

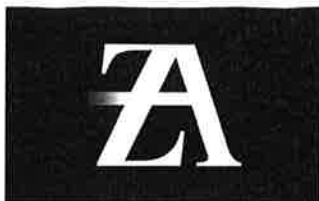
**TOWNSHIP OF TOBYHANNA**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2019**

TOWNSHIP OF TOBYHANNA  
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# ***Zelenkofske Axlerod LLC***

**CERTIFIED PUBLIC ACCOUNTANTS**

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## **INDEPENDENT AUDITOR'S REPORT**

Board of Supervisors  
Township of Tobyhanna  
Pocono Pines, Pennsylvania

### **Report on the Financial Statements**

We have audited the accompanying modified-cash basis financial statements of the governmental activities, the business-type activities, each major fund, the discretely presented component unit and the aggregate remaining fund information of the Township of Tobyhanna, as of and for the year ended December 31, 2019, and the related notes to the financial statements, as listed in the table of contents.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

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

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

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

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**Opinion**

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

**Basis of Accounting**

As discussed in Note 1, these financial statements were prepared on the modified-cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

**Report on Summarized Comparative Information**

We audited the Township's December 31, 2018 financial statements, in which we expressed unmodified opinions on the basic financial statements of the governmental activities and the major fund in our report dated July 15, 2019. The financial statements include summarized prior-year comparative information. Such information does not include sufficient detail to constitute a presentation in accordance with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the government's financial statements for the year ended December 31, 2018, from which such summarized information was derived.

**Emphasis of Matter**

As discussed in Note 10, subsequent events may lead the Township to have a significant impact on the operations of the Township. Management has determined that it is not possible to predict the eventual outcome of the subsequent event. Our opinion is not modified with respect to this matter.

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 31, the schedule of changes in net pension liability and related ratios on page 32, and the schedule of employer's contributions on page 33 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



# ***Zelenkofske Axelrod LLC***

**CERTIFIED PUBLIC ACCOUNTANTS**

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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.

Management has omitted the 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.

## *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township's basic financial statements. The combining other nonmajor governmental funds financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining other nonmajor governmental funds financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining other nonmajor governmental funds financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*Zelenkofske Axelrod LLC*

ZELENKOFSCHE AXELROD LLC

Jamison, Pennsylvania

June 03, 2020

TOWNSHIP OF TOBYHANNA  
STATEMENT OF NET POSITION - MODIFIED CASH BASIS  
DECEMBER 31, 2019

	Governmental Activities	Business-Type Activities	Total Reporting Entity	2018 Memorandum Totals	Component Unit (Modified Accrual Basis)
<b>Assets</b>					
Cash and cash equivalents	\$ 7,122,513	\$ 596,825	\$ 7,719,338	\$ 6,128,857	\$ 26,853
Restricted cash and cash equivalents	548,093	183,342	731,435	735,849	-
Investments	253,640	-	253,640	1,678,498	-
Other Receivables	585,000	-	585,000	585,000	-
<b>Total Current Assets</b>	<b>8,509,246</b>	<b>780,167</b>	<b>9,289,413</b>	<b>9,128,204</b>	<b>26,853</b>
<b>Property and Equipment</b>					
Land	2,290,922	172,813	2,463,735	2,463,735	324,675
Roads and Bridges	22,065,705	-	22,065,705	21,192,944	-
Machinery and Equipment	2,070,709	-	2,070,709	1,979,387	-
Sewer System	-	3,133,454	3,133,454	3,133,454	-
Buildings and Improvements	3,521,756	-	3,521,756	3,500,326	198,360
Less Accumulated Depreciation	(18,576,725)	(282,011)	(18,858,736)	(18,105,365)	(4,959)
<b>Total Property and Equipment</b>	<b>11,372,367</b>	<b>3,024,256</b>	<b>14,396,623</b>	<b>14,164,481</b>	<b>518,076</b>
<b>Total Assets</b>	<b>19,881,613</b>	<b>3,804,423</b>	<b>23,686,036</b>	<b>23,292,685</b>	<b>544,929</b>
<b>Liabilities and Net Position</b>					
<b>Liabilities</b>					
Customer Security Deposits - Payable from Restricted Cash	509,742	177,500	687,242	726,266	-
Other Liabilities	-	-	-	-	763,541
<b>Total Liabilities</b>	<b>509,742</b>	<b>177,500</b>	<b>687,242</b>	<b>726,266</b>	<b>763,541</b>
<b>Net Position</b>					
Restricted	-	-	-	305,174	-
Net investment in capital assets	11,372,367	3,024,256	14,396,623	14,164,481	-
Unrestricted	7,999,504	602,667	8,602,171	8,096,764	(218,612)
<b>Total Net Position</b>	<b>19,371,871</b>	<b>3,626,923</b>	<b>22,998,794</b>	<b>22,566,419</b>	<b>(218,612)</b>
<b>Total Liabilities and Net Position</b>	<b>\$ 19,881,613</b>	<b>\$ 3,804,423</b>	<b>\$ 23,686,036</b>	<b>\$ 23,292,685</b>	<b>\$ 544,929</b>

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

TOWNSHIP OF TOBYHANNA  
STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS  
YEAR ENDED DECEMBER 31, 2019

Functions/Programs	Expenses	Program Revenues		Net Revenue (Expense) and Changes in Net Position			2018 Memorandum Totals	Component Unit (Modified Accrual Basis)
		Fees, Fines, Charges for Services	Operating Grants and Contributions	Governmental Activities	Business-Type Activities	Totals		
Governmental Activities								
General government	\$ 908,871	\$ 178,566	\$ 174,915	\$ (555,390)	\$ -	\$ (555,390)	\$ (323,794)	\$ -
Public safety	2,437,339	297,596	-	(2,139,743)	-	(2,139,743)	(2,374,656)	-
Public Works	1,311,321	-	357,844	(953,477)	-	(953,477)	(909,302)	-
Culture and recreation	435,299	-	-	(435,299)	-	(435,299)	(359,183)	-
Community Development	473,955	-	-	(473,955)	-	(473,955)	(630,197)	-
Other	100,565	-	-	(100,565)	-	(100,565)	(72,299)	-
Total Governmental Activities	5,667,350	476,162	532,759	(4,658,429)	-	(4,658,429)	(4,669,431)	-
Business-Type Activities								
Wastewater/Sewage	1,182,207	1,427,425	-	-	245,218	245,218	65,527	-
Total Reporting Entity	6,849,557	1,903,587	532,759	(4,658,429)	245,218	(4,413,211)	(4,603,904)	-
Component unit:								
Tobyhanna Township	\$ 95,119	\$ -	\$ -	-	-	-	-	\$ (95,119)
Economic Development Authority								
General Revenues								
Taxes				4,636,884	7,669	4,644,553	4,614,419	-
Interest and Rents				155,636	-	155,636	167,742	6,302
Other				45,397	-	45,397	172,533	-
Total General Revenues				4,837,917	7,669	4,845,586	4,954,694	6,302
Change in Net Position				179,488	252,887	432,375	350,790	(88,817)
Net Position at Beginning of Year				19,192,383	3,374,036	22,566,419	22,215,629	(129,795)
Net Position at End of Year				\$ 19,371,871	\$ 3,626,923	\$ 22,998,794	\$ 22,566,419	\$ (218,612)

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

TOWNSHIP OF TOBYHANNA  
BALANCE SHEET - MODIFIED-CASH BASIS  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2019

	General Fund	Capital Projects Fund	Public Improvement Fund	Nonmajor Governmental Funds	Total Governmental Funds	2018 Memorandum Totals
<b>Assets</b>						
Cash and cash equivalents	\$ 4,468,091	\$ 1,319,980	\$ 1,004,095	\$ 330,347	\$ 7,122,513	\$ 5,845,464
Restricted cash and cash equivalents	548,093	-	-	-	548,093	554,631
Investments	253,640	-	-	-	253,640	1,678,498
Other receivables	1,000	550,000	-	34,000	585,000	585,000
Due from other funds	34,000	-	-	-	34,000	35,500
<b>Total Assets</b>	<b>5,304,824</b>	<b>1,869,980</b>	<b>1,004,095</b>	<b>364,347</b>	<b>8,543,246</b>	<b>8,699,093</b>
<b>Liabilities and Fund Balances</b>						
<b>Liabilities</b>						
Due to other funds	-	-	-	34,000	34,000	35,500
Customer security deposits - payable from restricted cash	509,742	-	-	-	509,742	548,766
<b>Total Liabilities</b>	<b>509,742</b>	<b>-</b>	<b>-</b>	<b>34,000</b>	<b>543,742</b>	<b>584,266</b>
<b>Fund Balances</b>						
Restricted	-	-	-	330,347	330,347	213,091
Assigned	-	1,869,980	1,004,095	-	2,874,075	3,452,099
Unassigned	4,795,082	-	-	-	4,795,082	4,449,637
<b>Total Fund Balances</b>	<b>4,795,082</b>	<b>1,869,980</b>	<b>1,004,095</b>	<b>330,347</b>	<b>7,999,504</b>	<b>8,114,827</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 5,304,824</b>	<b>\$ 1,869,980</b>	<b>\$ 1,004,095</b>	<b>\$ 364,347</b>	<b>\$ 8,543,246</b>	<b>\$ 8,699,093</b>

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



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

Total Fund Balances - Governmental Funds	\$ 7,999,504
Capital Assets, Net of Accumulated Depreciation, are Reported on the Statement of Net Position but not on the Governmental Funds Balance Sheet	<u>11,372,367</u>
Net Position of Governmental Activities	<u><u>\$ 19,371,871</u></u>

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

TOWNSHIP OF TOBYHANNA  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - MODIFIED-CASH BASIS  
GOVERNMENTAL FUNDS  
YEAR ENDED DECEMBER 31, 2019

Revenues	General Fund	Capital Projects Fund	Public Improvement Fund	Nonmajor Governmental Funds	Total Governmental Funds	2018 Memorandum Totals
Taxes	\$ 4,334,978	\$ -	\$ -	\$ 301,906	\$ 4,636,884	\$ 4,607,673
Licenses, permits and fees	250,482	-	-	-	250,482	248,475
Fines and forfeits	47,114	-	-	-	47,114	53,029
Interest	108,097	15,672	25,055	6,812	155,636	167,742
Intergovernmental	167,156	-	7,759	357,844	532,759	531,018
Charges for services	178,566	-	-	-	178,566	407,461
Refunds of prior year expenses	13,586	-	-	-	13,586	114,205
Other revenues	31,811	-	-	-	31,811	58,328
Total Revenues	5,131,790	15,672	32,814	666,562	5,846,838	6,187,931
Expenditures						
General government	880,322	-	-	-	880,322	895,234
Public safety	2,293,577	5,424	119,740	-	2,418,741	2,662,866
Public works, highways and streets	1,190,360	83,731	-	392,697	1,666,788	1,206,693
Culture and recreation	160,483	44,786	59,912	156,609	421,790	345,673
Community development	-	-	473,955	-	473,955	630,197
Employer paid benefits and withholdings	60,414	-	-	-	60,414	31,303
Insurance	40,063	-	-	-	40,063	38,417
Refunds of prior year revenues	88	-	-	-	88	2,579
Total Expenditures	4,625,307	133,941	653,607	549,306	5,962,161	5,812,962
Excess (deficiency) of revenues over expenditures	506,483	(118,269)	(620,793)	117,256	(115,323)	374,969
Other Financing Sources (Uses)						
Transfers in	-	309,662	156,550	-	466,212	532,638
Transfers out	(466,212)	-	-	-	(466,212)	(532,638)
Total Other Financing Sources (Uses)	(466,212)	309,662	156,550	-	-	-
Net change in fund balances	40,271	191,393	(464,243)	117,256	(115,323)	374,969
Fund Balance - Beginning of year	4,754,811	1,678,587	1,468,338	213,091	8,114,827	7,739,858
Fund Balance - End of year	\$ 4,795,082	\$ 1,869,980	\$ 1,004,095	\$ 330,347	\$ 7,999,504	\$ 8,114,827

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

TOWNSHIP OF TOBYHANNA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE  
TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED DECEMBER 31, 2019

Net Change in Fund Balances - Total Governmental Funds	\$ (115,323)
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Depreciation is reported as an expense on the Statement of Activities but not on the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances	(698,420)
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Expenditures for Capital Assets are reported on the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances but not on the Statement of Activities	<u>993,231</u>
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Change in Net Position	<u><u>\$ 179,488</u></u>
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The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF TOBYHANNA  
STATEMENT OF NET POSITION - MODIFIED CASH BASIS  
PROPRIETARY FUNDS  
DECEMBER 31, 2019

	Nonmajor Sewer Fund	Sewer District #1 Fund	Total	2018 Memorandum Only
Assets				
Current Assets				
Cash and cash equivalents	\$ 217,760	\$ 379,065	\$ 596,825	\$ 283,393
Restricted cash and cash equivalents	-	183,342	183,342	181,218
Total Current Assets	<u>217,760</u>	<u>562,407</u>	<u>780,167</u>	<u>464,611</u>
Property Plant and Equipment				
Land	-	172,813	172,813	172,813
Sewer system	-	3,133,454	3,133,454	3,133,454
Less Accumulated Depreciation	-	(282,011)	(282,011)	(219,342)
Total Property Plant and Equipment	<u>-</u>	<u>3,024,256</u>	<u>3,024,256</u>	<u>3,086,925</u>
Total Assets	<u>217,760</u>	<u>3,586,663</u>	<u>3,804,423</u>	<u>3,551,536</u>
Liabilities and Net Position				
Liabilities				
Amounts held on behalf of others	<u>-</u>	<u>177,500</u>	<u>177,500</u>	<u>177,500</u>
Net Position				
Net investment in capital assets	-	3,024,256	3,024,256	3,086,925
Unrestricted	<u>217,760</u>	<u>384,907</u>	<u>602,667</u>	<u>287,111</u>
Total Net Position	<u>\$ 217,760</u>	<u>\$ 3,409,163</u>	<u>\$ 3,626,923</u>	<u>\$ 3,374,036</u>

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

TOWNSHIP OF TOBYHANNA  
STATEMENT OF REVENUES, EXPENSES AND  
CHANGES IN FUND NET POSITION - MODIFIED CASH BASIS  
PROPRIETARY FUNDS  
YEAR ENDED DECEMBER 31, 2019

	Nonmajor Sewer Fund	Sewer District #1 Fund	Total	2018 Memorandum Only
Operating Revenues				
Sewage usage fees	\$ 31,451	\$ 1,395,974	\$ 1,427,425	\$ 2,565,801
Other operating revenues	-	-	-	528
Total Operating Revenues	<u>31,451</u>	<u>1,395,974</u>	<u>1,427,425</u>	<u>2,566,329</u>
Operating Expenses				
Wastewater/sewage treatment and collection	2,876	1,116,662	1,119,538	2,438,133
Depreciation	-	62,669	62,669	62,669
Total Operating Expenses	<u>2,876</u>	<u>1,179,331</u>	<u>1,182,207</u>	<u>2,500,802</u>
Non-Operating Revenues (Expenses)				
Interest income	<u>2,306</u>	<u>5,363</u>	<u>7,669</u>	<u>6,746</u>
Total Non-Operating Revenues (Expenses)	<u>2,306</u>	<u>5,363</u>	<u>7,669</u>	<u>6,746</u>
Change in Net Position	30,881	222,006	252,887	72,273
Net Position at Beginning of Year	<u>186,879</u>	<u>3,187,157</u>	<u>3,374,036</u>	<u>3,301,763</u>
Net Position at End of Year	<u>\$ 217,760</u>	<u>\$ 3,409,163</u>	<u>\$ 3,626,923</u>	<u>\$ 3,374,036</u>

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

TOWNSHIP OF TOBYHANNA  
STATEMENT OF FIDUCIARY NET POSITION - MODIFIED CASH BASIS  
FIDUCIARY FUND  
DECEMBER 31, 2019

	Non-Uniform Pension Fund	2018 Memorandum Only
Assets		
Cash and cash equivalents	\$ -	\$ 2,519
Investments at fair value	1,621,333	1,335,733
Total Assets	<u>1,621,333</u>	<u>1,338,252</u>
Net Position		
Held in trust for pension benefits	<u>\$ 1,621,333</u>	<u>\$ 1,338,252</u>

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

TOWNSHIP OF TOBYHANNA  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION - MODIFIED CASH BASIS  
FIDUCIARY FUND  
YEAR ENDED DECEMBER 31, 2019

	<u>Non-Uniform Pension Fund</u>	<u>2018 Memorandum Only</u>
Additions:		
Contributions:		
State aid	\$ 58,818	\$ 31,303
Total Contributions	<u>58,818</u>	<u>31,303</u>
Investment income:		
Net (decrease) increase in fair value of assets	283,573	(99,075)
Total Additions	<u>342,391</u>	<u>(67,772)</u>
Deductions:		
Fiscal charges	13,757	26,598
Benefits paid to recipients	45,553	37,534
Total Expenses	<u>59,310</u>	<u>64,132</u>
Change in Net Position	283,081	(131,904)
Net position restricted for pension benefits:		
Beginning of year	<u>1,338,252</u>	<u>1,470,156</u>
End of year	<u>\$ 1,621,333</u>	<u>\$ 1,338,252</u>

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

TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Township of Tobyhanna was organized in 1830. The Township operates under an elected 5-member Board of Supervisors and provides the following services to its residents: public safety, highways and streets, sanitation, culture and recreation, planning and zoning, and general administrative services.

***Principles Determining Scope of Reporting Entity***

As required by accounting principles generally accepted in the United States of America, the financial statements of the reporting entity include those of the Township (the primary government) and its component unit.

The Township has evaluated all related entities for possible inclusion in the financial reporting entity. The component unit discussed below are included in the Township's reporting entity because of the significant of financial and operational relationships with the Township. The component unit that has been included in the financial reporting entity as a discretely presented component unit is:

***Tobyhanna Township Economic Development Authority***

The Tobyhanna Township Economic Development Authority (Authority), an entity legally separate from the Township, is governed by a board appointed by the Township Board of Supervisors. The Authority, in collaboration with the Township, was created for the purpose of making business improvements and providing administrative services as well as to engage in economic development activities and business improvement activities, including but not limited to projects to retain or development existing industries, and business and the development of new businesses and industries, the development and administration of business improvements and administration of services. As of December 31, 2019 the Authority owed the Township \$550,000 the Township loaned to the Authority in 2018 to buy property.

***Basis of Accounting***

The Township's basic financial statements consist of government-wide statements, including a statement of net position and a statement of activities, and fund financial statements which provide a more detailed level of financial information. Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide, proprietary fund, and governmental fund financial statements are prepared using the modified cash basis of accounting. Differences in the government-wide statements arise in the recognition of capital assets. Fiduciary funds use the modified cash basis of accounting, under which pension investments are reported at fair value.

***Comparative Data***

Comparative total data for the prior year have been presented in selected sections of the accompanying financial statements in order to provide an understanding of changes in the Township's financial position and operations. Such information is presented in a summarized comparative format as memorandum information only and should be read in conjunction with the Township's financial statements for the prior year, from which the information was summarized.



TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**BASIS OF PRESENTATION**

***Government-Wide Financial Statements***

The statement of net position and the statement of activities display information about the Township as a whole. These statements include the financial activities of the primary government, except for fiduciary funds. The statement of net position presents the financial condition of the governmental activities of the Township at year-end in total as well as the Township's business activities. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the Township's governmental activities. Direct expenses are those that are specifically associated with a service, program or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants and contributions that are restricted to meeting the operational or capital requirements of a particular program, and interest earned on grants that is required to be used to support a particular program. Revenues which are not classified as program revenues are presented as general revenues of the Township. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the Township.

***Fund Financial Statements***

During the year, the Township segregates transactions related to certain Township functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present the financial information of the Township at this more detailed level. The focus of the governmental fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column. The Fiduciary fund is reported separately.

All funds of the Township are accounted for using the cash basis or the modified-cash basis. As such, revenues are recognized when cash is received, and expenses are recognized when they are paid. The accounts of the Township are organized on the basis of funds, each of which is a separate accounting entity. The operations of each fund are summarized using a separate set of self-balancing accounts which include its assets, liabilities, fund balance, revenues and expenditures.

***Government Funds***

Governmental funds are those through which most governmental functions are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following funds are used by the Township.

***Government Fund Types***

General Fund (Major Fund) is the general operating fund of the Township. All financial resources, except those required to be accounted for in another fund, are accounted for in the General Fund.

Capital Projects Funds (Major Fund) account for financial resources to be used for the acquisition or construction of certain major capital assets or facilities, which are not financed by the Proprietary or General Funds.

Public Improvement Fund (Major Fund) accounts for financial resources to be used for certain public improvements for the betterment and growth of the Township, which are not financed by the Proprietary or General Funds.

TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Special Revenue Funds (Nonmajor Funds) are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. Included in these funds are State Liquid Fuels Highway Aid, Fire, and Library funds.

***Proprietary Fund Types***

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the costs of providing services to the general public on a continuing basis are financed through user charges. The Sewer Funds are the Enterprise Funds of the Township.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing goods and services. Operating expenses for the proprietary funds include the cost of contractual services, supplies, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

***Fiduciary Fund Types***

Trust Funds are used to account for assets held by the Township in a trustee capacity. This includes the Pension Trust Fund. The Pension Trust Fund is used to account for the Township's retirement plan and reports investments at fair value. The Pension Trust Fund is accounted for in essentially the same manner as the Proprietary Funds since capital maintenance is critical.

**MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

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

***Measurement Focus***

In the government-wide Statements of Net Position and Activities, governmental activities are presented using the economic resources measurement focus, within the limitations of the modified cash basis of accounting, as follows. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities recognized using the modified cash basis of accounting (whether current or noncurrent, financial, or nonfinancial) associated with their activities are reported.

In the fund financial statements, the "current financial resources" measurement focus, as applied to the cash basis of accounting, is used. All governmental funds utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

***Basis of Accounting***

In the government-wide Statement of Net Position and Statement of Activities governmental activities are presented using a modified cash basis of accounting. This basis of accounting recognizes assets, liabilities, net position/fund balance, revenues, and expenditures/expenses when they result from cash transactions with a provision for depreciation in the government-wide statements. This method of accounting is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

As a result of the use of this modified cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue from billings or from services provided but payment has not yet been collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid for, and accrued expenses and liabilities) are not recorded in these financial statements.

In the fund financial statements, only current assets and current liabilities arising from cash transactions are generally included on the statement of assets, liabilities and fund balances. The statement of revenues, expenditures and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources.

This approach differs from the manner in which the government-wide financial statements are prepared. Reconciliations with brief explanations of differences are provided to better identify the relationship between the government-wide financial statements and the governmental funds financial statements.

The pension trust fund is reported using the economic resources measurement focus as applied to the modified cash basis of accounting.

If the Township utilized the basis of accounting recognized as generally accepted, the fund financial statements for governmental funds would use the modified accrual basis of accounting. All government-wide financial statements would be presented on the accrual basis of accounting.

**ASSETS, LIABILITIES AND NET POSITION/FUND BALANCE**

***Cash and Investments***

The Township maintains all of its cash in checking and savings accounts which are covered by federal depository insurance or by collateral held by the Township's custodial bank or in PLGIT, which is a pooled fund that invests in the same investments that are approved as direct investment for the Township. The Second-Class Township Code authorizes the Township to invest its funds in savings accounts and certificates of deposit or time deposits provided that these deposits are insured or collateralized by a pledge or assignment of assets of the depository. In addition, the Township may invest its funds in obligations of the United States of America or the Commonwealth of Pennsylvania, including their agencies or instrumentalities, political subdivisions of the Commonwealth of Pennsylvania, and United States Treasury Bills.

***Capital Assets***

Under the modified cash basis of accounting, the Township reports capital assets acquired or constructed by the Township and reports related depreciation, where appropriate. The accounting treatment of capital assets depends on whether the assets are being reported in the government-wide or fund financial statements.

***Government-Wide Financial Statements***

In the government-wide financial statements, capital assets are reported as assets in the Statement of Net Position. Capital assets are valued at historical cost or estimated historical cost based on appraisals or other acceptable methods, if actual is unavailable. Capital assets contributed to the Township as part of an agreement to allow the construction of residential or commercial property, such as a park or other facility, or are donated to the Township are valued at the developer's construction cost, if available, or at estimated fair value at date of contribution. The Township maintains a capitalization threshold of \$5,000 for all capital assets.

TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Depreciation of all exhaustible capital assets is recorded as a direct allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position.

Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation.

The range of estimated useful lives by type of asset is as follows:

Roads and bridges	20-50 years
Machinery and equipment	5-30 years
Sewer system	5-65 years
Buildings and improvements	20-40 years

***Fund Financial Statements***

In the fund financial statements, capital acquisitions and construction costs are reflected as expenditures in governmental funds upon payment.

**NET POSITION CLASSIFICATIONS**

***Government-Wide Statements***

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

- a) Net Investment in Capital Assets-Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.
- b) Restricted Net Position-Consists of net position with constraints placed on its use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c) Unrestricted Net Position-All other net position that does not meet the definition of "restricted" or "net investment in capital assets".

It is the Township's policy to first use restricted net position prior to the use of unrestricted net position when an expense is incurred for purposes for which both restricted and unrestricted net position are available to be spent.

***Fund Financial Statements***

***Fund Balance***

In the fund financial statements, governmental funds report aggregate amounts for the five classifications of fund balances based on the constraints imposed on the use of these resources. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form — prepaid items or inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of fund balances is comprised of the remaining four classifications: restricted, committed, assigned, and unassigned.

TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Restricted Fund Balance. This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance. These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the Board of Supervisors - the government's highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the Board of Supervisors removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned Fund Balance. This classification reflects the amounts constrained by the Township's "intent" to be used for specific purposes but are neither restricted nor committed. The Board of Supervisors and the Treasurer have the authority to assign amounts to be used for specific purposes as established in the approved budget. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed.

Unassigned Fund Balance. This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

Currently, the Township uses only restricted, assigned, and unassigned classifications.

Investment earnings, such as interest, on restricted or committed monies are included in the same fund balance classification as the money that earned these revenues.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Township considers restricted funds to have been spent first. Following restricted funds, committed fund balances are reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

**REVENUES, EXPENDITURES AND EXPENSES**

***Program Revenues***

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

General Government	Licenses and permits.
Public Safety	Fines and forfeits revenue; building permits and inspection fees; subdivision application fees.
Streets and Public Works	Liquid fuels tax collections shared by the State; pension funding from the State.
Culture and Recreation	Rental income, recreation fees, and specific donations

All other governmental revenues are reported as general. All taxes are classified as general revenue even if restricted for a specific purpose.

TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**INTERNAL AND INTERFUND BALANCES AND ACTIVITIES**

In the process of aggregating the financial information for the government-wide Statement of Net Position and Statement of Activities, some amounts reported as interfund activity and balances in the fund financial statements have been eliminated or reclassified.

***Fund Financial Statements***

Interfund activity, if any, within and among the governmental fund categories is reported as follows in the fund financial statements:

1. Interfund loans - Amounts provided with a requirement for repayment are reported as interfund receivables and payables.
2. Interfund reimbursements - Repayments from funds responsible for certain expenditures to the funds that initially paid for them are not reported as reimbursements but as adjustments to expenditures in the respective funds.
3. Interfund transfers - Flows of assets from one fund to another where repayment is not expected are reported as transfers in and out.

***Government-Wide Financial Statements***

Interfund activity and balances, if any, are eliminated or reclassified in the government-wide financial statements as follows:

Internal balances - Amounts reported in the fund financial statements as interfund receivables and payables are eliminated in the governmental and business-type activities columns of the Statement of Net Position, except for the net residual amounts due between governmental and business-type activities, if any, which are reported as Internal Balances.

***Use of Estimates***

The preparation of financial statements in conformity with the modified cash basis of accounting requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure 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.

***Budgets and Budgetary Accounting***

The Township adopts annual budgets for all funds in accordance with the Second-Class Township Code. All adopted budgets use a cash basis of accounting, which is not consistent with U.S. generally accepted accounting principles. All budget amounts included in the accompanying financial statements and supplementary information are as originally adopted or as amended by the Board of Supervisors. Appropriations not expended lapse at the end of each fiscal year. The Township uses traditional, program and performance budgeting methods to develop the operating budget, which includes proposed expenditures and the means to finance them, the budget is adopted by ordinance and subject to change only by ordinance.

***Pension Plan***

The Township has one defined benefit pension plan. Pension costs for the plan includes current service costs, which are accrued and funded on a current basis, plus prior costs which are amortized over 30 years.

TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***Transfers***

Legally authorized payments or authorizations to make payments from a fund receiving revenue to a fund through which the resources are to be expended are reported as operating transfers. Transfers to the pension funds are quasi-external transactions and are not treated as operating transfers.

***Component Unit Basis of Accounting***

The Tobyhanna Township Economic Development Authority is reported on the accrual basis of accounting. The basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the basis financial statements. Revenues are recognized when earned and expenses are recognized when a liability is incurred, regardless of the timing of related cash flows.

**NOTE 2      CASH AND INVESTMENTS**

***Custodial Credit Risk to Deposits***

Custodial Credit Risk is the risk that, in the event of a bank failure, the Township's deposits may not be recovered. The Township's policy for minimizing credit risk for bank balances exceeding the Federal Deposit Insurance Corporation's (FDIC) insured limits relies upon Act 72 of 1971. The Act requires the financial institution to pool collateral for all of its government deposits in addition to having the collateral held by an approved custodian in the institution's name.

***Credit Risk***

The Township is permitted to invest funds in U.S. Treasury Bills, short-term obligations of the United States Government or its agencies or instrumentalities, obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States of America, obligations of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by full faith and credit of the political subdivision, certificates of deposit, secured purchase agreements, authorized Investment Trust Companies and time or share accounts of institutions insured or secured by the FDIC to the extent such certificates are insured by a proper bond or collateral in accordance with the law.

***Foreign Currency Risk***

The Township was not exposed to foreign currency risk during the year.

***Component Unit***

The Authority has custodial credit risk on cash deposits. This is the risk that in the event of a financial institution failure, the Authority's deposits may not be returned. At December 31, 2019, the Authority had no deposits in excess of FDIC coverage.

TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 2 CASH AND INVESTMENTS (CONTINUED)**

***Reconciliation of Cash and Cash Equivalents***

Uninsured and collateralized with securities held by the pledging financial institution's trust department or agent but not in the Township's name	\$ 6,509,546
Uninsured and collateralized with securities held by the pledging financial institution	-
Uninsured and uncollateralized	<u>-</u>
Total	<u>6,509,546</u>
Uninsured and collateralized with securities held by the pledging financial institution's trust department or agent but not in the Township's name	6,509,546
Add: Amount Insured Under FDIC	532,278
Plus: Deposits in Transit	17,420
Less: Outstanding Checks	<u>(63,523)</u>
Carrying Amount	6,995,721
Add: Pooled Deposits - Cash Equivalents	1,454,852
Add: Petty Cash	<u>200</u>
Total Cash and Cash Equivalents	<u>\$ 8,450,773</u>

**Investments**

Interest rate risk – The Township does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk – State statutes authorize the Township to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds, repurchase agreements and the State Treasurer's Investment Pool.

The Township has no investment policy that would further limit its investment choices.

Concentration of Credit Risk – The Township places no limit on the amount the Township may invest in any one issuer.

Fair Value Measurement – The Township categorize its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of an asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are signification other observable inputs; Level 3 inputs are those that lack significant observable inputs. At December 31, 2019, all the Township's investments are in publicly traced mutual funds and are categorized as Level 1 investments.



TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 3 PROPERTY TAXES**

Property taxes are levied on a calendar year basis, and are assessed on March 1. The taxes are due June 30. A discount of 2% is available through April 30, and a penalty of 10% is charged on payments after June 30. The Township recognizes tax revenues when collected. Assessed valuation is taxed at 15.19 mills (13.74 for general purposes, 0.70 for Fire and 0.75 Library) and was \$226,739,400 for 2019.

Total current real estate taxes collected were \$3,025,242, which represents the face amount less discounts plus penalties. Current regular tax collections for the year ended December 31, 2019 were approximately ninety three percent (88%) of the tax levy.

The schedule for regular real estate taxes levied is as follows:

Levy Date: March 1st  
2.00% Discount Period: March 1st – April 30th  
Face Payment Period: May 1st – June 30th  
10.00% Penalty Period: July 1st – December 31st  
Lien Date: January 1st

If payment is not made by December 31st, any and all unpaid amounts are turned over to Monroe County Tax Claim Bureau for delinquent tax collection.

**NOTE 4 CAPITAL ASSETS**

A summary of the changes in governmental activities capital assets are as follows:

	Balance January 1, 2019	Additions	Disposals	Balance December 31, 2019
Depreciable Capital Assets				
Buildings and Building Improvements	\$ 3,500,326	\$ 21,430	\$ -	\$ 3,521,756
Roads and Bridges	21,192,944	872,761	-	22,065,705
Machinery and Equipment	<u>1,979,387</u>	<u>99,040</u>	<u>7,718</u>	<u>2,070,709</u>
Total Depreciable Capital Assets	26,672,657	993,231	7,718	27,658,170
Non-Depreciable Capital Assets				
Land	<u>2,290,922</u>	<u>-</u>	<u>-</u>	<u>2,290,922</u>
Total Capital Assets	<u>28,963,579</u>	<u>993,231</u>	<u>7,718</u>	<u>29,949,092</u>
Accumulated Depreciation	<u>(17,886,023)</u>	<u>(698,420)</u>	<u>7,718</u>	<u>(18,576,725)</u>
Total Capital Assets Net of Accumulated Depreciation	<u>\$11,077,556</u>	<u>\$ 294,811</u>	<u>\$ 15,436</u>	<u>\$11,372,367</u>

Depreciation expense was charged to governmental activities as follows:

Public Works	\$ 616,334
Public Safety	18,598
General Government	49,979
Culture and Recreation	<u>13,509</u>
Total	<u>\$ 698,420</u>

TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 4 CAPITAL ASSETS (CONTINUED)**

A summary of the changes in business-type activities capital assets are as follows:

	Balance January 1, 2019	Additions	Disposals	Balance December 31, 2019
Depreciable Capital Assets				
Sewer System	\$ 3,133,454	\$ -	\$ -	\$ 3,133,454
Total Depreciable Capital Assets	3,133,454	-	-	3,133,454
Non-Depreciable Capital Assets				
Land	172,813	-	-	172,813
Total Capital Assets	3,306,267	-	-	3,306,267
Accumulated Depreciation	(219,342)	(62,669)	-	(282,011)
Total Capital Assets Net of Accumulated Depreciation	\$ 3,086,925	\$ (62,669)	\$ -	\$ 3,024,256

**NOTE 5 DEFINED BENEFIT PENSION PLAN**

***Reporting Entity***

Township of Tobyhanna Non-Uniformed Employees' Pension Plan (hereinafter referred to as "the Plan") is a single employer defined benefit plan. The Plan is governed by the Township's Board of Supervisors. The Township Supervisors may amend plan provisions and are responsible for the management of plan assets. The Plan is included in the Township's basic financial statements as a Pension Trust. Stand-alone financial statements are not publicly available.

***Basis of Accounting***

The Plan's financial statements are prepared using the modified cash basis of accounting. Plan member contributions, if any, are recognized in the period in which the contributions are received. Employer contributions to the plan are recognized when received. Benefits and refunds are recognized when paid in accordance with the terms of the Plan.

***Method Used to Value Investments***

Investments are reported at fair value.

***Funding Policy***

Act 205 requires that annual contributions be based upon the Plan's minimum municipal obligation (MMO). The MMO is based upon the Plan's biennial actuarial valuation (the last available is January 1, 2019).

In accordance with the Plan's governing Ordinance, members are not required to contribute to the Plan. Administrative costs, including the investment manager, custodial trustee and actuarial services, are charged to the Plan and funded through investment earnings. The Plan may also be eligible to receive an allocation of state aid from the General Municipal Pension System State Aid Program which must be used for pension funding. Any funding requirements established by the MMO in excess of employee contributions and state aid must be paid by the municipality in accordance with Act 205.

TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 5      DEFINED BENEFIT PENSION PLAN (CONTINUED)**

***Summary of Plan Benefits***

***Eligibility***

All full-time non-uniformed employees join the Plan upon employment.

***Normal Retirement***

A participant is eligible for normal retirement after attainment of age 62 and completion of ten years of service, but no later than age 70.

The normal retirement benefit is payable monthly during the participant's lifetime, with payments ceasing upon death.

The amount of the monthly pension is equal to 1.1% of average monthly pay times years of service (maximum 20 years).

Average monthly pay is based upon the last 36 months of employment. Pay is total pay, except for unused sick time payments.

***Early Retirement***

A participant is eligible for early retirement after attainment of age 60 and completion of 20 years of service.

***Late Retirement***

If a participant continues working after his normal retirement date, his pension does not start until he actually retires. The late retirement benefit is the benefit accrued to the late retirement date.

***Vesting***

A participant's benefits vest according to the following table. The vested benefit is a deferred pension beginning at normal retirement equal to the benefit accrued to the date of termination.

<u>Years of Service</u>	<u>Vesting Percentage</u>
Less than 4 Years	0%
5	50%
6	60%
7	70%
8	80%
9	90%
10 or More Years	100%

The vesting provisions of the Plan prior to January 1, 2017 shall continue to apply to participants who do not have an hour of service on or after that date.

***Accrued Pension***

The benefit accrued at any date other than the normal retirement date is determined according to the normal retirement benefit formula, based upon pay and service to date.

TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 5      DEFINED BENEFIT PENSION PLAN (CONTINUED)**

***Contributions***

Participant contributions are credited with 6% interest. Currently, no participant contributions are required.

***Plan Membership***

Membership of the Plan consisted of the following at December 31, 2018:

Inactive Members of Beneficiaries Currently Receiving Benefits	6
Inactive Members Entitled to but not yet Receiving Benefits	5
Active Members	11
	<u>22</u>

***Net Pension Liability***

The net pension liability was measured as of December 31, 2019 and the total pension liability was determined by rolling forward the liabilities from an actuarial valuation as of January 1, 2019. No significant events or changes in assumptions occurred between the valuation date and the fiscal year end.

***Actuarial Assumptions***

The total pension liability in the January 1, 2019 actuarial valuation was determined using the following economic assumptions, applied to all periods included in the measurement:

Inflation	3.00%
Salary Increases	5.00% (average, including inflation)
Investment Rate of Return	6.75% (including inflation)
Postretirement Cost of Living Increase	0.00%

Mortality rates were based on the PubG-2010 mortality table, including rates for disabled retirees and continent survivors. Incorporated into the table are rates projected generationally using Scale MP-2018 to reflect mortality improvement.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic Equity	55.00%	5.50% - 7.50%
International Equity	9.00%	4.50% - 6.50%
Fixed Income	26.00%	1.00% - 3.00%
Real Estate	4.00%	4.50% - 6.50%
Cash	6.00%	0.00% - 1.00%

TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 5      DEFINED BENEFIT PENSION PLAN (CONTINUED)**

***Discount Rate***

The discount rate used to measure the total pension liability was 6.75%. The pension plan's fiduciary net position is projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The employer has always met the funding requirements of Pennsylvania law Act 205 of 1984. Act 205 requires full funding of the entry age normal cost-plus plan expenses, as well as amortization of the unfunded liability.

***Changes in the Net Pension Liability (Asset)***

	<u>Total Pension Liability</u>	<u>Fiduciary Net Position</u>	<u>Net Pension Liability (Asset)</u>
Balances at 12/31/18	\$ 1,233,049	\$ 1,340,219	\$ (107,170)
Service Cost	34,909	-	34,909
Interest Cost	82,754	-	82,754
Changes of Benefit Terms	-	-	-
Changes for Experience	(77,509)	-	(77,509)
Changes of Assumptions	59,294	-	59,294
Contributions - Employer	-	58,818	(58,818)
Net Investment Income	-	274,635	(274,635)
Benefit Payments, Including			
Refunds of Member Contributions	(47,520)	(47,520)	-
Administrative Expenses	-	(4,819)	4,819
Net Changes	<u>51,928</u>	<u>281,114</u>	<u>(229,186)</u>
Balances at 12/31/19	<u>\$ 1,284,977</u>	<u>\$ 1,621,333</u>	<u>\$ (336,356)</u>

Note: This schedule prepared on the accrual basis of accounting.

***Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate***

The following presents the net pension liability (asset) of the Plan, calculated using the discount rate of 6.75%, as well as what the Plan's net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

	<u>1% Decrease (5.75%)</u>	<u>Current Discount Rate (6.75%)</u>	<u>1% Increase (7.75%)</u>
Plan's Net Pension Liability (Asset)	<u>\$(187,863)</u>	<u>\$ (336,356)</u>	<u>\$(461,748)</u>

TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 5      DEFINED BENEFIT PENSION PLAN (CONTINUED)**

***Notes to Schedule***

Valuation Date: Actuarially determined contribution rates are calculated as of January 1, two to four years prior to the end of the fiscal year in which the contributions are reported.

Methods and assumptions used to determine contribution rates:

Actuarial Valuation Date: 1/1/2017

Actuarial Cost Method: Entry Age Normal

Amortization Method: Level Dollar Closed

Remaining Amortization Period: NA

Asset Valuation Method: Smoothed value with a corridor of 80% to 120% of market value.

Inflation: 3.00%

Salary Increases: 5.00%

Investment Rate of Return: 6.75%

Retirement Age: Normal Retirement Age

Mortality: IRS 2017 Static Combined Table for Small Plans. Incorporated into the table are rates for annuitants projected 7 years and rates for non-annuitants projected 15 years using Scale AA to reflect mortality improvement.

Changes in benefit terms: None since 1/1/2017.

***Investments***

Investments are reported at fair value (quoted market prices).

The Plan places no limit on the amount that may be invested with any one organization.

There were no changes in investment policies during 2019.

**NOTE 6      COMMITMENTS AND CONTINGENCIES**

The Township is a party to various legal proceedings that generally occur in the course of governmental operations. As a result of reporting on the modified cash basis of accounting, the financial statements do not include accrual or provisions for loss contingencies that may result from these proceedings. While the outcome of the any proceedings cannot be predicted, due to the insurance coverage maintained by the Township and the State statute relating to judgments, it is believed that any settlement or judgment not covered by insurance would not have a material adverse effect on the financial condition of the Township.

TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 7 RISK MANAGEMENT**

The Township is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employees' health and life; and natural disasters.

The Township manages these various risks of loss as follows:

<u>Risk of Loss</u> <u>Type of Loss</u>	<u>Method Managed</u>	<u>Retained</u>
Torts, errors, and omissions	Purchased commercial Insurance	Deductibles
Workers compensation	Participation in a cooperative group providing insurance to member organizations	None
Health	Participation in a cooperative group providing insurance to member organizations	Claims paid after withdrawal in excess of account balance
Physical property loss and natural disasters	Purchased commercial insurance	Deductibles

Management believes such coverage is sufficient to preclude any material uninsured losses to the Township. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

**NOTE 8 INTERFUND TRANSFERS AND INTERFUND BALANCES**

Transfers between various Township funds for the year ended December 31, 2019 were as follows:

<u>Fund</u>	<u>Transfer In</u>	<u>Transfer Out</u>
Capital Projects Fund	309,662	-
Public Improvement Fund	156,550	-
General Fund	-	466,212
	<u>\$ 466,212</u>	<u>\$ 466,212</u>

Generally, the purpose of transfers in and (out) of the funds is to provide cash needed to pay expenditures of the fund.

Interfund balances at December 31, 2019 are as follows:

<u>Fund</u>	<u>Due To</u>	<u>Due From</u>
General Fund	\$ -	\$ 34,000
Library Fund	34,000	-
	<u>\$ 34,000</u>	<u>\$ 34,000</u>

The amount due to the General Fund from the Library Fund is to payback the advance given to the Clymer Library.

TOWNSHIP OF TOBYHANNA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019

**NOTE 9      JOINT VENTURE**

In November 1996, Tobyhanna Township entered into an Intermunicipal Agreement with Tunkhannock Township, Coolbaugh Township, and Mount Pocono Borough, establishing the Pocono Mountain Regional Police Commission (PMRPC). PMRPC was established to create a regional force to provide quality and efficient police protection. Each municipality is responsible for a portion of the annual assessment, as determined by PMRPC. The proportionate shares are determined by PMRPC based on the annual cost of providing police services. The total contributions paid for police services by Tobyhanna Township in 2019 were \$1,852,770.

Annually each municipality is responsible for a portion of Pocono Mountain Regional Police Pension Plan's minimum municipal obligation (MMO). Tobyhanna Township paid \$70,812 for its share of the 2019 MMO. The state reimbursed approximately half of this cost. As of December 31, 2018, the Plan had a net pension asset of \$584,348.

Per the Intermunicipal Agreement, PMRPC's financial statements are audited annually. The audited financial statements are available for review at the Pocono Mountain Regional Police Department office, located in Pocono Summit, PA.

**NOTE 10      SUBSEQUENT EVENTS**

Management has evaluated subsequent events through June 03, 2020, the date the financial statements were available to be issued.

Subsequent to year end, a global pandemic due to the spread of the COVID-19 coronavirus caused the United States government to declare a national emergency. The pandemic has led to widespread voluntary and government-mandated closings of local stores and businesses, which has resulted in significant job losses. These job losses have the potential to have a significant impact on all aspects of the Township's operations. In addition, due to the temporary closure of all businesses that are not deemed life sustaining, State and Federal tax revenues are also significantly decreased. This decrease could result in less grant money that is relied upon by local municipalities to fund specific projects. In addition, the Township's own source revenue or derived revenues could be affected negatively. Overall, decreased funding could result in the Township having to curtail or eliminate some services.



**REQUIRED SUPPLEMENTARY INFORMATION**

TOWNSHIP OF TOBYHANNA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
YEAR ENDED DECEMBER 31, 2019

	Budgeted Amounts		Actual	Over (Under) Budget
	Original	Final		
Revenues				
Taxes	\$ 4,204,500	\$ 4,241,227	\$ 4,334,978	\$ 93,751
Licenses, permits and fees	213,500	249,960	250,482	522
Fines and forfeits	46,500	46,500	47,114	614
Interest earnings	74,300	96,069	108,097	12,028
Intergovernmental	154,119	158,203	167,156	8,953
Charges for services	218,500	227,175	178,566	(48,609)
Refunds of prior year's expenditures	9,000	20,750	13,586	(7,164)
Other revenues	24,000	24,000	31,811	7,811
Total Revenues	<u>4,944,419</u>	<u>5,063,884</u>	<u>5,131,790</u>	<u>67,906</u>
Expenditures				
General government and administration	1,039,839	950,520	880,322	70,198
Public safety and protective inspection	2,392,355	2,398,621	2,293,577	105,044
Highways, roads and streets	1,434,163	1,279,223	1,190,360	88,863
Parks and recreations	189,921	187,211	160,483	26,728
Employee benefits and taxes	48,671	46,671	60,414	(13,743)
Insurance	50,000	41,000	40,063	937
Refunds of prior year's revenues	5,000	100	88	12
Total Expenditures	<u>5,159,949</u>	<u>4,903,346</u>	<u>4,625,307</u>	<u>278,039</u>
Other Financing Sources (Uses)				
Transfers out	(90,144)	(466,212)	(466,212)	-
Proceeds from sale of surplus assets	500	500	-	(500)
Total Other Financing Sources (Uses)	<u>(89,644)</u>	<u>(465,712)</u>	<u>(466,212)</u>	<u>(500)</u>
Net Change in Fund Balance	<u>\$ (305,174)</u>	<u>\$ (305,174)</u>	40,271	<u>\$ 345,445</u>
Fund Balance at Beginning of Year			<u>4,754,811</u>	
Fund Balance at End of Year			<u>\$ 4,795,082</u>	

TOWNSHIP OF TOBYHANNA  
SCHEDULE OF CHANGES IN THE NET NON-UNIFORM  
PENSION PLAN-LIABILITY AND RELATED RATIOS  
DECEMBER 31, 2019

	2019	2018	2017	2016	2015
<b>TOTAL PENSION LIABILITY</b>					
Service cost	\$ 34,909	\$ 56,339	\$ 53,656	\$ 40,352	\$ 38,430
Interest	82,754	79,147	72,216	65,842	59,761
Differences between expected and actual experience	(77,509)	-	(103,697)	-	-
Changes of benefit terms	-	-	57,869	-	-
Changes of assumptions	59,294	-	69,447	-	-
Benefit payments	(47,520)	(37,281)	(14,464)	(13,247)	(13,247)
<b>NET CHANGE IN TOTAL PENSION LIABILITY</b>	<b>51,928</b>	<b>98,205</b>	<b>135,027</b>	<b>92,947</b>	<b>84,944</b>
Total pension liability, beginning	1,233,049	1,134,844	999,817	906,870	821,926
<b>TOTAL PENSION LIABILITY, ENDING (a)</b>	<b>\$ 1,284,977</b>	<b>\$ 1,233,049</b>	<b>\$ 1,134,844</b>	<b>\$ 999,817</b>	<b>\$ 906,870</b>
<b>PLAN FIDUCIARY NET POSITION</b>					
Contributions					
Employer	\$ 58,818	\$ 31,303	\$ 29,005	\$ 26,575	\$ 33,381
State aid	-	-	-	-	-
Member	-	-	-	-	-
Net investment income (loss)	274,635	(121,470)	174,103	80,137	(39,150)
Benefit payments, including refunds of member contributions	(47,520)	(37,281)	(14,464)	(13,247)	(13,247)
Administrative expense	(4,819)	(4,205)	(6,860)	(1,880)	(5,320)
<b>NET CHANGE IN PLAN FIDUCIARY NET POSITION</b>	<b>281,114</b>	<b>(131,653)</b>	<b>181,784</b>	<b>91,585</b>	<b>(24,336)</b>
Plan fiduciary net position, beginning	1,340,219	1,471,872	1,290,088	1,198,503	1,222,839
<b>PLAN FIDUCIARY NET POSITION, ENDING (b)</b>	<b>\$ 1,621,333</b>	<b>\$ 1,340,219</b>	<b>\$ 1,471,872</b>	<b>\$ 1,290,088</b>	<b>\$ 1,198,503</b>
<b>NET PENSION LIABILITY (ASSET), ENDING (a)-(b)</b>	<b>\$ (336,356)</b>	<b>\$ (107,170)</b>	<b>\$ (337,028)</b>	<b>\$ (290,271)</b>	<b>\$ (291,633)</b>
<b>PLAN FIDUCIARY NET POSITION AS A PERCENTAGE OF THE TOTAL PENSION LIABILITY</b>	<b>126.2%</b>	<b>108.7%</b>	<b>129.7%</b>	<b>129.0%</b>	<b>132.2%</b>
<b>COVERED PAYROLL</b>	<b>\$ 519,918</b>	<b>\$ 607,769</b>	<b>\$ 680,661</b>	<b>\$ 588,430</b>	<b>\$ 646,152</b>
<b>NET PENSION LIABILITY (ASSET) AS A PERCENTAGE OF COVERED-PAYROLL</b>	<b>-64.7%</b>	<b>-17.6%</b>	<b>-49.5%</b>	<b>-49.3%</b>	<b>-45.1%</b>

Note: This schedule prepared on the accrual basis of accounting.

Note: Schedules are intended to show information for 10 years. Additional years will be disclosed as they become available, in future years.

TOWNSHIP OF TOBYHANNA  
SCHEDULE OF NON-UNIFORM  
PENSION PLAN CONTRIBUTIONS  
LAST TEN FISCAL YEARS

	2019	2018	2017	2016	2015
ACTUARIALLY DETERMINED CONTRIBUTION	\$ 44,671	\$ 31,303	\$ 19,535	\$ 23,899	\$ 33,381
CONTRIBUTIONS IN RELATION TO THE ACTUARIALLY DETERMINED CONTRIBUTION	58,818	31,303	29,005	26,575	33,381
CONTRIBUTION (EXCESS) DEFICIENCY	\$ (14,147)	\$ -	\$ (9,470)	\$ (2,676)	\$ -
COVERED PAYROLL	\$ 519,918	\$ 607,769	\$ 680,661	\$ 588,430	\$ 646,152
CONTRIBUTION AS A PERCENTAGE OF COVERED-PAYROLL	11.3%	5.2%	4.3%	4.5%	5.2%

NOTES TO SCHEDULE

Valuation date:

January 1, 2017

Actuarially determined contribution rates are calculated based on the plan's most recent available Act 205 actuarial valuation report.

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry Age Normal
Amortization method	Level Dollar Closed
Remaining amortization period	N/A years
Asset valuation method	Smoothed value with a corridor of 80% to 120% of market value
Inflation	3.00%
Salary increases	5.00%
Investment rate of return	6.75%
Retirement age	Normal Retirement Age
Mortality	IRS 2017 Static Combined Table for Small Plans. Incorporated into the table are rates for annuitants projected 7 years and rate for non-annuitants projected 15 years using Scale AA to reflect mortality improvement.

Note: Schedules are intended to show information for 10 years. Additional years will be disclosed as they become available, in future years.

## SUPPLEMENTARY INFORMATION

TOWNSHIP OF TOBYHANNA  
COMBINING BALANCE SHEETS - CASH BASIS  
NON-MAJOR GOVERNMENTAL FUNDS  
DECEMBER 31, 2019

	Fire Fund	Library Fund	Highway Aid Fund	Total Nonmajor Governmental Funds
<b>Assets</b>				
Cash and Cash Equivalents	\$ 210,004	\$ 1,400	\$ 118,943	\$ 330,347
Loan to Clymer Library	-	34,000	-	34,000
<b>Total Assets</b>	<u>210,004</u>	<u>35,400</u>	<u>118,943</u>	<u>364,347</u>
<b>Liabilities</b>				
Due to other funds	-	34,000	-	34,000
<b>Total Liabilities</b>	<u>-</u>	<u>34,000</u>	<u>-</u>	<u>34,000</u>
<b>Fund Balances</b>				
Restricted	<u>210,004</u>	<u>1,400</u>	<u>118,943</u>	<u>330,347</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>\$ 210,004</u></u>	<u><u>\$ 35,400</u></u>	<u><u>\$ 118,943</u></u>	<u><u>\$ 364,347</u></u>

TOWNSHIP OF TOBYHANNA  
 COMBINING STATEMENTS OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCES - CASH BASIS  
 NON-MAJOR GOVERNMENTAL FUNDS  
 YEAR ENDED DECEMBER 31, 2019

	Fire Fund	Library Fund	Highway Aid Fund	Total Nonmajor Governmental Funds
Revenues				
Taxes	\$ 145,959	\$ 155,947	\$ -	\$ 301,906
Intergovernmental Revenue	-	-	357,844	357,844
Interest, Rents and Royalties	1,746	81	4,985	6,812
Total Revenues	147,705	156,028	362,829	666,562
Expenditures				
Public Works - Highways and Streets	-	-	392,697	392,697
Culture and Recreation	-	156,609	-	156,609
Total Expenditures	-	156,609	392,697	549,306
Change in Fund Balances	147,705	(581)	(29,868)	117,256
Fund Balances at Beginning of Year	62,299	1,981	148,811	213,091
Fund Balances at End of Year	\$ 210,004	\$ 1,400	\$ 118,943	\$ 330,347