

**Penn Township**

Financial Statements and  
Supplementary Information

Year Ended December 31, 2022  
with Independent Auditor's Report

**MaherDuessel**

The logo for MaherDuessel features the company name in a serif font. The word "Maher" is in black, and "Duessel" is in blue. Below the text is a horizontal bar that is black on the left and blue on the right, matching the color of the text.

# PENN TOWNSHIP

YEAR ENDED DECEMBER 31, 2022

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# PENN TOWNSHIP

YEAR ENDED DECEMBER 31, 2022

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## Independent Auditor's Report

**Board of Supervisors  
Penn Township**

### Report on the Audit of the Financial Statements

#### Opinions

We have audited the accompanying modified cash basis financial statements of the governmental activities, the business-type activities, 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, 2022, and the related notes to the financial statements, which collectively comprise the Township's modified cash basis financial statements as listed in the table of contents.

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 activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Township, as of December 31, 2022, and the respective changes in modified cash basis financial position for the year then ended in accordance with the modified cash basis of accounting as described in the Notes of the Financial Statements.

#### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Township, and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### Basis of Accounting

We draw attention to the Notes of the financial statements, which describe 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.

#### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting described in the Notes of the financial

statements, and for 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 Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Township's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

### Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township's basic financial statements. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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 supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### Other Information

Management is responsible for the other information listed in the table of contents. The other information listed in the table of contents does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

*Maher Duessel*

Harrisburg, Pennsylvania  
March 21, 2023

# PENN TOWNSHIP

## STATEMENT OF NET POSITION - MODIFIED CASH BASIS

DECEMBER 31, 2022

	Primary Government			Component Unit
	Governmental Activities	Business-type Activities	Total	Penn Industrial Development Authority
<b>Assets</b>				
Current assets:				
Cash and cash equivalents	\$ 6,372,705	\$ 1,966,305	\$ 8,339,010	\$ 125,228
Investments	2,383,884	-	2,383,884	-
Restricted investments	-	331,401	331,401	-
<b>Total Assets</b>	<b>8,756,589</b>	<b>2,297,706</b>	<b>11,054,295</b>	<b>125,228</b>
<b>Liabilities</b>				
Developer escrow liabilities	194,713	-	194,713	-
<b>Net Position</b>				
Restricted for:				
Public works	70,487	-	70,487	-
Capital projects	-	331,401	331,401	-
American Rescue Plan grant	973,063	-	973,063	-
Unrestricted	7,518,326	1,966,305	9,484,631	125,228
Total Net Position	8,561,876	2,297,706	10,859,582	125,228
<b>Total Liabilities and Net Position</b>	<b>\$ 8,756,589</b>	<b>\$ 2,297,706</b>	<b>\$ 11,054,295</b>	<b>\$ 125,228</b>

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

# PENN TOWNSHIP

## STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS

YEAR ENDED DECEMBER 31, 2022

<b>Functions/Programs:</b>	Disbursements	Program Receipts		Net (Disbursements) Receipts and Changes in Net Position			Component Unit
		Charges for Services	Operating Grants and Contributions	Primary Government			
				Governmental Activities	Business-type Activity	Total	
<b>Primary Government:</b>							
Governmental activities:							
Public safety	\$ 2,011,942	\$ 340,351	\$ 75,900	\$ (1,595,691)	\$ -	\$ (1,595,691)	\$ -
Community development	4,241	212,065	-	207,824	-	207,824	-
Public works	1,873,983	8,450	1,320,998	(544,535)	-	(544,535)	-
Recreation and cultural	81,569	-	-	(81,569)	-	(81,569)	-
Administration	564,664	85,749	543,003	64,088	-	64,088	-
Debt service payments	341,698	-	-	(341,698)	-	(341,698)	-
Capital outlay	26,399	-	-	(26,399)	-	(26,399)	-
Total governmental activities	4,904,496	646,615	1,939,901	(2,317,980)	-	(2,317,980)	-
Business-type activity:							
Water and sewer	2,204,619	1,847,331	-	-	(357,288)	(357,288)	-
<b>Total Primary Government</b>	<b>\$ 7,109,115</b>	<b>\$ 2,493,946</b>	<b>\$ 1,939,901</b>	<b>(2,317,980)</b>	<b>(357,288)</b>	<b>(2,675,268)</b>	<b>-</b>
<b>Component Unit:</b>							
Penn Industrial Development Authority	\$ 79,425	\$ 94,330	\$ -	-	-	-	14,905
General receipts:							
Real estate taxes				1,257,619	-	1,257,619	-
Real estate transfer taxes				264,115	-	264,115	-
Earned income taxes				1,673,817	-	1,673,817	-
Local services taxes				205,486	-	205,486	-
Franchise taxes				119,409	-	119,409	-
Investment earnings				55,195	9,849	65,044	149
Intergovernmental revenue and contributions (not restricted to a specific purpose)				381,914	-	381,914	-
Reimbursement from (to) Authority (Township)				1,800	-	1,800	(1,800)
Transfers				36,470	(36,470)	-	-
Total general receipts and transfers				3,995,825	(26,621)	3,969,204	(1,651)
<b>Change in Net Position</b>				1,677,845	(383,909)	1,293,936	13,254
<b>Net Position:</b>							
Beginning of year				6,884,031	2,681,615	9,565,646	111,974
End of year				<u>\$ 8,561,876</u>	<u>\$ 2,297,706</u>	<u>\$ 10,859,582</u>	<u>\$ 125,228</u>

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



# PENN TOWNSHIP

## BALANCE SHEET - MODIFIED CASH BASIS GOVERNMENTAL FUNDS

DECEMBER 31, 2022

	General	Capital Improvements	American Rescue Plan Act	State Liquid Fuels	Non-Major Fund Storm Water	Total Governmental Funds
<b>Assets</b>						
Cash and cash equivalents	\$3,032,590	\$ 2,828,604	\$ -	\$ -	\$ 511,511	\$ 6,372,705
Investments	-	1,340,334	973,063	70,487	-	2,383,884
<b>Total Assets</b>	<b>\$3,032,590</b>	<b>\$ 4,168,938</b>	<b>\$973,063</b>	<b>\$ 70,487</b>	<b>\$ 511,511</b>	<b>\$ 8,756,589</b>
<b>Liabilities and Fund Balance</b>						
<b>Liabilities:</b>						
Developer escrow liabilities	\$ 194,713	\$ -	\$ -	\$ -	\$ -	\$ 194,713
<b>Fund Balance:</b>						
<b>Restricted for:</b>						
Public works	-	-	-	70,487	-	70,487
American Rescue Plan grant	-	-	973,063	-	-	973,063
<b>Committed for:</b>						
Community development	-	821,116	-	-	-	821,116
Public works	-	1,892,654	-	-	511,511	2,404,165
<b>Assigned for:</b>						
Capital projects	-	1,455,168	-	-	-	1,455,168
2023 budget	99,580	-	-	-	-	99,580
Unassigned	2,738,297	-	-	-	-	2,738,297
<b>Total Fund Balance</b>	<b>2,837,877</b>	<b>4,168,938</b>	<b>973,063</b>	<b>70,487</b>	<b>511,511</b>	<b>8,561,876</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$3,032,590</b>	<b>\$ 4,168,938</b>	<b>\$973,063</b>	<b>\$ 70,487</b>	<b>\$ 511,511</b>	<b>\$ 8,756,589</b>

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, 2022

	General	Capital Improvements	American Rescue Plan Act	State Liquid Fuels	Non-Major Fund Storm Water	Total Governmental Funds
<b>Receipts:</b>						
Real estate tax	\$1,257,619	\$ -	\$ -	\$ -	\$ -	\$ 1,257,619
Realty transfer tax	264,115	-	-	-	-	264,115
Earned income tax	1,673,817	-	-	-	-	1,673,817
Local service tax	205,486	-	-	-	-	205,486
State liquid fuels tax	-	-	-	375,066	-	375,066
Licenses and permits	121,124	-	-	-	-	121,124
Fines and forfeits	24,053	-	-	-	-	24,053
Contributions	322,741	927,212	-	-	-	1,249,953
Investment earnings	7,057	32,324	11,839	2,696	1,279	55,195
Intergovernmental receipts	136,625	-	525,181	18,720	16,670	697,196
Miscellaneous receipts	33,251	210,350	-	-	-	243,601
Charges for services	361,739	-	-	-	8,450	370,189
Total receipts	<u>4,407,627</u>	<u>1,169,886</u>	<u>537,020</u>	<u>396,482</u>	<u>26,399</u>	<u>6,537,414</u>
<b>Disbursements:</b>						
Current:						
Public safety	1,957,471	-	54,471	-	-	2,011,942
Community development	1,250	2,891	-	-	100	4,241
Public works	669,265	618,994	-	534,945	50,779	1,873,983
Recreation and cultural	76,569	-	5,000	-	-	81,569
Administration	544,009	20,655	-	-	-	564,664
Debt service:						
Principal	325,000	-	-	-	-	325,000
Interest and fiscal charges	16,698	-	-	-	-	16,698
Capital outlay	-	-	26,399	-	-	26,399
Total disbursements	<u>3,590,262</u>	<u>642,540</u>	<u>85,870</u>	<u>534,945</u>	<u>50,879</u>	<u>4,904,496</u>
<b>Excess (Deficiency) of Receipts Over (Under) Disbursements</b>	<u>817,365</u>	<u>527,346</u>	<u>451,150</u>	<u>(138,463)</u>	<u>(24,480)</u>	<u>1,632,918</u>
<b>Other Financing Sources (Uses):</b>						
Sale of general capital assets	6,657	-	-	-	-	6,657
Reimbursement from component unit	1,800	-	-	-	-	1,800
Transfers in	38,470	131,624	-	-	-	170,094
Transfers out	(131,624)	(2,000)	-	-	-	(133,624)
Total other financing sources (uses)	<u>(84,697)</u>	<u>129,624</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>44,927</u>
<b>Net Change in Fund Balance</b>	<u>732,668</u>	<u>656,970</u>	<u>451,150</u>	<u>(138,463)</u>	<u>(24,480)</u>	<u>1,677,845</u>
<b>Fund Balance:</b>						
Beginning of year	<u>2,105,209</u>	<u>3,511,968</u>	<u>521,913</u>	<u>208,950</u>	<u>535,991</u>	<u>6,884,031</u>
End of year	<u>\$ 2,837,877</u>	<u>\$ 4,168,938</u>	<u>\$ 973,063</u>	<u>\$ 70,487</u>	<u>\$ 511,511</u>	<u>\$ 8,561,876</u>

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

**PENN TOWNSHIP**  
 BALANCE SHEET - MODIFIED CASH BASIS  
 PROPRIETARY FUND  
 DECEMBER 31, 2022

	Water and Sewer Fund
<b>Assets</b>	
Current assets:	
Cash and cash equivalents	\$ 1,966,305
Restricted investments	331,401
<b>Total Assets</b>	<b>\$ 2,297,706</b>
<b>Net Position</b>	
Restricted for capital projects	\$ 331,401
Unrestricted	1,966,305
<b>Total Net Position</b>	<b>\$ 2,297,706</b>

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, 2022

	<u>Water and Sewer Fund</u>
<b>Operating Receipts:</b>	
Charges for services	\$ 1,658,768
Miscellaneous receipts	<u>24,713</u>
Total operating receipts	<u>1,683,481</u>
<b>Operating Disbursements:</b>	
Operation and administration	1,449,532
Materials and supplies	<u>75,626</u>
Total operating disbursements	<u>1,525,158</u>
<b>Operating Income</b>	<u>158,323</u>
<b>Nonoperating Receipts (Disbursements):</b>	
Tapping fees	163,850
Debt service:	
Principal	(582,000)
Interest and fiscal charges	(97,461)
Investment earnings	<u>9,849</u>
Total nonoperating receipts (disbursements)	<u>(505,762)</u>
Change in net position before transfers	(347,439)
Transfers out	<u>(36,470)</u>
<b>Change in Net Position</b>	(383,909)
<b>Net Position:</b>	
Beginning of year	<u>2,681,615</u>
End of year	<u><u>\$ 2,297,706</u></u>

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, 2022

<b>Assets</b>	
Cash and cash equivalents	\$ 34,062
Investments, at fair value:	
Exchange-traded funds	342,968
Mutual funds	1,646,561
Total investments	1,989,529
<b>Total Assets</b>	<b>2,023,591</b>
<b>Net Position</b>	
Restricted for employees' pension benefits	2,023,591
<b>Total Net Position</b>	<b>\$ 2,023,591</b>

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, 2022

### **Additions:**

#### Contributions:

Employer contributions	\$ 49,185
Employee contributions	<u>6,046</u>

Total contributions 55,231

#### Investment loss:

Net depreciation in fair value of investments (399,814)

Total additions (344,583)

### **Deductions:**

Benefits	42,763
Administrative expenses	<u>10,447</u>

Total deductions 53,210

### **Change in Plan Net Position**

(397,793)

### **Net Position:**

Beginning of year 2,421,384

End of year \$ 2,023,591

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

# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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### 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, 2022

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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.

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# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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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, 2022, the Township paid the Department \$1,543,877 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 ten 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, 2022

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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.

*American Rescue Plan Act Fund* – is used to account for the proceeds from the U.S. Department of the Treasury's American Rescue Plan Act. Cash disbursements are restricted in accordance with the U.S. Department of the Treasury regulations.

*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, 2022

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### Fiduciary Fund

**Pension Trust Fund** – is established to provide pension benefits for Township employees. The principal receipt sources for this fund 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, American Rescue Plan Act Fund, State Liquid Fuels Fund, and Water and Sewer Fund are considered major funds. The Storm Water Management Fund is considered a non-major fund.

### 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,

# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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and cash flows. All assets and liabilities (whether current or noncurrent, financial, 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

# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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economic asset used. Revenues, expenses, gains, losses, assets and liabilities resulting from 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.

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# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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The hierarchy is based on the valuation inputs used to measure the fair value of the asset. 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 as fiscal charges 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, 2022

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### **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.

# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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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.



# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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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, 2022

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### G. Pending Pronouncements

GASB has issued statements that will become effective in future years including 94 (Public-Private and Public-Public Partnerships), 96 (Information Technology Arrangements), 99 (Omnibus 2022), 100 (Accounting Changes and Error Corrections) and 101 (Compensated Absences). Management has not yet determined the impact of these statements on the 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, 2022, the Township's book balance was \$8,373,072 and the bank balance was \$8,436,036. Of the bank balance, \$815,802 was covered by federal depository insurance and \$7,620,234 was collateralized under Act No. 72 (Act) of the 1971 Session of the Pennsylvania General Assembly, in which financial institutions were granted the 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	\$ 6,372,705
Business-type activities	1,966,305
Fiduciary funds	<u>34,062</u>
	<u>\$ 8,373,072</u>

As of December 31, 2022, the IDA's book and bank balance was \$125,228. The IDA's bank balance was covered by federal depository insurance.

# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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### 3. Investments

The fair value of the Township's investments at December 31, 2022 was:

External investment pool	\$	1,716,067
Money market funds		113,047
U.S. government obligations		49,535
U.S. government agency obligations		836,636
Exchange-traded funds:		
Equity		342,968
Mutual funds:		
Domestic		669,133
Foreign		301,664
Debt		675,764
		<hr/>
	\$	<u>4,704,814</u>
Investments:		
Governmental activities		2,383,884
Business-type activities		331,401
Fiduciary funds		1,989,529
		<hr/>
	\$	<u>4,704,814</u>

All Township investments 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 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](http://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 \$1,716,067 are invested by PLGIT. The

# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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Township is invested \$17,768, \$1,366,898, and \$331,401 in PLGIT-Class shares, PLGIT/PRIME shares, and PLGIT/Reserve-Class 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/Reserve-Class shares require a minimum investment of \$50,000, a one-day minimum investment period, and limits redemptions or exchanges to two per calendar month.

*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, 2022, 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, 2022. The Township does not have a formal policy stating an acceptable credit quality rating for its investments.

	<u>Fair Value</u>	<u>Rating</u>
External investment pool	\$ 1,716,067	AAA
Money market funds	113,047	Unrated
U.S. government agency obligations	836,636	Unrated
Debt mutual funds	114,627	AA
Debt mutual funds	114,714	A+
Debt mutual funds	252,998	A
Debt mutual funds	116,831	BBB
Debt mutual funds	76,594	B+

# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

*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, 2022:

Investment Type	Fair Value	Investment Maturity			
		2023	2024-2028	2029-2033	2034+
External investment pool	\$ 1,716,067	\$ 1,716,067	\$ -	\$ -	\$ -
U.S. government obligations	49,535	49,535	-	-	-
U.S. government agency obligations	836,636	252,556	584,080	-	-
Debt mutual funds	675,764	-	23,422	537,522	114,820
<b>Total</b>	<b>\$ 3,278,002</b>	<b>\$ 2,018,158</b>	<b>\$ 607,502</b>	<b>\$ 537,522</b>	<b>\$ 114,820</b>

### 4. Transfers

The composition of interfund transfers for the year ended December 31, 2022 is as follows:

	Transfers In	Transfers Out
Governmental Funds:		
General Fund	\$ 38,470	\$ 131,624
Capital Improvements Fund	131,624	2,000
Enterprise Fund:		
Water and Sewer Fund	-	36,470
	<u>\$ 170,094</u>	<u>\$ 170,094</u>

Interfund transfers were made primarily to fund capital improvements. In addition, the Water and Sewer Fund makes transfers to reimburse the General Fund for payroll, postage, and streetlights.

# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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### 5. Long-Term Debt

#### General Obligation Note, Series of 2017

In August 2017, the Township issued the direct borrowing General Obligation Note, Series of 2017 (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 General Obligation Note, Series of 2014, (2) the current refunding of the outstanding portion of the General Obligation Bonds, Series of 2012, 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. Final maturity was to occur on or before May 15, 2033. The debt service was to be paid from the General Fund and the Water and Sewer Fund. During the year ended December 31, 2020, the Water and Sewer Fund portion of the 2017 Note was currently refunded with the General Obligation Note, Series of 2020. The remaining debt service will be paid from the General Fund. Final maturity to occur on or before May 15, 2024.

In the event of default by the Township, the holders are entitled to certain remedies provided by the Debt Act. No events of default by the Township took place during the year ended December 31, 2022.

Principal and interest payments of \$180,000 and \$7,418, respectively, for the 2017 Note for the year ended December 31, 2022 were allocated and funded from the General Fund.

The remaining amount of maturities of borrowings under the 2017 Note is as follows:

	<u>Governmental Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2023	\$ 190,000	\$ 3,440
2024	65,000	699
	<u>\$ 255,000</u>	<u>\$ 4,139</u>

#### General Obligation Note, Series of 2020

In August 2020, the Township issued the direct borrowing General Obligation Note, Series of 2020 (2020 Note), in the amount of \$9,406,000. The proceeds of the 2020 Note were

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# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

used for 1) the current refunding of the outstanding portion of the General Obligation Bonds, Series of 2013, (2) the current refunding of the outstanding Water and Sewer Fund portion of the General Obligation Note, Series of 2017, (3) the financing of a road project, and (4) the costs of issuance of the 2020 Note.

The 2020 Note bears interest of 1.26% 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 \$182,000 to \$835,000 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.

In the event of default by the Township, the holders are entitled to certain remedies provided by the Debt Act. No events of default by the Township took place during the year ended December 31, 2022.

Principal and interest payments for the 2020 Note for the year ended December 31, 2022, were allocated and funded from the following funds:

	Principal	Interest	Total
General Fund	\$ 145,000	\$ 9,280	\$ 154,280
Water and Sewer Fund	582,000	97,461	679,461
Total debt service expenditures	\$ 727,000	\$ 106,741	\$ 833,741

The remaining amount of maturities of borrowings under the 2020 Note is as follows:

	Governmental Activities		Business-Type Activities		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2023	\$ 146,000	\$ 7,447	\$ 597,000	\$ 90,033	\$ 743,000	\$ 97,480
2024	71,000	6,080	708,000	81,812	779,000	87,892
2025	72,000	5,179	706,000	72,904	778,000	78,083
2026	73,000	4,265	724,000	63,895	797,000	68,160
2027	74,000	3,339	728,000	54,747	802,000	58,086
2028-2032	228,000	4,334	3,799,000	132,407	4,027,000	136,741
2033	-	-	182,000	1,147	182,000	1,147
	\$ 664,000	\$ 30,644	\$ 7,444,000	\$ 496,945	\$ 8,108,000	\$ 527,589

# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

### Changes in Long-Term Debt

During the year ended December 31, 2022, the following changes occurred in the long-term debt of the Township:

	Balance January 1, 2022	Additions	Reductions	Balance December 31, 2022	Due Within One Year
Governmental activities:					
General obligation notes	\$ 1,244,000	\$ -	\$ (325,000)	\$ 919,000	\$ 336,000
Total governmental activities	<u>\$ 1,244,000</u>	<u>\$ -</u>	<u>\$ (325,000)</u>	<u>\$ 919,000</u>	<u>\$ 336,000</u>
Business-type activities:					
General obligation notes	\$ 8,026,000	\$ -	\$ (582,000)	\$ 7,444,000	\$ 597,000
Total business-type activities	<u>\$ 8,026,000</u>	<u>\$ -</u>	<u>\$ (582,000)</u>	<u>\$ 7,444,000</u>	<u>\$ 597,000</u>

## 6. Retirement Plan

### Description and Administration

The Penn Township Non-Uniform Pension Plan (pension plan) is a single-employer defined benefit pension plan that covers all full-time non-uniformed employees of Penn Township and which is controlled by the provisions of the Township Ordinance 2008-01, as amended, adopted pursuant to Act 69. The plan is governed by the Township Supervisors which is responsible for the management of plan assets. The Township Supervisors have appointed the Pension Committee (committee) as the official body to which all related investment matters are delegated. The committee consists of three members, which shall consist 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.



# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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### Plan Membership

At January 1, 2021, the Township Pension Plan's membership consisted of:

Active members	10
Inactive members or beneficiaries currently receiving benefits	6
Inactive members entitled to but not yet receiving benefits	6
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.
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

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# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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### 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, 2022, the Township made its required contribution of \$49,185 for the year ended December 31, 2022 to the pension plan based upon the MMO.

### Investments

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

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:

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

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# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

### Actuarial Assumptions

The Township Pension Plan's actuarial valuation at January 1, 2021, 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	PUBG-2010 Employee Mortality
Post-retirement	PUBG-2010 Healthy Retiree Mortality

The Township's funded status and related information for the plan as of the latest actuarial valuation date, January 1, 2021, 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)
\$ 2,117,017	\$ 1,605,562	\$ (511,455)	131.86%	\$ 566,310	-90.31%

## 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

# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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were no significant reductions in insurance coverage in 2022. 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, 2022 was \$304,919. 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.

### **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

# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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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 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. At December 31, 2019, the automatic renewal extended the terms of the agreement through December 31, 2024.

In January 2019, based on the CPI-U adjustment, the operator's annual base compensation was increased to \$429,018. In January 2020, based on the CPI-U adjustment, the operator's annual base compensation was increased to \$440,649. In January 2021, based on the CPI-U adjustment, the operator's annual base compensation was increased to \$451,098. In January 2022, based on the CPI-U adjustment, the operator's annual base compensation was increased to \$473,653. For the year ended December 31, 2022, the Township paid the Operator \$690,941 for operations and maintenance costs.

# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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### ***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, 2022, 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, 2022.

### ***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, 2022.

# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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### ***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, 2022, the Township paid the Rec Center \$15,000 under this agreement.

### ***Other Commitments***

The Township entered into maintenance and construction contracts totaling \$1,593,234. These contracts will be paid by the Township through the General Fund. The commitments remaining on the contracts at December 31, 2022 were \$746,098.

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.

# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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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 2022, the Township made \$25,818 of payments towards the cost of cross recovery. In 2020, the Township started a qualified high deductible health plan with employee health savings accounts (HSA). The Township agreed each year to pay \$1,000 for family coverage or \$500 for single coverage into each employee's HSA account.

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	\$ 171,597
Reimbursement received	-
Claims paid	(31,384)
Cross recovery	<u>(25,818)</u>
Surplus for benefits	<u>\$ 114,395</u>

### ***Worker's compensation***

The Township is a member of the Susquehanna Municipal Trust (SMT). The trust provides coverage for workers' compensation insurance through member-employer self-insurance and by purchasing stop-loss 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 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 2022 member contributions for SMT was \$12,897. This amount is available for benefits for the year ended



# PENN TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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December 31, 2022, 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, 2022, the Township received \$1,824 in dividend distributions from the trust.

The Township also must pay for and provide worker's compensation insurance for the Penryn Volunteer Fire Company members, through the Pennsylvania State Worker's Insurance Fund.

### **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, 2022, the balance of the outstanding conduit debt was \$84,357,335

### **12. Subsequent Events**

On February 7, 2023, the Municipal Emergency Services Authority of Lancaster County was formed for the purpose of administering emergency medical services under the Pennsylvania Municipality Authority's Act with the Boroughs of Elizabethtown and Marietta, and the Townships of Conoy, East Donegal, Elizabeth, Mount Joy, Penn, and West Donegal, all in Lancaster County. The Municipal Emergency Services Authority of Lancaster County's Board will be composed of 8 members, one of which is from the Township.

## **OTHER INFORMATION**

# PENN TOWNSHIP

## BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS GENERAL FUND

YEAR ENDED DECEMBER 31, 2022

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
<b>Receipts:</b>			
Real estate tax	\$ 1,240,496	\$ 1,257,619	\$ 17,123
Realty transfer tax	253,436	264,115	10,679
Earned income tax	1,290,947	1,673,817	382,870
Local service tax	180,000	205,486	25,486
Public utility realty tax	30,205	-	(30,205)
Licenses and permits	116,134	121,124	4,990
Fines and forfeits	25,655	24,053	(1,602)
Contributions	322,686	322,741	55
Investment earnings	2,025	7,057	5,032
Intergovernmental receipts	111,385	136,625	25,240
Miscellaneous receipts	52,014	33,251	(18,763)
Charges for services	338,716	361,739	23,023
Total receipts	<u>3,963,699</u>	<u>4,407,627</u>	<u>443,928</u>
<b>Disbursements:</b>			
Current:			
Public safety	2,276,292	1,957,471	318,821
Community development	1,250	1,250	-
Public works	729,925	669,265	60,660
Recreation and cultural	79,500	76,569	2,931
Administration	610,075	544,009	66,066
Debt service:			
Principal	325,000	325,000	-
Interest and fiscal charges	16,698	16,698	-
Total disbursements	<u>4,038,740</u>	<u>3,590,262</u>	<u>448,478</u>
<b>Excess (Deficiency) of Receipts Over (Under) Disbursements</b>	<u>(75,041)</u>	<u>817,365</u>	<u>892,406</u>
<b>Other Financing Sources (Uses):</b>			
Sale of general capital assets	-	6,657	6,657
Reimbursement from component unit	1,800	1,800	-
Transfers in	79,233	38,470	(40,763)
Transfers out	(131,624)	(131,624)	-
Total other financing sources (uses)	<u>(50,591)</u>	<u>(84,697)</u>	<u>(34,106)</u>
<b>Net Change in Fund Balance</b>	<u>\$ (125,632)</u>	<u>\$ 732,668</u>	<u>\$ 858,300</u>

See accompanying notes to other information - budgetary comparison schedule.

# PENN TOWNSHIP

## NOTES TO OTHER INFORMATION BUDGETARY COMPARISON SCHEDULE

YEAR ENDED DECEMBER 31, 2022

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### **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, American Rescue Plan Act 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.

Since grant periods may differ from the Township's fiscal year, a comparison of budgetary information for Special Revenue Funds would not be meaningful and has not been presented in the financial statements.

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, 2021 and the cash received for the year ended December 31, 2022.

## **SUPPLEMENTARY INFORMATION**

# PENN TOWNSHIP

## COMBINING BALANCE SHEET - MODIFIED CASH BASIS PROPRIETARY FUND

DECEMBER 31, 2022

	Water and Sewer Fund	Northwestern Lancaster County Authority Water Project Fund	Northwestern Lancaster County Authority	Total
<b>Assets</b>				
Current assets:				
Cash and cash equivalents	\$ 1,966,305	\$ -	\$ -	\$ 1,966,305
Restricted investments	-	331,401	-	331,401
<b>Total Assets</b>	<b>\$ 1,966,305</b>	<b>\$ 331,401</b>	<b>\$ -</b>	<b>\$ 2,297,706</b>
<b>Net Position</b>				
Restricted for capital projects	\$ -	\$ 331,401	\$ -	\$ 331,401
Unrestricted	1,966,305	-	-	1,966,305
<b>Total Net Position</b>	<b>\$ 1,966,305</b>	<b>\$ 331,401</b>	<b>\$ -</b>	<b>\$ 2,297,706</b>

# PENN TOWNSHIP

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

YEAR ENDED DECEMBER 31, 2022

	Water and Sewer Fund	Northwestern Lancaster County Authority Water Project Fund	Northwestern Lancaster County Authority	Total
<b>Operating Receipts:</b>				
Charges for services	\$1,658,768	\$ -	\$ -	\$1,658,768
Miscellaneous receipts	24,713	-	-	24,713
Total operating receipts	<u>1,683,481</u>	<u>-</u>	<u>-</u>	<u>1,683,481</u>
<b>Operating Disbursements:</b>				
Operation and administration	1,449,532	-	-	1,449,532
Materials and supplies	75,626	-	-	75,626
Total operating disbursements	<u>1,525,158</u>	<u>-</u>	<u>-</u>	<u>1,525,158</u>
<b>Operating Income</b>	<u>158,323</u>	<u>-</u>	<u>-</u>	<u>158,323</u>
<b>Nonoperating Receipts (Disbursements):</b>				
Tapping fees	163,850	-	-	163,850
Debt service:				
Principal	(582,000)	-	-	(582,000)
Interest and fiscal charges	(97,461)	-	-	(97,461)
Investment earnings	4,846	5,003	-	9,849
Total nonoperating receipts (disbursements)	<u>(510,765)</u>	<u>5,003</u>	<u>-</u>	<u>(505,762)</u>
Change in net position before transfers	(352,442)	5,003	-	(347,439)
Transfers out	(36,470)	-	-	(36,470)
<b>Change in Net Position</b>	<u>(388,912)</u>	<u>5,003</u>	<u>-</u>	<u>(383,909)</u>
<b>Net Position:</b>				
Beginning of year	2,355,217	326,398	-	2,681,615
End of year	<u>\$1,966,305</u>	<u>\$ 331,401</u>	<u>\$ -</u>	<u>\$2,297,706</u>