

**UPPER PROVIDENCE TOWNSHIP  
POLICE PENSION PLAN**

**AUDITED FINANCIAL STATEMENTS**

**DECEMBER 31, 2019**



CYNTHIA FELZER LEITZELL, CPA  
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CERTIFIED PUBLIC ACCOUNTANTS

UPPER PROVIDENCE TOWNSHIP  
POLICE PENSION PLAN

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CERTIFIED PUBLIC ACCOUNTANTS

To the Members of Council  
Upper Providence Township  
Media, Pennsylvania

### INDEPENDENT AUDITOR'S REPORT

#### Report on the Financial Statements

We have audited the accompanying financial statements of the Upper Providence Township Police Pension Plan, Media, Pennsylvania as of and for the year ended December 31, 2019, and the related notes to the financial statements, as listed in the table of contents.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

#### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial 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 reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Upper Providence Township Police Pension Plan, Media, Pennsylvania, as of December 31, 2019, and respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that certain pension information on pages 13 through 15 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

LEITZELL & ECONOMIDIS, PC  
Certified Public Accountants

March 6, 2020  
Media, Pennsylvania

UPPER PROVIDENCE TOWNSHIP  
POLICE PENSION PLAN

STATEMENT OF FIDUCIARY NET POSITION

DECEMBER 31, 2019

**ASSETS**

Investments, at fair value:

Pennsylvania State Association of Boroughs (PSAB)	
Retirement Trust	\$ 6,294,612
Restricted Deferred Retirement Option Program (DROP)	313,115
Contribution receivable	1,869
Total assets	<u>6,609,596</u>

**LIABILITIES**

**FIDUCIARY NET POSITION**

Restricted - held in trust for pension benefits	<u>\$ 6,609,596</u>
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NOTES TO FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THESE STATEMENTS

UPPER PROVIDENCE TOWNSHIP  
POLICE PENSION PLAN

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

FOR THE YEAR ENDED DECEMBER 31, 2019

**ADDITIONS:**

Contributions:	
Employer	\$ 313,110
Employees	64,828
Commonwealth of Pennsylvania	122,892
Total contributions	<u>500,830</u>
Investment income:	
Interest and dividends	115,036
Net appreciation in fair value of investments	756,265
	<u>871,301</u>
Less: investment expense	(33,390)
Net investment income	<u>837,911</u>
Total additions	<u>1,338,741</u>

**DEDUCTIONS**

Deductions in net position attributed to:	
Benefits	243,427
Administrative expenses	4,000
Total deductions	<u>247,427</u>
Net increase	1,091,314
Fiduciary net position - beginning of the year	5,518,282
Fiduciary net position - end of the year	<u>\$ 6,609,596</u>

NOTES TO FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THESE STATEMENTS

**UPPER PROVIDENCE TOWNSHIP  
POLICE PENSION PLAN  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

The Upper Providence Township Police Pension Plan is a single-employer defined benefit pension plan controlled by the provisions of Ordinance 145 adopted pursuant to Act 600 of the General Assembly of Pennsylvania. The Plan was established effective September 9, 1971, restated by Ordinance No. 398, effective January 1, 2003. The Plan is governed by the Council of Upper Providence Township, which is responsible for the management of Plan assets. The Council has delegated authority to manage certain Plan assets to the Pennsylvania State Association of Boroughs Municipal Retirement Trust (PSABMRT).

**NOTE I: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

The Plan's policy is to prepare its financial statements on the accrual basis whereby revenue is recognized when earned and expenditures are recognized when incurred. Plan member contributions are recognized in the period in which the contributions are due. Employer and/or Commonwealth contributions are recognized in the period when due and a formal commitment has been made to provide the contribution. Expenditures include all costs incurred to provide administration and retirement benefits during the period. Refunds are recognized when due and payable in accordance with the terms of the Plan. Benefits are reflected in the financial statements upon payment.

**Method Used to Value Investments**

The Plan's investments are measured and reported at fair value and are classified according to the following hierarchy:

Level 1—Investments reflect prices quoted in active markets.

Level 2—Investments reflect prices that are based on a similar observable asset either directly or indirectly, which may include inputs in markets that are not considered to be active.

Level 3—Investments which reflect prices based on unobservable resources.

The categorization of investments within the hierarchy is based upon the pricing transparency of the instrument and should not be perceived as the particular investment's risk.

The Plan considers all investments to be Level 1.

UPPER PROVIDENCE TOWNSHIP  
POLICE PENSION PLAN  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE I: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Investments are reported at fair market value. Fair market value is the price that would be received to sell an asset or paid to transfer a liability between market participants at the measurement date. Unrealized gains and/or losses due to fluctuations in market value are recorded in the financial statements. Securities traded on national exchanges are valued at the last reported sales price at current exchange rates. Realized gains or losses are recorded at the time of sale. Net appreciation or depreciation in the fair value of plan investments includes both realized and unrealized gains and losses and related fees as well as investment return.

The Plan assets are managed by the Pennsylvania State Association of Boroughs in its Municipal Retirement Trust (PSABMRT) of which the Township Plan has a 1.9575% ownership interest.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Concentrations

At December 31, 2019, there were investments (other than U.S. Government and U.S. Government guaranteed obligations), in any one organization that represents five percent or more of net position available for benefits ( $\$6,609,596 \times .05 = \$330,480$ ):

Investment with PSAB Retirement Trust	\$ 6,609,596
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Deposits and Investments

The Governmental Accounting Standards Board, in Statements No. 3 and 40 (GASB 3 and 40), requires certain note disclosures about governmental entities' deposits with financial institutions, investments (including repurchase agreements) and reverse repurchase agreements. The disclosure required by GASB 3 and GASB 40 will provide readers with information about collateralization, credit risks and market risks.

The Plan's deposits and investments are governed by Title 20 of the Pennsylvania Consolidated Statutes, Chapter 73 Municipalities Investments Section 7302.

The Plan held no deposits that were exposed to custodial credit risk or foreign currency risk at December 31, 2019.

**UPPER PROVIDENCE TOWNSHIP  
POLICE PENSION PLAN  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**NOTE I: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Credit risk is the risk that an issuer or other counter-party to an investment will not fulfill its obligations. PSABMRT is not rated by a nationally recognized statistical rating organization. However, PSABMRT has a formal investment policy requiring that any fixed income security maintained within its portfolio should be rated BBB- or higher at the time of purchase. Asset backed securities, mortgage backed securities and collateralized mortgage obligations should be rated AAA or its equivalent at the time of purchase.

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment or deposit. Investments in mutual funds and certain investment pools are excluded from this requirement. The PSABMRT's formal investment policy states that the portfolio maintained in the Balanced Fund shall be broadly diversified by maturity with the maximum effective maturity of any single security not to exceed 40 years. For the Fixed Income Fund, the portfolio shall be limited to intermediate maturity instruments with effective maturities not to exceed 15 years.

Investments in external investment pools, in open-end mutual funds or in unallocated insurance contracts are disclosed but not rated applicable to their underlying debt securities.

Investment disclosures are organized by investment type as follows:

<b>Investment Type</b>	<b>Fair Value</b>
PSAB Retirement Trust	\$6,609,596

The Plan's investments with the Pennsylvania State Association of Boroughs Municipal Retirement Trust represent a pool of assets owned by over 200 municipalities within the Commonwealth of Pennsylvania. The Plan owns 1.9575% of the total fund that was valued at \$321,555,955.

The Plan held no investments that were exposed to custodial credit risk, concentration of credit risk or foreign currency risk as of December 31, 2019.

UPPER PROVIDENCE TOWNSHIP  
POLICE PENSION PLAN  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE I: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

The Plan's investment policy has been delegated to the PSABMRT in regard to the allocation of invested Plan assets. The investment policy is established and may be amended by the PSABMRT Board of Trustees. The PSABMRT provides two investment options—the Balanced Fund and the Fixed Income Fund. The Plan participates in the Balanced Fund, the objective of which is long-term growth and income expected to earn returns comprised of long-term capital appreciation and substantial current income. The policy of the Board is to pursue an investment strategy that reduces risk through prudent diversification among its asset classes in order to maintain a fully funded status and meet the benefit and expense obligations when due. Following is the Board's adopted asset allocation policy as of December 31, 2019:

Asset Class	Target Allocation
US small and mi cap equity	8.00%
US large cap core	13.00%
US large cap value	12.00%
US large cap growth	12.00%
International equity	15.00%
Fixed income	33.00%
Private real estate	7.00%
Cash	0.00%
	0.00%

For the year ended December 31, 2019, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was 16.19%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Contributions

Act 205 of 1984, *The Municipal Pension Plan Funding Standard and Recovery Act*, requires that annual contributions be based upon the minimum municipal obligations (MMO). The MMO is based upon the Plan's actuarial valuations. During 2019, employees were required to contribute 5% of compensation to the Plan. The Commonwealth provides an allocation of funds that must be used for pension funding. Any financial requirements established by the MMO which exceeds the state and employee contributions must be funded by the employer in accordance with Act 205.

UPPER PROVIDENCE TOWNSHIP  
POLICE PENSION PLAN  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE II: DESCRIPTION OF PLAN**

**Plan Membership**

Employees covered by benefit terms as of December 31, 2019:

Active employees	12
Retirees, disabled members and beneficiaries currently receiving benefits	10
Vested terminated employees	-
	<u>22</u>

**Benefit Provisions**

The Police Pension Plan's benefit provisions as of December 31, 2019 were as follows:

- Eligibility Requirements—normal retirement date shall be the first day of the month following the 50<sup>th</sup> birthday, provided the participant has completed 25 years of service; or if hired before January 1, 1994, age 55 with 20 years of service; if hired on or after January 1, 2018, age 52 and 25 years of service.
- Retirement Benefit—normal retirement benefit shall be equal to 50 percent of the monthly average of fixed compensation received during the final 36 months of employment preceding normal retirement date; plus \$100 per month for the 26<sup>th</sup> and 27<sup>th</sup> year of service and \$50 per month for each additional year of service, not to exceed \$350.
- Survivor Benefit—if an officer is killed in the line of duty, 50% of the pension which the retired member was receiving or which an active member would have received if he had been retired. If eligible for vesting, refund of contributions with interest or 50% of vested benefit payable at the officer's superannuation retirement date.
- Member Contributions—as noted above members contribute to the plan at the rate of 5 percent of compensation; interest rate credited to member contributions is five percent per annum compounded annually.

UPPER PROVIDENCE TOWNSHIP  
POLICE PENSION PLAN  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE III: MINIMUM MUNICIPAL OBLIGATION PAYMENTS**

The Township Minimum Municipal Obligation (MMO) for 2019 was \$430,002. During this period, the Township was itself required to contribute \$313,110 beyond that which it received from the Commonwealth relative to Act 205 of 1984, *The Municipal Pension Plan Funding Standard and Recovery Act*.

**NOTE IV: NET PENSION LIABILITY OF UPPER PROVIDENCE TOWNSHIP**

The components of the net pension liability of the Township at December 31, 2018 were as follows:

Total pension liability	\$ 8,590,654
Plan fiduciary net position	<u>6,609,596</u>
Township's net pension liability	<u>\$ 1,981,058</u>

Plan fiduciary net position as a percent of the total pension liability: 76.94%

*Actuarial assumptions*

The total pension liability was determined by an actuarial valuation as of January 1, 2019; update procedures were used to roll forward to the Plan's year ending December 31, 2019 using the following actuarial assumptions applied to all periods in the measurement:

Inflation	2.25%
Salary increases	4.50%
Investment rate of return	7.50%

Mortality rates for healthy lives were based on the Blue Collar RP-2000 Table projected to 2017 using Scale AA.

UPPER PROVIDENCE TOWNSHIP  
POLICE PENSION PLAN  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019

NOTE IV: NET PENSION LIABILITY OF UPPER PROVIDENCE TOWNSHIP  
(continued)

*Long term expected rate of return*

The long-term expected rate of return on pension plan investments was determined by using an asset allocation study conducted by the Plan's investment management consultant in December 2019. Best estimate ranges were developed of expected future real rates of return for each major assets class (net of pension plan investment expense and inflation). The ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and adding estimated inflation. The long-term rate of return on assets (including inflation) is expected to be approximately 7 percent per year. The total long term expected real rates of return excludes the inflation expectation of 2.25% and averages 4.75%.

*Discount rate*

The discount rate used to measure the total pension liability was 7.50%. Based on the Plan's current target investment allocation and the associated long-term expected investment returns, the Plan's long-term returns may be less than its actuarial discount rate assumption used to determine the pension liability potentially resulting in future increased total and net pension liabilities. Plan management is discussing variables concerning the actuarial assumed investment rate of return going forward.

*Sensitivity of the net pension liability to changes in the discount rate*

Following presents the net pension liability of the Township if calculated using different discount rates as presented by actuarial determination (unaudited)

	1% Decrease 6.5%	Current Rate 7.5%	1% Increase 8.5%
Net pension liability	\$ 2,947,384	\$ 1,981,058	\$ 1,167,514

**UPPER PROVIDENCE TOWNSHIP  
POLICE PENSION PLAN  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**NOTE V. DEFERRED RETIREMENT OPTION PROGRAM (DROP)**

The Plan participates in the Deferred Retirement Option Program (DROP) which allows an active member who has met the eligibility for normal retirement to elect to take part in this plan for 36 months and continue to work. The monthly pension is calculated as of the date of participation in the DROP. At the end of the DROP period the DROP account balance is distributed to the member in a lump sum. As of December 31, 2019, there were three members participating in the program with a balance of \$313,115.

**NOTE VI. SUBSEQUENT EVENTS**

Trustees of the Plan have evaluated subsequent events through March 6, 2020, the date on which the financial statements were available to be issued.

**REQUIRED SUPPLEMENTARY INFORMATION**

**UPPER PROVIDENCE TOWNSHIP POLICE PENSION PLAN**  
**SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION**  
**DECEMBER 31, 2019**  
**(UNAUDITED)**

**SCHEDULE OF CHANGES IN  
NET PENSION LIABILITY AND RELATED RATIOS**

	2014	2015	2016	2017	2018	2019
<b>Total Pension Liability</b>						
Service cost	\$ 158,476	\$ 177,024	\$ 182,335	\$ 164,936	\$ 170,598	\$ 164,553
Interest	423,631	477,045	508,058	544,671	583,875	607,840
Changes in benefit terms	-	43,023	-	-	50,869	-
Differences between expected and actual experience	-	137,976	-	40,082	-	(185,467)
Changes in assumptions		371,641	-	18,522	-	-
Benefit payments	(258,061)	(248,305)	(243,427)	(243,427)	(243,427)	(243,427)
<b>Net change in total pension liability</b>	<b>324,046</b>	<b>958,404</b>	<b>446,966</b>	<b>524,784</b>	<b>561,915</b>	<b>343,499</b>
<b>Total pension liability - beginning</b>	<b>5,431,040</b>	<b>5,755,086</b>	<b>6,713,490</b>	<b>7,160,456</b>	<b>7,685,240</b>	<b>8,247,155</b>
<b>Total pension liability - ending</b>	<b>5,755,086</b>	<b>6,713,490</b>	<b>7,160,456</b>	<b>7,685,240</b>	<b>8,247,155</b>	<b>8,590,654</b>
<b>Plan Fiduciary Net Position</b>						
Contributions - Township and state aid	201,554	229,129	346,959	355,821	446,514	436,002
Contributions - employee	63,095	69,613	73,068	79,306	68,649	64,828
Net investment income	252,972	(55,212)	207,364	625,391	(266,264)	871,301
Benefit payments	(258,061)	(248,305)	(243,427)	(243,427)	(243,427)	(243,427)
Administrative expense	(38,401)	(14,000)	(28,511)	(34,190)	(30,495)	(37,390)
<b>Net change in fiduciary net position</b>	<b>221,159</b>	<b>(18,775)</b>	<b>355,453</b>	<b>782,901</b>	<b>(25,023)</b>	<b>1,091,314</b>
<b>Plan fiduciary net position - beginning</b>	<b>4,202,567</b>	<b>4,423,726</b>	<b>4,404,951</b>	<b>4,760,404</b>	<b>5,543,305</b>	<b>5,518,282</b>
<b>Plan fiduciary net position - ending</b>	<b>4,423,726</b>	<b>4,404,951</b>	<b>4,760,404</b>	<b>5,543,305</b>	<b>5,518,282</b>	<b>6,609,596</b>
<b>Upper Providence Township net pension liability</b>	<b>\$1,331,360</b>	<b>\$2,308,539</b>	<b>\$2,400,052</b>	<b>\$2,141,935</b>	<b>\$2,728,873</b>	<b>\$1,981,058</b>
<b>Plan fiduciary net position as a percentage of total pension liability</b>	76.90%	65.61%	66.48%	72.13%	66.91%	76.94%
<b>Covered employee payroll</b>	<b>\$1,261,892</b>	<b>\$1,263,752</b>	<b>\$1,335,295</b>	<b>\$1,434,534</b>	<b>\$1,568,628</b>	<b>\$1,568,628</b>
<b>Plan's net pension liability as a percentage of covered employee payroll</b>	105.50%	182.70%	179.74%	149.31%	173.97%	126.29%

**UPPER PROVIDENCE TOWNSHIP POLICE PENSION PLAN**  
**SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION**

**DECEMBER 31, 2019**  
**(UNAUDITED)**

**SCHEDULE OF INVESTMENT RETURNS**

	2014	2015	2016	2017	2018	2019
Annual money-weighted rate of return						
net of investment expense	6.15%	-0.69%	4.71%	13.14%	-4.80%	16.19%

**SCHEDULE OF TOWNSHIP CONTRIBUTIONS**

		Contributions in relation to actuarially determined contribution	Contribution excess (deficiency)	Covered employee payroll	Contributions as a percentage of covered payroll
2010	\$ 199,149	\$ 199,149	\$ -	\$ 1,077,156	18.49%
2011	\$ 178,899	\$ 178,899	\$ -	\$ 1,087,199	16.46%
2012	\$ 185,400	\$ 185,400	\$ -	\$ 1,189,435	15.59%
2013	\$ 200,056	\$ 200,056	\$ -	\$ 1,203,956	16.62%
2014	\$ 200,040	\$ 200,040	\$ -	\$ 1,261,892	15.85%
2015	\$ 228,829	\$ 228,829	\$ -	\$ 1,263,752	18.11%
2016	\$ 346,859	\$ 346,859	\$ 100	\$ 1,335,295	25.98%
2017	\$ 355,821	\$ 355,821	\$ -	\$ 1,434,534	24.80%
2018	\$ 446,514	\$ 446,514	\$ -	\$ 1,568,628	28.47%
2019	\$ 430,199	\$ 430,199	\$ 5,803	\$ 1,288,286	33.39%

UPPER PROVIDENCE TOWNSHIP POLICE PENSION PLAN

REQUIRED SUPPLEMENTARY INFORMATION

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

DECEMBER 31, 2019

(UNAUDITED)

The plan employs Beyer-Barber as its actuary. The following information is provided by the actuary and is unaudited.

ITEM	RESPONSE
1. Date of most recent valuation	January 1, 2019
2. Actuarial cost method used	Entry Age
3. Asset Value Method	Smoothing per Section 210(a) of Act 44
4. Remaining amortization period	Eleven years
5. Amortization method	Level dollar