

LIMITED PROCEDURES ENGAGEMENT

Pittsfield Township Non-Uniformed Pension Plan Warren County, Pennsylvania For the Period January 1, 2014 to December 31, 2017

October 2018



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
Pittsfield Township
Warren County
Pittsfield, PA 16340

We conducted a Limited Procedures Engagement (LPE) of the Pittsfield Township 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 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. State aid allocations that were deposited into the pension plan for the years ended December 31, 2012 to December 31, 2017, are presented on the Summary of Deposited State Aid and Employer Contributions.
- 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. Employer contributions that were deposited into the pension plan for the years ended December 31, 2012 to December 31, 2017, are presented on the Summary of Deposited State Aid and Employer Contributions.

- 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 Pittsfield Township Non-Uniformed 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 Pittsfield 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.

September 17, 2018



EUGENE A. DEPASQUALE
Auditor General

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

The supplementary information contained on Pages 1 through 2 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, 2015, AND 2016

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Total Pension Liability			
Service cost	\$ 8,111	\$ 8,124	\$ 8,271
Interest	5,879	6,649	7,464
Difference between expected and actual experience	<u>(1)</u>	<u>1</u>	<u>-</u>
Net Change in Total Pension Liability	13,989	14,774	15,735
Total Pension Liability - Beginning	<u>103,854</u>	<u>117,843</u>	<u>132,617</u>
Total Pension Liability - Ending (a)	<u>\$ 117,843</u>	<u>\$ 132,617</u>	<u>\$ 148,352</u>
Plan Fiduciary Net Position			
Contributions – employer*	\$ 8,150	\$ 8,074	\$ 8,271
Contributions – PMRS assessment	-	40	40
PMRS investment income	5,905	6,679	7,488
Market value investment income	(424)	(7,580)	2,499
PMRS administrative expense	(40)	(40)	(40)
Additional administrative expense	<u>(226)</u>	<u>(278)</u>	<u>(367)</u>
Net Change in Plan Fiduciary Net Position	13,365	6,895	17,891
Plan Fiduciary Net Position - Beginning	<u>102,851</u>	<u>116,216</u>	<u>123,111</u>
Plan Fiduciary Net Position - Ending (b)	<u>\$ 116,216</u>	<u>\$ 123,111</u>	<u>\$ 141,002</u>
Net Pension Liability - Ending (a-b)	<u>\$ 1,627</u>	<u>\$ 9,506</u>	<u>\$ 7,350</u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	98.62%	92.83%	95.05%
Estimated Covered Employee Payroll	\$ 81,103	\$ 81,245	\$ 82,710
Net Pension Liability as a Percentage of Covered Employee Payroll	2.01%	11.70%	8.89%

* 2015 Employer contributions exclude contributions of \$51 paid from surplus funds.

PITTSFIELD 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 and 2015, calculated using the discount rate of 5.5%, 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:

	<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	\$ 25,196	\$ 1,627	\$ (21,941)
Net Pension Liability - 12/31/15	\$ 36,029	\$ 9,506	\$ (17,017)

The following presents the net pension liability of the township as of December 31, 2016, calculated using the discount rate of 5.25%, 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:

	<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	\$ 37,020	\$ 7,350	\$ (22,321)

PITTSFIELD TOWNSHIP NON-UNIFORMED PENSION PLAN
SUMMARY OF DEPOSITED STATE AID AND EMPLOYER CONTRIBUTIONS

Year Ended December 31	State Aid	Employer Contributions
2012	\$ 7,152	\$ 447
2013	7,559	487
2014	7,745	405
2015	7,842	323
2016	8,124	187
2017	8,271	123

PITTSFIELD 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. David E. Turner
Chairman, Board of Township Supervisors

Mr. William L. Kibbey
Vice-Chairman, Board of Township Supervisors

Mr. Dennis K. DeVore
Township Supervisor

Mr. Craig L. Allen
Secretary

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