



City of Lock Haven, Pennsylvania

Financial Statements and
Supplementary Information

December 31, 2018

City of Lock Haven, Pennsylvania

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Independent Auditors' Report

To the Honorable Members of City Council of
City of Lock Haven, Pennsylvania

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business type activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the City of Lock Haven, Pennsylvania (the City), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with 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.

Auditors' 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. The financial statements of the Lock Haven Area Flood Protection Authority were not audited in accordance with *Government Auditing Standards*.

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

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

Opinions

In our opinion, the financial statements referred to above, present fairly, in all material respects, the respective financial position of the governmental activities, the business type activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the City of Lock Haven, Pennsylvania, as of December 31, 2018, and the respective changes in net position and, where applicable, cash flows thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Notes 1, 13 and 18 to the financial statements, the City adopted the provisions of Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, in 2018 to conform with accounting principles generally accepted in the United States of America. The City restated its beginning net position at January 1, 2018 for this adoption. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Management has omitted a Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require 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 Required Supplementary Information on pages 51 through 57 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.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 13, 2020, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Baker Tilly Virchow Krause, LLP

Williamsport, Pennsylvania
January 13, 2020

City of Lock Haven, Pennsylvania
Statement of Net Position

December 31, 2018

	Primary Government			Component Unit -
	Governmental	Business Type	Total	Flood Protection
	Activities	Activities		Authority
Assets				
Cash and cash equivalents	\$ 2,066,482	\$ 2,633,673	\$ 4,700,155	\$ 2,601
Receivables (net of allowance for uncollectibles):				
Taxes, net	447,339	-	447,339	-
Loans	227,296	-	227,296	-
Other	4,784	641,162	645,946	-
Internal balances	335,927	(335,927)	-	-
Due from other governments	55,952	53,306	109,258	-
Prepaid expenses and other assets	107,915	193,284	301,199	-
Total current assets	3,245,695	3,185,498	6,431,193	2,601
Capital assets:				
Public utility systems (including equipment)	-	46,962,538	46,962,538	84,590,355
Land and improvements	5,867,115	3,407,206	9,274,321	-
Infrastructure and infrastructure in progress	6,796,752	-	6,796,752	-
Buildings	3,992,239	-	3,992,239	-
Vehicles, equipment and furniture	5,238,771	990,055	6,228,826	-
Construction in progress	193,993	1,770	195,763	-
Less accumulated depreciation	(10,830,780)	(15,969,504)	(26,800,284)	(16,918,071)
Total capital assets	11,258,090	35,392,065	46,650,155	67,672,284
Deferred Outflows of Resources				
Pension	1,164,307	473,780	1,638,087	-
Other postemployment benefits (OPEB)	18,123	-	18,123	-
Total deferred outflows of resources	1,182,430	473,780	1,656,210	-
Total assets and deferred outflows of resources	15,686,215	39,051,343	54,737,558	67,674,885
Liabilities				
Accounts payable and accrued expenses	269,853	151,017	420,870	-
Unearned revenue	234,645	2,527	237,172	-
Long-term liabilities:				
Due within one year:				
Bonds and notes payable	127,357	1,031,340	1,158,697	-
Capital leases	34,809	-	34,809	-
Total current liabilities	666,664	1,184,884	1,851,548	-
Due in more than one year:				
Bonds and notes payable	2,028,249	20,950,709	22,978,958	-
Capital leases	113,880	-	113,880	-
Compensated absences	87,429	64,042	151,471	-
Net pension liability	1,169,924	439,989	1,609,913	-
Net OPEB liability	8,243,851	-	8,243,851	-
Total liabilities	12,309,997	22,639,624	34,949,621	-
Deferred Inflows of Resources				
Pension	409,493	203,685	613,178	-
Other postemployment benefits (OPEB)	709,805	-	709,805	-
Total deferred inflows of resources	1,119,298	203,685	1,322,983	-
Net Position (Deficit)				
Net investment in capital assets	8,953,795	13,410,016	22,363,811	67,672,284
Restricted for:				
Capital projects	140,012	-	140,012	-
Program purposes	842,398	-	842,398	-
Unrestricted (deficit)	(7,679,285)	2,798,018	(4,881,267)	2,601
Total net position	\$ 2,256,920	\$ 16,208,034	\$ 18,464,954	\$ 67,674,885

See notes to financial statements

City of Lock Haven, Pennsylvania

Statement of Activities

Year Ended December 31, 2018

Net (Expenses) Revenue and Changes in Net Position								
Functions/Programs	Expenses	Program Revenues			Primary Government			Component Unit
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business Type Activities	Total	Flood Protection Authority
Primary Government								
Governmental activities:								
General government	\$ 869,866	\$ 357,548	\$ 72,262	\$ -	\$ (440,056)		\$ (440,056)	
Public safety	1,478,658	181,823	3,141	-	(1,293,694)		(1,293,694)	
Public works	688,666	-	293,239	183,724	(211,703)		(211,703)	
Culture and recreation	172,172	-	-	-	(172,172)		(172,172)	
Buildings and property	17,837	-	-	-	(17,837)		(17,837)	
Interest and fees on long-term debt	99,346	-	-	-	(99,346)		(99,346)	
Employee benefits and insurance	1,840,185	-	260,202	-	(1,579,983)		(1,579,983)	
Unallocated depreciation	788,075	-	-	-	(788,075)		(788,075)	
Total governmental activities	5,954,805	539,371	628,844	183,724	(4,602,866)		(4,602,866)	
Business type activities:								
Public utility services, water	1,712,976	1,582,948	-	187,394		\$ 57,366	57,366	
Public utility services, sanitary sewer	3,537,014	2,653,079	-	503,442		(380,493)	(380,493)	
William T. Piper Memorial Airport	538,207	261,184	-	61,597		(215,426)	(215,426)	
Total business type activities	5,788,197	4,497,211	-	752,433		(538,553)	(538,553)	
Total primary government	\$ 11,743,002	\$ 5,036,582	\$ 628,844	\$ 936,157	(4,602,866)	(538,553)	(5,141,419)	
Component Unit								
Lock Haven Area Flood Protection Authority	\$ 846,962	\$ -	\$ -	\$ -				\$ (846,962)
General Revenues								
Property taxes					2,600,827	-	2,600,827	-
Earned income taxes					551,925	-	551,925	-
Other taxes					327,383	-	327,383	-
Grants and contributions not restricted to specific programs					476,732	-	476,732	-
Unrestricted investment earnings					24,308	18,747	43,055	1
Miscellaneous					311,349	83,220	394,569	490
Gain on sale of equipment					16,383	614	16,997	-
Transfers					(10,701)	10,701	-	-
Total general revenues					4,298,206	113,282	4,411,488	491
Change in Net Position					(304,660)	(425,271)	(729,931)	(846,471)
Net Position, Beginning								
As previously reported					6,152,517	16,633,305	22,785,822	68,521,356
Effect of adoption of GASB Statement No. 75					(3,590,937)	-	(3,590,937)	-
As restated					2,561,580	16,633,305	19,194,885	68,521,356
Net Position, Ending					\$ 2,256,920	\$ 16,208,034	\$ 18,464,954	\$ 67,674,885

See notes to financial statements

City of Lock Haven, Pennsylvania

Balance Sheet -
Governmental Funds
December 31, 2018

	<u>General Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
Assets			
Cash and cash equivalents	\$ 1,217,071	\$ 834,887	\$ 2,051,958
Receivables:			
Taxes, net	447,339	-	447,339
Loans	132,496	94,800	227,296
Other governments	46,261	9,691	55,952
Due from other funds	-	413,583	413,583
Prepaid expenses	107,915	-	107,915
	<u>107,915</u>	<u>-</u>	<u>107,915</u>
Total assets	<u>\$ 1,951,082</u>	<u>\$ 1,352,961</u>	<u>\$ 3,304,043</u>
Liabilities, Deferred Inflow of Resources and Fund Balances			
Liabilities:			
Vouchers (accounts) payable	\$ 68,760	\$ 141,368	\$ 210,128
Accrued liabilities	46,206	10,857	57,063
Due to other funds	76,827	829	77,656
Unearned revenue	139,898	94,747	234,645
	<u>139,898</u>	<u>94,747</u>	<u>234,645</u>
Total liabilities	<u>331,691</u>	<u>247,801</u>	<u>579,492</u>
Deferred inflow of resources, Unearned revenue, taxes	<u>362,297</u>	<u>-</u>	<u>362,297</u>
Fund balances:			
Nonspendable	107,915	-	107,915
Restricted	-	1,232,378	1,232,378
Committed	1,099,043	-	1,099,043
Assigned	-	29,555	29,555
Unassigned	50,136	(156,773)	(106,637)
	<u>50,136</u>	<u>(156,773)</u>	<u>(106,637)</u>
Total fund balances	<u>1,257,094</u>	<u>1,105,160</u>	<u>2,362,254</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 1,951,082</u>	<u>\$ 1,352,961</u>	<u>\$ 3,304,043</u>

See notes to financial statements

City of Lock Haven, Pennsylvania

Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position
Year Ended December 31, 2018

Total Fund Balance, Governmental Funds \$ 2,362,254

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

Capital assets used in governmental activities are not current
financial resources and therefore are not reported in the
fund financial statements, but are reported in the statement
of net position. 11,258,090

Some of the City's taxes will be collected after year-end, but
are not available soon enough to pay for the current period's
expenditures, and therefore are reported as a deferred inflow of
resources in the funds. 362,297

Deferred outflows related to the net pension liability
are not reported in the governmental funds, however
are reported in the statement of net position. 1,164,307

Deferred outflows related to the OPEB liability
are not reported in the governmental funds, however
are reported in the statement of net position. 18,123

Internal service funds are used by management to charge the
costs of certain activities to individual funds. The assets
and liabilities of the internal service fund are included in the
statement of net position. 16,646

Deferred inflows related to the net pension liability
are not reported in the governmental funds, however
are reported in the statement of net position. (409,493)

Deferred inflows related to the OPEB liability
are not reported in the governmental funds, however
are reported in the statement of net position. (709,805)

Long-term liabilities applicable to the City's governmental activities
are not due and payable in the current period and accordingly,
are not reported as fund liabilities. All liabilities, both current and long-term,
are reported in the statement of net position. Balances at December 31,
2018 are:

Bonds and notes payable	(2,155,606)
Capital leases	(148,689)
Net OPEB liability	(8,243,851)
Net pension liability	(1,169,924)
Compensated absences	(87,429)

**Net Position of Governmental Activities
in the Statement of Net Position** \$ 2,256,920

See notes to financial statements

City of Lock Haven, Pennsylvania**Statement of Revenues, Expenditures and Changes in Fund Balances -****Governmental Funds**

Year Ended December 31, 2018

	General Fund	Nonmajor Governmental Funds	Total
Revenues			
Taxes	\$ 3,496,467	\$ -	\$ 3,496,467
Licenses and permits	99,107	-	99,107
Fines and forfeits	162,985	-	162,985
Interest, rents and royalties	16,941	17,660	34,601
Intergovernmental	881,478	377,864	1,259,342
Charges for service	384,242	-	384,242
Collections on loans	-	55,361	55,361
Miscellaneous	15,224	75,941	91,165
	<u>5,056,444</u>	<u>526,826</u>	<u>5,583,270</u>
Total revenues			
	<u>5,056,444</u>	<u>526,826</u>	<u>5,583,270</u>
Expenditures			
Current:			
General government	754,017	235,921	989,938
Employee benefits and insurance	1,269,654	5,089	1,274,743
Community and economic development	-	3,380	3,380
Public works, highways and streets	929,805	351,738	1,281,543
Public safety	1,531,683	-	1,531,683
Culture and recreation	123,677	76,495	200,172
Other	18,329	-	18,329
Capital outlay	15,387	11,495	26,882
Debt service	214,193	7,283	221,476
	<u>4,856,745</u>	<u>691,401</u>	<u>5,548,146</u>
Total expenditures			
	<u>4,856,745</u>	<u>691,401</u>	<u>5,548,146</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>199,699</u>	<u>(164,575)</u>	<u>35,124</u>
Other Financing Sources (Uses)			
Proceeds from the sale of capital assets	16,167	-	16,167
Proceeds from long-term debt, net	202,357	25,008	227,365
Transfers in	402,731	264,350	667,081
Transfers out	(234,743)	(443,039)	(677,782)
	<u>386,512</u>	<u>(153,681)</u>	<u>232,831</u>
Total other financing sources (uses), net			
	<u>386,512</u>	<u>(153,681)</u>	<u>232,831</u>
Changes in Fund Balances	<u>586,211</u>	<u>(318,256)</u>	<u>267,955</u>
Fund Balance, Beginning	<u>670,883</u>	<u>1,423,416</u>	<u>2,094,299</u>
Fund Balance, Ending	<u>\$ 1,257,094</u>	<u>\$ 1,105,160</u>	<u>\$ 2,362,254</u>

See notes to financial statements

City of Lock Haven, Pennsylvania

Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
Year Ended December 31, 2018

Net Change in Fund Balances, Total Governmental Funds	\$ 267,955
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the statement of activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimate useful lives as depreciation expense for the period. This is the amount by which capital outlays \$896,718 exceeded depreciation expense \$788,075, in the current period.	108,643
Revenues related to real estate taxes in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This amount represents the change in deferred tax revenues for the year ended December 31, 2018.	(16,335)
The issuance of long-term debt (e.g. bonds, notes, etc.) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. During 2018, the following transactions factor into this reconciliation:	
Issuance of long-term debt	(66,334)
Retirement of principal of long-term debt	122,130
Issuance of extended term financing	(161,031)
Retirement of extended term financing	12,342
Certain compensated absences payable are considered long-term in nature, and are not reported as liabilities within the funds. Such liabilities are, however, reported within the statement of net position, and changes in these liabilities are reflected within the statement of activities. This amount represents the change in long-term compensated absences payable for the year ended December 31, 2018.	(10,351)
Net pension liability is considered long-term in nature, and is not reported as a liability within the Funds. Such liability is, however, reported within the statement of net position, and changes in the liability is reflected within the statement of net position. This represents the change in pension liability and the deferred outflows and inflows related to the pension.	(241,521)
OPEB liability is considered long-term in nature, and is not reported as a liability within the Funds. Such liability is, however, reported within the statement of net position, and changes in the liability is reflected within the statement of net position. This represents the change in pension liability and the deferred outflows and inflows related to OPEB	(325,900)
Internal service funds are used by management to charge the costs of certain activities, such as fleet maintenance and information technology, to individual funds. The net revenue (expense) of certain internal service funds is reported within governmental activities.	5,742
Change in Net Position of Governmental Activities	\$ (304,660)

See notes to financial statements

City of Lock Haven, Pennsylvania

Statement of Revenues, Expenditures and
Changes in Fund Balance - General Fund -
Budget and Actual
Year Ended December 31, 2018

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		
Revenues				
Taxes	\$ 3,331,582	\$ 3,095,146	\$ 3,496,467	\$ 401,321
Licenses and permits	100,394	93,845	99,107	5,262
Fines and forfeits	168,023	150,150	162,985	12,835
Interest, rents and royalties	9,801	9,866	16,941	7,075
Intergovernmental	823,169	500,952	881,478	380,526
Charges for services	297,495	283,569	384,242	100,673
Miscellaneous	14,779	7,300	15,224	7,924
Total revenues	4,745,243	4,140,828	5,056,444	915,616
Expenditures				
Current:				
General government	562,942	630,732	754,017	(123,285)
Employee benefits and insurance	1,413,396	1,473,758	1,269,654	204,104
Public safety	1,638,715	1,577,369	1,531,683	45,686
Public works, highways and streets	600,777	516,320	929,805	(413,485)
Culture and recreation	124,773	134,627	123,677	10,950
Other	8,000	171,470	18,329	153,141
Debt service	176,341	174,063	214,193	(40,130)
Capital outlay	203,477	35,366	15,387	19,979
Total expenditures	4,728,421	4,713,705	4,856,745	(143,040)
Excess (Deficiency) of Revenues Over Expenditures	16,822	(572,877)	199,699	772,576
Other Financing Sources (Uses)				
Proceeds from the sale of capital assets	11,244	1,000	16,167	15,167
Proceeds from long-term debt, net	82,737	-	202,357	202,357
Transfers in	-	-	402,731	402,731
Transfers out	(6,100)	(6,100)	(234,743)	(228,643)
Appropriated fund balance	-	577,977	-	(577,977)
Total other financing sources, net	87,881	572,877	386,512	(186,365)
Excess of Revenues Over Expenditures After Other Financing Sources (Uses)	\$ 104,703	\$ -	\$ 586,211	\$ 586,211

See notes to financial statements

City of Lock Haven, Pennsylvania

Statement of Net Position

Proprietary Funds

December 31, 2018

	Enterprise Funds				Internal Service Fund
	Water Fund	Sewer Fund	Airport Fund (non-major)	Total	
Assets					
Current assets:					
Cash and cash equivalents	\$ 1,798,749	\$ 834,924	\$ -	\$ 2,633,673	\$ 14,524
Customer accounts receivable, (net of allowance)	321,693	255,796	63,673	641,162	4,784
Due from other funds	4,072	98,087	40,167	142,326	-
Due from other governments	5,000	43,095	5,211	53,306	-
Other current assets	66,324	122,185	4,775	193,284	282
Total current assets	2,195,838	1,354,087	113,826	3,663,751	19,590
Capital assets:					
Public utility systems (including related equipment)	6,095,667	36,324,740	-	42,420,407	-
Land and improvements	-	500,000	2,907,206	3,407,206	-
Equipment and vehicles	1,901,495	2,877,470	753,221	5,532,186	-
Construction in progress	-	-	1,770	1,770	-
Less accumulated depreciation	(4,839,308)	(9,265,430)	(1,864,766)	(15,969,504)	-
Total capital assets, net	3,157,854	30,436,780	1,797,431	35,392,065	-
Total assets	5,353,692	31,790,867	1,911,257	39,055,816	19,590
Deferred Outflows of Resources					
Pension	165,742	266,719	41,319	473,780	-
Total assets and deferred outflows of resources	\$ 5,519,434	\$ 32,057,586	\$ 1,952,576	\$ 39,529,596	\$ 19,590
Liabilities					
Current liabilities:					
Current portion of bonds and notes payable	\$ 209,427	\$ 787,984	\$ 33,929	\$ 1,031,340	\$ -
Vouchers (accounts) payable	26,507	82,358	4,503	113,368	2,944
Accrued liabilities	14,982	22,948	(281)	37,649	-
Due to other funds	85,351	6,490	386,412	478,253	-
Unearned revenue	-	-	2,527	2,527	-
Total current liabilities	336,267	899,780	427,090	1,663,137	2,944
Noncurrent liabilities:					
Compensated absences	13,146	30,357	20,539	64,042	-
Long-term portion of bonds and notes payable	2,517,032	18,394,908	38,769	20,950,709	-
Net pension liability	151,268	250,203	38,518	439,989	-
Total noncurrent liabilities	2,681,446	18,675,468	97,826	21,454,740	-
Total liabilities	3,017,713	19,575,248	524,916	23,117,877	2,944
Deferred Inflows of Resources					
Pension	70,027	115,827	17,831	203,685	-
Net Position					
Net investment in capital assets	431,395	11,253,888	1,724,733	13,410,016	-
Unrestricted	2,000,299	1,112,623	(314,904)	2,798,018	16,646
Total net position	2,431,694	12,366,511	1,409,829	16,208,034	16,646
Total liabilities, deferred inflows of resources and net position	\$ 5,519,434	\$ 32,057,586	\$ 1,952,576	\$ 39,529,596	\$ 19,590

See notes to financial statements

City of Lock Haven, Pennsylvania

Statement of Revenues, Expenses and Changes in Net Position -

Proprietary Funds

Year Ended December 31, 2018

	Enterprise Funds				Internal Service Fund
	Water Fund	Sewer Fund	Airport Fund (non-major)	Total	
Revenues					
Charges for services	\$ 1,582,948	\$ 2,653,079	\$ 261,184	\$ 4,497,211	\$ 77,682
Operating Expenses					
Personnel services	564,332	1,019,580	115,959	1,699,871	-
Depreciation	314,396	1,007,960	170,110	1,492,466	-
Utilities (including water filtration costs)	638,024	331,905	30,820	1,000,749	-
Administrative expense	52,079	469,597	2,991	524,667	71,940
Materials, supplies and maintenance	84,557	349,333	187,955	621,845	-
Sludge disposal	-	76,167	-	76,167	-
Insurance	9,152	54,802	13,078	77,032	-
Miscellaneous	6,699	12,362	2,156	21,217	-
Total operating expenses	1,669,239	3,321,706	523,069	5,514,014	71,940
Operating (loss) income	(86,291)	(668,627)	(261,885)	(1,016,803)	5,742
Nonoperating Revenues (Expenses)					
Subsidies from other governments:					
State	-	503,442	61,597	565,039	-
Local	187,394	-	-	187,394	-
Interest income	12,497	6,250	-	18,747	-
Rental income	1,321	81,669	230	83,220	-
Gain on sale of materials	614	-	-	614	-
Interest expense	(30,737)	(215,308)	(1,747)	(247,792)	-
Debt issuance costs	(13,000)	-	(13,391)	(26,391)	-
Total nonoperating revenues, net	158,089	376,053	46,689	580,831	-
Income (Loss) Before Other Financing Sources	71,798	(292,574)	(215,196)	(435,972)	5,742
Other Financing Sources					
Transfers in	-	-	10,701	10,701	-
Net Income (Loss)	71,798	(292,574)	(204,495)	(425,271)	5,742
Net Position, Beginning	2,359,896	12,659,085	1,614,324	16,633,305	10,904
Net Position, Ending	\$ 2,431,694	\$ 12,366,511	\$ 1,409,829	\$ 16,208,034	\$ 16,646

See notes to financial statements

City of Lock Haven, Pennsylvania

Statement of Cash Flows - Proprietary Funds
Year Ended December 31, 2018

	Business Type Activities				Internal Service Fund
	Water Fund	Sewer Fund	Airport Fund (non-major)	Totals	
Cash Flows From Operating Activities					
Cash received from users	\$ 1,586,689	\$ 2,647,516	\$ 312,436	\$ 4,546,641	\$ 77,451
Cash payments to employees for services	(553,219)	(983,477)	(109,162)	(1,645,858)	-
Cash paid to suppliers for goods and services	(771,647)	(1,326,033)	(233,058)	(2,330,738)	(72,851)
Net cash provided by (used in) operating activities	261,823	338,006	(29,784)	570,045	4,600
Cash Flows From Noncapital Financing Activities					
Operating subsidies and transfers from (to) other funds	-	-	10,701	10,701	-
Cash Flows From Investing Activities					
Rental income	1,321	81,669	230	83,220	-
Earnings on investments	12,497	6,250	-	18,747	-
Net cash provided by investing activities	13,818	87,919	230	101,967	-
Cash Flows From Capital and Related Financing Activities					
Payments for capital acquisitions	(112,536)	(133,114)	(10,700)	(256,350)	-
Capital subsidies from other governments	187,394	503,442	61,596	752,432	-
Principal payments on long-term debt	(206,948)	(1,394,677)	(30,297)	(1,631,922)	-
Proceeds from long-term debt	50,001	903,945	13,392	967,338	-
Interest paid	(30,737)	(215,308)	(1,747)	(247,792)	-
Debt issuance costs	(13,000)	-	(13,391)	(26,391)	-
Proceeds from sale of assets	614	-	-	614	-
Net cash (used in) provided by capital and related financing activities	(125,212)	(335,712)	18,853	(442,071)	-
Increase in Cash and Cash Equivalents	150,429	90,213	-	240,642	4,600
Cash and Cash Equivalents, Beginning	1,648,320	744,711	-	2,393,031	9,924
Cash and Cash Equivalents, Ending	<u>\$ 1,798,749</u>	<u>\$ 834,924</u>	<u>\$ -</u>	<u>\$ 2,633,673</u>	<u>\$ 14,524</u>
Reconciliation of Operating (Loss) Income to Net Cash Provided by (Used in) Operating Activities					
Operating (loss) income	\$ (86,291)	\$ (668,627)	\$ (261,885)	\$ (1,016,803)	\$ 5,742
Adjustments to reconcile operating (loss) income to net cash provided by (used in) operating activities:					
Depreciation	314,396	1,007,960	170,110	1,492,466	-
Changes in assets and liabilities:					
Accounts receivable, other	4,133	106,462	2,970	113,565	(231)
Due from/to other governments and funds	(392)	(112,025)	48,282	(64,135)	-
Other current assets	(16,123)	(83,583)	(2,007)	(101,713)	-
Deferred outflows of resources, pension	(112,311)	(177,733)	(29,356)	(319,400)	-
Vouchers payable	18,864	51,716	3,942	74,522	(911)
Net pension liability	154,701	256,225	39,360	450,286	-
Accrued and other liabilities	(1,382)	(11,234)	1,517	(11,099)	-
Deferred inflows of resources, pension	(13,772)	(31,155)	(2,717)	(47,644)	-
Net Cash Provided by (Used in) Operating Activities	<u>\$ 261,823</u>	<u>\$ 338,006</u>	<u>\$ (29,784)</u>	<u>\$ 570,045</u>	<u>\$ 4,600</u>

See notes to financial statements

City of Lock Haven, Pennsylvania

Statement of Fiduciary Net Position

December 31, 2018

	Pension and OPEB Trust Funds
Assets	
Current Assets	
Cash and cash equivalents	\$ 408,455
Accrued interest receivable	33,550
Total current assets	<u>442,005</u>
Investments:	
Fixed income securities	4,375,405
Equity securities	6,091,228
Mutual funds	<u>1,349,087</u>
Total investments	<u>11,815,720</u>
Total assets	<u><u>\$ 12,257,725</u></u>
Liabilities	
Benefits payable	\$ 42,699
Due to brokers	<u>5,000</u>
Total liabilities	<u>47,699</u>
Net Position	
Restricted for pensions and postemployment benefits other than pensions	<u>12,210,026</u>
Total liabilities and net position	<u><u>\$ 12,257,725</u></u>

See notes to financial statements

City of Lock Haven, Pennsylvania

Statement of Changes in Fiduciary Net Position Year Ended December 31, 2018

	Pension and OPEB Trust Funds
Additions	
Contributions:	
Commonwealth of Pennsylvania	\$ 260,262
Employees	115,163
City	<u>922</u>
Total contributions	<u>376,347</u>
Investment earnings (loss):	
Net decrease in fair value of investments	(1,080,395)
Interest and dividends	<u>438,103</u>
Total investment loss	<u>(642,292)</u>
Total additions, net	<u>(265,945)</u>
Deductions	
Benefits	754,026
Investment fees and other	<u>104,790</u>
Total deductions	<u>858,816</u>
Change in Net Position	(1,124,761)
Net Position, Beginning	<u>13,334,787</u>
Net Position, Ending	<u><u>\$ 12,210,026</u></u>

See notes to financial statements

1. Summary of Significant Accounting Policies

The accounting methods and procedures adopted by the City of Lock Haven, Pennsylvania (the City) conform to accounting principles generally accepted in the United States of America as applied to state and local governmental entities. The following notes to the basic financial statements are an integral part of the City's financial statements.

Reporting Entity

Incorporated as a City of the Third Class in 1870, the City of Lock Haven is the county seat of Clinton County and is located in north central Pennsylvania. The City lies between the banks of the West Branch of the Susquehanna River and Bald Eagle Creek. The City is the largest municipality in Clinton County, encompassing 2.3 square miles with a population of approximately 9,000 people.

The City operates under a Council-Manager form of government. City Council consists of six council members and a mayor, each elected to serve a four-year term.

The financial reporting entity includes all of the services provided by the City to residents and businesses within its boundaries. Municipal services provided include public safety (police, fire, emergency management and protective inspection), community development, street construction and maintenance, recreation, public works, library and general administration. In evaluating the City as a primary government in accordance with applicable criteria, management has addressed all potential component units. Consistent with applicable guidance, the criteria used by the City to evaluate the possible inclusion of related entities within its reporting entity are financial accountability and the nature and significance of the relationship.

The City is financially accountable for:

- 1) Organizations that make up the legal municipal entity;
- 2) Legally separate organizations if the City Council appoints a voting majority of the organizations' governing bodies and the City is able to impose its will on the organization or if there is a potential for the organization to provide specific financial benefits to, or impose specific financial burden on, the City.
 - a. **Imposition of Will** - Exists if the City can significantly influence the programs, projects, or activities of, or the level of services performed or provided by the organization.
 - b. **Financial Benefit or Burden** - Exists if the City (1) is entitled to the organization's resources or (2) is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide support to, the organization or (3) is obligated in some manner for the debt of the organization.
- 3) Organizations that are fiscally dependent on the City. Fiscal dependency is established if the organization is unable to adopt its budget, levy taxes or set rates or charges, or issue bonded debt without approval by the City.

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

The financial statements of the City include the accounts of the City's primary government and two component units over which the City exercises significant influence. Significant influence or accountability is based primarily on operational or financial relationships with the City (as distinct from legal relationships). City Council appoints a voting majority to the Board of Directors of both component units. The Lock Haven City Authority issues separately audited financial statements, which can be obtained from the City Authority Office at 20 East Church Street, Lock Haven, Pennsylvania, 17745. The Lock Haven Area Flood Protection Authority also issues separately audited financial statements, which can be obtained from the City Authority Office at 20 East Church Street, Lock Haven, Pennsylvania, 17745.

Blended Component Unit	Brief Description of Activities and Relationship to the City
Lock Haven City Authority (the City Authority) functions as a financing medium for capital activity of City water and sewer systems.	The City Authority's board members are appointed by City Council. A continuing financial relationship exists between these parties in that the City is leasing the water and sewer systems from the City Authority.
Discretely Presented Component Unit	Brief Description of Activities and Relationship to the City
The Lock Haven Area Flood Protection Authority (the Flood Protection Authority) was created for the purpose of implementing the Lock Haven Flood Protection Project and accomplishing the related duties of the "local sponsor."	The Flood Protection Authority's board, consisting of seven members, is appointed by City Council (five appointments) and the Woodward Township Board of Supervisors (two appointments).

Governmentwide and Fund Financial Statements

The governmentwide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate discretely presented component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the governmentwide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The governmentwide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 365 days of the end of the current fiscal period with the exception of property taxes, which must be received within 60 days of year-end to be deemed available.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service, pension and OPEB expenditures are recorded only when payment is due.

Property taxes, intergovernmental revenues, charges for services and interest associated with the current fiscal period are all generally considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

Generally, the effect of interfund activity has been eliminated from the governmentwide financial statements.

Amounts reported as program revenues include charges to customers or applicants for goods, services or privileges provided and operating grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise funds are charges for utility and transportation related services (water, sewer and airport). Operating expenses for the enterprise funds include the cost of services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Governmental Funds

General Fund

The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. All general tax revenues and other receipts that are not restricted by law or contractual agreement to some other fund are accounted for within this fund. General operating expenditures, fixed charges and capital improvement costs that are not paid by other funds are paid from the General Fund. The General Fund is always considered a major fund.

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts or major capital projects) that are legally restricted to specified purposes. Special Revenue Funds reported as nonmajor funds in 2018 by the City include:

- The Rural Business Enterprise Grant Fund accounts for revenues used to provide support to various projects and programs benefiting local businesses.
- The Recreation Fund accounts for the public contributions and event revenues used to provide recreational activities for City residents.
- The Interchange Fund accounts for revenues and expenditures for maintenance and electricity related to street lighting for the U.S. Route 220 Interchange.
- The Triangle Park and Hoberman Project Funds account for public contributions used for equipment purchases and improvements for those two parks.
- The Highway Aid Fund accounts for liquid fuel tax revenues used for building, improving and maintaining City streets.
- The Rehabilitation/Sidewalk Fund accounts for the operations of the City's Housing Rehabilitation and sidewalk repair Programs, which are funded in part by federal funds whose use is restricted for the provision of specified home rehabilitation services to eligible City residents.
- The CDBG Funds account for the operations of the City's Community Development Block Grant program, which is funded with federal funds passed through the Commonwealth of Pennsylvania and whose use is restricted for the provision of community services under four specific federal criteria.
- The Hoberman Park Fund accounts for certain recreational activities conducted at the Hoberman Park Playground.
- The Housing Home Program Fund accounts for federal HOME revenues used to provide assistance to low to moderate income homeowners for housing repairs to meet minimum building code requirements.
- The Owner Occupied Housing Fund accounts for housing assistance to low income families.
- The New Communities Main Street Fund accounts for certain City revitalization projects.
- The Road Turn-Back Fund accounts for proceeds from the Commonwealth for future maintenance and improvements to certain roads received from the Commonwealth.

Capital Projects Fund

The Capital Projects Fund, a nonmajor fund in 2018, is used to account for financial resources to be used for the acquisition or construction of capital facilities or assets (other than those financed by proprietary funds).

Proprietary Funds

Enterprise Funds - Water, Sewer and Airport Funds

Enterprise funds are used to account for operations (a) that are financed primarily through user charges, or (b) where the governing body has decided that determination of net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The City's major enterprise funds account for the operations of its water and sewer operations. The City's airport operations is reported as a nonmajor fund.

Internal Service Fund, Inventory Fund

This fund is used to account for the financing of goods or services provided by one department to other departments of the City on a cost-reimbursement basis. The Inventory Fund comprises this fund type. The Inventory Fund is used to allocate the cost of fuel and postage among the various City departments and programs that use these items.

Fiduciary Funds

Pension and Other Post-Employment Benefit (OPEB) Trust Funds

Pension and OPEB trust funds are used to report the resources that are required to be held in trust for the members and beneficiaries of defined benefit pension or OPEB plans. The City maintains two single-employer defined benefit pension trust funds, the Police Pension Fund and the City Employees Retirement Fund. In addition, the City maintains one single-employer defined benefit OPEB trust fund, the Police Death Benefit Fund.

New Accounting Principles

The City adopted Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits*, which replaces the requirements of GASB Statement No. 45, for the year ended December 31, 2018. Statement No. 75 establishes that governments that do not provide OPEB through a trust that meets specified criteria will report the total OPEB liability related to their employees. Additionally, Statement No. 75 requires governments in all types of OPEB plans to present more extensive note disclosures, including a sensitivity analysis of both the discount rate and a healthcare cost trend rate assumptions used for the valuation, and required supplementary information about their OPEB liabilities.

The City implemented the accounting and reporting requirements of GASB No. 75 as of January 1, 2018. The effect of this adoption decreased the City's governmental net position at January 1, 2018 by \$3,590,937 for the recording of the City's net OPEB obligation, expanded note disclosures and added required supplementary information.

The City adopted GASB Statement No. 85, *Omnibus 2018*, during 2018. This statement establishes accounting and financial reporting requirements for blending component units, goodwill, fair value measurement and application and OPEB. The adoption of this statement did not have a material impact on the City's financial statements.

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

The City adopted GASB Statement No. 86, *Certain Debt Extinguishment Issues*, during 2018. The primary objective of this statement is to improve consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources, resources other than the proceeds of refunding debt, are placed in an irrevocable trust for the sole purpose of extinguishing debt. This statement also improves accounting and financial reporting of prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance. The adoption of this statement did not have a material impact on the City's financial statements.

Cash Equivalents

The City considers highly liquid short-term instruments purchased with a maturity of three months or less (excluding certain short-term instruments which are classified as investments) to be cash equivalents.

Investments

Investments of the City Employee Retirement and Police Retirement pension plans, and Police Death OPEB plan are stated at fair value for both reporting and actuarial purposes. Investment purchases are recorded as of the trade date. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. Investments that do not have an established market are generally reported at cost, which is not expected to be materially different from fair value.

Receivables and Payables

Interfund Receivables and Payables

Activities between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds". Any residual balances outstanding between the governmental activities and business type activities are reported in the governmentwide financial statements as "internal balances". All receivables are shown net of an allowance for doubtful accounts, if applicable.

Customer and Property Tax Receivables

All receivables are reported at net realizable value. Amounts are written off when they are determined to be uncollectible based upon management's assessment of individual amounts. The allowance for doubtful accounts is estimated based upon a combination of the City's historical losses and a percentage of aged receivables. The allowance for uncollectible real estate and debt service taxes as of December 31, 2018 amounted to \$144,089. The allowance for doubtful accounts related to the Water, Sewer and Airport proprietary funds amounted to \$23,032, \$16,524 and \$6,736, respectively, as of December 31, 2018.

Capital Assets

Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated fixed assets are recorded at their estimated fair value at the date of donation. Capital assets with initial, individual costs that equal or exceed \$1,000 and estimated useful lives in excess of one year are recorded as capital assets. Major outlays for capital assets and improvements are capitalized as projects are completed.

Beginning on January 1, 2004, the City began to prospectively capitalize its investment in infrastructure assets, pursuant to GASB Statement No. 34. Infrastructure assets include long-lived, immovable capital assets such as road systems, bridges, curbs and gutters, sidewalks, drainage systems and lighting systems. Prior to 2004, infrastructure was not capitalized.

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

Normal maintenance and repairs are charged to expense as incurred; major renewals or betterments which extend the life or increase the value of assets are capitalized.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

	Governmental Activities	Business Type Activities	Component Unit
Buildings and improvements	40 years	40 years	-
Machinery and equipment	5 - 30 years	5 - 30 years	-
Vehicles	5 - 8 years	8 years	-
Infrastructure	10 - 65 years	-	100 years

Liabilities for Compensated Absences

Pursuant to various union contracts, City employees are awarded sick time each year based primarily upon the number of years served through December 31st of the preceding year. The City's policy generally provides that employees will be compensated for some portion of earned but unused sick time at retirement or termination.

Unearned Revenues

Unearned revenues consists of receivables not collected within 60 days subsequent to the City's year-end (fund-perspective financial statements), and loans receivable (principal and interest on these loans are recognized as program income as received) and grant proceeds for which the related expenditures had yet to be incurred. It is expected that these items will be included in revenues of future fiscal years.

At December 31, 2018, the General, Nonmajor Governmental and Airport Operating Funds had unearned revenues of \$139,898, \$94,747 and \$2,527, respectively.

Deferred Outflows/Inflows of Resources

In additions to assets, the City will sometimes report a separate section for deferred outflows (inflows) of resources. This separate financial statement element represents a consumption (acquisition) of net position that applies to a future period and so will not be recognized as an outflow (inflow) of resources until that time.

Governmental Fund Balance Classifications/Policies and Procedures

In accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the City classifies its governmental fund balances as follows:

- *Nonspendable* - includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.
- *Restricted* - includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.

City of Lock Haven, Pennsylvania

Notes to Financial Statements
December 31, 2018

- **Committed** - includes fund balance amounts that are constrained for specific purposes that are internally imposed by the City through formal action of the City's "highest level of decision-making authority" which do not lapse at year-end
 - City Council is its highest level of decision-making authority, and
 - City Council commits funds through adoption of a formal ordinance.
- **Assigned** - includes fund balance amounts that are constrained for specific purposes that are internally imposed by the City, but not through formal action of City Council. The City Manager is authorized to make assignments.
- **Unassigned** - includes fund balance within the General Fund which has not been classified within the above mentioned categories and negative fund balances in other governmental funds.

In governmental funds when an expenditure is incurred that can be paid using either restricted or unrestricted resources, the City's policy is generally to first apply the expenditure toward restricted resources and then to unrestricted resources.

When an expenditure is incurred that can be paid using either committed, assigned or unassigned amounts, the City's policy is generally to apply the expenditure to committed resources, then to assigned resources, and then to unassigned resources.

Pension Plans

The City provides separate defined benefit pension plans for general employees and police department personnel. It is the City's policy to fund its annual required contribution.

OPEB Plan

The City provides healthcare benefits for police officers who participate in the City's Police Pension Plan and who retire from active service after age 50 with 20 years of service. The City does not fund this benefit. In addition, the City provides a \$4,000 death benefit for all police officers who retired from the police force after age 55 or who served at least 20 years. It is the City's policy to fund this benefit as officers are hired.

Use of 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 of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. Budgetary Procedures and Budgetary Accounting

The City utilizes the Executive Budget approach to budgetary control. This approach requires the City Manager, together with the City's Department Heads, to prepare and submit a governing financial plan to the legislative body on an annual basis.

The City Manager is authorized to transfer the lesser of 5 percent or \$5,000 between departments within any fund. All other transfers or supplemental appropriations must be enacted by City Council. Actual expenditures and operating transfers out may not legally exceed "budget" appropriations at the individual fund level. Budgetary control, however, is maintained at the department level.

The City prepares its budgets for each fund type on the cash basis of accounting. Adjustments between the cash basis of accounting and the modified accrual basis of accounting consist of short-term receivables and payables that occur shortly after year-end for which the services were rendered or the obligating event occurred prior to year-end.

Accounting principles generally accepted in the United States of America require that the City include a statement of revenues, expenditures and changes in fund balances - budgeted and actual - for the General Fund and for each major special revenue fund for which annual budgets have been legally adopted. A statement of revenues, expenditures and changes in fund balance - budgeted and actual - General Fund is included in the accompanying financial statements. During 2018, the City had no major special revenue funds.

3. Cash, Cash Equivalents and Investments

Under Section 1804.1 of the Third Class City Code of the Commonwealth of Pennsylvania, the City is authorized to invest in the following:

- A. United States Treasury bills.
- B. Short-term obligations of the United States government or its agencies or instrumentalities.
- C. Savings accounts or time deposits, other than certificates of deposit, or share accounts of institutions insured by the Federal Deposit Insurance Corporation (FDIC).
- D. Obligations of the United States or any of its agencies or instrumentalities backed by the full faith and credit of the United States, the Commonwealth, or of any 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. The City may also invest in shares of a registered investment company under the Investment Company Act of 1940, whose shares are registered under the Securities Act of 1933.
- E. Certificates of deposit purchased from institutions which are insured by federal agencies. For any amounts in excess of the insured maximum, such deposits shall be collateralized by a pledge or assignment of assets pursuant to Act No. 72 of the General Assembly.
- F. Pension or retirement funds may be invested by the City according to the "Prudent Man Rule" as defined by the Decedents, Estates and Fiduciaries Act, 20 PAC.S.CH.73, which is referred to in the City Code.

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

GASB Statement No. 40, *Deposit and Investment Risk Disclosures*, requires disclosures related to the following deposit and investment risks; credit risk, custodial credit risk, concentration of credit risk, interest rate risk and foreign currency risk. The following is a description of the City's deposit and investment risks.

Deposits

Custodial credit risk is the risk that in the event of a bank failure, the City will not recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The City does not have a formal deposit policy for custodial credit risk. At December 31, 2018, the aggregate bank balance of bank deposits was \$5,385,866, of which \$1,204,289 was covered by federal depository insurance and \$408,455 was covered by Securities Investor Protection Corporation insurance. The uninsured remaining bank deposits of \$3,773,122 were covered by pledged pools of assets maintained in accordance with Act 72 of the General Assembly that requires the institution pool collateral for all governmental deposits. The carrying amount of these bank deposits was \$5,108,610 at December 31, 2018.

Investments, Pension and OPEB Trust Funds

As of December 31, 2018, the City had the following investments:

Investment	Maturities	Fair Value
Common stock	N/A	\$ 6,091,228
Corporate bonds	Average of 8 years	1,243,587
Government bonds	Average of 7 years	804,745
Certificates of deposit	Average of 4 years	519,118
Mutual funds	N/A	1,349,087
U.S. Treasury securities	Average of 8 years	258,811
Government mortgage pools	Average of 21 years	1,166,468
Corp. mortgage/asset backed securities	Average of 3 years	262,110
Government asset backed securities	Average of 3 years	120,566
Total		<u>\$ 11,815,720</u>

Custodial Credit Risk

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. At December 31, 2018, all of the City's Pension and OPEB Trust Fund investments were held by Charles Schwab and were insured by SIPC up to \$500,000 per account.

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a credit rating by a nationally recognized organization.

City of Lock Haven, Pennsylvania

Notes to Financial Statements
December 31, 2018

At December 31, 2018, the City's credit quality distribution of securities as a percentage of total fixed income investments is as follows:

Corporate bonds	BBB to AAA	28.42 %
Government bonds	AA+ to AAA	18.39
Certificates of deposit	AA+	11.86
U.S. Treasury securities	AAA	5.92
Government mortgage pools	A+ to AAA	26.66
Corp. mortgage/asset backed securities	AAA	5.99
Government asset backed securities	A+ to AA	2.76
Total fixed income		<u>100.00 %</u>

The City's investment policy limits investments as follows:

- At least 50 percent of its total fixed income investments are invested in securities issued by the U.S. Treasury and Government Agencies;
- Bonds must be rated as "investment grade" as defined by Moody's and/or Standard & Poor's.

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of the City's investment in a single issuer. As a means of limiting its exposure to fair-value losses arising from interest rates, the City's investment policy outlines an asset mix the investment manager must adhere to in order to achieve desired investment returns. No single investment holding exceeds 5 percent of the total investment portfolio.

Interest Rate Risk

Interest rate risk is the risk that changes in market rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As a means of limiting its exposure to fair-value losses arising from interest rates, the City's investment policy outlines an asset mix the investment manager must adhere to in order to achieve desired investment returns.

Foreign Currency Risk

Foreign currency risk is the risk that changes in the foreign exchange rate will adversely affect the fair value of an investment. There are currently no investments in securities exchanged in foreign denominations. As a means of limiting its exposure to fair-value losses arising from foreign currency exchange rates, the City's investment policy outlines an asset mix the investment manager must adhere to in order to achieve desired investment returns. The City does not hold any foreign investments.

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

Fair Value Measurements

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The City has the following recurring fair value measurements as of December 31, 2018:

December 31, 2018				
	Total Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investment by fair value level				
Fixed income:				
Corporate bonds	\$ 1,243,587	\$ -	\$ 1,243,587	\$ -
Government bonds	804,745	-	804,745	-
Certificates of deposit	519,118	-	519,118	-
U.S. treasury securities	258,811	-	258,811	-
Government mortgage pools	1,166,468	-	1,166,468	-
Corp. mortgage/asset backed securities	382,676	-	382,676	-
Other debt based mutual funds	1,349,087	-	1,349,087	-
Common stocks:				
Industrials	777,460	777,460	-	-
Consumer discretionary	635,713	635,713	-	-
Healthcare	718,289	718,289	-	-
Financials	718,150	718,150	-	-
Materials	116,254	116,254	-	-
Information technology	1,417,812	1,417,812	-	-
Communications services	818,939	818,939	-	-
Energy	470,021	470,021	-	-
Consumer staples	288,908	288,908	-	-
Utilities	93,124	93,124	-	-
Other equity mutual funds	36,558	36,558	-	-
Total investments	<u>\$ 11,815,720</u>	<u>\$ 6,091,228</u>	<u>\$ 5,724,492</u>	<u>\$ -</u>

The valuation methods for recurring fair value measurements are as follows:

- Equity securities (common and preferred stocks) and equity mutual funds classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities.
- Fixed income securities (including other debt based mutual funds) classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices.

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

4. Property Taxes

The City Treasurer is responsible for the collection of property taxes for the City. The City's property tax is levied on the taxable real property within the City each January 1 and is payable in one installment on the following terms: 2 percent discount March 1 through April 30; face amount May 1 through June 30; and 10 percent penalty after June 30 following the levy date. Taxes not paid or exonerated become delinquent on December 31. The City collects taxes up to December 31 of the same year (payments post-marked by December 31 but received shortly after year-end are considered as having been collected for accounting purposes). Subsequent to year-end, all unpaid property taxes are certified to the Clinton County Delinquent Tax Office for further collection and possible tax sales over an additional 36-month period.

The assessed value at January 1, 2018, upon which the 2018 levy was based, was \$278,999,900 of taxable property, which approximates the estimated market value of taxable property. Current tax collections for the year ended December 31, 2018 were 89 percent of the tax levy.

The City is permitted by the Third Class City Code to levy taxes up to 30 mills (\$30 per \$1,000 of assessed valuation) for general governmental services. The City imposes a split rate tax on real estate, with the millage on land being different from that on improvements. The millage on land as levied is 26.32 mills and the millage on improvements as levied is 5.42 mills. Since this is a split rate the two amounts cannot be simply added to determine the total millage. An equivalent single tax rate can be calculated by dividing the total tax revenue by the total assessed value.

The City's equivalent single tax rates at December 31, 2018 were:

General Governmental Services	9.06 mills
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The City has a tax margin of 20.94 mills (30.00 mills limit less 9.06 mills for general government = 20.94 mills).

5. Due From Other Governments

The amount reported in the City's various governmental and proprietary funds at December 31, 2018 as due from other governments is summarized below:

	Federal	State	Local	Total
General Fund	\$ -	\$ -	\$ 46,261	\$ 46,261
Other Nonmajor Governmental Funds	-	-	9,691	9,691
Water Fund	-	-	5,000	5,000
Sewer Fund	-	43,095	-	43,095
Airport Fund	5,211	-	-	5,211
Total	\$ 5,211	\$ 43,095	\$ 60,952	\$ 109,258

Amounts due from the federal government are primarily grants receivable related to the City's various federal grant programs. Amounts due from local governments are primarily reimbursements for intergovernmental services performed during 2018.

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

6. Capital Assets

The City's capital asset activity as of and for the year ended December 31, 2018 is as follows:

	Balance January 1, 2018	Acquisitions	Disposals	Transfers	Balance December 31, 2018
Governmental activities:					
Capital assets, not being depreciated:					
Land	\$ 3,564,307	\$ 12,965	\$ -	\$ -	\$ 3,577,272
Construction in progress	193,993	-	-	-	193,993
Total capital assets, not being depreciated	3,758,300	12,965	-	-	3,771,265
Capital assets, being depreciated:					
Land improvements	2,283,394	6,449	-	-	2,289,843
Buildings and improvements	3,933,041	59,198	-	-	3,992,239
Furniture and equipment	3,180,464	154,331	-	-	3,334,795
Transportation	1,660,290	243,686	-	-	1,903,976
Infrastructure	6,376,664	420,089	-	-	6,796,753
Total capital assets, being depreciated	17,433,853	883,753	-	-	18,317,606
Less accumulated depreciation:					
Land improvements	(1,671,933)	(92,761)	-	-	(1,764,694)
Buildings and improvements	(2,752,962)	(70,003)	-	-	(2,822,965)
Furniture and equipment	(2,216,154)	(151,614)	-	-	(2,367,768)
Transportation	(1,190,474)	(193,252)	-	-	(1,383,726)
Infrastructure	(2,211,183)	(280,445)	-	-	(2,491,628)
Total accumulated depreciation	(10,042,706)	(788,075)	-	-	(10,830,781)
Total capital assets, being depreciated	7,391,147	95,678	-	-	7,486,825
Governmental activities, net	\$ 11,149,447	\$ 108,643	\$ -	\$ -	\$ 11,258,090

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

	Balance January 1, 2018	Acquisitions	Disposals	Transfers	Balance December 31, 2018
Business type activities:					
Capital assets, not being depreciated:					
Land	\$ 669,000	\$ -	\$ -	\$ -	\$ 669,000
Construction in progress	1,770	-	-	-	1,770
Total capital assets, not being depreciated	670,770	-	-	-	670,770
Capital assets, being depreciated:					
Utility system	46,716,888	245,650	-	-	46,962,538
Land improvements	2,727,506	10,700	-	-	2,738,206
Equipment and vehicles	990,055	-	-	-	990,055
Total capital assets, being depreciated	50,434,449	256,350	-	-	50,690,799
Less accumulated depreciation:					
Utility system	(12,632,362)	(1,284,843)	-	-	(13,917,205)
Land improvements	(1,096,156)	(136,911)	-	-	(1,233,067)
Equipment and vehicles	(748,520)	(70,712)	-	-	(819,232)
Total accumulated depreciation	(14,477,038)	(1,492,466)	-	-	(15,969,504)
Business type activities capital assets, net	<u>\$ 36,628,181</u>	<u>\$ (1,236,116)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,392,065</u>

Governmental activity depreciation expense, which amounted to \$788,075 for the year ended December 31, 2018, was not allocated to functional expense categories in the accompanying financial statements. Business type activities depreciation expense, which amounted to \$314,396, \$1,007,960 and \$170,110 for the year ended December 31, 2018, was charged to the Water, Sewer and Airport Funds in the accompanying financial statements, respectively.

	Balance January 1, 2018	Additions	Disposals	Balance December 31, 2018
Component Unit - Flood Protection Authority:				
Land improvements	\$ 84,590,355	\$ -	\$ -	\$ 84,590,355
Accumulated depreciation	(16,072,167)	(845,904)	-	(16,918,071)
Component unit - capital asset, net	<u>\$ 68,518,188</u>	<u>\$ (845,904)</u>	<u>\$ -</u>	<u>\$ 67,672,284</u>

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

7. Interfund Balances and Activity

Balances Due To/From Other Funds

Balances due to/from other funds are primarily the result of inter-fund borrowings necessitated by cash flow needs, or, in certain situations, a particular City program may involve a number of operating funds, wherein a periodic "settling up" has yet to take place and is reflected by a due to/from other funds.

Individual fund receivable and payable amounts at December 31, 2018 were as follows:

	Interfund Receivable	Interfund Payable
General Fund	\$ -	\$ 76,827
Nonmajor Governmental Funds	413,583	829
Enterprise Funds:		
Water Fund	4,072	85,351
Sewer Fund	98,087	6,490
Airport Fund	40,167	386,412
Total	<u>\$ 555,909</u>	<u>\$ 555,909</u>

Transfers To/From Other Funds

Interfund transfers for the year ended December 31, 2018 were as follows:

	In	Out
General Fund	\$ 402,731	\$ 234,743
Nonmajor Governmental Funds	264,350	443,039
Enterprise Fund, Airport Fund	10,701	-
Total	<u>\$ 677,782</u>	<u>\$ 677,782</u>

During the year ended December 31, 2018, the City made transfers from its General Fund for the purposes of funding an annual allocation to its Interchange Fund for \$4,202, for funding capital improvements within the City in the amount of \$140,948 and for making contributions to certain special revenue funds that had accumulated deficits in prior years in the amount of \$89,593. In addition, the General Fund received transfers from its Capital Projects Fund in the amount of \$402,731 for capital projects. The Capital Projects Fund also contributed \$10,701 to the Airport Fund towards capital improvements.

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

8. Long-Term Debt

As of December 31, 2018, the City's long-term debt consisted of the following:

Description	Interest Rate	Amount of Original Issue	Balance at January 1, 2018	Additions	Retirements	Balance at December 31, 2018	Current Portion
PennVEST Note Payable - Sewer Fund	1.156 %	\$ 2,638,730	\$ 945,902	\$ -	\$ 132,127	\$ 813,775	\$ 133,662
PennVEST Note Payable - Water Fund	1.00	6,122,000	2,706,175	-	119,541	2,586,634	120,742
PennVEST Note Payable - Sewer Fund	1.00	18,074,732	15,248,724	903,945	538,243	15,614,426	540,299
2013 General Obligation Bond	2.46 - 5.50	2,118,000	2,066,000	-	36,000	2,030,000	39,000
2016 General Obligation Bond, Series A	1.61 - 4.50	3,430,000	2,645,581	-	2,000	2,643,581	2,000
2016 General Obligation Bond, Series B	1.40	2,125,000	634,451	-	314,939	319,512	319,512
2016 General Obligation Bond, Series C	1.40	2,530,000	611,202	-	611,202	-	-
2018 General Obligation Bond, Series A	3.938	1,060,000	-	66,334	-	66,334	2,734
2018 General Obligation Bond, Series B	4.90	292,000	-	13,392	-	13,392	748
2018 General Obligation Bond, Series C	3.31	2,500,000	-	50,001	-	50,001	-
Total, net			<u>\$ 24,858,035</u>	<u>\$ 1,033,672</u>	<u>\$ 1,754,052</u>	<u>\$ 24,137,655</u>	<u>\$ 1,158,697</u>

Amounts are reported in the accompanying financial statements as follows:

	Current Portion	Long-Term Portion	Total
Governmental activities	\$ 127,357	\$ 2,028,249	\$ 2,155,606
Business type activities	<u>1,031,340</u>	<u>20,950,709</u>	<u>21,982,049</u>
Total	<u>\$ 1,158,697</u>	<u>\$ 22,978,958</u>	<u>\$ 24,137,655</u>

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

PennVEST, Note Payable, Sewer Fund

In 2004, the City entered into a loan agreement with the Pennsylvania Infrastructure Investment Authority (PennVEST) with an original balance of \$2,638,730, due in monthly installments of \$11,864 including principal and interest at 1.156 percent per annum through maturity during November 2024. The proceeds of the note were used to finance a portion of the cost of renovations to the City's sewage treatment facility. The note is secured by the City's pledge of all gross receipts and revenues of the system and a lien position thereto.

PennVEST, Note Payable, Water Fund

In 2008, the City entered into a loan agreement with PennVEST with a maximum balance of \$6,122,000, due in monthly installments of \$12,171, including principal and interest at 1 percent per annum through maturity in July 2027. The proceeds drawn on the note to date were used to finance the City's Ohi Dam Grouting Project. The note is secured by the City's pledge of all gross receipts and revenues of the water system and a lien position thereto.

PennVEST, Note Payable, Sewer Fund

In 2012, the City entered into a loan agreement with PennVEST with a maximum balance of \$18,074,732 due in monthly installments of \$61,455, including principal and interest at 1 percent per annum through maturity in July 2044. The proceeds drawn on the note to date were used to finance the City's sewer system capital improvement project. The note is secured by the City's pledge of all gross receipts and revenues of the sewer system and a lien position thereto.

General Obligation Bond, Series of 2013

In 2013, the City issued a \$2,118,000 General Obligation Bond, Series of 2013, bearing interest at a fixed rate of 2.46 percent per annum through November 1, 2028, then at a monthly variable rate equal to the 30 day London Interbank Offering Rate (LIBOR) plus 2.24 percent, not to exceed 5.50 percent per annum, maturing on dates ranging from May 1, 2013 to November 1, 2033. The proceeds from this bond were used to provide funds toward a certain project consisting of, but not limited to (1) the purchase and acquisition of a certain building referred to as the "PennDOT building", and the furnishing of capital renovations and improvements thereto; (2) additional capital projects, including (a) main street lighting upgrades, (b) street repair and parking lot improvements, (c) airport projects and equipment, and (d) the purchase of fire-fighting equipment, various parks and streets department equipment and police department equipment and vehicle; (3) the current refunding of all of the outstanding principal amount of the City's General Obligation Note, Series of 2010, (4) payment of capitalized interest on the Bond; and, (5) to pay the costs of issuing the bonds. Of the \$2,118,000, \$2,068,000 was allocated to governmental activities and \$50,000 was allocated to proprietary funds. At December 31, 2018, the City had \$2,003,142 outstanding within its governmental activities and \$26,858 within its proprietary funds.

General Obligation Bond, Series A of 2016, Sewer Fund

In 2016, the City issued a General Obligation Bond with a maximum balance of \$3,430,000 (only \$2,645,581 was drawn as of December 31, 2018), bearing interest at 1.61 percent per annum through November 1, 2026, then at a rate of interest equal to the 60 percent of the Wall Street Journal Prime; provided that the variable rate shall not exceed 4.50 percent per annum, maturing on November 1, 2036. The proceeds from the issuance of the Bond were used to currently refund the outstanding principal amount of the City's Series of 2014 General Obligation Note.

General Obligation Note, Series B of 2016

In 2016, the City entered into a loan agreement with a maximum balance of \$2,125,000 (only \$949,451 was drawn as of December 31, 2018). The proceeds of this note are available to the City on a revolving basis. This note is due in semi-annual installments of \$31,649, including principal and interest at 1.40 percent per annum through maturity in November 2026. The proceeds from the issuance of the note were used to currently refund the outstanding principal amount of the City's Series A of 2009 General Obligation Bond. At December 31, 2018, the City had \$86,130 outstanding within its governmental activities and \$233,382 within its proprietary funds.

General Obligation Note, Series C of 2016, Sewer Fund

In 2016, the City entered into a loan agreement with a maximum balance of \$2,530,000. The proceeds of this note are available to the City on a revolving basis. The proceeds were used to provide interim financing for the completion of the improvements and upgrades to the City's wastewater treatment plant and to pay the costs of issuing the note. The note bears interest at 1.40 percent per annum through maturity in November 2026.

General Obligation Note, Series A of 2018, Governmental Activities

In 2018, the City entered into a loan agreement with a maximum balance of \$1,060,000 (only \$66,334 was drawn as of December 31, 2018). This note is due in varying semi-annual installments of principal and interest at 3.938 percent per annum through maturity in November 2038. The proceeds were used to provide funds to be applied for and toward costs of the repairs and improvements to the City's Levee System and Tidlow Dam, construction of a new public works salt shed, replacement of the public works garage roof and paying the costs of issuing the 2018 Series A Note.

General Obligation Note, Series B of 2018, Airport Fund

In 2018, the City entered into a loan agreement with a maximum balance of \$292,000 (only \$13,392 was drawn as of December 31, 2018). This note is due in varying semi-annual installments of principal and interest at 4.90 percent per annum through maturity in November 2033. The proceeds were used to provide funds to be applied for and toward costs of improvements to the self-fueling station and a hangar at the City owned Airport, and paying the costs of issuing the 2018 Series B Note.

General Obligation Note, Series C of 2018, Water Fund

In 2018, the City entered into a loan agreement with a maximum balance of \$2,500,000 (only \$50,001 was drawn as of December 31, 2018). This note is due in semi-annual installments of interest at 3.31 percent per annum with a final principal payment on October 2022 of all then outstanding amounts. The proceeds were used to provide funds to be applied for and toward interim financial costs of improvements and upgrades to the City's Water System, and paying the costs of issuing the 2018 Series C Note.

The City's PennVEST Notes Payable are all guaranteed in full by the Lock Haven City Authority. Since inception, the City has met each of its monthly debt service payment requirements pertaining to these obligations.

Interest paid on these bonds and notes during the year ended December 31, 2018 amounted to \$302,213.

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

The following is a schedule, by year, of the future minimum principal and interest payments required under the bond and note payable obligations as of December 31, 2018:

Years Ending December 31	Principal	Interest	Total
2019	\$ 1,158,697	\$ 289,381	\$ 1,448,078
2020	1,049,452	275,818	1,325,270
2021	1,062,806	262,297	1,325,103
2022	1,127,247	248,581	1,375,828
2023	1,090,775	232,969	1,323,744
2024-2028	5,413,991	1,156,891	6,570,882
2029-2033	5,630,123	695,898	6,326,021
2034-2038	3,892,290	285,535	4,177,825
2039-2043	3,366,295	103,560	3,469,855
Thereafter	345,979	1,010	346,989
Total	<u>\$ 24,137,655</u>	<u>\$ 3,551,940</u>	<u>\$ 27,689,595</u>

9. Property Held Under Capital Lease – Governmental Activities

The City leases vehicles under the terms of capital leases. The interest rate on the capital leases ranges from 2.00 percent to 3.55 percent per annum, as specified in the agreements. The economic substance of the leases are that the City is financing the acquisition of vehicles through the lease agreements. These assets are being amortized over their respective lease terms, which approximate their estimated productive lives. Amortization of assets under capital leases related to governmental activities amounted to approximately \$33,000 for the year ended December 31, 2018. Interest paid on these capital leases amounted to \$1,717 during the year ended December 31, 2018.

Capital Leases	Balance January 1, 2018	Additions	Payments	Balance December 31, 2018	Due Within One Year
Various vehicles	\$ -	\$ 161,031	\$ (12,342)	\$ 148,689	\$ 34,809

The following is a schedule, by year, of the future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of December 31, 2018, as related to the City's governmental activities:

Years ending December 31:

2019	\$ 38,933
2020	34,535
2021	34,535
2022	34,535
2023	16,000
Total minimum lease payments	158,538
Less amounts representing interest	(9,849)
Present value of net minimum lease payments	148,689
Less current portion	(34,809)
Present value of net minimum lease payments, long-term	<u>\$ 113,880</u>

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

10. Compensated Absences

The changes in the City's compensated absences in 2018 are summarized as follows:

Governmental activities	
Balance, January 1, 2018	\$ 77,078
Increase	37,723
Decrease	<u>(27,372)</u>
Balance, December 31, 2019	<u>\$ 87,429</u>
Business type activities	
Balance, January 1, 2018	\$ 60,104
Increase	12,231
Decrease	<u>(8,293)</u>
Balance, December 31, 2019	<u>\$ 64,042</u>

11. Water and Sewer Fund Leases

On January 1, 1995, the City of Lock Haven and the Lock Haven City Authority entered into operating lease agreements wherein the Authority agreed to lease its sewer and water systems to the City.

Under the terms of these agreements, the City is required to transfer to the Authority, on an annual basis, amounts equal to 5 percent of the respective operating costs of these systems for the purpose of establishing capital reserve accounts. These transfers are required until each respective capital reserve account reaches an amount sufficient to pay operating expenses for a six-month period, as estimated by the consulting engineer, plus the next succeeding semi-annual total amount of debt service on the respective system.

No such transfer was made to the Authority pursuant to either the sewer or water system leases, because the sewer capital reserve account had reached the required amount during 2002, and the water capital reserve account had reached the required amount during 2016.

12. Employee Pension Funds

Plan Descriptions

The Lock Haven City Employees Retirement Pension Fund (CERF), and the Lock Haven Police Pension Fund (Police) (collectively, the Plans), are single-employer defined benefit pension plans administered by the City. The CERF Plan was established effective February 1, 1966 and the Police Plan was established effective March 26, 1963. The City is the only participating employer in the plans. Stand-alone financial statements are not issued for the Plans, nor are the Plans included in the report of any public employee retirement system or other entity.

City of Lock Haven, Pennsylvania

Notes to Financial Statements

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Employer contributions to the Plan are recognized in the period in which the contributions are due. Benefits and refunds are recognized when due and payable in accordance with the terms of the Plan.

Combining Statement of Fiduciary Net Position					
	Police Pension	City Employees Retirement Fund	Total Pension	OPEB Police Death Benefit*	Total Pension/ OPEB Trust Funds
Assets:					
Cash and cash equivalents	\$ 170,707	\$ 232,390	\$ 403,097	\$ 5,358	\$ 408,455
Accrued interest receivable	13,574	16,776	30,350	3,200	33,550
Total	184,281	249,166	433,447	8,558	442,005
Investments:					
Fixed income securities	1,912,229	2,364,228	4,276,457	98,948	4,375,405
Equity securities	2,726,155	3,365,073	6,091,228	-	6,091,228
Mutual funds	577,187	665,841	1,243,028	106,059	1,349,087
Total investments	5,215,571	6,395,142	11,610,713	205,007	11,815,720
Total assets	<u>\$ 5,399,852</u>	<u>\$ 6,644,308</u>	<u>\$ 12,044,160</u>	<u>\$ 213,565</u>	<u>\$ 12,257,725</u>
Liabilities:					
Benefits payable	\$ 18,867	\$ 23,832	\$ 42,699	\$ -	\$ 42,699
Due to brokers	-	-	-	5,000	5,000
Total	18,867	23,832	42,699	5,000	47,699
Net position:					
Held in trust for benefits	5,380,985	6,620,476	12,001,461	208,565	12,210,026
Total liabilities and net position	<u>\$ 5,399,852</u>	<u>\$ 6,644,308</u>	<u>\$ 12,044,160</u>	<u>\$ 213,565</u>	<u>\$ 12,257,725</u>

* See Note 13.

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

	Combining Statement of Fiduciary Net Position				
	Police Pension	City Employees Retirement Fund	Total Pension	OPEB Police Death Benefit*	Total Pension/OPEB Trust Funds
Additions:					
Contributions:					
Commonwealth of Pennsylvania	\$ 175,634	\$ 84,628	\$ 260,262	\$ -	\$ 260,262
Employees	12,119	103,044	115,163	-	115,163
City	-	922	922	-	922
Total contributions	187,753	188,594	376,347	-	376,347
Investment earnings:					
Net decrease in fair value of investments	(469,798)	(589,563)	(1,059,361)	(21,034)	(1,080,395)
Interest and dividends	191,440	232,318	423,758	14,345	438,103
Total investment earnings (losses)	(278,358)	(357,245)	(635,603)	(6,689)	(642,292)
Total additions, net	(90,605)	(168,651)	(259,256)	(6,689)	(265,945)
Deductions:					
Benefits	408,966	341,060	750,026	4,000	754,026
Investment fees and other	48,407	55,255	103,662	1,128	104,790
Total deductions	457,373	396,315	853,688	5,128	858,816
Change in net position	(547,978)	(564,966)	(1,112,944)	(11,817)	(1,124,761)
Net position, beginning	5,928,963	7,185,442	13,114,405	220,382	13,334,787
Net position, ending	\$ 5,380,985	\$ 6,620,476	\$ 12,001,461	\$ 208,565	\$ 12,210,026

* See Note 13.

As of December 31, 2018, the City reported the following amounts in the accompanying financial statements related to the CERF and Police Plans:

	CERF	Police	Total
Deferred outflows of resources	\$ 865,448	\$ 772,639	\$ 1,638,087
Net pension liability	815,252	794,661	1,609,913
Deferred inflows of resources	377,438	235,740	613,178

As of December 31, 2018, the City reported the following amounts in the accompanying financial statements related to its participation in the above Plans:

	Governmental Activities	Business Type Activities	Total
Deferred outflows of resources	\$ 1,164,307	\$ 473,780	\$ 1,638,087
Net pension liability (asset)	1,169,924	439,989	1,609,913
Deferred inflows of resources	409,493	203,685	613,178

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

At January 1, 2018, the date of the latest valuation, employees covered by the Plans consisted of the following:

	CERF	Police
Retirees and beneficiaries receiving benefits	31	17
Terminated employees entitled to benefits but not yet receiving them	3	1
Active plan participants	40	11
Total	74	29
Number of participating employers	1	1

Benefits Provided

The pension plans provide retirement, disability and death benefits as outlined in the following table:

	CERF	Police
Employee groups covered	All nonuniformed employees, also, elected officials and City police officers hired prior to 1/1/1978	All City police officers
Legislative body governing plan and responsible for management of plan assets	Council of the City of Lock Haven	Council of the City of Lock Haven
Normal retirement age	65	50
Years of service requirement prior to retirement	10	20 (Vested at 12 years)
Monthly retirement benefits	Will receive monthly benefit based on the following: (1) Elected officials received \$7 times years of service as an elected official; (2) City employees receive 1.8% of average monthly earnings in the highest 5 consecutive years of the 10 years immediately preceding retirement or termination times years of service; and (3) Police officers hired prior to 1/1/1978, will receive monthly benefit equal to \$3 times years of service	Will receive annual benefit equal to 50% of the highest one years' W-2 earnings during the last 3 years of service preceding retirement
Monthly service increment benefit	None	Equal to one-fortieth of the pension benefit for each completed year of service in excess of twenty years, up to a maximum of \$100

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

	CERF	Police
Disability benefits, Eligibility	None	Service related injury or illness
Monthly disability benefits	None	2.5% of final monthly compensation times years of completed service, not to exceed 50%
Death benefits - Spouse: Before retirement	Refund of employee contributions without interest	Monthly benefit equal to years of service times 1.25%, up to a maximum of 25% times last salary prior to death, if death was duty related. The surviving spouse of an officer who is at or past normal retirement age and who dies shall receive 50% of the benefit the officer would have been eligible for if he had retired on date of death.
After retirement	In accordance with option selected	Monthly benefit equal to 50% of the pension participant was receiving on the day of participant's death is payable to legal spouse or minor children under age 18 if no eligible spouse of retired member.

Funding Policy and Contributions

The contribution requirements of the City are determined in accordance with the Commonwealth of Pennsylvania's Municipal Pension Plan Funding and Recovery Act (Act 205 of 1984) (the Act). The Act requires that annual contributions be made based on a minimum municipal obligation (MMO), as determined in connection with the Pension Plan's biennial actuarial obligation. The MMO includes the normal cost, estimated administrative expenses and an amortization of the actuarial accrued liability (if any), less member contributions (if any) and a credit equal to 10 percent of the actuarial present value of assets over the actuarial accrued liability. The City must fund any financial requirement established by the MMO that exceeds state/member contributions. The annual required contribution was determined based on the most recent annual actuarial valuation dated January 1, 2018. The entry age normal actuarial cost method of funding was used in the valuation, which does not identify or separately amortize unfunded actuarial liabilities. Significant actuarial assumptions used include (a) a rate of return on the investment of present and future assets of 6.5 percent per year compounded annually; (b) no projected salary increases; and (c) no postretirement benefit increases. The rate of return includes an inflation component of 3 percent. The method used to determine the actuarial value of assets is market value adjusted for unrecognized gains and losses from prior years.

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

Deposits and Investments

The Plans allow funds to be invested pursuant to a strategy that reduces risk through the prudent diversification of the portfolio across a broad selection of asset classes, as approved by the Authority Board, and established the following target allocation across asset categories:

Asset Class	Target	Long-Term Expected Real Rate of Return
Fixed income	40 %	1.5 %
Large cap domestic	60	6.0

The long-term expected rate of return on the Plans' investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) were developed for each major asset class. These ranges were combined to produce long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates or arithmetic real rates of return for each major asset class included in the Plan's target asset allocation for the 2018 measurement period are listed in the table above.

Rate of Return

For the year ended December 31, 2018, the annual money-weighted rate of return (loss) on pension plan investments, net of Plan investment expense, was (5.6) percent for the CERF Plan and (5.3) percent for the Police Plan. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Net Pension Liability

The City's net pension liability was measured at December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2018. The components of the net pension liability of the Plan as of December 31, 2018 were as follows:

	CERF	Police
Total pension liability	\$ 7,435,728	\$ 6,175,646
Plan fiduciary net position	6,620,476	5,380,985
Plan net position liability (asset)	\$ 815,252	\$ 794,661
Plan fiduciary net position as a percentage of total pension liability	89.04%	87.13%

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

Changes in the Net Pension Liability

The changes in the City's CERF Plan net pension liability during the year ended December 31, 2018 are as follows:

	Increase (Decreases)		
	Total Pension Liability (a)	Plan Net Fiduciary Position (b)	Net Pension Liability (a) - (b)
Balances at January 1, 2018	\$ 7,164,993	\$ 7,185,442	\$ (20,449)
Changes for the year:			
Service cost	148,430	-	148,430
Interest	463,365	-	463,365
Differences between expected and actual experience	-	-	-
Changes of benefit terms	-	-	-
Changes of assumptions	-	-	-
Employer contributions	-	85,550	(85,550)
Plan member contributions	-	103,044	(103,044)
Net investment income	-	(396,453)	396,453
Benefit payments, including refunds of employee contributions	(341,060)	(341,060)	-
Administrative expense	-	(16,047)	16,047
Net changes	270,735	(564,966)	835,701
Balances at December 31, 2018	<u>\$ 7,435,728</u>	<u>\$ 6,620,476</u>	<u>\$ 815,252</u>

The changes in the City's Police Plan net pension liability during the year ended December 31, 2018 are as follows:

	Increases (Decreases)		
	Total Pension Liability (a)	Plan Net Fiduciary Position (b)	Net Pension Liability (a) - (b)
Balances at January 1, 2018	\$ 6,029,451	\$ 5,928,963	\$ 100,488
Changes for the year:			
Service cost	166,803	-	166,803
Interest	388,358	-	388,358
Differences between expected and actual experience	-	-	-
Changes of benefit terms	-	-	-
Changes of assumptions	-	-	-
Employer contributions	-	175,574	(175,574)
Plan member contributions	-	12,119	(12,119)
Net investment income	-	(310,563)	310,563
Benefit payments, including refunds of employee contributions	(408,966)	(408,966)	-
Administrative expense	-	(16,142)	16,142
Net changes	146,195	(547,978)	694,173
Balances at December 31, 2018	<u>\$ 6,175,646</u>	<u>\$ 5,380,985</u>	<u>\$ 794,661</u>

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

The schedule of changes in the employer's net pension liability and related ratios, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information related to the funded status of the Plans.

Actuarial Assumptions

The total pension liability above was determined by an actuarial valuation performed as of January 1, 2017 using the following actuarial methods and assumptions:

	CERF	Police
Actuarial valuation date	January 1, 2017	January 1, 2017
Actuarial cost method	Entry-age normal	Entry-age normal
Actuarial assumptions:		
Projected salary increases	4.00%	4.00%
Inflation	2.50%	2.50%
Interest rate	7.00%	7.00%
Asset valuation method	Market	Market

Mortality rates were based on the RP-2000 Mortality Table. The actuarial assumptions used in the January 1, 2017 valuation were based upon a study of plan experience, provisions in the current collective bargaining agreement and future expectations.

Discount Rate

The discount rate used to measure the total pension liability for the Plans was 6.50 percent, the same as the prior valuation. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that City contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate.

Discount Rate Sensitivity

The following is a sensitivity analysis of the net pension liability to changes in the discount rate. The table below presents the pension liability of the City Employees Retirement Plan calculated using the discount rate of 6.50 percent as well as what the net pension liability would be if it were to be calculated using a discount rate that is 1 percentage point lower (5.50 percent) or 1 percentage point higher (7.50 percent) than the current rate:

	1% Decrease (5.50%)	Current Discount Rate (6.50%)	1% Increase (7.50%)
Net pension liability (asset), CERF	\$ 1,657,149	\$ 815,252	\$ 105,558
Net pension liability (asset), Police	1,582,341	794,661	146,998

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources

For the year ended December 31, 2018, the City recognized pension expense of \$585,888 (\$239,790 CERF, \$346,098 Police). At December 31, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience CERF Plan	\$ -	\$ 95,352
Differences between expected and actual experience Police Plan	123,083	21,839
Changes in assumptions, CERF Plan	95,149	17,101
Changes in assumptions, Police Plan	17,521	-
Difference between projected and actual earnings on investments, CERF Plan	770,268	264,954
Difference between projected and actual earnings on investments, Police Plan	632,035	213,901
Internal changes in proportion	31	31
Total	\$ 1,638,087	\$ 613,178

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

	CERF	Police	Total
Years ending December 31:			
2019	\$ 175,644	\$ 163,473	\$ 339,117
2020	91,061	86,019	177,080
2021	72,312	83,577	155,889
2022	148,993	154,877	303,870
2023	-	17,728	17,728
Thereafter	-	31,225	31,225

13. Other Postemployment Benefits (OPEB)

At December 31, 2018, the City reported the following amounts in the accompanying financial statements related to participation in the Retiree Medical Benefits and Police Death Benefit Plans:

	Retiree Medical Benefits Plan	Police Death Benefit Plan	Total
Deferred outflow of resources	\$ -	\$ 18,123	\$ 18,123
Net OPEB liability	8,426,322	(182,471)	8,243,851
Deferred inflow of resources	709,805	-	709,805

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

Retiree Medical Benefits, Plan Description and Benefits Provided

The City provides and administers other postretirement benefits, consisting of healthcare benefits for retired employees who are participants in the City's Police Pension Plan and who retire from active service after age 50 with at least 20 years of service, and police officers who have voluntarily elected to participate in the Early Retirement Incentive window. Benefits extend for the life of the retired police officer and consist of continued participation in the medical program for active employees for non-Medicare-eligible retirees, participation in a Medicare supplemental plan for Medicare-eligible retirees, reimbursement for Part B premiums and continued participation in the City's dental plan. The City is the only participating employer in this retiree medical benefits plan and stand-alone financial statements are not issued, nor is the plan included in any policies employee retirement system or other entity. Such benefits are provided in accordance with the police union contract. The City of Lock Haven, Pennsylvania OPEB Plan is a single employer defined benefit OPEB plan administered by the City. No assets are accumulated in a trust that meet the criteria in paragraph 4 of GASB Statement No. 75.

Police Death Benefit, Plan Description and Benefits Provided

The City also maintains the City of Lock Haven Police Death Benefit Plan, which is a trusted single employer defined benefit plan. The City is the only participating employer in this Plan and stand-alone financial statements are not issued for the Plan, nor is the Plan included in the any public employee retirement system or other entity. Employer contributions to the Plan are recognized in period in which the contributions are due. Benefits and refunds are recognized when due and payable in accordance with the terms of the Plan. The City provides and administers an other postemployment benefit plan for all full-time police officers who retire from active service after age 50 with 20 years of service. Benefits extend for the life of the retired police officer and consist of a \$4,000 payment to the designated beneficiary upon the retired police officers death, provide they were at least 55 years of age.

Employees Covered by Benefit Terms

At December 31, 2018, the following employees were covered by the benefit terms:

	Retiree Medical Benefits Plan	Police Death Benefit Plan
Participants receiving benefit payments	12	15
Terminated participants with deferred benefits	2	1
Active employees	11	11
Total	25	27
Participating employers	1	1

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

Net OPEB Liability

The City's net Retiree Medical Benefits OPEB liability was measured at December 31, 2018, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of December 31, 2018. The City's net Police Death Benefit OPEB liability was measured at December 31, 2018 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of January 1, 2017, rolled forward to December 31, 2018. The components of the net OPEB liability of the Plans as of December 31, 2018 were as follows:

	Retiree Medical Benefits Plan	Police Death Benefit Plan
Total OPEB liability	\$ 8,426,322	\$ 26,094
Plan fiduciary net position	-	208,565
Plan net position liability (asset)	\$ 8,426,322	\$ (182,471)
Plan fiduciary net position as a percentage of total OPEB liability	0%	799.28%

Actuarial Assumptions and Other Inputs

The total OPEB liability in the Retiree Medical Benefits Plan December 31, 2018 and the Police Death Benefit Plan January 1, 2017 actuarial valuations were determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

	Retiree Medical Benefits Plan	Police Death Benefit Plan
Actuarial valuations date	December 31, 2018	January 1, 2017
Actuarial cost method	Entry age	Entry age none
Future annual pay (salary) increases	4.00%	5.00%
Annual administrative expenses	2.50%	N/A
Annual opt-out reimbursements	3.25%	N/A
Discount interest rate	3.64%	6.00%
Retirement rates	Later of age 50 and 20 years of service	Later of age 50 and 20 years of service
Inflation	2.50%	2.50%
Asset valuation method	None	Market
Healthcare cost trend rates:		
	7.00% in 2019 and 2020, decreasing from 6.75% in 2021 to 4.00% in 2058	
Medical	and later 6.00% in 2019 through 2025, decreasing to 4.00% in 2070	N/A
Medicare Part B	and later	N/A
Dental	4.00%	N/A

The discount rate was based on the S&P Municipal Bond 20 Year High Grade Index Yield to Maturity.

Mortality rates used in the Retiree Medical Benefits Plan were based on Pub S.H - 2010 Headcount-weighted mortality tables projected by scale MP-2018.

Mortality rates used in the Police Death Benefit Plan were based on the RP-2000 Nonannuitant Mortality Table, projected using scale BB2D with Blue Collar adjustment for pre-retirement participants and the RP-2000 Healthy annuitant Table, projected using scale BB2D with Blue Collar adjustment for post-retirement.

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

Changes in the Retiree Medical Benefits Plan Total OPEB Liability

	Total OPEB Liability (a)	Plan Net Fiduciary Position (b)	Net OPEB Liability (a) - (b)
Balance at January 1, 2018	\$ 8,804,277	\$ -	\$ 8,804,277
Changes for the year:			
Service cost	348,780	-	348,780
Interest	286,043	-	286,043
Employer contributions	-	186,611	(186,611)
Changes of assumptions benefit payments	(826,167)	-	(826,167)
Benefit payments	(186,611)	(186,611)	-
Net changes	(377,955)	-	(377,955)
Balance at December 31, 2018	\$ 8,426,322	\$ -	\$ 8,426,322

Changes in the Police Death Benefit Net OPEB Liability

	Total OPEB Liability (a)	Plan Net Fiduciary Position (b)	Net OPEB Liability (a) - (b)
Balances at January 1, 2018	\$ 25,738	\$ 220,382	\$ (194,644)
Changes for the year:			
Service cost	101	-	101
Interest	1,509	-	1,509
Net investment income	-	(6,689)	6,689
Estimated benefit payments	(1,254)	(4,000)	2,746
Administrative expense	-	(1,128)	1,128
Net changes	356	(11,817)	12,173
Balances at December 31, 2018	\$ 26,094	\$ 208,565	\$ (182,471)

Deposits and investments

The Police Death Benefit Plan allows funds to be invested pursuant to a strategy that reduces risk through the prudent diversification of the portfolio across a broad selection of asset classes, as approved by City Council, and established the following target allocation across asset categories:

	Target	Long-Term Expected Real Rate of Return
Fixed income	50 %	1.5 %
Large cap domestic	50	6.0

Discount Rate

The discount rate used to measure the total OPEB liability for the Retiree Medical Benefits Plan and the Police Death Benefit Plan was 3.64 percent and 6.00 percent, respectively. The projection of cash flows used to determine the discount rate assumed that contributions will be made at rates sufficient to cover future benefit payments.

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

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

The following presents the total OPEB/net liability of the City's OPEB Plans, as well as what the City's total/net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current discount rate:

	<u>1% Decrease</u>	<u>Discount Rate</u>	<u>1% Increase</u>
Total OPEB liability:			
Retiree Medical Benefits Plan	\$ 10,288,888	\$ 8,426,322	\$ 7,023,692
Net OPEB liability (asset):			
Police Death Benefit Plan	(180,104)	(182,471)	(186,901)

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

The following presents the total OPEB liability of the City's Retiree Medical Benefits Plan, as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	<u>1% Decrease</u>	<u>Healthcare Cost Trend Rates</u>	<u>1% Increase</u>
Total OPEB Liability	\$ 6,906,609	\$ 8,426,322	\$ 10,486,742

The City's Police Death Benefit Plan is not tied to a health care rate and as such a sensitivity analysis is not applicable.

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

For the year ended December 31, 2018, the City recognized OPEB expense of \$518,461 and \$(5,950) for its Retiree Medical Benefits Plan and its Police Death Benefits Plan, respectively. At December 31, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Changes of assumptions, Police Death Benefit Plan	\$ 2,317	\$ -
Changes of assumptions, Retiree Medical Benefits Plan	-	709,805
Net difference between projected and actual earnings on investments, Police Death Benefit Plan	15,806	-
Total	<u>\$ 18,123</u>	<u>\$ 709,805</u>

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

	Retiree Medical Benefits Plan	Police Death Benefits Plan	Total
Years ending December 31:			
2019	\$ (116,362)	\$ 4,381	\$ (111,981)
2020	(116,362)	4,381	(111,981)
2021	(116,362)	4,381	(111,981)
2022	(116,362)	4,379	(111,983)
2023	(116,362)	429	(115,933)
Thereafter	(127,995)	172	(127,823)

Employer Contributions

The contribution requirements of plan members and the City are established and may be amended through negotiations between the City and the respective unions. The Retiree Medical Benefits Plan is funded on a pay-as-you-go basis, eligible retirees premiums are paid annually to fund the healthcare benefits provided to current retirees. Retirees are currently not required to contribute to the plan. The City made contributions to the of \$186,611 for the year ended December 31, 2018. The Police Death Benefit Plan is funded through a \$400 contribution by the City when new full-time police officers are hired. Plan members are not allowed to contribute and the City made no contributions during the year ended December 31, 2018.

14. Fund Balance Classifications

The City presents its governmental fund balances by Level of constraint in the aggregate on its balance sheet - governmental funds. The individual specific purposes of each constraint are presented below:

	General Fund	Other Nonmajor Governmental Funds	Total
Nonspendable for:			
Prepaid expenses	\$ 107,915	\$ -	\$ 107,915
Restricted for:			
Capital projects	\$ -	\$ 535,487	\$ 535,487
Street programs	-	119,983	119,983
Recreation	-	76,321	76,321
Economic development	-	500,587	500,587
Total	\$ -	\$ 1,232,378	\$ 1,232,378
Committed for,			
Subsequent year budget	\$ 1,099,043	\$ -	\$ 1,099,043
Assigned for,			
Program purposes	\$ -	\$ 29,555	\$ 29,555

15. Jointly Governed Organization

The City is a participant in a jointly governed organization, the Central Clinton County Water Filtration Authority (the Water Filtration Authority). The Water Filtration Authority was formed by the City, which appoints five members to the Water Filtration Authority's board of directors, and the Borough of Flemington, the Borough of Mill Hall and Woodward Township, each of which appoints two members to the Water Filtration Authority's board.

During the year ended December 31, 2018, the City purchased \$459,742 in water filtration services from the Water Filtration Authority.

16. Related Organizations

The Redevelopment Authority of the City of Lock Haven, PA (the Redevelopment Authority) was established by the City pursuant to the provisions of the Pennsylvania Urban Redevelopment Law, Act of 1945. The City's accountability for the Redevelopment Authority does not extend beyond making appointments to the board and as such the Redevelopment Authority is not considered a component unit of the City.

17. Commitments and Contingent Liabilities

Grant Programs

The City participates in federal and state assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. The City is potentially liable for any expenditure which may be disallowed pursuant to the terms of these grant programs.

Environmental

The City maintains sewer and water treatment and fuel storage facilities. The City is potentially liable for any expenditure associated with compliance to mandated regulations and any assessments by regulatory authorities related to this facility or other similarly situated facilities.

Contingencies

In the normal course of business, the City may be subject to pending and threatened lawsuits in which claims for monetary damage could be asserted. In management's opinion, the City's financial position and results of operations would not be materially affected by the outcome of such legal proceedings.

The City has elected to self-insure its employee medical insurance plan. The City has limited this self-insurance liability through the purchase of catastrophic reinsurance coverage which will reimburse the City for any medical costs over \$35,000 per covered individual per year. The City believes that it has adequately provided for all asserted claims and has no knowledge of unasserted claims for which it has not provided. The City's liability for all asserted and estimated unasserted claims was \$95,968 at December 31, 2018. The City has a surplus deposit related to the plan in the amount of \$203,883 at December 31, 2018, resulting in a net prepaid expense of \$107,915. The cost of medical coverage for employees was approximately \$1,312,000 in 2018.

Lock Haven City Authority

In October 2013, the Lock Haven City Authority (the Authority) entered into a conservation easement with the Nature Conservancy, for purposes of ensuring that the Authority's watershed property (the protected property) will be retained predominantly in its natural, scenic, forested and open space condition, free of additional forest fragmentation or additional development. The protected property may be used in connection with and in furtherance of programs related to carbon emissions and/or sequestration credits, nutrient and/or water quality credits, or habitat mitigation banks, or other similar offset, banking, mitigation or compensation programs (collectively, the Forest Management Plan).

City of Lock Haven, Pennsylvania

Notes to Financial Statements

December 31, 2018

18. Effect of Adoption of GASB Statement No. 75

The City adopted GASB Statement No. 75 for its calendar year ended December 31, 2018, which requires that the effects be applied to the earliest period practical. The changes within the City's January 1, 2018 net position are as follows:

	Governmental Activities
Net position, as previously reported, at January 1, 2018	\$ 6,152,517
Other postemployment benefit obligation recorded at December 31, 2017	5,018,696
Net OPEB liability, GASB 75	<u>(8,609,633)</u>
Restated net position, at January 1, 2018	<u><u>\$ 2,561,580</u></u>

19. New Accounting Pronouncements

The GASB has approved the following:

Statement No. 83, *Certain Asset Retirement Obligations*

Statement No. 84, *Fiduciary Activities*

Statement No. 87, *Leases*

Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowing and Direct Placements*

Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*

Statement No. 90, *Majority Equity Interest - an Amendment of GASB Statements No. 14 and No. 61*

Statement No. 91, *Conduit Debt Obligations*

When they become effective, application of these standards may restate portions of these financial statements.

City of Lock Haven, Pennsylvania

Required Supplementary Information
Schedule of Changes in Net Pension Liability and Related Ratios
Year Ended December 31, 2018
(Unaudited)

	Police Pension Fund				City Employees Retirement Fund			
	2015	2016	2017	2018	2015	2016	2017	2018
Total Pension Liability								
Service cost	\$ 167,226	\$ 149,903	\$ 158,058	\$ 166,803	\$ 149,426	\$ 140,324	\$ 159,203	\$ 148,430
Interest changes of benefit terms	354,712	361,769	379,459	388,358	397,860	430,829	445,939	463,365
Differences between expected and actual experience	(40,423)	-	159,825	-	(62,327)	-	(108,895)	-
Changes in assumptions	32,433	-	-	-	260,629	-	(25,651)	-
Benefit payments, including refunds of member contributions	(368,357)	(404,727)	(409,833)	(408,966)	(212,166)	(243,735)	(252,869)	(341,060)
Net change in total pension liability	145,591	106,945	287,509	146,195	533,422	327,418	217,727	270,735
Total pension liability, beginning	5,489,406	5,634,997	5,741,942	6,029,451	6,086,426	6,619,848	6,947,266	7,164,993
Total pension liability, ending (a)	<u>\$ 5,634,997</u>	<u>\$ 5,741,942</u>	<u>\$ 6,029,451</u>	<u>\$ 6,175,646</u>	<u>\$ 6,619,848</u>	<u>\$ 6,947,266</u>	<u>\$ 7,164,993</u>	<u>\$ 7,435,728</u>
Plan Fiduciary Net Position								
Employer contributions	\$ 191,163	\$ 182,625	\$ 186,887	\$ 175,574	\$ 81,381	\$ 110,577	\$ 95,393	\$ 85,550
Employee contributions	13,949	11,216	12,823	12,119	138,657	86,666	118,809	103,044
Other contributions	-	327,091	-	-	-	-	-	-
Net investment income	(32,582)	-	702,413	(310,563)	(28,143)	407,095	843,955	(396,453)
Benefits payments, including refunds of member contributions	(368,357)	(404,727)	(409,833)	(408,966)	(212,166)	(243,735)	(252,869)	(341,060)
Administration	(16,313)	(14,916)	(14,363)	(16,142)	(13,913)	(14,775)	(16,782)	(16,047)
Other	-	-	-	-	-	-	-	-
Net change in plan fiduciary net position	(212,140)	101,289	477,927	(547,978)	(34,184)	345,828	788,506	(564,966)
Plan fiduciary net position, beginning	5,561,887	5,349,747	5,451,036	5,928,963	6,085,292	6,051,108	6,396,936	7,185,442
Plan fiduciary net position, ending (b)	<u>\$ 5,349,747</u>	<u>\$ 5,451,036</u>	<u>\$ 5,928,963</u>	<u>\$ 5,380,985</u>	<u>\$ 6,051,108</u>	<u>\$ 6,396,936</u>	<u>\$ 7,185,442</u>	<u>\$ 6,620,476</u>
Net pension liability, ending (a) - (b)	<u>\$ 285,250</u>	<u>\$ 290,906</u>	<u>\$ 100,488</u>	<u>\$ 794,661</u>	<u>\$ 568,740</u>	<u>\$ 550,330</u>	<u>\$ (20,449)</u>	<u>\$ 815,252</u>
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	<u>94.94%</u>	<u>94.93%</u>	<u>98.33%</u>	<u>87.13%</u>	<u>91.41%</u>	<u>92.08%</u>	<u>100.29%</u>	<u>89.04%</u>
Covered-employee payroll	\$ 792,288	\$ 755,035	\$ 831,400	\$ 681,554	\$ 1,550,266	\$ 1,644,670	\$ 1,621,000	\$ 1,569,803
Net Pension Liability as a Percentage of Covered-Employee Payroll	<u>36.0%</u>	<u>38.5%</u>	<u>12.1%</u>	<u>116.6%</u>	<u>36.7%</u>	<u>33.5%</u>	<u>-1.3%</u>	<u>51.9%</u>

The City implemented GASB Statement No. 68 during its calendar year ended December 31, 2015. Information prior to fiscal year 2015 is not available.

City of Lock Haven, Pennsylvania

Required Supplementary Information
Schedule of Employer Contributions - Police Pension Fund
Year Ended December 31, 2018
(Unaudited)

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Actuarially determined contribution ⁽¹⁾	\$ 37,722	\$ 50,572	\$ 140,351	\$ 156,821	\$ 155,503	\$ 145,654	\$ 191,163	\$ 182,213	\$ 182,904	\$ 175,574
Contributions in relation to the actuarially determined contribution	37,722	84,106	147,379	156,821	155,503	152,210	191,163	182,625	186,887	175,574
Contribution deficiency (excess)	\$ -	\$ (33,534)	\$ (7,028)	\$ -	\$ -	\$ (6,556)	\$ -	\$ (412)	\$ (3,983)	\$ -
Covered-employee payroll ⁽²⁾	\$ 587,311	\$ 678,000	\$ 653,400	\$ 728,150	\$ 686,000	\$ 660,022	\$ 792,288	\$ 755,035	\$ 831,400	\$ 681,554
Contributions as a percentage of covered-employee payroll	6.42%	12.41%	22.56%	21.54%	22.67%	23.06%	24.13%	24.19%	22.48%	25.76%

Notes to Schedule:

Valuation date: Actuarially determined contributions are calculated as of January 1 of the prior fiscal year.

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry-age normal
Amortization method	Level dollar
Remaining amortization period	10 years
Asset valuation method	Market value of assets as determined by the trustee
Inflation	2.75%
Salary increases	4.00%, 5.00% prior to January 1, 2015
Investment rate of return	6.50%
Retirement age	Individual entry age
Mortality	RP-2000 Mortality Table

⁽¹⁾ - Equal to the Minimum Municipal Obligation (MMO) under Act 205 of 1984

⁽²⁾ - Estimate of projected W-2 payroll for the preceding year as shown on the MMO worksheet.

City of Lock Haven, Pennsylvania

Required Supplementary Information

Schedule of Employer Contributions - City Employees Retirement Fund

Year Ended December 31, 2018

(Unaudited)

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Actuarially determined contribution ⁽¹⁾	\$ 7,926	\$ 12,320	\$ 87,184	\$ 90,931	\$ 86,957	\$ 91,331	\$ 138,657	\$ 110,388	\$ 118,809	\$ 85,550
Contributions in relation to the actuarially determined contribution	7,926	139,098	91,485	90,931	86,957	103,387	138,657	110,577	118,809	85,550
Contribution deficiency (excess)	\$ -	\$ (126,778)	\$ (4,301)	\$ -	\$ -	\$ (12,056)	\$ -	\$ (189)	\$ -	\$ -
Covered-employee payroll ⁽²⁾	\$ 1,460,194	\$ 1,429,000	\$ 1,521,800	\$ 1,526,250	\$ 1,374,000	\$ 1,520,906	\$ 1,550,266	\$ 1,644,670	\$ 1,621,000	\$ 1,569,803
Contributions as a percentage of covered-employee payroll	0.54%	9.73%	6.01%	5.96%	6.33%	6.80%	8.94%	6.72%	7.33%	5.45%

Notes to Schedule:

Valuation date: Actuarially determined contributions are calculated as of January 1 of the prior fiscal year.

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry-age normal
Amortization method	Level dollar
Remaining amortization period	10 years
Asset valuation method	Market value of assets as determined by the trustee
Inflation	2.50%
Salary increases	4.00%
Investment rate of return	6.50%
Retirement age	Individual entry age
Mortality	RP-2000 Mortality Table

⁽¹⁾ - Equal to the Minimum Municipal Obligation (MMO) under Act 205 of 1984

⁽²⁾ - Estimate of projected W-2 payroll for the preceding year as shown on the MMO worksheet.

City of Lock Haven, Pennsylvania

Required Supplementary Information

Schedule of Investment Returns - Pension Trust Funds

Year Ended December 31, 2018

(Unaudited)

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Annual Money-Weighted Rate of Return (Loss), Net of Investment Expense					
Police Pension Fund	6.5%	(0.6)%	6.2%	13.2%	(5.3)%
City Employees Retirement Fund	6.5%	(0.5)%	6.8%	13.3%	(5.6)%

The City implemented GASB Statement No. 67 during its calendar year ended December 31, 2014.
Information prior to fiscal year 2014 is not available.

City of Lock Haven, Pennsylvania

Required Supplementary Information

Schedule of Changes in Net OPEB Liability and Related Ratios - Police Death Benefit Plan

Year Ended December 31, 2018

(Unaudited)

	<u>2017</u>	<u>2018</u>
Total OPEB Liability		
Service cost	\$ 98	\$ 101
Interest	1,487	1,509
Differences between expected and actual experience	-	-
Changes in benefit terms	-	-
Changes in assumptions	-	-
Benefit payments, including refunds of member contributions	(1,188)	(1,254)
Administrative expense	-	-
	<u>397</u>	<u>356</u>
Net change in total OPEB liability	397	356
Total OPEB liability, beginning	<u>25,341</u>	<u>25,738</u>
Total OPEB liability, ending (a)	<u><u>\$ 25,738</u></u>	<u><u>\$ 26,094</u></u>
Plan Fiduciary Net Position		
Employer contributions	\$ 1,588	\$ -
Employee contributions	-	-
Other contributions	-	-
Net investment income	34,745	(6,689)
Benefits payments, including refunds of member contributions	(1,188)	(4,000)
Administration	(756)	(1,128)
Other	-	-
	<u>34,389</u>	<u>(11,817)</u>
Net change in plan fiduciary net position	34,389	(11,817)
Plan fiduciary net position, beginning	<u>185,993</u>	<u>220,382</u>
Plan fiduciary net position, ending (b)	<u><u>\$ 220,382</u></u>	<u><u>\$ 208,565</u></u>
Net OPEB liability (asset), ending (a) - (b)	<u><u>\$ (194,644)</u></u>	<u><u>\$ (182,471)</u></u>
Plan Fiduciary Net Position as a Percentage of Total OPEB Liability	<u><u>856.25%</u></u>	<u><u>799.28%</u></u>
Covered-employee payroll	<u><u>\$ 834,504</u></u>	<u><u>\$ 867,030</u></u>
Net OPEB Liability as a Percentage of Covered-Employee Payroll	<u><u>(23.3)%</u></u>	<u><u>(21.0)%</u></u>

The City implemented GASB Statement No. 74 during its calendar year ended December 31, 2017.
Information prior to 2017 is not available.

City of Lock Haven, Pennsylvania

Required Supplementary Information

Schedule of Changes in Net OPEB Liability and Related Ratios - Retiree Medical Benefits Plan

Year Ended December 31, 2018

(Unaudited)

Total OPEB Liability

Service cost	\$ 348,780
Interest	286,043
Differences between expected and actual experience	-
Changes in benefit terms	-
Changes in assumptions	(826,167)
Benefit payments, including refunds of member contributions	(186,611)
Administrative expense	-

Net change in total OPEB liability (377,955)

Total OPEB liability, beginning 8,804,277

Total OPEB liability, ending (a) \$ 8,426,322

Plan Fiduciary Net Position

Employer contributions	\$ 186,611
Employee contributions	-
Other contributions	-
Net investment income	-
Benefits payments, including refunds of member contributions	(186,611)
Administration	-
Other	-

Net change in plan fiduciary net position -

Plan fiduciary net position, beginning -

Plan fiduciary net position, ending (b) \$ -

Net OPEB liability (asset), ending (a) - (b) \$ 8,426,322

Plan Fiduciary Net Position as a Percentage of Total OPEB Liability 0.00%

Covered-employee payroll \$ 711,867

Net OPEB Liability as a Percentage of Covered-Employee Payroll 1,183.7%

The City implemented GASB Statement No. 75 during its calendar year ended December 31, 2018.
Information prior to 2018 is not available.

City of Lock Haven, Pennsylvania

Required Supplementary Information

Schedule of Investment Returns - Police Death Benefit Plan

Year Ended December 31, 2018

(Unaudited)

	<u>2017</u>	<u>2018</u>
Annual Money-Weighted Rate of Return, Net of Investment Expense	<u>18.7%</u>	<u>(3.1)%</u>

The City implemented GASB Statement No. 74 during its calendar year ended December 31, 2017.
Information prior to 2017 is not available.

**Independent Auditors' Report on Internal Control
Over Financial Reporting and on Compliance
and Other Matters Based on an Audit of
Financial Statements Performed in Accordance
with *Government Auditing Standards***

To the Honorable Members of City Council of
City of Lock Haven, Pennsylvania

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business type activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the City of Lock Haven, Pennsylvania (the City) as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated January 13, 2020. The financial statements of the Lock Haven Area Flood Protection Authority were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the Lock Haven Area Flood Protection Authority. Our report included an emphasis-of-matter paragraph, as more fully described in Note 1, to address the City's adoption of the provisions of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits*. Our opinion is not modified with respect to this matter.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and responses as items 2018-001 and 2018-002 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and responses as items 2018-003 through 2018-005 to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City's Responses to Findings

The City's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses and corrective action plan. The City's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Baker Tilly Virchow Krause, LLP". The signature is written in a cursive, flowing style.

Williamsport, Pennsylvania
January 13, 2020

City of Lock Haven, Pennsylvania

Schedule of Findings and Responses
Year Ended December 31, 2018

Finding No.

Finding/Noncompliance

2018-001

Internal Control Over Financial Reporting - City Pooled Cash Account - Material Weakness

Criteria: Internal control is a process which captures and records transactions, safeguards your assets and assures compliance with laws and regulations. A critical component of this internal control process includes periodic (monthly) reconciliations of accounts to supporting documentation to prevent, or detect and correct errors or fraud.

Condition/Context: The City's pooled cash account balances within its general ledger system were not adequately reconciled to monthly bank statements during 2018. Further, the reconciliations were not performed on a timely, monthly basis and did not fully reconcile all activity between the general ledger and the bank statement.

Effect: Cash account balances within the general ledger system, during 2018, did not reflect accurate reconciled balances.

Cause: The primary cause of this situation was a system conversion in 2016 from Munis to MIP; which continued on into 2017 and 2018. Moreover, this process has not been prioritized by those involved.

Recommendation: City management should establish effective monthly procedures whereby the general ledger pooled cash account is reconciled to the bank statement in a timely manner.

Views of Responsible Officials and Planned Corrective Actions: See corrective action plan.

City of Lock Haven, Pennsylvania

Schedule of Findings and Responses
Year Ended December 31, 2018

Finding No.

Finding/Noncompliance

2018-002

Internal Control Over Financial Reporting - Nonattest Services - Material Weaknesses

Criteria: In connection with our audit of your financial statements, you have also engaged us to perform certain nonattest services, subject to City oversight, review and approval, which included technical assistance with the following:

- Cash reconciliations;
- Various receivable/payable and associated revenue and expense accounts;
- Conversion of financial statements from fund basis to government wide basis and from cash to accrual basis;
- Proprietary Fund capital assets and related financing activities;
- Proprietary Fund net pension liability and related deferred outflows of resources and deferred inflows of resources; and,
- Beginning fund balance

All such assistance was subject to City management supervision, review and approval.

Condition/Context: Internal control is a process which captures and records transactions, safeguards your assets and assures compliance with laws and regulations. As part of the audit, there were certain adjustments required, which might not have been fully made had the audit not been performed.

Effect: The fact that you have requested our technical assistance with the above-mentioned tasks, which are a normal and required component of internal control over financial reporting, constitutes a significant deficiency in internal control over financial reporting.

Cause: You have asked us to provide these accounting services because, like many smaller local governments, you have determined that your internal accounting personnel may not have sufficient capacity to address these areas in a timely manner, and you have determined it is cost beneficial for you to utilize a member of our team to supplement your internal resources.

Recommendation: We recommend that management give consideration to performing the above tasks internally.

Views of Responsible Officials and Planned Corrective Actions: See corrective action plan.

City of Lock Haven, Pennsylvania

Schedule of Findings and Responses
Year Ended December 31, 2018

Finding No.

Finding/Noncompliance

2018-003

Internal Control Over Financial Reporting - Segregation of Duties Over Cash Receipts - Significant Deficiency

Criteria: Adequate segregation of duties between accounting functions is essential to good internal control.

Condition/Context: The responsibility for the performance of accounting duties related to the cash receipts cycle is vested in a limited number of employees. In certain instances, one individual has the ability to collect payments, post the payments to the general ledger, reconcile the payments to system generated reports, count and reconcile the cash drawer, and make the deposit at the bank.

Effect: Without proper segregation of accounting functions, errors or fraud could occur and go undetected.

Cause: The City employs a limited number of accounting personnel.

Recommendation: While it is advisable to have adequate segregation of duties among employees, the cost of such implementation must be weighed against the benefits to be derived. The cost which would result from increasing the number of employees to more fully segregate duties in your organization may exceed any internal control benefits to be derived. We feel that this internal control deficiency is somewhat mitigated by the active involvement of the City Manager and City Council in the City's operational activities. You must, however, be aware of the possible impact of the internal control deficiency which exist and continue to involve these individuals in financial accounting matters.

Views of Responsible Officials and Planned Corrective Actions: See corrective action plan.

City of Lock Haven, Pennsylvania

Schedule of Findings and Responses
Year Ended December 31, 2018

Finding No.

Finding/Noncompliance

2018-004

Internal Control Over Financial Reporting - Treasurer's Office Security of Cash - Significant Deficiency

Criteria: Internal control is a process which captures and records transactions, safeguards your assets and assures compliance with laws and regulations.

Condition/Context: The City collects fees, taxes and other payments within its Treasurer's office and maintains each form of payment in a separate, nonsecured, cash drawer near the front of its office. In addition, the City's Treasurer's office has limited staff personnel, thereby creating opportunity for the drawer to be accessed by unauthorized individuals.

Effect: The City cannot be assured that the cash within the individual drawers are secure from theft.

Cause: Lack of oversight.

Recommendation: We recommend that the City equip the cash drawers within the Treasurer's office with a locking mechanism and establish a policy authorizing access to the drawers.

Views of Responsible Officials and Planned See corrective action plan.

Corrective Actions:

City of Lock Haven, Pennsylvania

Schedule of Findings and Responses
Year Ended December 31, 2018

Finding No.

Finding/Noncompliance

2018-005

Internal Control Over Financial Reporting - Settlement of Due to/from Accounts - Significant Deficiency

Criteria: Internal control is a process which captures and records transactions, safeguards assets and assures compliance with laws and regulations. A critical component of this internal control process includes periodic reconciliations of accounts to supporting documentation to prevent, or detect and correct errors or fraud.

Condition/Context: The City reports various amounts of interfund receivables (due from) and payables (due to) within its governmental fund financial statements. Such balances have accumulated over time and not been liquidated (settled). In particular, the Airport Fund had \$386,412 payable to other funds, which based on the historical operations of the Airport Fund would be difficult for this payable to be satisfied.

Effect: As time goes by, the composition and original purpose of the interfund borrowing becomes more difficult to identify and the ability of these items to be repaid becomes less likely.

Cause: The City employs a limited number of accounting personnel who have not prioritized a periodic settling up of these balances.

Recommendation: We recommend that management evaluate these outstanding balances for collectability and liquidate (settle) the outstanding balances.

**Views of Responsible
Officials and Planned
Corrective Actions:** See corrective action plan.