

COMPLIANCE AUDIT

Amwell Township Non-Uniformed Pension Plan Washington County, Pennsylvania For the Period January 1, 2015 to December 31, 2017

May 2018



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale • Auditor General



**Commonwealth of Pennsylvania
Department of the Auditor General
Harrisburg, PA 17120-0018
Facebook: Pennsylvania Auditor General
Twitter: @PAAuditorGen
www.PaAuditor.gov**

**EUGENE A. DePASQUALE
AUDITOR GENERAL**

Board of Township Supervisors
Amwell Township
Washington County
Amity, PA 15311

We have conducted a compliance audit of the Amwell Township Non-Uniformed Pension Plan for the period January 1, 2015 to December 31, 2017. We also evaluated compliance with some requirements subsequent to that period when possible. The audit was conducted pursuant to authority derived from Section 402(j) of Act 205 and in accordance with the standards applicable to performance audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusions based on our audit objective. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our audit objective.

The objective of the audit was to determine if the pension plan was administered in compliance with applicable state laws, regulations, contracts, administrative procedures, and local ordinances and policies.

Our audit was limited to the areas related to the objective identified above. To determine whether the pension plan was administered in compliance with applicable state laws, regulations, contracts, administrative procedures, and local ordinances and policies, our methodology included the following:

- We determined 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 period under audit.
- We determined 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.

- We determined that there were no employee contributions required by the plan's governing document and applicable laws and regulations for the years covered by our audit period.
- We determined whether retirement benefits calculated for the plan member who retired during the current audit period represent payments to all (and only) those entitled to receive them and were properly determined and disbursed in accordance with the plan's governing document, applicable laws and regulations by recalculating the amount of the monthly pension benefit due to the retired individual and comparing these amounts to supporting documentation evidencing amounts determined and actually paid to the recipients.
- We determined whether the January 1, 2013, January 1, 2015 and January 1, 2017 actuarial valuation reports were prepared and submitted by March 31, 2014, 2016 and 2018, 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.
- We determined whether the terms of the contractual agreement with the Pennsylvania State Association of Boroughs were in accordance with the plan's governing document, if separately stated, and applicable laws and regulations by comparing the terms of the contractual agreement with the plan's governing document, if separately stated, and applicable laws and regulations.

Township officials are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the Amwell Township Non-Uniformed Pension Plan is administered in compliance with applicable state laws, regulations, contracts, administrative procedures, and local ordinances and policies. In conducting our audit, we obtained an understanding of the township's internal controls as they relate to the township's compliance with those requirements and that we considered to be significant within the context of our audit objective, and assessed whether those significant controls were properly designed and implemented. Additionally and as previously described, we tested transactions, assessed official actions, performed analytical procedures, and interviewed selected officials to provide reasonable assurance of detecting instances of noncompliance with legal and regulatory requirements or noncompliance with provisions of contracts, administrative procedures, and local ordinances and policies that are significant within the context of the audit objective.

The results of our procedures indicated that, in all significant respects, the Amwell Township Non-Uniformed Pension Plan was administered in compliance with applicable state laws, regulations, contracts, administrative procedures, and local ordinances and policies.

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 Amwell Township and, where appropriate, their responses have been included in the report. We would like to thank township officials for the cooperation extended to us during the conduct of the audit.

May 21, 2018

A handwritten signature in black ink, appearing to read "Eugene A. DePasquale". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

EUGENE A. DEPASQUALE
Auditor General

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ABBREVIATION

PSABMRT - Pennsylvania State Association of Boroughs Municipal Retirement Trust

BACKGROUND

On December 18, 1984, the Pennsylvania Legislature adopted the Municipal Pension Plan Funding Standard and Recovery Act (P.L. 1005, No. 205, as amended, 53 P.S. § 895.101 et seq.). 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. Section 402(j) of Act 205 specifically requires the Auditor General, as deemed necessary, to make an audit of every municipality which receives general municipal pension system state aid and of every municipal pension plan and fund in which general municipal pension system state aid is deposited.

Annual state aid allocations are provided from a 2 percent foreign (out-of-state) casualty insurance premium tax, a portion of the foreign (out-of-state) fire insurance tax designated for paid firefighters and any investment income earned on the collection of these taxes. Generally, municipal pension plans established prior to December 18, 1984, are eligible for state aid. For municipal pension plans established after that date, the sponsoring municipality must fund the plan for three plan years before it becomes eligible for state aid. In accordance with Act 205, a municipality's annual state aid allocation cannot exceed its actual pension costs.

In addition to Act 205, the Amwell Township Non-Uniformed Pension Plan is also governed by implementing regulations adopted by the former Public Employee Retirement Commission published at Title 16, Part IV of the Pennsylvania Code and applicable provisions of various other state statutes including, but not limited to, the following:

Act 69 - The Second Class Township Code, Act of May 1, 1933 (P.L. 103, No. 69), as reenacted and amended, 53 P.S. § 65101 et seq.

The Amwell Township Non-Uniformed Pension Plan is a single-employer defined benefit pension plan locally controlled by the provisions of Ordinance No. 1 of 2012 and joinder agreement with PSABMRT, effective January 1, 2012. The plan was established June 1, 1970. Active members are not required to contribute to the plan. As of December 31, 2017, the plan had 6 active members, 3 terminated members eligible for vested benefits in the future, and 7 retirees receiving pension benefits from the plan.

BACKGROUND – (Continued)

As of December 31, 2017, selected plan benefit provisions are as follows:

Eligibility Requirements:

- Normal Retirement Age 65 and 5 years of service.
- Early Retirement Age 62 and 5 years of service.
- Vesting Member is 100% vested after 5 years of service.

Retirement Benefit:

Benefit equals 1% of final 24 months average compensation multiplied by years of service.

Survivor Benefit:

Optional actuarial equivalent benefit. Pre-retirement death benefit is a monthly benefit equal to the actuarial equivalent of the participant's value of the accrued benefit.

Service Related Disability Benefit:

None

AMWELL TOWNSHIP NON-UNIFORMED PENSION PLAN
SUPPLEMENTARY INFORMATION
(UNAUDITED)

The supplementary information contained Pages 3 through 5 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, 2015, 2016, AND 2017

	<u>2014</u>	<u>2015</u>
Total Pension Liability		
Service cost	\$ 19,734	\$ 21,647
Interest	21,817	23,701
Difference between expected and actual experience	-	6,377
Changes of assumptions	-	12,553
Benefit payments, including refunds of member contributions	<u>(25,274)</u>	<u>(24,156)</u>
Net Change in Total Pension Liability	16,277	40,122
Total Pension Liability – Beginning	<u>429,238</u>	<u>445,515</u>
Total Pension Liability - Ending (a)	<u>\$ 445,515</u>	<u>\$ 485,637</u>
Plan Fiduciary Net Position		
Contributions – employer	\$ 39,806	\$ 40,760
Net investment income	9,374	3,514
Benefit payments, including refunds of member contributions	<u>(25,274)</u>	<u>(24,156)</u>
Administrative expense	<u>(2,944)</u>	<u>(6,527)</u>
Net Change in Plan Fiduciary Net Position	20,962	13,591
Plan Fiduciary Net Position – Beginning	<u>290,251</u>	<u>311,213</u>
Plan Fiduciary Net Position - Ending (b)	<u>\$ 311,213</u>	<u>\$ 324,804</u>
Net Pension Liability - Ending (a-b)	<u>\$ 134,302</u>	<u>\$ 160,833</u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	69.9%	66.9%
Estimated Covered Employee Payroll	\$ 218,898	\$ 229,542
Net Pension Liability as a Percentage of Covered Employee Payroll	61.4%	70.1%

AMWELL TOWNSHIP NON-UNIFORMED PENSION PLAN
SUPPLEMENTARY INFORMATION
(UNAUDITED)

SCHEDULE OF CHANGES IN THE NET PENSION
LIABILITY AND RELATED RATIOS – (CONTINUED)
FOR THE YEARS ENDED DECEMBER 31, 2015, 2016, AND 2017

	<u>2016</u>	<u>2017</u>
Total Pension Liability		
Service cost	\$ 22,513	\$ 19,287
Interest	24,804	23,016
Difference between expected and actual experience	-	(56,170)
Changes of assumptions	-	3,261
Benefit payments, including refunds of member contributions	(24,156)	(29,709)
Net Change in Total Pension Liability	<u>23,161</u>	<u>(40,315)</u>
Total Pension Liability – Beginning	485,637	508,798
Total Pension Liability - Ending (a)	<u>\$ 508,798</u>	<u>\$ 468,483</u>
Plan Fiduciary Net Position		
Contributions – employer	\$ 47,072	\$ 45,779
Net investment income	1,958	4,071
Benefit payments, including refunds of member contributions	(24,156)	(29,709)
Administrative expense	(3,946)	(7,106)
Net Change in Plan Fiduciary Net Position	<u>20,928</u>	<u>13,035</u>
Plan Fiduciary Net Position – Beginning	324,804	345,732
Plan Fiduciary Net Position - Ending (b)	<u>\$ 345,732</u>	<u>\$ 358,767</u>
Net Pension Liability - Ending (a-b)	<u>\$ 163,066</u>	<u>\$ 109,716</u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	68.6%	76.6%
Estimated Covered Employee Payroll	\$ 237,764	\$ 224,694
Net Pension Liability as a Percentage of Covered Employee Payroll	68.6%	48.8%

AMWELL TOWNSHIP NON-UNIFORMED PENSION PLAN
 SUPPLEMENTARY INFORMATION
 (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, 2015, 2016, and 2017, calculated using the discount rate of 5.00%, 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:

	1% Decrease (4.00%)	Current Discount Rate (5.00%)	1% Increase (6.00%)
Net Pension Liability - 12/31/14	\$ 181,246	\$ 134,302	\$ 94,247
Net Pension Liability - 12/31/15	\$ 211,129	\$ 160,833	\$ 118,113
Net Pension Liability - 12/31/16	\$ 215,156	\$ 163,066	\$ 118,813
Net Pension Liability - 12/31/17	\$ 158,836	\$ 109,716	\$ 67,997

SCHEDULE OF INVESTMENT RETURNS

Annual Money-Weighted Rate of Return, Net of Investment Expense:

2017	1.18%
2016	0.60%
2015	1.17%
2014	3.35%

AMWELL TOWNSHIP NON-UNIFORMED PENSION PLAN
 SUPPLEMENTARY INFORMATION
 (UNAUDITED)

SCHEDULE OF FUNDING PROGRESS

Historical trend information about the plan is presented herewith as supplementary information. It is intended to help users assess the plan's funding status on a going-concern basis, assess progress made in accumulating assets to pay benefits when due, and make comparisons with other state and local government retirement systems.

The actuarial information is required by Act 205 biennially. The historical information, beginning as of January 1, 2013, is as follows:

	(1)	(2)	(3)	(4)
Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Entry Age (b)	Unfunded (Assets in Excess of) Actuarial Accrued Liability (b) - (a)	Funded Ratio (a)/(b)
01-01-13	\$ 285,337	\$ 413,737	\$ 128,400	69.0%
01-01-15	311,213	464,445	153,232	67.0%
01-01-17	345,732	455,889	110,157	75.8%

AMWELL TOWNSHIP NON-UNIFORMED PENSION PLAN
SUPPLEMENTARY INFORMATION
(UNAUDITED)

The comparability of trend information is affected by changes in actuarial assumptions, benefit provisions, actuarial funding methods, accounting policies, and other changes. Those changes usually affect trends in contribution requirements and in ratios that use the actuarial accrued liability as a factor.

Analysis of the dollar amount of the actuarial value of assets, actuarial accrued liability, and unfunded (assets in excess of) actuarial accrued liability in isolation can be misleading. Expressing the actuarial value of assets as a percentage of the actuarial accrued liability (Column 4) provides one indication of the plan's funding status on a going-concern basis. Analysis of this percentage, over time, indicates whether the system is becoming financially stronger or weaker. Generally, the greater this percentage, the stronger the plan.

AMWELL TOWNSHIP NON-UNIFORMED PENSION PLAN
SUPPLEMENTARY INFORMATION
(UNAUDITED)

SCHEDULE OF CONTRIBUTIONS FROM EMPLOYER
AND OTHER CONTRIBUTING ENTITIES

Year Ended December 31	Annual Required Contribution	Percentage Contributed
2012	\$ 32,828	100.0%
2013	35,069	100.0%
2014	39,806	100.0%
2015	40,760	100.0%
2016	47,072	100.0%
2017	45,779	100.0%

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

The information presented in the supplementary schedules was determined as part of the actuarial valuation at the date indicated. Additional information as of the latest actuarial valuation date follows:

Actuarial valuation date	January 1, 2017
Actuarial cost method	Entry age normal
Amortization method	Level dollar
Remaining amortization period	8 years
Asset valuation method	Fair value
Actuarial assumptions:	
Investment rate of return	5.0%
Projected salary increases	4.0%

AMWELL 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. Vincent Rudnick
Chairman, Board of Township Supervisors

Mr. Wayne Montgomery
Vice-Chairman, Board of Township Supervisors

Mr. Scott Hartley
Township Supervisor

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