

LIMITED PROCEDURES ENGAGEMENT

Southwest Township Non-Uniformed Pension Plan Warren County, Pennsylvania For the Period January 1, 2013 to December 31, 2016

December 2017



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale • Auditor General



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EUGENE A. DePASQUALE
AUDITOR GENERAL

Board of Township Supervisors
Southwest Township
Warren County
Titusville, PA 16354

We conducted a Limited Procedures Engagement (LPE) of the Southwest Township Non-Uniformed Pension Plan for the period January 1, 2013 to December 31, 2016 to determine its compliance with applicable state laws, regulations, contracts, administrative procedures, and local ordinances and policies. We also evaluated compliance with some requirements subsequent to that period when possible. The LPE was conducted pursuant to authority derived from Section 402(j) of the Municipal Pension Plan Funding Standard and Recovery Act (P.L. 1005, No. 205, as amended, 53 P.S. § 895.101 *et seq.*) but was not conducted in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. The act established mandatory actuarial reporting and funding requirements and a uniform basis for the distribution of state aid to Pennsylvania's public pension plans. We believe that the evidence obtained provides a reasonable basis to support our LPE results.

Our LPE was limited to determining the following:

- Whether state aid was properly determined and deposited in accordance with Act 205 requirements by verifying the annual deposit date of state aid and determining whether deposits were made within 30 days of receipt for all years within the engagement period. State aid allocations that were deposited into the pension plan for the years ended December 31, 2011 to December 31, 2016, are presented on the Summary of Deposited State Aid and Employer Contributions.
- Whether annual employer contributions were calculated and deposited in accordance with the plan's governing document and applicable laws and regulations by examining the municipality's calculation of the plan's annual financial requirements and minimum municipal obligation (MMO) and comparing these calculated amounts to amounts actually budgeted and deposited into the pension plan as evidenced by supporting documentation. Employer contributions that were deposited into the pension plan for the years ended December 31, 2011 to December 31, 2016, are presented on the Summary of Deposited State Aid and Employer Contributions.

- Whether the January 1, 2011, January 1, 2013 and January 1, 2015 actuarial valuation reports were prepared and submitted to the former Public Employee Retirement Commission (PERC) by March 31, 2012, 2014 and 2016, respectively, in accordance with Act 205 and whether selected information provided on these reports is accurate, complete, and in accordance with plan provisions to ensure compliance for participation in the state aid program by comparing selected information to supporting source documentation.

Based on the results of our procedures performed during our LPE, nothing came to our attention indicating that the Southwest Township Non-Uniformed Pension Plan was not being administered in compliance with applicable state laws, regulations, contracts, administrative procedures, and local ordinances and policies.

Our determination to perform a LPE for this engagement period does not preclude the Department from conducting an audit in accordance with *Government Auditing Standards* of the pension plan in subsequent periods. The township should continue to maintain documentation related to this pension plan.

The accompanying supplementary information is presented for purposes of additional analysis. We did not audit the information or conclude on it and, accordingly, express no form of assurance on it.

The contents of this report were discussed with officials of Southwest Township and, where appropriate, their responses have been included in this report. We would like to thank township officials for the cooperation extended to us during the conduct of this LPE.

December 12, 2017



EUGENE A. DEPASQUALE
Auditor General

CONTENTS

	<u>Page</u>
Supplementary Information	1
Summary of Deposited State Aid and Employer Contributions	3
Report Distribution List	4

SOUTHWEST TOWNSHIP NON-UNIFORMED PENSION PLAN
SUPPLEMENTARY INFORMATION
NOTES TO SUPPLEMENTARY SCHEDULES
(UNAUDITED)

The supplementary information contained on Pages 7 and 8 reflects the implementation of GASB Statement No. 67, *Financial Reporting for Pension Plans*. The objective of this statement is to improve financial reporting by state and local governmental pension plans.

SCHEDULE OF CHANGES IN THE NET PENSION
LIABILITY AND RELATED RATIOS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2015

	<u>2014</u>	<u>2015</u>
Total Pension Liability		
Service cost	\$ 3,834	\$ 4,072
Interest	9,600	9,763
Difference between expected and actual experience	657	741
Changes of assumptions	-	1,673
Benefit payments, including refunds of member contributions	(11,266)	(11,266)
Net Change in Total Pension Liability	<u>2,825</u>	<u>4,983</u>
Total Pension Liability – Beginning	178,738	181,563
Total Pension Liability - Ending (a)	<u><u>\$ 181,563</u></u>	<u><u>\$ 186,546</u></u>
Plan Fiduciary Net Position		
Contributions – employer	\$ 3,959*	\$ 4,153*
Contributions – PMRS assessment	-	60
PMRS investment income	9,380	9,574
Market value investment income	(17)	(8,793)
Benefit payments, including refunds of member contributions	(11,266)	(11,266)
PMRS administrative expense	(60)	(60)
Additional administrative expense	(360)	(399)
Net Change in Plan Fiduciary Net Position	<u>1,636</u>	<u>(6,731)</u>
Plan Fiduciary Net Position - Beginning	174,418	176,054
Plan Fiduciary Net Position - Ending (b)	<u><u>\$ 176,054</u></u>	<u><u>\$ 169,323</u></u>
Net Pension Liability - Ending (a-b)	<u><u>\$ 5,509</u></u>	<u><u>\$ 17,223</u></u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	96.97%	90.77%
Estimated Covered Employee Payroll	\$ 38,344	\$ 40,720
Net Pension Liability as a Percentage of Covered Employee Payroll	14.37%	42.30%

* Employer contributions for the year 2014 include a \$65 transfer from municipal reserve. Contributions for 2015 are net of a \$60 administrative expense and a \$21 transfer from municipal reserve.

SOUTHWEST TOWNSHIP NON-UNIFORMED PENSION PLAN
 SUPPLEMENTARY INFORMATION
 NOTES TO SUPPLEMENTARY SCHEDULES
 (UNAUDITED)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the township as of December 31, 2014 and 2015, calculated using the discount rate of 5.50%, as well as what the township's net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower or 1 percentage-point higher than the current rate:

	<u>1% Decrease (4.50%)</u>	<u>Current Discount Rate (5.50%)</u>	<u>1% Increase (6.50%)</u>
Net Pension Liability - 12/31/14	\$ 26,638	\$ 5,509	\$ (13,963)
Net Pension Liability - 12/31/15	\$ 39,324	\$ 17,223	\$ (3,287)

SOUTHWEST TOWNSHIP NON-UNIFORMED PENSION PLAN
SUMMARY OF DEPOSITED STATE AID AND EMPLOYER CONTRIBUTIONS

Year Ended December 31	State Aid	Employer Contributions
2011	\$ 2,488	\$ 1,171
2012	2,596	908
2013	2,491	1,298
2014	2,786	1,174
2015	2,924	1,289
2016	3,162	1,003

SOUTHWEST TOWNSHIP NON-UNIFORMED PENSION PLAN
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

The Honorable Tom W. Wolf
Governor
Commonwealth of Pennsylvania

Mr. James L. Wright
Chairman, Board of Township Supervisors

Mr. Paul Thompson
Township Supervisor

Mr. Carl Lindquist
Township Supervisor

Ms. Barbara A. Kemp
Secretary

This report is a matter of public record and is available online at www.PaAuditor.gov. Media questions about the report can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 229 Finance Building, Harrisburg, PA 17120; via email to: news@PaAuditor.gov.