

# COMPLIANCE AUDIT

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## City of DuBois Police Pension Plan Clearfield County, Pennsylvania For the Period January 1, 2016 to December 31, 2017

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June 2018



Commonwealth of Pennsylvania  
Department of the Auditor General

Eugene A. DePasquale • Auditor General



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**EUGENE A. DePASQUALE  
AUDITOR GENERAL**

The Honorable Mayor and City Council  
City of DuBois  
Clearfield County  
DuBois, PA 15801

We have conducted a compliance audit of the City of DuBois Police Pension Plan for the period January 1, 2016 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 whether annual employee contributions were calculated, deducted, and deposited into the pension plan in accordance with the plan's governing document and applicable laws and regulations by testing total members' contributions on an annual basis using the rates obtained from the plan's governing document in effect for all years within the period under audit and examining documents evidencing the deposit of these employee contributions into the pension plan.
- We determined whether retirement benefits calculated for the one 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 recipient.
- We determined whether the January 1, 2013, January 1, 2015 and January 1, 2017 actuarial valuation reports were prepared and submitted to the former Public Employee Retirement Commission (PERC) by March 31, 2014, 2016 and 2018, respectively, in accordance with Act 205 and whether selected information provided on this report 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 all annual special ad hoc postretirement reimbursements received by the municipality were authorized and appropriately deposited in accordance with Act 147 by tracing information to supporting documentation maintained by plan officials.

For the year 2016, the City of DuBois contracted with an independent certified public accounting firm for an audit of its basic financial statements which is available at the city's offices. Those financial statements were not audited by us and, accordingly, we express no opinion or other form of assurance on them.

City officials are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the City of DuBois Police 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 city's internal controls as they relate to the city'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 City of DuBois Police 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 City of DuBois and, where appropriate, their responses have been included in the report. We would like to thank city officials for the cooperation extended to us during the conduct of the audit.

June 5, 2018

A handwritten signature in black ink, appearing to read "Eugene A. DePasquale", with a long horizontal flourish extending to the right.

EUGENE A. DEPASQUALE  
Auditor General

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## 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 City of DuBois Police 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 317 - The Third Class City Code, Act of June 23, 1931 (P.L. 932, No. 317), as amended, 53 P.S. § 35101 et seq.

The City of DuBois Police Pension Plan is a single-employer defined benefit pension plan locally controlled by the provisions of Ordinance No. 1780, adopted pursuant to Act 317. The plan is also affected by the provisions of collective bargaining agreements between the city and its police officers. The plan was established November 1, 1971. Active members are required to contribute 3 percent of total compensation to the plan. As of December 31, 2017, the plan had 12 active members, 2 terminated members eligible for vested benefits in the future, and 13 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 50 and 20 years of service.
Early Retirement	None
Vesting	Hired before 1/1/2004 – member is 60% after 12 years of service and an additional 5% for each year thereafter, up to 100% after 20 years of service.  Hired after 1/1/2004 – member is 100% after 12 years of service.

### Retirement Benefit:

Benefit equals 50% of final monthly average salary or average highest 5 years, if greater, plus a monthly service increment of 1/40 of the Normal Retirement benefit for each year of service in excess of 20 years, up to a maximum of \$500 per month. Service after age 65 is not included.

### Survivor Benefit:

Before Retirement Eligibility	Hired prior to 1/1/2004 – Before 10 years of service, benefit equals 25% of the participant's compensation and after 10 years of service, 50% of the participant's compensation; payable to spouse until death or remarriage.  Hired on or after 1/1/2004 – refund of contributions. Terminated vested participants – benefit equals 50% of deferred vested benefit is payable to the spouse at normal retirement date
After Retirement Eligibility	A monthly benefit equal to 50% of the pension the member was receiving or was entitled to receive on the day of the member's death.

### Service Related Disability Benefit:

Hired prior to 1/1/2004 – Normal retirement benefit.

Hired on or after 1/1/2004 – Normal retirement benefit, offset by Worker's Compensation.

CITY OF DUBOIS POLICE PENSION PLAN  
SUPPLEMENTARY INFORMATION  
(UNAUDITED)

The supplementary information contained on pages 3 through 6 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	\$ 266,733	\$ 238,928
Interest	517,655	514,369
Difference between expected and actual experience	-	(512,279)
Benefit payments, including refunds of member contributions	(292,574)	(289,880)
Net Change in Total Pension Liability	<u>491,814</u>	<u>(48,862)</u>
Total Pension Liability - Beginning	<u>7,272,156</u>	<u>7,763,970</u>
Total Pension Liability - Ending (a)	<u><u>\$ 7,763,970</u></u>	<u><u>\$ 7,715,108</u></u>
 Plan Fiduciary Net Position		
Contributions - employer	\$ 324,672	\$ 397,074
Contribution - employee	24,943	27,816
Net investment income	637,279	(138,954)
Benefit payments, including refunds of member contributions	(292,574)	(289,880)
Administrative expense	(44,138)	(45,553)
Other	(2,484)	(2,145)
Net Change in Plan Fiduciary Net Position	<u>647,698</u>	<u>(51,642)</u>
Plan Fiduciary Net Position - Beginning	<u>6,613,435</u>	<u>7,261,133</u>
Plan Fiduciary Net Position - Ending (b)	<u><u>\$ 7,261,133</u></u>	<u><u>\$ 7,209,491</u></u>
 Net Pension Liability - Ending (a-b)	<u><u>\$ 502,837</u></u>	<u><u>\$ 505,617</u></u>
 Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	93.5%	93.4%
 Estimated Covered Employee Payroll	\$ 837,149	\$ 976,061
 Net Pension Liability as a Percentage of Covered Employee Payroll	60.1%	51.8%



CITY OF DUBOIS POLICE PENSION PLAN  
SUPPLEMENTARY INFORMATION  
(UNAUDITED)

SCHEDULE OF CHANGES IN THE NET PENSION  
LIABILITY AND RELATED RATIOS  
FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2017

	<u>2016</u>	<u>2017</u>
Total Pension Liability		
Service cost	\$ 249,680	\$ 262,264
Interest	547,560	589,076
Difference between expected and actual experience	-	424,521
Changes of assumptions	-	(7,122)
Benefit payments, including refunds of member contributions	(289,920)	(355,891)
Net Change in Total Pension Liability	<u>507,320</u>	<u>912,848</u>
Total Pension Liability - Beginning	7,715,108	8,222,428
Total Pension Liability - Ending (a)	<u>\$ 8,222,428</u>	<u>\$ 9,135,276</u>
Plan Fiduciary Net Position		
Contributions - employer	\$ 440,318	\$ 367,842
Contributions - employee	28,135	28,839
Net investment income	720,761	637,290
Benefit payments, including refunds of member contributions	(289,920)	(355,891)
Administrative expense	(45,617)	(50,329)
Other	(1,795)	(1,432)
Net Change in Plan Fiduciary Net Position	<u>851,882</u>	<u>626,319</u>
Plan Fiduciary Net Position - Beginning	7,209,491	8,061,373
Plan Fiduciary Net Position - Ending (b)	<u>\$ 8,061,373</u>	<u>\$ 8,687,692</u>
Net Pension Liability - Ending (a-b)	<u>\$ 161,055</u>	<u>\$ 447,584</u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	98.0%	95.1%
Estimated Covered Employee Payroll	\$ 1,005,092	\$ 980,928
Net Pension Liability as a Percentage of Covered Employee Payroll	16.0%	45.6%

CITY OF DUBOIS POLICE 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 city as of December 31, 2016, calculated using the discount rate of 7.0%, as well as what the city’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 (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
Net Pension Liability	\$ 1,282,451	\$ 161,055	\$ (761,459)

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

The following presents the net pension liability of the city as of December 31, 2017, calculated using the discount rate of 6.75%, as well as what the city’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 (5.75%)	Current Discount Rate (6.75%)	1% Increase (7.75%)
Net Pension Liability	\$ 1,742,324	\$ 447,584	\$ (608,773)

CITY OF DUBOIS POLICE PENSION PLAN  
 SUPPLEMENTARY INFORMATION  
 (UNAUDITED)

SCHEDULE OF CONTRIBUTIONS

Year Ended December 31	Actuarially Determined Contribution	Actual Contributions	Contribution Deficiency (Excess)	Covered- Employee Payroll*	Contributions as a Percentage of Covered- Employee Payroll
2009	\$ 248,166	\$ 248,166	\$ -	\$ -	-
2010	\$ 210,932	\$ 210,932	-	\$ 816,898	25.8%
2011	\$ 181,198	\$ 200,597	(19,399)	\$ -	-
2012	\$ 227,411	\$ 227,411	-	\$ 886,732	25.6%
2013	\$ 327,578	\$ 327,578	-	\$ -	-
2014	\$ 324,672	\$ 324,672	-	\$ 837,149	38.8%
2015	\$ 397,074	\$ 397,074	-	\$ 976,061	40.7%
2016	\$ 440,318	\$ 440,318	-	\$1,005,092	43.8%
2017	\$ 367,842	\$ 367,842	-	\$ 980,928	37.5%

\* Due to GASB Statement No. 67, *Financial Reporting for Pension Plans*, being implemented only recently, the amount of Covered-Employee Payroll was not provided for odd years prior to 2014.

SCHEDULE OF INVESTMENT RETURNS

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

2017	7.92%
2016	10.00%
2015	(1.92%)
2014	9.66%

CITY OF DUBOIS POLICE 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, 2011, 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	\$ 5,469,233	\$ 6,818,574	\$ 1,349,341	80.2%
01-01-15	6,778,194	7,251,691	473,497	93.5%
01-01-17	8,173,726	8,639,827	466,101	94.6%

Note: The market value of the plan's assets at 01-01-13, 01-01-15 and 01-01-17 have been adjusted to reflect the smoothing of gains and/or losses over a 4-year averaging period. This method will lower contributions in years of less than expected returns and increase contributions in years of greater than expected returns. The net effect over long periods of time is to have less variance in contribution levels from year to year.

CITY OF DUBOIS POLICE 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.

CITY OF DUBOIS POLICE 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, closed
Remaining amortization period	5 years
Asset valuation method	Fair value, 4-year smoothing
Actuarial assumptions:	
Investment rate of return*	6.75%
Projected salary increases *	4.75%
Cost-of-living adjustments	2.75%

\* Includes inflation at 2.75%

CITY OF DUBOIS POLICE PENSION PLAN  
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

**The Honorable Tom W. Wolf**  
Governor  
Commonwealth of Pennsylvania

**The Honorable Gary D. Gilbert**  
Mayor/Council President

**Mr. John Suplizio**  
City Manager

**Mr. Randy E. Schmidt**  
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