

LIMITED PROCEDURES ENGAGEMENT

Wilson Borough Police Pension Plan Northampton County, Pennsylvania For the Period January 1, 2014 to December 31, 2017

December 2018



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale • Auditor General



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EUGENE A. DePASQUALE
AUDITOR GENERAL

The Honorable Mayor and Borough Council
Wilson Borough
Northampton County
Easton, PA 18042

We conducted a Limited Procedures Engagement (LPE) of the Wilson Borough 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 municipal officials took appropriate corrective action to address the findings contained in our prior audit 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 annual employee contributions were required during the engagement period and, if so, were calculated, deducted, and deposited into the pension plan in accordance with the plan's governing document and applicable laws and regulations by testing total members' contributions on an annual basis using the rates obtained from the plan's governing document in effect for all years within the engagement period and examining documents evidencing the deposit of these employee contributions into the pension plan.
- Whether retirement benefits calculated for plan members who retired during the engagement period represent payments to all (and only) those entitled to receive them and were properly determined and disbursed in accordance with the plan's governing document, applicable laws and regulations by recalculating the amount of the pension benefit due to retired individuals and comparing these amounts to supporting documentation evidencing amounts determined and actually paid to recipients.
- 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.
- 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 Wilson Borough 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 – Partial Compliance With Prior Audit Recommendation – Incorrect Data On Certification Form AG 385 Resulting In A Net 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 borough 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 Wilson Borough and, where appropriate, their responses have been included in this report. We would like to thank borough officials for the cooperation extended to us during the conduct of this LPE.

November 28, 2018

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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WILSON BOROUGH POLICE PENSION PLAN
STATUS OF PRIOR FINDINGS

Partial Compliance With Prior Audit Recommendation

Wilson Borough has partially complied with the prior audit recommendation concerning the following:

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

During the current period, the borough reimbursed \$5,003 to the Commonwealth for the overpayment of state aid received in 2014; however, plan officials again failed to comply with the instructions that accompany Certification Form AG 385 to assist them in accurately reporting the required pension data as further discussed in the Finding and Recommendation contained in this report.

Rescission Of Prior Audit Recommendation

The following prior audit recommendation has been rescinded:

- Unauthorized Provision For A Killed In Service Benefit

Additional documentation was provided by borough officials evidencing the existence of Ordinance No. 758 executed previously on November 28, 2011 which repealed any reference to killed in service benefits in the governing document. Therefore, this finding is rescinded.

WILSON BOROUGH POLICE PENSION PLAN
FINDING AND RECOMMENDATION

Finding – Partial Compliance With Prior Audit Recommendation – Incorrect Data On Certification Form AG 385 Resulting In A Net Overpayment Of State Aid

Condition: As disclosed in the Status of Prior Findings section of this report, the borough partially complied with our prior recommendation by reimbursing the Commonwealth for the overpayment of state aid received in 2014. However, a similar condition occurred during the current period. Plan officials again failed to comply with the instructions that accompany Certification Form AG 385 to assist them in accurately reporting the required pension data during the current period. The borough certified an ineligible police officer and overstated payroll by \$64,278 and failed to certify an eligible non-uniformed employee's payroll thereby understating total eligible payroll by \$7,062 on the Certification Form AG 385 filed in 2015. In addition, the borough failed to certify the correct compensation for eligible police officers, firefighters and non-uniformed employees and understated payroll by \$35, \$1,814 and \$8,093, respectively, on the Certification Form AG 385 filed in 2016. Furthermore, the borough certified an ineligible police officer and overstated payroll by \$26,477 and failed to certify the correct compensation for eligible firefighters and non-uniformed employees thereby understating eligible payroll by \$2,291 and \$7,807, respectively, on the Certification Form AG 385 filed in 2017. Finally, subsequent to the current period, the borough again failed to correctly certify the compensation for eligible police officers, firefighters and non-uniformed employees and understated payroll totals by \$17,787, \$3,129 and \$8,557, respectively, on the Certification Form AG 385 filed in 2018.

Criteria: As disclosed in the prior report, 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.

In addition, Act 205 at Section 402(e)(2) states, in part:

For the purpose of computing and reporting the applicable number of units, a DROP participant shall not be reported to the Auditor General as an active employee.

Furthermore, pursuant to the instructions that accompany Certification Form AG 385, the total payroll eligible to be certified should be Internal Revenue Service Form W-2 earnings pertaining to full-time positions.

Cause: Plan officials again failed to establish adequate internal control procedures to ensure the accuracy of the data certified and ensure full compliance with this department's prior recommendation.

WILSON BOROUGH POLICE PENSION PLAN
FINDING AND RECOMMENDATION

Finding – (Continued)

Effect: The data submitted on these certification forms is used, in part, to calculate the state aid due to the municipality for distribution to its pension plans. Because the borough’s state aid allocations were based on pension costs, the incorrect certification of pension data affected the borough’s state aid allocations, as identified below:

<u>Year</u>	<u>Type Of Plan</u>	<u>Normal Cost</u>	<u>Payroll Overstated (Understated)</u>	<u>State Aid Overpayment (Underpayment)</u>
2015	Police	14.87%	\$ 64,278	\$ 9,558
	Non-Uniformed	6.49%	(7,062)	(458)
Total				<u>\$ 9,100</u>
2016	Police	11.49%	\$ (35)	\$ (4)
	Non-Uniformed	6.48%	(8,093)	(524)
	Firemen’s	9.31%	(1,814)	(169)
Total				<u>\$ (697)</u>
2017	Police	11.49%	\$ 26,477	\$ 3,042
	Non-Uniformed	6.48%	(7,807)	(506)
	Firemen’s	9.31%	(2,291)	(213)
Total				<u>\$ 2,323</u>
2018	Police	11.13%	\$ (17,787)	\$ (1,980)
	Non-Uniformed	5.91%	(8,557)	(506)
	Firemen’s	7.83%	(3,129)	(245)
Total				<u>\$ (2,731)</u>
Net Overpayment of State Aid				<u><u>\$ 7,995</u></u>

In addition, the borough used the overpayments of state aid to pay the minimum municipal obligations (MMOs) due to the police, non-uniformed and firemen’s pension plans; therefore, if the reimbursement to the Commonwealth is made from the pension plans, the plan’s MMOs will not be fully paid.

WILSON BOROUGH POLICE PENSION PLAN
FINDING AND RECOMMENDATION

Finding – (Continued)

Recommendation: We recommend that the net overpayment of state aid, in the amount of \$7,995, 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 again 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.

In addition, if the reimbursement to the Commonwealth is made from police, firemen's and/or non-uniformed pension plan funds, we recommend that any resulting MMO deficiencies be paid to the pension plan with interest, at a rate earned by the pension plan.

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

Auditor's Conclusion: We are concerned that the municipality has not complied with the prior recommendation and encourage compliance at the earliest opportunity to do so. The borough's compliance with the finding recommendation will be monitored subsequent to the release of the audit report and through our next engagement of the pension plan.

WILSON BOROUGH POLICE PENSION PLAN
SUPPLEMENTARY INFORMATION
(UNAUDITED)

The supplementary information contained on Pages 5 through 7 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, 2015, 2016, AND 2017

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Total Pension Liability			
Service cost	\$ 144,083	\$ 152,008	\$ 165,976
Interest	291,359	312,585	304,280
Difference between expected and actual experience	-	-	(416,400)
Changes of assumptions	-	-	10,815
Benefit payments, including refunds of member contributions	<u>(102,471)</u>	<u>(218,245)</u>	<u>(149,167)</u>
Net Change in Total Pension Liability	332,971	246,348	(84,496)
Total Pension Liability – Beginning	<u>3,791,944</u>	<u>4,124,915</u>	<u>4,371,263</u>
Total Pension Liability – Ending (a)	<u><u>\$ 4,124,915</u></u>	<u><u>\$ 4,371,263</u></u>	<u><u>\$ 4,286,767</u></u>
Plan Fiduciary Net Position			
Contributions – state aid	\$ 114,029	\$ 80,880	\$ 89,684
Contributions – member	60,217	52,497	54,882
Net investment income	(661)	237,236	647,277
Benefit payments, including refunds of member contributions	<u>(102,471)</u>	<u>(218,245)</u>	<u>(149,167)</u>
Net Change in Plan Fiduciary Net Position	71,114	152,368	642,676
Plan Fiduciary Net Position – Beginning	<u>4,179,366</u>	<u>4,250,480</u>	<u>4,402,848</u>
Plan Fiduciary Net Position – Ending (b)	<u><u>\$ 4,250,480</u></u>	<u><u>\$ 4,402,848</u></u>	<u><u>\$ 5,045,524</u></u>
Net Pension Liability – Ending (a-b)	<u><u>\$ (125,565)</u></u>	<u><u>\$ (31,585)</u></u>	<u><u>\$ (758,757)</u></u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	103.0%	100.7%	117.7%
Estimated Covered Employee Payroll	\$ 763,568	\$ 969,766	\$ 1,046,242
Net Pension Liability as a Percentage of Covered Employee Payroll	(16.4%)	(3.3%)	(72.5%)

WILSON BOROUGH 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 borough as of December 31, 2015, 2016 and 2017, calculated using the discount rate of 7.50%, as well as what the borough'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 (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Net Pension Liability – 12/31/15	\$ 370,551	\$ (125,565)	\$ (541,889)
Net Pension Liability – 12/31/16	496,481	(31,585)	(474,709)
Net Pension Liability – 12/31/17	(233,113)	(758,757)	(1,198,817)

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
2008	\$ 25,164	\$ 25,164	\$ -	\$ 533,827	4.7%
2009	26,526	27,994	(1,468)	544,660	5.1%
2010	13,491	13,491	-	528,824	2.6%
2011	34,517	39,417	(4,900)	588,927	6.7%
2012	71,738	77,369	(5,631)	621,400	12.5%
2013	73,178	79,312	(6,134)	634,804	12.5%
2014	97,941	109,355	(11,414)	750,676	14.6%
2015	99,859	114,029	(14,170)	763,568	14.9%
2016	79,169	80,880	(1,711)	969,766	8.3%
2017	87,956	89,684	(1,728)	1,046,242	8.6%

WILSON BOROUGH POLICE PENSION PLAN
SUPPLEMENTARY INFORMATION
(UNAUDITED)

SCHEDULE OF INVESTMENT RETURNS

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

2017	14.71%
2016	5.67%
2015	(0.02%)

WILSON BOROUGH 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	\$ 3,315,689	\$ 3,178,851	\$ (136,838)	104.3%
01-01-15	4,114,511	3,791,944	(322,567)	108.5%
01-01-17	4,653,134	3,965,678	(687,456)	117.3%

Note: 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 5-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.

WILSON BOROUGH 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.

WILSON BOROUGH 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	Fair value, 5 year smoothing
Actuarial assumptions:	
Investment rate of return	7.50%
Projected salary increases	5.50%

WILSON BOROUGH POLICE PENSION PLAN
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

The Honorable Tom W. Wolf
Governor
Commonwealth of Pennsylvania

The Honorable Donald R. Barrett, Jr.
Mayor

Mr. Tony Verenna
Council President

Ms. Jill Garcia
Borough Manager

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