

LIMITED PROCEDURES ENGAGEMENT

South Lebanon Township Police Pension Plan Lebanon County, Pennsylvania For the Period January 1, 2016 to December 31, 2018

January 2020



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
South Lebanon Township
Lebanon County
Lebanon, PA 17042

We conducted a Limited Procedures Engagement (LPE) of the South Lebanon Township Police Pension Plan for the period January 1, 2016 to December 31, 2018 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.
- 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, 2015 and January 1, 2017 actuarial valuation reports were prepared and submitted by March 31, 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.

- Whether the terms of the plan's unallocated insurance contract, including ownership and any restrictions, were in compliance with plan provisions, investment policies, and state regulations by comparing the terms of the contract with the plan's provisions, investment policies, and state regulations.
- We determined whether provisions of the Deferred Retirement Option Plan (DROP) were in accordance with the provisions of Act 205 by examining provisions stated in the plan's governing documents.


Based on the results of our procedures performed during our LPE, nothing came to our attention indicating that the South Lebanon 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 South Lebanon 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.

January 15, 2020


EUGENE A. DEPASQUALE
Auditor General

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SOUTH LEBANON TOWNSHIP POLICE PENSION PLAN
SUPPLEMENTARY INFORMATION
(UNAUDITED)

The supplementary information contained on Pages 1 through 3 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, 2016, 2017, AND 2018

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Total Pension Liability					
Service cost	\$ 82,514	\$ 93,504	\$ 95,772	\$ 105,819	\$ 108,994
Interest	194,178	197,041	205,803	212,423	222,041
Difference between expected and actual experience	(32,443)	(4,858)	5,507	16,681	-
Changes of assumptions	69,606	4,480	234,262	5,500	-
Benefit payments, including refunds of member contributions	(150,383)	(146,545)	(146,545)	(146,545)	(146,545)
Net Change in Total Pension Liability	<u>163,472</u>	<u>143,622</u>	<u>394,799</u>	<u>193,878</u>	<u>184,490</u>
Total Pension Liability – Beginning	3,105,621	3,269,093	3,412,715	3,807,514	4,001,392
Total Pension Liability – Ending (a)	<u>\$ 3,269,093</u>	<u>\$ 3,412,715</u>	<u>\$ 3,807,514</u>	<u>\$ 4,001,392</u>	<u>\$ 4,185,882</u>
Plan Fiduciary Net Position					
Contributions – employer	\$ 187,666	\$ 180,000	\$ 205,000	\$ 228,000	\$ 280,000
Net investment income	137,616	(23,998)	143,134	279,161	(164,585)
Benefit payments, including refunds of member contributions	(150,383)	(146,545)	(146,545)	(146,545)	(146,545)
Administrative expense	(15,768)	(16,143)	(16,541)	(15,921)	(15,921)
Net Change in Plan Fiduciary Net Position	<u>159,131</u>	<u>(6,686)</u>	<u>185,048</u>	<u>344,695</u>	<u>(47,051)</u>
Plan Fiduciary Net Position – Beginning	2,723,069	2,882,200	2,875,514	3,060,562	3,405,257
Plan Fiduciary Net Position – Ending (b)	<u>\$ 2,882,200</u>	<u>\$ 2,875,514</u>	<u>\$ 3,060,562</u>	<u>\$ 3,405,257</u>	<u>\$ 3,358,206</u>
Net Pension Liability – Ending (a-b)	<u>\$ 386,893</u>	<u>\$ 537,201</u>	<u>\$ 746,952</u>	<u>\$ 596,135</u>	<u>\$ 827,676</u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	88.2%	84.3%	80.4%	85.1%	80.2%
Estimated Covered Employee Payroll	\$ 492,035	\$ 503,606	\$ 516,059	\$ 554,767	\$ 394,879
Net Pension Liability as a Percentage of Covered Employee Payroll	78.6%	106.7%	144.7%	107.5%	209.6%

SOUTH LEBANON 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, calculated using the discount rate of 6.00%, 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 (5.00%)	Current Discount Rate (6.00%)	1% Increase (7.00%)
Net Pension Liability – 12/31/14	\$ 834,568	\$ 386,893	\$ 16,390
Net Pension Liability – 12/31/15	(a)	(a)	(a)

Note (a) - Net Pension Liability at 12/31/15 was not provided in the financial statements.

In addition, the following presents the net pension liability of the township as of December 31, 2016, 2017 and 2018, 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:

	1% Decrease (4.5%)	Current Discount Rate (5.5%)	1% Increase (6.5%)
Net Pension Liability – 12/31/16	\$ 1,278,776	\$ 746,592	\$ 308,308
Net Pension Liability – 12/31/17	\$ 1,131,953	\$ 596,135	\$ 151,897
Net Pension Liability – 12/31/18	\$ 1,363,144	\$ 827,676	\$ 381,561

SOUTH LEBANON TOWNSHIP POLICE PENSION PLAN
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 (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
2014	\$ 170,605	\$ 187,666	\$ (17,061)	\$ 492,305	38.1%
2015	158,554	180,000	(21,446)	503,606	35.7%
2016	183,495	205,000	(21,505)	516,059	39.7%
2017	188,278	228,000	(39,724)	554,767	41.1%
2018	241,852	280,000	(38,148)	394,879	70.9%

SCHEDULE OF INVESTMENT RETURNS

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

2018	(4.86)%
2017	9.24%
2016	5.05%
2015	(0.85)%
2014	5.14%

SOUTH LEBANON 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	\$ 2,500,097	\$ 3,020,730	\$ 520,633	82.8%
01-01-15	2,877,765	3,310,013	432,248	86.9%
01-01-17	3,177,675	3,829,695	652,020	83.0%

The amounts in the above table have been adjusted, as appropriate, for insurance/annuity contracts maintained preretirement to fund a portion of the benefits provided by the pension plan at retirement.

The market values 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 four-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.

SOUTH LEBANON 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.

SOUTH LEBANON 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	Entry age normal
Amortization method	Level dollar
Remaining amortization period	7 years
Asset valuation method	Market value, 4-year smoothing
Actuarial assumptions:	
Investment rate of return *	5.5%
Projected salary increases *	3.0%

* Includes inflation at 2.0%

SOUTH LEBANON 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. Steven Krause
Chairman, Board of Township Supervisors

Ms. Jamie Yiengst
Township Manager

Ms. Reba Donley
Assistant Township Manager

This report is a matter of public record and is available online at 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.