

# COMPLIANCE AUDIT

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## Bradford Township Police Pension Plan McKean County, Pennsylvania For the Period January 1, 2016 to December 31, 2017

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September 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  
Bradford Township  
McKean County  
Bradford, PA 16701

We have conducted a compliance audit of the Bradford Township Police Pension Plan for the period January 1, 2016 to December 31, 2017. We also evaluated compliance with some requirements subsequent to that period when possible. The audit was conducted pursuant to authority derived from Section 402(j) of Act 205 and in accordance with the standards applicable to performance audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusions based on our audit objective. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our audit objective.

The objective of the audit was to determine if the pension plan was administered in compliance with applicable state laws, regulations, contracts, administrative procedures, and local ordinances and policies.

Our audit was limited to the areas related to the objective identified above. To determine whether the pension plan was administered in compliance with applicable state laws, regulations, contracts, administrative procedures, and local ordinances and policies, our methodology included the following:

- We determined 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 period under audit.
- We determined 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.

- We determined whether annual employee contributions 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 period under audit and examining documents evidencing the deposit of these employee contributions into the pension plan.
- We determined that there were no benefit calculations prepared for the years covered by our audit period.
- We determined 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.

Bradford Township contracted with an independent certified public accounting firm for an audit of its basic financial statements for the year ended December 31, 2016, which are available at the township's offices. Those financial statements were not audited by us and, accordingly, we express no opinion or other form of assurance on them.

Township officials are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the Bradford Township Police Pension Plan is administered in compliance with applicable state laws, regulations, contracts, administrative procedures, and local ordinances and policies. In conducting our audit, we obtained an understanding of the township's internal controls as they relate to the township's compliance with those requirements and that we considered to be significant within the context of our audit objective, and assessed whether those significant controls were properly designed and implemented. Additionally and as previously described, we tested transactions, assessed official actions, performed analytical procedures, and interviewed selected officials to provide reasonable assurance of detecting instances of noncompliance with legal and regulatory requirements or noncompliance with provisions of contracts, administrative procedures, and local ordinances and policies that are significant within the context of the audit objective.

The results of our procedures indicated that, in all significant respects, the Bradford Township Police Pension Plan was administered in compliance with applicable state laws, regulations, contracts, administrative procedures, and local ordinances and policies.

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 Bradford Township and, where appropriate, their responses have been included in the report. We would like to thank township officials for the cooperation extended to us during the conduct of the audit.

September 6, 2018

A handwritten signature in black ink, appearing to read "Eugene A. DePasquale", with a long horizontal flourish extending to the right.

EUGENE A. DEPASQUALE  
Auditor General

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## BACKGROUND

On December 18, 1984, the Pennsylvania Legislature adopted the Municipal Pension Plan Funding Standard and Recovery Act (P.L. 1005, No. 205, as amended, 53 P.S. § 895.101 et seq.). 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. Section 402(j) of Act 205 specifically requires the Auditor General, as deemed necessary, to make an audit of every municipality which receives general municipal pension system state aid and of every municipal pension plan and fund in which general municipal pension system state aid is deposited.

Annual state aid allocations are provided from a 2 percent foreign (out-of-state) casualty insurance premium tax, a portion of the foreign (out-of-state) fire insurance tax designated for paid firefighters and any investment income earned on the collection of these taxes. Generally, municipal pension plans established prior to December 18, 1984, are eligible for state aid. For municipal pension plans established after that date, the sponsoring municipality must fund the plan for three plan years before it becomes eligible for state aid. In accordance with Act 205, a municipality's annual state aid allocation cannot exceed its actual pension costs.

In addition to Act 205, the Bradford Township Police Pension Plan is also governed by implementing regulations adopted by the former Public Employee Retirement Commission published at Title 16, Part IV of the Pennsylvania Code and applicable provisions of various other state statutes including, but not limited to, the following:

Act 600 - Police Pension Fund Act, Act of May 29, 1956 (P.L. 1804, No. 600), as amended, 53 P.S. § 767 et seq.

The Bradford Township Police Pension Plan is a single-employer defined benefit pension plan locally controlled by the provisions of Ordinance No. 2014-12-03, adopted pursuant to Act 600. The plan is also affected by the provisions of collective bargaining agreements between the township and its police officers. The plan was established October 28, 1974. Active members are required to contribute 5 percent of compensation to the plan. As of December 31, 2017, the plan had 5 active members, no terminated members eligible for vested benefits in the future, and 5 retirees receiving pension benefits from the plan.

## **BACKGROUND – (Continued)**

As of December 31, 2017, selected plan benefit provisions are as follows:

### Eligibility Requirements:

Normal Retirement	At age 50 and 25 years of service.
Early Retirement	After 20 years of service.
Vesting	A member is 100% vested after 12 years of service.

### Retirement Benefit:

Benefit equals 50% of final 36 months average salary, plus a service increment equal to \$100 per month after 26 years of service.

### Survivor Benefit:

Before Retirement Eligibility	Refund of member contributions plus interest.
After Retirement Eligibility	A monthly benefit equal to 50% of the pension the member was receiving or was entitled to receive on the day of the member's death.

### Service Related Disability Benefit:

Benefit equals 75% of the member's highest monthly compensation, offset by Social Security disability benefits received for the same injury.

BRADFORD TOWNSHIP POLICE PENSION PLAN  
SUPPLEMENTARY INFORMATION  
(UNAUDITED)

The supplementary information contained on Pages 3 through 6 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, 2008, 2009, 2010, 2011, AND 2012

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Total Pension Liability					
Service cost	\$ 54,933	\$ 48,114	\$ 54,364	\$ 40,006	\$ 44,799
Interest	87,277	96,546	93,026	100,802	120,574
Difference between expected and actual experience	-	(186,799)	-	157,798	-
Changes of assumptions	-	-	-	-	-
Benefit payments, including refunds of member contributions	-	(5,485)	(21,941)	(21,941)	(20,113)
Net Change in Total Pension Liability	<u>142,210</u>	<u>(47,624)</u>	<u>125,449</u>	<u>276,665</u>	<u>145,260</u>
Total Pension Liability – Beginning	1,191,877	1,334,087	1,286,463	1,411,912	1,688,577
Total Pension Liability - Ending (a)	<u>\$ 1,334,087</u>	<u>\$ 1,286,463</u>	<u>\$ 1,411,912</u>	<u>\$ 1,688,577</u>	<u>\$ 1,833,837</u>
Plan Fiduciary Net Position					
Contributions – employer	\$ 42,310	\$ -	\$ -	\$ -	\$ -
Contributions – state aid	-	15,784	20,534	35,710	55,964
Contribution – member	-	-	-	-	-
Net investment income	64,321	(647,551)	252,964	176,814	(49,713)
Benefit payments, including refunds of member contributions	-	(5,485)	(21,941)	(21,941)	(20,113)
Administrative expense	(6,197)	(7,310)	(3,206)	(3,975)	(4,600)
Net Change in Plan Fiduciary Net Position	<u>100,434</u>	<u>(644,562)</u>	<u>248,351</u>	<u>186,608</u>	<u>(18,462)</u>
Plan Fiduciary Net Position – Beginning	1,662,811	1,763,245	1,118,683	1,367,034	1,553,642
Plan Fiduciary Net Position - Ending (b)	<u>\$ 1,763,245</u>	<u>\$ 1,118,683</u>	<u>\$ 1,367,034</u>	<u>\$ 1,553,642</u>	<u>\$ 1,535,180</u>
Net Pension Liability - Ending (a-b)	<u>\$ (429,158)</u>	<u>\$ 167,780</u>	<u>\$ 44,878</u>	<u>\$ 134,935</u>	<u>\$ 298,657</u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	132.17%	86.96%	96.82%	92.01%	83.71%
Estimated Covered Employee Payroll	\$ 275,629	\$ 266,560	\$ 301,188	\$ 284,536	\$ 318,625
Net Pension Liability as a Percentage of Covered Employee Payroll	(155.70)%	62.94%	14.90%	47.42%	93.73%

*The above schedule, prepared by the plan actuary, uses a measurement date of January 1.*



BRADFORD TOWNSHIP POLICE PENSION PLAN  
SUPPLEMENTARY INFORMATION  
(UNAUDITED)

SCHEDULE OF CHANGES IN THE NET PENSION  
LIABILITY AND RELATED RATIOS  
FOR THE YEARS ENDED DECEMBER 31, 2013, 2014, 2015, 2016, AND 2017

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Total Pension Liability					
Service cost	\$ 52,421	\$ 49,881	\$ 68,043	\$ 70,085	\$ 73,367
Interest	130,149	128,570	135,415	137,696	145,272
Difference between expected and actual experience	(127,695)	-	(70,932)	-	57,747
Changes of assumptions	-	-	-	-	132,556
Benefit payments, including refunds of member contributions	(49,812)	(96,132)	(101,087)	(102,749)	(102,922)
Net Change in Total Pension Liability	5,063	82,319	31,439	105,032	306,020
Total Pension Liability – Beginning	1,833,837	1,838,900	1,921,219	1,952,658	2,057,690
Total Pension Liability - Ending (a)	<u>\$ 1,838,900</u>	<u>\$ 1,921,219</u>	<u>\$ 1,952,658</u>	<u>\$ 2,057,690</u>	<u>\$ 2,363,710</u>
Plan Fiduciary Net Position					
Contributions – employer	\$ 28,544	\$ -	\$ 68,883	\$ 46,244	\$ 26,419
Contributions – state aid	35,761	38,844	38,729	39,208	43,747
Contribution – member	11,722	12,086	13,546	13,449	13,778
Net investment income	150,452	266,380	75,370	(52,730)	160,212
Benefit payments, including refunds of member contributions	(49,812)	(96,132)	(101,087)	(102,749)	(102,922)
Administrative expense	(2,200)	(4,350)	(2,575)	(5,320)	(3,083)
Net Change in Plan Fiduciary Net Position	174,467	216,828	92,866	(61,898)	138,151
Plan Fiduciary Net Position - Beginning	1,535,180	1,709,647	1,926,475	2,019,341	1,957,443
Plan Fiduciary Net Position - Ending (b)	<u>\$ 1,709,647</u>	<u>\$ 1,926,475</u>	<u>\$ 2,019,341</u>	<u>\$ 1,957,443</u>	<u>\$ 2,095,594</u>
Net Pension Liability - Ending (a-b)	<u>\$ 129,253</u>	<u>\$ (5,256)</u>	<u>\$ (66,683)</u>	<u>\$ 100,247</u>	<u>\$ 268,116</u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	92.97%	100.27%	103.41%	95.13%	88.66%
Estimated Covered Employee Payroll	\$ 319,249	\$ 303,783	\$ 338,521	\$ 362,024	\$ 372,371
Net Pension Liability as a Percentage of Covered Employee Payroll	40.49%	(1.73)%	(19.70)%	27.69%	72.00%

*The above schedule, prepared by the plan actuary, uses a measurement date of January 1.*

BRADFORD 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 January 1, 2015, 2016 and 2017, calculated using the discount rate of 7.0%, 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 (6.0%)	Current Discount Rate (7.0%)	1% Increase (8.0%)
Net Pension Liability – 01/01/15	\$ 177,685	\$ (66,683)	\$ (272,092)
Net Pension Liability - 01/01/16	\$ 357,759	\$ 100,247	\$ (116,211)
Net Pension Liability - 01/01/17	\$ 582,627	\$ 268,116	\$ 5,493

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	\$ 15,784	\$ 15,784	\$ -	\$ 266,560	5.92%
2009	20,534	20,534	-	301,188	6.82%
2010	35,710	35,710	-	284,536	12.55%
2011	42,453	55,964	(13,511)	318,625	17.56%
2012	64,305	64,305	-	319,249	20.14%
2013	62,538	38,844	23,694	303,783	12.79%
2014	83,918	107,612	(23,694)	338,521	31.79%
2015	85,452	85,452	-	362,024	23.60%
2016	70,166	70,166	-	372,371	18.84%
2017	72,394	72,394	-	387,866	18.66%

BRADFORD TOWNSHIP POLICE PENSION PLAN  
SUPPLEMENTARY INFORMATION  
(UNAUDITED)

SCHEDULE OF INVESTMENT RETURNS

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

2016	8.23%
2015	(2.62)%
2014	3.89%
2013	15.81%
2012	9.72%
2011	(3.17)%
2010	12.89%
2009	22.66%
2008	(36.69)%
2007	3.83%

BRADFORD 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	\$ 1,709,647	\$ 1,838,900	\$ 129,253	93.0%
01-01-15	2,019,341	1,952,658	(66,683)	103.4%
01-01-17	2,095,594	2,363,710	268,116	88.7%

BRADFORD 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.

BRADFORD 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	15 years
Asset valuation method	Market value
Actuarial assumptions:	
Investment rate of return	7.0%
Projected salary increases	4.0%
Cost-of-living adjustments	2.5% per year

BRADFORD 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. James B. Erwin**  
Chairman, Board of Township Supervisors

**Mr. Steven L. Mascho**  
Township Supervisor

**Ms. Gayle E. Bauer**  
Township Supervisor

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Secretary

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