05/2017	SUSAN P BARLEY	100.2 · PLGIT GEN F	
		400.100 · Council Salaries	-910.00
		212 · EIT	9.10
		487.161 · Social Security Match	-56.42
		211 · Social Security	56.42
		211 · Social Security	56.42
		487.163 · Medicare Match	-13.20
		213 · Medicare	13.20
		213 · Medicare	13.20
		217 · State Withholding	27.94
			<u>-803.34</u>
12/20/2017	YCBA	100.2 · PLGIT GEN F	
		402.460 · Conferences & Meetings	-128.00
			<u>-128.00</u>

New Salem Borough - General Fund
Check Detail
December 2017

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
12/20/2017	New Salem Community Fire Company	100.2 · PLGIT GEN F	
		411.540 · Fire Company Contribution	-3,700.00
			<u>-3,700.00</u>
12/20/2017	York New Salem Fire Relief Ass	100.2 · PLGIT GEN F	
		483.540 · Fireman's Relief	-4,265.08
			<u>-4,265.08</u>
12/20/2017	Borough of Spring Grove	100.2 · PLGIT GEN F	
		405.300 · Rent - Office	-500.00
		405.325 · Postage	-33.16
		405.240 · General Expenses	-189.42
		413.100 · UCC & Code Enforcement	-245.00
		427.300 · MSW Annual Collection	-3,915.00
			<u>-4,882.58</u>
12/20/2017	Media One	100.2 · PLGIT GEN F	
		405.341 · Advertising	-327.20
			<u>-327.20</u>
12/22/2017	Stephanie J Mundorf	100.2 · PLGIT GEN F	
		403.100 · Commissions Tax Collector	-1,981.99
		212 · EIT	19.82
		487.161 · Social Security Match	-122.88
		211 · Social Security	122.88
		211 · Social Security	122.88
		487.163 · Medicare Match	-28.74
		213 · Medicare	28.74
		213 · Medicare	28.74
		217 · State Withholding	60.85
			<u>-1,749.70</u>
12/22/2017	Met-Ed	100.2 · PLGIT GEN F	
		409.360 · Public Utilities	-42.05
			<u>-42.05</u>

New Salem Borough - General Fund
Check Detail
December 2017

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
12/29/2017	Columbia Gas	100.2 · PLGIT GEN F	
		409.360 · Public Utilities	-94.93
			<u>-94.93</u>
12/29/2017	D. Michael Craley	100.2 · PLGIT GEN F	
		404.100 · Legal Services	-287.50
			<u>-287.50</u>
12/29/2017	YCBA	100.2 · PLGIT GEN F	
		402.460 · Conferences & Meetings	-160.00
			<u>-160.00</u>

New Salem Borough - Sewer Fund

Balance Sheet

As of December 31, 2017

	<u>Dec 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
100-PLGIT SEWER CONST FUND	22,965.29
107-PEOPLES BANK SEWER FUND	307,899.41
109 - CD PLGIT Sewer	131,638.36
109.1 - PLGIT - CD - 24 Month	130,000.00
Total Checking/Savings	<u>592,503.06</u>
Total Current Assets	<u>592,503.06</u>
TOTAL ASSETS	<u><u>592,503.06</u></u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	4,116,600.00
3900 · Retained Earnings	-3,563,389.88
Net Income	39,292.94
Total Equity	<u>592,503.06</u>
TOTAL LIABILITIES & EQUITY	<u><u>592,503.06</u></u>

New Salem Borough - Sewer Fund
Profit & Loss
December 2017

	<u>Dec 17</u>
Ordinary Income/Expense	
Income	
341.000 · Interest	173.96
364.120 · Sewer Use Charge	16,631.28
Total Income	<u>16,805.24</u>
Gross Profit	<u>16,805.24</u>
Expense	
429.311 · Billing	654.00
429.390 · Charges/Collections	990.00
429.670 · NCTSA	26,079.15
471.200 · Note Principal Payment	72,000.00
472.300 · Note Interest Payment	31,533.05
Total Expense	<u>131,256.20</u>
Net Ordinary Income	<u>-114,450.96</u>
Net Income	<u><u>-114,450.96</u></u>

New Salem Borough - Sewer Fund
Check Detail
 December 2017

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
12/04/2017	North Codorus Township	100-PLGIT SEWER CONST FUND	
		429.670 · NCTSA	-26,079.15
			<u>-26,079.15</u>
12/04/2017	York Water Company	100-PLGIT SEWER CONST FUND	
		429.311 · Billing	-654.00
			<u>-654.00</u>
12/21/2017	York Water Company	100-PLGIT SEWER CONST FUND	
		429.390 · Charges/Collections	-990.00
			<u>-990.00</u>
12/29/2017	PEOPLES BANK	100-PLGIT SEWER CONST FUND	
		471.200 · Note Principal Payment	-72,000.00
		472.300 · Note Interest Payment	-31,533.05
			<u>-103,533.05</u>

New Salem Borough - Highway Aid Fund
Balance Sheet
As of December 31, 2017

	<u>Dec 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
PLIGIT HAFUND	10,970.89
Total Checking/Savings	<u>10,970.89</u>
Total Current Assets	<u>10,970.89</u>
TOTAL ASSETS	<u><u>10,970.89</u></u>
LIABILITIES & EQUITY	
Equity	
3000 · Open Bal Equity	42,206.87
3900 · Earnings	-39,765.49
Net Income	<u>8,529.51</u>
Total Equity	<u>10,970.89</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,970.89</u></u>

New Salem Borough - Highway Aid Fund
Profit & Loss
December 2017

	<u>Dec 17</u>
Income	
341.000 · Interest	11.66
Total Income	<u>11.66</u>
Expense	
432.000 · Snow Removal	2,162.50
433.360 · Traffic Signal	66.56
434.360 · Street Lights	391.92
Total Expense	<u>2,620.98</u>
Net Income	<u><u>-2,609.32</u></u>

New Salem Borough - Highway Aid Fund
Monthly Check Detail
 December 2017

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
12/04/2017	Met Ed	PLIGIT HAFUND	
		433.360 · Traffic Signal	-33.49
			<u>-33.49</u>
12/20/2017	Hersh Concepts	PLIGIT HAFUND	
		432.000 · Snow Removal	-1,725.00
			<u>-1,725.00</u>
12/20/2017	Met Ed	PLIGIT HAFUND	
		434.360 · Street Lights	-391.92
			<u>-391.92</u>
12/22/2017	Met Ed	PLIGIT HAFUND	
		433.360 · Traffic Signal	-33.07
			<u>-33.07</u>
12/29/2017	Hersh Concepts	PLIGIT HAFUND	
		432.000 · Snow Removal	-437.50
			<u>-437.50</u>

New Salem Borough - General Fund
Profit & Loss
 January through December 2017

	Jan - Dec 17
Income	
301.100 · Real Estate - Current	40,143.80
301.200 · Real Estate - Prior	1,180.80
301.300 · Real Estate - Delinquent	619.16
310.100 · Real Estate Transfer Tax	20,577.06
310.210 · Earned Income - Current	86,433.60
310.220 · Earned Income - Prior	8,163.06
310.230 · Earned Income - Delinq	321.56
321.800 · Licenses/ Permits/TV	6,389.02
331.110 · Fines - Clerk of Courts	34,402.47
331.120 · Fines - District Justice	2,046.69
331.130 · Fines - State Police Fines	391.29
341.000 · Interest	1,496.15
355.010 · Public Utility Real Tax	159.11
355.080 · Alcoholic Beverage Tax	150.00
355.130 · Foriegn Fire Ins Tax	4,268.08
362.410 · Building/Occ Permits	3,768.00
380.000 · Miscellaneous Revenue	795.97
Total Income	211,305.82
Gross Profit	211,305.82
Expense	
400.100 · Council Salaries	6,370.00
401.100 · Mayor's Salary	910.00
402.100 · Auditing Services	2,025.00
402.420 · Dues & Publications	246.00
402.460 · Conferences & Meetings	869.29
403.100 · Commissions Tax Collector	1,981.99
403.110 · YATB - Tax Collection Fees	1,294.98
403.200 · Tax Collector Supplies	138.12
404.100 · Legal Services	5,075.00
404.300 · Codification	1,120.00
405.100 · Sec/Treas Salary	13,249.98
405.200 · Material & Supplies	282.50
405.240 · General Expenses	2,451.05
405.300 · Rent - Office	2,880.00
405.325 · Postage	411.27
405.341 · Advertising	876.00
408.000 · Engineering	7,962.09
409.360 · Public Utilities	2,495.86
409.370 · Maintenance & Repair	1,025.00
410.000 · Police Service	55,340.00
410.540 · York County Quick Response	500.00
411.300 · Fire Hydrant Rental	6,644.06
411.540 · Fire Company Contribution	14,800.00

New Salem Borough - General Fund

Profit & Loss

January through December 2017

	<u>Jan - Dec 17</u>
413.100 · UCC & Code Enforcement	5,071.79
414.300 · Zoning General Supplies	8.00
427.300 · MSW Annual Collection	7,740.00
430.000 · Highway Maintainence	9,121.26
446.000 · Stormwater Management	4,950.00
480.000 · Bank Charges	390.00
483.540 · Fireman's Relief	4,265.08
486.010 · Property & Bonds	566.78
486.020 · General Liability	4,567.00
486.030 · Worker's Compensation	10,685.85
487.161 · Social Security Match	1,395.74
487.163 · Medicare Match	326.46
6560 · Payroll Expenses/FICA	0.00
6999 · Nationwide Employee Benefis	0.00
Total Expense	<u>178,036.15</u>
Net Income	<u><u>33,269.67</u></u>

New Salem Borough - Sewer Fund

Profit & Loss

January through December 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
341.000 · Interest	5,848.41
364.120 · Sewer Use Charge	340,944.29
Total Income	<u>346,792.70</u>
Gross Profit	<u>346,792.70</u>
Expense	
404.000 · Legal Services	412.50
429.310 · System Operator	952.50
429.311 · Billing	2,600.00
429.390 · Charges/Collections	1,801.60
429.670 · NCTSA	93,997.61
471.200 · Note Principal Payment	143,500.00
472.300 · Note Interest Payment	63,845.55
480.000 · Miscellaneous	390.00
Total Expense	<u>307,499.76</u>
Net Ordinary Income	<u>39,292.94</u>
Net Income	<u><u>39,292.94</u></u>

New Salem Borough - Highway Aid Fund

Profit & Loss

January through December 2017

	<u>Jan - Dec 17</u>
Income	
341.000 · Interest	95.34
355.050 · Liquid Fuels	<u>21,316.36</u>
Total Income	21,411.70
Expense	
432.000 · Snow Removal	7,585.00
433.000 · Signs	148.50
433.360 · Traffic Signal	418.97
433.370 · Signal Repair	277.49
434.360 · Street Lights	<u>4,452.23</u>
Total Expense	<u>12,882.19</u>
Net Income	<u><u>8,529.51</u></u>