

COMPLIANCE AUDIT

Westmont Borough Non-Uniformed Pension Plan Cambria County, Pennsylvania For the Period January 1, 2015 to December 31, 2017

April 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
Westmont Borough
Cambria County
Johnstown, PA 15905

We have conducted a compliance audit of the Westmont Borough Non-Uniformed Pension Plan for the period January 1, 2015 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 whether retirement benefits calculated for the plan member who retired during the current audit 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 monthly pension benefit due to the retired individual and comparing this amount to supporting documentation evidencing the amount determined and actually paid to the recipient.
- We determined 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 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 contracts with the plan's provisions, investment policies, and state regulations.

Westmont Borough contracted with an independent certified public accounting firm for annual audits of its basic financial statements for the years ended December 31, 2015 and 2016 which are available at the borough's offices. Those financial statements were not audited by us and, accordingly, we express no opinion or other form of assurance on them.

Borough officials are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the Westmont Borough Non-Uniformed 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 borough's internal controls as they relate to the borough'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 Westmont Borough Non-Uniformed 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 Westmont Borough and, where appropriate, their responses have been included in the report. We would like to thank borough officials for the cooperation extended to us during the conduct of the audit.

March 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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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 Westmont Borough Non-Uniformed 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.

The Westmont Borough Non-Uniformed Pension Plan is a single-employer defined benefit pension plan locally controlled by the provisions of Ordinance No. 764, as amended. The plan is also affected by the provisions of collective bargaining agreements between the borough and its non-uniformed employees. The plan was established July 14, 1958. Active members are required to contribute 1 percent of compensation per month to the plan. As of December 31, 2017, the plan had 15 active members, no terminated members eligible for vested benefits in the future, and 12 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	Age 62 and 15 years of service
Early Retirement	None
Vesting	A member is 100% vested after 15 years of service, or at age 62 and 7 years of service.

Retirement Benefit:

For Group A (non-union) employees hired before January 1, 2005: benefit equals 50% of average monthly compensation (averaged over the last 60 months of employment).

For Group B (union) employees hired before January 1, 1989: benefit equals 45% of average monthly compensation.

For Group A employees hired on or after January 1, 2005: benefit equals 1.25% of average monthly compensation multiplied by years of service (not to exceed 50%).

For Group B employees hired on or after January 1, 1989: benefit equals 1.25% of average monthly compensation multiplied by years of service (not to exceed 45%).

Survivor Benefit:

Before Retirement Eligibility	Refund of member contributions plus interest. For Group A employees: 50% of the participant's accrued benefit will be paid to the surviving spouse for life if, at the time of death, age plus service is greater than or equal to 80.
After Retirement Eligibility	Normal form of benefit payment is life annuity. At retirement, the participant may select an optional form of benefit payment that is an actuarial equivalent to the normal form.

Service Related Disability Benefit:

None

WESTMONT BOROUGH NON-UNIFORMED PENSION PLAN
SUPPLEMENTARY INFORMATION
(UNAUDITED)

The supplementary information contained on Pages 3 through 5 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	\$ 59,959	\$ 64,693	\$ 58,100
Interest	164,846	159,845	166,751
Difference between expected and actual experience	-	(132,571)	-
Changes of assumptions	-	125,280	-
Benefit payments, including refunds of member contributions	(89,208)	(99,349)	(106,434)
Net Change in Total Pension Liability	<u>135,597</u>	<u>117,898</u>	<u>118,417</u>
Total Pension Liability - Beginning	<u>2,520,036</u>	<u>2,655,633</u>	<u>2,773,531</u>
Total Pension Liability - Ending (a)	<u><u>\$ 2,655,633</u></u>	<u><u>\$ 2,773,531</u></u>	<u><u>\$ 2,891,948</u></u>
Plan Fiduciary Net Position			
Contributions – State Aid	\$ 58,090	\$ 58,812	\$ 65,620
Contributions – employer	51,152	54,691	68,362
Contributions – employee	6,926	7,322	7,751
Net investment income	83,901	81,138	77,899
Benefit payments, including refunds of member contributions	(89,208)	(99,349)	(106,434)
Administrative expense	(11,101)	(15,833)	(12,464)
Net Change in Plan Fiduciary Net Position	<u>99,760</u>	<u>86,781</u>	<u>100,734</u>
Plan Fiduciary Net Position - Beginning	<u>2,133,445</u>	<u>2,233,205</u>	<u>2,319,986</u>
Plan Fiduciary Net Position - Ending (b)	<u><u>\$ 2,233,205</u></u>	<u><u>\$ 2,319,986</u></u>	<u><u>\$ 2,420,720</u></u>
Net Pension Liability - Ending (a-b)	<u><u>\$ 422,428</u></u>	<u><u>\$ 453,545</u></u>	<u><u>\$ 471,228</u></u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	84.1%	83.6%	83.7%
Estimated Covered Employee Payroll	\$ 675,189	\$ 698,308	\$ 775,082
Net Pension Liability as a Percentage of Covered Employee Payroll	62.5%	64.9%	60.8%

WESTMONT BOROUGH NON-UNIFORMED 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, 2014, calculated using the discount rate of 6.5%, 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 (5.5%)	Current Discount Rate (6.5%)	1% Increase (7.5%)
Net Pension Liability - 12/31/14	\$ 683,282	\$ 422,428	\$ 197,433

The following presents the net pension liability of the borough as of December 31, 2015 and 2016, calculated using the discount rate of 6.0%, 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 (5.0%)	Current Discount Rate (6.0%)	1% Increase (7.0%)
Net Pension Liability - 12/31/15	\$ 739,400	\$ 453,545	\$ 207,725
Net Pension Liability - 12/31/16	\$ 759,253	\$ 471,228	\$ 223,461

Note: The discount rate of 6.0% was used in the preparation of the borough's December 31, 2016 GASB 67 report. This rate differs from the 5.5% reported in the Notes to Supplementary Schedules on page 8 of this report.

WESTMONT BOROUGH NON-UNIFORMED PENSION PLAN
 SUPPLEMENTARY INFORMATION
 (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
2007	\$ 69,223	\$ 69,223	\$ -		
2008	67,282	67,282	-		
2009	45,399	55,359	(9,960)		
2010	50,761	62,510	(11,749)		
2011	71,360	71,360	-		
2012	69,454	69,454	-		
2013	90,967	90,967	-		
2014	109,242	109,242	-	\$ 675,189	16.18%
2015	113,503	113,503	-	698,308	16.25%
2016	133,982	133,982	-	775,082	17.29%

* Due to GASB Statement No. 67, *Financial Reporting for Pension Plans*, being implemented only recently, the amount of Covered-Employee Payroll was not provided for the years prior to 2014.

SCHEDULE OF INVESTMENT RETURNS

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

2016	3.40%
2015	3.69%
2014	3.98%

WESTMONT BOROUGH 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	\$ 2,055,307	\$ 2,393,964	\$ 338,657	85.9%
01-01-15	2,233,205	2,648,342	415,137	84.3%
01-01-17	2,420,720	3,147,364	726,644	76.9%

WESTMONT BOROUGH 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.

WESTMONT BOROUGH 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, closed
Remaining amortization period	10 years
Asset valuation method	Contract value
Actuarial assumptions:	
Investment rate of return	5.5%
Projected salary increases *	4.5%

* Includes inflation at 3.0%

WESTMONT BOROUGH NON-UNIFORMED PENSION PLAN
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