

EAST MANCHESTER TOWNSHIP
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
DECEMBER 31, 2023
AND
INDEPENDENT AUDITOR'S REPORT

HAMILTON & MUSSER, P.C.
Certified Public Accountants

EAST MANCHESTER TOWNSHIP
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For the Year Ended December 31, 2023

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HAMILTON & MUSSER, PC

Certified Public Accountants • Consultants to Management

DAVID A. HAMILTON, CPA • BARRY E. MUSSER, CPA, CFP® (1959 - 2020)
JAMES A. KRIMMEL, MBA, CPA, CFE, CFF • ROBERT D. MAST, CPA • WILLIAM P. ASHMAN, CPA
NICHOLAS L. SHEARER, CPA, CGFM, CFE • LISAM. STATLER, CPA • MATTHEW A. WITMER, CPA

INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
East Manchester Township
Mount Wolf, Pennsylvania

Opinion

We have audited the accompanying modified cash basis financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of East Manchester Township (the Township), York County, Pennsylvania, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, each major fund, and the aggregate remaining fund information of East Manchester Township, York County, Pennsylvania, as of December 31, 2023, and the respective changes in modified cash basis financial position for the year then ended in accordance with the modified cash basis of accounting described in Note 1.

Basis for Opinion

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

Emphasis of a Matter

Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern within twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for a reasonable period of time.

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

Supplementary Information

Management is responsible for the other information included in the annual report. The other information comprises the Management's Discussion and Analysis on pages 4-10, the budgetary comparison information on pages 29-33, the combining schedules on pages 34-35, and the Schedule of Changes in the Township's Net Pension Liability (Asset) and Related Ratios and Schedule of Employer Contributions on pages 36-37, but does not include the basic financial statements and our auditor's report thereon. Our opinion on the basic financial statements does not cover the other information, and we do not express an opinion or any form of assurance thereon.

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

May 9, 2024



Mechanicsburg, Pennsylvania

Certified Public Accountants

EAST MANCHESTER TOWNSHIP
Management's Discussion and Analysis (Unaudited)
For the Year Ended December 31, 2023

Introduction:

The following discussion and analysis of East Manchester Township's (the Township) financial statements provide a narrative overview and analysis of the financial activities of the Township for the fiscal year ended December 31, 2023. Readers are encouraged to consider the information presented here in conjunction with the year-end financial statements and accompanying notes following this analysis.

The Management's Discussion and Analysis (MD&A) is an element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in their statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, issued June 1999. Certain comparative information between the current year and prior year is required to be presented in this section.

Financial highlights of 2023:

- The assets of the Township exceeded its liabilities at the close of the fiscal year ended December 31, 2023 by \$5,982,723 (net position). The Township's net position decreased \$1,058,728 from the December 31, 2022 total net position of \$7,041,451. The majority of the Township's net position (\$3,655,911 or 61.10%) is unrestricted and available for future spending
- Fund balances decreased in the General Fund by \$1,284,500 from \$4,940,411 to \$3,655,911 as of December 31, 2023.
- The General Fund exceeded its budget expectations by \$4,373,992.

Overview of financial statements:

This MD&A section is intended to serve as an introduction to the Township's basic financial statements and provides an overview of the Township's financial activities. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to basic financial statements. This report also contains required and other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements - The government-wide financial statements are designed to provide readers with a broad overview of the Township's finances in a manner similar to a private-sector business.

The statement of net position presents information on all of the Township's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Township is improving or deteriorating.

The statement of activities presents information showing how the Township's net position changed during the most recent fiscal year. All changes in net position (revenues and expenses) are reported when cash is received or disbursed. The focus of this statement is on the net cost of providing various activities to the citizens of the Township.

Both the statement of net position and the statement of activities distinguish functions of the Township that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The Township does not report on any business-type activities.

- Governmental activities - The activities reflected in this section are general government, public safety (police, fire, and emergency management), roads, health and sanitation, cultural and recreation and other departments and programs. These activities are primarily supported by operating grants and contributions, charges for services, real estate taxes and departmental revenues.

EAST MANCHESTER TOWNSHIP
Management's Discussion and Analysis (Unaudited)
For the Year Ended December 31, 2023

Overview of financial statements (Continued):

Fund financial statements - A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. State law requires some funds be segregated, while other funds are established to control and manage resources designated for specific purposes.

The Township has one type of fund:

- **Governmental funds** - All of the Township's basic services are included in governmental funds, which focus on 1) the flow of cash and other financial assets that can readily be converted into cash and 2) the balances left at year-end that are available for spending. Consequently, the governmental funds' statements provide a detailed near-term view that helps determine the financial requirements for the Township's current programs. The Township's major governmental funds are the General fund, Recreation fund, and Highway Aid. The Street Light, and Fire funds are non-major governmental funds of the Township.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Township's near-term financing decisions. Both the modified cash basis governmental funds balance sheet and the modified cash basis governmental funds statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate the comparison between governmental funds and governmental activities.

The Township adopts an annual appropriated budget for its General, Highway Aid, Fire, Street Light, and Recreation funds. A budgetary comparison statement for each fund has been provided as supplementary information to demonstrate compliance with its budgets.

The government-wide financial statements include not only the primary government, but also legally separate, discretely presented entities for which the Township is financially accountable. Financial information for *discretely presented component units* is reported separately from the financial information presented for the primary government itself. The Township has no discretely presented component units.

Notes to basic financial statements and other information - The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Township's progress in funding its obligation to provide other postemployment benefits to its employees, and combining schedules of net position and activities for the individual funds of the Township.

EAST MANCHESTER TOWNSHIP
Management's Discussion and Analysis (Unaudited)
For the Year Ended December 31, 2023

Government wide financial analysis:

Net position - The following is a condensed presentation of the Township's Statement of Net Position – Modified Cash Basis as of December 31, 2023 and 2022:

	Government activities	
	2023	2022
Assets:		
Current Assets	\$ 18,349,385	\$ 18,338,879
Total Assets	18,349,385	18,338,879
Liabilities:		
Current Liabilities	12,366,662	11,297,428
Total Liabilities	12,366,662	11,297,428
Net Position:		
Restricted	1,272,555	1,094,597
Unrestricted	4,710,168	5,946,854
Total Net Position	5,982,723	7,041,451
Total Liabilities and Net Position	\$ 18,349,385	\$ 18,338,879

As noted earlier, net position may serve as a useful indicator of a government's financial position. In the case of the Township, assets exceeded liabilities by \$5,982,723 at the close of the fiscal year.

The Township's total net position is comprised of two different components. The largest portion of the Township's combined net position reflects its unrestricted net position that may be used to meet the government's ongoing obligations to citizens and creditors. At the end of the current year, the Township can report positive balances in both net position categories for both reported years.

EAST MANCHESTER TOWNSHIP
Management's Discussion and Analysis (Unaudited)
For the Year Ended December 31, 2023

Government wide financial analysis (Continued):

Changes in net position - The following is a condensed presentation of the Township's changes in net position – Modified Cash Basis for the years ended December 31, 2023 and 2022:

	Government activities	
	2023	2022
Revenues:		
Program Revenues:		
Charges for Services	\$ 1,175,109	\$ 728,814
Operating Grants and Contributions	446,374	859,378
General Revenues:		
Taxes:		
Property	3,597,642	2,836,114
Investment Earnings	384,169	110,239
Insurance Proceeds	23,247	-
Total Revenues	5,626,541	4,534,545
Expenses		
Governmental Activities		
General Government	2,789,408	873,973
Public Safety	2,268,391	1,969,427
Public Works	1,556,951	1,289,469
Culture and Recreation	70,519	66,593
Total Expenses	6,685,269	4,199,462
Changes in Net Position	(1,058,728)	335,083
Net Position		
Beginning	7,041,451	6,706,368
Ending	\$ 5,982,723	\$ 7,041,451

During the current fiscal year, net position for governmental activities decreased by \$1,058,728, primarily the result of increased expenses related to capital projects in general governmental services.

Financial analysis of the Township's funds:

The Township uses fund accounting to ensure and demonstrate compliance with local government regulations.

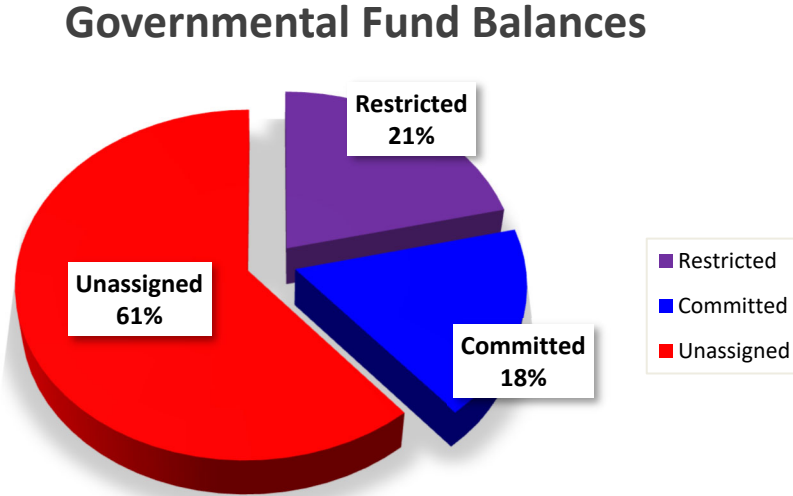
Governmental funds - The focus of the Township's governmental funds is to provide information on near-term inflows, outflows, and balances of *spendable resources*. Such information is useful in assessing the Township's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net spendable, "available" resources at the end of the fiscal year.

At the end of the current fiscal year, the Township's governmental funds reported combined ending fund balances of \$5,982,723, of which \$1,272,555 (21.27%) was externally restricted, such as by legal restrictions and \$1,054,257 (17.62%) which is internally committed. The remaining \$3,655,911 (61.10%) is unassigned and can be used for any lawful purpose.

EAST MANCHESTER TOWNSHIP
 Management's Discussion and Analysis (Unaudited)
 For the Year Ended December 31, 2023

Financial analysis of the Township's funds (Continued):

The following graphic summarizes fund balances as of December 31, 2023 by relative percentage:



The General Fund is the Township's primary operating fund. It tracks services of administration, police, fire, emergency management, planning, health and sanitation, highways, recreation and parks, shade trees, public events and insurance costs. At the end of the current fiscal year, unassigned fund balance of the General Fund and total fund balance was \$3,655,911, reflecting a \$1,284,500 (26%) decrease over the prior year. This decrease was primarily due to an increase in spending for public works during the year. As a measure of the General Fund's liquidity, it may be useful to compare the unassigned General Fund balance to General Fund expenditures. Unassigned General Fund balance represents 54.72% of total governmental fund expenditures.

The condensed changes in fund balance for the General Fund were as follows for the years ended December 31, 2023:

	2023	2022
Revenues	\$ 5,089,410	\$ 4,124,293
Expenses	6,356,403	3,874,038
Changes in fund balance	<u>\$ (1,266,993)</u>	<u>\$ 250,255</u>

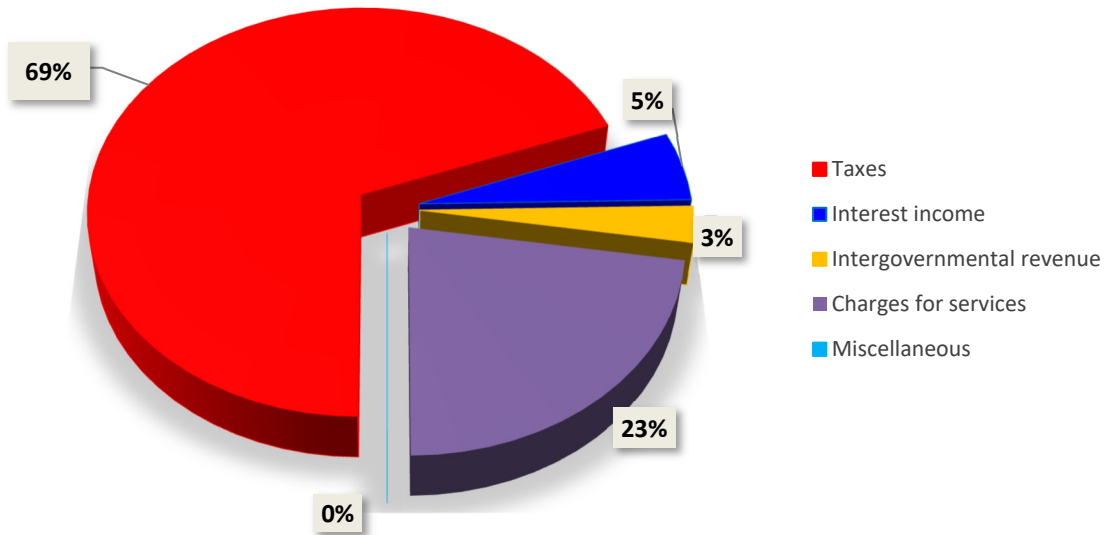
The \$965,117 increase in revenues compared to 2022 primarily related to an increase in charges for service revenue activity in 2023. Expenses increased by \$2,482,365 compared to 2022, primarily related to an increase in general government for costs related to the building of a new Township building and increase in road work.

EAST MANCHESTER TOWNSHIP
Management's Discussion and Analysis (Unaudited)
For the Year Ended December 31, 2023

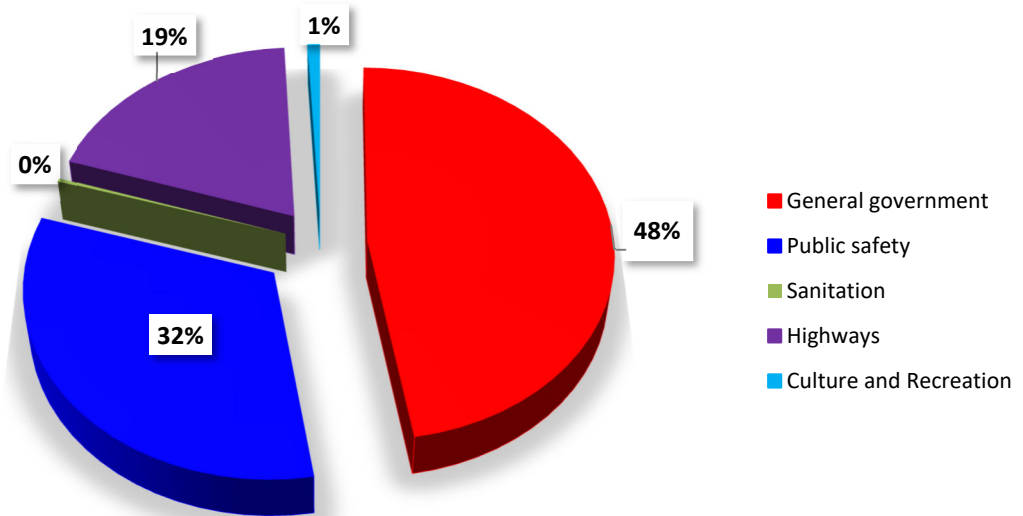
Financial analysis of the Township's funds (continued):

The following charts summarize revenues and expenditures by major source for the General Fund by relative percentage for the year ended December 31, 2023:

General Fund - Revenues



General Fund - Expenditures



EAST MANCHESTER TOWNSHIP
Management's Discussion and Analysis (Unaudited)
For the Year Ended December 31, 2023

General fund budgetary highlights:

The original budget for the General Fund was not amended by the Township Board of Supervisors during 2023. Overall, actual change in fund balance during the current fiscal year exceeded budget expectations by \$4,356,485 primarily due to increased taxes received, increased permits assessed and the growing greener grant.

Overall, expenditures were \$2,155,732 less than planned, primarily due to the following:

- General government expenses were less than budget by \$220,180, primarily related to capital purchases being delayed.
- Public works for Highways, Roads and Streets expenses were less than budget by \$1,383,528, primarily due to less road projects completed during the year than expected.
- Culture and Recreation expenses were less than budget by \$81,587, primarily due to less payroll and less capital costs than expected.

Economic factors and next year's budget and rates:

The calendar year 2023 budget leverages positive economic trends by continuing long overdue investments in infrastructure and equipment. The local economy provides a stable fiscal environment, though growth is limited.

In 2022, the Board of Supervisors approved the design of a Township building remodel/addition. The Board plans to implement the project in two phases, with the first phase completed in 2023 using saved funds from the general budget. The Township applied for grant money to help offset costs for the future Phase II of the project, but unfortunately was not awarded. Phase I consisted of the Public Works Department garages and related upgrades including additional storage. Phase II consists of the remodel of the existing administrative portion of the building, utilizing structural walls and an addition. Portions of the building in the Phase II project will have a dual purpose as the Emergency Operations Center for the surrounding area.

The Township continues to experience challenges meeting a balanced budget, particularly in the General Fund, as capital expenditures continue to rise, and economic factors affect the prices of labor, materials and supplies. The requirement to fund and improve infrastructure also creates budgetary stress. Key economic factors and trends affecting the Township in 2023 and future years include the following:

- General Fund - There were no changes to the Township's tax rates for the 2023 budget as adopted. Earned income tax is the single largest source of revenue for the Township and represents 29.87% of total General Fund budgeted revenue. Collections of the current income tax and collection of delinquent income taxes remained strong.

Contact the Township's financial management:

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the Township's finances. Questions about this report or requests for additional information can be directed to East Manchester Township, Attn: Kristie Masemer, Township Manager at East Manchester Township, 5080 North Sherman St Ext, Mount Wolf, PA 17347.

EAST MANCHESTER TOWNSHIP
Statement of Net Position – Modified Cash Basis
December 31, 2023

	<u>Governmental Activities</u>
Assets	
Cash and Cash Equivalents (Note 2)	\$ 16,777,216
Restricted Cash and Cash Equivalents (Note 2)	1,272,555
Investments (Note 2)	<u>299,614</u>
Total Assets	<u>18,349,385</u>
Liabilities	
Escrow Payable	<u>12,366,662</u>
Total Liabilities	<u>12,366,662</u>
Net Position	
Restricted	1,272,555
Unrestricted	<u>4,710,168</u>
Total Net Position	<u>\$ 5,982,723</u>

The Accompanying Notes are an Integral Part of the Financial Statements

EAST MANCHESTER TOWNSHIP
Statement of Activities – Modified Cash Basis
For the Year Ended December 31, 2023

		Program Revenue		Net (Expense) Revenue and Changes In Net Position
Functions/Programs	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental Activities:				
General Government	\$ 2,789,408	\$ 115,158	\$ 49,824	\$ (2,624,426)
Public Safety	2,268,391	1,050,893	70,089	(1,147,409)
Public Works	1,556,951	-	326,461	(1,230,490)
Culture and Recreation	<u>70,519</u>	<u>9,058</u>	<u>-</u>	<u>(61,461)</u>
Total Governmental Activities	<u>\$ 6,685,269</u>	<u>\$ 1,175,109</u>	<u>\$ 446,374</u>	(5,063,786)
General Revenues:				
Taxes				3,597,642
Interest Earnings				384,169
Insurance Proceeds				<u>23,247</u>
Total General Revenues				<u>4,005,058</u>
Change in Net Position				(1,058,728)
Net Position – Beginning of Year				<u>7,041,451</u>
Net Position – End of Year				<u>\$ 5,982,723</u>

The Accompanying Notes are an Integral Part of the Financial Statements

EAST MANCHESTER TOWNSHIP
Balance Sheet – Governmental Funds – Modified Cash Basis
December 31, 2023

	Major Funds			Non-Major Funds	Total Governmental Funds
	<u>General</u>	<u>Recreation</u>	<u>Highway Aid</u>		
Assets					
Cash and Cash					
Equivalents (Note 2)	\$ 15,722,959	\$ 1,054,257	\$ -	\$ -	\$ 16,777,216
Restricted Cash and Cash					
Equivalents (Note 2)	-	-	1,054,392	218,163	1,272,555
Investments (Note 2)	<u>299,614</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>299,614</u>
Total Assets	<u>\$ 16,022,573</u>	<u>\$ 1,054,257</u>	<u>\$ 1,054,392</u>	<u>\$ 218,163</u>	<u>\$ 18,349,385</u>
Liabilities					
Escrow Payable	<u>\$ 12,366,662</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,366,662</u>
Total Liabilities	<u>12,366,662</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,366,662</u>
Fund Balances					
Nonspendable	-	-	-	-	-
Restricted	-	-	1,054,392	218,163	1,272,555
Committed	-	1,054,257	-	-	1,054,257
Assigned	-	-	-	-	-
Unassigned	<u>3,655,911</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,655,911</u>
Total Fund Balances	<u>3,655,911</u>	<u>1,054,257</u>	<u>1,054,392</u>	<u>218,163</u>	<u>5,982,723</u>
Total Liabilities and Fund Balances	<u>\$ 16,022,573</u>	<u>\$ 1,054,257</u>	<u>\$ 1,054,392</u>	<u>\$ 218,163</u>	<u>\$ 18,349,385</u>

The Accompanying Notes are an Integral Part of the Financial Statements

EAST MANCHESTER TOWNSHIP

Reconciliation of the Balance Sheet – Governmental Funds – Modified Cash Basis
to the Statement of Net Position – Modified Cash Basis
December 31, 2023

Total Fund Balances – Governmental Funds \$ 5,982,723

Total net position reported for governmental activities in the Statement of
Net Position – Modified Cash Basis is different because:

No Differences

Total Net Position – Governmental Activities \$ 5,982,723

The Accompanying Notes are an Integral Part of the Financial Statements

EAST MANCHESTER TOWNSHIP
Statement of Revenues, Expenditures, and Changes in Fund Balances –
Governmental Funds – Modified Cash Basis
For the Year Ended December 31, 2023

	Major Funds			Non-Major Funds	Total Governmental Funds
	General	Recreation	Highway Aid		
Revenues					
Taxes	\$ 3,525,702	\$ -	\$ -	\$ 71,940	\$ 3,597,642
Interest and Rents	275,022	49,013	52,736	7,398	384,169
Intergovernmental Revenue	143,618	-	302,756	-	446,374
Charges for Services	1,144,977	9,058	-	20,983	1,175,018
Miscellaneous	91	-	-	-	91
	<u>5,089,410</u>	<u>58,071</u>	<u>355,492</u>	<u>100,321</u>	<u>5,603,294</u>
Total Revenues					
Expenditures					
General Government	3,012,289	-	-	-	3,012,289
Public Safety	2,057,191	-	-	85,103	2,142,294
Public Works					
Sanitation	17,837	-	-	-	17,837
Highways, Roads and Streets	1,215,673	-	233,506	-	1,449,179
Culture and Recreation	53,413	10,257	-	-	63,670
	<u>6,356,403</u>	<u>10,257</u>	<u>233,506</u>	<u>85,103</u>	<u>6,685,269</u>
Total Expenditures					
Excess Revenues Over (Under) Expenditures	(1,266,993)	47,814	121,986	15,218	(1,081,975)
Other Financing Sources (Uses)					
Transfers In	-	-	17,507	-	17,507
Transfers Out	(17,507)	-	-	-	(17,507)
Insurance Proceeds	-	-	-	23,247	23,247
	<u>(17,507)</u>	<u>-</u>	<u>17,507</u>	<u>23,247</u>	<u>23,247</u>
Total Other Financing Sources					
Change in Fund Balance	<u>(1,284,500)</u>	<u>47,814</u>	<u>139,493</u>	<u>38,465</u>	<u>(1,058,728)</u>
Fund Balances, Beginning of Year	<u>4,940,411</u>	<u>1,006,443</u>	<u>914,899</u>	<u>179,698</u>	<u>7,041,451</u>
Fund Balances, End of Year	<u>\$ 3,655,911</u>	<u>\$ 1,054,257</u>	<u>\$ 1,054,392</u>	<u>\$ 218,163</u>	<u>\$ 5,982,723</u>

The Accompanying Notes are an Integral Part of the Financial Statements

EAST MANCHESTER TOWNSHIP

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances –
Governmental Funds – Modified Cash Basis to the Statement of Activities – Modified Cash Basis
For the Year Ended December 31, 2023

Net Change in Fund Balances – Governmental Funds \$ (1,058,728)

The change in net position reported for governmental activities in the
Statement of Activities – Modified Cash Basis is different because:

No Differences

Change in Net Position – Governmental Activities \$ (1,058,728)

The Accompanying Notes are an Integral Part of the Financial Statements

EAST MANCHESTER TOWNSHIP
Notes to Financial Statements
For the Year Ended December 31, 2023

NOTE 1 NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities:

East Manchester Township (the Township) is located in York County, Pennsylvania and operates under the Second Class Township Code under the laws of the Commonwealth of Pennsylvania. It is located north of the City of York, Pennsylvania and encompasses an area of approximately 17.5 square miles. Its governing board consists of three supervisors elected by the citizens of the Township. The Township has the authority under the laws of the Commonwealth of Pennsylvania to levy taxes upon the property and residents within the Township limits in order to provide police and fire protection, parks and recreational facilities, and maintain its streets and highways.

Reporting Entity:

Consistent with the guidance contained in Governmental Accounting Standards Board (GASB) Statement No. 39, *Determining Whether Certain Organizations Are Component Units*, an amendment to GASB-14, *The Reporting Entity*, the criteria used by the Township to evaluate the possible inclusion of related entities within its reporting entity are financial accountability and the nature and significance of the relationship. In determining financial accountability in a given case, the Township reviews the applicability of the following criteria.

The Township is financially accountable for:

- Organizations that make up the legal Township entity.
- Legally separate organizations if Township officials appoint a voting majority of the organization's governing body and the Township is able to impose its will on the organization or if there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the Township as defined below.

Impose its Will – If the Township can significantly influence the programs, projects, or activities of, or the level of services performed or provided by, the organization.

Financial Benefit or Burden – Exists if the Township (1) is entitled to the organization's resources, or (2) is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide support to, the organization, or (3) is obligated in some manner for the debt of the organization.

- Organizations that are fiscally dependent on the Township. Fiscal dependency is established if the organization is unable to adopt its budget, levy taxes or set rates or charges, or issue bonded debt without approval by the Township.

There are no component units that meet all of the above criteria for inclusion in this reporting entity.

Joint Venture:

A joint venture is a legal entity or other organization that is owned, operated or governed by two or more participants as a separate and specific activity subject to joint control in which the participants retain (a) an ongoing financial interest or (b) an ongoing financial responsibility. The following are joint ventures of the Township:

Northeastern York County Sewer Authority

The Northeastern York County Sewer Authority (the Authority) is an independent operating authority incorporated for the purpose of expanding and operating a sanitary sewer collection system and treatment plant. The Authority was created by the municipalities of East Manchester Township, Manchester Borough, and Mount Wolf Borough. Each municipality appoints two board members.

EAST MANCHESTER TOWNSHIP
Notes to Financial Statements
For the Year Ended December 31, 2023

NOTE 1 NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Joint Venture (Continued):

York Area Regional Police Department

The York Area Regional Police Department (the Police Department) is a full service, primary response, local law enforcement agency. The priority of the Police Department is to protect and preserve life, and property through effective enforcement of the law, commitment to public safety, and service to our community. The Police Department serves residents of 9 municipalities in York County.

Manchester Union Fire Company and Mount Wolf Eagle Fire Company

Manchester Union Fire Company and Mount Wolf Eagle Fire Company are full service, primary response, local fire companies. The priority of the two companies is to provide for the safety and welfare of the public through the preservation of life, property, and the environment.

Basis of Presentation:

The accounts of the Township are organized on the fund basis, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenue, and expenditures. The various funds are summarized by type in the financial statements. The Township's Governmental Funds are the General Fund, Recreation Fund, Highway Aid Fund, Fire Fund, and Street Light Fund.

Government-Wide and Fund Financial Statements:

The government-wide financial statements (i.e., the Statement of Net Position – Modified Cash Basis and the Statement of Activities – Modified Cash Basis) report information on all activities of the primary government. The effect of material interfund activity has been removed from these statements. Governmental activities are normally supported by taxes and intergovernmental revenue.

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

Separate fund financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements. Non-major funds are aggregated, when applicable, and presented in a single column.

Measurement Focus, Basis of Accounting and Financial Statement Presentation:

The government-wide financial statements are reported using the economic resources measurement focus and the governmental fund financial statements are reported using the current financial resources measurement focus within the limitations of the modified cash basis accounting as explained in the paragraph below.

The accounting and financial reporting treatment is determined by the basis of accounting. The basis of accounting indicates the timing of transaction or events for recognition in the financial reports.

EAST MANCHESTER TOWNSHIP
Notes to Financial Statements
For the Year Ended December 31, 2023

NOTE 1 NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued):

The government-wide financial statements and the fund financial statements are reported using the modified cash basis of accounting. Revenues resulting from exchange and nonexchange transactions are recorded when received and expenses are recorded when paid. Exchange transactions involve both parties giving and receiving essentially equal value. Nonexchange transactions, in which the Township receives value without directly giving equal value in return, include property taxes, earned income taxes, grants, entitlements, and donations. General capital asset acquisitions are reported as expenditures in the governmental funds. Issuance of long-term debt is reported as other financing sources. The recording of investments and escrow payables are modifications from the pure cash basis of accounting.

As discussed in the preceding paragraph, these financial statements are presented on the modified cash basis of accounting. This modified basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989, FASB and AICPA Pronouncements*, effective for periods beginning after December 15, 2011, incorporates into GASB's authoritative literature certain accounting and financial reporting guidance included in Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins of the American Institute of Certified Public Accountants (AICPA) Committee on Accounting Procedure, which do not conflict with or contradict GASB pronouncements.

Township accounts are organized on the basis of funds, each of which is considered to be a separate accounting entity.

The Township reports the following major governmental funds:

- General Fund – This Fund is used to account for all financial transactions not accounted for in another fund. Revenue is primarily derived from local property, per capita, and other taxes, user fees and intergovernmental distributions.
- Recreation Fund – This Recreation Fund is used to account for fees paid by developers for development and maintenance of Township recreation facilities.
- Highway Aid Fund – This Special Revenue Fund is used to account for revenue that is restricted to expenditures for the improvement and maintenance of Township roads, bridges, curbs and gutters.

The Township reports the following non-major governmental funds:

- Street Light Fund – This Special Revenue Fund is used to account for revenue that is restricted to expenditures for the improvement and maintenance of Township street lights.
- Fire Fund – This Special Revenue Fund is used to account for legally restricted sources and expenditures related to the fire tax and public safety expenditures.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance to GASB. The Township has elected not to follow subsequent private-sector guidance.

EAST MANCHESTER TOWNSHIP
Notes to Financial Statements
For the Year Ended December 31, 2023

NOTE 1 NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Budgets:

Prior to the beginning of each fiscal year, an annual budget is adopted for the General Fund, Recreation Fund, Street Light Fund, Highway Aid Fund, and Fire Fund. Appropriations lapse at the close of the fiscal year to the extent they have not been expended.

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 amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Interfund Transactions:

Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. All other interfund transactions except quasi-external transactions and reimbursements are reported as transfers.

Cash and Cash Equivalents:

Cash and cash equivalents consist of cash on hand and various accounts maintained at local financial institutions, some of which are restricted.

Escrow Deposits:

Assets include amounts held by the Township on behalf of developers to insure construction is in compliance with the Township's ordinances. This cash includes amounts held in escrow in an interest-bearing bank account.

Fund Balances:

In accordance with Government Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the Township classifies governmental fund balances as follows:

- Nonspendable – includes fund balance amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.
- Restricted – includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors, grantors, contributors, or laws and regulations of other governments, or amounts constrained by law through constitutional provisions or enabling legislation.
- Committed – includes fund balance amounts that are constrained for specific purposes that are internally imposed by the Township through formal action of the highest level of decision-making authority and does not lapse at year-end.
- Assigned – includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund balance may be assigned by the governing body itself or a body or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.
- Unassigned – includes fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes.

EAST MANCHESTER TOWNSHIP
Notes to Financial Statements
For the Year Ended December 31, 2023

NOTE 1 NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Balances (Continued):

Approval of an official motion at a formal meeting by the Board of Supervisors is required to establish, modify, or rescind committed fund balance. The Board of Supervisors or the Township Manager has the authority to express intended uses of resources that result in assigned fund balance.

When an expenditure is incurred for purposes for which both restricted and unrestricted resources are available, the Township's policy is to spend resources in the following order:

1. Restricted
2. Unrestricted

Unless the Board of Supervisors specifically approves the use of committed resources, or the Board of Supervisors or the authorized body or official specifically approves the use of assigned resources, the Township's policy is to spend unrestricted resources in the following order:

1. Unassigned
2. Assigned
3. Committed

The Township does not have a formal minimum fund balance policy.

Tax Revenue:

Real estate, per capita and earned income taxes are recorded at gross amounts collected with collection costs recorded as an expenditure under tax collection. Real estate transfer and delinquent taxes are recorded at the net amount received from the collecting agency after deduction of fees and expenses.

Use of Restricted/Unrestricted Net Position:

When an expense is incurred for purposes for which both restricted and unrestricted net position are available, the Township's policy is to apply restricted net position first.

Adoption of Governmental Accounting Standards Board (GASB) Pronouncement:

In March 2020, the GASB issued Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The Statement's objective is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. The Township was required to adopt Statement No. 94 for its fiscal year 2023 financial statements.

In March 2020, the GASB issued Statement No. 96, *Subscription-Based Information Technology*. The Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). The Township was required to adopt Statement No. 96 for its fiscal year 2023 financial statements.

In April 2022, the GASB issued Statement No. 99, *Omnibus 2022*. The Statement's objectives are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees. The Township was required to adopt Statement No. 99 for its fiscal year 2023 and 2024 financial statements.

EAST MANCHESTER TOWNSHIP
Notes to Financial Statements
For the Year Ended December 31, 2023

NOTE 1 NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Pending Governmental Accounting Standards Board (GASB) Pronouncements:

In June 2022, the GASB issued Statement No. 100, *Accounting Changes and Error Corrections*. The Statement's objective is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. The Township may be required to adopt Statement No. 100 for its fiscal year 2024 financial statements.

In June 2022, the GASB issued Statement No. 101, *Compensated Absences*. The Statement's objective is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The Township may be required to adopt Statement No. 101 for its fiscal year 2024 financial statements.

In December 2023, the GASB issued Statement No. 102, *Certain Risk Disclosures*. The Statement's objective is to improve financial reporting by providing users of financial statements with essential information that currently is not often provided. The disclosures will provide users with timely information regarding certain concentrations or constraints and related events that have occurred or have begun to occur that make a government vulnerable to a substantial impact. As a result, users will have better information with which to understand and anticipate certain risks to a government's financial condition. The Township may be required to adopt Statement No. 102 for its fiscal year 2025 financial statements.

NOTE 2 DEPOSITS AND INVESTMENTS

Investing is performed in accordance with investment policies complying with State Statutes and the Township Charter. Township funds may be invested in: (1) United States Treasury Bills, (2) short-term obligations of the Federal Government or its agencies or instrumentalities, (3) Deposits in savings accounts or time deposits, to the extent fully insured, (4) Obligations of the United States of any of its agencies or instrumentalities backed by its full faith and credit, (5) Shares of an investment company registered under the Investment Company Act of 1940, and (6) Certificates of deposit to the extent secured by acceptable collateral. The statutes do not prescribe regulations related to demand deposits; however, they do allow the pooling of governmental funds for investment purposes.

Deposits:

Custodial credit risk is the risk that in the event of the failure of the counterparty, the Township's deposits may not be returned to them. The Township does not have a policy for custodial credit risk on deposits.

For public unit accounts, the federal deposit insurance coverage depends upon the type of deposit, and the location of the insured depository institution. Under these provisions, \$17,802,692 of the Township's bank balance of \$18,052,752 was exposed to custodial credit risk, but \$110,537 was collateralized by the pledging bank's trust department as permitted by Act 72. Of the bank balance, \$250,060 was covered by federal depository insurance.

EAST MANCHESTER TOWNSHIP
Notes to Financial Statements
For the Year Ended December 31, 2023

NOTE 2 DEPOSITS AND INVESTMENTS (CONTINUED)

Deposits (Continued):

In addition, \$6,830,679 was invested in an external investment pool with the Pennsylvania Local Government Investment Trust (PLGIT). PLGIT separately issues audited financial statements which are available to the public at <https://www.plgit.com>. The fair value of the Township's position in the external investment pool is equivalent to the value of the pool shares. The Commonwealth is the formal external regulatory oversight for the pool. At Error! No document variable supplied., PLGIT carried a rating of AAAM and had an average maturity of less than one year.

The reconciliation of deposits to the financial statements at December 31, 2023 is as follows:

Uninsured but Collateralized in Accordance with Act 72	\$	110,537
Plus: Amount Insured by FDIC		<u>250,060</u>
		360,597
Plus: Deposits in Pooled Investments		6,830,679
Plus: Government Money Market		<u>10,861,476</u>
Total Deposits		18,052,752
Less: Outstanding Checks		(3,481)
Plus: Cash on Hand		<u>500</u>
		<u><u>\$ 18,049,771</u></u>
Cash and Cash Equivalents	\$	16,777,216
Restricted Cash and Cash Equivalents		<u>1,272,555</u>
Total Cash and Cash Equivalents per Financial Statements		<u><u>\$ 18,049,771</u></u>

Investments:

Investments classified in Level 1 of the fair value hierarchy are valued directly from a predetermined primary external pricing vendor. Investments classified in Level 2 are subject to pricing by an alternative pricing source due to lack of information available by the primary vendor. Investments classified as Level 3 have no observable inputs for an asset or liability. The Township has no investments classified in Level 3.

The Township's fair value hierarchy of investments by type as of December 31, 2023 was as follows:

	Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)
Certificates of Deposit	\$ <u>299,614</u>	\$ _____ -	\$ <u>299,614</u>
Total Investments	\$ <u>299,614</u>	\$ _____ -	\$ <u>299,614</u>

EAST MANCHESTER TOWNSHIP
Notes to Financial Statements
For the Year Ended December 31, 2023

NOTE 3 PROPERTY TAXES

The Township’s property tax is levied each January 1 on the assessed value as of that date as maintained by York County for all nonexempt real property located in the Township. The taxes are collected by a Tax Collector who is elected by the voters of the Township. All property taxes collected prior to April 15 are given a 2% discount and those collected after June 15 include a 10% penalty. All unpaid property taxes as of the last working day in December must be turned over by the Tax Collector to the York County Delinquent Tax Claim Bureau by January 15, and at that time enforceable liens can be attached to the properties.

The following is a breakdown of the 2023 property tax levy:

Total Assessed Value for Real Estate Tax Purposes	\$ 811,960,827
Exempt Valuation	\$ 20,311,480
Taxable Net Appraised Valuation	\$ 792,746,971
Taxable Valuation in Dollars	\$ 824,457
Rates – General Purposes	1.04 Mills
Rates – Fire Hydrants	.11 Mills

NOTE 4 PENSION PLAN

Plan Description:

The Non-uniform Defined Benefit Pension Plan (the Plan) provides retirement benefits, as well as disability and death benefits, to full-time employees. All benefits vest after 5 years of credited service. Employees who retire at or after age 60 are entitled to a monthly retirement benefit, payable for life, in an amount equal to 2.0% times credited service times final average salary (FAS), but in no event is the basic benefit greater than 70% of FAS. FAS is based upon the last 3 years of annualized wages. A member who completes 20 years of credited service and terminates prior to reaching the normal retirement may receive an immediate pension. The pension is the accrued pension, reduced by an actuarial factor to account for early payment.

The disability pension is available to members who are unable to perform gainful employment regardless of age or service. The disability pension is equal to 50% of the average monthly pay, offset by available workers’ compensation benefits. A non-service-related benefit of 30% is available to a member who has at least 10 years of service and who is unable to perform gainful employment.

The Plan also provides certain death benefits to the surviving spouse and/or dependents. If a member has at least 1 year of credited service at time of death, the beneficiary receives the present value of the accrued benefit. At retirement, members may select a survivor benefit.

The Plan is controlled by the provisions of Ordinance No. 2018-1 adopted pursuant to Act 15. The Plan participates in the Pennsylvania Municipal Retirement System (PMRS), which is an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for participating municipal pension plans. PMRS issues a separate Annual Comprehensive Financial Report (ACFR). A copy of the ACFR can be obtained by contacting the PMRS accounting office.

Funding Policy:

As a condition of participation, members are required to contribute 5% of compensation to the Plan.

EAST MANCHESTER TOWNSHIP
Notes to Financial Statements
For the Year Ended December 31, 2023

NOTE 4 PENSION PLAN (CONTINUED)

Funding Policy (Continued):

The Plan is also funded by annual entitlements received from the Commonwealth of Pennsylvania and contributions from the Township. East Manchester Township complied in full with the Commonwealth of Pennsylvania’s Minimum Municipal Obligation (MMO) funding and reporting requirements for 2022.

The annual required contribution for the 2022 was determined through an actuarial calculation as mandated by Act 205 based on estimated 2022 payroll of \$421,538.

Actuarial Assumptions:

The total pension liability in the December 31, 2022 actuarial valuation was determined using the following economic assumptions, applied to all periods included in the measurement:

Inflation	2.80%	
Salary Increases	3.30%	(average, including inflation)
Investment Rate of Return	5.25%	(including inflation)
Postretirement Cost of Living Increase	0.00%	

Mortality Rates were based on the RP2000 Table for males and females. This table does not include projected mortality improvements.

The long-term expected rate of return on the pension plan investments was determined using a build 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 (Large Capitalized Firms)	25%	4.70%
Domestic Equity (Small Capitalized Firms)	15%	7.10%
International Equity (International Developed Markets)	15%	2.90%
International Equity (Emerging Markets)	10%	7.60%
Real Estate	20%	5.30%
Fixed Income	15%	0.00%

Discount Rate:

The discount rate used to measure the total pension liability was 5.25%. 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 entry age normal cost plus plan expenses, as well as amortization of the unfunded liability.

EAST MANCHESTER TOWNSHIP
Notes to Financial Statements
For the Year Ended December 31, 2023

NOTE 4 PENSION PLAN (CONTINUED)

Changes in the Net Pension Liability

	Total Pension Liability	Increase (Decrease) Plan Fiduciary Net Position	Net Pension Liability (Asset)
	(a)	(b)	(a)-(b)
Balances at 12/31/2021	\$ 2,039,080	\$ 2,439,150	\$ (400,070)
Service Cost	61,581	-	61,581
Interest Cost	106,666	-	106,666
Changes of Benefit Terms	-	-	-
Changes of Experience	31,162	-	31,162
Changes of Assumptions	-	-	-
Contributions – Employer	-	44,286	(44,286)
Contributions – Member	-	21,214	(21,214)
PMRS Investment Income	-	104,506	(104,506)
Net Investment Income	-	(406,794)	406,794
Benefit Payments	(133,032)	(133,032)	-
PMRS Administrative Expense	-	(460)	460
Administrative Expense	-	(5,522)	5,522
Net Changes	<u>66,377</u>	<u>(375,802)</u>	<u>442,179</u>
Balances at 12/31/2022	<u>\$ 2,105,457</u>	<u>\$ 2,063,348</u>	<u>\$ 42,109</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 5.25%, as well as what the 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.

	1% Decrease (4.25%)	Increase (Decrease) Current Discount Rate (5.25%)	1% Increase (6.25%)
Net Pension Liability	\$ 295,897	\$ 42,109	\$ (169,404)

EAST MANCHESTER TOWNSHIP
Notes to Financial Statements
For the Year Ended December 31, 2023

NOTE 4 PENSION PLAN (CONTINUED)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate (Continued):

The Township reported deferred outflows and deferred inflows of resources related to the Plan from the following sources:

	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>
Difference Between Expected and Actual Experience	\$ -	\$ 88,427
Change of Assumptions	-	39,580
Net Difference Between Projected and Actual Investment Earnings on Pension Plan Investments	-	43,342
Total	\$ -	\$ 171,349

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

2023	\$ (23,503)
2024	26,647
2025	80,613
2026	87,592

NOTE 5 COMMITMENTS AND CONTINGENCIES

A guarantee agreement was entered into September 16, 2013 between East Manchester Township, Manchester Borough and Mount Wolf Borough to guarantee the Guaranteed Sewer Revenue Bonds, 2013 Series issued by the Northeastern York County Sewer Authority in the amount of \$4,700,000. This issue has a final maturity date of April 25, 2042 and its purpose was for refunding the Guaranteed Sewer Revenue Bonds, Series 2009, purchasing the sinking Springs Farm Land, and other capital additions. The outstanding balance of the bond was \$3,076,000 as of December 31, 2023.

A guarantee agreement was entered into September 24, 2015 between East Manchester Township, Manchester Borough and Mount Wolf Borough to guarantee the Guaranteed Sewer Revenue Bonds, 2015 Series issued by the Northeastern York County Sewer Authority in the amount of \$10,370,000. This issue has a final maturity date of 2027 and its purpose was for refunding the Guaranteed Sewer Revenue Bonds, Series 2005 and payment of development planning costs, cost of acquisition, and cost of construction of the 2015 capital additions. The outstanding balance of the bond was \$4,229,000 as of December 31, 2023.

A guarantee agreement was entered into February 23, 2021 between East Manchester Township, Manchester Borough and Mount Wolf Borough to guarantee the Guaranteed Sewer Revenue Bonds, 2021 Series issued by the Northeastern York County Sewer Authority in the amount of \$10,000,000. This issue has a final maturity date of February 25, 2036 and its purpose was for the payment of the costs and expenses of the 2021 additions, the payment of costs and expenses of issuance of the 2021 Bond, and the establishment of necessary reserves, to the extent available. The outstanding balance of the bond was \$9,998,000 as of December 31, 2023.

EAST MANCHESTER TOWNSHIP
Notes to Financial Statements
For the Year Ended December 31, 2023

NOTE 5 COMMITMENTS AND CONTINGENCIES (CONTINUED)

Developers operating in the Township are required to obtain letters of credit, payment of insurance bonds or other escrow agreements to provide assurance that projects will be completed according to approved specifications and on a timely basis. Should one or more of these instruments expire and a default occurs, it may be necessary for the Township to take over the defaulted project.

In the normal course of operations, the Township is involved in various civil disputes. It is the opinion of management that the potential claims against the Township not covered by insurance would not materially affect the financial statements.

NOTE 6 RISK MANAGEMENT

The Township is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Township maintains commercial insurance coverage covering each of these risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Township.

NOTE 7 TAX ABATEMENTS

The Township provides tax abatements through the Local Economic Revitalization Tax Assistance Program (LERTA). The purpose of this program is to provide real estate exemptions to the portion of the additional assessments attributable to the actual cost of improvements for property located within a specified Industrial Zone of the Township. The exemptions are based on a set schedule for 10 years where the level of exemption decreases each year until there is no exemption in year 10. Applications for exemptions were allowed through January 4, 2021, at which time the LERTA program expired. For fiscal year 2023, the Township had 6 different LERTA agreements and the net amount of taxes abated was \$61,890.

NOTE 8 SUBSEQUENT EVENTS

In January 2024, the Township approved contracts for the Phase II Building Renovations and Expansions of the Township for \$2,808,252.

Subsequent events have been evaluated through May 9, 2024, which is the date the financial statements were available to be issued.

SUPPLEMENTARY INFORMATION

EAST MANCHESTER TOWNSHIP
 Budgetary Comparison Schedule – General Fund
 For the Year Ended December 31, 2023
 Unaudited

	General Fund		
	Original/Final Appropriated <u>Budget</u>	<u>Actual</u>	Variance Favorable <u>(Unfavorable)</u>
Revenues			
Taxes	\$ 1,819,000	\$ 3,525,702	\$ 1,706,702
Interest and Rents	5,000	275,022	270,022
Intergovernmental Revenue	814,000	143,618	(670,382)
Charges for Services	231,650	1,144,977	913,327
Miscellaneous	1,000	91	(909)
Gain/Loss on Sale of Assets	<u>500</u>	<u>-</u>	<u>(500)</u>
Total Revenues	<u>2,871,150</u>	<u>5,089,410</u>	<u>2,218,260</u>
Expenditures			
General Government	3,232,469	3,012,289	220,180
Public Safety	2,210,465	2,057,191	153,274
Public Works			
Sanitation	335,000	17,837	317,163
Highways, Roads and Streets	2,599,201	1,215,673	1,383,528
Culture and Recreation	<u>135,000</u>	<u>53,413</u>	<u>81,587</u>
Total Expenditures	<u>8,512,135</u>	<u>6,356,403</u>	<u>2,155,732</u>
Excess Revenues Over (Under) Expenditures	<u>\$ (5,640,985)</u>	(1,266,993)	<u>\$ 4,373,992</u>
Other Financing Sources (Uses)			
Transfers Out	<u>-</u>	<u>(17,507)</u>	<u>(17,507)</u>
Total Other Financing Uses	<u>-</u>	<u>(17,507)</u>	<u>(17,507)</u>
Change in Fund Balance	<u>(5,640,985)</u>	<u>(1,284,500)</u>	<u>4,356,485</u>
Fund Balances, Beginning of Year		<u>4,940,411</u>	
Fund Balances, End of Year		<u>\$ 3,655,911</u>	

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EAST MANCHESTER TOWNSHIP
 Budgetary Comparison Schedule – Recreation Fund
 For the Year Ended December 31, 2023
 Unaudited

	Recreation Fund		
	Original/Final Appropriated <u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenues			
Interest and Rents	\$ 1,000	\$ 49,013	\$ 48,013
Charges for Services	<u>10,000</u>	<u>9,058</u>	<u>(942)</u>
Total Revenues	<u>11,000</u>	<u>58,071</u>	<u>47,071</u>
Expenditures			
Culture and Recreation	<u>1,007,000</u>	<u>10,257</u>	<u>996,743</u>
Total Expenditures	<u>1,007,000</u>	<u>10,257</u>	<u>996,743</u>
Change in Fund Balances	<u>\$ (996,000)</u>	47,814	<u>\$ 1,043,814</u>
Fund Balances, Beginning of Year		<u>1,006,443</u>	
Fund Balances, End of Year		<u>\$ 1,054,257</u>	

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EAST MANCHESTER TOWNSHIP
 Budgetary Comparison Schedule – Street Light Fund
 For the Year Ended December 31, 2023
 Unaudited

	Street Light Fund		
	Original/Final Appropriated <u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenues			
Interest and Rents	\$ 50	\$ 4,376	\$ 4,326
Charges for Services	<u>20,000</u>	<u>20,983</u>	<u>983</u>
Total Revenues	<u>20,050</u>	<u>25,359</u>	<u>5,309</u>
Expenditures			
Public Safety	<u>124,050</u>	<u>12,980</u>	<u>111,070</u>
Total Expenditures	<u>124,050</u>	<u>12,980</u>	<u>111,070</u>
Excess Revenues Over (Under) Expenditures	<u>(104,000)</u>	<u>12,379</u>	<u>116,379</u>
Other Financing Sources (Uses)			
Insurance Proceeds	<u>-</u>	<u>23,247</u>	<u>23,247</u>
Total Other Financing Sources	<u>-</u>	<u>23,247</u>	<u>23,247</u>
Change in Fund Balance	<u>\$ (104,000)</u>	35,626	<u>\$ 139,626</u>
Fund Balances, Beginning of Year		<u>102,778</u>	
Fund Balances, End of Year		<u>\$ 138,404</u>	

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EAST MANCHESTER TOWNSHIP
 Budgetary Comparison Schedule – Highway Aid Fund
 For the Year Ended December 31, 2023
 Unaudited

	Highway Aid Fund		
	Original/Final Appropriated <u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenues			
Interest and Rents	\$ 1,000	\$ 52,736	\$ 51,736
Intergovernmental Revenue	<u>296,000</u>	<u>302,756</u>	<u>6,756</u>
Total Revenues	<u>297,000</u>	<u>355,492</u>	<u>58,492</u>
Expenditures			
Public Safety	60,000	-	60,000
Public Works			
Highways, Roads and Streets	<u>1,142,000</u>	<u>233,506</u>	<u>908,494</u>
Total Expenditures	<u>1,202,000</u>	<u>233,506</u>	<u>968,494</u>
Excess Revenues Over (Under) Expenditures	<u>(905,000)</u>	<u>121,986</u>	<u>1,026,986</u>
Other Financing Sources (Uses)			
Transfers In	<u>-</u>	<u>17,507</u>	<u>17,507</u>
Total Other Financing Sources	<u>-</u>	<u>17,507</u>	<u>17,507</u>
Change in Fund Balance	<u>\$ (905,000)</u>	<u>139,493</u>	<u>\$ 1,044,493</u>
Fund Balances, Beginning of Year		<u>914,899</u>	
Fund Balances, End of Year		<u>\$ 1,054,392</u>	

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EAST MANCHESTER TOWNSHIP
 Budgetary Comparison Schedule – Fire Fund
 For the Year Ended December 31, 2023
 Unaudited

	Fire Fund		
	Original/Final Appropriated <u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenues			
Taxes	\$ 60,000	\$ 71,940	\$ 11,940
Interest and Rents	<u>500</u>	<u>3,022</u>	<u>2,522</u>
Total Revenues	<u>60,500</u>	<u>74,962</u>	<u>14,462</u>
Expenditures			
Public Safety	<u>153,100</u>	<u>72,123</u>	<u>80,977</u>
Total Expenditures	<u>153,100</u>	<u>72,123</u>	<u>80,977</u>
Change in Fund Balances	<u><u>\$ (92,600)</u></u>	2,839	<u><u>\$ 95,439</u></u>
Fund Balances, Beginning of Year		<u>76,920</u>	
Fund Balances, End of Year		<u><u>\$ 79,759</u></u>	

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EAST MANCHESTER TOWNSHIP
 Combining Balance Sheet –
 Non-Major Governmental Funds – Modified Cash Basis
 December 31, 2023
 Unaudited

	<u>Non-Major Funds</u>		<u>Total Non-Major Governmental Funds</u>
	<u>Street Light</u>	<u>Fire</u>	
Assets			
Restricted Cash and Cash Equivalents	<u>\$ 138,404</u>	<u>\$ 79,759</u>	<u>\$ 218,163</u>
Total Assets	<u>\$ 138,404</u>	<u>\$ 79,759</u>	<u>\$ 218,163</u>
Liabilities			
Total Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Balances	<u>138,404</u>	<u>79,759</u>	<u>218,163</u>
Total Fund Balances	<u>138,404</u>	<u>79,759</u>	<u>218,163</u>
Total Liabilities and Fund Balances	<u>\$ 138,404</u>	<u>\$ 79,759</u>	<u>\$ 218,163</u>

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EAST MANCHESTER TOWNSHIP
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances –
Non-Major Governmental Funds – Modified Cash Basis
For the Year Ended December 31, 2023
Unaudited

	Non-Major Funds		Total Non-Major Governmental Funds
	Street Light	Fire	
Revenues			
Taxes	\$ -	\$ 71,940	\$ 71,940
Interest and Rents	4,376	3,022	7,398
Charges for Services	20,983	-	20,983
Total Revenues	25,359	74,962	100,321
Expenditures			
Public Safety	12,980	72,123	85,103
Total Expenditures	12,980	72,123	85,103
Excess Revenues Over (Under) Expenditures	12,379	2,839	15,218
Other Financing Sources (Uses)			
Insurance Proceeds	23,247	-	23,247
Total Other Financing Sources	23,247	-	23,247
Change in Fund Balance	35,626	2,839	38,465
Fund Balances, Beginning of Year	102,778	76,920	179,698
Fund Balances, End of Year	\$ 138,404	\$ 79,759	\$ 218,163

See Independent Auditor's Report

EAST MANCHESTER TOWNSHIP
Pension Plan
Schedule of Changes in the Township's Net Pension Liability (Asset) and Related Ratios
Last 10 Fiscal Years
Unaudited

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total Pension Liability									
Service Cost	\$ 61,581	\$ 56,021	\$ 57,071	\$ 57,055	\$ 53,204	\$ 47,319	\$ 44,560	\$ 38,179	\$ 41,457
Interest Cost	106,666	104,821	92,702	90,834	86,916	85,287	83,485	82,267	82,195
Changes of Benefit Terms	-	-	-	-	10,924	-	-	-	-
Changes in Experience	31,162	-	126,995	-	27,466	-	41,237	(633)	(12,349)
Changes in Assumptions	-	-	79,159	-	-	-	40,798	1,515	-
Benefit Payments	<u>(133,032)</u>	<u>(129,463)</u>	<u>(117,651)</u>	<u>(106,782)</u>	<u>(106,205)</u>	<u>(106,205)</u>	<u>(106,205)</u>	<u>(106,205)</u>	<u>(105,956)</u>
Net Changes in Total Pension Liability	66,377	31,379	238,276	41,107	72,305	26,401	103,875	15,123	5,347
Total Pension Liability - Beginning of Year	<u>2,039,080</u>	<u>2,007,701</u>	<u>1,769,425</u>	<u>1,728,318</u>	<u>1,656,013</u>	<u>1,629,612</u>	<u>1,525,737</u>	<u>1,510,614</u>	<u>1,505,267</u>
Total Pension Liability - End of Year	<u>\$ 2,105,457</u>	<u>\$ 2,039,080</u>	<u>\$ 2,007,701</u>	<u>\$ 1,769,425</u>	<u>\$ 1,728,318</u>	<u>\$ 1,656,013</u>	<u>\$ 1,629,612</u>	<u>\$ 1,525,737</u>	<u>\$ 1,510,614</u>
Plan Fiduciary Net Position									
Contributions - Employer	\$ 44,266	\$ 41,917	\$ 38,123	\$ 38,812	\$ 44,262	\$ 30,641	\$ 29,186	\$ 22,753	\$ 26,794
Contributions - PMRS assessment	20	80	-	420	-	20	20	20	-
Contributions - Plan Members	21,214	19,672	18,130	17,841	14,892	11,582	11,484	9,827	7,794
Net Investment Income (Loss)	(302,288)	309,396	360,812	340,141	(46,159)	266,040	137,139	1,570	81,156
Benefit Payments	(133,032)	(129,463)	(117,651)	(106,782)	(106,205)	(106,205)	(106,205)	(106,205)	(105,956)
Administrative Expenses	<u>(5,982)</u>	<u>(6,298)</u>	<u>(4,364)</u>	<u>(3,510)</u>	<u>(4,113)</u>	<u>(4,121)</u>	<u>(4,465)</u>	<u>(3,798)</u>	<u>(3,577)</u>
Net Changes in Plan Fiduciary Net Position	(375,802)	235,304	295,050	286,922	(97,323)	197,957	67,159	(75,833)	6,211
Plan Fiduciary Net Position - Beginning of Year	<u>2,439,150</u>	<u>2,203,846</u>	<u>1,908,796</u>	<u>1,621,874</u>	<u>1,719,197</u>	<u>1,521,240</u>	<u>1,454,081</u>	<u>1,529,914</u>	<u>1,523,703</u>
Plan Fiduciary Net Position - End of Year	<u>\$ 2,063,348</u>	<u>\$ 2,439,150</u>	<u>\$ 2,203,846</u>	<u>\$ 1,908,796</u>	<u>\$ 1,621,874</u>	<u>\$ 1,719,197</u>	<u>\$ 1,521,240</u>	<u>\$ 1,454,081</u>	<u>\$ 1,529,914</u>
Township's Net Pension Liability (Asset)	<u>\$ 42,109</u>	<u>\$ (400,070)</u>	<u>\$ (196,145)</u>	<u>\$ (139,371)</u>	<u>\$ 106,444</u>	<u>\$ (63,184)</u>	<u>\$ 108,372</u>	<u>\$ 71,656</u>	<u>\$ (19,300)</u>
Plan Fiduciary Net Position as a									
Percentage of the Total Pension Liability	98.00%	119.62%	109.77%	107.88%	93.84%	103.82%	93.35%	95.30%	101.28%
Covered-Employee Payroll	\$ 421,538	\$ 379,576	\$ 366,786	\$ 369,363	\$ 354,774	\$ 330,921	\$ 328,102	\$ 280,768	\$ 304,120
Township's Net Pension Liability (Asset) as a									
Percentage of Covered-Employee Payroll	9.99%	-105.40%	-53.48%	-37.73%	30.00%	-19.09%	33.03%	25.52%	-6.35%

Notes to Schedule:

This schedule will eventually cover the ten most-recent fiscal years; however, this is the information since the implementation year of GASB 68.

See Independent Auditor's Report

EAST MANCHESTER TOWNSHIP
Pension Plan
Schedule of Employer Contributions
Last 10 Measurement Years
Unaudited

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Actuarially Determined Contribution (ADC)	\$ 37,712	\$ 34,505	\$ 38,026	\$ 36,230	\$ 29,254	\$ 26,803	\$ 26,473	\$ 14,625	\$ 21,150
Contribution in Relation to the ADC*	<u>44,286</u>	<u>41,997</u>	<u>38,123</u>	<u>39,232</u>	<u>44,262</u>	<u>30,661</u>	<u>29,206</u>	<u>22,773</u>	<u>26,794</u>
Contribution Deficiency / (Excess)	<u>\$ (6,574)</u>	<u>\$ (7,492)</u>	<u>\$ (97)</u>	<u>\$ (3,002)</u>	<u>\$ (15,008)</u>	<u>\$ (3,858)</u>	<u>\$ (2,733)</u>	<u>\$ (8,148)</u>	<u>\$ (5,644)</u>
Covered Employee Payroll**	\$ 421,538	\$ 379,576	\$ 366,786	\$ 369,363	\$ 354,774	\$ 330,921	\$ 328,102	\$ 280,768	\$ 304,120
Contributions as a Percentage of Covered Employee Payroll	10.51%	11.06%	10.39%	10.62%	12.48%	9.27%	8.90%	8.11%	8.81%

* Information provided by PMRS and not reconciled to determine the cause of any deviation from the Actuarially Determined Contribution (if applicable).

** Beginning in 2015, amount is actual payroll. In 2014, amount is expected payroll based on the most recent actuarial valuation.

Notes to Schedule:

This schedule will eventually cover the ten most-recent fiscal years; however, this is the information since the implementation year of GASB 68

See Independent Auditor's Report