

Local Share Assessment Reporting Guide

Access the Report:

- Direct link to the report: www.dced.state.pa.us/lsr/
- Landing page with tutorial, FAQ, and link to report: <http://www.newpa.com/find-incentives-apply-for-funding/local-share-assessment-reporting>.

Login:



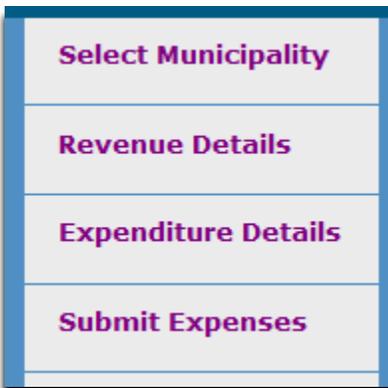
The screenshot shows the 'LOCAL SHARE REPORTS' login page. It features the Pennsylvania Department of Community & Economic Development logo in the top left. The main heading is 'LOCAL SHARE REPORTS'. Below this is a login box titled 'Login to Local Share Reports' with a 'Member of PA eGov' icon. The login box contains two input fields: 'Username:' and 'Password:'. A yellow 'LOG IN' button is positioned at the bottom right of the login box.

Enter existing universal PA Login username and password.

- The universal PA Login may be used to access a variety of PA websites, forms, and applications including DCED's Single Application for Assistance.
- To register or request a forgotten password, please visit www.login.state.pa.us.

Report Navigation:

Navigation Bar:



The screenshot shows a vertical navigation bar with four buttons: 'Select Municipality', 'Revenue Details', 'Expenditure Details', and 'Submit Expenses'. Each button is highlighted with a blue border and a light blue background.

The navigation bar is available at all times. You may select any of these fields and edit the Revenue Details, Expenditure Details, and Submit Expenses sections at any time prior to hitting "Submit."

Step 1: Select Municipality

Select County/Municipality

Municipality Search

County Selection
Select the county from the dropdown list below:

Dauphin

Municipality Selection
Select the municipality from the dropdown list below:

Lykens Boro

Year Selection
Select the year from the dropdown list below:
Submission Date Range for Year 2011 is 1/1/2012 to 6/30/2012

2011

SELECT

Select your county, municipality, and reporting year, in that order, from each dropdown list.

Click on the down arrow, , and a list will appear, move your cursor to highlight your selection then click on it.

Click SELECT when done.

Note: The "Year Selection" allows the selection of multiple years. You may only submit data for the current reporting year. Prior years are available to view only.

Step 2: Enter Revenue Details

Revenue Details

For Year: 2011 , County: Dauphin , Municipality: Lykens Boro

Local Share Assessment Revenue

| | Description | General Fund | Special Revenue | Capital Projects | Total <small>Memorandum Only</small> |
|--------|-------------------------------|--------------|-----------------|------------------|---|
| 341.00 | Interest Earnings | | | | |
| 355.08 | Gaming Proceeds - Slots | | | | |
| 355.09 | Gaming Proceeds - Table Games | | | | |
| | Totals:--> | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

SAVE

Complete the revenue details as appropriate. **All funds received in the reporting year** (prior *calendar* year) must be entered and separated by type of account/use – General Fund, Special Revenue Account, or Capital Project. All entries into the “Special Revenue” or “Capital Projects” areas will require a description of the account on the submission page.

Note:

- The numbers correspond to the codes in the municipal Chart of Accounts.
- Interest Earnings: May be reported, but is not a required entry.
- Entities receiving distributions directly from the Dept. of Revenue or statutorily designated from only slots or table games proceeds should differentiate the revenue accordingly.
- Entities receiving municipal grants or distributions other than indicated above should enter revenue into 355.08, Gaming Proceeds – Slots.

| Revenue Details | | For Year:2011 , County: Dauphin , Municipality: Lykens Boro | | | |
|--------------------------------|-------------------------------|---|-----------------|--------------------|---------------------------------|
| Local Share Assessment Revenue | | | | | |
| | Description | General Fund | Special Revenue | Capital Projects | Total <i>Memorandum Only</i> |
| 341.00 | Interest Earnings | | | | |
| 355.08 | Gaming Proceeds - Slots | \$10,000.00 | \$0.00 | \$0.00 | \$10,000.00 |
| 355.09 | Gaming Proceeds – Table Games | \$0.00 | \$0.00 | \$10,000.00 | \$10,000.00 |
| Totals:--> | | \$10,000.00 | \$0.00 | \$10,000.00 | \$20,000.00 |

SAVE

Fields will automatically fill with \$0.00 if left blank. When complete, click

SAVE

Step 3: Enter Expenditure Details

Select “Expenditure Details” from the Navigation Bar. **All funds expended in the reporting year** (prior *calendar* year) must be entered and separated by type of account/use – General Fund, Special Revenue Account, or Capital Project. All entries into the “Special Revenue” or “Capital Projects” areas will require a description of the account on the submission page.

| Expenditure Details | | For Year:2011 , County: Dauphin , Municipality: Lykens Boro | | | |
|--|---|---|-----------------|------------------|---------------------------------|
| General Government Public Safety Health Services Sanitation Highways And Streets Other Public Works Culture And Recreation Community Development Debt Service Other Expenditures Financing Uses | | | | | |
| | Description | General Fund | Special Revenue | Capital Projects | Total <i>Memorandum Only</i> |
| 400.00 | Legislative/Governing Body | | | | |
| 401.00 | Executive/Manager or Mayor | | | | |
| 402.00 | Auditing Services/Bookkeeping Services | | | | |
| 403.00 | Tax Collection | | | | |
| 404.00 | Solicitor/Legal Services | | | | |
| 405.00 | Secretary/Clerk | | | | |
| 406.00 | Other General Government Administration | | | | |
| 408.00 | Engineering Services | | | | |
| 409.00 | General Government Buildings And Plant | | | | |
| Totals: | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

SAVE

Complete the expenditure details as appropriate. Expenditures are divided into the categories and major classifications according to the municipal Chart of Accounts. To change category, place cursor over desired category (it will turn dark grey) then click.

Note:

- You do not need to click save after entering information in each tab.
- The “Total” field will fill automatically.

| Expenditure Details | | For Year:2011 , County: Dauphin , Municipality: Lykens Boro | | | | | |
|---------------------|------------------------------|---|-----------------|--------------------|---------------------------------|--------------------|------------------------|
| General Government | | Public Safety | Health Services | Sanitation | Highways And Streets | Other Public Works | Culture And Recreation |
| | | Community Development | Debt Service | Other Expenditures | Financing Uses | | |
| | Description | General Fund | Special Revenue | Capital Projects | Total <i>Memorandum Only</i> | | |
| 451.00 | Recreation | | | | | | |
| 454.00 | Parks | | | | | | |
| 455.00 | Shade Trees | | | | | | |
| 456.00 | Libraries | | | | | | |
| 458.00 | Senior Citizen Centers | | | | | | |
| 459.00 | Other Culture and Recreation | \$0.00 | \$0.00 | \$10,000.00 | \$10,000.00 | | |
| Totals: | | \$0.00 | \$0.00 | \$10,000.00 | \$10,000.00 | | |

SAVE

When complete, click **SAVE**.

Step 4: Review Summary and Complete Narrative

Select "Submit Expenses" from the Navigation Bar. Review the summary of revenue and expenditure details for accuracy.

| Review Details | | For Year:2011 , County: Dauphin , Municipality: Lykens Boro | |
|---|---|---|----------------------|
| Review your information | | | |
| Total Revenue | Sum total of all the revenue amount entered in "Revenue Details" page. | \$20,000.00 | |
| Total Expenditure | Sum total of all the Expenditure amount entered in "Expenditure Details" page. | \$30,000.00 | |
| Balance | Balance of Total Revenue and Total Expenditure | (\$10,000.00) | |
| Narrative/Comment | Narrative must state any special funds or special projects local share assessment revenue was used toward. If no expenditures are identified, this narrative MUST be completed on use of funds. | | |
| | <div style="border: 1px solid gray; height: 60px; width: 100%;"></div> | | |
| | | | SAVE COMMENTS |
| Please note that once the application is submitted, it cannot be edited. You can view the submitted data by clicking on View Report button. To return to editing the form click on the Revenue or Expenditures menu option to the left. | | | |
| SUBMIT | | | |

If appropriate, complete the narrative/comment section. If data was entered into the "Special Revenue" or "Capital Projects" areas this section must be completed. If no expenditures are identified, the narrative must indicate use, or expected use, of funds.

Note:

- Balance may show a negative number. This report only shows activity during the prior calendar year. Funds expended in the reporting year may have been received as revenue in a previous year.
- Counties/Municipalities should report a singular report that encompasses revenues and expenditures from all municipal entities including redevelopment authorities, industrial development authorities, water authorities, etc. Separation of those entities revenues/expenditures should be indicated in the narrative/comment section.
- Counties making intergovernmental, or other, grants must indicate that and provide a breakdown in the narrative/comment section.
 - If grants are made to government entities, it is the grantor's responsibility to notify the grantee of the obligation to complete this annual report.

| Review Details | For Year:2011 , County: Dauphin , Municipality: Lykens Boro |
|---|---|
| Review your information | |
| Total Revenue Sum total of all the revenue amount entered in "Revenue Details" page. | \$20,000.00 |
| Total Expenditure Sum total of all the Expenditure amount entered in "Expenditure Details" page. | \$30,000.00 |
| Balance Balance of Total Revenue and Total Expenditure | (\$10,000.00) |
| Narrative/Comment Narrative must state any special funds or special projects local share assessment revenue was used toward. If no expenditures are identified, this narrative MUST be completed on use of funds. | |
| 459.00 - Capital Project Expense - \$10,000 used to upgrade Borough Pool facilities. | |
| SAVE COMMENTS | |
| Please note that once the application is submitted, it cannot be edited. You can view the submitted data by clicking on View Report button. To return to editing the form click on the Revenue or Expenditures menu option to the left. | |
| SUBMIT | |

When narrative/comment section is complete, click

[SAVE COMMENTS](#)

Step 5: Submit Report

It is strongly recommended that you review your revenue and expenditure details, by selecting those prior to submitting the report. Once submitted, you cannot edit the report.

When complete, click

[SUBMIT](#)

. Once submitted, you can view, save and print a report.

Review Details

For Year: 2011 , County: Dauphin , Municipality: Lykens Boro

Review your information

Total Revenue

Sum total of all the revenue amount entered in "Revenue Details" page. **\$20,000.00**

Total Expenditure

Sum total of all the Expenditure amount entered in "Expenditure Details" page. **\$30,000.00**

Balance

Balance of Total Revenue and Total Expenditure **(\$10,000.00)**

Narrative/Comment

Narrative must state any special funds or special projects local share assessment revenue was used toward. If no expenditures are identified, this narrative MUST be completed on use of funds.

459.00 - Capital Project Expense - \$10,000 used to upgrade Borough Pool facilities.

Please click on the button below to view the report

VIEW REPORT

VIEW REPORT

To view your report, click **VIEW REPORT**. The report defaults to an excel spreadsheet that may be saved or printed.

| Revenue Report | | | | | | |
|--|-------------------------------|--------------|-----------------|------------------|-------|----------------|
| Rev Number | Description | General Fund | Special Revenue | Capital Projects | Total | Reporting Year |
| 355.08 | Gaming Proceeds - Slots | 10000 | 0 | 0 | 10000 | 2011 |
| 355.09 | Gaming Proceeds - Table Games | 0 | 0 | 10000 | 10000 | 2011 |
| Expenditure Report | | | | | | |
| Exp Number | Description | General Fund | Special Revenue | Capital Projects | Total | Reporting Year |
| 420 | Health and Human Services | 0 | 0 | 0 | 0 | 2011 |
| 410 | Police | 5000 | 0 | 0 | 5000 | 2011 |
| 411 | Fire | 5000 | 0 | 0 | 5000 | 2011 |
| 463 | Economic Development | 10000 | 0 | 0 | 10000 | 2011 |
| 459 | Other Culture and Recreation | 0 | 0 | 10000 | 10000 | 2011 |
| Narrative\Comments | | | | | | |
| 459.00 - Capital Project Expense - \$10,000 used to upgrade Borough Pool facilities. | | | | | | |