

CITY OF DUBOIS, PENNSYLVANIA

December 31, 2022

CITY OF DUBOIS, PENNSYLVANIA

DuBois, Pennsylvania

FINANCIAL STATEMENTS AND REPORT OF
INDEPENDENT AUDITORS INCLUDING REPORTS
REQUIRED BY THE SINGLE AUDIT ACT AMENDMENTS
OF 1996 AND TITLE 2 U.S. CODE OF FEDERAL
REGULATIONS PART 200, UNIFORM ADMINISTRATIVE
REQUIREMENTS, COST PRINCIPLES, AND AUDIT
REQUIREMENTS FOR FEDERAL AWARDS

December 31, 2022

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SHARKEY PICCIRILLO & KEEN, LLP

CERTIFIED PUBLIC ACCOUNTANTS

DuBois, Pennsylvania 15801

INDEPENDENT AUDITOR'S REPORT

To the City Council
City of DuBois, Pennsylvania
DuBois, Pennsylvania

Adverse, Qualified, and Unmodified Opinions

We have audited the accompanying cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of DuBois, Pennsylvania, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the basic financial statements of the City's primary government as listed in the table of contents.

Adverse Opinion on Aggregate Discretely Presented Component Units

In our opinion, because of the significance of the matter described in the Basis for Adverse, Qualified and Unmodified Opinions section of our report, the financial statements referred to above do not present fairly the cash basis financial position of the aggregate discretely presented component units of the City of DuBois, Pennsylvania, as of December 31, 2022, or the changes in cash basis financial position thereof for the year then ended in accordance with the cash basis of accounting described in Note 2.

Qualified Opinion on Aggregate Remaining Fund Information

In our opinion, except for the matter described in the Basis for Adverse, Qualified and Unmodified Opinions section of our report, the financial statements referred to above present fairly, in all material respects, the cash basis financial position of the aggregate remaining fund information for the primary government of the City of DuBois, Pennsylvania, as of December 31, 2022, and the changes in cash basis financial position thereof for the year then ended in accordance with the cash basis of accounting described in Note 2.

Unmodified Opinions on Governmental Activities, Business-Type Activities, and Each Major Fund

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash basis financial position of the governmental activities, the business-type activities, and each major fund of the primary government of the City of DuBois, Pennsylvania, as of December 31, 2022, and the respective changes in cash basis financial position, and, where applicable, cash flows thereof for the year then ended in accordance with the cash basis of accounting described in Note 2.

Basis for Adverse, Qualified, and Unmodified Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of DuBois, Pennsylvania and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to prove a basis for our adverse, qualified, and unmodified opinions.

Matters Giving Rise to Adverse Opinion on the Aggregate Discretely Presented Component Units and Qualified Opinion on the Aggregate Remaining Fund Information.

The financial statements do not include financial data for the City of DuBois, Pennsylvania's legally separate component units. Accounting principles generally accepted in the United States of America require financial data for those component units to be reported with the financial data of the City's primary government unless the City also issues financial statements for the financial reporting entity that include the financial data for its component units. The City has not issued such reporting entity financial statements. The effects of not including the City of DuBois, Pennsylvania's legally separate component units on the aggregate discretely presented component units and the aggregate remaining fund information have not been determined.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 2, and for determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of DuBois, Pennsylvania's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 City of DuBois, Pennsylvania's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of DuBois, Pennsylvania's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of DuBois, Pennsylvania's primary government basic financial statements. The budgetary comparison information and the combining nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the primary government basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the primary government basic financial statements. The budgetary comparison information, the combining nonmajor fund financial statements, and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the primary government basic financial statements.

Such information has been subjected to the auditing procedures applied in the audit of the primary government basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the primary government basic financial statements or to the primary government basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor fund financial statements and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the primary government basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 29, 2023, on our consideration of the City of DuBois, Pennsylvania's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of DuBois, Pennsylvania's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of DuBois, Pennsylvania's internal control over financial reporting and compliance.



SHARKEY PICCIRILLO & KEEN, LLP
December 29, 2023

CITY OF DUBOIS, PENNSYLVANIA

STATEMENT OF NET POSITION

CASH BASIS

December 31, 2022

		<u>Primary Government</u>		
		<u>Governmental</u>	<u>Business-type</u>	
		<u>Activities</u>	<u>Activities</u>	<u>Total</u>
	<u>ASSETS</u>			
Cash		\$ 5,309,695	\$ 28,003	\$ 5,337,698
Due from other funds		-	441	441
Investments		<u>836,333</u>	<u>-</u>	<u>836,333</u>
Total Assets		<u>\$ 6,146,028</u>	<u>\$ 28,444</u>	<u>\$ 6,174,472</u>
	<u>LIABILITIES</u>			
Liabilities:				
Employee payroll deductions		\$ 54,406	\$ -	\$ 54,406
Due to other funds		<u>441</u>	<u>-</u>	<u>441</u>
Total Liabilities		<u>54,847</u>	<u>-</u>	<u>54,847</u>
	<u>NET POSITION</u>			
Restricted for:				
General government		72,103	-	72,103
Public works		190,856	-	190,856
Unrestricted		<u>5,828,222</u>	<u>28,444</u>	<u>5,856,666</u>
Total Net Position		<u>\$ 6,091,181</u>	<u>\$ 28,444</u>	<u>\$ 6,119,625</u>

See accompanying notes to basic financial statements.

CITY OF DUBOIS, PENNSYLVANIA

BALANCE SHEET
CASH BASIS

GOVERNMENTAL FUNDS

December 31, 2022

	<u>ASSETS</u>	General	Other Governmental Funds	Total Governmental Funds
Cash and cash investments		\$ 5,046,711	\$ 262,984	\$ 5,309,695
Investments		836,333	-	836,333
Due from other funds		15,866	-	15,866
Total Assets		<u>\$ 5,898,910</u>	<u>\$ 262,984</u>	<u>\$ 6,161,894</u>
 <u>LIABILITIES AND FUND BALANCES</u>				
Liabilities:				
Employee payroll deductions		\$ 54,406	\$ -	\$ 54,406
Due to other funds		441	15,866	16,307
Total Liabilities		<u>54,847</u>	<u>15,866</u>	<u>70,713</u>
Fund Balances:				
Restricted:				
General government		-	72,103	72,103
Public works		-	190,856	190,856
Culture and recreation		-	-	-
Unassigned		5,844,063	(15,841)	5,828,222
Total Fund Balances		<u>5,844,063</u>	<u>247,118</u>	<u>6,091,181</u>
Total Liabilities and Fund Balances		<u>\$ 5,898,910</u>	<u>\$ 262,984</u>	<u>\$ 6,161,894</u>

See accompanying notes to basic financial statements.

CITY OF DUBOIS, PENNSYLVANIA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
CASH BASIS

GOVERNMENTAL FUNDS

For the Year Ended December 31, 2022

	<u>General</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
Revenues:			
Taxes	\$ 2,706,922	\$ -	\$ 2,706,922
Intergovernmental	4,467,988	1,120,903	5,588,891
Charges for services	907,330	-	907,330
Licenses and permits	138,610	-	138,610
Fines and forfeitures	28,465	-	28,465
Interest and rentals	56,399	1,718	58,117
Miscellaneous	571,083	-	571,083
Total Revenues	<u>8,876,797</u>	<u>1,122,621</u>	<u>9,999,418</u>
Expenditures:			
Current:			
General government	1,724,043	144,596	1,868,639
Public safety	2,760,820	-	2,760,820
Public works	1,253,217	118,470	1,371,687
Community and economic development	-	864,212	864,212
Culture and recreation	883,072	-	883,072
Debt service:			
Principal	76,006	-	76,006
Interest	45,265	-	45,265
Capital outlay	5,860,271	-	5,860,271
Other	1,285,269	-	1,285,269
Total Expenditures	<u>13,887,963</u>	<u>1,127,278</u>	<u>15,015,241</u>
Excess (Deficiency) of Revenues over Expenditures	<u>(5,011,166)</u>	<u>(4,657)</u>	<u>(5,015,823)</u>
Other Financing Sources (Uses):			
Capital assets sales	47,800	-	47,800
Transfers in	2,685,987	234,000	2,919,987
Transfers out	<u>(1,042,298)</u>	<u>(659,989)</u>	<u>(1,702,287)</u>
Total Other Financing Sources (Uses)	<u>1,691,489</u>	<u>(425,989)</u>	<u>1,265,500</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	<u>(3,319,677)</u>	<u>(430,646)</u>	<u>(3,750,323)</u>
Fund Balances-Beginning	<u>9,163,740</u>	<u>677,764</u>	<u>9,841,504</u>
Fund Balances-Ending	<u>\$ 5,844,063</u>	<u>\$ 247,118</u>	<u>\$ 6,091,181</u>

See accompanying notes to basic financial statements.

CITY OF DUBOIS, PENNSYLVANIA

STATEMENT OF NET POSITION
CASH BASIS

PROPRIETARY FUNDS

December 31, 2022

		<u>Business-Type Activities - Enterprise Funds</u>		
		<u>Sewer</u>	<u>Water</u>	<u>Total</u>
<u>ASSETS</u>				
Current assets:				
Cash		\$ 24,232	\$ 3,771	\$ 28,003
Interfund receivables		-	441	441
Total current assets		<u>24,232</u>	<u>4,212</u>	<u>28,444</u>
Total Assets		<u>\$ 24,232</u>	<u>\$ 4,212</u>	<u>\$ 28,444</u>
<u>LIABILITIES</u>				
Current liabilities:				
Interfund payables		\$ -	\$ -	\$ -
Total current liabilities		<u>-</u>	<u>-</u>	<u>-</u>
Total Liabilities		<u>-</u>	<u>-</u>	<u>-</u>
<u>NET POSITION</u>				
Unrestricted		<u>24,232</u>	<u>4,212</u>	<u>28,444</u>
Total Net Position		<u>\$ 24,232</u>	<u>\$ 4,212</u>	<u>\$ 28,444</u>

See accompanying notes to basic financial statements.

CITY OF DUBOIS, PENNSYLVANIA

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
CASH BASIS

PROPRIETARY FUNDS

For the Year Ended December 31, 2022

	<u>Business-Type Activities - Enterprise Funds</u>		
	<u>Sewer</u>	<u>Water</u>	<u>Total</u>
Operating Revenues:			
Charges for services	\$ 4,210,045	\$ 3,707,399	\$ 7,917,444
Total Operating Revenues	<u>4,210,045</u>	<u>3,707,399</u>	<u>7,917,444</u>
Operating Expenses:			
Public works	1,646,320	1,939,214	3,585,534
Total Operating Expenses	<u>1,646,320</u>	<u>1,939,214</u>	<u>3,585,534</u>
Operating Income	<u>2,563,725</u>	<u>1,768,185</u>	<u>4,331,910</u>
Non-Operating Revenues (Expenses):			
Interest income	16	-	16
Debt service principal	(213,928)	(688,365)	(902,293)
Debt service interest	(151,133)	(321,688)	(472,821)
Capital outlay	(168,621)	(1,570,854)	(1,739,475)
Total Non-Operating Revenues (Expenses)	<u>(533,666)</u>	<u>(2,580,907)</u>	<u>(3,114,573)</u>
Income Before Transfers	<u>2,030,059</u>	<u>(812,722)</u>	<u>1,217,337</u>
Transfers:			
Transfers In	-	808,298	808,298
Transfers Out	(2,025,998)	-	(2,025,998)
Total Transfers	<u>(2,025,998)</u>	<u>808,298</u>	<u>(1,217,700)</u>
Change in Net Position	4,061	(4,424)	(363)
Total Net Position - Beginning	<u>20,171</u>	<u>8,636</u>	<u>28,807</u>
Total Net Position - Ending	<u>\$ 24,232</u>	<u>\$ 4,212</u>	<u>\$ 28,444</u>

See accompanying notes to basic financial statements.

CITY OF DUBOIS, PENNSYLVANIA

STATEMENT OF CASH FLOWS
CASH BASIS

PROPRIETARY FUNDS

For the Year Ended December 31, 2022

	Business-Type Activities - Enterprise Funds		
	Sewer	Water	Total
Cash Flows from Operating Activities:			
Receipts from customers	\$ 4,210,045	\$ 3,707,399	\$ 7,917,444
Payments to vendors and suppliers	(1,646,320)	(1,939,214)	(3,585,534)
Net Cash Provided by Operating Activities	<u>2,563,725</u>	<u>1,768,185</u>	<u>4,331,910</u>
Cash Flows from Noncapital Financing Activities:			
Net transfers (to)/from other funds	(2,025,998)	808,298	(1,217,700)
Net Cash Provided (Used) by Noncapital Financing Activities	<u>(2,025,998)</u>	<u>808,298</u>	<u>(1,217,700)</u>
Cash Flows from Capital and Related Financing Activities:			
Acquisition and construction of capital assets	(168,621)	(1,570,854)	(1,739,475)
Principal paid on debt	(213,928)	(688,365)	(902,293)
Interest paid	(151,133)	(321,688)	(472,821)
Net Cash Used by Capital and Related Financing Related Financing Activities	<u>(533,682)</u>	<u>(2,580,907)</u>	<u>(3,114,589)</u>
Cash Flows from Investing Activities:			
Interest	<u>16</u>	<u>-</u>	<u>16</u>
Net Increase (Decrease) in Cash	4,061	(4,424)	(363)
Cash:			
Beginning	<u>20,171</u>	<u>8,195</u>	<u>28,366</u>
Ending	<u>\$ 24,232</u>	<u>\$ 3,771</u>	<u>\$ 28,003</u>

See accompanying notes to basic financial statements.

CITY OF DUBOIS, PENNSYLVANIA

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

FIDUCIARY FUNDS

For the Year Ended December 31, 2022

	<u>ADDITIONS</u>	<u>Pension Trust Fund</u>	<u>Custodial Funds</u>
Fire Loss Escrow fund		\$ -	\$ 8,540
Contributions:			
Plan members		116,531	-
Employer		772,245	-
State		300,466	-
Total contributions		<u>1,189,242</u>	<u>8,540</u>
Net Investment Income:			
Net appreciation (depreciation) in fair value of investments		(2,988,153)	-
Interest/dividends		211,099	-
Investment expenses		(106,601)	-
Net investment income		<u>(2,883,655)</u>	<u>-</u>
Total additions		<u>(1,694,413)</u>	<u>8,540</u>
	<u>DEDUCTIONS</u>		
Fire Loss Escrow		-	6,924
Benefits and refunds of member contributions		1,188,089	-
Miscellaneous		-	-
Total deductions		<u>1,188,089</u>	<u>6,924</u>
Net increase (decrease) in fiduciary net position		(2,882,502)	1,616
Net Position-Beginning		<u>22,861,164</u>	<u>20,427</u>
Net Position-Ending		<u>\$ 19,978,662</u>	<u>\$ 22,043</u>

See accompanying notes to basic financial statements.

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 1 – Reporting Entity

The City of DuBois, Pennsylvania, a city of the third class, was created by charter granted by the Governor of the Commonwealth of Pennsylvania on December 28, 1914. The City is a municipal corporation governed by an elected mayor and a four-member council. The City provides what are considered general government services including public safety, streets, parks and recreation, community and economic development, planning and zoning, permits and inspection, general administrative, and water and wastewater services.

Consistent with the guidance contained in GASB Statement No. 14, *The Financial Reporting Entity*, the criteria used by the City to evaluate the possible inclusion of related entities (Authorities, Boards, Councils, etc.) within its reporting entity, are financial accountability and the nature and significance of the relationship. In determining financial accountability in a given case, the City reviews the applicability of the following criteria:

The City is financially accountable for:

- (a) Organizations that make up the legal City entity.
- (b) Legally separate organizations if City officials appoint a voting majority of the organization's governing body and the City is able to impose its will on the organization or if there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the City as defined below:

Impose its Will - If the City can significantly influence the programs, projects, or activities of, or the level of services performed or provided by, the organization.

Financial Benefit or Burden - Exists if the City:

- (1) is entitled to the organization's resources, or
 - (2) is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide support to, the organization, or
 - (3) is obligated in some manner for the debt of the organization.
- (c) Organizations that are fiscally dependent on the City. Fiscal dependency is established if the organization is unable to adopt its budget, levy taxes or set rates or charges, or issue bonded debt without approval by the City.

The financial statements include only the primary government of the City, which consists of all funds, organizations, institutions, agencies, departments, and offices that comprise the City's legal entity. The primary government financial statements do not include financial data for the City's legally separate component units or joint ventures/jointly governed organizations.

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 1 – Reporting Entity

However, based on the foregoing criteria, the organizations listed below have been identified as component units which would otherwise be included in the City's financial reporting entity, or as joint ventures/jointly governed organizations for which disclosure of pertinent financial information is required in accordance with generally accepted accounting principles:

Includible Component Units

Redevelopment Authority of the City of DuBois
DuBois Housing Authority
Hospital Authority of the City of DuBois
DuBois Public Library

Joint Ventures/Jointly Governed Organizations

DuBois, Falls Creek, Sandy Township Joint Transportation Authority

Note 2 – Summary of Significant Accounting Policies

The financial statements of the City have been prepared on the basis of cash receipts and disbursements (cash basis) of accounting, which differs from accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Significant accounting policies of the City are described below.

A. Basis of Presentation

The City's basic financial statements consist of government-wide financial statements, including a statement of net position and a statement of activities, and fund financial statements which provide a more detailed level of financial information.

Government-Wide Financial Statements

The government-wide financial statements include the statement of net position and the statement of activities which report financial information about the City as a whole. These statements include the financial activities of the primary government, except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities are generally financed through taxes, intergovernmental revenues, and other non-exchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 2 – Summary of Significant Accounting Policies (Continued)

A. Basis of Presentation (Continued)

Government-Wide Financial Statements (Continued)

The statement of net position presents the financial condition of the governmental and business-type activities of the City at year end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the City's governmental activities and business-type activities. Direct expenses are those that are specifically associated with a service, program, or department and, therefore, clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants and contributions that are restricted to meeting the operational or capital requirements of a particular program, and interest earned on grants that is required to be used to support a particular program. Revenues that are not classified as program revenues are presented as general revenues of the City. The comparison of direct expenses with program revenues identifies the extent to which each governmental program or business activity is self-financing or draws from the general revenues of the City.

Fund Financial Statements

The City segregates transactions related to certain City functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the City at this more detailed level. Fund financial statements are provided for governmental, proprietary, and fiduciary funds. The focus of governmental and proprietary fund financial statements is on major funds. Each major fund is presented in a separate column. A fund is considered major if it is the primary operating fund of the City, or if the fund meets the following criteria: total assets plus deferred outflows of resources, liabilities plus deferred inflows of resources, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and total assets plus deferred outflows of resources, liabilities plus deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined. Nonmajor funds are aggregated and presented in a single column. Fiduciary Funds are reported by type.

B. Fund Accounting

The City uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. There are three categories of funds: governmental, proprietary, and fiduciary.

Governmental Funds

Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purpose for which they may or must be used. Fund liabilities are assigned to the fund from which they will be liquidated. The City reports the difference between its governmental fund assets and deferred outflows of resources and its liabilities and deferred inflows of resources as fund balance.

CITY OF DUBOIS, PENNSYLVANIA
NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 2 – Summary of Significant Accounting Policies (Continued)

B. Fund Accounting (Continued)

Governmental Funds (Continued)

General Fund

The General Fund is the primary operating fund of the City. This fund is used to account for all financial resources not accounted for in other funds. All general tax revenues and other receipts that are not restricted by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges, and capital improvement costs that are not paid through other funds are paid from the General Fund.

The other governmental funds of the City account for the proceeds of specific revenue sources that are restricted to expenditures for specified purposes.

Proprietary Funds

Proprietary fund reporting focuses on the determination of operating income and expenses, changes in net position, financial position, and cash flows. Operating revenues and expenses generally result from providing services and producing or delivering goods or services in connection with a proprietary fund's principal ongoing operations. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses. The City's proprietary funds are classified as enterprise funds, where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges in a manner similar to private business enterprises. The following are the City's major enterprise funds:

Sewer Fund

The Sewer Fund accounts for the operation and maintenance of the City's sanitary sewer collection and disposal system.

Water Fund

The Water Fund accounts for the operation and maintenance of the City's water supply and distribution system.

Fiduciary Funds

Fiduciary funds are used to account for assets held by the City in a trust or custodial capacity for individuals, private organizations, or other governments. Fiduciary funds are not included in the government-wide financial statements.

Pension Trust Fund

The Pension Trust Fund accounts for the revenues received, expenses incurred, and the net assets of the City's Non-Uniformed Employees' Pension and Police Pension plans.

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 2 – Summary of Significant Accounting Policies (Continued)

B. Fund Accounting (Continued)

Fiduciary Funds (Continued)

Custodial Funds

Custodial Funds are used to report fiduciary activities that are not required to be reported in pension and other employee benefit trust funds, investment trust funds, or private-purpose trust funds.

C. Measurement Focus and Basis of Accounting

Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The government-wide financial statements and proprietary fund financial statements are reported using the economic resources measurement focus and the cash basis of accounting. The economic resources measurement focus means all assets, deferred outflows of resources, liabilities, and deferred inflows of resources associated with the operation of the City are included, within the limitations of the cash basis of accounting, on the statement of net position and the statement of activities present increases (revenues) and decreases (expenses) in total net position.

Governmental and proprietary fund financial statements are reported using the current financial resources measurement focus and are accounted for using the cash basis of accounting. With this measurement focus, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources are included on the balance sheet, within the limitations of the cash basis of accounting, and inflows (revenues and other financing sources) and outflows (expenditures and other financing uses) of expendable financial resources are included on the statement of revenues, expenditures, and changes in fund balance.

Fiduciary fund financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting, except for the recognition of certain liabilities of defined benefit pension plans. Plan liabilities are recognized in the Pension Trust Fund for benefits and refunds to plan members and beneficiaries when due and payable in accordance with the terms of the plan.

The effects on the financial statements of the significant differences between the cash basis of accounting and GAAP are that revenues are recorded when received rather than earned and expenditures are recognized when paid rather than when incurred. Only cash and interfund receivables are recognized as assets while no fixed assets, nor infrastructure assets, are capitalized and depreciated; and, only payroll taxes payable and interfund payables are recognized as liabilities while other long-term obligations, such as notes payable and compensated absences, are not recognized.

If the City utilized GAAP, the fund financial statements for governmental funds would use the modified accrual basis of accounting, while the government-wide financial statements and the

CITY OF DUBOIS, PENNSYLVANIA
NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 2 – Summary of Significant Accounting Policies (Continued)

C. Measurement Focus and Basis of Accounting (Continued)

fund financial statements for proprietary and fiduciary funds would use the accrual basis of accounting.

D. Cash and Equivalents

Cash deposits consist of demand and time deposits with financial institutions and are carried at cost. For purposes of the statement of cash flows, highly liquid investments with a maturity of three months or less when purchased are considered to be cash equivalents.

E. Interfund Activity

Interfund activity is reported as loans, services provided, reimbursements, or transfers, as applicable. Loans are amounts provided between funds with a requirement for repayment and are reported as interfund receivables and payables on the fund financial statements. Transfers are flows of resources between funds without requirement for repayment and are reported as transfers in and transfers out on the fund financial statements. Loans and transfers within governmental activities or business-type activities are eliminated on the government-wide financial statements, while loans and transfers between governmental activities and business-type activities are not eliminated.

F. Deferred Outflows/Inflows of Resources

The government-wide statement of net position and the governmental and proprietary funds balance sheets include separate sections for deferred outflows of resources and deferred inflows of resources, when applicable. Deferred outflows of resources represent a consumption of net position or net assets that apply to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. Deferred inflows or resources represent an acquisition of net position or net assets that apply to a future period as so will not be recognized as an inflow of resources (revenue) until that time. The City had no deferred outflows of resources or deferred inflows of resources to report in its financial statements for the current year.

G. Net Position

In the government-wide and proprietary fund financial statements, net position represents the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position is reported as restricted when there are limitations imposed on its use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. All other net position is reported as unrestricted. The City applies restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

H. Fund Balances

In the governmental fund financial statements, fund balances represent the difference between the current assets and deferred outflows of resources, and current liabilities and deferred inflows of resources. Governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 2 – Summary of Significant Accounting Policies (Continued)

H. Fund Balances (Continued)

purposes for which amounts in those resources can be spent. Fund balances are classified as follows:

Nonspendable

Fund balances are reported as nonspendable when amounts cannot be spent because they are not in spendable form (items that are not expected to be converted to cash) or because they are legally or contractually required to be maintained intact.

Restricted

Fund balances are reported as restricted when there are limitations imposed on their use whether through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

Committed

Fund balances are reported as committed when they can be used only for specific purposes pursuant to constraints imposed by formal action of the City Council through the adoption of a formal resolution or ordinance. Only the City Council may modify or rescind the commitment.

Assigned

Fund balances are reported as assigned when amounts are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed.

Unassigned

Fund balances are reported as unassigned when the balances do not meet any of the above criterion. The City reports positive unassigned fund balance only in the General Fund. Negative unassigned fund balances may be reported in all funds.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, followed by committed, assigned, and unassigned amounts, respectively.

I. Use of Estimates

The preparation of the financial statements requires management to make estimates and assumptions that the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Note 3 – Cash Deposits and Investments

Commonwealth of Pennsylvania statutes provide for the investment of moneys of governmental and proprietary funds into certain authorized investment types, including United States Treasury bills, short-term obligations of the United States Government or its agencies or instrumentalities, obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States of America, obligations of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the Commonwealth, obligations of any political subdivision of the Commonwealth of Pennsylvania or

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 3 – Cash Deposits and Investments (Continued)

any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision, and insured or collateralized time deposits and certificates of deposit. The statutes do not prescribe regulations related to demand deposits; however, they do allow the pooling of governmental funds for investment purposes. In addition to the investments authorized for governmental and proprietary funds, investments of the City's Pension Plans may also be made in corporate stocks and bonds, real estate, and other investments consistent with sound business practice.

The deposit and investment policy of the City adheres to the Commonwealth statutes and prudent business practice. There were no deposit or investment transactions during the year that were in violation of either the Commonwealth statutes or the policy of the City.

Cash Deposits

The City's cash deposits with financial institutions include demand deposit accounts and time and savings deposits, including nonnegotiable certificates of deposit through local financial institutions, which are reported as cash and cash investments in the financial statements. Cash deposits are categorized to give an indication of the level of custodial credit risk assumed by the City at December 31, 2022. Category 1 includes cash deposits which are insured by the Federal Deposit Insurance Corporation or collateralized with securities held by the City or by its agent in the City's name. Category 2 includes cash deposits which are collateralized with securities held by the pledging financial institution's trust department or agent in the City's name. Category 3 cash deposits are uninsured and uncollateralized, or collateralized in accordance with Act 72, a Commonwealth statute which permits the financial institution to pool collateral for all governmental deposits and have the collateral held by an approved custodian in the institution's name.

At December 31, 2022, the carrying amount of the City's cash deposits with financial institutions was \$5,307,055 and the financial institutions balances totaled \$5,718,474, which is categorized as follows:

Category 1	\$ 979,476
Category 3	<u>4,738,998</u>
Total Cash Deposits	<u>\$ 5,718,474</u>

Investments

The investments of the City are reported in the financial statements at cost, and investments of the Non-Uniformed Employees' Pension Plan and the Police Retirement Plan, collectively disclosed as the Pension Trust Fund, are reported at fair value. Fair value reporting and disclosure for securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. Investments that do not have an established market are reported at estimated fair value.

Concentration of credit risk is the risk of loss attributed to the magnitude of an investment in a single issuer. The City does not have a written investment policy on concentration of credit risk. Investments issued or explicitly guaranteed by the U.S. Government, investments in mutual funds, external investment pools, and other pooled investments are excluded from the disclosure of concentration of credit risk identifying investments in any one issuer that represent 5% or more of plan net assets.

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 3 – Cash Deposits and Investments (Continued)

Investments (Continued)

The City's government-wide investments had no investments subject to the concentration of credit risk disclosure criteria.

Custodial credit risk is the risk that the City will not be able to recover the value of its investment or collateral securities that are in possession of an outside party. The City does not have a written investment policy on custodial credit risk. The fair value of the City's securities held by a counterparty are as follows:

	<u>Government- wide</u>	<u>Pension Trust Fund</u>	<u>Total</u>
Municipal Debt	\$ –	\$ 179,538	\$ 179,538
Corporate Debt	214,435	2,590,294	2,804,729
Deferred Retirement Option Plan	–	122,081	122,081
U.S. Govt & Agency Securities	–	110,189	110,189
Mutual Funds – Fixed Income	–	3,542,618	3,542,618
Mutual Funds – Equities	621,898	6,548,717	7,170,615
Mutual Funds – Balanced	–	442,018	442,018
Mutual Funds – Alternative	–	646,617	646,617
Equities	–	<u>5,109,162</u>	<u>5,109,162</u>
Total	<u>\$ 836,333</u>	<u>\$ 19,291,234</u>	<u>\$ 20,127,567</u>

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The City does not have a written investment policy on credit risk. At December 31, 2022, the credit quality ratings of the debt securities are as follows:

<u>Investment Type</u>	<u>Fair Value</u>		<u>Rating</u>	<u>Organization</u>
	<u>Government- wide</u>	<u>Pension Trust Fund</u>		
Municipal Debt	\$ –	\$ 56,044	Aa	Moody's
Municipal Debt	–	65,225	A	Moody's
Municipal Debt	–	<u>58,269</u>	Not Rated	
Total Municipal Debt	–	<u>179,538</u>		
Corporate Debt/Bonds	–	89,496	Aaa	Moody's
Corporate Debt/Bonds	–	143,716	Aa	Moody's
Corporate Debt/Bonds	–	1,267,912	A	Moody's
Corporate Debt/Bonds	–	953,002	Baa	Moody's
Corporate Debt/Bonds	214,435	–	BBB	S&P
Corporate Debt/Bonds	–	<u>136,168</u>	Not Rated	
Total Corporate Debt/Bonds	<u>215,744</u>	<u>2,590,294</u>		
Mutual Funds – Fixed Income	–	593,300	AA-	Morningstar
Mutual Funds – Fixed Income	–	702,797	A+	Morningstar
Mutual Funds – Fixed Income	–	1,099,971	A	Morningstar
Mutual Funds – Fixed Income	–	425,518	B+	Morningstar
Mutual Funds – Fixed Income	–	<u>721,032</u>	Not Rated	
Total Fixed Income	–	<u>3,542,618</u>		
Total	<u>\$ 214,435</u>	<u>\$ 6,312,450</u>		

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 3 – Cash Deposits and Investments (Continued)

Investments (Continued)

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Investments held for longer periods are subject to increased risk of adverse interest rate changes. The City does not have a written investment policy on interest rate risk. The City's investments subject to interest rate risk at December 31, 2022 included the following:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Remaining Maturities (Years)</u>				<u>N/A</u>
		<u>Less than 1</u>	<u>1-5</u>	<u>6-10</u>	<u>11 or more</u>	
Municipal Debt	\$ 179,538	\$ 58,269	\$ 121,269	\$ -	\$ -	\$ -
U.S. Government Agency	110,189	-	-	110,189	-	-
Corporate Debt	2,590,294	214,693	1,734,524	641,077	-	-
Mutual Funds – Fixed Income	3,542,618	-	1,129,645	2,201,801	-	211,172
Total by Maturity Dates	\$ 6,422,639	\$ 272,962	\$ 2,985,438	\$ 2,953,067	\$ -	\$ 211,172

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

All the investments for the DuBois City Non-Uniformed Pension Plan, presented in the Statement of Fiduciary Net Position, are held by Nationwide Trust Company as custodian. As such they are classified in Level 2 of the fair value hierarchy.

All Investments for the DuBois City Police Retirement Plan, presented in the Statement of Fiduciary Net Position are classified in Level 1 of the fair value hierarchy.

All Investments for the DuBois City, presented in the Governmental Fund Balance Sheet are classified in Level 1 of the fair value hierarchy.

Note 4 – Taxes

Real Estate Property Taxes

Real estate property taxes attach as an enforceable lien on property on January first. Taxes are billed on or about March 1, with a 2% discount through April 30; face amount due from May 1 through June 30; and 10% penalty added after July 1. The Clearfield County Assessment Office calculates the yearly tax levy and distributes the individual tax duplicates to the City's elected tax collector. The tax collector is responsible for tax collections.

The City is permitted by law to levy separate and different rates of taxation for general City purposes on all real estate classified as land, exclusive of the buildings thereon, and on all real estate classified as buildings on land. As a result, higher rates may be levied on land if the respective rates on lands and buildings are so fixed so as not to constitute a greater levy in the

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 4 – Taxes (Continued)

aggregate than a rate of 25 mills on both land and buildings. Additional levies for certain other purposes are permitted at specific maximum millage rates as provided for in the City Code. Assessed value is 25% of market value. The City's net taxable assessed value for 2022 was \$59,095,916. The real estate tax millage rates for 2022 were:

<u>Taxable Assessed Value</u>	<u>Purposes</u>	<u>Millage</u>
Taxable property of the City	General	20.00
Total real estate	Library and Recreation	3.50

Local Services Taxes

Emergency and Municipal Services taxes are also collected at various times by the City tax collector. The amount imposed on taxable residents is \$47.00.

Earned Income Taxes

The City also levies a one-half percent tax on the annual earned income of City residents. The tax is collected at various times throughout the year and remitted to the City by an appointed collection agency.

Note 5 – Interfund Balances

Interfund balances at December 31, 2022 consisted of the following:

<u>Due To</u>	<u>Due From</u>	<u>Amount</u>
Water	General Fund	\$ 441
General Fund	CDBG	15,866
Total		<u>\$ 16,307</u>

Interfund balances resulted from the timing differences between the dates that interfund goods and services are provided or reimbursable expenditures occur, transactions are recorded in the accounting system, and payments between funds are made.

Note 6 – Interfund Transfers

Interfund transfers for the year ended December 31, 2022 consisted of the following:

<u>Transfer In Fund</u>	<u>Transfer Out Fund</u>	<u>Amount</u>
General Fund	Sewer Fund	\$ 2,025,998
General Fund	Liquid Fuels Tax Fund	214,989
General Fund	Health Insurance Fund	445,000
Water Fund	General Fund	808,298
Health Insurance Fund	General Fund	234,000
Total		<u>\$ 3,728,285</u>

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 6 – Interfund Transfers (Continued)

Transfers are used to move revenues from the fund that statute or budget requires them to be collected in to the fund that statute or budget requires them to be expended and use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

Note 7 – Debt

The following presents the changes in long-term debt of the City during the year ended December 31, 2022:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Principal Due within One Year</u>
<u>Governmental Activities</u>					
Notes payable	\$ 1,657,938	\$ —	\$ (76,006)	\$ 1,581,932	\$ 63,989
<u>Business-Type Activities</u>					
Notes payable	19,676,524	—	(902,293)	18,774,231	836,075
Total long-term debt	<u>\$ 21,334,462</u>	<u>\$ —</u>	<u>\$ (978,299)</u>	<u>\$ 20,356,163</u>	<u>\$ 900,064</u>

A summary of long-term debt outstanding at December 31, 2022, follows:

<u>Amount of Original Issue</u>		<u>Balance Outstanding</u>
\$ 1,484,050	Guaranteed Revenue Note issued to the Pennsylvania Infrastructure Investment Authority (Pennvest) for a loan to partially finance a sewer system construction project, dated August 17, 2006 simultaneous with a grant from Pennvest of \$1,642,241 for the project. Interest is 1.252% during the initial sixty-six months which consists of construction time and the first five years of amortization, 2.416% during the remaining one hundred eighty months. Interest only is payable until February 1, 2007, \$6,928 is due monthly beginning March 1, 2007 and ending February 1, 2012 and from March 1, 2012 through February 1, 2027 maturity \$7,532 is payable monthly.	\$ 357,925
9,000,000	General Obligation Note issued to S&T Bank, dated December 14, 2012, to satisfy remaining balance of General Obligation Bond Series of 2009 and for funding of capital projects, secured by the full faith, credit and taxing power of the City. The note is repayable in monthly installments of \$46,915 with a current interest of 4.78% and a maturity date of December 14, 2037. The Sewer Fund is responsible for 21.64% of the debt and the Water Fund is responsible for 78.36% of the debt.	5,992,039

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 7 – Debt (Continued)

4,664,523	General Obligation Note issued to S&T Bank, dated March 8, 2013, for funding of capital projects, secured by the full faith credit and taxing power of the City. The note is repayable in monthly installments of \$24,265 with a current interest rate of 4.72% and a maturity date of March 8, 2028. The Sewer Fund is responsible for 37.73% of the debt, the Water Fund is responsible for 36.62% of the debt, and the General Fund is responsible for 25.65% of the debt.	3,146,757
4,400,000	General Obligation Note issued to S&T Bank, dated May 7, 2015, to satisfy remaining balance of General Obligation Bond Series of 2011 and to provide funding for capital projects, secured by the full faith, credit, and taxing power of the City. The note is repayable in monthly installments of \$20,482, including interest of 2.79%, and a maturity date of May 7, 2040. The interest rate is set initially at 2.79% and is scheduled to be adjusted after 7 years to a rate equal to tax-free equivalent of the 30-day LIBOR plus 175 basis points, with a maximum rate of 6%. As of May 7, 2022, the monthly payment is \$23,823 with a current interest rate of 4.70%. The Water Fund is responsible for 77.10% of the debt and the General Fund is responsible for 22.90% of the debt.	3,379,334
3,500,000	General Obligation Note issued to S&T Bank, dated January 2021, for funding of capital projects, secured by the full faith credit and taxing power of the City. The note is repayable in interest only monthly installments, with all unpaid principal and accrued interest due in full at maturity of December 1, 2024 with a current interest rate of 2.15%.	3,500,000
4,500,000	General Obligation Note issued to NexTier Bank, dated, January 2021 for funding of capital projects, secured by the full faith credit and taxing power of the City. The note is repayable in monthly installments of \$29,013, with a current interest rate of 2.06% and a maturity date of January 1, 2036. The interest rate is set initially at 2.06% scheduled to be adjusted every 5 years not to exceed 6.5%.	3,980,108
	Total Long-Term Debt Outstanding	<u>\$20,356,163</u>

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 7 – Debt (Continued)

The aggregate annual debt service requirements applicable to the City's bonded debt and notes payable is summarized:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 900,064	\$ 753,773	\$ 1,653,837
2024	4,434,570	719,267	5,153,837
2025	971,000	607,587	1,578,587
2026	1,003,938	586,353	1,590,291
2027	968,818	546,152	1,514,970
2028-2032	5,413,149	2,086,384	7,499,533
2033-2037	5,941,030	838,791	6,779,821
2038-2040	723,594	40,078	763,672
	<u>\$ 20,356,163</u>	<u>\$ 6,178,385</u>	<u>\$ 26,534,548</u>

Note 8 – Non-Uniformed Pension Plan

Plan Description

The Non-Uniformed Pension Plan is a single-employer defined benefit pension plan that covers all full-time non-uniformed employees of the City and which is controlled by the provisions of Ordinance No. 1776, as amended, adopted pursuant to Act 317. The plan is governed by the City Council which is responsible for the management of plan assets. The City Council has appointed a Committee as the official body to which all related investment matters are delegated. The Pension Board consists of seven members: two administration participants, two union participants, two retired individuals, and one Council member.

The City Council has delegated the authority to manage certain assets to the Girard Pension Services LLC., with Nationwide Financial as custodian. Financial statements of the plan are separately issued and can be obtained by contacting the City.

Membership

Membership of the plan consisted of the following at December 31, 2022:

Retirees and Beneficiaries Receiving Benefits	30
Terminated Plan Members Entitled To But Not Yet Receiving Benefits	2
Active Plan Members	<u>40</u>
Total Membership	<u>72</u>

Contributions

Members are required to contribute 3.5% of their gross compensation, with interest credited to these contributions at 6% per year. For employees hired on or after January 1, 2013, interest is not credited to these contributions. The plan may also receive an annual allocation from the General Municipal Pension System State Aid Program which must be used for plan funding.

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 8 – Non-Uniformed Pension Plan (Continued)

Any funding requirements in excess of members' contributions and state aid must be paid by the City in accordance with Act 205.

Benefits Provided

The plan provides retirement, disability, and death benefits. The monthly retirement benefit shall be 2.5% for each year of service, up to a maximum of 90%, times the average monthly salary over the participants highest five consecutive years of employment. For participants hired on or after January 1, 2013, the monthly retirement benefit shall be 50% of the member's average annual salary received during the last or any five years of employment, whichever is higher. Participants with 12 years of service are eligible to retire at age 60; participants are eligible for voluntary early retirement after 20 years of service, and involuntary retirement after 8 years of service with benefits actuarially reduced for each year or partial year prior to age 60. For participants hired on or after January 1, 2013, members with 20 years of service are eligible to retire at age 60 and a benefit is available prior to attaining age 60 and 20 years of service if the member continues paying monthly employee contributions equal to the last amount due while in active employment until reaching age 60. Participants are eligible for service-related monthly disability benefits equal to 50% of salary at the time the disability was incurred, reduced by any available worker's compensation benefits received for the same injuries. After 10 years of service, participants, who are certified to be unable to engage in any gainful employment, are eligible for nonservice-related monthly disability benefits equal to 30% of salary at the time the disability was incurred. For participants hired on or after January 1, 2013, an employee who becomes totally and permanently disabled after 10 years of service and before attaining the age of 60 shall be entitled to a benefit equal to a normal retirement benefit with no distinction made between service and non-service related disability. For members eligible to retire at the time of death, a beneficiary will receive death benefits equal to the present value of the accrued benefit. At retirement, the member may select a death benefit for a beneficiary.

Commitment Related to Net Pension Liability

At December 31, 2022, the plan reported a total net pension liability of \$5,801,856. Because of the use of the cash basis of accounting framework in the preparation of the financial statements, this net pension liability is not reported in the City's financial statements, and is instead disclosed herein as a commitment. In accordance with the cash basis of accounting, pension expenditures are only reported when contributions are paid by the City.

The net pension liability was measured as of December 31, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation at January 1, 2021. The net pension liability was based on a projection of the City's contributions, plan investment earnings, benefit payments, and other activity in the plan.

Actuarial Assumptions

Actuarial assumptions used in the determination of net pension liability, including mortality rates and life expectancies, long-term expected rate of return, discount rate, and sensitivity of the net pension liability to changes in discount rate are available in the separately issued Non-Uniformed Pension Plan financial report that can be obtained by contacting the City.

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 9 – Police Retirement Plan

Plan Description

The Police Retirement Plan is a single-employer defined benefit pension plan that covers all full-time uniformed employees of the City. The plan is governed by the City Council which is responsible for the management of plan assets. The City Council has delegated the authority to manage certain plan assets to S&T Trust. Financial statements of the plan are separately issued and can be obtained by contacting the City.

Membership

Membership of the plan consisted of the following at December 31, 2022:

Retirees and Beneficiaries Receiving Benefits	12
Terminated Plan Members Entitled To But Not Yet Receiving Benefits	1
Active Plan Members	<u>17</u>
Total Membership	<u>30</u>

Contributions

Members are required to contribute 3% of their gross compensation plus \$5 per month to the plan. The plan may also receive an annual allocation from the General Municipal Pension System State Aid Program which must be used for plan funding. Any funding requirements in excess of members' contributions and state aid must be paid by the City in accordance with Act 205.

Benefits Provided

The plan provides retirement, disability, and death benefits. The monthly retirement benefit is equal to 50% of final monthly average salary, defined as the last calendar year of employment or average of highest 5 years, if greater, plus service increment of 1/40 of the retirement benefit for each completed year of service in excess of 20 years up to a maximum of \$500. Service after age 65 is not included. Members with 20 years of service are eligible to retire at age 50. Members are eligible for service-related monthly disability benefits equal to the retirement benefit if hired before January 1, 2004 or the retirement benefit offset by worker's compensation if hired on or after January 1, 2004. There are no nonservice-related disability benefits. For active members that were hired before January 1, 2004, 25% of the member's compensation at the date of death is payable to the member's spouse until death or remarriage for members with less than 10 years of service completed; for members with 10 or more years of service completed, 50% of the member's compensation at the date of death is payable to the member's spouse until death or remarriage. For active members that were hired on or after January 1, 2004, the death benefit is the refund of member contributions for members before retirement eligibility; for members after retirement eligibility or after retirement, the monthly death benefit is equal to 50% of the pension the member was receiving or was entitled to receive on the day of the member's death. Inactive member death benefits payable to the member's spouse for deferred vested members is equal to 50% of the deferred vested benefit commencing at normal retirement date; for retired members, a monthly death benefit equal to 50% of the pension the member was receiving is payable to the member's spouse until death or remarriage.

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 9 – Police Retirement Plan (Continued)

Commitment Related to Net Pension Liability

At December 31, 2022, the plan reported a total net pension liability of \$475,346. Because of the use of the cash basis of accounting framework in the preparation of the financial statements, this net pension liability is not reported in the City's financial statements, and is instead disclosed herein as a commitment. In accordance with the cash basis of accounting, pension expenditures are only reported when contributions are paid by the City.

The net pension liability was measured as of December 31, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation at January 1, 2021. The net pension liability was based on a projection of the City's contributions, plan investment earnings, benefit payments, and other activity in the plan.

Actuarial Assumptions

Actuarial assumptions used in the determination of net pension liability, including mortality rates and life expectancies, long-term expected rate of return, discount rate, and sensitivity of the net pension liability to changes in discount rate are available in the separately issued Police Retirement Plan financial statements that can be obtained by contacting the City.

Note 10 – Grants

The City has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies or their designee. These audits could lead to a request for reimbursement to the grantor agency for expenditures disallowed under terms of the grant. Based on prior experience, the City Council believes such disallowances, if any, will be immaterial.

Note 11 – Subsequent Events

Subsequent events were evaluated through December 29, 2023 which is the date the financial statements were available to be issued.

Debt and Capital Project

In the latter part of 2022, the City awarded contracts for the construction of the Wastewater Recovery Facility project. A debt obligation of \$83,883,897 was issued to Pennsylvania Infrastructure Investment Authority on February 28, 2023 and a grant of \$4,433,103 was obtained for a sum of \$88,317,000 to substantially finance the project. At December 31, 2022 \$1,453,511 had been expended on the project and approximately \$30,000,000 expended through December 2023.

In early 2023, the City ordained incurrence of Non Electoral Debt of \$3,500,000 and issued General Obligation Note, Series of 2023 to a local financial institution. No loan advances were received through December 2023.

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2022

Note 11 – Subsequent Events (Continued)

Personnel Matter

In March 2023, the City Manager was placed on paid administrative leave after filing of an Affidavit of Probable Cause by the Attorney General of Pennsylvania alleging various charges, later withdrawn in favor of pursuit by the United States Department of Justice following a grand jury indictment. The salary paid the suspended Manager through December 4, 2023 is \$70,615 and \$37,384.55 is projected unpaid salary at December 31, 2023 following the City being enjoined from continuing payment. The suspended Manager's employment contract with the City extends through March 8, 2025 and it remains uncertain if the City will be liable for salary through that date. The City continues benefit payments. An Interim Manager has been appointed and compensated at \$11,000 over his salary in his regular City capacity.

In early 2023, the City paid an aggregate of \$274,410 to a law firm for services provided and invoiced to the suspended City Manager from April 2022 through March 2023. The amount is not budgeted in 2022 or 2023.

The City has contracted for a forensic audit of financial records in connection with the charges against the suspended City Manager. The fee is \$125,000, of which \$100,000 is provided by the Commonwealth of Pennsylvania through revoking a consolidation grant previously awarded the City.

The City has paid \$35,000 in 2023 reimbursing City personnel legal fees associated with the indictment of the suspended City Manager.

Revenue Related

The City opened a bank account on May 2, 2023 with a deposit of \$93,920 currency brought by the City Solicitor from another location and reported as a "Community Fund" and followed on May 3, 2023 with a deposit of \$95,395 from the closure of two bank accounts not in the City's financial records but using the City Federal Identification Number and titled "DuBois Volunteer Fire Department Community Fund." Since the sources of the funds remain unknown, it is not determinable if the funds are revenue or due to an outside party.

In the first quarter of 2023, the City became aware of three \$15,000 checks issued to the City by a vendor being held in a City office and were immediately deposited to the General Fund. The checks were payments for the third and fourth quarters of 2022 and first quarter of 2023 and determined for payment pursuant to a Community Day Donation Agreement of March 26, 2018 to provide \$5,000 monthly in quarterly payments at \$15,000 to DuBois Community Days for the benefit of City of DuBois residents through the Community Days Project, City of DuBois Fire Department, or other projects at the discretion of the City. Payments of \$15,000 from vendor continued each quarter during 2023.

CITY OF DUBOIS, PENNSYLVANIA

BUDGETARY COMPARISON SCHEDULE
CASH BASIS

GENERAL FUND

For the Year Ended December 31, 2022

	Budgeted Amounts		Actual	Variance with Final Budget Over (Under)
	Original	Final		
Revenues:				
Taxes	\$ 2,466,163	\$ 2,466,163	\$ 2,706,922	\$ 240,759
Intergovernmental	1,395,440	1,395,440	4,467,988	3,072,548
Charges for services	1,504,257	1,504,257	907,330	(596,927)
Licenses and permits	139,407	139,407	138,610	(797)
Fines and forfeitures	51,512	51,512	28,465	(23,047)
Interest and rentals	16,035	16,035	56,399	40,364
Miscellaneous	138,400	138,400	571,083	432,683
Total Revenues	<u>5,711,214</u>	<u>5,711,214</u>	<u>8,876,797</u>	<u>3,165,583</u>
Expenditures:				
Current:				
General government	1,641,109	1,641,109	1,724,043	(82,934)
Public safety	2,915,250	2,915,250	2,760,820	154,430
Public works	1,106,407	1,106,407	1,253,217	(146,810)
Community and economic development	150,000	150,000	-	150,000
Culture and recreation	705,953	705,953	883,072	(177,119)
Debt service:				
Principal	76,482	76,482	76,006	476
Interest	41,621	41,621	45,265	(3,644)
Capital outlay	1,525,967	1,525,967	5,860,271	(4,334,304)
Other	1,220,188	1,220,188	1,285,269	(65,081)
Total Expenditures	<u>9,382,977</u>	<u>9,382,977</u>	<u>13,887,963</u>	<u>(4,504,986)</u>
Excess (Deficiency) of Revenues over Expenditures	<u>(3,671,763)</u>	<u>(3,671,763)</u>	<u>(5,011,166)</u>	<u>(1,339,403)</u>
Other Financing Sources (Uses):				
Capital assets sales		-	47,800	47,800
Transfers in	3,905,763	3,905,763	2,685,987	(1,219,776)
Transfers out	(234,000)	(234,000)	(1,042,298)	(808,298)
Total Other Financing Sources (Uses)	<u>3,671,763</u>	<u>3,671,763</u>	<u>1,691,489</u>	<u>(1,980,274)</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	<u>-</u>	<u>-</u>	<u>(3,319,677)</u>	<u>(3,319,677)</u>
Fund Balance-Beginning	<u>3,132,364</u>	<u>3,132,364</u>	<u>9,163,740</u>	<u>6,031,376</u>
Fund Balance-Ending	<u>\$ 3,132,364</u>	<u>\$ 3,132,364</u>	<u>\$ 5,844,063</u>	<u>\$ 2,711,699</u>

See accompanying notes to budgetary comparison schedules.

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO BUDGETARY COMPARISON SCHEDULES

December 31, 2022

Note 1 – Budgetary Information

The City has adopted the following procedures in establishing the budgetary data reflected in the basic financial statements:

- (1) At the last stated meeting in November in each year, the City Manager shall present to Council for first reading a proposed budget ordinance for all funds showing the estimated receipts, expenditures, and liabilities for the ensuing year with the balance of unexpended appropriations and all other information of value as a basis for fixing the levy and tax rate for the next fiscal year. Council shall, upon passing the proposed budget ordinance on first reading, fix a date for adoption thereof, which shall be not later than December 31 of such year.
- (2) The City Clerk shall make the proposed budget ordinance available for public inspection and publish a notice to that effect once in at least one newspaper. Such notice shall state the date fixed by Council for adoption of the proposed budget ordinance and such notice shall be published at least twenty days prior to the time fixed by Council for adoption of the proposed budget ordinance. The proposed budget ordinance shall be available for public inspection at the City Clerk's office for at least ten days after the newspaper notice is published.
- (3) Council shall, after making such changes and modifications therein as appear proper, adopt the budget and any appropriation measures required to put it into effect upon the date fixed for adoption thereof. If, upon any revision of the budget, estimated expenditures are increased more than ten percent in the aggregate or more than twenty five percent in any individual item over the proposed budget, such budget shall not be adopted with any such increases therein unless the same be again made available for public inspection and for protest of such increases for a period of at least ten days after notice to that effect is published.
- (4) During the month of January following any municipal election, Council may amend the budget and the levy and tax rate to conform to the amended budget ordinance. The procedures for adopting an amended budget shall be in accordance with the above, except that the amended budget ordinance must be adopted on or before February 15.

Note 2 – Other Information

GASB Statement No. 34 requires a budgetary comparison schedule to be presented for the General Fund and for each major special revenue fund that has a legally adopted annual budget. The City had no major special revenue funds for the year ended December 31, 2022.

CITY OF DUBOIS, PENNSYLVANIA

COMBINING BALANCE SHEET
CASH BASIS

NON-MAJOR GOVERNMENTAL FUNDS

December 31, 2022

	<u>Community Development Block Grant</u>	<u>Health Insurance</u>	<u>Liquid Fuels Tax</u>	<u>Total Other Governmental Funds</u>
<u>ASSETS</u>				
Cash and cash investments	\$ 25	\$ 72,103	\$ 190,856	\$ 262,984
Interfund receivables	-	-	-	-
Total Assets	\$ 25	\$ 72,103	\$ 190,856	\$ 262,984
 <u>LIABILITIES AND FUND BALANCES</u>				
Liabilities:				
Employee payroll deductions	\$ -	\$ -	\$ -	\$ -
Interfund payables	15,866	-	-	15,866
Total Liabilities	15,866	-	-	15,866
Fund Balances:				
Restricted:				
General government	-	72,103	-	72,103
Public works	-	-	190,856	190,856
Culture and recreation	-	-	-	-
Unassigned	(15,841)	-	-	(15,841)
Total Fund Balances	(15,841)	72,103	190,856	247,118
Total Liabilities and Fund Balances	\$ 25	\$ 72,103	\$ 190,856	\$ 262,984

CITY OF DUBOIS, PENNSYLVANIA

COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CASH BASIS

NON-MAJOR GOVERNMENTAL FUNDS

For the Year Ended December 31, 2022

	Community Development Block Grant	Health Insurance	Liquid Fuels Tax	Total Other Governmental Funds
Revenues:				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	852,846	-	268,057	1,120,903
Charges for services	-	-	-	-
Licenses and permits	-	-	-	-
Fines and forfeitures	-	-	-	-
Interest and rentals	-	-	1,718	1,718
Miscellaneous	-	-	-	-
Total Revenues	<u>852,846</u>	<u>-</u>	<u>269,775</u>	<u>1,122,621</u>
Expenditures:				
Current:				
General government	-	144,596	-	144,596
Public safety	-	-	-	-
Public works	-	-	118,470	118,470
Community and economic development	864,212	-	-	864,212
Culture and recreation	-	-	-	-
Debt service:				
Principal	-	-	-	-
Interest	-	-	-	-
Capital outlay	-	-	-	-
Other	-	-	-	-
Total Expenditures	<u>864,212</u>	<u>144,596</u>	<u>118,470</u>	<u>1,127,278</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(11,366)</u>	<u>(144,596)</u>	<u>151,305</u>	<u>(4,657)</u>
Other Financing Sources (Uses):				
Capital assets sales	-	-	-	-
Transfers in	-	234,000	-	234,000
Transfers out	-	(445,000)	(214,989)	(659,989)
Total Other Financing Sources (Uses)	<u>-</u>	<u>(211,000)</u>	<u>(214,989)</u>	<u>(425,989)</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	<u>(11,366)</u>	<u>(355,596)</u>	<u>(63,684)</u>	<u>(430,646)</u>
Fund Balances-Beginning	<u>(4,475)</u>	<u>427,699</u>	<u>254,540</u>	<u>677,764</u>
Fund Balances-Ending	<u>\$ (15,841)</u>	<u>\$ 72,103</u>	<u>\$ 190,856</u>	<u>\$ 247,118</u>

CITY OF DUBOIS, PENNSYLVANIA

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For The Year Ended December 31, 2022

<u>Federal Grantor Agency/ Program Title</u>	<u>Pass-Through Grantor (If Applicable)</u>	<u>Federal CFDA Number</u>	<u>Grant Title/ Number</u>
<u>U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</u>			
Community Development Block Grant/State's Program	PA DCED	14.228	C000070911
Community Development Block Grant/State's Program	PA DCED	14.228	C000075475
Community Development Block Grant/State's Program	PA DCED	14.228	C000073820
Community Development Block Grant/State's Program	PA DCED	14.228	C000075817
Total Community Development Block Grant/State's Program			
<u>U.S. DEPARTMENT OF TRANSPORTATION</u>			
Highway Planning and Construction	PDOT	20.205	R19020009
<u>U.S. DEPARTMENT OF TREASURY</u>			
Coronavirus State and Local Fiscal Recovery Funds	NA	21.027	Coravirus State and Local Fiscal Recovery Funds
Total Expenditures of Federal Awards			

The accompanying notes are an integral part of this statement.

Grant Period	(Accrued) Deferred Balance 1/1/2021	Federal Receipts	Federal Expenditures	Other	(Accrued) Deferred Balance 12/31/2021	Expenditures to Subrecipients
03/21/19-03/20/23	\$ -	\$ 242,925	\$ 242,925	\$ -	\$ -	\$ 242,925
01/27/20-11/01/22	(9,500)	18,000	8,500	-	-	8,500
05/01/20-04/30/24	-	298,504	298,504	-	-	298,504
01/27/20-03/08/25	-	293,417	309,283	-	(15,866)	309,283
	<u>(9,500)</u>	<u>852,846</u>	<u>859,212</u>	<u>-</u>	<u>(15,866)</u>	<u>859,212</u>
	<u>(186,932)</u>	<u>483,858</u>	<u>296,926</u>	<u>-</u>	<u>-</u>	<u>-</u>
03/03/21-12/31/24	<u>385,392</u>	<u>387,826</u>	<u>-</u>	<u>-</u>	<u>773,218</u>	<u>-</u>
	<u>\$ 188,960</u>	<u>\$ 1,724,530</u>	<u>\$ 1,156,138</u>	<u>\$ -</u>	<u>\$ 757,352</u>	<u>\$ 859,212</u>

CITY OF DUBOIS, PENNSYLVANIA

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended December 31, 2022

Note 1 – Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal award activity of the City of DuBois, Pennsylvania under programs of the federal government for the year ended December 31, 2022. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the City of DuBois, Pennsylvania, it is not intended to and does not present the financial position, changes in net position, or cash flows of the City of DuBois, Pennsylvania.

Note 2 – Summary of Significant Accounting Policies

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 3 – Indirect Cost

The City of DuBois, Pennsylvania has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

SHARKEY PICCIRILLO & KEEN, LLP

CERTIFIED PUBLIC ACCOUNTANTS

DuBois, Pennsylvania 15801

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the City Council
City of DuBois, Pennsylvania
DuBois, Pennsylvania

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of DuBois, Pennsylvania, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the City of DuBois, Pennsylvania's primary government basic financial statements and have issued our report thereon dated December 29, 2023. The report on the aggregate remaining fund information was qualified because of the effects of omitting blended component units. The report on aggregate discretely presented component units was adverse because the primary government financial statements do not include financial data for the City's legally separate component units.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the primary government financial statements, we considered the City of DuBois, Pennsylvania's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the primary government financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of DuBois, Pennsylvania's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of DuBois, Pennsylvania's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2022-001 that we consider to be a material weakness.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of DuBois, Pennsylvania's primary government financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of primary government financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City of DuBois, Pennsylvania's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City of DuBois, Pennsylvania's response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. The City of DuBois, Pennsylvania's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



SHARKEY PICCIRILLO & KEEN, LLP
December 29, 2023

SHARKEY PICCIRILLO & KEEN, LLP

CERTIFIED PUBLIC ACCOUNTANTS

DuBois, Pennsylvania 15801

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE
UNIFORM GUIDANCE**

To the City Council
City of DuBois, Pennsylvania
DuBois, Pennsylvania

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of DuBois, Pennsylvania's compliance with the types of compliance requirements described in the OMB *Compliance Supplement* that could have a direct and material effect on each of the City of DuBois, Pennsylvania's major federal programs for the year ended December 31, 2022. The City of DuBois, Pennsylvania's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City of DuBois, Pennsylvania complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City of DuBois, Pennsylvania and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City of DuBois, Pennsylvania's compliance with the requirement referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulation, rules, and provisions of contracts or grant agreements applicable to the City of DuBois, Pennsylvania's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City of DuBois, Pennsylvania's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City of DuBois, Pennsylvania's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City of DuBois, Pennsylvania's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City of DuBois, Pennsylvania's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City of DuBois, Pennsylvania's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis.

A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



SHARKEY PICCIRILLO & KEEN, LLP
December 29, 2023

CITY OF DUBOIS, PENNSYLVANIA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended December 31, 2022

SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses an unmodified opinion on the governmental activities, the business-type activities, and each major fund, and a qualified opinion on the aggregate remaining fund information for the primary government financial statements of the City of DuBois, Pennsylvania. The auditor's report expresses an adverse opinion on the aggregate discretely presented component units because the primary government financial statements do not include financial data for the City's legally separate component units.
2. One material weakness related to the audit of the primary government financial statements is reported in the Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the primary government financial statements of the City of DuBois, Pennsylvania were disclosed during the audit.
4. No significant deficiencies or material weaknesses in internal control over major federal award programs are reported in the Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance.
5. The auditor's report on compliance for the major federal award programs for the City of DuBois, Pennsylvania expresses an unmodified opinion on all major federal programs.
6. No audit findings that are required to be reported in accordance with 2 CFR Section 200.516(a) are reported in this Schedule.
7. The programs tested as major federal programs included:

<u>Program</u>	<u>CFDA No.</u>
Community Development Block Grants/State's Program	14.228
8. The threshold for distinguishing Types A and B programs was \$750,000.
9. The City of DuBois, Pennsylvania was determined not to be a low-risk auditee.

CITY OF DUBOIS, PENNSYLVANIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended December 31, 2022

FINDINGS – FINANCIAL STATEMENT AUDIT

MATERIAL WEAKNESS – INTERNAL CONTROL OVER FINANCIAL REPORTING

2022-001: Financial Reporting Duties of the City

Statement of Condition

The personnel responsible for the accounting and reporting functions of the City, who have the level of knowledge and experience to review, approve, and accept responsibility for the financial statements, do not currently possess an appropriate level of technical knowledge and experience of generally accepted accounting principles and Government Accounting Standards Board's pronouncements to prepare the City's financial statements in accordance with the reporting requirements of those principles and pronouncements.

Criteria

Internal control over financial reporting includes controls over financial statement preparation, which would prevent or detect a misstatement in the financial statements, including note disclosures.

Effect of Condition

This condition increases the risk of possible misstatements in the financial statements.

Recommendation

An ideal internal control system over financial reporting would include an individual within an organization that would have technical knowledge and experience of the reporting requirements of generally accepted accounting principles and the Government Accounting Standards Board.

Response

The City Council and management are aware of the existence of the material weakness and agree that an ideal internal control system over financial reporting would include an individual described in the recommendation, which would reduce the risk of possible misstatements in the financial statements. The personnel responsible for the accounting and reporting functions of the City currently possess suitable skill, knowledge, and experience to perform the daily accounting functions of the City. Therefore, the City Council and management have made a conscious decision to accept the degree of risk resulting from the material weakness, as the benefit of the reduced risk does not justify the additional costs necessary to reduce this risk.

CITY OF DUBOIS, PENNSYLVANIA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended December 31, 2022

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

None.



CITY OF DUBOIS, PENNSYLVANIA

16 W. SCRIBNER AVE.

P.O. BOX 408

DUBOIS, PENNSYLVANIA 15801

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FAX: (814) 371-1290

Office of the City Manager
Department of Administration & Finance

CORRECTIVE ACTION PLAN

December 29, 2023

U.S. Department of Health and Human Services

The City of DuBois, Pennsylvania respectfully submits the following corrective action plan for the year ended December 31, 2022.

Name and address of independent public accounting firm: Sharkey Piccirillo & Keen, LLP, 991 Beaver Drive, DuBois, PA 15801

Audit period: The year ended December 31, 2022

The findings from the December 31, 2022 schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the numbers assigned in the schedule.

FINDINGS – FINANCIAL STATEMENT AUDIT

MATERIAL WEAKNESS

2022-001: Financial Reporting Duties of the City

Recommendation: An ideal internal control system over financial reporting would include an individual within an organization that would have technical knowledge and experience of the reporting requirements of generally accepted accounting principles and the Governmental Accounting Standards Board.

Action Taken: City Council and management are aware of the existence of the material weakness and agree that an ideal internal control system over financial reporting would include an individual described in the recommendation, which would reduce the risk of possible misstatements in the financial statements. The personnel responsible for the accounting and reporting functions of the City currently possess suitable skill, knowledge, and experience to perform the daily accounting functions of the City. Therefore, City Council and management have made a conscious decision to accept the degree of risk resulting from the material weakness, as the benefit of the reduced risk does not justify the additional costs necessary to reduce this risk.

If the U.S. Department of Health and Human Services has questions regarding this plan, please call the City office at (814) 371-2000.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "A. R. R.", with a stylized flourish extending to the right.

City Council