

West Manchester Township

**Financial Statements and
Required Supplementary and
Supplementary Information**

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

WEST MANCHESTER TOWNSHIP

YEAR ENDED DECEMBER 31, 2019

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WEST MANCHESTER TOWNSHIP

YEAR ENDED DECEMBER 31, 2019

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Independent Auditor's Report

Board of Supervisors West Manchester Township

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of West Manchester Township (Township), Pennsylvania, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the basic financial statements of the Township's primary government as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Basis for Adverse Opinion on Discretely Presented Component Unit

The financial statements referred to above do not include financial data for the Township's legally separate component unit (Shiloh Water Authority). Accounting principles generally accepted in the

United States of America require financial data for this component unit to be reported with the financial data of the Township's primary government unless the Township also issues financial statements for the financial reporting entity that include financial data for its component unit. The Township has not issued such reporting entity financial statements. The amount by which this departure would affect the assets, deferred inflows of resources, liabilities, deferred outflows of resources, net position, revenues, and expenses of the government-wide financial statements has not been determined.

Adverse Opinion on Discretely Presented Component Unit

In our opinion, because of the significance of the matter described in the "Basis for Adverse Opinion on Discretely Presented Component Unit" paragraph, the financial statements referred to above do not present fairly the financial position of the discretely presented component unit of the Township, as of December 31, 2019, or the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Township, as of December 31, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, historical pension information, and historical other post-employment benefits information on pages 50 through 59 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by

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

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.

The supplementary 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. 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 supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Maher Duessel

Harrisburg, Pennsylvania
October 7, 2020

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WEST MANCHESTER TOWNSHIP

STATEMENT OF NET POSITION

DECEMBER 31, 2019

	Governmental Activities	Business-type Activities	Total
Assets			
Cash and cash equivalents	\$ 10,725,602	\$ 20,185,313	\$ 30,910,915
Accounts receivable	495,009	1,374,731	1,869,740
Due from other governments	-	657,516	657,516
Taxes receivable	1,026,595	-	1,026,595
Prepaid expenses	285,327	107,202	392,529
Capital assets not being depreciated	1,332,960	51,200	1,384,160
Capital assets, net of accumulated depreciation	7,990,125	6,288,794	14,278,919
Total Assets	21,855,618	28,664,756	50,520,374
Deferred Outflows of Resources			
Deferred outflows of resources - pensions	2,385,790	52,044	2,437,834
Deferred outflows of resources - OPEB	288,504	11,096	299,600
Total Deferred Outflows of Resources	2,674,294	63,140	2,737,434
Liabilities			
Internal balances	(16,580)	16,580	-
Accounts payable	1,064	6,820	7,884
Accrued salaries and benefits	96,332	10,336	106,668
Due to other governments	-	9,015	9,015
Deposits in escrow	592,718	-	592,718
Unearned revenue	260,169	6,563	266,732
Other liabilities	158,881	-	158,881
Noncurrent liabilities:			
Due within one year	141,095	4,177	145,272
Due in more than one year	353,213	-	353,213
Net pension liability	5,215,366	98,719	5,314,085
Total OPEB liability	436,512	16,789	453,301
Total Liabilities	7,238,770	168,999	7,407,769
Deferred Inflows of Resources			
Deferred inflows of resources - pensions	1,133,976	40,135	1,174,111
Deferred inflows of resources - OPEB	316,378	12,168	328,546
Total Deferred Inflows of Resources	1,450,354	52,303	1,502,657
Net Position			
Net investment in capital assets	9,323,085	6,339,994	15,663,079
Restricted for:			
Sewer projects	560,853	-	560,853
Public works	397,631	-	397,631
Unrestricted	5,559,219	22,166,600	27,725,819
Total Net Position	\$ 15,840,788	\$ 28,506,594	\$ 44,347,382

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

WEST MANCHESTER TOWNSHIP

STATEMENT OF ACTIVITIES

YEAR ENDED DECEMBER 31, 2019

Functions/Programs:	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Primary Government:							
Governmental activities:							
General government	\$ 841,255	\$ 677,207	\$ 6,800	\$ -	\$ (157,248)	\$ -	\$ (157,248)
Public safety	4,794,605	1,043,490	58,710	-	(3,692,405)	-	(3,692,405)
Public works	2,054,133	137,525	692,787	-	(1,223,821)	-	(1,223,821)
Culture recreation	446,648	33,982	33,089	-	(379,577)	-	(379,577)
Stormwater management	199,212	-	-	-	(199,212)	-	(199,212)
Other	3,349,172	-	-	-	(3,349,172)	-	(3,349,172)
Total governmental activities	11,685,025	1,892,204	791,386	-	(9,001,435)	-	(9,001,435)
Business-type activities:							
Sewer	5,299,202	7,429,138	-	-	-	2,129,936	2,129,936
Garbage	1,411,638	1,411,761	156,327	-	-	156,450	156,450
Total business-type activities	6,710,840	8,840,899	156,327	-	-	2,286,386	2,286,386
Total Primary Government	\$ 18,395,865	\$ 10,733,103	\$ 947,713	\$ -	(9,001,435)	2,286,386	(6,715,049)
General revenues:							
Taxes					8,533,683	-	8,533,683
Intergovernmental revenue and contributions not restricted to a specific purpose					399,027	-	399,027
Investment earnings					185,476	197,561	383,037
Transfers					92,256	(92,256)	-
Total general revenues					9,210,442	105,305	9,315,747
Change in Net Position					209,007	2,391,691	2,600,698
Net Position:							
Beginning of year					15,631,781	26,114,903	41,746,684
End of year					\$ 15,840,788	\$ 28,506,594	\$ 44,347,382

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

WEST MANCHESTER TOWNSHIP

BALANCE SHEET - GOVERNMENTAL FUNDS

DECEMBER 31, 2019

	General	Capital Projects Fund	Non-Major Funds	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 4,386,152	\$ 5,941,819	\$ 397,631	\$ 10,725,602
Accounts receivable	495,009	-	-	495,009
Taxes receivable	1,026,595	-	-	1,026,595
Due from other funds	150,627	-	-	150,627
Prepaid expenditures	285,327	-	-	285,327
Total Assets	\$ 6,343,710	\$ 5,941,819	\$ 397,631	\$ 12,683,160
Liabilities, Deferred Inflows of Resources, and Fund Balance				
Liabilities:				
Accounts payable	\$ 1,064	\$ -	\$ -	\$ 1,064
Due to other funds	-	134,047	-	134,047
Accrued salaries and benefits	96,332	-	-	96,332
Deposits in escrow	447,399	145,319	-	592,718
Other liabilities	158,881	-	-	158,881
Total Liabilities	703,676	279,366	-	983,042
Deferred Inflows of Resources:				
Unavailable revenue - other	308,316	-	-	308,316
Unavailable revenue - taxes	303,477	-	-	303,477
Total Deferred Inflows of Resources	611,793	-	-	611,793
Fund Balance:				
Nonspendable	285,327	-	-	285,327
Restricted for:				
Sewer projects	-	560,853	-	560,853
Public works	-	-	397,631	397,631
Assigned for:				
Capital projects	-	5,101,600	-	5,101,600
Unassigned	4,742,914	-	-	4,742,914
Total Fund Balance	5,028,241	5,662,453	397,631	11,088,325
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	\$ 6,343,710	\$ 5,941,819	\$ 397,631	\$ 12,683,160

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

WEST MANCHESTER TOWNSHIP
RECONCILIATION OF GOVERNMENTAL FUNDS
BALANCE SHEET TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2019

Total Fund Balance - Governmental Funds **\$ 11,088,325**

Amounts reported for governmental activities in the statement of net position are different because:

Other long-term assets are not available to pay for current period expenditures and, therefore, are unavailable in the funds. 611,793

Rental payments received in advance are reported as unearned and amortized over the life of the rental agreement, but are available to pay current period expenditures and, therefore, are not reported in the funds as unavailable revenue. (260,169)

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in governmental funds. The cost of the assets is \$18,388,222 and the accumulated depreciation is \$9,065,137. 9,323,085

Long-term liabilities are not due and payable in the current period and, therefore, are not reported as liabilities in the funds. Long-term liabilities at year-end consist of:

Compensated absences	\$	(494,308)	
Net pension liability, net of related deferred outflows and inflows of resources		(3,963,552)	
Total OPEB liability, net of related deferred outflows and inflows of resources		(464,386)	(4,922,246)

Total Net Position - Governmental Activities **\$ 15,840,788**

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

WEST MANCHESTER TOWNSHIP

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE GOVERNMENTAL FUNDS

YEAR ENDED DECEMBER 31, 2019

	General	Capital Projects Fund	Non-Major Funds	Total Governmental Funds
Revenues:				
Taxes	\$ 7,993,737	\$ -	\$ 74,231	\$ 8,067,968
Licenses and permits	351,956	-	-	351,956
Fines and forfeits	226,359	-	-	226,359
Investment earnings	78,016	92,932	14,528	185,476
Intergovernmental revenues	973,508	-	692,787	1,666,295
Charges for services	532,349	107,411	-	639,760
Other	177,517	438,499	-	616,016
Total revenues	<u>10,333,442</u>	<u>638,842</u>	<u>781,546</u>	<u>11,753,830</u>
Expenditures:				
Current:				
General government	783,846	-	-	783,846
Public safety	4,022,962	40,374	-	4,063,336
Public works	325,526	537,169	849,178	1,711,873
Culture recreation	311,611	56,369	-	367,980
Stormwater management	199,212	-	-	199,212
Other	3,348,942	230	-	3,349,172
Capital outlay	-	227,321	14,722	242,043
Total expenditures	<u>8,992,099</u>	<u>861,463</u>	<u>863,900</u>	<u>10,717,462</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,341,343</u>	<u>(222,621)</u>	<u>(82,354)</u>	<u>1,036,368</u>
Other Financing Sources (Uses):				
Transfers in	95,856	722,923	75,616	894,395
Transfers out	(798,539)	(3,600)	-	(802,139)
Total other financing sources (uses)	<u>(702,683)</u>	<u>719,323</u>	<u>75,616</u>	<u>92,256</u>
Net Change in Fund Balance	<u>638,660</u>	<u>496,702</u>	<u>(6,738)</u>	<u>1,128,624</u>
Fund Balance:				
Beginning of year	<u>4,389,581</u>	<u>5,165,751</u>	<u>404,369</u>	<u>9,959,701</u>
End of year	<u>\$ 5,028,241</u>	<u>\$ 5,662,453</u>	<u>\$ 397,631</u>	<u>\$ 11,088,325</u>

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

WEST MANCHESTER TOWNSHIP

RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

YEAR ENDED DECEMBER 31, 2019

Total Net Change in Fund Balances - Governmental Funds **\$ 1,128,624**

Amounts reported for governmental activities in the Statement of Activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of these assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeds depreciation in the period.

Depreciation expense	\$ (739,317)	
Capital outlays	<u>242,043</u>	
		(497,274)

Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds. 27,213

Governmental funds report advance rental payments as revenues. However, in the Statement of Activities, the payments are amortized over the rental contract period and reported as general government charges for services. 20,733

Some items reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds. These activities consist of:

Change in compensated absences	3,467	
Change in net pension liability, net of related deferred outflows and inflows of resources	(438,124)	
Change in total OPEB liability, net of related deferred outflows and inflows of resources	<u>(35,632)</u>	
		<u>(470,289)</u>

Total Change in Net Position - Governmental Activities **\$ 209,007**

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

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WEST MANCHESTER TOWNSHIP

STATEMENT OF NET POSITION - PROPRIETARY FUNDS

DECEMBER 31, 2019

Assets	Sewer Fund	Garbage Fund	Total
Current assets:			
Cash and cash equivalents	\$ 18,473,165	\$ 1,712,148	\$ 20,185,313
Accounts receivable	1,340,023	34,708	1,374,731
Due from other funds	95,910	-	95,910
Due from other governments	657,516	-	657,516
Prepaid expenses	106,843	359	107,202
Total current assets	20,673,457	1,747,215	22,420,672
Noncurrent assets:			
Capital assets not being depreciated	51,200	-	51,200
Capital assets, net of accumulated depreciation	6,219,795	68,999	6,288,794
Total noncurrent assets	6,270,995	68,999	6,339,994
Total Assets	26,944,452	1,816,214	28,760,666
Deferred Outflows of Resources			
Deferred outflows of resources - pensions	52,044	-	52,044
Deferred outflows of resources - OPEB	11,096	-	11,096
Total Deferred Outflows of Resources	63,140	-	63,140

(Continued)

	Sewer Fund	Garbage Fund	Total
Liabilities			
Current liabilities:			
Due to other funds	-	112,490	112,490
Due to other governments	9,015	-	9,015
Accounts payable	6,772	48	6,820
Accrued salaries and benefits	7,799	2,537	10,336
Unearned revenue	6,563	-	6,563
Accrued compensated absences	4,177	-	4,177
Total current liabilities	34,326	115,075	149,401
Noncurrent liabilities:			
Total OPEB liability	16,789	-	16,789
Net pension liability	98,719	-	98,719
Total noncurrent liabilities	115,508	-	115,508
Total Liabilities	149,834	115,075	264,909
Deferred Inflows of Resources			
Deferred inflows of resources - pensions	40,135	-	40,135
Deferred inflows of resources - OPEB	12,168	-	12,168
Total Deferred Inflows of Resources	52,303	-	52,303
Net Position			
Net investment in capital assets	6,270,995	68,999	6,339,994
Unrestricted	20,534,460	1,632,140	22,166,600
Total Net Position	<u>\$ 26,805,455</u>	<u>\$ 1,701,139</u>	<u>\$ 28,506,594</u>
			(Concluded)

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

WEST MANCHESTER TOWNSHIP

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION - PROPRIETARY FUNDS

YEAR ENDED DECEMBER 31, 2019

	Sewer Fund	Garbage Fund	Total
Operating Revenues:			
Charges for services	\$ 7,429,138	\$ 1,411,761	\$ 8,840,899
Total operating revenues	7,429,138	1,411,761	8,840,899
Operating Expenses:			
Personnel services	360,081	43,733	403,814
Lease expenses	1,380,020	-	1,380,020
Operation and administration	3,008,007	1,364,670	4,372,677
Total operating expenses	4,748,108	1,408,403	6,156,511
Operating income (loss) before depreciation	2,681,030	3,358	2,684,388
Depreciation	551,094	3,235	554,329
Operating Income (Loss)	2,129,936	123	2,130,059
Nonoperating Revenues:			
Investment earnings	181,304	16,257	197,561
Intergovernmental grants	-	156,327	156,327
Total nonoperating revenues	181,304	172,584	353,888
Transfers out	(69,182)	(23,074)	(92,256)
Change in Net Position	2,242,058	149,633	2,391,691
Net Position:			
Beginning of year	24,563,397	1,551,506	26,114,903
End of year	\$ 26,805,455	\$ 1,701,139	\$ 28,506,594

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

WEST MANCHESTER TOWNSHIP
STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS
YEAR ENDED DECEMBER 31, 2019

	Sewer Fund	Garbage Fund	Total
Cash Flows From Operating Activities:			
Cash received from users	\$ 6,551,372	\$ 1,456,869	\$ 8,008,241
Cash payments to employees for service	(382,913)	(42,618)	(425,531)
Cash payments to suppliers for goods and services	(4,568,096)	(1,620,119)	(6,188,215)
Net cash provided by (used in) operating activities	1,600,363	(205,868)	1,394,495
Cash Flows From Non-Capital Financing Activities:			
Transfers out	(69,182)	(23,074)	(92,256)
Acquisition of capital assets	-	(47,435)	(47,435)
Intergovernmental grants	-	156,327	156,327
Net cash provided by (used in) non-capital financing activities	(69,182)	85,818	16,636
Cash Flows From Investing Activities:			
Earnings on investments	181,304	16,257	197,561
Net cash provided by investing activities	181,304	16,257	197,561
Net Increase (Decrease) in Cash and Cash Equivalents	1,712,485	(103,793)	1,608,692
Cash and Cash Equivalents:			
Beginning of year	16,760,680	1,815,941	18,576,621
End of year	<u>\$ 18,473,165</u>	<u>\$ 1,712,148</u>	<u>\$ 20,185,313</u>
Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities:			
Operating income (loss)	\$ 2,129,936	\$ 123	\$ 2,130,059
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:			
Depreciation expense	551,094	3,235	554,329
Amortization of deferred outflows and inflows of resources	30,519	-	30,519
(Increase) decrease in:			
Accounts receivable	(138,844)	45,108	(93,736)
Due from other governments	(186,603)	-	(186,603)
Prepaid expenses	3,462	(359)	3,103
Deferred outflows of resources - pensions	6,746	-	6,746
Deferred outflows of resources - OPEB	5,433	-	5,433
Increase (decrease) in:			
Accounts payable	(1)	-	(1)
Accrued salary and benefits	1,332	1,115	2,447
Accrued compensated absences	(592)	-	(592)
Due to other funds	(67,482)	(255,090)	(322,572)
Due to other governments	(176,888)	-	(176,888)
Unearned revenue	(484,837)	-	(484,837)
Total OPEB liability	(6,642)	-	(6,642)
Net pension liability	(78,249)	-	(78,249)
Deferred inflows of resources - pensions	17,533	-	17,533
Deferred inflows of resources - OPEB	(5,554)	-	(5,554)
Total adjustments	(529,573)	(205,991)	(735,564)
Net cash provided by (used in) operating activities	<u>\$ 1,600,363</u>	<u>\$ (205,868)</u>	<u>\$ 1,394,495</u>

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

WEST MANCHESTER TOWNSHIP
STATEMENT OF FIDUCIARY NET POSITION -
PENSION TRUST FUNDS
DECEMBER 31, 2019

Assets	
Investments	\$ 15,345,368
Accounts receivable	280
Due from other funds	<u>175</u>
Total Assets	<u><u>15,345,823</u></u>
Liabilities	
Due to other funds	<u>175</u>
Total Liabilities	175
Net Position	
Restricted for pension benefits	<u><u>\$ 15,345,648</u></u>

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

WEST MANCHESTER TOWNSHIP

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION - PENSION TRUST FUNDS

YEAR ENDED DECEMBER 31, 2019

Additions:

Contributions:

Employer	\$ 1,008,856
Employee	<u>175,172</u>

Total contributions	<u>1,184,028</u>
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Investment earnings:

Interest and dividends	56,677
Net appreciation of fair value of investments	<u>2,244,403</u>

Total investment earnings	2,301,080
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Less: investment expenses	<u>(72,453)</u>
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Net investment earnings	<u>2,228,627</u>
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Total additions	<u>3,412,655</u>
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Deductions:

Benefit payments	936,960
Administrative expense	<u>8,017</u>

Total deductions	<u>944,977</u>
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Change in Plan Net Position	2,467,678
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Net Position:

Beginning of year	<u>12,877,970</u>
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End of year	<u><u>\$ 15,345,648</u></u>
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The accompanying notes are an integral part of these financial statements.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

1. Organization

West Manchester Township (Township), Pennsylvania, is a municipality located in York County, Pennsylvania. It is a township of the second class based upon its population per square mile. In evaluating how to define the Township for financial reporting purposes, management has considered all potential component units. Component units are legally separate organizations for which the Township is financially accountable. The Township is financially accountable for an organization if the Township appoints a voting majority of the organization's governing board and (1) the Township is able to significantly influence the programs or services performed or provided by the organization, or (2) the Township is legally entitled to or can otherwise access the organization's resources; the Township is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the Township is obligated for the debt of the organization. Component units also include organizations that are fiscally dependent on the Township in that the Township approves the budget, the issuance of debt, or the levying of taxes.

Based on these criteria, the Township has one component unit. However, management has elected to exclude the component unit from these primary government financial statements. Therefore, these financial statements do not include the data of the component unit necessary for financial reporting in accordance with accounting principles generally accepted in the United States of America.

Shiloh Water Authority – The governing body of the Shiloh Water Authority (Authority) is appointed by the Board of Supervisors of the Township. Although it is legally separate from the Township, the Shiloh Water Authority has been determined to be a discretely presented component unit of the Township and its primary purpose is to provide water services to Township residents. During the year ended December 31, 2019, the Township paid the Authority \$91,903 for fire protection services.

2. Summary of Significant Accounting Principles

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. The statements include all the funds of the primary government, except for the fiduciary funds.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Separate rows and columns are used to distinguish between the governmental and business-type activities of the primary government. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. These activities are usually reported in governmental funds. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services. These activities are usually reported in enterprise funds.

Measurement Focus and Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements, regardless of the measurement focus. The accounting and financial reporting treatment applied to a fund is determined by its measurement focus.

The governmental and business-type activities are prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from nonexchange transactions are recognized in accordance with the requirements of governmental accounting standards.

All governmental funds of the Township are accounted for using a current financial resources measurement focus. Accordingly, only current assets, current liabilities, and deferred inflows of resources are included on the balance sheet, and the fund balances reflect spendable or appropriable resources. The operating statements of these funds reflect increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The proprietary funds and pension trust funds are accounted for on a flow of economic resources measurement focus. All assets, deferred outflows of resources, liabilities (current and non-current), and deferred inflows of resources associated with the operation of the funds are included on its statement of net position. The proprietary operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in total net position.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Internal and Interfund Balances and Activities

In the process of aggregating data for the government-wide statement of net position, some amounts reported as interfund balances in the funds are eliminated or reclassified. Eliminations are made in the statement of net position to minimize the "grossing-up" effect on assets and liabilities within the governmental and business-type activities columns of the primary government. As a result, amounts reported in the funds as interfund receivables and payables, "due to (from) other funds," are eliminated in the governmental and business-type activities columns of the statement of net position, except for the net residual amounts due between governmental and business-type activities, which are presented as "Internal Balances."

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."

Capital Assets

The Township reports capital assets at historical cost or estimated historical cost. Donated capital assets are recorded at acquisition value at the date of donation. Acquisition value is the price that the Township would have paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date. Capital assets include land, buildings, building improvements, vehicles, machinery, equipment, infrastructure (acquired on or after January 1, 2004), and all other tangible or intangible assets that are used in operations and that have useful lives extending beyond a single reporting period.

The Township's policy is to capitalize assets or groups of assets with costs in excess of \$10,000. Estimated depreciation expense is calculated using the straight-line method over the useful lives of capital assets ranging from three to 40 years. Maintenance and repairs are charged to expense when incurred. Major renewals and betterments are capitalized. When items of equipment are sold or retired, the cost and related depreciation are removed from the accounts and any gain or loss is included in income.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Program Revenues - Government-Wide Financial Statements

The statement of activities reports three categories of program revenues: (a) charges for services, (b) program specific operating grants and contributions, and (c) program specific capital grants and contributions. Program revenues are derived directly from the program itself or from parties outside the reporting government's taxpayers or citizenry. As a whole, they reduce the net cost of the function to be financed from the Township's general revenues.

Operating and Nonoperating Revenues of Proprietary Funds

The Township defines proprietary funds operating revenues based on how the individual transaction would be categorized for purposes of preparing the statement of cash flows. Transactions for which cash flows are reported as capital and related financing activities, noncapital financing activities or investing activities would normally not be reported as operating revenues.

Applying Restricted or Unrestricted Resources

The Township first applies unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

Fund Accounting

The accounts of the Township are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are summarized by providing a separate set of self-balancing accounts which include its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues and expenses or expenditures. The Township uses the following funds:

Governmental Funds

General Fund - The General Fund is the general operating fund of the Township. All financial resources, except those accounted for in another fund, are accounted for in the General Fund.

Special Revenue Funds (non-major funds) - The special revenue funds account for the proceeds of specific revenue sources that are legally restricted or committed to

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

expenditures for specific purposes other than debt service or capital projects. The special revenue funds are the Liquid Fuels Fund and the Street Lighting Tax Fund.

Capital Projects Fund (major fund) - The Capital Projects Fund accounts for financial resources restricted, committed, or assigned to be used for the acquisition of major facilities which are not financed by Proprietary Funds.

Proprietary Funds

Enterprise Funds - The enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the costs (expenses, including depreciation) are financed through user charges. The enterprise funds are the Sewer Fund and Garbage Fund, which are both presented as major funds in the financial statements.

Fiduciary Funds

The fiduciary funds account for assets held by the Township in a trustee or agency capacity. Pension trust funds use the economic resources measurement focus in essentially the same manner as proprietary funds. The Police Pension Fund, the Non-Uniform Defined Benefit (DB) Pension Fund, and the Non-Uniform Defined Contribution (DC) Pension Fund are pension trust funds.

Modified Accrual Basis

The modified accrual basis of accounting is followed for all governmental funds of the Township. Under the modified accrual basis of accounting, expenditures (other than interest and principal payments on long-term debt which are recorded on their payment dates and compensated absences, pension, and other post-employment benefits (OPEB) which are recognized when due and payable) are recorded when the fund liability is incurred. Revenues are recognized when they become susceptible to accrual, i.e., measurable and available to finance the Township's operations. Generally, available means collectible within 60 days after fiscal year-end. The modified accrual basis of accounting is used as follows:

Taxes

Current Revenue - These are taxes levied as of a specific date with a legal, enforceable claim against the taxpayer and/or property. These taxes are recognizable as current

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

revenue when received by the Township during the fiscal year and also estimated to be received by the Township within 60 days after the close of the fiscal year.

Deferred Inflows of Resources - Currently, levied taxes which are not estimated to be received by the Township within 60 days after the close of the current fiscal year are recorded as deferred inflows of resources.

Doubtful Accounts - An allowance for doubtful accounts is not required for property taxes due to a lien placed on delinquent properties. Upon sale, the lien would be satisfied and the Township would receive levied taxes.

Revenue from State Sources

State subsidies due to the Township as current fiscal year entitlements are recognized as revenue in the current fiscal year even though such funds may be received in a subsequent fiscal year.

Revenue from Federal Sources

Federal program funds applicable to expenditures for the same program in the current fiscal year but expected to be received in the next fiscal year are accrued as current revenue at the end of the current fiscal year along with the recognition of the federal funds receivable. Likewise, any excess of revenues at the fiscal year-end over the program expenditures are recorded as deferred inflows of resources or unearned revenue.

Grant Revenue

Grant revenue uses the legal and contractual requirements of the individual programs as guidance.

Accrual Basis

Under the accrual basis of accounting, revenues are recognized in the accounting period they are earned and become measurable; expenses are recognized in the period incurred. The accrual basis of accounting is used for the government-wide activities, proprietary funds, and pension trust funds. The pension trust funds' deductions for benefits and refunds are recognized when due and payable in accordance with the terms of the plan.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Budgets

In accordance with the laws of the Commonwealth of Pennsylvania (Commonwealth), the annual budget was presented to and enacted by the Township Supervisors in December 2018. All unused budget appropriations lapse at year-end.

Cash and Cash Equivalents

For the purpose of the statement of cash flows, the Township considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

Investments

State statutes authorize the government to invest in the following types of investments:

1. United States Treasury Bonds.
2. Short-term obligations of the United States Government or its agencies or instrumentalities.
3. Short-term commercial paper issued by a public corporation.
4. Banker's acceptances
5. Deposits in savings accounts insured by the Federal Deposit Insurance Corporation (FDIC) with collateral pledged by the depository for any amounts above the insured maximum.
6. Obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States of America, the Commonwealth or any of its agencies or instrumentalities backed by the full faith and credit of the Commonwealth, or of any political subdivision of the Commonwealth or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision.
7. Shares of mutual funds whose investments are restricted to the above categories.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

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

Investments are recorded at fair value. The investments in the external investment pools are valued at amortized cost, which approximates 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. 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.

Accounts Receivable

Accounts receivable include fees charged for sewer and garbage and are recorded net of an allowance for uncollectible fees, which at December 31, 2019 was \$151,577 and \$64,901, respectively.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts and disclosures. Actual results could differ from those estimates.

Fund Equity and Net Position

In the government-wide and proprietary fund financial statements, net position is classified in the following categories:

Net Investment in Capital Assets – This category consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, note, or other borrowings that are attributable to the acquisition, constructions, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvements of those assets or related debt are also included in this component of net position. If there are significant unspent related debt proceeds at the end of the reporting period, the portion of the debt attributable to the unspent amount is not included in the calculation of net investment in capital assets. Instead, that portion of the debt is included in the same net position component (restricted or unrestricted) as the unspent amount.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Restricted Net Position – This category presents external restrictions imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation. The assets are reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to the restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets.

Unrestricted Net Position – This category represents the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted components of net position.

In the fund financial statements, fund balances of governmental funds are classified in four separate categories. The four categories, and their general meanings, are as follows:

Nonspendable – This category represents funds that are not in spendable form and includes such items as prepaid expenditures.

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.

Assigned – This category represents intentions of the Township Manager to use funds for specific purposes. Through a resolution of the Township Board of Supervisors (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 assigned and unassigned fund balance). In order to calculate the amounts to report as restricted, 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, assigned fund balance is applied first. Unassigned fund balance is applied last.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Risk Management

The Township is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Significant losses are covered by commercial insurance for all major programs, except as discussed in Notes 13 and 14. There were no significant reductions in insurance coverage in 2019. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

Pending Pronouncements

In June of 2017, the GASB issued Statement No. 87, "*Leases*." This Statement improves the accounting and financial reporting for leases. In May of 2020, the GASB issued Statement No. 95, "*Postponement of the Effective Dates of Certain Authoritative Guidance*". This Statement postpones the issuances of certain pending Pronouncements including GASB No. 87. The provisions of GASB Statement No. 87 are effective for the Township's December 31, 2022 financial statements.

The effect of implementation of this Statement has not yet been determined.

3. Deposits and Investments

Deposits

As of December 31, 2019, the Township's book balances were as follows:

	<u>Carrying Amount</u>
Cash and cash equivalents:	
Governmental activities	\$ 10,725,602
Business-type activities	<u>20,185,313</u>
Total cash and cash equivalents	<u>\$ 30,910,915</u>

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 has a formal custodial credit risk policy that requires collateralization at 102% of market value at such time that the

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

investment amount exceeds the \$250,000 limit of Federal Deposit Insurance Corporation (FDIC) insurance. As of December 31, 2019, the Township's book balance was \$30,910,915 and the bank balance was \$32,457,624. Of the bank balance, \$9,744,001 was covered by federal depository insurance and \$16,658,238 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. At December 31, 2019, one of the financial institutions utilized by the Township did not meet the required collateralization in accordance with the Act due to a large volume of public funds deposited on that date. However, the matter was corrected the next business day. At December 31, 2019, the Township had \$9,920,709 deposited with this financial institution. The remaining bank balance of \$6,055,385 is invested in an external investment pool with the Pennsylvania Local Government Investment Trust (PLGIT).

The Township uses 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. 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. 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.

The Township has \$4,313,221 invested in PLGIT-Class shares, which require no minimum balance, no minimum initial investment, and have a one-day minimum investment period. The Township also has \$151,123 invested in PLGIT/Plus-Class shares, which require a minimum investment of \$50,000, a minimum investment period of thirty days, and has a premature withdrawal penalty. The Township has \$1,591,041 invested in PLGIT/PRIME, which is a variable rate investment portfolio that requires no minimum balance, no minimum initial investment, and limits redemptions or exchanges to two per calendar month. At December 31, 2019, these PLGIT shares carried a AAA rating and had an average maturity of less than one year.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Investments

Investments of the Township at December 31, 2019 were as follows:

	<u>Level</u>	
Investments at fair value:		
Equity mutual funds:		
International	1	\$ 1,063,721
Large Cap	1	3,343,239
Mid Cap	1	582,690
Small Cap	1	315,761
Real estate investment trust	1	303,133
Fixed income mutual funds:		
Intermediate bond - taxable	1	3,569,537
Common Trust Fund - fixed	3	<u>2,276,470</u>
Total investments at fair value		<u>11,454,551</u>
Investments measured at the net asset value (NAV):		
Common Trust Fund - balanced		<u>3,890,817</u>
Total investments at NAV		<u>3,890,817</u>
Total investments		<u>\$ 15,345,368</u>

Valuation of Level 3 and NAV Holdings

Common Trust Fund – Fixed: This holding is valued based on a quarterly crediting rate as set in advance each quarter by the Standard Insurance Company (the Standard). This is a group annuity product in the Standard's general account, and provides a guaranteed rate of return. Payment obligation and fulfillment of guarantees specified in the group annuity contract are insurance claims supported by the full faith and credit of the Standard. The portfolio of this holding is comprised of publicly traded bonds, plus small commercial mortgage loans within the Standard's general account. This investment is classified within Level 3 of the valuation hierarchy.

Common Trust Fund – Balanced: This holding is valued daily and a NAV is determined based on the underlying holdings of the fund, which represent a moderate risk strategy allocation. The value of this fund is based on combination of valuation techniques, which include principal value per unit, income value per unit, and market value as determined by the Trust

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Investment Committee of Unified Trust Company, N.A. These valuation techniques are detailed in the Collective Investment Trust for Employee Benefits Plans Amended and Restated Declaration of Trust document.

The Township is able to redeem this holding on any date that the fund is valued, so long as the request is provided with one business day's notice. There are no unfunded commitments associated with this holding.

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. The pension plans' investments are held by the counterparty in the pension plans' name.

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 that represented more than five percent of the Township's total investments.

Credit risk – The Township's common trust fund and fixed income investments had the following level of exposure to credit risk as of December 31, 2019:

	Rating	Fair Value
Common Trust Fund - balanced	Unrated	\$ 3,890,817
Common Trust Fund - fixed	A	2,276,470
Fixed income mutual funds	AAA	750,035
Fixed income mutual funds	A	1,504,792
Fixed income mutual funds	B	1,314,710

Interest rate risk – The Township has a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. Except for the pension trust fund, the maturity limitations for Township's investment are two years for treasury bills, treasury notes and bonds, and certificates of deposit and one year for repurchase agreements.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

The following is a list of the Township's fixed income investments and their related average maturities:

	Fair Value	Investment Maturities		
		2020	2021-2025	2026-2030
Fixed income mutual funds	<u>\$ 3,569,537</u>	<u>\$ -</u>	<u>\$ 1,314,710</u>	<u>\$ 2,254,827</u>

4. Due From Other Governments

Pursuant to an inter-municipal agreement with the City of York (City) for the use of its wastewater treatment facility, the City is to bill the Township quarterly for flow, treatment, and debt services costs. Flow and treatment billings for the year ended December 31, 2019 were \$1.6 million. During the year ended December 31, 2019, the Township paid the City approximately \$1.6 million for 2019 and 2018 flow and treatment costs. At December 31, 2019, approximately \$658,000 is due from the City for overpayment of flow and treatment costs and is recorded in the Sewer Fund as due from other governments.

5. Interfund Balances and Transfers

The composition of interfund balances at December 31, 2019 is as follows:

	Due from Other Funds	Due to Other Funds
Governmental Funds:		
General Fund	\$ 150,627	\$ -
Capital Projects Fund	-	134,047
Enterprise Funds:		
Sewer Fund	95,910	-
Garbage Fund	-	112,490
Total	<u>\$ 246,537</u>	<u>\$ 246,537</u>

Interfund balances are primarily temporary loans between the various funds to finance operations.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

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

	Transfers In	Transfers Out
Governmental Funds:		
General Fund	\$ 95,856	\$ 798,539
Capital Projects Fund	722,923	3,600
Liquid Fuels Fund	75,616	-
Enterprise Funds:		
Sewer Fund	-	69,182
Garbage Fund	-	23,074
Total	<u>\$ 894,395</u>	<u>\$ 894,395</u>

Transfers are used to account for unrestricted receipts transferred to finance various programs and capital disbursements accounted for in other funds in accordance with budget authorizations.

6. Property Taxes

Based upon assessed valuations, the tax collector for the Township collects property taxes on behalf of the Township. The schedule for property taxes levied for 2019 is as follows:

February 15, 2019	-	tax levy date
Through April 18, 2019	-	2% discount period
Through June 15, 2019	-	face payment period
Beginning June 16, 2019	-	10% penalty period
January 9, 2020	-	lien filing date

The Township's tax rate for general purposes for 2019 was 1.25 mills.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

7. Capital Assets

Capital asset activity for the year ended December 31, 2019 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 1,332,960	\$ -	\$ -	\$ 1,332,960
Total capital assets, not being depreciated	1,332,960	-	-	1,332,960
Capital assets, being depreciated:				
Buildings and building improvements	6,200,948	-	-	6,200,948
Infrastructure	3,029,969	-	-	3,029,969
Traffic signals	1,389,945	-	-	1,389,945
Vehicles	4,734,422	149,491	(276,075)	4,607,838
Machinery and equipment	1,734,010	92,552	-	1,826,562
Total capital assets, being depreciated	17,089,294	242,043	(276,075)	17,055,262
Less accumulated depreciation for:				
Buildings and building improvements	(2,975,466)	(161,594)	-	(3,137,060)
Infrastructure	(1,080,305)	(151,498)	-	(1,231,803)
Traffic signals	(1,284,450)	(32,000)	-	(1,316,450)
Vehicles	(2,393,027)	(290,064)	276,075	(2,407,016)
Machinery and equipment	(868,647)	(104,161)	-	(972,808)
Total accumulated depreciation	(8,601,895)	(739,317)	276,075	(9,065,137)
Total capital assets, being depreciated, net	8,487,399	(497,274)	-	7,990,125
Governmental activities, capital assets, net	\$ 9,820,359	\$ (497,274)	\$ -	\$ 9,323,085

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

	Beginning Balance	Increases	Decreases	Ending Balance
Business-type activities:				
Capital assets, not being depreciated:				
Land	\$ 51,200	\$ -	\$ -	\$ 51,200
Total capital assets, not being depreciated	51,200	-	-	51,200
Capital assets, being depreciated:				
Sewer lines	34,985,787	-	-	34,985,787
Vehicles	523,336	-	-	523,336
Equipment	278,891	47,435	-	326,326
Total capital assets, being depreciated	35,788,014	47,435	-	35,835,449
Less accumulated depreciation for:				
Sewer lines	(28,543,218)	(494,554)	-	(29,037,772)
Vehicles	(258,238)	(41,382)	-	(299,620)
Equipment	(190,870)	(18,393)	-	(209,263)
Total accumulated depreciation	(28,992,326)	(554,329)	-	(29,546,655)
Total capital assets, being depreciated, net	6,795,688	(506,894)	-	6,288,794
Business-type activities, capital assets, net	\$ 6,846,888	\$ (506,894)	\$ -	\$ 6,339,994

Depreciation expense was charged to functions/programs as follows:

Governmental activities:	
General government	\$ 74,313
Public safety	299,159
Public works	297,201
Culture recreation	68,644
Total depreciation expense - governmental activities	\$ 739,317
Business-type activities:	
Sewer	\$ 551,094
Garbage	3,235
Total depreciation expense - business-type activities	\$ 554,329

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

8. Long-Term Liabilities

Compensated Absences

Non-uniform employees and police officers who leave the employment of the Township are entitled to be paid for unused vacation time. Unused vacation time at December 31, 2019 for non-uniform employees and police officers amounted to \$40,179 and \$458,306, respectively.

Long-term liability activity for the year ended December 31, 2019 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental activities:					
Compensated absences	\$ 497,775	\$ 371,709	\$ (375,176)	\$ 494,308	\$ 141,095
Governmental activities long-term liabilities	<u>\$ 497,775</u>	<u>\$ 371,709</u>	<u>\$ (375,176)</u>	<u>\$ 494,308</u>	<u>\$ 141,095</u>
Business-type activities:					
Compensated absences	\$ 4,769	\$ 5,579	\$ (6,171)	\$ 4,177	\$ 4,177
Business-type activities long-term liabilities	<u>\$ 4,769</u>	<u>\$ 5,579</u>	<u>\$ (6,171)</u>	<u>\$ 4,177</u>	<u>\$ 4,177</u>

9. Pension Plans

Plan Descriptions

The Township participates in two single-employer, defined benefit plans (Plans) established under the provisions of Act 205 of 1984 of the Commonwealth (Act 205). The Plans are governed by the Township's Board, which has delegated the authority to manage certain Plan assets to Unified Trust Company, N.A. Plan provisions and contribution requirements are established and may be amended by the Township. The activity of the Plans is reported as the Pension Trust Fund in the accompanying financial statements. Separate plan financial statements are not available.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Plan Membership

At December 31, 2019, Plan memberships consisted of the following:

	Police	Non-Uniform
Active plan members	28	20
Inactive members or beneficiaries currently receiving benefits	16	8
Inactive members entitled to, but not yet receiving benefits	1	4
Total plan members	45	32

Benefits Provisions

The Township Plans' benefit provisions were as follows:

	Police	Non-Uniform
Eligibility requirements	All full-time employees join upon employment	All non-uniformed employees join upon employment. Effective August 1, 2016, participation in the plan was frozen.
Normal retirement	Attained age 55 and 25 years of service	Attained age 60
Early retirement	N/A	Attained age 55 with 10 years of vesting service
Vesting	After 12 years of service	After 5 years of service
Retirement benefit	50% of average monthly pay. Also, a service increment of 1.5% of average monthly pay per years of service in excess of 25 years is payable to a maximum of \$100. Average monthly pay is based upon the last 36 months of compensation, including overtime.	2% of average monthly compensation multiplied by complete years and months of service up to a maximum of 25 years of service. Average monthly pay is based upon the highest consecutive 36 months of compensation of the final 60 months, and excludes overtime.
Disability benefits	If in the line of duty, the monthly disability payments shall be equal to 50% of the monthly salary at the date of disability, reduced by the amount of any Social Security disability payment.	N/A

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Contributions

Act 205 requires that annual contributions to the Plans be based upon each plan's Minimum Municipal Obligation (MMO), which is based on the plan's biennial actuarial valuation. The Plans 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.

Active members of the Non-Uniform Plan are required to contribute 2% of annual compensation. Active members of the Police Pension Plan are required to contribute 5% of annual compensation. The Township may, on an annual basis, by resolution, reduce or eliminate required contributions. During the year, the Township made their required contributions of \$688,865 and \$307,389 to the Police and Non-Uniform Plans, respectively, based upon the MMO.

Deferred Retirement Option Plan

The deferred retirement option plan (DROP) provides an alternative method of payment of retirement benefits for a specified and limited period of time for qualified members of the Township's Police Department. Under the DROP, employees stop earning service credit toward a future benefit and the calculated retirement benefit, at the time the DROP period begins, is deposited into another investment vehicle that offers both substantial security and some level of guaranteed interest. At the same time, the Township retains its experienced officers for a period of up to 24 months.

An active member who has met the eligibility requirements for normal retirement in the Police Pension Plan may elect to participate in the DROP for a period of not more than 24 months. The member's monthly pension shall be calculated as of the member's date of participation in the DROP and shall be accumulated with investment earnings based on the segregated fund performance, but not less than 0% nor greater than 4.5% and distributed in a lump sum at retirement.

At December 31, 2019, there were no employees participating in the DROP Plan.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Changes in Net Pension Liability

The changes in the net pension liability of the Township for the year ended December 31, 2019 were as follows:

Police

	Increase (Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
Balances at December 31, 2018	\$ 14,555,040	\$ 9,566,963	\$ 4,988,077
Changes for the year:			
Service cost	487,668	-	487,668
Interest	875,483	-	875,483
Changes in assumptions	465,381	-	465,381
Differences between expected and actual experience	(12,409)	-	(12,409)
Contributions - employer	-	688,865	(688,865)
Contributions - employee	-	145,360	(145,360)
Net investment gain	-	1,647,009	(1,647,009)
Benefit payments, including refunds	(786,891)	(786,891)	-
Administrative expense	-	(3,932)	3,932
Net changes	1,029,232	1,690,411	(661,179)
Balances at December 31, 2019	\$ 15,584,272	\$ 11,257,374	\$ 4,326,898
Plan fiduciary net position as a percentage of the total pension liability			72.2%

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Non-Uniform

	Increase (Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
Balances at December 31, 2018	\$ 4,560,552	\$ 3,296,042	\$ 1,264,510
Changes for the year:			
Service cost	208,354	-	208,354
Interest	282,426	-	282,426
Changes in assumptions	185,592	-	185,592
Differences between expected and actual experience	(49,620)	-	(49,620)
Contributions - employer	-	307,389	(307,389)
Contributions - employee	-	22,117	(22,117)
Net investment gain	-	578,065	(578,065)
Benefit payments, including refunds	(147,258)	(147,049)	(209)
Administrative expense	-	(3,705)	3,705
Net changes	479,494	756,817	(277,323)
Balances at December 31, 2019	<u>\$ 5,040,046</u>	<u>\$ 4,052,859</u>	<u>\$ 987,187</u>
Plan fiduciary net position as a percentage of the total pension liability			<u>80.4%</u>

The net pension liability of the Non-Uniform Pension Plan is allocated between the governmental activities and the business-type activities in the amounts of \$888,468 and \$98,719 respectively, at December 31, 2019.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Actuarial Assumptions - The net pension liability was determined as part of an actuarial valuation as of January 1, 2019 and rolled forward to the reporting date of December 31, 2019. This report was based upon the following significant actuarial assumptions:

	Police	Non-Uniform
	Entry Age Normal	Entry Age Normal
Actuarial Cost Method		
Actuarial Assumptions:		
Investment rate of return	6.0% *	6.0% *
Inflation rate	2.50%	2.50%
Salary increases	4.50%	4.50%
Mortality:		
Pre-retirement mortality	Pub-10, Safety	Pub-10, Normal
Post-retirement mortality	Pub-10, Safety	Pub-10, Normal

For calculation of the net pension liability, the investment rate of return was lowered for the year ended December 31, 2018 from 6.50% to 6.00%. Given the Plans' annual investment expense is approximately .5% of the beginning fair value, the 6.00% discount rate net of investment expense equates to an assumed 6.5% valuation assumption.

Changes in Assumption – Effective for the January 1, 2019 actuarial valuation, the Plans' mortality table assumption was updated from the RP-2014 Blue Collar Mortality Table (adjusted to 2006) to the Pub-10 Mortality Table.

Investment Policy - The Plans' investment policy is established and may be amended by the Board. The Plans' investment policy objective is to conserve and enhance the capital value of the funds through assets appreciation and income generation designed to maximize returns without undue exposure to risk. The Plans' investment policy does not consider cash a strategic asset, but rather a residual to the investment process used to meet short-term liquidity goals. The majority of the Plans' assets are invested in equity and equity-like securities and fixed income securities.

Long-term Expected Rate of Return - The long-term expected rate of return on the Plans' investments was determined using a risk premia building-block method with anchors including inflation, U.S. Intermediate Treasury funds, and U.S. Large Cap funds. Anchor points are reviewed and determined to be reasonable and a risk premium is assigned to each of the asset classes. Additional sources are reviewed to determine a consensus on various asset classes.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

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. The Plans' policies in regards to the allocation of invested assets is established and may be amended by a majority vote of the Township Supervisors, who are responsible for the management of plan assets.

The target asset allocation and best estimates of arithmetic real rates of return for each major asset class for the Plans as of December 31, 2019 are summarized in the following table:

Asset Class	Target Allocation		Long-term Expected Rate of Return
	Police	Non-Uniform	
Domestic Equities	44.6%	40.4%	4.63-6.75%
International Equities	9.4%	8.5%	6.50-8.40%
Fixed Income	30.0%	33.4%	2.75-4.95%
Stable Value	14.0%	15.7%	3.00%
Real Estate	2.0%	2.0%	6.25%
	100%	100%	

Rate of Return - The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested. For the year ended December 31, 2019, the annual money-weighted rates of return on plan investments, net of investment expense, were 17.41% and 17.40% for the Police and Non-Uniform Plans, respectively.

Discount Rate - The discount rates used to measure the total pension liabilities for the Plans was 6.00%, which is equal to the assumed rates of return. Crossover test for projecting asset depletion is unnecessary, as the annual required contributions are actuarially determined; the cost method for funding (entry age normal) is a traditional individual method, the amortization periods are closed and of reasonable length, and all benefits are valued.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Sensitivity of the Net Pension Liability to Changes in the Discount Rate - The following presents the net pension liability of the Plans calculated using the discount rates described above, as well as what the Plans' net pension liabilities would be if they were calculated using a discount rate that is one-percentage-point lower or one-percentage-point higher than the current rates:

	<u>1% Decrease (5.00%)</u>	<u>Current Discount Rate (6.00%)</u>	<u>1% Increase (7.00%)</u>
Police Plan	<u>\$ 6,577,613</u>	<u>\$ 4,326,898</u>	<u>\$ 2,476,472</u>
	<u>1% Decrease (5.00%)</u>	<u>Current Discount Rate (6.00%)</u>	<u>1% Increase (7.00%)</u>
Non-Uniform Plan	<u>\$ 1,610,011</u>	<u>\$ 987,187</u>	<u>\$ 464,969</u>

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

For the year ended December 31, 2019, the Township recognized pension expense of \$1,434,378 in the governmental activities and (\$23,339) in the business-type activities. At December 31, 2019, the Township reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Governmental Activities	Business-Type Activities
<u>Deferred Outflows of Resources:</u>		
Differences between expected and actual experience	\$ 18,618	\$ -
Changes in assumptions	<u>2,367,172</u>	<u>52,044</u>
Total deferred outflows of resources	<u>\$ 2,385,790</u>	<u>\$ 52,044</u>
<u>Deferred Inflows of Resources:</u>		
Differences between expected and actual experience	\$ 557,908	\$ 24,979
Net difference between projected and actual earnings on pension plan investments	<u>576,068</u>	<u>15,156</u>
Total deferred inflows of resources	<u>\$ 1,133,976</u>	<u>\$ 40,135</u>

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

The differences in the Township's expected and actual experience and the changes in assumptions are recognized over the average expected remaining service lives of active and inactive members. The difference between projected and actual earnings on the pension plan investments is recognized over five years. Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ending December 31,</u>	<u>Governmental Activities</u>	<u>Business-Type Activities</u>
2020	\$ 237,018	\$ 5,419
2021	226,376	5,116
2022	348,438	6,573
2023	31,406	(5,199)
2024	147,218	-
Thereafter	261,358	-
	<u>\$ 1,251,814</u>	<u>\$ 11,909</u>

Non-Uniform Defined Contribution Pension Plan

In June 2016, the Board approved the establishment of a defined contribution retirement plan for non-uniform employees. Non-uniform employees hired after August 1, 2016 will no longer be eligible to participate in the Township's current defined benefit retirement plan, but will instead be eligible to participate in a defined contribution plan. As of December 31, 2019, there were three employees participating in this plan. The participants in the plan are required to contribute five percent of their compensation on an after-tax basis. The Township will contribute ten percent of each participating employees' compensation during the plan year. During the year ended December 31, 2019, the participants and the Township made contributions of \$7,695 and \$12,602, respectively.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Pension Financial Statements

Financial statements for the individual pension plans are presented below:

Statement of Fiduciary Net Position DECEMBER 31, 2019

	<u>Police Pension Fund</u>	<u>Non-Uniform DB Pension Fund</u>	<u>Non-Uniform DC Pension Fund</u>
Assets:			
Investments	\$ 11,257,269	\$ 4,052,684	\$ 35,415
Accounts receivable	280	-	-
Due from other funds	-	175	-
Total Assets	<u>11,257,549</u>	<u>4,052,859</u>	<u>35,415</u>
Liabilities:			
Due to other funds	175	-	-
Total Liabilities	<u>175</u>	<u>-</u>	<u>-</u>
Net position restricted for pension benefits	<u>\$ 11,257,374</u>	<u>\$ 4,052,859</u>	<u>\$ 35,415</u>

Statement of Changes in Fiduciary Net Position YEAR ENDED DECEMBER 31, 2019

	<u>Police Pension Fund</u>	<u>Non-Uniform DB Pension Fund</u>	<u>Non-Uniform DC Pension Fund</u>
Additions:			
Contributions:			
Employer	\$ 688,865	\$ 307,389	\$ 12,602
Employee	145,360	22,117	7,695
Total contributions	<u>834,225</u>	<u>329,506</u>	<u>20,297</u>
Investment earnings:			
Interest and dividends	42,577	14,100	-
Net appreciation in fair value of investments	<u>1,658,281</u>	<u>582,569</u>	<u>3,553</u>
Total investment earnings	<u>1,700,858</u>	<u>596,669</u>	<u>3,553</u>
Less: investment expense	<u>(53,849)</u>	<u>(18,604)</u>	<u>-</u>
Net investment earnings	<u>1,647,009</u>	<u>578,065</u>	<u>3,553</u>
Total additions	<u>2,481,234</u>	<u>907,571</u>	<u>23,850</u>
Deductions:			
Benefit payments	786,891	147,049	3,020
Administrative expense	3,932	3,705	380
Total deductions	<u>790,823</u>	<u>150,754</u>	<u>3,400</u>
Change in plan net position	<u>1,690,411</u>	<u>756,817</u>	<u>20,450</u>
Net position:			
Beginning of year	<u>9,566,963</u>	<u>3,296,042</u>	<u>14,965</u>
End of year	<u>\$ 11,257,374</u>	<u>\$ 4,052,859</u>	<u>\$ 35,415</u>

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

10. Other Post-Employment Benefit Plan

Plan Descriptions

In addition to the pension benefits described in Note 9, the Township provides certain post-employment healthcare benefits to its retirees through one single-employer, defined benefit OPEB plan. This OPEB plan does not issue a separate report. No assets are accumulated in a trust for the OPEB plan.

Non-Uniform Employees

Eligibility: Any non-uniform employee who retires and has attained age 60 with at least 25 years of service.

Benefits: Medical, prescription drug, dental, and/or vision coverage are provided to the participant, along with a spouse and/or eligible dependents, as long as the retiree pays 100% of the premiums for the coverage elected. Retiree and dependent coverage may continue until the retiree's death.

Police

Eligibility: Any officer who reaches his or her superannuation date (attainment of age 55 with at least 25 years of service).

Benefits: Medical, prescription drug, dental, and/or vision coverage are provided for the participant, along with a spouse and/or eligible dependents.

For 2015 through 2019, the Township will pay a portion of the premium for coverage at \$225 per month if the retiree elects single coverage and \$300 per month if the retiree elects to cover a spouse and/or eligible dependents.

The retiree may continue coverage until he or she becomes eligible for Medicare. A retiree's spouse or eligible dependents will no longer receive benefit after 10 years of receiving benefits, upon reaching Medicare eligibility, or retiree's death, if any are earlier than above.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Contributions

The Township's contribution is based on projected pay-as-you-go financing requirements. For the year ended December 31, 2019, the Township did not make any contributions to the OPEB plan.

The Township opted to not fully fund the OPEB contribution and will continue to fund the annual OPEB cost on a pay-as-you-go basis.

Plan Membership

At January 1, 2018, the latest actuarial valuation, the OPEB plan membership was as follows:

Active plan members	52
Inactive members or beneficiaries currently receiving benefits	-
Inactive members entitled to, but not yet receiving benefits	-
Total	<u>52</u>

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Changes in Total OPEB Liability

The changes in total OPEB liability of the Township for the year ended December 31, 2019 were as follows:

	Total OPEB Liability
Service cost	\$ 21,633
Interest	15,293
Changes of assumptions or other inputs	<u>(13,192)</u>
Net changes	23,734
Total OPEB liability at December 31, 2018 (based on a measurement date of December 31, 2017)	<u>429,567</u>
Total OPEB liability at December 31, 2019 (based on a measurement date of December 31, 2018)	<u><u>\$ 453,301</u></u>

The total OPEB liability is allocated between the governmental activities and business-type activities in the amounts of \$436,512 and \$16,789, respectively, at December 31, 2019.

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan and include the types of benefits provided at the time of the valuation and on the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities consistent with the long-term perspective of the calculation.

The projections of benefits for financial reporting purposes do not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the employer and plan members in the future.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

The total OPEB liability was measured as of December 31, 2018 and was determined by an actuarial valuation performed on January 1, 2018, using the following actuarial assumptions, applied to all periods in the measurement:

Valuation date	1/1/2018
Actuarial cost method	Entry age normal
Actuarial assumptions:	
Interest rate	4.10%
Inflation rate	3.00%
Healthcare cost trend rates	7.00% in 2019; 6.75% in 2020; 6.50% in 2021; 6.25% in 2022; 6.00% in 2023; 5.50% in 2024; 5.00% in 2025; and 4.50% in 2026 and later
Mortality	RPH-2014 Total Dataset Mortality Table projected using Scale MP-2018
Salary increases	2.50%

Changes in Actuarial Assumptions

The interest rate changed from 3.56% to 4.10%. In addition, changes were made to the mortality improvement scale.

Discount Rate

The discount rate used to measure the total OPEB liability was 4.10%. The discount rate was based on the Bond Buyers 20-Bond Index. Since the OPEB plan has insufficient assets to meet projected benefit payments, the municipal bond rate was applied to all periods of the projected benefit payments to determine the total OPEB liability. The projection of cash flows used to determine the single discount rate for each measurement period assumed that employer contributions will be made based on the current funding policy for future years.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the Township calculated using the discount rate described above, as well as what the Township's total OPEB liability would be if it were calculated using a discount rate that is one-percentage-point lower or one-percentage-point higher than the current rate:

	1% Decrease (3.10%)	Current Discount Rate (4.10%)	1% Increase (5.10%)
Total OPEB Liability	<u>\$ 467,412</u>	<u>\$ 453,301</u>	<u>\$ 429,213</u>

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability of the Township calculated using the healthcare cost trend rates described above, as well as what the Township's total OPEB liability would be if it were calculated using healthcare cost trend rates that are one-percentage-point lower or one-percentage-point higher than the current rates:

	1% Decrease	Current Trend Rate	1% Increase
Total OPEB Liability	<u>\$ 409,121</u>	<u>\$ 453,301</u>	<u>\$ 504,287</u>

OPEB Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2019, the Township recognized OPEB expense of \$28,757 in the governmental activities and (\$6,875) in the business-type activities.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

At December 31, 2019, the governmental activities and business-type activities reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Governmental Activities	Business-type Activities
<u>Deferred Outflows of Resources:</u>		
Differences between expected and actual experience	\$ 288,504	\$ 11,096
Total Deferred Outflows of Resources	<u>\$ 288,504</u>	<u>\$ 11,096</u>
<u>Deferred Inflows of Resources:</u>		
Changes of assumptions or other inputs	\$ 316,378	\$ 12,168
Total Deferred Inflows of Resources	<u>\$ 316,378</u>	<u>\$ 12,168</u>

The differences in the governmental activities and business-type activities expected and actual experience and changes of assumptions is recognized over the average expected remaining service lives of active and inactive members. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year ending December 31,</u>	Governmental Activities	Business-type Activities
2020	\$ (2,898)	\$ (111)
2021	(2,898)	(111)
2022	(2,898)	(111)
2023	(2,898)	(111)
2024	(2,898)	(111)
Thereafter	(13,384)	(517)
	<u>\$ (27,874)</u>	<u>\$ (1,072)</u>

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

11. Commitments

Lease Agreement

The Township has entered into a lease agreement with Dover Township for use of Dover Township's sewage treatment plant facility.

The minimum annual payments as of December 31 are as follows:

2020	\$	830,578
2021		831,678
2022		851,953
2023		858,300
2024		790,606
2025-2029		4,043,811
2030		70,465
		<hr/>
	\$	<u>8,277,391</u>

This agreement also provides for the quarterly payment of the plant's operation and maintenance costs based on the Township's portion of total sewage flow.

Contracts

During the year ended December 31, 2019, the Township entered into a three-year trash hauling contract for the removal of refuse in the monthly amount of \$13.10, \$13.75, and \$14.45 per customer for the years ended December 31, 2020, 2021, and 2022, respectively. The contract remains effective until December 31, 2022, with the option to renew on a yearly basis for up to two one-year renewal periods at monthly amount of \$15.30 and \$16.25 per customer for the years ended December 31, 2023 and 2024, respectively.

12. Contingencies

The Township is involved in various lawsuits arising principally in the normal course of operations. In the opinion of the administration, the outcome of these lawsuits will not have a material adverse effect on the accompanying financial statements.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

13. Public Entity Risk Pool

The Township is exposed to a risk of loss relating to worker's compensation. In June 1995, the Township joined the Susquehanna Municipal Trust (Trust), a public entity risk pool. Members of the Trust share joint and several liability regarding worker's compensation claims. The Township pays annual premiums to the Trust based upon estimated annual payroll in various employment classifications. The Trust is responsible for paying the first \$250,000 on worker's compensation claims. The Trust purchases insurance for claims ranging from \$250,000 to \$500,000. In the event the Trust needs additional funding, the Trust may assess, on a proportionate basis, all members of the Trust additional premiums. The Township paid premiums of \$159,953 during the year ended December 31, 2019.

14. Insurance Cooperative

The Township entered into an intergovernmental cooperation agreement with 25 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. 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 \$25,000 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. During the years ended December 31, 2019 and 2018, the Township paid approximately \$9,500 and \$15,000, respectively, towards cross recovery.

The Township participates in the Pennsylvania Municipal Health Insurance Cooperative (PMHIC). The PMHIC 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 PMHIC 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 one appointed representative from each member. The department does not exercise any control of the activities of the PMHIC beyond its representation on the Board of Directors.

WEST MANCHESTER TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

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

	<u>2019</u>	<u>2018</u>
Township funding	\$ 1,352,095	\$ 1,323,619
Claims paid	(1,618,176)	(1,305,883)
Reinsurance reimbursements	617,496	402,762
Anticipated cross recovery	<u>(9,538)</u>	<u>(14,999)</u>
Available for benefits	<u>\$ 341,877</u>	<u>\$ 405,499</u>

15. Subsequent Events

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.

Subsequent to December 31, 2019, the Township entered into a construction contract in the amount of \$199,750.

**REQUIRED SUPPLEMENTARY
INFORMATION**

WEST MANCHESTER TOWNSHIP

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL GENERAL FUND

YEAR ENDED DECEMBER 31, 2019

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Revenues:				
Taxes	\$ 7,537,039	\$ 7,537,039	\$ 7,993,737	\$ 456,698
Licenses and permits	343,025	343,025	351,956	8,931
Fines and forfeits	138,500	138,500	226,359	87,859
Investment earnings	37,000	37,000	78,016	41,016
Intergovernmental revenues	863,486	863,486	973,508	110,022
Charges for services	228,043	228,043	532,349	304,306
Other	204,350	204,350	177,517	(26,833)
Total revenues	<u>9,351,443</u>	<u>9,351,443</u>	<u>10,333,442</u>	<u>981,999</u>
Expenditures:				
General government	710,879	783,663	783,846	(183)
Public safety	4,285,271	4,042,900	4,022,962	19,938
Public works	360,148	415,737	325,526	90,211
Culture recreation	325,735	331,805	311,611	20,194
Stormwater management	210,618	210,618	199,212	11,406
Other	3,346,033	3,453,961	3,348,942	105,019
Total expenditures	<u>9,238,684</u>	<u>9,238,684</u>	<u>8,992,099</u>	<u>246,585</u>
Excess of Revenues Over Expenditures	<u>112,759</u>	<u>112,759</u>	<u>1,341,343</u>	<u>1,228,584</u>
Other Financing Sources (Uses):				
Transfers in	101,765	101,765	95,856	(5,909)
Transfers out	(214,524)	(214,524)	(798,539)	(584,015)
Total other financing sources (uses)	<u>(112,759)</u>	<u>(112,759)</u>	<u>(702,683)</u>	<u>(589,924)</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>638,660</u>	<u>\$ 638,660</u>
Fund Balance:				
Beginning of year			<u>4,389,581</u>	
End of year			<u>\$ 5,028,241</u>	

See accompanying notes to required supplementary information - budgetary comparison schedule.

WEST MANCHESTER TOWNSHIP

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION BUDGETARY COMPARISON SCHEDULE

YEAR ENDED DECEMBER 31, 2019

1. Budget Matters

The Board of Supervisors approves, prior to the beginning of each year, an annual budget on the modified accrual basis of accounting for the General Fund. The budget for the General Fund for the year ended December 31, 2019 was formally adopted in December 2018 at a duly advertised public meeting.

2. Stewardship, Compliance, and Accountability

Excess of Expenditures over Appropriations

	<u>Appropriations</u>	<u>Expenditures</u>
General government	\$ 783,663	\$ 783,846

Funds sufficient to provide for the excess disbursements were made available from excess revenues.

WEST MANCHESTER TOWNSHIP

SCHEDULE OF CHANGES IN THE POLICE PLAN'S NET PENSION LIABILITY AND RELATED RATIOS

	2019*	2018	2017	2016	2015	2014
Total Pension Liability:						
Service cost	\$ 487,668	\$ 436,018	\$ 389,981	\$ 411,247	\$ 229,472	\$ 228,851
Interest	875,483	828,913	791,593	765,727	739,253	700,786
Changes in assumptions	465,381	-	1,060,564	-	1,718,695	-
Differences between expected and actual experience	(12,409)	9,877	(132,751)	(426,736)	23,567	(325,169)
Benefit payments, including refunds	(786,891)	(435,641)	(338,111)	(317,646)	(332,065)	(231,212)
Net Changes in Total Pension Liability	1,029,232	839,167	1,771,276	432,592	2,378,922	373,256
Total Pension Liability - Beginning	14,555,040	13,715,873	11,944,597	11,512,005	9,133,083	8,759,827
Total Pension Liability - Ending (a)	\$ 15,584,272	\$ 14,555,040	\$13,715,873	\$11,944,597	\$11,512,005	\$ 9,133,083
Plan Fiduciary Net Position:						
Contributions - employer	\$ 688,865	\$ 497,781	\$ 515,086	\$ 348,540	\$ 309,540	\$ 229,180
Contributions - member	145,360	129,015	121,859	128,707	131,629	115,866
Net investment income (loss)	1,647,009	(472,230)	1,095,816	466,064	(264,718)	257,289
Benefit payments, including refunds	(786,891)	(435,641)	(338,111)	(317,646)	(332,065)	(231,212)
Administrative expense	(3,932)	(4,939)	(6,496)	(1,012)	(8,909)	(38,304)
Net Change in Plan Fiduciary Net Position	1,690,411	(286,014)	1,388,154	624,653	(164,523)	332,819
Plan Fiduciary Net Position - Beginning	9,566,963	9,852,977	8,464,823	7,840,170	8,004,693	7,671,974
Plan Fiduciary Net Position - Ending (b)	\$ 11,257,374	\$ 9,566,963	\$ 9,852,977	\$ 8,464,823	\$ 7,840,170	\$ 8,004,793
Net Pension Liability - Ending (a-b)	\$ 4,326,898	\$ 4,988,077	\$ 3,862,896	\$ 3,479,774	\$ 3,671,835	\$ 1,128,290
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	72.24%	65.73%	71.84%	70.87%	68.10%	87.65%
Covered Payroll	\$ 2,802,981	\$ 2,643,749	\$ 2,350,886	\$ 2,370,449	\$ 2,624,711	\$ 2,368,350
Net Pension Liability as a Percentage of Covered Payroll	154.37%	188.67%	164.32%	146.80%	139.89%	47.64%

* This schedule is intended to illustrate information for 10 years. However, until a full 10-year trend is compiled, the Township is presenting information for those years only for which information is available.

See accompanying notes to required supplementary information - pension information

WEST MANCHESTER TOWNSHIP

SCHEDULE OF CHANGES IN THE NON-UNIFORM PLAN'S NET PENSION LIABILITY AND RELATED RATIOS

	2019 *	2018	2017	2016	2015	2014
Total Pension Liability:						
Service cost	\$ 208,354	\$ 208,491	\$ 209,749	\$ 199,462	\$ 129,761	\$ 124,541
Interest	282,426	265,585	248,871	240,607	242,916	236,551
Changes in assumptions	185,592	-	395,080	-	484,582	-
Differences between expected and actual experience	(49,620)	(61,044)	(132,436)	(170,129)	(71,086)	(100,124)
Benefit payments, including refunds	(147,258)	(131,496)	(112,377)	(237,114)	(100,637)	(266,085)
Net Changes in Total Pension Liability	479,494	281,536	608,887	32,826	685,536	(5,117)
Total Pension Liability - Beginning	4,560,552	4,279,016	3,670,129	3,637,303	2,951,767	2,956,884
Total Pension Liability - Ending (a)	\$ 5,040,046	\$ 4,560,552	\$ 4,279,016	\$ 3,670,129	\$ 3,637,303	\$ 2,951,767
Plan Fiduciary Net Position:						
Contributions - employer	\$ 307,389	\$ 241,221	\$ 241,470	\$ 181,237	\$ 169,075	\$ 143,218
Contributions - employee	22,117	21,725	23,281	23,310	16,383	31,290
Net investment income (loss)	578,065	(167,971)	365,807	153,558	(88,850)	91,848
Benefit payments, including refunds	(147,049)	(131,496)	(112,377)	(237,114)	(100,637)	(266,085)
Administrative expense	(3,705)	(5,438)	(3,881)	(4,297)	(9,735)	(11,285)
Net Change in Plan Fiduciary Net Position	756,817	(41,959)	514,300	116,694	(13,764)	(11,014)
Plan Fiduciary Net Position - Beginning	3,296,042	3,338,001	2,823,701	2,707,007	2,720,771	2,731,785
Plan Fiduciary Net Position - Ending (b)	\$ 4,052,859	\$ 3,296,042	\$ 3,338,001	\$ 2,823,701	\$ 2,707,007	\$ 2,720,771
Net Pension Liability - Ending (a-b)	\$ 987,187	\$ 1,264,510	\$ 941,015	\$ 846,428	\$ 930,296	\$ 230,996
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	80.41%	72.27%	78.01%	76.94%	74.42%	92.17%
Covered Payroll	\$ 1,027,113	\$ 1,075,934	\$ 1,070,004	\$ 1,185,242	\$ 1,127,808	\$ 1,136,459
Net Pension Liability as a Percentage of Covered Payroll	96.11%	117.53%	87.94%	71.41%	82.49%	20.33%

* This schedule is intended to illustrate information for 10 years. However, until a full 10-year trend is compiled, the Township is presenting information for those years only for which information is available.

See accompanying notes to required supplementary information - pension information

WEST MANCHESTER TOWNSHIP

SCHEDULES OF TOWNSHIP CONTRIBUTIONS AND INVESTMENT RETURNS

POLICE PENSION PLAN:

Schedule of Township Contributions	2019*	2018	2017	2016	2015	2014	2013	2012	2011	2010
Actuarially determined contribution	\$ 688,865	\$ 497,085	\$ 506,061	\$ 348,540	\$ 313,177	\$ 229,180	\$ 221,758	\$ 196,777	\$ 194,696	\$ 187,445
Contributions in relation to the actuarially determined contributions	688,865	497,781	515,086	348,540	309,540	229,180	221,758	196,777	243,248	187,445
Contribution deficiency (excess)	\$ -	\$ (696)	\$ (9,025)	\$ -	\$ 3,637	\$ -	\$ -	\$ -	\$ (48,552)	\$ -
Covered payroll	\$ 2,546,016	\$ 2,458,443	\$ 2,603,334	\$ 2,547,084	\$ 2,424,666	\$ 2,329,296	\$ 2,206,608	\$ 2,029,015	\$ 2,003,491	
Contributions as a percentage of covered payroll	27.06%	20.25%	19.79%	13.68%	12.77%	9.84%	10.05%	9.70%	12.14%	
Investment Returns										
Annual money-weighted rate of return, net of investment expense	17.41%	-4.90%	12.93%	6.00%	-3.30%	2.81%				

NON-UNIFORM PENSION PLAN:

Schedule of Township Contributions	2019 *	2018	2017	2016	2015	2014	2013	2012	2011	2010
Actuarially determined contribution	\$ 307,389	\$ 241,221	\$ 241,470	\$ 181,237	\$ 169,648	\$ 143,218	\$ 137,242	\$ 101,460	\$ 99,224	\$ 79,596
Contributions in relation to the actuarially contributions	307,389	241,221	241,470	181,237	169,075	143,218	137,242	101,460	153,628	79,596
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ 573	\$ -	\$ -	\$ -	\$ (54,404)	\$ -
Covered payroll	\$ 1,110,757	\$ 1,208,116	\$ 1,227,899	\$ 1,191,567	\$ 1,146,812	\$ 1,149,333	\$ 1,089,434	\$ 1,088,386	\$ 1,076,836	
Contributions as a percentage of covered payroll	27.67%	19.97%	19.67%	15.21%	14.74%	12.46%	12.60%	9.32%	14.27%	
Investment Returns										
Annual money-weighted rate of return, net of investment expense	17.40%	-5.03%	12.91%	5.92%	-3.27%	2.82%				

* This schedule is intended to illustrate information for 10 years. However, until a full 10-year trend is compiled, the Township is presenting information for those years only for which information is available.

See accompanying notes to required supplementary information - pension information

WEST MANCHESTER TOWNSHIP

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION PENSION INFORMATION

YEAR ENDED DECEMBER 31, 2019

Actuarial Methods and Assumptions

The information presented in the required supplementary information was determined as part of the actuarial valuations at the dates indicated. Methods and assumptions used to determine contribution rates under Act 205 are as follows:

<u>Actuarial Assumptions</u>	<u>Police Pension</u>	<u>Non-Uniform Pension</u>
Valuation date	1/1/2017	1/1/2017
Actuarial cost method	Entry age normal	Entry age normal
Amortization method	Level dollar, closed	Level dollar, closed
Amortization period	15 years	10 years
Actuarial assets valuation method	Market value	Market value
Actuarial assumptions:		
Investment rate of return	6.5%	6.5%
Project salary increases	4.5% annual increase	4.5% annual increase
Post-retirement benefit increases	None	None

Significant Factors Affecting Schedules

During the year ended December 31, 2019, the Plans' mortality table assumption was updated from the RP-2014 Blue Collar Mortality Table (adjusted to 2006) to the Pub-10 Mortality Table.

During the year ended December 31, 2017, the Plans' investment rate of return and discount rate were changed from 7.00% to 6.50%, the Plans' salary increase rate was changed from 5.00% to 4.50%, and the Plans' mortality table assumption was updated from

WEST MANCHESTER TOWNSHIP

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION PENSION INFORMATION

YEAR ENDED DECEMBER 31, 2019

the RP-2000 Mortality Table projected with Scale AA to the RP-2014 Blue Collar Mortality Table (adjusted to 2006) projected with Scale MP-2017.

During the year ended December 31, 2015, the Plans' investment rate of return and discount rate were changed from 8.00% to 7.00%.

WEST MANCHESTER TOWNSHIP

SCHEDULE OF CHANGES IN THE TOTAL OPEB LIABILITY

	2019*	2018
Total OPEB Liability:		
Service cost	\$ 21,633	\$ 17,888
Interest	15,293	17,177
Differences between expected and actual experience	-	347,974
Changes of assumptions	(13,192)	(373,891)
Benefit payments	-	(9,003)
Net Changes in Total OPEB Liability	23,734	145
Total OPEB Liability - Beginning	429,567	429,422
Total OPEB Liability - Ending	\$ 453,301	\$ 429,567

* The amounts presented for each fiscal year were determined as of the measurement date, which is the December 31 of the immediately preceding fiscal year. This schedule is intended to illustrate information for 10 years. However, until a full 10-year trend is compiled, the Township is presenting information for those years only for which information is available.

See accompanying notes to required supplementary information - OPEB information

WEST MANCHESTER TOWNSHIP

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION OPEB INFORMATION

YEAR ENDED DECEMBER 31, 2019

1. Actuarial Methods and Assumptions

The following actuarial methods and assumptions were used to determine contribution rates reported in the OPEB required supplementary schedule:

Valuation date	1/1/2018
Actuarial cost method	Entry age normal
Actuarial assumptions:	
Interest rate	4.10%
Inflation rate	3.00%
Healthcare cost trend rates	7.00% in 2019; 6.75% in 2020; 6.50% in 2021; 6.25% in 2022; 6.00% in 2023; 5.50% in 2024; 5.00% in 2025; and 4.50% in 2026 and later
Mortality	RPH-2014 Total Dataset Mortality Table projected using Scale MP-2018
Salary increases	2.50%

Changes in Actuarial Assumptions

The interest rate changed from 3.56% to 4.10% in the January 1, 2018 actuarial valuation, based on a measurement date of December 31, 2018. In addition, changes were made to the mortality improvement scale.

The interest rate changed from 4.00% to 3.56% in the January 1, 2018 actuarial valuation, based on the measurement date of December 31, 2017. The rate of inflation changed from 2.75% to 3.00% in the January 1, 2018 actuarial valuation. In addition, changes were made to the aging factors, the mortality table, the cost method, the percentage with a covered spouse, and the participation percentage.

WEST MANCHESTER TOWNSHIP

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION OPEB INFORMATION

YEAR ENDED DECEMBER 31, 2019

Other Information

The Township has not accumulated assets for the OPEB plan. Benefits are paid on a pay-as-you-go basis.

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SUPPLEMENTARY INFORMATION

WEST MANCHESTER TOWNSHIP

COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

NON-MAJOR GOVERNMENTAL FUNDS

YEAR ENDED DECEMBER 31, 2019

	Liquid Fuels			Street Lighting Tax		
	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Revenues:						
Taxes	\$ -	\$ -	\$ -	\$ 73,625	\$ 74,231	\$ 606
Investment earnings	2,700	12,773	10,073	1,035	1,755	720
Intergovernmental revenues	674,811	692,787	17,976	-	-	-
Total revenues	677,511	705,560	28,049	74,660	75,986	1,326
Expenditures:						
Current:						
Public works	680,771	784,283	(103,512)	70,000	64,895	5,105
Capital outlay	-	14,722	(14,722)	-	-	-
Total expenditures	680,771	799,005	(118,234)	70,000	64,895	5,105
Excess (Deficiency) of Revenues Over (Under) Expenditures	(3,260)	(93,445)	(90,185)	4,660	11,091	6,431
Other Financing Sources						
Transfers in	-	75,616	75,616	-	-	-
Total other financing sources	-	75,616	75,616	-	-	-
Net Change in Fund Balance	<u>\$ (3,260)</u>	<u>(17,829)</u>	<u>\$ (14,569)</u>	<u>\$ 4,660</u>	<u>11,091</u>	<u>\$ 6,431</u>
Fund Balance:						
Beginning of year		328,172			76,197	
End of year		<u>\$ 310,343</u>			<u>\$ 87,288</u>	

WEST MANCHESTER TOWNSHIP

COMBINING BALANCE SHEET

NON-MAJOR GOVERNMENTAL FUNDS

DECEMBER 31, 2019

	Special Revenue Funds		Total
	Liquid Fuels	Street Lighting Tax	
Assets			
Cash and cash equivalents	\$ 310,343	\$ 87,288	\$ 397,631
Total Assets	<u>310,343</u>	<u>87,288</u>	<u>397,631</u>
Fund Balance			
Restricted for: Public works	<u>310,343</u>	<u>87,288</u>	<u>397,631</u>
Total Liabilities and Fund Balance	<u>\$ 310,343</u>	<u>\$ 87,288</u>	<u>\$ 397,631</u>

WEST MANCHESTER TOWNSHIP

COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

NON-MAJOR GOVERNMENTAL FUNDS

YEAR ENDED DECEMBER 31, 2019

	Special Revenue Funds		
	Liquid Fuels	Street Lighting Tax	Total
Revenues:			
Taxes	\$ -	\$ 74,231	\$ 74,231
Investment earnings	12,773	1,755	14,528
Intergovernmental revenues	692,787	-	692,787
Total revenues	705,560	75,986	781,546
Expenditures:			
Current:			
Public works	784,283	64,895	849,178
Capital outlay	14,722	-	14,722
Total expenditures	799,005	64,895	863,900
Excess (Deficiency) of Revenues Over (Under) Expenditures	(93,445)	11,091	(82,354)
Other Financing Sources:			
Transfers in	75,616	-	75,616
Total other financing sources	75,616	-	75,616
Net Change in Fund Balance	(17,829)	11,091	(6,738)
Fund Balance:			
Beginning of year	328,172	76,197	404,369
End of year	<u>\$ 310,343</u>	<u>\$ 87,288</u>	<u>\$ 397,631</u>

WEST MANCHESTER TOWNSHIP

COMBINING STATEMENT OF FIDUCIARY NET POSITION - PENSION TRUST FUNDS

DECEMBER 31, 2019

	Police Pension Fund	Non-Uniform DB Pension Fund	Non-Uniform DC Pension Fund	Total
<hr/> Assets <hr/>				
Investments	\$ 11,257,269	\$ 4,052,684	\$ 35,415	\$ 15,345,368
Accounts receivable	280	-	-	280
Due from other funds	-	175	-	175
	<hr/>	<hr/>	<hr/>	<hr/>
Total Assets	11,257,549	4,052,859	35,415	15,345,823
<hr/> Liabilities <hr/>				
Due to other funds	175	-	-	175
	<hr/>	<hr/>	<hr/>	<hr/>
Total Liabilities	175	-	-	175
<hr/> Net Position <hr/>				
Restricted for pension benefits	<u>\$ 11,257,374</u>	<u>\$ 4,052,859</u>	<u>\$ 35,415</u>	<u>\$ 15,345,648</u>

WEST MANCHESTER TOWNSHIP

COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION - PENSION TRUST FUNDS

YEAR ENDED DECEMBER 31, 2019

	Police Pension Fund	Non-Uniform DB Pension Fund	Non-Uniform DC Pension Fund	Total
Additions:				
Contributions:				
Employer	\$ 688,865	\$ 307,389	\$ 12,602	\$ 1,008,856
Employee	145,360	22,117	7,695	175,172
Total contributions	834,225	329,506	20,297	1,184,028
Investment earnings:				
Interest and dividends	42,577	14,100	-	56,677
Net appreciation of fair value of investments	1,658,281	582,569	3,553	2,244,403
Total investment, earnings	1,700,858	596,669	3,553	2,301,080
Less: investment expense	(53,849)	(18,604)	-	(72,453)
Net investment earnings	1,647,009	578,065	3,553	2,228,627
Total additions	2,481,234	907,571	23,850	3,412,655
Deductions:				
Benefit payments	786,891	147,049	3,020	936,960
Administrative expense	3,932	3,705	380	8,017
Total deductions	790,823	150,754	3,400	944,977
Change in Plan Net Position	1,690,411	756,817	20,450	2,467,678
Net Position:				
Beginning of year	9,566,963	3,296,042	14,965	12,877,970
End of year	<u>\$ 11,257,374</u>	<u>\$ 4,052,859</u>	<u>\$ 35,415</u>	<u>\$ 15,345,648</u>