

# LIMITED PROCEDURES ENGAGEMENT

---

## Sugarloaf Township Police Pension Plan Luzerne County, Pennsylvania For the Period January 1, 2015 to December 31, 2017

---

February 2019



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  
Sugarloaf Township  
Luzerne County  
Sugarloaf, PA 18249

We conducted a Limited Procedures Engagement (LPE) of the Sugarloaf Township Police Pension Plan for the period January 1, 2015 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 LPE 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 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 Sugarloaf Township Police 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 Sugarloaf 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.

February 6, 2019

  
EUGENE A. DEPASQUALE  
Auditor General

## CONTENTS

	<u>Page</u>
Status of Prior Finding .....	1
Supplementary Information .....	2
Report Distribution List .....	9

SUGARLOAF TOWNSHIP POLICE PENSION PLAN  
STATUS OF PRIOR FINDING

Compliance With Prior LPE Report Recommendation

Sugarloaf Township has complied with the prior LPE report recommendation concerning the following:

- Incorrect Data On AG 385 Certification Form Resulting In An Underpayment Of State Aid

During the current audit period, municipal officials accurately reported the required pension data on the Certification Forms AG 385.

SUGARLOAF TOWNSHIP POLICE PENSION PLAN  
SUPPLEMENTARY INFORMATION  
(UNAUDITED)

The supplementary information contained on Pages 2 through 4 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	\$ 26,400	\$ 19,001
Interest	38,402	36,187
Difference between expected and actual experience	-	(85,251)
Changes of assumptions	-	12,991
Benefit payments, including refunds of member contributions	(16,779)	(16,779)
Net Change in Total Pension Liability	<u>48,023</u>	<u>(33,851)</u>
Total Pension Liability - Beginning	<u>530,588</u>	<u>578,611</u>
Total Pension Liability - Ending (a)	<u><u>\$ 578,611</u></u>	<u><u>\$ 544,760</u></u>
 Plan Fiduciary Net Position		
Contributions – employer	\$ 37,659	\$ 43,286
Net investment income	16,000	(17,589)
Benefit payments, including refunds of member contributions	(16,779)	(16,779)
Administrative expense	(2,900)	(6,400)
Net Change in Plan Fiduciary Net Position	<u>33,980</u>	<u>2,518</u>
Plan Fiduciary Net Position - Beginning	<u>557,197</u>	<u>591,177</u>
Plan Fiduciary Net Position - Ending (b)	<u><u>\$ 591,177</u></u>	<u><u>\$ 593,695</u></u>
 Net Pension Liability - Ending (a-b)	<u><u>\$ (12,566)</u></u>	<u><u>\$ (48,935)</u></u>
 Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	102.2%	109.0%
 Estimated Covered Employee Payroll	\$ 174,986	\$ 205,750
 Net Pension Liability as a Percentage of Covered Employee Payroll	(7.2%)	(23.8%)

SUGARLOAF TOWNSHIP 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	\$ 19,951	\$ 41,839
Interest	38,943	40,107
Difference between expected and actual experience	-	(49,064)
Changes of assumptions	-	1,699
Benefit payments, including refunds of member contributions	<u>(16,779)</u>	<u>(16,779)</u>
Net Change in Total Pension Liability	42,115	17,802
Total Pension Liability - Beginning	<u>544,760</u>	<u>586,875</u>
Total Pension Liability - Ending (a)	<u>\$ 586,875</u>	<u>\$ 604,677</u>
 Plan Fiduciary Net Position		
Contributions - employer	\$ 28,233	\$ 35,702
Net investment income	25,199	86,157
Benefit payments, including refunds of member contributions	(16,779)	(16,779)
Administrative expense	<u>(4,100)</u>	<u>(7,200)</u>
Net Change in Plan Fiduciary Net Position	32,553	97,880
Plan Fiduciary Net Position - Beginning	<u>593,695</u>	<u>626,248</u>
Plan Fiduciary Net Position - Ending (b)	<u>\$ 626,248</u>	<u>\$ 724,128</u>
 Net Pension Liability - Ending (a-b)	<u>\$ (39,373)</u>	<u>\$ (119,451)</u>
 Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	106.7%	119.8%
 Estimated Covered Employee Payroll	\$ 176,000	\$ 216,614
 Net Pension Liability as a Percentage of Covered Employee Payroll	(22.4)%	(55.1)%

SUGARLOAF TOWNSHIP 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 township as of December 31, 2014, 2015, 2016, and 2017, calculated using the discount rate of 7.0%, 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 (6.0%)	Current Discount Rate (7.0%)	1% Increase (8.0%)
Net Pension Liability - 12/31/14	\$ 63,529	\$ (12,566)	\$ (76,514)
Net Pension Liability - 12/31/15	\$ 22,255	\$ (48,935)	\$ (108,331)
Net Pension Liability - 12/31/16	\$ 35,967	\$ (39,373)	\$ (102,297)
Net Pension Liability - 12/31/17	\$ (41,776)	\$ (119,451)	\$ (184,137)

SCHEDULE OF INVESTMENT RETURNS

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

2017	13.76%
2016	4.24%
2015	(2.99%)
2014	2.89%



SUGARLOAF TOWNSHIP 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, 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	\$ 483,823	\$ 486,964	\$ 3,141	99.4%
01-01-15	591,177	506,351	(84,826)	116.8%
01-01-17	589,182	539,510	(49,672)	109.2%

SUGARLOAF TOWNSHIP 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.

SUGARLOAF TOWNSHIP POLICE PENSION PLAN  
 SUPPLEMENTARY INFORMATION  
 (UNAUDITED)

SCHEDULE OF CONTRIBUTIONS FROM EMPLOYER  
 AND OTHER CONTRIBUTING ENTITIES

Year Ended December 31	Annual Required Contribution	Percentage Contributed
2012	\$ 27,892	112.9%
2013	15,454	123.3%
2014	37,659	100.0%
2015	43,286	100.0%
2016	28,233	100.0%
2017	35,702	100.0%

SUGARLOAF TOWNSHIP 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	Level dollar
Amortization method	N/A
Remaining amortization period	N/A
Asset valuation method	Market value
Actuarial assumptions:	
Investment rate of return	5.0%
Projected salary increases	7.0%

SUGARLOAF TOWNSHIP POLICE PENSION PLAN  
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

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

**Mr. Richard Weaver**  
Chairman, Board of Township Supervisors

**Mr. Joseph Disabella**  
Township Supervisor

**Mr. Richard Yost**  
Township Supervisor

**Ms. Sandra Fisk**  
Township Clerk

This report is a matter of public record and is available online at [www.PaAuditor.gov](http://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](mailto:news@PaAuditor.gov).