

**BOROUGH OF MYERSTOWN**  
**BASIC FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**BOROUGH OF MYERSTOWN  
BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

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BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

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## INDEPENDENT AUDITOR'S REPORT

To the Borough Council  
BOROUGH OF MYERSTOWN  
Myerstown, Pennsylvania

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, and the aggregate remaining fund information of the BOROUGH OF MYERSTOWN, as of and for the year ended **December 31, 2019**, and the related notes to the financial statements, which collectively comprise the Borough of Myerstown'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.

### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of Myerstown Water Authority, which represent 100% of the assets, net position and revenues of the component unit. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the component unit, is based solely on the report of the other auditors. 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 of material misstatement.

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

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

### ***Opinions***

In our opinion, based on our audit and the report of other auditors, 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 aggregate discretely presented component unit, and the aggregate remaining fund information of the Borough of Myerstown, as of December 31, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the schedule of changes in the Borough's net pension asset and related ratios, schedule of pension contributions and the budgetary comparison information on pages 34 through 36 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-Matters***

Management has not presented the management discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. The management discussion and analysis, 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 modified with respect to this matter.

*Staniffa, Siegel and Maser LLC*

Lebanon, Pennsylvania  
May 29, 2020

**BOROUGH OF MYERSTOWN**  
**STATEMENT OF NET POSITION**  
**December 31, 2019**

	Primary Government			Component
	Governmental	Business-Type	Total	Unit
	Activities	Activities		
<b>ASSETS</b>				
Cash & Cash Equivalents	\$ 1,149,403	\$ 3,046,751	\$ 4,196,154	\$ 787,391
Cash & Cash Equivalents, Restricted				9,098
Investments	34,218	2,595,918	2,630,136	453,374
Taxes Receivable	28,117		28,117	-0-
Accounts Receivable	14,582	304,202	318,784	187,181
Grant Receivable	750,000	-0-	750,000	-0-
Due from Other Funds	108,238	673	108,911	-0-
Prepaid Expense				20,705
Net Pension Asset	21,667		21,667	-0-
Capital Assets:				
Non-depreciable	61,502		61,502	275,971
Depreciable, net	2,985,782	18,377,532	21,363,314	16,237,138
Total Assets	\$ 5,153,509	\$ 24,325,076	\$ 29,478,585	\$ 17,970,858
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Difference between actual and expected pension earnings	\$ 345	\$ -0-	\$ 345	\$ 22,951
Unamortized loss on early retirement of debt, net		840,177	840,177	103,375
Total Deferred Outflows of Resources	\$ 345	\$ 840,177	\$ 840,522	\$ 126,326
<b>LIABILITIES</b>				
Accounts Payable	\$ 193,374	\$ 45,051	\$ 238,425	\$ 178,799
Due to Related Parties				33,080
Due to Other Funds	14,983	97,062	112,045	-0-
Accrued Payroll and Withholdings	10,650	4,585	15,235	5,792
Escrow Payable				9,098
Accrued Interest		68,541	68,541	17,903
Accrued Compensated Absences	2,137	3,808	5,945	618
Net Pension Liability				22,593
Note Payable, due within one year	105,000	461,000	566,000	460,000
Note Payable, due in more than one year	1,183,886	7,210,114	8,394,000	5,720,000
Total Liabilities	\$ 1,510,030	\$ 7,890,161	\$ 9,400,191	\$ 6,447,883
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Difference between expected and actual pension experience	\$ -0-	\$ -0-	\$ -0-	\$ 1,810
<b>NET POSITION</b>				
Net Investment in Capital Assets	\$ 1,758,398	\$ 10,706,418	\$ 12,464,816	\$ 4,482,872
Restricted	312,427		312,427	-0-
Unrestricted	1,572,999	6,568,674	8,141,673	1,211,007
Total Net Position	\$ 3,643,824	\$ 17,275,092	\$ 20,918,916	\$ 5,693,879

See Accompanying Notes to Basic Financial Statements

**BOROUGH OF MYERSTOWN  
STATEMENT OF ACTIVITIES  
For the Year Ended December 31, 2019**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets			Component Unit
		Charges for Services	Operating Grants and Contributions	Capital Grants	Governmental Activities	Business-Type Activities	Total	
<i>Governmental Activities:</i>								
General Government	\$ 403,213	\$ 234,965	\$ 84,880	\$ -0-	\$ (83,368)	\$ -0-	\$ (83,368)	\$ -0-
Public Safety	48,007	4,482			(43,525)		(43,525)	-0-
Public Works	412,037	95,467	95,678		(220,892)		(220,892)	-0-
Culture and Recreation	18,769	2,835			(15,934)		(15,934)	-0-
Community Development	130,020				(130,020)		(130,020)	-0-
Interest on Note Payable	30,848				(30,848)		(30,848)	-0-
Miscellaneous	315,282				(315,282)		(315,282)	-0-
Total Governmental Activities	\$ 1,358,176	\$ 337,749	\$ 180,558	\$ -0-	\$ (839,869)	\$ -0-	\$ (839,869)	\$ -0-
<i>Business-Type Activities:</i>								
Waste Water Treatment	\$ 1,949,860	\$ 1,321,921	\$ 515,358	\$ -0-	\$ -0-	\$ (112,581)	\$ (112,581)	\$ -0-
Pool	174,758	177,784	-0-	-0-	-0-	3,026	3,026	-0-
Total Business-Type Activities	\$ 2,124,618	\$ 1,499,705	\$ 515,358	\$ -0-	\$ -0-	\$ (109,555)	\$ (109,555)	\$ -0-
Total Primary Government	\$ 3,482,794	\$ 1,837,454	\$ 695,916	\$ -0-	\$ (839,869)	\$ (109,555)	\$ (949,424)	\$ -0-
<i>Component Unit Activities:</i>								
Water Authority	\$ 1,093,205	\$ 1,380,038	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ 286,833
General Revenues:								
Taxes:								
Property Taxes					\$ 493,091	\$ -0-	\$ 493,091	\$ -0-
Local Services Taxes					82,118		82,118	-0-
Earned Income Taxes					306,841		306,841	-0-
Real Estate Transfer Taxes					32,345		32,345	-0-
Local Enabling Taxes					1,045		1,045	-0-
Investment Earnings					34,043	220,162	254,205	47,306
Miscellaneous					18,020		18,020	-0-
Transfers					(16,221)	16,221	-0-	-0-
Total General Revenues and Transfers					\$ 951,282	\$ 236,383	\$ 1,187,665	\$ 47,306
Change in Net Position					\$ 111,413	\$ 126,828	\$ 238,241	\$ 334,139
Net Position - Beginning					3,532,411	17,148,264	20,680,675	5,359,740
Net Position - Ending					\$ 3,643,824	\$ 17,275,092	\$ 20,918,916	\$ 5,693,879

See Accompanying Notes to Basic Financial Statements

**BOROUGH OF MYERSTOWN  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
December 31, 2019**

	<u>General</u>	<u>Municipal Center</u>	<u>Non-major Funds</u>	<u>Total Governmental Funds</u>
<b><i>ASSETS</i></b>				
Cash and Cash Equivalents	\$ 350,036	\$ 46,207	\$ 496,112	\$ 892,355
Certificates of Deposit	148,271		87,941	236,212
Investments	20,835		34,218	55,053
Taxes Receivable	11,130			11,130
Due from Other Funds	108,238			108,238
Accounts Receivable	<u>14,583</u>			<u>14,583</u>
Total Assets	<u>\$ 653,093</u>	<u>\$ 46,207</u>	<u>\$ 618,271</u>	<u>\$ 1,317,571</u>
<b><i>LIABILITIES</i></b>				
Accounts Payable	\$ 21,857	\$ 167,653	\$ 3,864	\$ 193,374
Due to Other Funds	2,411	827	11,745	14,983
Accrued Payroll and Withholding	<u>10,650</u>			<u>10,650</u>
Total Liabilities	<u>\$ 34,918</u>	<u>\$ 168,480</u>	<u>\$ 15,609</u>	<u>\$ 219,007</u>
<b><i>FUND BALANCES</i></b>				
Restricted	\$		\$ 312,427	\$ 312,427
Committed	90,287			90,287
Assigned	19,879	-0-	290,235	310,114
Unassigned	<u>508,009</u>	<u>(122,273)</u>		<u>385,736</u>
Total Fund Balances	<u>\$ 618,175</u>	<u>\$ (122,273)</u>	<u>\$ 602,662</u>	<u>\$ 1,098,564</u>
Total Liabilities and Fund Balances	<u>\$ 653,093</u>	<u>\$ 46,207</u>	<u>\$ 618,271</u>	<u>\$ 1,317,571</u>

See Accompanying Notes to Basic Financial Statements

**BOROUGH OF MYERSTOWN**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET**  
**TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION**  
**For the Year Ended December 31, 2019**

<b>Total Fund Balances - Governmental Funds</b>	<b>\$</b>	<b>1,098,564</b>
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Amounts reported for governmental activities in the statement  
of net assets are different because:

Pension Net Assets and deferred recognition of pension earnings presented in the governmental activities are not current financial resources and not reported as assets in the fund statements		22,012
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Capital assets used in governmental activities are not current financial resources and therefore not reported as assets in the funds.		3,047,284
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Taxes are recognized when measurable and available in the governmental funds, when assessed in governmental activities		16,987
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Long Term Notes Payable reported in governmental activities are note current financial uses and therefore not reported as liabilities in the funds.		(1,288,886)
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Accrued compensated absences are not due and payable in the current period and are not reported in the funds.		(2,139)
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<b>Net Position of Governmental Activities</b>	<b>\$</b>	<b><u>2,893,822</u></b>
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**BOROUGH OF MYERSTOWN**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**For the Year Ended December 31, 2019**

	<u>General</u>	<u>Municipal Center</u>	<u>Non-major Funds</u>	<u>Total Governmental Funds</u>
REVENUES COLLECTED				
Taxes	\$ 866,443	\$ -0-	\$ 49,268	\$ 915,711
Licenses and Permits	67,292			67,292
Fines	4,156			4,156
Intergovernmental	84,880		95,678	180,558
Charges for Services	101,057		93,202	194,259
Investment Earnings	12,721	7,724	13,598	34,043
Rental Income	72,043			72,043
Miscellaneous	18,020			18,020
Total Revenues Collected	<u>\$ 1,226,612</u>	<u>7,724</u>	<u>\$ 251,746</u>	<u>\$ 1,486,082</u>
EXPENDITURES PAID				
General Government	\$ 366,955	\$ 806,958	\$ 8,937	\$ 1,182,850
Public Safety	48,007			48,007
Public Works	264,601		66,308	330,909
Culture and Recreation	18,769			18,769
Community Development	130,020			130,020
Miscellaneous	253,779			253,779
Total Expenditures Paid	<u>\$ 1,082,131</u>	<u>\$ 806,958</u>	<u>\$ 75,245</u>	<u>\$ 1,964,334</u>
Excess (Deficiency) of Revenues Collected Over Expenditures Paid	<u>\$ 144,481</u>	<u>\$ (799,234)</u>	<u>\$ 176,501</u>	<u>\$ (478,252)</u>
OTHER FINANCING SOURCES (USES)				
Proceeds on Disposition of Assets	\$ -0-	\$ -0-	\$ -0-	\$ -0-
GO Loan Proceeds	264,521			264,521
Debt Service	(95,338)		(330,000)	(425,338)
Operating Transfers - In	25,000	264,521	-0-	289,521
Operating Transfers - Out	(305,741)	-0-	-0-	(305,741)
Total Other Financing Sources (Uses)	<u>\$ (111,558)</u>	<u>\$ 264,521</u>	<u>\$ (330,000)</u>	<u>\$ (177,037)</u>
Excess (Deficiency) of Revenues Collected and Other Financing Sources Over (Under) Expenditures Paid and Other Financing Uses	<u>\$ 32,923</u>	<u>\$ (534,713)</u>	<u>\$ (153,499)</u>	<u>\$ (655,289)</u>
Fund Balances - Beginning	<u>585,252</u>	<u>412,440</u>	<u>756,161</u>	<u>1,753,853</u>
Fund Balances - Ending	<u><u>\$ 618,175</u></u>	<u><u>\$ (122,273)</u></u>	<u><u>\$ 602,662</u></u>	<u><u>\$ 1,098,564</u></u>

See Accompanying Notes to Basic Financial Statments

**BOROUGH OF MYERSTOWN**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,**  
**EXPENDITURES AND CHANGES IN FUND BALANCE TO THE**  
**STATEMENT OF ACTIVITIES**  
**For the Year Ended December 31, 2019**

<b>Net Change in Fund Balances - Governmental Funds</b>	<b>\$</b>	<b>(655,289)</b>
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Amounts reported for governmental activities in the statement of activities are different because:

Taxes are recognized when measurable and available in the governmental funds, when assessed in governmental activities		(271)
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Revenue is recognized when measurable and available in the governmental funds, when earned in the governmental activities		750,000
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Governmental funds report pension contributions as expenditures. In the Statement of Activities, the cost of benefits earned, net of contributions is reported as pension expense.		
Cost of Benefits Earned		(56,253)

Governmental funds report capital outlays as expenditures; however, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.		
Capital Outlay		56,958
Depreciation		(136,248)

Long Term Notes Payable proceeds are reported in the governmental funds as income while the statement of activities it is a liability.		(264,521)
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Principal payments on Debt are reported in the governmental funds as expense while in the statement of activities it is a reduction of a liability		394,491
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The net decrease in compensated absences reported in the statement of activities does not require the use of current financial resources and is not reported as an expenditure in the governmental funds.		22,546
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<b>Change in Net Position of Governmental Activities</b>	<b>\$</b>	<b><u>111,413</u></b>
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**BOROUGH OF MYERSTOWN**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUNDS**  
**December 31, 2019**

	<u>Waste Water</u>	<u>Pool</u>	<u>Total</u>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	\$ 2,942,898	\$ 103,853	\$ 3,046,751
Investments	2,595,918		2,595,918
Accounts Receivable	302,804	1,398	304,202
Due from Other Funds		673	673
Capital Assets, net of Depreciation	<u>17,128,034</u>	<u>1,249,498</u>	<u>18,377,532</u>
Total Assets	<u>\$ 22,969,654</u>	<u>\$ 1,355,422</u>	<u>\$ 24,325,076</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred Amount on Refunding	<u>\$ 840,177</u>	<u>\$ -0-</u>	<u>\$ 840,177</u>
<b>LIABILITIES</b>			
Accounts Payable	\$ 45,051	\$ -0-	\$ 45,051
Due to Other Funds	82,451	14,611	97,062
Accrued Wages and Tax Liabilities	4,448	137	4,585
Accrued Interest Payable	68,541		68,541
Accrued Vacation	3,808		3,808
Note Payable, due within one year	440,000	21,000	461,000
Note Payable, due in more than one year	<u>6,875,000</u>	<u>335,114</u>	<u>7,210,114</u>
Total Liabilities	<u>\$ 7,519,299</u>	<u>\$ 370,862</u>	<u>\$ 7,890,161</u>
<b>NET POSITION</b>			
Invested in Capital Assets	\$ 9,813,034	\$ 893,384	\$ 10,706,418
Unrestricted	<u>6,477,498</u>	<u>91,176</u>	<u>6,568,674</u>
Total Net Position	<u>\$ 16,290,532</u>	<u>\$ 984,560</u>	<u>\$ 17,275,092</u>

See Accompanying Notes to Basic Financial Statements

**BOROUGH OF MYERSTOWN**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**PROPRIETARY FUNDS**  
**For the Year Ended December 31, 2019**

	<u><i>Waste Water</i></u>	<u><i>Pool</i></u>	<u><i>Total</i></u>
<b>OPERATING REVENUES</b>			
Waste Water Charges for Services	\$ 1,321,921	\$ -0-	\$ 1,321,921
Pool Revenue		177,784	177,784
Insurance Proceeds	92,286		92,286
Other Operating Income	14,725		14,725
Reimbursements - Operating, net	383,564		383,564
Reimbursements - Pension Costs	<u>24,783</u>		<u>24,783</u>
Total Operating Revenues	<u>\$ 1,837,279</u>	<u>\$ 177,784</u>	<u>\$ 2,015,063</u>
<b>OPERATING EXPENSES</b>			
Waste Water Operations and Maintenance	\$ 1,271,687	\$ -0-	\$ 1,271,687
Pool Operating Costs		120,605	120,605
Depreciation Expense	<u>457,275</u>	<u>46,146</u>	<u>503,421</u>
Total Operating Expenses	<u>\$ 1,728,962</u>	<u>\$ 166,751</u>	<u>\$ 1,895,713</u>
Net Operating Income	<u>\$ 108,317</u>	<u>\$ 11,033</u>	<u>\$ 119,350</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>			
Investment Income (Loss)	\$ 218,608	\$ 1,554	\$ 220,162
Transfer In (Out)	12,704	3,517	16,221
Amortization Expense	(50,599)		(50,599)
Interest Expense	<u>(170,299)</u>	<u>(8,007)</u>	<u>(178,306)</u>
Total Non-Operating Revenues (Expenses)	<u>\$ 10,414</u>	<u>\$ (2,936)</u>	<u>\$ 7,478</u>
<b>CHANGE IN NET POSITION</b>	\$ 118,731	\$ 8,097	\$ 126,828
<b>NET POSITION - BEGINNING</b>	<u>16,171,800</u>	<u>976,464</u>	<u>17,148,264</u>
<b>NET POSITION - ENDING</b>	<u><u>\$ 16,290,531</u></u>	<u><u>\$ 984,561</u></u>	<u><u>\$ 17,275,092</u></u>

See Accompanying Notes to Basic Financial Statements

**BOROUGH OF MYERSTOWN  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUNDS  
For the Year Ended December 31, 2019**

	<u>Waste Water</u>	<u>Pool</u>	<u>Total</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Cash Received from Customers	\$ 1,289,212	\$ 177,784	\$ 1,466,996
Miscellaneous Cash Received	50,028		50,028
Reimbursements	475,850		475,850
Operating Expenses Paid	(986,590)	(88,949)	(1,075,539)
Cash Paid to Employees	(187,741)	(27,602)	(215,343)
Net Cash Provided by Operating Activities	<u>\$ 640,759</u>	<u>\$ 61,233</u>	<u>\$ 701,992</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest Income Received	\$ 32,148	\$ 1,554	\$ 33,702
Income Received from Investments	138,581		138,581
Purchase of Investments	(808,099)		(808,099)
Net Cash Provided By Investing Activities	<u>\$ (637,370)</u>	<u>\$ 1,554</u>	<u>\$ (635,816)</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Payments for Purchase of Capital Assets	\$	\$ (24,622)	\$ (24,622)
Payment on Note Payable	(435,000)	(20,509)	(455,509)
Interest Paid	(174,374)	(8,007)	(182,381)
Net Cash Used By Capital and Related Financing Activities	<u>\$ (609,374)</u>	<u>\$ (53,138)</u>	<u>\$ (662,512)</u>
<b>CASH FLOWS FROM NON-CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Transfer to Governmental Type	\$ 41,651	\$ 3,517	\$ 45,168
Tapping Fees			-0-
Net Cash Provided By Non-Capital and Related Financing Activities	<u>\$ 41,651</u>	<u>\$ 3,517</u>	<u>\$ 45,168</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<u>\$ (564,334)</u>	<u>\$ 13,166</u>	<u>\$ (551,168)</u>
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>3,536,178</u>	<u>90,688</u>	<u>3,626,866</u>
<b>END OF YEAR</b>	<u><u>\$ 2,971,844</u></u>	<u><u>\$ 103,854</u></u>	<u><u>\$ 3,075,698</u></u>

See Accompanying Notes to Basic Financial Statements

**BOROUGH OF MYERSTOWN  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUNDS  
For the Year Ended December 31, 2019**

	<u>Waste Water</u>	<u>Pool</u>	<u>Total</u>
<b>RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>			
Operating Income	\$ 108,317	\$ 11,033	\$ 119,350
<b>ADJUSTMENTS TO RECONCILE OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>			
Depreciation	\$ 457,275	\$ 46,146	\$ 503,421
Unrealized Loss on Investments	47,879		47,879
(Increase) Decrease in:			
Accounts Receivable	27,995	(827)	27,168
Increase (Decrease) in:			
Accounts Payable	171	-0-	171
Due to Other Funds	(428)	4,756	4,328
Accrued Wages	(450)	125	(325)
Accrued Vacation			-0-
Total Adjustments	<u>\$ 532,442</u>	<u>\$ 50,200</u>	<u>\$ 582,642</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u><u>\$ 640,759</u></u>	<u><u>\$ 61,233</u></u>	<u><u>\$ 701,992</u></u>

See Accompanying Notes to Basic Financial Statements

**BOROUGH OF MYERSTOWN  
STATEMENT OF NET POSITION  
FIDUCIARY FUND  
December 31, 2019**

	<u>Custodial Funds</u>	<u>Police Pension Fund</u>
<b><i>ASSETS</i></b>		
Cash	\$ 17,166	\$ -0-
Investments		980,942
	<u>\$ 17,166</u>	<u>980,942</u>
Total Assets	<u>\$ 17,166</u>	<u>\$ 980,942</u>
<b><i>LIABILITIES</i></b>		
Due to Myesrtown Borough	\$ 15,239	\$ -0-
	<u>\$ -0-</u>	<u>\$ -0-</u>
Total Liabilities	<u>\$ -0-</u>	<u>\$ -0-</u>
<b><i>FIDUCIARY NET POSITION</i></b>		
Held in trust for pension benefits	\$ -0-	\$ 980,942
Held in trust for others	1,927	
	<u>\$ 1,927</u>	<u>\$ 980,942</u>
Total Fiduciary Net Position	<u>\$ 1,927</u>	<u>\$ 980,942</u>

See Accompanying Notes to Basic Financial Statements

**BOROUGH OF MYERSTOWN**  
**COMBINED STATEMENT OF CHANGES IN NET POSITION**  
**RETIREMENT TRUST FUNDS**  
**For the Year Ended December 31, 2019**

	<u>Custodial Funds</u>	<u>Police Pension Fund</u>
<b>ADDITIONS</b>		
Contributions:		
Sponsorships and Fundraising	\$ 28,162	\$ -0-
Employer		
Employee		
Commonwealth		
	<u>                    </u>	<u>                    </u>
Total Contributions	<u>\$ 28,162</u>	<u>\$ -0-</u>
<b>INVESTMENT INCOME</b>		
Interest and Dividends	\$ 130	\$ -0-
Net Appreciation(Depreciation)		
in Fair Value of Investments	<u>                    </u>	<u>134,168</u>
	<u>\$ 130</u>	<u>\$ 134,168</u>
Net Investment Income	<u>\$ 130</u>	<u>\$ 134,168</u>
	<u>                    </u>	<u>                    </u>
Total Additions	<u>\$ 28,292</u>	<u>\$ 134,168</u>
<b>DEDUCTIONS</b>		
Benefits Paid	\$	\$ 87,069
Civil Celebration Costs	31,104	
Administrative Expenses	<u>                    </u>	<u>                    </u>
	<u>\$ 31,104</u>	<u>\$ 87,069</u>
Total Deductions	<u>\$ 31,104</u>	<u>\$ 87,069</u>
<b>CHANGE IN NET POSITION</b>	\$ (2,812)	\$ 47,099
<b>NET POSITION</b>		
- BEGINNING OF YEAR	<u>4,739</u>	<u>933,843</u>
- END OF YEAR	<u><u>\$ 1,927</u></u>	<u><u>\$ 980,942</u></u>

See Accompanying Notes to Basic Financial Statements

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

The Borough of Myerstown is a municipal corporation organized in 1912 under the Commonwealth of Pennsylvania. Borough Council members are elected by the citizens. The daily operations and management of the Borough are performed by the administrative staff of the Borough, headed by the Borough Manager, who is appointed by the Borough Council. Services provided by the Borough include public safety, public works, public health and welfare, community planning, and culture and recreation.

**Reporting Entity**

A reporting entity is comprised of the primary government, component units, and other organizations that are included to ensure that the financial statements of the Borough are not misleading. The primary government consists of all funds, departments, boards, and agencies that are not legally separate from the Borough.

As required by generally accepted accounting principles, these financial statements are to present the Borough of Myerstown (the primary government) and organizations for which the primary government is financially accountable. The Borough is financially accountable for an organization if the Borough appoints a voting majority of the organization's governing board and (1) the Borough is able to significantly influence the programs or services performed or provided by the organization; or (2) the Borough is legally entitled to or can otherwise access the organization's resources; the Borough is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the Borough is obligated for the debt of the organization. Component units may also include organizations that are financially dependent on the Borough in that the Borough approved the budget, the issuance of debt, or the levying of taxes.

Myerstown Water Authority has been determined by the above criteria as being part of the reporting entity. The significant factor for including the Authority is the appointment of a voting majority of the Authority board members and guarantees the debt of the Authority. Myerstown Water Authority issues a separate report of which a copy of the audit is held in the Borough's office and is available for public review.

**Measurement Focus and Basis of Accounting**

In preparing the financial statements, accounting and financial reporting treatment is determined by the basis of accounting and the measurement focus. Measurement focus indicates the type of resources being measured such as current financial resources vs. economic resources. The basis of accounting refers to the timing of transactions or events recognized in the financial statements.

In the government-wide Statement of Net Position and Statement of Activities both governmental and business-like activities are presented using the economic measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Grant income is recognized as revenue when the eligibility requirements have been met.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Measurement Focus and Basis of Accounting (continued)**

In the fund financial statements, governmental funds are presented using the current financial resources measurement focus and the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when “measurable and available”. Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or soon enough thereafter (within 60 days of period end) to pay current liabilities. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for general obligation bond principal and interest and compensated absences which are reported when due.

All proprietary funds and pension funds utilize the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. The agency fund has no measurement focus but uses the accrual basis of accounting.

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Borough of Myerstown Police Pension Fund and additions to/deductions from the Borough of Myerstown Police Pension Fund's fiduciary net position have been determined on the same basis as they are reported by the Borough of Myerstown Police Pension Fund. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Basis of Presentation**

**Government-wide Financial Statements:**

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

The government-wide Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable within a specific function. 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 and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

**Fund Financial Statements:**

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be separate accounting entities. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, cash receipts/revenues, and cash disbursements/expenses. Funds are organized into three major categories: governmental, proprietary, and fiduciary.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Fund Financial Statements (continued):

The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories. Non-major funds by category are summarized into a single column. GASBS No. 34 sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/ expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. The non-major funds are combined in a single column in the fund financial statements.

Governmental Funds:

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income.

The General Fund is the primary operating fund of the Borough and is always classified as a major fund. It is used to account for all activities except those required to be accounted for in another fund.

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are restricted or committed to disbursements for specified purposes other than debt service or capital projects. The Borough's State Liquid Fuels Fund and Street Light Fund are the Special Revenue Funds included in the governmental non-major funds.

Capital Project Funds are used to account for financial resources to be used for capital outlays. The Borough maintains two capital project funds - the General Reserve Fund and Municipal Center Fund. The General Reserve Fund is included in the non-major funds.

Permanent Funds are used to account for financial resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the government's programs. The Beautification Trust Fund, created by a trust which has been legally dissolved, was transferred to a Capital Projects fund in 2018.

Proprietary Funds:

*Enterprise Fund*

Enterprise Funds are used to account for business-like activities provided to the general public. These activities are financed primarily by user charges and the measurement of financial activity focuses on net income measurement similar to the private sector. The reporting entity includes the Waste Water Treatment Fund which accounts for the operating activities of the waste water treatment system and the Pool Fund which accounts for operations of the Borough's pool.

Fiduciary Funds:

*Trust and Custodial Funds*

Fiduciary Funds are used to report assets held in a trustee or agency capacity for others and therefore are not available to support Borough programs. The reporting focus is on net position and changes in net position. The Borough's fiduciary funds are presented in the fiduciary fund financial statements by type. Since these assets are being held for the benefit of a third party and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide statements.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally segregated for the specific purpose.

Net Position

Net position of the government-wide funds is categorized as restricted or unrestricted. The restricted category represents the balance of assets restricted by requirements, externally imposed constraints or by legislation.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash, certificates of deposits and short-term governmental securities.

Investments

Investments are stated at fair value which is based on quoted market price.

Receivables

Receivables consist of all revenues earned at year-end and not yet received. The Borough monitors outstanding accounts receivable and considers proprietary fund accounts receivable at year end to be fully collectible, therefore, no allowance for uncollectible amounts are recorded. Taxes receivable in the government wide financial statements include a 50 % reserve for uncollectible amounts.

Prepaid Expenditures

The Borough uses the purchase method of accounting for prepaid expenditures in its governmental funds where items are expensed when purchased rather than when consumed. Prepaid expenses of the governmental activities, proprietary funds and the component unit consist of insurance policies amortized over their effective dates.

Deferred Outflows of Resources

The statement of financial position includes a separate section for deferred outflows of resources. This separate financial statement element represents the use of net position which applies to future periods. As the outflow of resources is recognized the deferral is reduced.

Compensated Absences

The Borough's employee policy allows employees to carry over up to 40 hours of paid time off with the option to be paid for any unused time, no later than February 15<sup>th</sup> of the following year. Component Unit employees may accumulate up to a maximum of 40 hours to be used in the next calendar quarter. Compensated absences are reported as accrued in the government-wide, proprietary, and component unit financial statements. Governmental funds report only matured compensated absences payable to currently terminating employees and is included in wages and benefits payable, when applicable.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Capital Assets**

Capital assets, which include property, plant and equipment, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and in the fund financial statements for proprietary funds. All purchased capital assets are carried at cost. Contributed property is recorded at the estimated market value at the date of contribution. Depreciation is computed using the straight-line method. The cost of maintenance and repairs is charged against income as incurred, whereas significant renewals and betterments are capitalized and deduction is made for retirements resulting from renewals or betterments.

Depreciation of capital assets is recorded as an allocated expense in the Statement of Activities, with the accumulated depreciation reflected in the Statement of Net Assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. A capitalization threshold of \$500 is used to report capital assets for the Borough and \$1,000 for the component unit. The range of estimated useful lives by type of assets is as follows:

Buildings and Improvements	40-50 years
Waste Water Treatment System	15-39 years
Water System	20-75 years
Equipment	3-20 years
Vehicles	5-10 years

**Restricted Assets**

Restricted assets include cash and investments of the proprietary fund that are legally restricted as to their use. The primary restricted assets are related to the bond trustee accounts. It is the government's policy to use restricted assets first, then unrestricted as needed.

**Government-wide and Proprietary Fund Net Position**

Government wide and proprietary fund net position are divided into three components:

- Invested in capital assets, net of related debt - consist of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets.
- Restricted - consists of net position that is restricted by the state enabling legislation (through restrictions on shared revenues), by grantors (both federal and state), and by other contributors.
- Unrestricted - all other net assets are reported in this category.

**Governmental Fund Balances**

In the governmental fund financial statements, fund balances are classified as follows:

- Nonspendable - Amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Governmental Fund Balances (continued):**

- Restricted - Amounts that can be spent only for specific purposes because of enabling legislation, the township code, state or federal laws, or externally imposed conditions by grantors or creditors.
- Committed - Amounts that can be used only for specific purposes determined by a formal action by Borough Council ordinance or resolution.
- Assigned - Amounts that are designated by the Borough Council for a particular purpose.
- Unassigned - All amounts not included in other spendable classifications.

**Use of Restricted Resources**

When an expense is incurred that can be paid using either restricted or unrestricted resources (net assets), the Borough's policy is to first apply the expense toward restricted resources and then toward unrestricted resources. In governmental funds, the Borough's policy is to first apply the expenditure toward restricted fund balance and then to other, less restrictive classifications - committed and then assigned fund balances before using unassigned fund balances.

**Deferred Inflow of Resources**

The statement of financial position includes a separate section for deferred inflow of resources. This separate financial statement element represents the acquisition of net position which applies to future periods. As the inflow of resources is recognized the deferral is reduced.

**Operating Revenues and Expenses**

Operating revenues and expenses are those that result from providing services and producing and delivering goods. It also includes all revenues and expenses not related to capital and related financing, noncapital financing, or investing activities.

**Tapping Fees**

Tapping fees consist of a one-time charge per household for the initial hook-up to the waste water or water systems.

**Risk Management**

The Borough is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets, and errors and omissions. These risks are covered by commercial insurance.

**Interfund Activity**

Interfund activity is reported as reimbursements or transfers. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements. Intercompany balances are present when there is a time lag in the reimbursement and/or transfer. .

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Budgetary Procedures and Budgetary Accounting**

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all funds of the Borough. All annual appropriations lapse at year end

During August, a draft budget is prepared by the Borough Manager and forwarded to the Finance Committee. This committee then prepares the final budget for approval by the Borough Council. The Borough makes available to the public its proposed operating budget of all funds. The operating budget includes proposed expenditures and the means of financing them. The Council holds public hearings and a final budget must be prepared and adopted no later than December 31 through the passage of an ordinance.

All budget revisions require the approval of the Borough Council. There were no budget revisions made during the year.

The legal level of budgetary control is at the fund level. The carryover fund balance from the prior year and the current year excess of revenues collected over expenditures paid are available for the appropriation without formal budget revision.

**Estimates**

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

**Subsequent Event Review**

The Borough has evaluated subsequent events through May 20, 2020, the date the financial statements were available to be issued.

**NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**Compliance with Finance Related Legal and Contractual Provisions**

The Borough has no known material violations of finance related legal and contractual provisions.

**Deficit Fund Balance or Retained Earnings of Individual Funds**

The Municipal Center Fund had a deficit fund balance at December 31, 2019. Funds had not been transferred to cover a significant payable as of year end.

**Excess of Expenditures Over Budgeted Appropriations in Individual Funds**

For the year ended December 31, 2019, expenditures exceeded budgeted amounts in the General Fund for General Government line items primarily due to legal costs and in Community and Economic Development line items for EIP costs.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 3 – DEPOSITS AND INVESTMENTS**

The Borough code provides for the deposit of governmental funds into certain authorized investment types including U.S. Treasury bills, U.S. Treasury notes, other short-term U.S. and Pennsylvania government obligations or their agencies or instrumentalities and insured or collateralized time deposits and certificates of deposits. There were no deposit transactions during the year that were in violation of either state statutes or Borough policy.

Pension plans are authorized to invest in legal investments permitted under the Pennsylvania Fiduciaries Investment Act.

The Authority Component Unit is permitted to invest funds consistent with sound business practices in the following types of investments: 1) Obligations of (a) the United States of America, (b) the Commonwealth of Pennsylvania, or (c) any political subdivision of the Commonwealth or any of their agencies or instrumentalities backed respectively by their full faith and credit and 2) Deposits in savings, time deposits or share accounts of institutions insured by the FDIC or the Federal Savings and Loan Insurance Corporation to the extent that such accounts are so insured and, for any amounts over the insured maximum, provided that approved collateral as provided by law therefore shall be pledged by the depository.

The deposit and investment policy of the Authority adheres to state statutes and prudent business practice. There were no deposit or investment transactions during the year that were in violation of either the state statutes or Authority policy.

**Custodial Credit Risk**

The Borough deposits cash in one local financial institution. At the year-end, the Borough's carrying amount of deposits was \$1,795,509 excluding \$600 in petty cash and the bank balance was \$1,819,134. The bank balance up to \$250,000 is covered by the Federal Deposit Insurance Corporation (FDIC). The depository pledges assets, not in the Borough's name, to secure deposits over \$250,000 in accordance with Act 72 of 1971.

Cash equivalents of the Borough consist partially of funds deposited in the Pennsylvania Local Government Investment Trust (PLGIT). These funds are invested in federal securities and rated AAAM by Standard & Poor's. Balances at December 31, 2019 totaled \$660,632 per book and bank. The PLGIT cash equivalents are not categorized by level of credit risk as they are pooled funds and securities are not used as evidence of investment.

Cash equivalents also include money market funds of \$140,226 and certificates of deposit totaling \$1,362,784 purchased through Edward Jones, a broker dealer. Certificates are covered by the FDIC of the issuing bank. No one bank has certificates in excess of the \$250,000 FDIC limit.

Market value of the above instruments is cost. The Borough places no limit on the amount deposited in any one issuer.

At year end, the carrying amount of the Authority's cash deposits was \$796,489, including petty cash of \$25, and the bank balance was \$801,373 of which \$250,470 was fully insured and \$550,903 was collateralized by securities held by the pledging financial institution's trust department or agent but not in the Authority's name. When collateral is required in excess of insured limits, the requirements with Act 72 of 1971 are followed with respect to pooling, custody and type of collateral.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 3 – DEPOSITS AND INVESTMENTS (continued)**

As of December 31, 2019, the investment balances were as follows:

	<u>Investment Type</u>	<u>Fair Value</u>	<u>Weighted Average Maturity (months)</u>
<u>Borough:</u>			
Governmental Funds	Municipal Bonds	\$ 34,218	12.4
Proprietary Funds	Municipal Bonds	2,452,062	17.0
Proprietary Funds	Government Agency	143,856	16.2
Pension Funds	Bond Mutual Funds	34,218	na
<u>Component Unit:</u>			
Authority	Certificates of Deposit	\$ 173,531	<u>(years)</u> 3.12
Authority	Government Agencies	56,664	3.12
Authority	Municipal Bonds	223,179	3.12

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment or a deposit. Investments in mutual funds, 2a7-like external investment pools are excluded from this requirement. The Borough's investment policy limits investment maturities to instruments with a maturity of 13 months or less as a means of managing its exposure to fair values losses arising from increasing interest rates.

The Weighted Average Maturity (WAM) method expresses investment time horizons, the time when investments become due and payable, in years or months, weighted to reflect the dollar size of individual investments within an investment type.

Concentration of Credit Risk and Foreign Currency Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issue. The Authority places no limit on the amounts deposited in any one issuer. The Authority's cash and deposits in Fulton Bank represent approximately 78% of the total deposits. The Borough's investment policy requires diversification by security type and institution. The Borough held no investments that were exposed to foreign currency risk as of December 31, 2019.

Custodial Credit Risk

Custodial credit risk for investments is the risk that, in the event of the failure the counterparty to the transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. Investments in external investment pools and in open-end mutual funds are not exposed to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form. The Borough has no investment policy regarding custodial credit risk for investments.

Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the plan's name, and are held by either: a) the counterparty or b) the counterparty's trust department or agent, but not in the Borough's name.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 3 – DEPOSITS AND INVESTMENTS (continued)**

Separate accounts maintained for the pension fund held at The Edward Jones Company are commingled pools, rather than individual securities. As a result, these accounts are not rated. These accounts are not subject to custodial credit risk.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Obligations of the U.S. Government are not considered to have credit risk and do not require disclosure of credit quality. At December 31, 2019, the credit risk of the Borough's investments in debt securities (excluding external investment pools, money market funds, bond mutual funds and other pooled investments of fixed-income securities) was rated as follows:

	<u>Fair Value</u>	<u>Average Credit Quality</u>
<u>Borough</u>		
Municipal Bonds	\$ 2,486,280	A/A3 or higher
<u>Component Unit:</u>		
Municipal Bonds	\$ 223,179	Aaa to A3 or AA to A-

Component Unit Policy

The Authority does not have a formal investment policy that limits investment maturities as a means of managing changing interest rates, addresses custodial credit risk, concentration of credit risk, or foreign currency risk. However, the Authority held no investments that were exposed to these risks as of December 31, 2019.

Fair Value

Fair value measurements are categorized 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 the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The investments held by the Borough and the Authority are all valued using significant other observable inputs of the underlying securities and bonds (Level 2 inputs).

**NOTE 4 – RESTRICTED ASSETS**

The Authority component unit maintains separate escrow accounts for developers who advance the Authority funds to cover expenses for the developer. Developer's escrow cash and corresponding liabilities represent amounts received under terms of agreements between the Authority and a developer with respect to construction by the developer. The escrow amounts represent security for payment of all costs and expenses incurred by the Authority pursuant to the terms of the agreement. Upon payment of all Authority costs and expenses, any unexpended balance is returnable to the developer; therefore, these are reported as restricted assets.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 5 - CAPITAL ASSETS**

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Ending Balance</u>
<b><u>Primary Government</u></b>				
<b><u>Governmental Activities:</u></b>				
Non-depreciable Assets				
Land	\$ 61,502	\$ - 0 -	\$ - 0 -	\$ 61,502
Total Non-depreciable Assets	<u>\$ 61,502</u>	<u>\$ - 0 -</u>	<u>\$ - 0 -</u>	<u>\$ 61,502</u>
Depreciable Assets				
Buildings and Improvements	\$ 2,383,772	\$ 56,957	\$ - 0 -	\$ 2,440,729
Infrastructure	2,083,879	- 0 -	- 0 -	2,083,879
Equipment	373,057	- 0 -	- 0 -	373,057
Vehicles	156,219	- 0 -	- 0 -	156,219
Total Depreciable Assets	<u>\$ 4,996,927</u>	<u>\$ 56,957</u>	<u>\$ - 0 -</u>	<u>\$ 5,053,884</u>
Less: Accumulated Depreciation for:				
Buildings and Improvements	\$ 1,134,374	\$ 45,597	\$ - 0 -	\$ 1,179,971
Infrastructure	362,210	69,463	- 0 -	431,673
Equipment	316,479	14,815	- 0 -	331,294
Vehicles	118,792	6,373	- 0 -	125,165
Total Accumulated Depreciation	<u>\$ 1,931,855</u>	<u>\$ 136,248</u>	<u>\$ - 0 -</u>	<u>\$ 2,068,103</u>
Net Depreciable Capital Assets	<u>\$ 3,065,072</u>	<u>\$ (79,291)</u>	<u>\$ - 0 -</u>	<u>\$ 2,985,781</u>
<b><u>Business Type Activities:</u></b>				
Depreciable Assets				
Waste Water Treatment Plant, Improvements and Lines	\$ 28,896,384	\$ - 0 -	\$ - 0 -	\$ 28,896,384
Pool	1,338,136	24,622	- 0 -	1,362,758
Equipment	194,581	- 0 -	- 0 -	194,581
Vehicles	60,180	- 0 -	- 0 -	60,180
Total Depreciable Assets	<u>\$ 30,489,281</u>	<u>\$ 24,622</u>	<u>\$ - 0 -</u>	<u>\$30,513,903</u>
Less: Accumulated Depreciation for:				
Waste water treatment Plant, Improvements and Lines	\$ 11,363,810	\$ 445,077	\$ - 0 -	\$11,808,887
Pool	67,114	46,146	- 0 -	113,260
Equipment	159,039	5,321	- 0 -	164,360
Vehicles	42,987	6,877	- 0 -	49,864
Total Accumulated Depreciation	<u>\$ 11,632,950</u>	<u>\$ 503,421</u>	<u>\$ - 0 -</u>	<u>\$12,136,371</u>
Net Depreciable Capital Assets	<u>\$ 18,856,331</u>	<u>\$ (478,799)</u>	<u>\$ - 0 -</u>	<u>\$18,377,532</u>
Total Net Depreciable Capital Assets	<u>\$ 21,921,403</u>	<u>\$ (558,090)</u>	<u>\$ - 0 -</u>	<u>\$21,363,313</u>

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 5 - CAPITAL ASSETS (continued)**

<b><u>Component Unit:</u></b>	<b><u>Beginning Balance</u></b>	<b><u>Additions</u></b>	<b><u>Retirements</u></b>	<b><u>Ending Balance</u></b>
Non-depreciable Assets				
Land	\$ 275,971	\$ - 0 -	\$ - 0 -	\$ 275,971
Construction in Progress	9,400	-0-	(9,400)	-0-
Total Non-depreciable Assets	<u>\$ 285,371</u>	<u>\$ -0-</u>	<u>\$ (13,254)</u>	<u>\$ 275,971</u>
Depreciable Assets				
Site Improvements	\$ 9,244	\$ - 0 -	\$ - 0 -	\$ 9,244
Buildings	97,635	- 0 -	- 0 -	97,635
Water Systems	15,394,460	343,237	- 0 -	15,737,697
Equipment	295,192	- 0 -	- 0 -	295,192
Vehicles	97,370	- 0 -	- 0 -	97,370
Total Depreciable Assets	<u>\$ 15,893,901</u>	<u>\$ 343,237</u>	<u>\$ - 0 -</u>	<u>\$ 16,237,138</u>
Less: Accumulated Depreciation for:				
Site Improvements	\$ 9,244	\$ - 0 -	\$ - 0 -	\$ 9,244
Buildings	22,698	3,343	- 0 -	26,041
Water Systems	5,331,155	317,974	- 0 -	5,649,129
Equipment	196,838	9,405	- 0 -	206,243
Vehicles	54,550	8,405	- 0 -	62,955
Total Accumulated Depreciation	<u>\$ 5,614,485</u>	<u>\$ 339,127</u>	<u>\$ - 0 -</u>	<u>\$ 5,953,612</u>
Net Depreciable Capital Assets	<u>\$ 10,564,787</u>	<u>\$ 4,110</u>	<u>\$ (9,400)</u>	<u>\$ 10,559,497</u>

Depreciation expense was charged to functions of the primary government as follows:

General Government	\$ 43,921
Public Works	87,077
Miscellaneous Governmental	5,250
Pool	46,146
Waste Water Treatment	<u>457,275</u>
Total	<u>\$ 639,669</u>

**NOTE 6 - PROPERTY TAXES**

The total taxable assessed real estate valuation for the year ended December 31, 2019 was \$180,132,800. The Borough's property tax is levied March 1. The municipal tax rate for 2019 was 2.5000 mills. A 2% discount is allowed on taxes paid by April 30. Taxes are payable at face value during May and June. A 10% penalty is added to taxes paid after June 30.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 7 – FUND BALANCE REPORTING**

At December 31, 2019, fund balances are made up of the following:

Restricted: Liquid Fuels	\$ 221,842
Street Light	2,578
Wastewater	<u>88,007</u>
	<u>\$ 312,427</u>
Committed: Unemployment Compensation	<u>\$ 90,287</u>
Assigned: Recreation	\$ 19,879
Municipal Center	-0-
General Reserve	<u>290,235</u>
	<u>\$ 1,048,148</u>

**NOTE 8 - COMMUNITY DEVELOPMENT BLOCK GRANT**

The Borough is a sub-grantee in a grant agreement between the County of Lebanon and the Pennsylvania Department of Community Affairs. The program is administered by the Housing and Redevelopment Authority of the County of Lebanon and involves Federal block grant entitlement passed through the State from the Department of Housing and Urban Development. No projects were undertaken in 2019 involving Community Development Block Grant funding.

**NOTE 9 – DEFERRED OUTFLOWS OF RESOURCES**

The Borough and Water Authority report deferred outflows of resources related to their net pension liability which represents the amount of variance between the expected earnings of the plan and the actual investment results.

Business-Type Activities

The advance refunding of the Series A of 2007 guaranteed sewer revenue bonds in 2014 resulted in a deferred asset of \$1,113,170, the difference between the carrying amount of the old debt and the amount deposited with the escrow agent to pay the future debt service. The amount is being amortized over twenty-two years, the remaining life of the 2007 bond series at the refunding date.

Component Unit

Unamortized bond issuance costs and discount from the advance refunding of the 2006 Bond Series are capitalized as Loss on Early Retirement of Debt and are being amortized ratable over twenty-two years, the remaining term of the 2006 bond series at the refunding date.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 9 – DEFERRED OUTFLOWS OF RESOURCES (continued)**

The costs and related accumulated amortization as of December 31, 2019, are as follow:

	Business- Type	Component Unit
Advance Refunding	\$ 1,113,170	\$ 148,991
Accumulated Amortization	(272,993)	(45,616)
	<u>\$ 840,177</u>	<u>\$ 103,375</u>

**NOTE 10 –NOTES PAYABLE**

Governmental Activities

2014 Note Series B

Simultaneously with the issuance of the Series A of 2014, General Obligation Notes Payable discussed below under Business-Type Activities, the Borough issued the General Obligation Notes, Series B of 2014 in the amount of \$1,173,000. The Borough could draw down the proceeds of the Note from the closing date through October 15, 2017, as per modified terms. At December 31, 2017, \$1,065,000 was outstanding. The note, as modified, bears interest at 2.25% through August 2023 and thereafter at a variable rate equal to 65% of the Wall Street Journal Prime Rate, not to exceed 4.75% per annum, until August 1, 2036, the final maturity date.

\$397,133 of this loan was used to pay for Pool renovations in 2017 and is recorded as a liability in the Pool Fund, a Proprietary Fund. The remaining \$667,867 is paid by the general fund.

GO Note, Series of 2017

In December 2017, the Borough issued the \$1,050,000 general obligation note, series of 2017. The Borough may draw down on the note through December 1, 2019 to pay project costs and construction period interest. The note bears interest at 3.00% through December 1, 2027 and thereafter at 65% of the sum of the 30-day LIBOR plus 195 basis points with the maximum rate not to exceed 4.058%.

Principal and interest payments for the next five years and thereafter on the Note, Series B of 2014 including that portion recorded in the Pool Fund and Series of 2017, assuming the maximum variable interest rate are as follows:

<u>Year Ended December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 105,000	\$ 42,188	\$ 147,188
2021	106,000	41,032	147,032
2022	88,000	59,177	147,177
2023	89,000	55,837	147,837
2024	95,000	52,466	144,466
2024-2029	514,000	212,125	726,125
2030-2034	503,000	106,448	609,448
2035-2036	<u>145,000</u>	<u>10,450</u>	<u>155,450</u>
Total	\$ 1,645,000	\$ 579,723	\$ 2,224,723
Governmental	<u>1,288,886</u>	<u>433,545</u>	<u>1,722,431</u>
Pool	<u>\$ 356,114</u>	<u>\$ 146,178</u>	<u>\$ 502,292</u>

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 10 –NOTES PAYABLE (continued)**

**Business-Type Activities**

**2014 Note Series A**

Millcreek-Richland Joint Authority (Joint Authority) issued guaranteed revenue bonds, Series A of 2007, on September 20, 2007, in the amount of \$9,285,000. Proceeds of the Bonds, together with other available funds, were loaned to the Borough of Myerstown, (the "Borough"), and used to finance a waste water treatment project on behalf of the Borough.

In October 2014 the Borough of Myerstown issued General Obligation Note, Series A of 2014 in the amount of \$8,827,000. The note was issued to advance refund the remaining \$8,280,000 of outstanding Joint Authority guaranteed sewer revenue bonds, Series A of 2007 discussed above. The proceeds of the 2014 Series A issue were deposited irrevocably into a trust to be invested in direct obligations of the United States of America until which time they are used to provide for debt service on the 2007 Series A bonds. The outstanding principal of the defeased bonds was paid in 2017.

The 2014 Note Series A bears interest at 2.25% until August 1, 2021 and thereafter at a variable rate equal to 65% of the Wall Street Journal Prime Rate, not to exceed 4.75% per annum, until August 1, 2036, the final maturity date.

Principal and interest payments for the next five years and thereafter on the Note, Series A of 2014, assuming the maximum variable interest rate are as follows:

<u>Year Ended December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 440,000	\$ 164,588	\$ 604,588
2021	455,000	154,688	609,688
2022	305,000	304,950	609,950
2023	320,000	290,463	610,463
2024	335,000	275,263	610,263
2024-2028	1,915,000	1,123,178	3,038,178
2029-2033	2,410,000	623,675	3,033,675
2034-2036	<u>1,135,000</u>	<u>81,463</u>	<u>1,216,463</u>
	<u>\$ 7,315,000</u>	<u>\$ 3,018,268</u>	<u>\$10,333,268</u>

**Component Unit**

**2013 Note Series**

The Authority issued guaranteed water revenue note, Series of 2013, on August 21, 2013, in the maximum amount of \$9,045,000. The note was issued to provide financing for the purpose of paying costs and expenses associated with the construction of certain projects, the advance refunding of Series of 2006 bonds, and to pay costs and expenses associated with issuing the Series 2013 note. The note pays interest semi-annually at an annual interest rate of 2.25% through November 2020 at which time it becomes a variable rate at 65% of the national prime rate not to exceed 4.75%. Principal payments are due annually to November 15, 2033. The note is guaranteed by the Borough of Myerstown.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 10 –NOTES PAYABLE (continued)**

Principal and interest payable in each year for the next five years and in five-year increments thereafter are as follows:

Year Ended December 31,	Principal	Interest	Total
2020	\$ 460,000	\$ 139,050	\$ 599,050
2021	330,000	271,700	601,700
2022	345,000	256,025	601,025
2023	360,000	239,638	599,638
2024	375,000	222,538	597,538
2025-2029	2,175,000	826,500	3,001,500
2030-2033	<u>2,135,000</u>	<u>259,112</u>	<u>2,394,112</u>
	<u>\$ 6,180,000</u>	<u>\$ 2,214,563</u>	<u>\$ 8,394,563</u>

Long-term liabilities changed during the year ended December 31, 2019, as follows:

	Balance 12/31/18	Additions	Reductions	Balance 12/31/19
<b>Governmental Activities:</b>				
2017 GO Note	\$ 785,479	\$ 264,521	\$(360,000)	\$ 690,000
2014 GO Note, Series B	633,377	- 0 -	(34,491)	598,886
	<u>\$1,418,856</u>	<u>\$ 264,521</u>	<u>\$(394,491)</u>	<u>\$ 1,288,886</u>
<b>Business-Type Activities:</b>				
2014 GO Note, Series B(pool)	\$ 376,623	\$ - 0 -	\$ (20,509)	\$ 356,114
2014 GO Note, Series A	7,750,000	- 0 -	(435,000)	7,315,000
	<u>\$ 8,126,623</u>	<u>\$ - 0 -</u>	<u>\$(455,509)</u>	<u>\$ 7,671,114</u>
<b>Total Primary Government</b>	<u>\$ 9,545,479</u>	<u>\$ 264,521</u>	<u>\$(850,000)</u>	<u>\$ 8,960,000</u>
<b>Component Unit:</b>				
Series of 2013	<u>\$6,630,000</u>	<u>\$ -0-</u>	<u>\$ (450,000)</u>	<u>\$ 6,180,000</u>

**NOTE 11 - LEASE AGREEMENTS**

The Borough entered into a lease agreement for the rental of office space for the Post Office in March, 1987 for an initial term of 20 years. The lease is automatically renewable with 4 five year options. Rental income for this property was \$18,000 for the year ended December 31, 2019.

The Borough also leases a portion of the Municipal Center. The lease was assumed in the purchase of the building. Rental income to the Borough was \$54,043 for the year ended December 31, 2019.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 12 – RELATED PARTY TRANSACTIONS**

The Authority reported a payable to the Borough of \$33,080 at December 31, 2019, which represents waste water treatment and debt service receipts not yet transferred.

**NOTE 13 – PENSION TRUST FUND**

**Uniformed Employee's Pension**

*Plan description.* The Borough maintains a defined benefit pension plan, Borough of Myerstown Police Pension Fund, which covers prior full-time members of the police force of the Borough. All members of the force retired in 2014. The Borough of Myerstown Police Pension Fund is a single-employer defined benefit pension plan which had been controlled by the provisions of Ordinance No. 81 adopted pursuant to Act 600. During 2014, Ordinance No. 822 was adopted to convert to a non-Act 205 plan whereby normal retirement dates were revised so that all members were eligible for retirement benefits. The Borough of Myerstown governs the plan and has the authority to establish and amend the benefit terms and to manage the plan assets. The Borough has delegated the authority to manage certain plan assets to Edward Jones Company.

*Benefits provided.* The Borough of Myerstown Police Pension Fund provides retirement, disability, and death benefits to plan members and their beneficiaries. At December 31, 2014 a member was eligible for normal retirement after attainment of age 60 and completion of 21 years of service. The normal retirement pension is payable monthly during the member's lifetime, with payments continuing after the member's death to the surviving spouse, or eligible child, equal to 50% of the amount payable at the member's death. The amount of the monthly pension is equal to 50% of average monthly compensation which is based upon total compensation reported on Form W-2 over the last 60 months of employment. If a member 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.

If a member becomes disabled in the line of duty, he is eligible for a disability pension. The disability pension is equal to 50% of average monthly compensation determined as of the time of disablement, but no less than 50% of salary at the time of disablement, less social security disability benefits being paid for the same illness or injury. A member's benefits vest upon completion of 12 years of service. The vested benefit is a deferred pension beginning at normal retirement equal to the benefit accrued to the date of termination. The benefit accrued at any date other than the normal retirement date is equal to the projected normal retirement benefit multiplied by the ratio of the number of years and completed months of service to date to the number of years and completed months of service projected to normal retirement.

*Employees covered.* At December 31, 2019, the following employees were covered by the plan:

Inactive employees or beneficiaries currently receiving benefits	3
Inactive employees entitled to but not yet receiving benefits	0
Active employees	<u>0</u>
Total Members	<u><u>3</u></u>

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 13 – PENSION TRUST FUNDS (continued)**

*Contributions.* Member contributions may be reduced or suspended by annual Borough resolution. Contributions are currently suspended. Act 205 requires that annual contributions to the plan be based upon the plan's Minimum Municipal Obligation (MMO), which is based on the plan's biennial actuarial valuation. In accordance with the plan's governing document, employees are not required to contribute to the plan. 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. The Plan had no contributions required in 2019. A separately issued report of the plan may be obtained in the Borough office. All three of the participants have retired and it has been determined the plan has sufficient assets to cover the pension liability.

*Net Pension Asset/Liability.* The Borough's net pension liability was measured as of December 31, 2019, and the total pension liability was determined by rolling forward the liability 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 actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.00%
Salary Increases	4.50% (average, including inflation)
Investment Rate of Return	7.50% (including inflation)
Postretirement Cost of Living Increase	0.00%

Mortality rates were based on the PibS-2010 mortality table, including rates for disabled retirees and contingent survivors. Incorporated into the tables 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.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 13 – PENSION TRUST FUNDS (continued)**

The target allocation and best estimates of arithmetic real rates of return for each major 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%
Fixed Income	45.00%	1.00% - 3.00%

**Discount Rate**

The discount rate used to measure the total pension liability was 7.50%. The pension plans 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.* The changes in Net Pension Liability are determined as follows:

	<u>Increase (Decrease)</u>		
	<u>Total Pension Liability</u>	<u>Plan Fiduciary Net Position</u>	<u>Net Pension Liability</u>
Balance 12/31/2018	\$ 954,436	\$ 941,099	\$ 13,337
Service Cost	- 0 -		- 0 -
Interest Cost	70,470		70,470
Changes of Benefit Terms	- 0 -		- 0 -
Changes for Experience	7,126		7,126
Changes of Assumptions	21,568		21,568
Contributions-Employer		- 0 -	- 0 -
Contributions-Member		- 0 -	- 0 -

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 13 – PENSION TRUST FUNDS (continued)**

	<u>Increase (Decrease)</u>		
	<u>Total Pension Liability</u>	<u>Plan Fiduciary Net Position</u>	<u>Net Pension Liability</u>
Net Investment Income		134,168	134,168
Benefit Payments, including Refunds of member contributions	(87,069)	(87,069)	- 0 -
Administrative Expenses		- 0 -	- 0 -
Other Changes	<u>          </u>	<u>- 0 -</u>	<u>- 0 -</u>
Net Changes	<u>12,095</u>	<u>47,099</u>	<u>(35,004)</u>
Balance at December 31, 2018	<u>\$ 966,531</u>	<u>\$ 988,198</u>	<u>\$ (21,667)</u>

*Sensitivity of the net pension liability to changes in the discount rate.* The following presents the net pension liability of the Plan, calculated using the discount rate of 7.50%, as well as what the Plan's net pension 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 rate:

	<u>1% Decrease (6.50%)</u>	<u>Current Discount Rate (7.50%)</u>	<u>1% Increase (8.50%)</u>
Plan's Net Pension Liability	\$ 70,226	\$ (21,667)	\$ (99,869)

*Pension Expense.* For the year ended December 31, 2019, the Borough recognized \$ -0- pension expense related to this plan.

**Non-Uniformed Employee's Retirement**

The Borough participates in a defined contribution plan under Section 401 of the Internal Revenue Code which covers non-uniformed employees. The plan uses the accrual basis of accounting. The plan is governed by the Borough Council which is responsible for the management of the plan assets. The Borough has delegated the authority to administer and manage plan assets to Hartford Life Insurance Company. The Borough contributes 16 percent of plan participants' compensation per year. The plan is eligible for an annual allocation from the General Municipal Pension System State Aid Program which must be used to reduce or eliminate the required municipal contributions. Employees may also contribute to the plan as long as their total contributions do not exceed 25% of their compensation. The State contributed \$56,325 and the Borough contributed \$4,778 to this plan for the year ended December 31, 2019.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 13 – PENSION TRUST FUNDS (continued)**

**Non-Uniformed Employee's Retirement (continued)**

The Borough also participates in a deferred compensation plan under Section 457 of the Internal Revenue Code. The Borough has delegated the authority to administer and manage plan assets to Hartford Life Insurance Company. Refer to the plan document for a detail description of plan benefits. This plan is offered to all non-uniformed employees of the Borough. Participants may elect to contribute to the Plan a percentage of compensation as defined in the Plan. Deferrals may not exceed the dollar limit that is set by law. The Borough contributed \$-0- to this plan in 2019. An independent 457 Plan is maintained for one separated employee who is taking withdrawals. No further additions may be made to this plan.

**Component Unit**

The Component Unit maintains a cash balance pension plan pursuant to Act 15 of 1974. The Plan is governed by the Authority which may amend Plan provisions and which is responsible for the management of Plan assets. The non-uniformed pension plan covers all full-time general employees of the Authority. Specifics of the Plan can be obtained from the separately stated Authority financial statements.

**NOTE 14 – INTER-MUNICIPAL AGREEMENTS**

The Borough entered into two agreements with municipalities, one with the Township of Millcreek, the Borough of Richland and the Richland-Millcreek Joint Sewer Authority and the other with Jackson Township and the Jackson Township Authority. The purpose of these agreements is to define how the municipalities will share the cost of operating the wastewater treatment facility and share the costs of future expansion.

**NOTE 15 – CONCENTRATIONS OF CREDIT RISK**

There were two customers of the Borough that represented a concentration of credit risk at December 31, 2019. These customers represent 21% of customer charges for business-type waste water treatment activities.

These two customers also represent 51% of the customer charges for water services for the component unit for the year.

**NOTE 16 - COMMITMENTS**

The Borough has signed an inter-municipal agreement "Grumbine Plan" pertaining to the repayment from the overpaid municipalities (that agreed to the plan) to the underpaid entities relating to the former EIT issue. The Borough agreed to repay the amount owed of \$44,387 over a 10 year period at 0% interest beginning in 2011. The Borough's annual payments are \$4,439. Payments are made to Fulton Bank, paying agent, and the bank is responsible for distribution of the funds to the underpaid entities. The balance remaining on this commitment at December 31, 2019 was \$4,436.

**BOROUGH OF MYERSTOWN**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 17 – RISK MANAGEMENT**

The Borough provides unemployment compensation to eligible claimants through its own self-funded plan with the Commonwealth of Pennsylvania. The Borough is liable for unemployment compensation claims out of its general revenues. Currently \$89,582 is set aside for future possible claims.

The Authority participates in the Delaware Valley Health Insurance Trust Pool. The insurance expense for the year ended December 31, 2019 was \$53,010. The pooling agreement permits the pool to make additional assessments to its members. At December 3, 2019, there were no additional assessments due or anticipated.

**NOTE 18 - SUBSEQUENT EVENT**

In early 2020, a novel strain of coronavirus, COVID-19, has had a significant effect on the economy. Many businesses in the Borough have been closed and people have been ordered to stay home. This may have a substantial impact on the Township's 2020 tax revenue and its ability to provide services in 2020. Earned income taxes may decrease because many individuals are no longer working, and collection of various tax revenues may be delayed for changes in laws and individual's inability to pay. Fee income may decrease due to cut back on construction projects. The full extent of the effect on the Borough's financial condition cannot be determined

## **REQUIRED SUPPLEMENTARY INFORMATION**

**BOROUGH OF MYERSTOWN**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**STATEMENT OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS**  
**For the Five Years Ended December 31, 2019**

	2019	2018	2017	2016	2015
<b>Total Pension Liability:</b>					
Service Cost	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Interest Cost	70,470	69,626	70,843	69,536	70,759
Changes in Benefit Terms	-0-	-0-	-0-	-0-	-0-
Changes for Experience	7,126	-0-	7,964	-0-	-0-
Changes of Assumptions	21,568	-0-	26,999	-0-	-0-
Benefit Payments	<u>(87,069)</u>	<u>(87,069)</u>	<u>(87,069)</u>	<u>(87,069)</u>	<u>(87,069)</u>
Net Change in Total Pension Liability	\$ 12,095	\$ (17,443)	\$ 18,737	\$ (17,533)	\$ (16,310)
Total Pension Liability:					
Beginning	<u>954,436</u>	<u>971,879</u>	<u>953,142</u>	<u>970,675</u>	<u>986,985</u>
Ending	<u>\$ 966,531</u>	<u>\$ 954,436</u>	<u>\$ 971,879</u>	<u>\$ 953,142</u>	<u>\$ 970,675</u>
<b>Plan Fiduciary Net Position:</b>					
Contributions:					
Employer	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Employee	-0-	-0-	-0-	-0-	-0-
Net Investment Income	134,168	(33,129)	109,813	65,142	(19,107)
Benefit Payments, including refunds of member contributions	(87,069)	(87,069)	(87,069)	(87,069)	(87,069)
Administrative Expense	-0-	-0-	-0-	-0-	(3,463)
Other Changes	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Net Change in Plan Fiduciary Net Position	\$ 47,099	\$ (120,198)	\$ 22,744	\$ (21,927)	\$ (109,639)
Plan Fiduciary Net Position:					
Beginning	<u>941,099</u>	<u>1,061,297</u>	<u>1,038,553</u>	<u>1,060,480</u>	<u>1,170,119</u>
Ending	<u>\$ 988,198</u>	<u>\$ 941,099</u>	<u>\$ 1,061,297</u>	<u>\$ 1,038,553</u>	<u>\$ 1,060,480</u>
Plan Fiduciary Net Position as a % of Total Pension Liability	<u>102%</u>	<u>99%</u>	<u>109%</u>	<u>109%</u>	<u>109%</u>

Required ten year information will be completed as time passes.

**BOROUGH OF MYERSTOWN**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF EMPLOYER CONTRIBUTIONS**  
**For the Ten Years Ended December 31, 2019**

<u>Year</u>	<u>Actuarially Determined Contribution</u>	<u>Contributions from Employer</u>	<u>Contribution Deficiency/ (Excess)</u>	<u>Covered Employee Payroll</u>	<u>Contributions as a % of Payroll</u>
2010	-0-	-0-	-0-		
2011	-0-	-0-	-0-		
2012	-0-	-0-	-0-		
2013	-0-	-0-	-0-		
2014	-0-	-0-	-0-		
2015	-0-	-0-	-0-	-0-	0.00%
2016	-0-	-0-	-0-	-0-	0.00%
2017	-0-	-0-	-0-	-0-	0.00%
2018	-0-	-0-	-0-	-0-	0.00%
2019	-0-	-0-	-0-	-0-	0.00%

**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:	N/A
Asset Valuation Method:	Market value of assets as determined by the Trustee
Inflation:	3.00%
Salary Increases:	4.50%
Investment Rate of Return:	7.50%
Retirement Age:	Normal Retirement Age
Mortality:	IRS 2017 Static Combined Table for Small Plans Incorporated are rates for annuitants projected 7 years and rates for non-annuitants projected 15 years using Scale AA to reflect mortality improve.

Changes in benefit terms: None since January 1, 2017.

**BOROUGH OF MYERSTOWN**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**STATEMENT OF CHANGES IN REVENUES AND EXPENDITURES**  
**BUDGET AND ACTUAL - GENERAL FUND**  
**For the Year Ended December 31, 2019**

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<b>REVENUES</b>				
Taxes	\$ 846,000	\$ 846,000	\$ 866,443	\$ 20,443
Licenses and Permits	84,900	84,900	67,291	(17,609)
Fines	4,100	4,100	4,156	56
Intergovernmental	195,542	195,542	84,879	(110,663)
Charges for Services	98,550	98,550	101,057	2,507
Investment Earnings	5,000	5,000	12,721	7,721
Rental Income	70,001	70,001	72,043	2,042
Miscellaneous	-0-	-0-	18,020	18,020
<b>TOTAL REVENUES</b>	<b>\$ 1,304,093</b>	<b>\$ 1,304,093</b>	<b>\$ 1,226,610</b>	<b>\$ (77,483)</b>
<b>EXPENDITURES</b>				
General Government	\$ 352,004	\$ 352,004	\$ 366,955	\$ (14,951)
Public Safety	100,279	100,279	48,007	52,272
Public Works - Highways & Streets	323,440	323,440	264,600	58,840
Culture and Recreation	23,850	23,850	18,769	5,081
Community Development	98,760	98,760	130,020	(31,260)
Miscellaneous	291,093	291,093	253,780	37,313
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,189,426</b>	<b>\$ 1,189,426</b>	<b>\$ 1,082,131</b>	<b>\$ 107,295</b>
Excess of Revenues Over (Under) Expenditures	<u>\$ 114,667</u>	<u>\$ 114,667</u>	<u>\$ 144,479</u>	<u>\$ 29,812</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Proceeds from sale of assets	\$ -0-	\$ -0-	\$ -0-	\$ -0-
GO Loan Proceeds	264,521	264,521	264,521	-0-
Debt Service	(125,075)	(125,075)	(95,338)	29,737
Operating Transfers - Net	(253,771)	(253,771)	(280,741)	(26,970)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ (114,325)</b>	<b>\$ (114,325)</b>	<b>\$ (111,558)</b>	<b>\$ 2,767</b>
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures and Other Financing Uses	<u>\$ 342</u>	<u>\$ 342</u>	<u>\$ 32,921</u>	<u>\$ 32,579</u>