

LIMITED PROCEDURES ENGAGEMENT

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

August 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 Supervisors
Windsor Township
York County
Red Lion, PA 17356

We conducted a Limited Procedures Engagement (LPE) of the Windsor 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.
- 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 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 Windsor 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 Windsor 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.

August 2, 2018



EUGENE A. DEPASQUALE
Auditor General

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

The supplementary information contained on Pages 1 and 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	\$ 93,453	\$ 91,631	\$ 89,456
Interest	149,081	160,595	171,098
Difference between expected and actual experience	57,854	-	(59,544)
Changes of assumptions	-	34,042	95,488
Benefit payments, including refunds of member contributions	<u>(89,217)</u>	<u>(89,217)</u>	<u>(97,125)</u>
Net Change in Total Pension Liability	211,171	197,051	199,373
Total Pension Liability – Beginning	<u>2,661,116</u>	<u>2,872,287</u>	<u>3,069,338</u>
Total Pension Liability - Ending (a)	<u><u>\$ 2,872,287</u></u>	<u><u>\$ 3,069,338</u></u>	<u><u>\$ 3,268,711</u></u>
Plan Fiduciary Net Position			
Contributions – employer	\$ 82,162	\$ 94,170	\$ 95,522
Contributions – PMRS assessment	-	480	500
Contributions – employee	14,777	15,009	15,169
PMRS investment income	135,983	147,697	157,471
Market value investment income	53,409	(144,711)	78,849
Benefit payments, including refunds of member contributions	(89,217)	(89,217)	(97,125)
PMRS administrative expense	(480)	(480)	(480)
Additional Administrative Expense	<u>(5,215)</u>	<u>(6,157)</u>	<u>(7,715)</u>
Net Change in Plan Fiduciary Net Position	191,419	16,791	242,191
Plan Fiduciary Net Position - Beginning	<u>2,409,084</u>	<u>2,600,503</u>	<u>2,617,294</u>
Plan Fiduciary Net Position - Ending (b)	<u><u>\$ 2,600,503</u></u>	<u><u>\$ 2,617,294</u></u>	<u><u>\$ 2,859,485</u></u>
Net Pension Liability - Ending (a-b)	<u><u>\$ 271,784</u></u>	<u><u>\$ 452,044</u></u>	<u><u>\$ 409,226</u></u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	90.54%	85.27%	87.48%
Estimated Covered Employee Payroll	\$ 769,105	\$ 750,327	\$ 758,660
Net Pension Liability as a Percentage of Covered Employee Payroll	35.34%	60.25%	53.94%

WINDSOR TOWNSHIP NON-UNIFORMED PENSION PLAN
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 (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	\$ 642,556	\$ 271,784	\$ (44,608)
Net Pension Liability - 12/31/15	\$ 852,944	\$ 452,044	\$ 111,772

In addition, 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	\$ 832,015	\$ 409,226	\$ 49,134

WINDSOR 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	\$ 2,402,579	\$ 2,571,976	\$ 169,397	93.4%
01-01-15	2,658,849	2,872,287	213,438	92.6%
01-01-17	3,054,957	3,268,711	213,754	93.5%

WINDSOR 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.

WINDSOR 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
2012	\$ 77,968	100.0%
2013	79,094	100.0%
2014	82,162	100.0%
2015	94,650	100.0%
2016	96,002	100.0%
2017	103,446	100.0%

WINDSOR 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	10 years
Asset valuation method	Fair value
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 30 - 5.44 %; age 40 – 4.26%; age 50 – 3.72%; age 60 - 3.28%)
Cost-of-living adjustments	2.8% per year, subject to plan limitations

WINDSOR 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. Dean L. Heffner
Chairman, Board of Township Supervisors

Ms. Jennifer Gunnet
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.