

LIMITED PROCEDURES ENGAGEMENT

Hyndman Borough Non-Uniformed Pension Plan Bedford County, Pennsylvania For the Period January 1, 2014 to December 31, 2017

March 2019



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 Borough Council
Hyndman Borough
Bedford County
Hyndman, PA 15545

We conducted a Limited Procedures Engagement (LPE) of the Hyndman Borough Non-Uniformed Pension Plan for the period January 1, 2014 to December 31, 2017 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 municipal officials took appropriate corrective action to address the finding contained in our prior audit report, by inquiring of plan officials and evaluating supporting documentation provided by officials evidencing that the suggested corrective action has been appropriately taken.
- 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.
- 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.

- Whether retirement benefits calculated for the plan member who retired during the engagement 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 retired individual and comparing this amount to supporting documentation evidencing the amount determined and actually paid to the recipient.
- 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.

Based on the results of our procedures performed during our LPE, nothing came to our attention indicating that the Hyndman Borough Non-Uniformed Pension Plan was not being administered in compliance with applicable state laws, regulations, contracts, administrative procedures, and local ordinances and policies, except as noted in the following finding further discussed later in this report:

Finding – Incorrect Data On Certification Form AG 385 Resulting In An Overpayment Of State Aid

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 borough 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 Hyndman Borough and, where appropriate, their responses have been included in this report. We would like to thank borough officials for the cooperation extended to us during the conduct of this LPE.



EUGENE A. DEPASQUALE
Auditor General

March 14, 2019

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HYNDMAN BOROUGH NON-UNIFORMED PENSION PLAN
STATUS OF PRIOR FINDING

Compliance With Prior Audit Recommendation

Hyndman Borough has complied with the prior audit recommendation concerning the following:

- Ineligible Employee Participating In The Pension Plan

Effective January 1, 2015, Hyndman Borough established a pension plan with the Pennsylvania Municipal Retirement System (PMRS) for its Municipal Authority employees. In April of 2015, the employee who was participating in the borough's non-uniformed pension plan had his service time and asset balance transferred from the borough's non-uniformed pension plan into the new municipal authority pension plan. His membership ceased in the borough's non-uniformed pension plan.

HYNDMAN BOROUGH NON-UNIFORMED PENSION PLAN
FINDING AND RECOMMENDATION

Finding – Incorrect Data On Certification Form AG 385 Resulting In An Overpayment Of State Aid

Condition: The borough certified one ineligible non-uniformed employees (1 unit) and overstated payroll by \$12,354 on the Certification Form AG 385 filed in 2018. The data contained on this certification form is based on prior calendar year information.

Criteria: Pursuant to Act 205, at Section 402(e)(2), in order to be eligible for certification, an employee must have been employed on a full-time basis for at least six consecutive months and must have been participating in a pension plan during the certification year.

Cause: Plan officials failed to establish adequate internal control procedures to ensure the accuracy of the data certified.

Effect: The data submitted on this certification form is used, in part, to calculate the state aid due to the municipality for distribution to its pension plan. Because the borough’s state aid allocation was based on unit value, the incorrect certification of pension data affected the borough’s state aid allocation, as identified below:

<u>Units Overstated</u>	<u>Unit Value</u>	<u>State Aid Overpayment</u>
1	\$ 4,684	\$ 4,684

In addition, the borough used the overpayment of state aid to pay the minimum municipal obligation (MMO) due to the non-uniformed pension plan; therefore, if the reimbursement to the Commonwealth is made from the pension plan, the plan’s MMO will not be fully paid.

Recommendation: We recommend that the total excess state aid, in the amount of \$4,684, be returned to the Commonwealth. A check in this amount, with interest compounded annually from date of receipt to date of repayment, at a rate earned by the pension plan, should be made payable to: Commonwealth of Pennsylvania and mailed to: Department of the Auditor General, Municipal Pension & Liquor Control Audits, 314 Finance Building, Harrisburg, PA 17120. A copy of the interest calculation must be submitted along with the check.

We also recommend that in the future, plan officials establish adequate internal control procedures, such as having at least two people review the data certified, to ensure compliance with the instructions that accompany Certification Form AG 385 to assist them in accurately reporting the required pension data.

HYNDMAN BOROUGH NON-UNIFORMED PENSION PLAN
FINDING AND RECOMMENDATION

Finding – (Continued)

In addition, if the reimbursement to the Commonwealth is made from non-uniformed pension plan funds, we recommend that any resulting MMO deficiency be paid to the pension plan with interest, at a rate earned by the pension plan.

Management's Response: Municipal officials agreed with the finding without exception.

Auditor's Conclusion: The borough's compliance with the finding recommendation will be monitored subsequent to the release of the report and through our next engagement of the pension plan.

HYNDMAN BOROUGH NON-UNIFORMED PENSION PLAN
SUPPLEMENTARY INFORMATION
(UNAUDITED)

The supplementary information contained on pages 4 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	\$ 14,583	\$ 8,242
Interest	56,075	52,487
Difference between expected and actual experience	(77,492)	114,773
Changes of assumptions	-	17,233
Transfers	-	(114,773)
Benefit payments, including refunds of member contributions	(49,096)	(55,116)
Net Change in Total Pension Liability	<u>(55,930)</u>	<u>22,846</u>
Total Pension Liability – Beginning	1,029,186	973,256
Total Pension Liability – Ending (a)	<u><u>\$ 973,256</u></u>	<u><u>\$ 996,102</u></u>
Plan Fiduciary Net Position		
Contributions – employer	\$ 23,843	\$ 20,563
Contributions – PMRS assessment	-	160
PMRS investment income	52,560	52,342
Market value investment income	8,196	(45,009)
Transfers	-	(114,773)
Benefit payments, including refunds of member contributions	(49,096)	(55,116)
PMRS administrative expense	(160)	(160)
Additional administrative expense	(2,016)	(2,182)
Net Change in Plan Fiduciary Net Position	<u>33,327</u>	<u>(144,175)</u>
Plan Fiduciary Net Position – Beginning	968,279	1,001,606
Plan Fiduciary Net Position – Ending (b)	<u><u>\$ 1,001,606</u></u>	<u><u>\$ 857,431</u></u>
Net Pension Liability – Ending (a-b)	<u><u>\$ (28,350)</u></u>	<u><u>\$ 138,671</u></u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	102.91%	86.08%
Estimated Covered Employee Payroll	\$ 129,371	\$ 79,996
Net Pension Liability as a Percentage of Covered Employee Payroll	(21.91%)	173.35%

HYNDMAN BOROUGH NON-UNIFORMED 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	\$ 5,211	\$ 5,433
Interest	53,121	55,298
Difference between expected and actual experience	71,379	-
Changes of assumptions	18,913	-
Benefit payments, including refunds of member contributions	<u>(71,910)</u>	<u>(50,557)</u>
Net Change in Total Pension Liability	76,714	10,174
Total Pension Liability – Beginning	<u>996,102</u>	<u>1,072,816</u>
Total Pension Liability – Ending (a)	<u>\$ 1,072,816</u>	<u>\$ 1,082,990</u>
 Plan Fiduciary Net Position		
Contributions – employer	\$ 19,784	\$ 20,235
Contributions – PMRS assessment	140	160
PMRS investment income	48,949	48,006
Market value investment income	38,740	107,692
Benefit payments, including refunds of member contributions	<u>(71,910)</u>	<u>(50,557)</u>
PMRS administrative expense	<u>(140)</u>	<u>(140)</u>
Additional administrative expense	<u>(2,398)</u>	<u>(2,208)</u>
Net Change in Plan Fiduciary Net Position	33,165	123,188
Plan Fiduciary Net Position – Beginning	<u>857,431</u>	<u>890,596</u>
Plan Fiduciary Net Position – Ending (b)	<u>\$ 890,596</u>	<u>\$ 1,013,784</u>
 Net Pension Liability – Ending (a-b)	<u>\$ 182,220</u>	<u>\$ 69,206</u>
 Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	83.01%	93.61%
 Estimated Covered Employee Payroll	\$ 54,633	\$ 62,520
 Net Pension Liability as a Percentage of Covered Employee Payroll	333.53%	110.69%

HYNDMAN BOROUGH 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 borough as of December 31, 2014 and 2015, calculated using the discount rate of 5.5%, as well as what the borough'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 (4.5%)</u>	<u>Current Discount Rate (5.5%)</u>	<u>1% Increase (6.5%)</u>
Net Pension Liability – 12/31/14	\$ 36,003	\$ (28,350)	\$ (85,657)
Net Pension Liability – 12/31/15	\$ 202,358	\$ 138,671	\$ 82,431

In addition, the following presents the net pension liability of the borough as of December 31, 2016 and 2017, calculated using the discount rate of 5.25%, as well as what the borough'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 (4.25%)</u>	<u>Current Discount Rate (5.25%)</u>	<u>1% Increase (6.25%)</u>
Net Pension Liability – 12/31/16	\$ 264,641	\$ 182,220	\$ 110,196
Net Pension Liability – 12/31/17	\$ 152,409	\$ 69,206	\$ (3,501)

HYNDMAN BOROUGH 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	\$ 948,436	\$ 1,009,428	\$ 60,992	94.0%
01-01-15	908,863	973,256	64,393	93.4%
01-01-17	969,434	1,072,816	103,382	90.4%

HYNDMAN BOROUGH 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.

HYNDMAN BOROUGH 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	\$ 23,520	100.0%
2013	23,600	100.0%
2014	23,843	100.0%
2015	20,723	100.0%
2016	19,924	100.0%
2017	20,395	100.0%

HYNDMAN BOROUGH 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, closed.
Remaining amortization period	4 years
Asset valuation method	The Actuarial Value of Assets equals the plan's member, municipal, DROP (if applicable) reserve accounts plus the retiree actuarial liability. This asset smoothing is based on the unique legislative structure of PMRS and the administrative rules adopted by the PMRS Board in conjunction with Pennsylvania Municipal Retirement Law, all of which are subject to comply with the Actuarial Standards of Practice No. 44, Selection and Use of Asset Valuation Methods when defining the actuarial Value of Assets.
Actuarial assumptions:	
Investment rate of return	5.25%, compounded annually, net of investment and administration expenses.
Salary scale	Total rate (including inflation) (e.g. age 25 – 7.05%; age 35 – 4.55%; age 45 – 3.97%; age 55 – 3.44%; age 65 – 2.80%).
Cost-of-living adjustments	2.8% per year, subject to plan limitations.

HYNDMAN BOROUGH NON-UNIFORMED PENSION PLAN
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This report was initially distributed to the following:

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