

COMPLIANCE AUDIT

Upper Uwchlan Township Non-Uniformed Pension Plan Chester County, Pennsylvania For the Period January 1, 2013 to December 31, 2016

October 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
Upper Uwchlan Township
Chester County
Chester Spring, PA 19425

We have conducted a compliance audit of the Upper Uwchlan Township Non-Uniformed Pension Plan for the period January 1, 2013 to December 31, 2016. 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 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 that there were no benefit calculations prepared for the years covered by our audit period.
- We determined whether the January 1, 2011, January 1, 2013, January 1, 2015, and January 1, 2017 actuarial valuation reports were prepared and submitted by March 31, 2012, 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.

Upper Uwchlan Township contracted with an independent certified public accounting firm for annual audits of the Upper Uwchlan Township Non-Uniformed Pension Plan's financial statements which are available at the township's offices. Those financial statements were not audited by us and, accordingly, we express no opinion or other form of assurance on them.

Township officials are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the Upper Uwchlan 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 Upper Uwchlan 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 Upper Uwchlan 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.

October 13, 2017

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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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 Upper Uwchlan 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.

The Upper Uwchlan Township Non-Uniformed Pension Plan is a single-employer defined benefit pension plan locally controlled by the provisions of Ordinance No. 06-02, as amended. The plan was established January 1, 2006. Active members were required to contribute 4 percent of salary to the plan for the year 2013, and 5 percent of salary to the plan for the years 2014, 2015, and 2016. As of December 31, 2016, the plan had 13 active members, 2 terminated members eligible for vested benefits in the future, and 1 retiree receiving pension benefits from the plan.

BACKGROUND – (Continued)

As of December 31, 2016, selected plan benefit provisions are as follows:

Eligibility Requirements:

Normal Retirement	The first day of the month coincident with or next following the date on which the member attains full retirement age for receiving full social security benefits.
Early Retirement	Age 62
Vesting	100% after completion of 5 years of service

Retirement Benefit:

2% of final 36 months average compensation multiplied by years of service payable as a straight life annuity.

Survivor Benefit:

Pre-Retirement Benefit	Monthly annuity payable to spouse (deferred to participant earliest retirement date, if later than date of death), equal to the amount a participant would have been paid had he terminated employment on date of death, retired with a 50% survivor annuity in effect, then died the next day. If no survivor, his beneficiary shall be entitled to receive a refund of member contributions plus interest.
Post-Retirement Benefit	Benefit form as elected at retirement.

Disability Benefit:

Service Related	Any member who has completed 5 years of service and who suffers a service-connected total disability shall be entitled to receive a disability benefit equal to 2% of the member's average compensation multiplied by years of service.
Non-Service Related	Any member who has completed 10 years of service and who suffers a non-service-connected total disability shall be entitled to receive a disability benefit equal to 2% of the member's average compensation multiplied by years of service to a maximum of 30% of the member's average compensation.

UPPER UWCHLAN TOWNSHIP NON-UNIFORMED PENSION PLAN
SUPPLEMENTARY INFORMATION
(UNAUDITED)

The supplementary information contained on Pages 3 and 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, RELATED RATIOS, AND INVESTMENT RETURNS
FOR THE YEARS ENDED DECEMBER 31, 2016, 2015, AND 2014

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Total Pension Liability			
Service cost	\$ 93,544	\$ 105,479	\$ 110,226
Interest	88,658	106,487	122,137
Difference between expected and actual experience	-	(2,534)	-
Changes of assumptions	-	46,112	-
Benefit payments, including refunds of member contributions	-	-	(16,071)
Net Change in Total Pension Liability	<u>182,202</u>	<u>255,544</u>	<u>216,292</u>
Total Pension Liability - Beginning	<u>1,088,563</u>	<u>1,270,765</u>	<u>1,526,309</u>
Total Pension Liability - Ending (a)	<u><u>\$ 1,270,765</u></u>	<u><u>\$ 1,526,309</u></u>	<u><u>\$ 1,742,601</u></u>
Plan Fiduciary Net Position			
Contributions - employer	\$ 27,098	\$ 16,725	\$ 13,818
Contribution - state aid	54,217	50,971	61,245
Contribution - member	42,748	44,694	48,354
Net investment income	80,638	(18,937)	116,198
Benefit payments, including refunds of member contributions	-	-	(16,071)
Administrative expense	(5,110)	(11,000)	(10,552)
Net Change in Plan Fiduciary Net Position	<u>199,591</u>	<u>82,453</u>	<u>212,992</u>
Plan Fiduciary Net Position - Beginning	<u>1,077,873</u>	<u>1,277,464</u>	<u>1,359,917</u>
Plan Fiduciary Net Position - Ending (b)	<u><u>\$ 1,277,464</u></u>	<u><u>\$ 1,359,917</u></u>	<u><u>\$ 1,572,909</u></u>
Net Pension Liability - Ending (a-b)	<u><u>\$ (6,699)</u></u>	<u><u>\$ 166,392</u></u>	<u><u>\$ 169,692</u></u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	100.5%	89.1%	90.3%
Estimated Covered Employee Payroll	\$ 857,302	\$ 900,000	\$ 914,738
Net Pension Liability as a Percentage of Covered Employee Payroll	(0.8%)	18.5%	18.6%

UPPER UWCHLAN 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, and 2016, calculated using the discount rate of 7.5%, 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 (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Net Pension Liability – 12/31/14	\$ 175,262	\$ (6,699)	\$ (161,202)
Net Pension Liability – 12/31/15	\$ 382,139	\$ 166,392	\$ (16,391)
Net Pension Liability – 12/31/16	\$ 411,937	\$ 169,692	\$ (32,734)

SCHEDULE OF INVESTMENT RETURNS

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

2016	8.28%
2015	(1.32%)
2014	7.28%

UPPER UWCHLAN 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	\$ 901,770	\$ 923,101	\$ 21,331	97.7%
01-01-15	1,277,464	1,314,343	36,879	97.2%
01-01-17	1,571,261	1,727,293	156,032	91.0%

Note: The market value of the plan's assets at 01-01-13 has been adjusted to reflect the smoothing of gains and/or losses subject to a ceiling of 120 percent of the market value of assets. 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.

UPPER UWCHLAN 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.

UPPER UWCHLAN 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
2011	\$ 91,906	148.6%
2012	71,259	110.6%
2013	78,208	100.0%
2014	81,315	100.0%
2015	67,696	100.0%
2016	75,063	100.0%

UPPER UWCHLAN 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	13 years
Asset valuation method	Market value
Actuarial assumptions:	
Investment rate of return	7.5%
Projected salary increases	4.5%
Cost-of-living adjustments	None assumed

UPPER UWCHLAN 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. Kevin Kerr
Chairman, Board of Township Supervisors

Ms. Jamie W. Goncharoff
Vice-Chairperson, Board of Township Supervisors

Mr. Guy A. Donatelli
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Mr. Cary B. Vargo
Township Manager

Ms. Jill Bukata
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