

Penn Township

Financial Statements and Supplementary Information

Year Ended December 31, 2019 with
Independent Auditor's Report

MaherDuessel
Certified Public Accountants

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PENN TOWNSHIP

YEAR ENDED DECEMBER 31, 2019

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YEAR ENDED DECEMBER 31, 2019

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Independent Auditor's Report

Board of Supervisors Penn Township

We have audited the accompanying modified cash basis financial statements (financial statements) of the governmental activities, the business-type activity, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Penn Township (Township), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Township's basic 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 the modified cash basis of accounting described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for 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 fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions 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. 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 opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, the business-type activity, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Township as of December 31, 2019, and the respective changes in modified cash basis financial position thereof for the year then ended in accordance with the modified cash basis of accounting described in Note 1.

Change in Accounting Principle

As discussed in Note 1 to the financial statements, the Township adopted Governmental Accounting Standards Board (GASB) Statement No. 84, *"Fiduciary Activities,"* which improves guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how these activities should be reported. Our opinion is not modified with respect to this matter.

Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

Other Matters

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements as a whole that collectively comprise the Township's basic financial statements. The budgetary comparison information for the General Fund on pages 38 and 39, which is the responsibility of management, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The budgetary comparison information for the General Fund has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

The combining and individual fund financial statements and budgetary comparison schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual fund financial statements and budgetary comparison schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and budgetary comparison schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Maher Duessel

Harrisburg, Pennsylvania
June 10, 2020

PENN TOWNSHIP

STATEMENT OF NET POSITION - MODIFIED CASH BASIS

DECEMBER 31, 2019

	Primary Government			Component Unit
	Governmental Activities	Business-type Activities	Total	Penn Industrial Development Authority
Assets				
Current assets:				
Cash and cash equivalents	\$ 4,900,284	\$ 2,710,776	\$ 7,611,060	\$ 70,273
Investments	331,087	-	331,087	-
Restricted investments	-	324,590	324,590	-
Total Assets	5,231,371	3,035,366	8,266,737	70,273
Liabilities				
Developer escrow liabilities	228,271	-	228,271	-
Net Position				
Restricted for:				
Public works	224,561	-	224,561	-
Capital projects	-	324,590	324,590	-
Unrestricted	4,778,539	2,710,776	7,489,315	70,273
Total Net Position	5,003,100	3,035,366	8,038,466	70,273
Total Liabilities and Net Position	\$ 5,231,371	\$ 3,035,366	\$ 8,266,737	\$ 70,273

The accompanying notes are an integral part of these financial statements.

PENN TOWNSHIP

STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS

YEAR ENDED DECEMBER 31, 2019

Functions/Programs:	Disbursements	Program Receipts		Net (Disbursements) Receipts and Changes in Net Position			
		Charges for Services	Operating Grants and Contributions	Governmental Activities	Primary Government Business-type Activity	Total	Component Unit
Primary Government:							
Governmental activities:							
Public safety	\$ 2,054,162	\$ 328,379	\$ 62,385	\$ (1,663,398)	\$ -	\$ (1,663,398)	\$ -
Community development	4,272	23,260	-	18,988	-	18,988	-
Public works	1,124,577	3,000	429,267	(692,310)	-	(692,310)	-
Recreation and cultural	66,681	-	-	(66,681)	-	(66,681)	-
Administration	527,543	34,924	10,543	(482,076)	-	(482,076)	-
Unreimbursed water and sewer fund expenses	15,047	-	-	(15,047)	-	(15,047)	-
Debt service payments	877,227	-	-	(877,227)	-	(877,227)	-
Capital outlay	25,049	-	-	(25,049)	-	(25,049)	-
Total governmental activities	4,694,558	389,563	502,195	(3,802,800)	-	(3,802,800)	-
Business-type activity:							
Water and sewer	1,467,684	1,902,417	-	-	434,733	434,733	-
Total Primary Government	<u>\$ 6,162,242</u>	<u>\$ 2,291,980</u>	<u>\$ 502,195</u>	<u>(3,802,800)</u>	<u>434,733</u>	<u>(3,368,067)</u>	<u>-</u>
Component Unit:							
Penn Industrial Development Authority	<u>\$ 40,158</u>	<u>\$ 44,688</u>	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,530</u>
General receipts:							
Real estate taxes				1,223,639	-	1,223,639	-
Real estate transfer taxes				265,257	-	265,257	-
Earned income taxes				1,299,816	-	1,299,816	-
Local services taxes				216,273	-	216,273	-
Franchise taxes				120,636	-	120,636	-
Investment earnings				48,930	19,698	68,628	1,106
Intergovernmental revenue and contributions (not restricted to a specific purpose)				343,900	-	343,900	-
Transfers				640,859	(640,859)	-	-
Total general receipts and transfers				4,159,310	(621,161)	3,538,149	1,106
Change in Net Position				356,510	(186,428)	170,082	5,636
Net Position:							
Beginning of year				4,646,590	3,221,794	7,868,384	64,637
End of year				<u>\$ 5,003,100</u>	<u>\$ 3,035,366</u>	<u>\$ 8,038,466</u>	<u>\$ 70,273</u>

The accompanying notes are an integral part of these financial statements.

PENN TOWNSHIP

BALANCE SHEET - MODIFIED CASH BASIS GOVERNMENTAL FUNDS

YEAR ENDED DECEMBER 31, 2019

	General	Capital Improvements	Non-Major Funds	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 1,988,936	\$ 2,627,039	\$ 284,309	\$ 4,900,284
Investments	31	171,931	159,125	331,087
Total Assets	\$ 1,988,967	\$ 2,798,970	\$ 443,434	\$ 5,231,371
Liabilities and Fund Balance				
Liabilities:				
Developer escrow liabilities	\$ 228,271	\$ -	\$ -	\$ 228,271
Fund Balance:				
Restricted for:				
Public works	-	65,436	159,125	224,561
Committed for:				
Community development	-	631,931	-	631,931
Public works	-	869,034	284,309	1,153,343
Assigned for:				
Capital projects	-	1,232,569	-	1,232,569
2020 budget	400,449	-	-	400,449
Unassigned	1,360,247	-	-	1,360,247
Total Fund Balance	1,760,696	2,798,970	443,434	5,003,100
Total Liabilities and Fund Balance	\$ 1,988,967	\$ 2,798,970	\$ 443,434	\$ 5,231,371

The accompanying notes are an integral part of these financial statements.

PENN TOWNSHIP

STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE - MODIFIED CASH BASIS GOVERNMENTAL FUNDS

YEAR ENDED DECEMBER 31, 2019

	General	Capital Improvements	Non-Major Funds	Total Governmental Funds
Receipts:				
Real estate tax	\$ 1,223,639	\$ -	\$ -	\$ 1,223,639
Realty transfer tax	265,257	-	-	265,257
Earned income tax	1,299,816	-	-	1,299,816
Local service tax	216,273	-	-	216,273
State liquid fuels tax	-	-	387,283	387,283
Licenses and permits	122,826	-	-	122,826
Fines and forfeits	40,838	-	-	40,838
Contributions	289,587	-	-	289,587
Investment earnings	8,889	32,257	7,784	48,930
Intergovernmental receipts	121,241	23,264	25,120	169,625
Miscellaneous receipts	12,298	21,070	-	33,368
Charges for services	309,533	-	3,000	312,533
Total receipts	<u>3,910,197</u>	<u>76,591</u>	<u>423,187</u>	<u>4,409,975</u>
Disbursements:				
Current:				
Public safety	2,054,162	-	-	2,054,162
Community development	1,343	1,404	1,525	4,272
Public works	643,648	42,661	438,268	1,124,577
Recreation and cultural	66,681	-	-	66,681
Administration	527,156	387	-	527,543
Unreimbursed water and sewer fund expenses	15,047	-	-	15,047
Debt service:				
Principal	725,000	-	-	725,000
Interest and fiscal charges	152,227	-	-	152,227
Capital outlay	-	25,049	-	25,049
Total disbursements	<u>4,185,264</u>	<u>69,501</u>	<u>439,793</u>	<u>4,694,558</u>
Excess (Deficiency) of Receipts Over (Under) Disbursements	<u>(275,067)</u>	<u>7,090</u>	<u>(16,606)</u>	<u>(284,583)</u>
Other Financing Sources (Uses):				
Sale of general capital assets	234	-	-	234
Transfers in	671,859	256,503	100,000	1,028,362
Transfers out	(356,503)	(31,000)	-	(387,503)
Total other financing sources (uses)	<u>315,590</u>	<u>225,503</u>	<u>100,000</u>	<u>641,093</u>
Net Change in Fund Balance	<u>40,523</u>	<u>232,593</u>	<u>83,394</u>	<u>356,510</u>
Fund Balance:				
Beginning of year	1,720,173	2,566,377	360,040	4,646,590
End of year	<u>\$ 1,760,696</u>	<u>\$ 2,798,970</u>	<u>\$ 443,434</u>	<u>\$ 5,003,100</u>

The accompanying notes are an integral part of these financial statements.

PENN TOWNSHIP

BALANCE SHEET - MODIFIED CASH BASIS PROPRIETARY FUND

DECEMBER 31, 2019

	<u>Water and Sewer Fund</u>
Assets	
Current assets:	
Cash and cash equivalents	\$ 2,710,776
Restricted investments	<u>324,590</u>
Total Assets	<u><u>\$ 3,035,366</u></u>
Net Position	
Restricted for capital projects	\$ 324,590
Unrestricted	<u>2,710,776</u>
Total Net Position	<u><u>\$ 3,035,366</u></u>

The accompanying notes are an integral part of these financial statements.

PENN TOWNSHIP

STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND NET POSITION - MODIFIED CASH BASIS PROPRIETARY FUND

YEAR ENDED DECEMBER 31, 2019

	Water and Sewer Fund
Operating Receipts:	
Charges for services	\$ 1,726,491
Miscellaneous receipts	14,722
Total operating receipts	1,741,213
Operating Disbursements:	
Operation and administration	1,294,284
Materials and supplies	60,717
Total operating disbursements	1,355,001
Operating Income	386,212
Nonoperating Receipts (Disbursements):	
Tapping fees	161,204
Debt service:	
Principal	(20,000)
Interest and fiscal charges	(92,683)
Investment earnings	19,698
Total nonoperating receipts (disbursements)	68,219
Change in net position before transfers	454,431
Transfers out	(640,859)
Change in Net Position	(186,428)
Net Position:	
Beginning of year	3,221,794
End of year	\$ 3,035,366

The accompanying notes are an integral part of these financial statements.

PENN TOWNSHIP

STATEMENT OF FIDUCIARY NET POSITION - MODIFIED CASH BASIS PENSION TRUST FUND

DECEMBER 31, 2019

Assets	
Cash and cash equivalents	\$ 37,724
Investments, at fair value:	
Exchange-traded funds	341,670
Mutual funds	1,448,842
Total investments	1,790,512
Total Assets	1,828,236
Net Position	
Restricted for employees' pension benefits	1,828,236
Total Net Position	\$ 1,828,236

The accompanying notes are an integral part of these financial statements.

PENN TOWNSHIP

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION - MODIFIED CASH BASIS PENSION TRUST FUND

YEAR ENDED DECEMBER 31, 2019

Additions:

Contributions:

Employer contributions	\$ 70,071
Employee contributions	<u>3,157</u>
Total contributions	73,228

Investment income:

Net appreciation in fair value of investments	<u>291,281</u>
Total additions	<u>364,509</u>

Deductions:

Benefits	56,841
Administrative expenses	<u>22,706</u>
Total deductions	<u>79,547</u>

Change in Plan Net Position

284,962

Net Position:

Beginning of year	<u>1,543,274</u>
End of year	<u><u>\$ 1,828,236</u></u>

The accompanying notes are an integral part of these financial statements.

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

1. Nature of Activity and Significant Accounting Policies

A. Financial Reporting Entity

Penn Township (Township), Lancaster County, Pennsylvania, was formed in 1846. The Township operates under a form of government which is comprised of an elected Board of Supervisors (five members) under the administration of an appointed Township Manager.

The Governmental Accounting Standards Board (GASB) requires that the reporting entity include the primary government, organizations for which the primary government is financially accountable, and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. The criteria provided in the governmental accounting standards has been considered. The component units, as determined under the above criteria and as discussed below, are included in the Township's reporting entity.

Blended Component Unit

The Northwestern Lancaster County Authority (Authority) is a financing authority organized under the Municipality Authority Act of 1945, as amended. The Authority owns the water and sewer systems of the Township, which it leases to the Township, who is responsible for operation and use of the water and sewer system. The Authority is governed by a Board of Directors consisting of five members appointed by the Township Board of Supervisors. The Authority is reported as a blended component unit of the proprietary fund.

Discretely Presented Component Unit

The Penn Industrial Development Authority (IDA) is an authority organized under the Economic Development Financing Law, as amended. The IDA's purposes are to enhance the economic development of Lancaster County and the Township, and to promote and assist in the growth and development of business and industry therein, including small business concerns, through the issuance of conduit debt. However, the activities of the Authority shall not be limited to Lancaster County nor the Township and shall only be limited by applicable law. The surplus assets of the IDA not reasonably required to meet or provide for the obligations or operations of the IDA are to be transferred, upon the written direction of the Township, to the Township from time to time. The IDA is governed by a Board of Directors consisting of five members appointed by the Township Board of Supervisors.

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

The discretely presented component unit is reported as a separate column in the government-wide financial statements. Separate financial statements of the IDA can be obtained by contacting the Township.

Joint Venture

On September 21, 2011, the Township entered into a charter agreement with Clay Township and Warwick Township for the formation of the Northern Lancaster County Regional Police Department (Department) for the purpose of providing comprehensive, quality police protection for its participating municipalities in the most efficient manner. The Department is under the direction and control of the Northern Lancaster County Regional Police Commission (Commission), which is the governing body of the Department. The Commission consists of two representatives from the Township, Clay Township, and Warwick Township, one of which must be a member of each Township's Board of Supervisors. The Township contributed certain assets, including vehicles, firearms, and equipment, to the formation of the Department. All costs of the Department for police services, including employee payroll and benefits and vehicle and headquarter operating expenses, are to be apportioned to each participating municipality using a police protection unit (unit) basis.

The Township may withdraw from the agreement provided that notice to withdraw is provided to the Commission at least 15 months prior to the effective date of the withdrawal. In the event of withdrawal, the Township would be responsible for paying the following amounts to the Commission as full and complete payment of its withdrawal liability: (1) within three months after the effective date of separation, 50% of the units purchased in the last calendar year of full participation; (2) within 15 months after the effective date of separation, 25% of the units purchased in the last calendar year of full participation; and (3) within 27 months after the effective date of separation, 25% of the units purchased in the last calendar year of full participation. In addition, upon withdrawal, the Township would be responsible for paying, over a 24-month period after the effective date of withdrawal, 100% of the Township's share, based on units purchased, of the unfunded actuarially accrued liability for the police pension, if any, on the effective date of withdrawal.

The agreement was amended in July 2014 to change the withdrawal date for any participating township and to change the termination date of the agreement from December 31, 2016 to December 31, 2021. In addition, the amendment provides that the participating townships will not reduce the units of service purchased during the prior fiscal year by more than five percent.

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

In November 2018, the Township approved extending the agreement to December 31, 2026. The agreement will renew automatically from year to year thereafter, subject to the dissolution provisions outlined in the agreement.

During the year ended December 31, 2019, the Township paid the Department \$1,696,326 for its share of police services. Residual assets upon dissolution of the Commission would be distributed equitably among the remaining member municipalities. Separate financial statements were issued by the Department and can be obtained by contacting the Township.

B. Basis of Presentation

Government-Wide Financial Statements

The Statement of Net Position and Statement of Activities display information about the reporting entity as a whole. They include all funds of the reporting entity except for the fiduciary fund. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental, and other non-exchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

Fund Financial Statements

Fund financial statements of the reporting entity are organized into funds, each of which is considered a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, liabilities, fund equity, receipts, and disbursements. Funds are organized into three major categories: governmental, proprietary, and fiduciary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the Township or meets the following criteria:

- Total assets, liabilities, receipts, or disbursements of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type.
- Total assets, liabilities, receipts, or disbursements of the individual governmental fund or enterprise fund are at least five percent of the corresponding total for all governmental and enterprise funds combined.

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

The funds of the financial reporting entity are described below:

Governmental Funds

General Fund – established to account for resources devoted to financing the general services that the Township provides and always classified as a major fund. General tax receipts and other receipts used to finance the fundamental operations of the Township are recorded in this fund. The fund is charged with all costs of operating the Township for which there is not a separate fund.

Special Revenue Funds – are used to account for proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects.

State Liquid Fuels Fund – is used to account for the proceeds from the State Motor License Fund. Under the Act of June 1, 1956, P.L. 1944, No. 145, this fund must be kept separate from all other funds and no other funds shall be commingled with this fund. Cash disbursements are legally restricted for highway purposes in accordance with Department of Transportation regulations.

Storm Water Management Fund – is used to account for the fees charged by the Township committed for the inspection, repair, and maintenance of the existing storm water management facilities or for the construction and installation of new storm water facilities.

Capital Improvements Fund – is used to account for the acquisition, construction, and improvement of major capital assets.

Proprietary Fund

Enterprise Funds – are used to account for business-like activities provided to the general public. These activities are financed primarily through user charges and the measurement of financial activity focuses on net income measurement similar to the private sector. The major enterprise fund is the Water and Sewer Fund.

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Fiduciary Fund

Pension Trust Funds – are established to provide pension benefits for Township employees. The principal receipt sources for these funds are employer and employee contributions and returns on investments.

Township Pension Fund – provides post-retirement pension benefits to all employees who have provided certain levels of service.

Major and Non-major Funds

The funds are classified as major or non-major. The General Fund, Capital Improvements Fund, and Water and Sewer Fund are considered major funds. The State Liquid Fuels and Storm Water Management Funds are considered non-major funds.

C. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Measurement Focus

If the Township utilized the measurement focus recognized as generally accepted, the government-wide financial statements would have been presented using the “economic resources” measurement focus as defined below. Additionally, the fund financial statements would have been presented using the “current financial resources” measurement focus or the “economic resources” measurement focus, as appropriate.

- All governmental funds utilize a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available financial resources during a given period. These funds use fund balance as their measure of available financial resources at the end of the period.
- The proprietary fund utilizes an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent, financial,

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

or nonfinancial) associated with their activities are reported. Proprietary fund equity is classified as net position.

- The pension trust fund utilizes an “economic resources” measurement focus. Accordingly, all assets and liabilities are included on the balance sheet and the fund equity reflects the economic net worth of the fund. The operating statement reflects the change in total economic net worth for the period presented through the additions and deductions of the fund.

Basis of Accounting

The financial statements are presented using the modified cash basis of accounting. This basis recognizes assets, net position/fund equity, receipts, and disbursements when they result from cash transactions, except that:

- Investment assets are recorded at fair value and changes in fair value are recognized as a component of receipts.
- Developer escrow deposits withheld, but not remitted, are treated as liabilities.

This basis is a special purpose framework other than accounting principles generally accepted in the United States of America.

If the Township utilized the basis of accounting recognized as generally accepted, the fund financial statements for the governmental funds would use the modified accrual basis of accounting, while the government-wide financial statements and the fund financial statements for the proprietary fund types and pension trust fund would use the accrual basis of accounting.

Modified Accrual Basis – Revenues would be recognized when “measurable and available.” Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or soon enough thereafter to pay current liabilities. Expenditures (including capital outlay) would be recorded when the related fund liability is incurred, except for general obligation bond principal and interest, which are reported when due.

Accrual Basis – Revenues would be recognized when earned. Expenses (including depreciation and amortization) would be recorded when the liability was incurred or economic asset used. Revenues, expenses, gains, losses, assets and liabilities resulting from

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

exchange and exchange-like transactions would be recognized when the exchange took place.

D. Assets, Liabilities, and Equity

Cash and Cash Equivalents

The Township considers amounts held in checking, savings, and certificates of deposit to be cash and cash equivalents.

Restricted Assets

Restricted assets represent monies required to be restricted under the terms of bond indentures.

Investments

The Township is authorized by state statute to deposit governmental funds in the following:

- a. U.S. Treasury bills.
- b. Short-term U.S. government obligations.
- c. Short-term commercial paper issued by a public corporation.
- d. Banker's acceptances.
- e. Insured or collateralized time deposits.
- f. Shares of mutual funds whose investments are restricted to the above categories.

The statutes also allow pooling of a government's funds for investment purposes. When making investments, the Township can combine monies from more than one fund under the Township's control for the purchase of a single investment and join with other political subdivisions and municipal authorities in the purchase of a single investment.

Pension trust funds are not restricted to the above requirements and may invest in other financial instruments.

The Township's investment in the external investment pool is valued at amortized cost, which approximates fair value. All other Township investments are valued at fair value. The Township categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States of America. The hierarchy is based on the valuation inputs used to measure the fair value of the asset.

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Level 1 inputs are quoted prices in active markets for identical assets. Level 2 inputs are significant other observable inputs. Level 3 inputs are significant unobservable inputs.

Capital Assets

As a result of the use of the modified cash basis of accounting, capital assets are recorded as disbursements, upon acquisition, in the financial statements. Disbursements for infrastructure assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems, are recorded as disbursements in the fund types expending the funds.

Long-Term Debt

As a result of the use of the modified cash basis of accounting, long-term debt arising from cash transactions is not reported as a liability in the financial statements. In the governmental funds, debt proceeds are reported as other financing sources and the payment of principal and interest are reported as disbursements. Additionally, debt issuance costs are recognized during the period of issuance.

Compensated Absences

Vacation days are granted to employees in various amounts, depending on years of service. Vacation days may be accumulated and carried over to the next year, up to a defined maximum number of accrual days, based on years of service. In the event of voluntary termination with the Township, an employee is entitled to payment of earned vacation days that remain unused for that current year. If the Township terminates an employee for just cause, he/she will not be entitled to the payment of their unused/unearned vacation time for the current year.

Sick days are accrued at a rate of 2.5 hours per pay period. Employees may accumulate up to a total of 400 hours each year and are not paid for unused accrued sick leave at termination.

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Equity Classification

Government-Wide Financial Statements:

Equity is classified as net position and displayed in two components:

- Restricted net position – Consists of net position with constraints placed on the use either by 1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- Unrestricted net position – All other net position that does not meet the definition of “restricted.”

The Township’s policy is to first use restricted net position prior to the use of unrestricted net position when a disbursement is incurred for purposes for which both restricted and unrestricted net position are available.

Fund Financial Statements:

Governmental fund equity is classified as fund balance. Proprietary fund equity is classified the same as in the government-wide financial statements.

Fund Balance:

In the fund financial statements, governmental funds report fund balance in categories based on the level of constraint placed upon the funds. These levels are as follows:

- Restricted – This category represents funds that are limited in use due to constraints on purpose and circumstances of spending that are legally enforceable by outside parties.
- Committed – This category represents funds that are limited in use due to the constraints on purpose and circumstances of spending imposed by the Board of Supervisors (Board). Such commitment is made via a Board resolution and must be made prior to the end of the calendar year. Removal of the commitment requires a Board resolution.

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- Assigned – This category represents intentions of the Township Manager to use the funds for specific purposes. Through a resolution of the Board, the Township Manager or his/her designee has been delegated the responsibility to assign funds.
- Unassigned – This category represents all other funds not otherwise defined.

Sometimes the government will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which resources are considered to be applied. It is the Township's policy to consider restricted fund balance to have been depleted before using any component of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is applied first and assigned fund balance is applied second. Unassigned fund balance is applied last.

E. Receipts and Disbursements

Property Taxes

The Township's real estate taxes are based on assessed values established by Lancaster County's Board of Assessments. The taxes are collected by the Treasurer's Office of Lancaster County. Real estate taxes attach an enforceable lien on property when levied on March 1. A discount of 2% is applied to payments made prior to April 30. A penalty of 10% is added to the face amount of taxes paid after June 30. Lancaster County collects delinquent real estate taxes on behalf of itself and other taxing authorities.

Program Receipts

In the Statement of Activities, receipts that are derived directly from each activity or from parties outside the Township's taxpayers are reported as program receipts. The Township has the following program receipts in each activity:

Public Safety – Police services and building and zoning permits.

Community Development – Miscellaneous fees.

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Public Works – Road improvement grants; commercial vehicle and gasoline excise tax shared by the State.

Administration – Engineering and review and miscellaneous fees.

All other governmental receipts are reported as general.

Operating Receipts and Disbursements

Operating receipts and disbursements for the proprietary fund are those that result from providing services and producing and delivering goods and/or services. All receipts and disbursements not meeting this definition are reported as non-operating receipts and disbursements.

Disbursements

In the government-wide financial statements, disbursements are classified by function for both governmental and business-type activities. There have been certain allocations of indirect expenses to functions in the Statement of Activities. In the fund financial statements, disbursements are classified as follows:

Governmental Funds – By Character: Current (further classified by activity)
Debt Service
Capital Outlay

Proprietary Fund – By Operating and Non-Operating

F. Interfund Activities

Interfund transfers represent the flow of assets from one fund to another where repayment is not expected. In the fund financial statements, these transactions are reported as “transfers in/out.” Amounts reported as interfund transfers in the fund financial statements are eliminated in the government-wide Statement of Activities except for the net amount of transfers between governmental and business-type activities, which are reported as “Transfers.”

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

G. Adopted GASB Pronouncement

The requirements of the following GASB Statement were adopted by the Township for the year ended December 31, 2019:

GASB Statement No. 84, *"Fiduciary Activities,"* improves guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. As a result, the Township reclassified its developer escrow accounts that had previously been reported as an agency fund to be combined with the general fund and shown as developer escrow liabilities.

H. Pending GASB Pronouncements

GASB has issued the following Statements that will become effective in future years as shown below. Management has not yet determined the impact of these Statements on the Township's financial statements.

In June of 2017, the GASB issued Statement No. 87, *"Leases."* This Statement improves the accounting and financial reporting for leases. The provisions of GASB Statement No. 87 are effective for the Township's December 31, 2022 financial statements.

In May of 2019, the GASB issued Statement No. 91, *"Conduit Debt Obligations."* This Statement improves financial reporting by eliminating the existing option for issuers to report conduit debt obligations as their own liabilities, thereby ending significant diversity in practice. The provisions of GASB Statement No. 91 are effective for the Township's December 31, 2022 financial statements.

2. Cash and Cash Equivalents

Custodial Credit Risk. Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Township and IDA do not have a formal deposit policy for custodial credit risk.

As of December 31, 2019, the Township's book balance was \$7,648,784 and the bank balance was \$7,769,702. Of the bank balance, \$768,365 was covered by federal depository insurance and \$7,001,337 was collateralized under Act No. 72 (Act) of the 1971 Session of the Pennsylvania General Assembly, in which financial institutions were granted the

PENN TOWNSHIP

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authority to secure deposits of public bodies by pledging a pool of assets, as defined in the Act, to cover all public funds deposited in excess of federal depository insurance limits.

Deposits:

Governmental activities	\$ 4,900,284
Business-type activities	2,710,776
Fiduciary funds	<u>37,724</u>
	<u>\$ 7,648,784</u>

As of December 31, 2019, the IDA's book and bank balances were \$70,273 and \$70,273, respectively. The IDA's bank balance was covered by federal depository insurance.

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YEAR ENDED DECEMBER 31, 2019

3. Investments

The fair value of the Township's investments at December 31, 2019 was:

Money market funds	\$	31
External investment pool		655,646
Exchange-traded funds:		
U.S. large cap		222,026
U.S. mid cap growth		73,588
U.S. small cap value		46,056
Equity mutual funds:		
U.S. large cap growth		111,442
U.S. large cap value		223,074
U.S. mid cap value		147,381
U.S. small cap growth		45,563
U.S. small cap value		55,590
International		274,013
Debt mutual funds:		
Intermediate		429,967
Short-term		161,812
		<u>\$ 2,446,189</u>
Investments:		
Governmental activities	\$	331,087
Business-type activities		324,590
Fiduciary funds		<u>1,790,512</u>
		<u>\$ 2,446,189</u>

The money market funds, exchange-traded funds, and mutual funds are valued using quoted market prices (Level 1 inputs).

The Township uses Pennsylvania Local Government Investment Trust (PLGIT), an external investment pool, to ensure safety and maximize efficiency, liquidity, and yield for Township funds. PLGIT was created to meet the investment needs of local governments, school districts, municipal authorities, and other types of governments in the Commonwealth of Pennsylvania (Commonwealth). PLGIT's investment objective is to seek high current income, consistent with preservation of capital and maintenance of liquidity. PLGIT issues

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separately audited financial statements that are available to the public. Further information regarding PLGIT and its investment strategies can be found at www.plgit.com.

The fair value of the Township's position in the external investment pool is equivalent to the value of the pool shares. The Commonwealth provides external regulatory oversight for the external investment pool. These funds totaling \$655,646 are invested by PLGIT. The Township is invested \$249,673, \$81,383, and \$324,590 in PLGIT-Class shares, PLGIT/PRIME shares, and PLGIT/ARM shares, respectively.

The PLGIT-Class shares require no minimum balance, no minimum initial investment, and have a one-day minimum investment period. The PLGIT/PRIME is a variable rate investment portfolio which requires no minimum balance, no minimum initial investment, and limits redemptions or exchanges to two per calendar month. The PLGIT/ARM shares require no minimum initial investment and have a minimum investment period of one day.

Custodial Credit Risk. Custodial credit risk is the risk that the counterparty to an investment transaction will fail and the government will not recover the value of the investment or collateral securities that are in possession of an outside party. The Township does not have an investment policy for custodial credit risk. All investments in the Township's pension plan are held in the pension plan's name under a custodial agreement with TD Ameritrade. The remaining investments of the Township are not exposed to custodial credit risk because they are not evidenced by securities in book entry or paper form.

Concentration of Credit Risk. The Township places no limit on the amount the Township may invest in any one issuer. At December 31, 2019, there were no investments held by the Township that exceeded five percent of the Township's total portfolio.

Credit Risk. The following is each investment type's credit quality rating for securities with credit exposure as of December 31, 2019. The Township does not have a formal policy stating an acceptable credit quality rating for its investments.

	Fair Value	Rating
Money market funds	\$ 31	Unrated
External investment pool	655,646	AAA
Debt mutual funds	304,907	BBB
Debt mutual funds	215,186	BB
Debt mutual funds	71,686	B

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YEAR ENDED DECEMBER 31, 2019

Interest Rate Risk. The Township does not have a formal policy limiting investment maturities that would help manage its exposure to fair value losses from increasing interest rates. The following is each investment type's average maturity as of December 31, 2019:

Investment Type	Fair Value	Investment Maturity			
		2020	2021-2025	2026-2030	2031+
Money market funds	\$ 31	\$ 31	\$ -	\$ -	\$ -
External investment pool	655,646	655,646	-	-	-
Debt mutual funds	591,779	-	161,812	429,967	-
Total	<u>\$ 1,247,456</u>	<u>\$ 655,677</u>	<u>\$ 161,812</u>	<u>\$ 429,967</u>	<u>\$ -</u>

4. Transfers

The composition of interfund transfers for the year ended December 31, 2019 is as follows:

	Transfers In	Transfers Out
Governmental Funds:		
General Fund	\$ 671,859	\$ 356,503
Capital Improvements Fund	256,503	31,000
Other Non-major Funds	100,000	-
Enterprise Funds:		
Water and Sewer Fund	-	640,859
	<u>\$ 1,028,362</u>	<u>\$ 1,028,362</u>

Interfund transfers were made primarily to fund capital improvements, debt service payments, and stormwater projects. In addition, the Water and Sewer Fund makes transfers to reimburse the General Fund for the Water and Sewer portions of payroll, postage, and streetlights. A transfer related to 2019 disbursements of \$15,047 from the Water and Sewer Fund to the General Fund was not made until 2020 and is included as 2019 unreimbursed water and sewer fund expenses on the General Fund.

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

5. Long-Term Debt

In February 2013, the Township issued General Obligation Bonds, Series of 2013 (2013 Bonds), in the amount of \$8,940,000. The proceeds of the 2013 Bonds were used to advance refund the outstanding General Obligation Bonds, Series of 2009, and to pay related costs and expenses, including the costs of issuing and insuring the bonds.

The 2013 Bonds bear interest from 0.35% to 3.00% and are due in semi-annual installments. Principal payments are due in annual installments ranging from \$260,000 to \$690,000 from May 15, 2013 through May 15, 2028. The debt service is to be paid from the General Fund and the Water and Sewer Fund.

In the event of default by the Township, the bondholders may recover the amount due in an action of assumpsit in the court of common pleas. No events of default by the Township took place during the year ended December 31, 2019.

Principal and interest payments for the 2013 Bonds for the year ended December 31, 2019 were allocated and funded from the following funds:

	Principal	Interest	Total
General Fund	\$ 70,000	\$ 6,725	\$ 76,725
Water and Sewer Fund	490,000	126,851	616,851
Total debt service expenditures	<u>\$ 560,000</u>	<u>\$ 133,576</u>	<u>\$ 693,576</u>

The 2013 Bonds annual debt service requirements are as follows:

	Governmental Activities		Business-Type Activities		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2020	\$ 70,000	\$ 5,106	\$ 500,000	\$ 115,438	\$ 570,000	\$ 120,544
2021	75,000	3,844	505,000	106,703	580,000	110,547
2022	75,000	2,400	515,000	96,882	590,000	99,282
2023	75,000	825	530,000	85,903	605,000	86,728
2024	-	-	645,000	72,655	645,000	72,655
2025-2028	-	-	2,570,000	130,329	2,570,000	130,329
	<u>\$ 295,000</u>	<u>\$ 12,175</u>	<u>\$ 5,265,000</u>	<u>\$ 607,910</u>	<u>\$ 5,560,000</u>	<u>\$ 620,085</u>

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In August 2017, the Township issued the 2017 Note, in the amount of \$4,760,000. The proceeds of the 2017 Note were used for 1) the current refunding of the outstanding portion of the 2014 Note, (2) the current refunding of the outstanding portion of the 2012 Bonds, and (3) the costs of issuance of the note.

The 2017 Note bears interest ranging between 2.15% and 3.50% and is due in semi-annual installments on the fifteenth calendar day of May and November. Principal payments are due annually on the fifteenth calendar day of May ranging from \$15,000 to \$805,000 with final maturity to occur on or before May 15, 2033. The debt service will be paid from the General Fund and the Water and Sewer Fund.

Principal and interest payments for the 2017 Note for the year ended December 31, 2019 were allocated and funded from the following funds:

	Principal	Interest	Total
General Fund	\$ 165,000	\$ 18,651	\$ 183,651
Water and Sewer Fund	20,000	92,183	112,183
Total debt service expenditures	<u>\$ 185,000</u>	<u>\$ 110,834</u>	<u>\$ 295,834</u>

The 2017 Note annual debt service requirements are as follows:

	Governmental Activities		Business-Type Activities		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2020	\$ 175,000	\$ 14,997	\$ 20,000	\$ 91,673	\$ 195,000	\$ 106,670
2021	175,000	11,234	20,000	91,163	195,000	102,397
2022	180,000	7,417	20,000	90,653	200,000	98,070
2023	190,000	3,440	25,000	90,079	215,000	93,519
2024	65,000	699	25,000	89,441	90,000	90,140
2025-2029	-	-	940,000	492,488	940,000	492,488
2030-2033	-	-	2,555,000	151,465	2,555,000	151,465
	<u>\$ 785,000</u>	<u>\$ 37,787</u>	<u>\$ 3,605,000</u>	<u>\$ 1,096,962</u>	<u>\$ 4,390,000</u>	<u>\$ 1,134,749</u>

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Changes in Long-Term Debt

During the year ended December 31, 2019, the following changes occurred in the long-term debt of the Township:

	Balance January 1, 2019	Additions	Reductions	Balance December 31, 2019	Due Within One Year
Governmental activities:					
General obligation notes	\$ 950,000	\$ -	\$ (165,000)	\$ 785,000	\$ 175,000
General obligation bonds	365,000	-	(70,000)	295,000	70,000
Total governmental activities	<u>\$ 1,315,000</u>	<u>\$ -</u>	<u>\$ (235,000)</u>	<u>\$ 1,080,000</u>	<u>\$ 245,000</u>
Business-type activities:					
General obligation notes	\$ 3,625,000	\$ -	\$ (20,000)	\$ 3,605,000	\$ 20,000
General obligation bonds	5,755,000	-	(490,000)	5,265,000	500,000
Total business-type activities	<u>\$ 9,380,000</u>	<u>\$ -</u>	<u>\$ (510,000)</u>	<u>\$ 8,870,000</u>	<u>\$ 520,000</u>

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

6. Retirement Plan

Description and Administration

The Penn Township Non-Uniform Pension Plan (pension plan) is a single-employer defined benefit pension plan controlled by the provisions of the Township Ordinance 2008-01. The pension plan is governed by a Pension Committee (committee), as appointed by the Township's Board. The committee consists of two duly appointed Township representatives and one Non-Uniformed Employee Pension Plan Member. The committee may amend pension plan provisions within the scope of its authority, subject to approval by the Township's Board. The Township has delegated the authority to manage certain plan assets to TD Ameritrade. The pension plan does not issue a separate report.

Plan Membership

At January 1, 2019, the Township Pension Plan's membership consisted of:

Active members	10
Inactive members or beneficiaries currently receiving benefits	5
Inactive members entitled to but not yet receiving benefits	7
Total	<u>22</u>

Benefit Provisions

The Township Pension Plan benefit provisions are as follows:

Eligibility requirements	All full-time employees as of date of hire
Normal retirement	Attained age 65
Early retirement	Attained age 55 with 6 years of vesting service
Vesting	If hired before February 22, 2010, 20% after two years of service plus 20% each year thereafter, up to 100%. If hired on or after February 22, 2010, 100% after six years.
Retirement benefit	1.6% of average monthly compensation multiplied by years of service to date of determination. Average monthly compensation is the monthly average of total pay over the last 36 months of employment.

PENN TOWNSHIP

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Survivor benefit	If a vested participant dies before beginning to receive pension benefits, the surviving spouse will receive a 50% survivor benefit, if they have been married for at least one year. Payment will begin on the date which the participant would have been eligible for retirement. The amount of the survivor benefit is equal to the 50% survivor benefit payable under the joint and 50% survivor pension option, based upon the pension accrued to the date of death and reduced for early commencement of benefits.
Disability benefits	None

Contributions

Act 205 requires that annual contributions to the pension plan be based upon the pension plan's Minimum Municipal Obligation (MMO), which is based on the pension plan's biennial actuarial valuation. The pension plan may also be eligible to receive an allocation of state aid from the General Municipal Pension System State Aid Program, which must be used for pension funding. Any funding requirements established by the MMO in excess of employee contributions and state aid must be paid by the municipality in accordance with Act 205.

Investment expenses, including investment manager and custodial services, are funded through investment earnings.

Administrative expenses, including actuarial and consultant services, are funded through investment earnings and/or contributions.

Each active participant shall make required bi-weekly contributions of up to 0.5% of compensation. The participant's required contribution account is 100% vested at all times. The Township may, on an annual basis, by resolution, reduce or eliminate required contributions. The employee contributions are currently at 0.5% of pay. During the year ended December 31, 2019, the Township made its required contribution of \$70,071 for the year ended December 31, 2019 to the pension plan based upon the MMO.

Investments

As described in Note 3, investments of the pension plan are reported at fair value.

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

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In order to meet its needs, the investment strategy of the pension plan is to responsibly and prudently maximize total return; that is, the aggregate return from capital appreciation and dividend and interest income. Allowable investments include cash equivalents (U.S. Treasury bills and money market funds), fixed income securities, equity securities, and mutual funds. Aggregate fund asset allocation guidelines of the pension plan are as follows:

Asset Class	Minimum	Maximum	Preferred
Equities	60%	70%	65%
Fixed income	30%	40%	35%
Cash equivalents	0%	5%	0%

Actuarial Assumptions

The Township Pension Plan's actuarial valuation at January 1, 2019, the most recently filed actuarial valuation report, was based upon the entry age normal cost method and the following significant actuarial assumptions:

Actuarial Assumptions:	
Investment rate of return	6.5%
Inflation rate	Moderate inflation based on long-term historical average rates
Salary increases	3.5%
Cost-of-living adjustment	None
Mortality:	
Pre-retirement	None
Post-retirement	PubG-2010 mortality table

Change in Actuarial Assumptions

The actuarial accrued liability decreased by approximately \$38,000 in the January 1, 2019 actuarial valuation primarily from adjustments to assumed life expectancies as a result of adopting the PubG-2010 mortality table for purposes of developing mortality rates. In prior years, those assumptions were based on the IRS 2017 Static Combined Table for Small Plans mortality table.

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

The Township's funded status and related information for the plan as of the latest actuarial valuation date, January 1, 2019, under Act 205, is as follows:

(1) Actuarial Value of Assets	(2) Actuarial Accrued Liability (AAL)	(3) Unfunded (Assets in Excess of) Actuarial Accrued Liability (2)-(1)	(4) Funded Ratio (1)/(2)	(5) Annual Covered Payroll	(6) Assets in Excess of Actuarial Accrued Liability as a Percent of Payroll (3)/(5)
\$ 1,539,305	\$ 1,497,239	\$ (42,066)	102.81%	\$ 578,766	-7.27%

7. Risk Management

The Township is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Township is covered from significant losses through fully-insured commercial insurance policies except medical insurance, property and general liability insurance, and worker's compensation insurance for which the Township retains some levels of risk through its participation in a number of intergovernmental, self-insured, insurance cooperatives. There were no significant reductions in insurance coverage in 2019. Settlement amounts have not exceeded insurance coverage of the current year or the three prior years.

8. Municipal Host Agreement

Recognizing the impact of the Manheim Auto Auction's (Auto Auction) operations on the infrastructure of the Township, on police services and police protection, and on the residents of the Township, the Auto Auction has agreed to pay the Township an annual host municipality fee for each year the Auto Auction's facility is in operation in the Township. The fee for calendar year December 31, 2019 was \$279,044. This fee will be adjusted upwards annually by three percent. The increase is cumulative. In the event that the Auto Auction can verify, to the satisfaction of the Township, that in any year the number of motor vehicles sold at the Auto Auction has decreased by more than ten percent in comparison to the number of motor vehicles sold during 1995, the fee will be reduced on a pro rata basis for that particular year based on the percentage decreases for that year in comparison to 1995.

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NOTES TO FINANCIAL STATEMENTS

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9. Commitments, Guarantees, and Contingencies

Water and Wastewater Operation and Maintenance Agreement

In September 2008, the Township entered into a three-year agreement with Inframark, LLC (formerly Severn Trent Environmental Services, Inc.) (Operator) for the operations and maintenance of the water treatment plant, wastewater treatment plant, sewer pumping stations, and all associated facilities owned by the Authority. The agreement shall be automatically renewed for successive three-year periods unless cancelled in writing by either party.

Per the agreement, in 2009, the Township is to pay the Operator an annual base compensation of \$272,741 payable in equal monthly installments. The base compensation is to be adjusted each year based on the consumer price index in effect for April of the current agreement year. In addition to the base compensation, the Township is required to pay an Annual Repairs and Maintenance Budget payable in monthly installments of \$2,500, an Annual Process Residue Budget payable in monthly installments of \$4,167, an Annual Chemical Budget payable in monthly installments of \$1,453; and an Annual Electric Power Budget payable in monthly installments of \$6,667. The budgeted allowances are to be reviewed and, if necessary, adjusted annually based on prior year expenditures and anticipated expenditures in the subsequent year contingent upon the mutual agreement of the Township and the Operator.

In December 2009, the operations and maintenance agreement was amended, with an effective date of October 1, 2009. The amendment increased the monthly installment for the Annual Repairs and Maintenance Budget to \$3,000, increased the monthly installment for the Annual Chemical Budget to \$2,000, decreased the monthly installment for the Annual Process Residue Budget to \$3,000, and deleted the Annual Electric Power Budget.

In November 2010, a second amendment was made to the operations and maintenance agreement, with an effective date of December 1, 2010. The amendment increased the operator's annual base compensation to \$320,492 payable in equal monthly installments; changed the annual adjustment date of base compensation to January 1st based on the consumer price index for all urban consumers (CPI-U) published in September; added the responsibilities of meter reading and repair and industrial wastewater monitoring to the Operator's scope of provided services; increased the number of facilities that the Operator is responsible to operate and maintain; extended the term of the agreement through December 31, 2016; increased the monthly installment for the Annual Repairs and Maintenance Budget to \$4,500, increased the monthly installment for the Annual Chemical

PENN TOWNSHIP

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Budget to \$4,000, and increased the monthly installment for the Annual Process Residue Budget to \$3,750.

On February 9, 2015, the Township and Operator entered into an agreement, which amended and restated the terms and conditions of the original agreement between the parties. In addition to changing the compensation and methods used to calculate future compensation of the Operator, the amended and restated agreement extends the terms of the agreement through December 31, 2019, with automatic renewal for successive five-year periods, unless cancelled by either party.

In January 2019, based on the CPI-U adjustment, the operator's annual base compensation was increased to \$429,018. For the year ended December 31, 2019, the Township paid the Operator \$658,366 for operations and maintenance costs.

Solar Energy Power Service Agreement

On February 14, 2011, the Township entered into a Solar Energy Power Service Agreement (power agreement) with Solar Properties—Penn Township I, LLC (Solar Properties). The term of the power agreement is 20 years unless otherwise terminated in accordance with the provisions of the power agreement. The power agreement required Solar Properties to construct, at its sole cost, a 200 kilowatt ground-mounted solar PV system on lands owned by the Authority. During the term of the power agreement, the Township shall pay a fixed amount of \$53,000 annually to Solar Properties. In exchange for this annual payment, the Township shall retain ownership of all electricity generated by the system and all Solar Renewable Energy Credits (SRECs), which are generated as a result of system production. Under the terms of the power agreement, Solar Properties pledges a minimum annual system output of 150,000 kilowatt hours. On February 22, 2011, the Authority joined in the execution of this power agreement as the owner of the property on which the system was built. For the year ended December 31, 2019, the Township paid \$53,000 under this agreement. The power agreement also provides the Township with the option of purchasing the system at the conclusion of the 7th year, 10th year, 15th year, and end of the term for the fair market value of the system, as determined in accordance with the provisions of the agreement upon written notice provided at least 180 days prior to the conclusion of the 7th year, 10th year, 15th year, and end of the term. No such option has been exercised as of December 31, 2019.

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Waiver and Consent Agreement - Solar Properties' Financing

On April 11, 2011, the Township entered into a waiver and consent agreement with the Authority, Solar Properties, and Metro Bank (bank). Under the terms of the waiver and consent agreement, the parties each acknowledge and agree that, if applicable, upon the Solar Properties' default under any of the loan documents between Solar Properties and the bank, the Township is hereby authorized and directed to remit payments under the power agreement directly to the bank until Solar Properties obligations to the bank are paid in full. So long as the Township is not in default under the terms of the power agreement and is making the payments to the bank as required by the waiver and consent agreement, the bank agrees that the Township shall be entitled to the continued use of the equipment on the premises in accordance with the terms of the power agreement. No such defaults have occurred as of December 31, 2019.

Lititz Rec Center Agreement

On January 27, 2015, the Township entered into an agreement with Elizabeth Township, Lititz Borough, and Warwick Township to make cash contributions to the Lititz Rec Center (Rec Center) to be used for capital improvements necessary to expand and maintain the Rec Center. Each municipal participant shall make its required annual payment to the Rec Center in four equal installments by the last day of March, June, September, and December each year. The agreement shall be for an initial term of January 1, 2015 through December 31, 2018 with the option to extend for additional four-year terms with the consent of each municipality. On July 23, 2018, the Township approved the extension of the additional four-year term. The extension shall be for a term of January 1, 2019 through December 31, 2022. During the term of the agreement, the Township shall pay a fixed amount of \$15,000 annually to the Rec Center. For the year ended December 31, 2019, the Township paid the Rec Center \$15,000 under this agreement.

Other Commitments

During 2019, the Township entered into two maintenance contracts totaling \$47,193. These contracts will be paid by the Township through the General Fund. The commitments remaining on the contracts at December 31, 2019 were \$46,789.

During 2019, the Authority entered into a construction contract totaling \$129,500. This contract will be paid by the Township through the Water and Sewer Fund. The commitment remaining on the contract at December 31, 2019 was \$81,776.

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

In the opinion of management, the Township is not a defendant in any lawsuit, where the ultimate disposition of such will have a materially adverse effect on the Township's net position.

10. Insurance Cooperatives

The Township entered into an intergovernmental cooperation agreement with other local municipalities for the purpose of selecting and contracting with a common insurance carrier to realize certain economies of scale in providing for the various types of insurance required to be maintained by the Township.

Health and welfare benefits

The Township participates in the Intergovernmental Insurance Cooperative (IIC). The IIC is a public entity risk pool established by certain units of local government in Pennsylvania to provide health and welfare plan benefits directly to eligible employees, their families, and dependents.

The agreement has a perpetual duration and shall continue until terminated pursuant to terms and conditions as defined therein. The contract with the insurance carrier includes a \$45,000 maximum loss per occurrence per policy year. The Township pays premiums for reinsurance, as there is an overall plan loss limitation, which is recalculated annually. The Township is responsible for its share of cross recovery of all municipalities. In 2019, the Township made \$1,662 of payments towards the cost of cross recovery.

The IIC receives, processes, and pays such claims as may come within the benefit program of each member. Management consists of a Board of Directors comprised of seven representatives from seven member municipalities.

The following is a reconciliation of changes in estimated claims for health and welfare plan costs for the current fiscal year.

Township funding	\$ 177,869
Reimbursement received	288,343
Claims paid	(414,043)
Cross recovery	<u>(1,662)</u>
Surplus for benefits	<u><u>\$ 50,507</u></u>

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Worker's compensation

The Township is a member of the Susquehanna Municipal Trust (SMT). The trust provides coverage for workers' compensation insurance. The workers' compensation limit is at the level required by the Pennsylvania's workers' compensation statutes and supporting regulations. The trust retains responsibility for the payment of claims within the self-insured aggregate loss retention limit of \$1,000,000 (at December 31, 2019) prior to the application of coverage provided by its reinsurance contract.

SMT's Board of Trustees is made up of representatives from seven-member municipalities. All member municipalities are entitled to vote for Board members. The operating policies are set by the Board of Trustees. Annual member contributions are based on amounts recommended by an actuarial study. The Township's portion of the total 2019 member contributions for SMT was \$12,878. This amount is available for benefits for the year ended December 31, 2019, as there were no estimated claims for worker's compensation costs during the current year.

SMT covers all medical and indemnity costs for the member in any plan year. The Township is not responsible for additional funding beyond the actuarial determined amount regardless of the amount of claims incurred.

During the year ended December 31, 2019, the Township received \$1,625 in dividend distributions from the trust.

Property and Liability

The Township is a member of the Municipal Risk Management (MRM) Property and Liability Trust (PLT). The trust provides coverage for property and liability insurance. Liability limits are \$1,000,000 per loss. The trust retains responsibility for the payment of claims up to \$250,000 per loss. For losses that exceed the retention, reinsurance is purchased. As of December 31, 2019, reinsurance was provided by Philadelphia Insurance Company.

PLT's Board of Trustees is made up of representatives from member municipalities. All member municipalities are entitled to vote for Board members. The operating policies are set by the Board of Trustees. The Township's portion of the total 2019 member contributions for PLT was \$48,037. The Township's 2019 member contributions were not paid as of December 31, 2019. There were member claims totaling \$11,084 paid during the year ended December 31, 2019.

PENN TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

During the year ended December 31, 2019, the Township received \$10,545 in dividend distributions from the trust.

11. Non-recourse Debt Issues

The IDA participates in various bond issues for which it has limited liability. Acting solely in an agency capacity, the IDA serves as a financing conduit, bringing the ultimate borrower and the ultimate lender together to do business. Although the IDA is a party to the trust indentures with the trustees, the agreements are structured such that there is no recourse against the IDA in the case of default. As such, the corresponding debt is not reported in the IDA's financial statement. At December 31, 2019, the balance of the outstanding conduit debt was \$55,444,809.

12. Subsequent Event

In early 2020, an outbreak of a novel strain of coronavirus was identified, and infections have been found in a number of countries around the world, including the United States. The coronavirus and its associated impacts on supply chains, travel, employee productivity, and other economic activities has had, and may continue to have, a material effect on financial markets and economic activity. The extent of the impact of the coronavirus on the Township's operational and financial performance is currently uncertain and cannot be predicted.

OTHER INFORMATION

PENN TOWNSHIP

BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS GENERAL FUND

YEAR ENDED DECEMBER 31, 2019

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Receipts:			
Real estate tax	\$ 1,131,720	\$ 1,223,639	\$ 91,919
Realty transfer tax	195,000	265,257	70,257
Earned income tax	1,338,800	1,299,816	(38,984)
Local service tax	236,000	216,273	(19,727)
Public utility realty tax	28,000	-	(28,000)
Licenses and permits	104,300	122,826	18,526
Fines and forfeits	26,100	40,838	14,738
Contributions	291,352	289,587	(1,765)
Investment earnings	2,050	8,889	6,839
Intergovernmental receipts	110,385	121,241	10,856
Miscellaneous receipts	20,820	12,298	(8,522)
Charges for services	296,470	309,533	13,063
Total receipts	<u>3,780,997</u>	<u>3,910,197</u>	<u>129,200</u>
Disbursements:			
Current:			
Public safety	2,072,711	2,054,162	18,549
Community development	1,343	1,343	-
Public works	735,310	643,648	91,662
Recreation and cultural	74,843	66,681	8,162
Administration	628,241	527,156	101,085
Unreimbursed water and sewer fund expenses	-	15,047	(15,047)
Debt service:			
Principal	743,651	725,000	18,651
Interest and fiscal charges	152,227	152,227	-
Total disbursements	<u>4,408,326</u>	<u>4,185,264</u>	<u>223,062</u>
Deficiency of Receipts Under Disbursements	<u>(627,329)</u>	<u>(275,067)</u>	<u>352,262</u>
Other Financing Sources (Uses):			
Sale of general capital assets	500	234	(266)
Transfers in	707,992	671,859	(36,133)
Transfers out	(356,503)	(356,503)	-
Total other financing sources (uses)	<u>351,989</u>	<u>315,590</u>	<u>(36,399)</u>
Net Change in Fund Balance	<u>\$ (275,340)</u>	<u>\$ 40,523</u>	<u>\$ 315,863</u>

See accompanying notes to other information - budgetary comparison schedule.

PENN TOWNSHIP

NOTES TO OTHER INFORMATION BUDGETARY COMPARISON SCHEDULE

YEAR ENDED DECEMBER 31, 2019

1. Budgetary Accounting

The Township prepares its budget for the General Fund on the modified cash basis of accounting. This basis is consistent with the basis of accounting used in presenting the General Fund in the basic financial statements.

2. Budget Matters

The Township Board of Supervisors annually adopts a budget for the General Fund, State Liquid Fuels Fund, Storm Water Management Fund, Capital Improvements Fund, and the Water and Sewer Fund. Budgetary control is legally maintained at the fund level. No budget is adopted for the fiduciary fund.

Appropriations, except open project appropriations, encumbrances, and unexpended grant appropriations, lapse at the end of each fiscal year.

3. Stewardship, Compliance, and Accountability

Excess of Disbursements Over Appropriations

No individual fund, which was budgeted, contained an excess of disbursements over appropriations that was not covered by the cash balance at December 31, 2018 and the cash received for the year ended December 31, 2019.

SUPPLEMENTARY INFORMATION

GOVERNMENTAL FUNDS

PENN TOWNSHIP

COMBINING BALANCE SHEET - MODIFIED CASH BASIS NON-MAJOR GOVERNMENTAL FUNDS

DECEMBER 31, 2019

	Special Revenue		Total
	State Liquid Fuels	Storm Water Management	
Assets			
Cash and cash equivalents	\$ -	\$ 284,309	\$ 284,309
Investments	159,125	-	159,125
Total Assets	<u>\$ 159,125</u>	<u>\$ 284,309</u>	<u>\$ 443,434</u>
Fund Balance			
Restricted	\$ 159,125	\$ -	\$ 159,125
Committed	-	284,309	284,309
Total Fund Balance	<u>\$ 159,125</u>	<u>\$ 284,309</u>	<u>\$ 443,434</u>

PENN TOWNSHIP

COMBINING STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE - MODIFIED CASH BASIS NON-MAJOR GOVERNMENTAL FUNDS

YEAR ENDED DECEMBER 31, 2019

	Special Revenue		
	State Liquid Fuels	Storm Water Management	Total
Receipts:			
State liquid fuels tax	\$ 387,283	\$ -	\$ 387,283
Investment earnings	7,174	610	7,784
Intergovernmental receipts	18,720	6,400	25,120
Charges for services	-	3,000	3,000
Total receipts	413,177	10,010	423,187
Disbursements:			
Current:			
Community development	-	1,525	1,525
Public works	390,046	48,222	438,268
Total disbursements	390,046	49,747	439,793
Excess (Deficiency) of Receipts Over (Under) Disbursements	23,131	(39,737)	(16,606)
Other Financing Sources (Uses):			
Transfers in	-	100,000	100,000
Net Change in Fund Balance	23,131	60,263	83,394
Fund Balance:			
Beginning of year	135,994	224,046	360,040
End of year	\$ 159,125	\$ 284,309	\$ 443,434

PENN TOWNSHIP

BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS STATE LIQUID FUELS

YEAR ENDED DECEMBER 31, 2019

	Original and Final Budget	Actual Amounts	Variance with Final Budget
Receipts:			
State liquid fuels tax	\$ 376,239	\$ 387,283	\$ 11,044
Investment earnings	2,000	7,174	5,174
Intergovernmental receipts	18,720	18,720	-
Total receipts	396,959	413,177	16,218
Disbursements:			
Current:			
Public works	530,297	390,046	140,251
Net Change in Fund Balance	<u>\$ (133,338)</u>	<u>\$ 23,131</u>	<u>\$ 156,469</u>

PENN TOWNSHIP

BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS STORM WATER MANAGEMENT YEAR ENDED DECEMBER 31, 2019

	Original and Final Budget	Actual Amounts	Variance with Final Budget
Receipts:			
Investment earnings	\$ 100	\$ 610	\$ 510
Intergovernmental receipts	-	6,400	6,400
Charges for services	2,000	3,000	1,000
	<u>2,100</u>	<u>10,010</u>	<u>7,910</u>
Disbursements:			
Current:			
Community development	1,275	1,525	(250)
Public works	50,000	48,222	1,778
	<u>51,275</u>	<u>49,747</u>	<u>1,528</u>
Deficiency of Receipts Under Disbursements	(49,175)	(39,737)	9,438
Other Financing Sources (Uses):			
Transfers in	100,000	100,000	-
Net Change in Fund Balance	<u>\$ 50,825</u>	<u>\$ 60,263</u>	<u>\$ 9,438</u>

PENN TOWNSHIP

BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS CAPITAL IMPROVEMENTS FUND

YEAR ENDED DECEMBER 31, 2019

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Receipts:			
Investment earnings	\$ 8,500	\$ 32,257	\$ 23,757
Intergovernmental receipts	-	23,264	23,264
Miscellaneous receipts	-	21,070	21,070
Total receipts	8,500	76,591	68,091
Disbursements:			
Current:			
Community development	10,000	1,404	8,596
Public works	571,123	42,661	528,462
Administration	3,500	387	3,113
Capital outlay	-	25,049	(25,049)
Total disbursements	584,623	69,501	515,122
Excess (Deficiency) of Receipts Over (Under) Disbursements	(576,123)	7,090	583,213
Other Financing Sources (Uses):			
Transfers in	256,503	256,503	-
Transfers out	(31,000)	(31,000)	-
Total other financing sources (uses)	225,503	225,503	-
Net Change in Fund Balance	<u>\$ (350,620)</u>	<u>\$ 232,593</u>	<u>\$ 583,213</u>

PROPRIETARY FUND

PENN TOWNSHIP

COMBINING BALANCE SHEET - MODIFIED CASH BASIS PROPRIETARY FUND

DECEMBER 31, 2019

	Water and Sewer Fund	Northwestern Lancaster County Authority Water Project Fund	Northwestern Lancaster County Authority	Total
Assets				
Current assets:				
Cash and cash equivalents	\$ 2,708,602	\$ -	\$ 2,174	\$ 2,710,776
Restricted investments	-	324,590	-	324,590
Total Assets	<u>\$ 2,708,602</u>	<u>\$ 324,590</u>	<u>\$ 2,174</u>	<u>\$ 3,035,366</u>
Net Position				
Restricted for capital projects	\$ -	\$ 324,590	\$ -	\$ 324,590
Unrestricted	<u>2,708,602</u>	<u>-</u>	<u>2,174</u>	<u>2,710,776</u>
Total Net Position	<u>\$ 2,708,602</u>	<u>\$ 324,590</u>	<u>\$ 2,174</u>	<u>\$ 3,035,366</u>

PENN TOWNSHIP

COMBINING STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND NET POSITION - MODIFIED CASH BASIS - PROPRIETARY FUND

YEAR ENDED DECEMBER 31, 2019

	Water and Sewer Fund	Northwestern Lancaster County Authority Water Project Fund	Northwestern Lancaster County Authority	Total
Operating Receipts:				
Charges for services	\$ 1,726,491	\$ -	\$ -	\$ 1,726,491
Miscellaneous receipts	14,722	-	-	14,722
Total operating receipts	1,741,213	-	-	1,741,213
Operating Disbursements:				
Operation and administration	1,294,284	-	-	1,294,284
Materials and supplies	60,717	-	-	60,717
Total operating disbursements	1,355,001	-	-	1,355,001
Operating Income	386,212	-	-	386,212
Nonoperating Receipts (Disbursements):				
Tapping fees	161,204	-	-	161,204
Debt service:				
Principal	(20,000)	-	-	(20,000)
Interest and fiscal charges	(92,683)	-	-	(92,683)
Investment earnings	12,817	6,878	3	19,698
Total nonoperating receipts (disbursements)	61,338	6,878	3	68,219
Change in net position before transfers	447,550	6,878	3	454,431
Transfers out	(640,859)	-	-	(640,859)
Change in Net Position	(193,309)	6,878	3	(186,428)
Net Position:				
Beginning of year	2,901,911	317,712	2,171	3,221,794
End of year	\$ 2,708,602	\$ 324,590	\$ 2,174	\$ 3,035,366

PENN TOWNSHIP

BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS WATER AND SEWER FUND

YEAR ENDED DECEMBER 31, 2019

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Operating Receipts:			
Charges for services	\$ 2,563,419	\$ 1,726,491	\$ (836,928)
Miscellaneous receipts	15,700	14,722	(978)
Total operating receipts	2,579,119	1,741,213	(837,906)
Operating Disbursements:			
Operation and administration	1,973,594	1,294,284	679,310
Materials and supplies	48,000	60,717	(12,717)
Total operating disbursements	2,021,594	1,355,001	666,593
Operating Income	557,525	386,212	(171,313)
Nonoperating Receipts (Disbursements):			
Sale of assets	315,515	-	(315,515)
Tapping fees	305,530	161,204	(144,326)
Investment earnings	2,000	12,817	10,817
Debt service:			
Principal	(20,000)	(20,000)	-
Interest and fiscal charges	(92,183)	(92,683)	(500)
Total nonoperating receipts (disbursements)	510,862	61,338	(449,524)
Change in net position before transfers	1,068,387	447,550	(620,837)
Transfers out	(642,851)	(640,859)	1,992
Change in Net Position	<u>\$ 425,536</u>	<u>\$ (193,309)</u>	<u>\$ (618,845)</u>
Change in Net Position - Water and Sewer Fund:			
Water and Sewer Fund		\$ (193,309)	
Northwestern Lancaster County Authority Water Project Fund		6,878	
Northwestern Lancaster County Authority		3	
Total Change in Net Position - Proprietary Fund		<u>\$ (186,428)</u>	