

# LIMITED PROCEDURES ENGAGEMENT

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## Waverly Township Police Pension Plan Lackawanna County, Pennsylvania For the Period January 1, 2014 to December 31, 2017

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February 2019



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  
Waverly Township  
Lackawanna County  
Waverly, PA 18471-0008

We conducted a Limited Procedures Engagement (LPE) of the Waverly Township Police 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.
- 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 Waverly Township Police 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 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 Waverly 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 12, 2019

  
EUGENE A. DEPASQUALE  
Auditor General

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WAVERLY TOWNSHIP POLICE PENSION PLAN  
FINDING AND RECOMMENDATION

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

Condition: The township certified an ineligible police officer (2 units) and overstated payroll by \$43,544 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 plans. Because the township’s state aid allocation was based on unit value, the incorrect certification of pension data affected the township’s state aid allocation, as identified below:

<u>Year</u>	<u>Units Overstated</u>	<u>Unit Value</u>	<u>State Aid Overpayment</u>
2018	2	\$ 4,684	\$ 9,368

Recommendation: We recommend that the total excess state aid, in the amount of \$9,368, plus interest, 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 & Fire Relief Programs Unit, 321 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 2 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.

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

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

WAVERLY 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	\$ 29,541	\$ 34,627
Interest	10,823	13,132
Difference between expected and actual experience	(3,257)	-
Changes of assumptions	-	(42,873)
Benefit payments, including refunds of member contributions	(429)	-
Net Change in Total Pension Liability	<u>36,678</u>	<u>4,886</u>
Total Pension Liability – Beginning	167,453	204,131
Total Pension Liability – Ending (a)	<u><u>\$ 204,131</u></u>	<u><u>\$ 209,017</u></u>
Plan Fiduciary Net Position		
Contributions – employer*	\$ 12,386	\$ 15,660
PMRS investment income	14,117	15,896
Market value investment income	(1,003)	(17,861)
Benefit payments, including refunds of member contributions	(429)	-
PMRS administrative expense	(60)	(60)
Additional administrative expense	(541)	(663)
Net Change in Plan Fiduciary Net Position	<u>24,470</u>	<u>12,972</u>
Plan Fiduciary Net Position – Beginning	249,797	274,267
Plan Fiduciary Net Position – Ending (b)	<u><u>\$ 274,267</u></u>	<u><u>\$ 287,239</u></u>
Net Pension Liability – Ending (a-b)	<u><u>\$ (70,136)</u></u>	<u><u>\$ (78,222)</u></u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	134.36%	137.42%
Estimated Covered Employee Payroll	\$ 163,347	\$ 198,750
Net Pension Liability as a Percentage of Covered Employee Payroll	(42.94%)	(39.36%)

\* 2014 contributions include actuarial surplus used for disability insurance premiums of \$369 and administrative expenses of \$60.

WAVERLY 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	\$ 24,411	\$ 31,106
Interest	12,839	16,691
Difference between expected and actual experience	25,927	-
Changes of assumptions	14,633	-
Net Change in Total Pension Liability	<u>77,810</u>	<u>47,797</u>
Total Pension Liability – Beginning	<u>209,017</u>	<u>286,827</u>
Total Pension Liability – Ending (a)	<u><u>\$ 286,827</u></u>	<u><u>\$ 334,624</u></u>
 Plan Fiduciary Net Position		
Contributions – employer	\$ 18,521	\$ 25,511
Contributions – PMRS assessment	-	20
PMRS investment income	17,946	19,231
Market value investment income	5,530	40,947
PMRS administrative expense	(60)	(60)
Additional administrative expense	(879)	(884)
Net Change in Plan Fiduciary Net Position	<u>41,058</u>	<u>84,765</u>
Plan Fiduciary Net Position – Beginning	<u>287,239</u>	<u>328,297</u>
Plan Fiduciary Net Position – Ending (b)	<u><u>\$ 328,297</u></u>	<u><u>\$ 413,062</u></u>
 Net Pension Liability – Ending (a-b)	<u><u>\$ (41,470)</u></u>	<u><u>\$ (78,438)</u></u>
 Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	114.46%	123.44%
 Estimated Covered Employee Payroll	\$ 176,488	\$ 214,608
 Net Pension Liability as a Percentage of Covered Employee Payroll	(23.50%)	(36.55%)

WAVERLY 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 and 2015, calculated using the discount rate of 5.50%, 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 (4.50%)	Current Discount Rate (5.50%)	1% Increase (6.50%)
Net Pension Liability - 12/31/14	\$ (23,368)	\$ (70,136)	\$ (107,562)
Net Pension Liability - 12/31/15	\$ (28,346)	\$ (78,222)	\$ (117,685)

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

	1% Decrease (4.25%)	Current Discount Rate (5.25%)	1% Increase (6.25%)
Net Pension Liability - 12/31/16	\$ 26,337	\$ (41,470)	\$ (95,297)
Net Pension Liability - 12/31/17	\$ 668	\$ (78,438)	\$ (141,235)



WAVERLY 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	\$ 233,935	\$ 130,373	\$ (103,562)	179.4%
01-01-15	277,833	204,131	(73,702)	136.1%
01-01-17	344,906	286,827	(58,079)	120.2%

WAVERLY 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.

WAVERLY 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	\$ 4,194	100.0%
2013	None	N/A
2014	4,578	261.2%
2015	15,660	100.0%
2016	18,521	100.0%
2017	25,511	100.0%

WAVERLY 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	N/A
Remaining amortization period	N/A
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

WAVERLY 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. Ronald Whitaker**  
Chairman, Board of Township Supervisors

**Ms. Christine Capozzi**  
Township Manager

**Ms. Charity Rosenberry, CPA**  
Pennsylvania Municipal Retirement System

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