



WHISMAN GIORDANO  
CERTIFIED PUBLIC ACCOUNTANTS

Building Extraordinary Relationships

FINANCIAL STATEMENTS AND  
REPORT OF INDEPENDENT AUDITOR

**TOWN OF ELSMERE**  
Elsmere, Delaware

Years Ended June 30, 2019 and 2018

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**TOWN OF ELSMERE, DELAWARE**

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WHISMAN GIORDANO  
CERTIFIED PUBLIC ACCOUNTANTS

Building Extraordinary Relationships

## **Report of Independent Auditor**

Mayor and Town Council  
**Town of Elsmere**  
Elsmere, Delaware

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

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Elsmere [the "Town"], Delaware, as of and for the years ended June 30, 2019 and 2018, and the related notes to the financial statements, which collectively comprise the Town's 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 audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Town'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 Town's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Elsmere, Delaware, as of June 30, 2019 and 2018, and the respective changes in financial position for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the budgetary comparison information, reflected on pages 3 through 10 and pages 42 through 43, respectively, along with the schedules of net pension liability and the schedules of pension contributions, reflected on pages 44 to 47, 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 U.S. generally accepted auditing standards, 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 Supplementary Information

Our audits were conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Elsmere, Delaware's financial statements. The supplementary information, reflected on pages 48 through 49, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information, reflected on pages 48 through 49, is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Restriction on Use**

This report is intended solely for the information and use of management, members of Council, others within the entity, the Office of the Governor, the Office of Controller General, Office of Attorney General, Office of Management and Budget, Secretary of Finance, Office of Auditor of Accounts, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a public record and its distribution is not limited.

*Whisman Giordano & Associates, LLC*

Newark, Delaware  
December 12, 2019

**Management's Discussion and Analysis [MD&A] Section**

**TOWN OF ELSMERE, DELAWARE**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS-UNAUDITED**  
 Year Ended June 30, 2019

**INTRODUCTION**

This section of the annual financial report for the Town of Elsmere [the Town] presents a narrative overview and analysis of the Town's financial performance for the fiscal year ended June 30, 2019. We recommend that it be read in conjunction with the accompanying financial statements and notes in order to obtain a thorough understanding of the Town's financial condition at June 30, 2019.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The financial section of this report consists of four sections:

- Management's Discussion and Analysis [MD&A] Section [this section],
- Basic Financial Statements [including notes to the basic financial statements] Section,
- Required Supplementary Information [RSI] Section, and
- Supplementary Information Section.

Management's discussion and analysis is a guide to reading the financial statements and provides related information to help the reader to better understand the Town government. The financial statements include notes that provide additional information essential to a full understanding of the financial data provided in the government-wide and the fund financial statements.

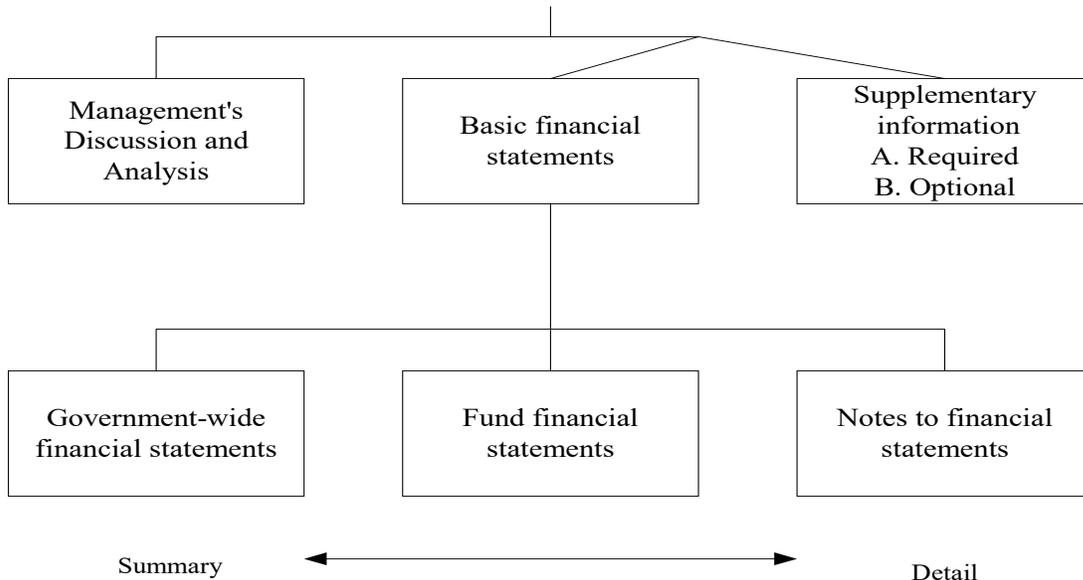
The basic financial statements present two different views of the Town:

- *Government-wide financial statements*, the first two statements, provide information about the Town's overall financial status.
- *Fund financial statements*, the remaining statements, focus on individual parts of Town government. They provide more detail on operations than the government-wide financial statements. The Town reports on the following fund type financial statements:
  - **General fund** reflects general government services such as general services, public safety, code enforcement, public works, and parks and recreation and how these activities are financed.
  - **Special revenue fund** reflects resources and payments of activities derived from earmarked sources.
  - **Fiduciary fund** reflects the activity of the Town's single-employer defined-benefit pension plan.

Table A-1 shows how the various parts of this annual report are arranged and related to one another.

**Table A-1: Organization of the Town's Annual Financial Report**

REQUIRED COMPONENTS OF THE ANNUAL FINANCIAL REPORT



**TOWN OF ELSMERE, DELAWARE**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS-UNAUDITED**  
Year Ended June 30, 2019

**OVERVIEW OF THE FINANCIAL STATEMENTS (continued)**

**Table A-2** summarizes the major features of the Town's financial statements, including the area of activities they cover and the types of information they contain.

**Table A-2: Major Features of the Government-Wide and Fund Financial Statements**

	Government-Wide Statements	Fund Financial Statements		
		Governmental	Proprietary	Fiduciary
<b>Scope</b>	Entire entity [except fiduciary funds]	Day-to-day operating activities of the Town, such as public safety and courts	Activities which the Town may engage in that may be "business-like" in nature. The Town currently has no such activities.	Instances in which the Town administers resources on behalf of others.
<b>Required financial statements</b>	<ul style="list-style-type: none"> <li>• Statement of net position</li> <li>• Statement of activities</li> </ul>	<ul style="list-style-type: none"> <li>• Balance sheet</li> <li>• Statement of revenues, expenditures and changes in fund balances</li> </ul>	<ul style="list-style-type: none"> <li>• Statement of net position</li> <li>• Statement of revenues, expenses and changes in net position</li> <li>• Statement of cash Flows</li> </ul>	<ul style="list-style-type: none"> <li>• Statement of fiduciary net position</li> <li>• Statement of changes in fiduciary net position</li> </ul>
<b>Accounting basis and measurement focus</b>	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources measurement focus	Accrual accounting and economic resources focus	Accrual accounting and economic resources focus
<b>Type of asset and liability information</b>	All assets and liabilities, both financial and capital, short-term and long-term	Current assets and liabilities that come due during the year or soon thereafter; no capital assets or long-term liabilities included	All assets and liabilities, both financial and capital, short-term and long-term	All assets and liabilities, both financial and capital, short-term and long-term; normally these funds do not contain capital assets, although they can
<b>Type of inflows and outflows information</b>	All revenues and expenses during the year, regardless of when cash is received or paid	Revenues for which cash is received during the year or soon thereafter; expenditures when goods or services have been received and the related liability is due and payable	All revenues and expenses during the year; regardless of when cash is received or paid	All additions and deductions during the year, regardless of when cash is received or paid

The remainder of this overview explains the structure and contents of the government-wide and the fund financial statements.

**TOWN OF ELSMERE, DELAWARE**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS-UNAUDITED**  
Year Ended June 30, 2019

**OVERVIEW OF THE FINANCIAL STATEMENTS (continued)**

***Government-Wide Financial Statements***

Government-wide financial statements report information about the Town as a whole using accounting methods similar to those used by private-sector companies.

- The statement of net position includes all of the Town's assets and liabilities [except fiduciary funds] with the difference between the two reported as net position. This statement serves a purpose similar to that of the balance sheet of a private-sector company.
- The statement of activities focuses on how the Town's net position changed during the year. Because it separates program revenue [revenue generated by function through charges for services, grants and contributions] from general revenue [revenue provided by property taxes and other sources not tied to a particular function], it shows to what extent each function has to rely on property taxes for funding.

All changes to net position are reported using the accrual method of accounting, which requires that revenues be reported when they are earned, and expenses be reported when the goods and/or services are received, regardless of when cash is received or paid.

Net position is one way to measure the Town's financial position. Over time, increases or decreases in the Town's net position are one indicator of whether the Town's financial position is improving or deteriorating. However, other non-financial factors such as changes in the Town's real property tax base and general economic conditions must be considered to assess the overall position of the Town.

The primary government and the Town's component unit are included in the government-wide financial statements. Component units reflect the activities of legally separate government entities over which the Town can exercise influence and/or be obligated to provide financial support. The Town presently has one component unit included in this section: the "Elsmere Land Bank."

Generally, there are two categories of activities for a primary government:

- ***Governmental activities*** include the Town's basic services such as general and judicial administration, public safety, code enforcement, public works, health and welfare. Property taxes and state grants finance most of these activities.
- ***Business-type activities*** - Activities which may be established that will charge a fee to customers to help cover the costs of goods and services to be provided. The Town does not presently have such activities.

Net position of the governmental activities differs from the governmental fund balances because governmental fund level statements only report transactions using or providing current financial resources. Also, capital assets are reported as expenditures when financial resources [money] are expended to purchase or build said assets. Likewise, the financial resources that may have been borrowed are considered revenue when they are received. The principal and interest payments are both considered expenditures when paid. Depreciation is not calculated as it does not provide or reduce current financial resources. Finally, capital assets and long-term debt do not affect fund balances.

Government-wide statements are reported using an economic resources measurement focus and full accrual basis of accounting that involves the following steps to format the statement of net position:

- Capitalize current outlay for capital assets
- Report long-term debt obligations as liabilities
- Depreciate capital assets and allocate the depreciation to the proper program/activities when possible
- Calculate revenue and expenses using the economic resources measurement focus and the accrual basis of accounting
- Allocate net position balances as follows:
  - Net position invested in capital assets, net of related debt obligations,
  - Restricted net position is resources with constraints placed on the use by external sources [creditors, grantors, contributors, and laws or regulations of governments] or imposed by law through constitutional provisions or enabling legislation, and
  - Unrestricted net position is resources that do not meet any of the above restrictions.

**TOWN OF ELSMERE, DELAWARE**  
MANAGEMENT'S DISCUSSION AND ANALYSIS-UNAUDITED  
Year Ended June 30, 2019

**OVERVIEW OF THE FINANCIAL STATEMENTS (continued)**

***Fund Financial Statements***

Fund financial statements provide more detailed information on the Town's funds. Funds are accounting devices, i.e., a group of related accounts, used by the Town to keep track of specific sources of funding and spending for particular purposes. Some funds are required by state law. Other funds are established to control and manage resources designated for specific purposes. Fund financial statements are reported using current financial resources and modified accrual basis of accounting established by the Government Accounting Standards Board [GASB] for government units.

The Town can potentially have three kinds of funds:

- ***Governmental funds*** include most of the Town's basic services and focus on: (1) the inflows and outflows 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. These funds are reported using the modified accrual basis of accounting, and a current financial resources measurement focus. Consequently, the governmental fund statements provide a detailed short-term view that helps determine the financial resources available in the near future to finance the Town's activities.

The relationship between governmental activities [reported in the statement of net position and the statement of activities] and governmental funds is described in a reconciliation that is included as part of the financial statements.

The Town adopts an annual budget for the general fund as required by Town ordinances and State law. Budgets for special revenue funds are based on a grant-by-grant basis.

- ***Proprietary funds*** report business-type programs and activities that charge fees designed to recover the cost of providing services. They report using full accrual accounting. The Town does not presently have such activities.
- ***Fiduciary funds*** are funds for which the Town is the trustee or fiduciary. These include certain agency funds, or clearing accounts for assets held by the Town in its role as custodian until the funds are allocated to private parties, organizations or government agencies to which they belong, and assets held in trust for pension benefits. The Town is responsible to ensure the assets reported in these funds are used for their intended purposes. This fiduciary activity is reported in a separate statement of fiduciary net position and a statement of changes in fiduciary net position. These funds are excluded from the Town's government-wide financial statements because the Town cannot use these assets to finance its operations.

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

***Net Position***

The Town's total assets and deferred outflows are \$5.43 million at June 30, 2019. Of this amount, \$3.56 million consist of capital assets, including infrastructure. Historically, infrastructure [roads, bridges, etc.] have not been reported or depreciated in governmental financial statements. Infrastructure assets have been capitalized and depreciated since fiscal year 2003.

The Governmental Accounting Standards Board [GASB] requires that all capital assets, including infrastructure, be valued and reported within the governmental activities column of the government-wide financial statements. The Town believes it has included all of the required infrastructure assets in the financial statements.

**TOWN OF ELSMERE, DELAWARE**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS-UNAUDITED**  
Year Ended June 30, 2019

**GOVERNMENT-WIDE FINANCIAL STATEMENTS (continued)**

*Net Position* (continued)

**Table A-3** summarizes the Town's net position for the current year and compares it to the preceding year.

**Table A-3: Condensed Comparative Statement of Net Position**

	Governmental Activities	
	2019	2018
<b>Current and other assets</b>		
Current assets	\$ 1,669,188	\$ 1,532,081
Capital assets, net of depreciation	3,556,784	3,498,752
Deferred outflows of resources	207,260	135,277
<b>Total assets and deferred outflows of resources</b>	<u>5,433,232</u>	<u>5,166,110</u>
<b>Liabilities</b>		
Current liabilities	454,614	233,451
Noncurrent liabilities	1,786,900	1,877,741
Deferred inflows of resources	4,284	374,324
<b>Total liabilities and deferred inflows of resources</b>	<u>2,245,798</u>	<u>2,485,516</u>
<b>Net position</b>		
Invested in capital assets	3,320,180	3,165,542
Restricted	331,517	314,816
Unrestricted (deficit)	<u>(464,263)</u>	<u>(799,764)</u>
<b>Total net position</b>	<u>\$ 3,187,434</u>	<u>\$ 2,680,594</u>

The Town has a negative unrestricted net position of \$464,263, reflected above in Table A-3, to meet future operating activities. The negative unrestricted net position is a result of the implementation of the new pension reporting standards. The Town is, however, pleased to report positive balances in total net position, both for the government as a whole, and as well as its separate governmental fund activities.

**Change in Net Position**

The Statement of Activities represents change in net position for the year ended June 30, 2019. It shows revenues by source and expenses by function for governmental activities and the government as a whole.

**Table A-4** reflects the Town's revenue by funding source and the expenses by function.

**Table A-4: Statement of Change in Net Position**

	Governmental Activities	
	2019	2018
<b>Revenues</b>		
Property taxes	\$ 3,036,637	\$ 2,799,571
Franchise taxes	98,306	115,023
Investment earnings and rents	84,312	79,548
Other revenues	29,050	64,025
<b>Total general revenues</b>	<u>3,248,305</u>	<u>3,058,167</u>
Program revenues:		
Charges for services	556,800	466,840
Grants and contribution revenue	232,418	318,637
<b>Total revenues</b>	<u>4,037,523</u>	<u>3,843,644</u>
<b>Expenses</b>		
General government	762,136	748,319
Public safety-police	1,125,127	1,486,616
Code enforcement	250,945	213,958
Public works-streets	407,861	404,930
Public works-sanitation	483,265	462,052
Parks and recreation	97,310	123,077
Interest on long-term debt obligation	8,416	8,461
Depreciation-unallocated	395,623	360,608
<b>Total expenses</b>	<u>3,530,683</u>	<u>3,808,021</u>
<b>Change in net position</b>	<u>\$ 506,840</u>	<u>\$ 35,623</u>

**TOWN OF ELSMERE, DELAWARE**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS-UNAUDITED**  
Year Ended June 30, 2019

**GOVERNMENT-WIDE FINANCIAL STATEMENTS (continued)**

***Change in Net Position*** (continued)

Net position of the Town's governmental activities increased by \$506,840; and unrestricted net position reflects a negative balance of \$464,263 [as reflected in Table A-3], resulting from the impact of the pension reporting standards.

***Net Program Costs***

The Statement of Activities shows the cost of program services and the charges for services and grants offsetting those services. General revenues which include property taxes, grant revenue, investment earnings and rents, and other non-program revenues must support the net cost of the Town's activities.

**Table A-5** reflects the cost of program services and the net cost of those services after taking into account the program revenues for governmental activities.

**Table A-5: Program Services Cost (Benefit)**

	Program Services			
	2019		2018	
	Total Cost	Net Cost	Total Cost	Net Cost
<b>Governmental activities</b>				
General government	\$ 762,136	\$ 762,136	\$ 748,319	\$ 748,319
Public safety-police	1,125,127	868,658	1,486,616	1,241,680
Code enforcement	250,945	(161,098)	213,958	(123,440)
Public works-streets	407,861	287,660	404,930	204,273
Public works-sanitation	483,265	483,265	462,052	462,052
Parks and recreation	97,310	96,805	123,077	120,591
Interest on long-term debt obligation	8,416	8,416	8,461	8,461
Depreciation-unallocated	395,623	395,623	360,608	360,608
<b>Program services cost</b>	<b>\$ 3,530,683</b>	<b>\$ 2,741,465</b>	<b>\$ 3,808,021</b>	<b>\$ 3,022,544</b>

Net program services cost column indicates the amount of support required from property taxes and other general revenues for a given function of the government. In 2019, property taxes brought in \$3.04 million. The reliance on general revenues to support governmental activities is indicated by the net services cost columns which reflect the need for general support.

Property taxes are based on the assessed value of real property. Changes in the assessed valuation affect tax revenues. The changes in assessed valuation have been minimal due to the lack of a county-wide reassessment, and the lack of suitable building space within the corporate limits of the Town. The Town also receives a transfer tax of 1.50% levied on the sales price of real estate transactions occurring in the corporate limits of the Town. The transfer tax is, by law, designated to fund the operations of the Town's Public Safety Department.

***Capital Assets***

The Town's investment in capital assets at June 30, 2019, net of accumulated depreciation of \$3.12 million, is \$3.56 million. Capital assets consist primarily of land, buildings, equipment, and infrastructure assets. Detailed information about the Town's capital assets can be found in the notes to the financial statements.

***Long-Term Debt***

The Town's long-term debt obligation is typically only compensated absences; however, during fiscal 2018 the Town obtained a five-year loan to finance its new heating/air conditioning system. Detailed information about the Town's long-term debt can be found in the notes to the financial statements.

**TOWN OF ELSMERE, DELAWARE**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS-UNAUDITED**  
Year Ended June 30, 2019

**GOVERNMENTAL FUNDS**

The Town uses fund accounting to ensure and to demonstrate compliance with the finance-related legal requirements. The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the Town's net resources available for spending at the end of the year. Governmental funds are presented before incorporating accounting changes required by GASB Statement No. 34. Therefore, some amounts will be different in the fund statements than the government-wide statements; these differences are explained within the body of the financial statements.

The Town's governmental funds include the general fund and special revenue funds. The general fund is the operating fund of the Town and special revenue funds are restricted to specific legislated use. The major funds are shown on the statement of revenues, expenditures and changes in fund balances in the fund financial statements.

***Governmental Fund Balances***

The ending balances for the governmental funds at June 30, 2019 are shown in the balance sheet of the accompanying financial statements. The Town's governmental funds reported a combined fund balance of \$1.36 million and \$1.24 million at June 30, 2019 and 2018, respectively. Of the total, \$0.51 million and \$0.25 million, respectively, in unassigned fund balance, is available to meet the Town's current and future needs. The remaining amount is either nonspendable, assigned, committed, or restricted as to use, and not available for use in meeting the Town's current and future needs.

The general fund is the operating fund of the Town. At June 30, 2019, the total fund balance of the general fund is \$1.27 million which increased by \$135,463 from the fund balance of the preceding year. The increase is due to a number of factors, but primarily from increases in property transfer tax revenues and licensing and permit revenues, and a decrease in expenditures for large capital items from fiscal year 2018, when the Town invested in a new heating/air conditioning system for Town Hall.

***Governmental Fund Revenues***

Governmental fund revenues by source for the year ended June 30, 2019 are shown in the statement of revenues, expenditures and changes in fund balances of the financial statements. Governmental fund revenues totaled \$4.09 million and \$3.85 million for the years ended June 30, 2019 and 2018, respectively. The comparison data is presented in the accompanying fund financial statements.

***Governmental Fund Expenditures***

Governmental fund expenditures by function for the year ended June 30, 2019 are shown in the statement of revenues, expenditures and changes in fund balances of the accompanying financial statements. Governmental fund expenditures totaled \$3.91 million and \$4.32 million for the years ended June 30, 2019 and 2018, respectively. The comparison data is presented in the accompanying fund financial statements.

***Budgetary Highlights***

The Town Council revises the budget on an as-needed basis. There are two kinds of revisions:

- Allocations are made to specific line items from other line items or from contingency funds established in the budget.
- New appropriations are budgeted when received, and the anticipated related expenditure is budgeted at the same time.

Because the Town is reliant on the State of Delaware for grant funds, it is difficult to know what grants will be forthcoming to the Town. Many revenue variances are due to budgeting for grants not received. Other revenue variances are based on revenue received, but not anticipated during the budgeting process.

**TOWN OF ELSMERE, DELAWARE**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS-UNAUDITED**  
Year Ended June 30, 2019

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

***Economic Conditions***

In prior years, the Town realized significant revenues from the transfer tax on real property transfers. The economic downturn has impacted the housing resale market and the revenues received from this source. However, tight home sale inventory resulted in a significant increase in transfer taxes for the Town for the year ended June 30, 2019. To the extent that the inventory of properties for sale remains low, home sale prices are expected to continue to increase, resulting in increased transfer tax revenue.

***Market Impact on Investment Income***

The State restricts the Town's investments to government secured funds and certificates of deposit. The Town has been responsive to the changing financial environment, monitors rates, and currently invests most of its funds in accounts which are yielding a higher interest rate. Management monitors the changing rate environment to maximize the investment earnings of the Town's funds.

***Government Funding***

The Town relies on federal and state funding for certain capital projects. There is no significant federal or state funding for such projects projected for the near term.

The Town Council did not change the property tax rate [millage] for fiscal 2019 and 2018 but did increase the base tax.

**CONTACTING THE TOWN'S FINANCIAL MANAGEMENT**

This financial report is designed to provide citizens, taxpayers, customers, investors and creditors with a general overview of the Town's finances and to demonstrate the Town's accountability. Questions concerning this financial information or requests for additional information should be directed to:

Town of Elsmere  
Office of Finance  
11 Poplar Street  
Elsmere, DE 19805

Phone: 302-998-2215

## **Basic Financial Statements Section**

**TOWN OF ELSMERE, DELAWARE**  
**STATEMENTS OF NET POSITION**  
As of June 30, 2019 and 2018

	2019		2018	
	Primary Government	Component Unit	Primary Government	Component Unit
	Governmental Activities	Elsmere Land Bank	Governmental Activities	Elsmere Land Bank
<b>ASSETS</b>				
<b>Current assets</b>				
Cash and equivalents	\$1,325,249	\$ 62,408	\$1,104,722	\$ 64,527
Receivables, net of allowances:				
Property taxes	68,854	-	60,657	-
Other	81,812	-	106,424	-
Due from other governments	4,168	-	100,868	-
Prepayments and other assets	86,614	-	69,380	-
Due from component unit	102,491	-	90,030	-
<b>Total current assets</b>	<b>1,669,188</b>	<b>62,408</b>	<b>1,532,081</b>	<b>64,527</b>
<b>Noncurrent assets</b>				
Capital assets, net of depreciation:				
Nondepreciable	439,905	-	590,972	-
Depreciable	3,116,879	-	2,907,780	-
Organization costs, net	-	546	-	1,014
<b>Total noncurrent assets</b>	<b>3,556,784</b>	<b>546</b>	<b>3,498,752</b>	<b>1,014</b>
<b>TOTAL ASSETS</b>	<b>5,225,972</b>	<b>62,954</b>	<b>5,030,833</b>	<b>65,541</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Deferred contributions and changes in proportion related to pension activity	207,260	-	135,277	-
<b>LIABILITIES</b>				
<b>Current liabilities</b>				
Accounts payable and other	171,238	-	161,985	-
Current portion of debt obligation	236,604	-	25,860	-
Refundable advances	46,772	-	45,606	-
Due to primary government	-	102,491	-	90,030
<b>Total current liabilities</b>	<b>454,614</b>	<b>102,491</b>	<b>233,451</b>	<b>90,030</b>
<b>Noncurrent liabilities</b>				
Long-term portion:				
Compensated absences liability	93,732	-	93,863	-
Debt obligation	-	-	307,350	-
Net pension liability	1,693,168	-	1,476,528	-
<b>Total noncurrent liabilities</b>	<b>1,786,900</b>	<b>-</b>	<b>1,877,741</b>	<b>-</b>
<b>TOTAL LIABILITIES</b>	<b>2,241,514</b>	<b>102,491</b>	<b>2,111,192</b>	<b>90,030</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Deferred investment earnings related to pension activity	4,284	-	374,324	-
<b>NET POSITION</b>				
Net investment in capital assets	3,320,180	-	3,165,542	-
Restricted for:				
Specific programs	89,019	-	109,831	-
Contingency reserve	242,498	-	204,985	-
Unrestricted (deficit)	1,025,929	(39,537)	915,811	(24,489)
Pension commitment	(1,490,192)	-	(1,715,575)	-
<b>TOTAL NET POSITION</b>	<b>\$3,187,434</b>	<b>\$ (39,537)</b>	<b>\$2,680,594</b>	<b>\$ (24,489)</b>

Accompanying notes are an integral part of these financial statements

**TOWN OF ELSMERE, DELAWARE**  
**STATEMENT OF ACTIVITIES**  
Year Ended June 30, 2019

Functions	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position	
		Charges for Services	Grants and Contributions		Governmental Activities	
			Operating	Capital	Primary Government	Component Unit
<b>GOVERNMENTAL ACTIVITIES</b>						
General government:						
Administration	\$ 445,078	\$ -	\$ -	\$ -	\$ (445,078)	\$ -
Finance office	296,249	-	-	-	(296,249)	-
Council	3,599	-	-	-	(3,599)	-
Legal services	17,210	-	-	-	(17,210)	-
Public safety-police	1,125,127	144,757	96,661	15,051	(868,658)	-
Code enforcement	250,945	412,043	-	-	161,098	-
Public works-streets	407,861	-	120,201	-	(287,660)	-
Public works-sanitation	483,265	-	-	-	(483,265)	-
Parks and recreation	97,310	-	505	-	(96,805)	-
Interest on long-term debt obligation	8,416	-	-	-	(8,416)	-
Depreciation-unallocated	395,623	-	-	-	(395,623)	-
<b>TOTAL PRIMARY GOVERNMENT</b>	<b>3,530,683</b>	<b>556,800</b>	<b>217,367</b>	<b>15,051</b>	<b>(2,741,465)</b>	<b>-</b>
<b>DISCRETELY PRESENTED COMPONENT UNIT</b>						
Elsmere Land Bank [Real Estate Holding Company]	15,048	-	-	-	-	(15,048)
<b>TOTAL PRIMARY GOVERNMENT AND COMPONENT UNIT</b>	<b>\$ 3,545,731</b>	<b>\$ 556,800</b>	<b>\$ 217,367</b>	<b>\$ 15,051</b>	<b>(2,741,465)</b>	<b>(15,048)</b>
<b>GENERAL REVENUES AND TRANSFERS</b>						
Property taxes levied for general purposes					3,036,637	-
Franchise taxes levied for general purposes					98,306	-
Investment earnings and rents					84,312	-
Gain from sale of assets					6,570	-
Miscellaneous revenues					22,480	-
<b>Total general revenues and transfers</b>					<b>3,248,305</b>	<b>-</b>
<b>CHANGES IN NET POSITION</b>					<b>506,840</b>	<b>(15,048)</b>
<b>NET POSITION</b>						
Beginning of year					2,680,594	(24,489)
End of year					<b>\$ 3,187,434</b>	<b>\$ (39,537)</b>

Accompanying notes are an integral part of these financial statements

**TOWN OF ELSMERE, DELAWARE**  
**STATEMENT OF ACTIVITIES**  
Year Ended June 30, 2018

Functions	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position	
		Charges for Services	Grants and Contributions		Governmental Activities	
			Operating	Capital	Primary Government	Component Unit
<b>GOVERNMENTAL ACTIVITIES</b>						
General government:						
Administration	\$ 462,057	\$ -	\$ -	\$ -	\$ (462,057)	\$ -
Finance office	270,974	-	-	-	(270,974)	-
Council	3,323	-	-	-	(3,323)	-
Legal services	11,965	-	-	-	(11,965)	-
Public safety-police	1,486,616	129,442	98,838	16,656	(1,241,680)	-
Code enforcement	213,958	337,398	-	-	123,440	-
Public works-streets	404,930	-	100,657	100,000	(204,273)	-
Public works-sanitation	462,052	-	-	-	(462,052)	-
Parks and recreation	123,077	-	2,486	-	(120,591)	-
Interest on long-term debt obligation	8,461	-	-	-	(8,461)	-
Depreciation-unallocated	360,608	-	-	-	(360,608)	-
<b>TOTAL PRIMARY GOVERNMENT</b>	<b>3,808,021</b>	<b>466,840</b>	<b>201,981</b>	<b>116,656</b>	<b>(3,022,544)</b>	<b>-</b>
<b>DISCRETELY PRESENTED COMPONENT UNIT</b>						
Elsmere Land Bank [Real Estate Holding Company]	6,870	-	-	-	-	(6,870)
<b>TOTAL PRIMARY GOVERNMENT AND COMPONENT UNIT</b>	<b>\$ 3,814,891</b>	<b>\$ 466,840</b>	<b>\$ 201,981</b>	<b>\$ 116,656</b>	<b>(3,022,544)</b>	<b>(6,870)</b>
<b>GENERAL REVENUES AND TRANSFERS</b>						
Property taxes levied for general purposes					2,799,571	-
Franchise taxes levied for general purposes					115,023	-
Investment earnings and rents					79,548	-
Gain from sale of assets					14,500	-
Miscellaneous revenues					49,525	-
<b>Total general revenues and transfers</b>					<b>3,058,167</b>	<b>-</b>
<b>CHANGES IN NET POSITION</b>					<b>35,623</b>	<b>(6,870)</b>
<b>NET POSITION</b>						
Beginning of year					2,644,971	(17,619)
End of year					<u>\$ 2,680,594</u>	<u>\$ (24,489)</u>

Accompanying notes are an integral part of these financial statements

**TOWN OF ELSMERE, DELAWARE**  
**BALANCE SHEETS-GOVERNMENTAL FUNDS**  
As of June 30, 2019 and 2018

	2019			2018		
	Governmental Fund Types			Governmental Fund Types		
	General	Special Revenue	Total	General	Special Revenue	Total
<b>ASSETS</b>						
<b>ASSETS</b>						
Cash and equivalents	\$ 1,195,737	\$ 129,512	\$ 1,325,249	\$ 944,626	\$ 160,096	\$ 1,104,722
Receivables, net of allowances						
Property taxes	68,854	-	68,854	60,657	-	60,657
Other	81,812	-	81,812	106,424	-	106,424
Due from other governments	-	4,168	4,168	-	100,868	100,868
Prepayments and other assets	86,614	-	86,614	69,380	-	69,380
Due from component unit	102,491	-	102,491	90,030	-	90,030
Interfund receivable (payable)	(7,589)	7,589	-	105,153	(105,153)	-
<b>TOTAL ASSETS</b>	<b>\$ 1,527,919</b>	<b>\$ 141,269</b>	<b>\$ 1,669,188</b>	<b>\$ 1,376,270</b>	<b>\$ 155,811</b>	<b>\$ 1,532,081</b>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>LIABILITIES</b>						
Accounts payable and other	\$ 165,760	\$ 5,478	\$ 171,238	\$ 161,611	\$ 374	\$ 161,985
Unearned revenues	42,461	-	42,461	39,408	-	39,408
Refundable advances	-	46,772	46,772	-	45,606	45,606
<b>Total liabilities</b>	<b>208,221</b>	<b>52,250</b>	<b>260,471</b>	<b>201,019</b>	<b>45,980</b>	<b>246,999</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Unavailable revenue-property taxes	50,642	-	50,642	41,658	-	41,658
<b>FUND BALANCES</b>						
Nonspendable-prepayments and other assets	189,105	-	189,105	159,410	-	159,410
Restricted-specific programs	-	89,019	89,019	-	109,831	109,831
Committed-contingency reserve	242,498	-	242,498	204,985	-	204,985
Assigned-long-term planning	414,162	-	414,162	285,865	-	285,865
Assigned-encumbrances	46,479	-	46,479	236,606	-	236,606
Unassigned	376,812	-	376,812	246,727	-	246,727
<b>Total fund balances</b>	<b>1,269,056</b>	<b>89,019</b>	<b>1,358,075</b>	<b>1,133,593</b>	<b>109,831</b>	<b>1,243,424</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 1,527,919</b>	<b>\$ 141,269</b>	<b>\$ 1,669,188</b>	<b>\$ 1,376,270</b>	<b>\$ 155,811</b>	<b>\$ 1,532,081</b>

Accompanying notes are an integral part of these financial statements

**TOWN OF ELSMERE, DELAWARE**

RECONCILIATION OF THE BALANCE SHEETS OF GOVERNMENTAL FUNDS

TO THE STATEMENTS OF NET POSITION

As of June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Amounts reported for governmental activities in the statement of net position are different because:		
<b>Total fund balances-governmental funds</b>	\$ 1,358,075	\$ 1,243,424
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental funds. The cost of capital assets is \$6,812,103 and \$6,466,176 and the related accumulated depreciation is \$3,255,319 and \$2,967,424 for the periods presented.	3,556,784	3,498,752
Long-term obligations are not due and payable within the current period and are therefore not reported as liabilities in the governmental fund types.		
	<u>2019</u>	<u>2018</u>
<u>Long-Term Debt Obligations</u>		
Current portion	\$ (236,604)	\$ (25,860)
Net of current portion	<u>-</u>	<u>(307,350)</u>
	(236,604)	(333,210)
Property taxes receivable that will not be collected for the period presented and are not available soon enough to pay current expenditures, and are therefore deferred in the fund financial statements.	50,642	41,658
Other receivables that will not be collected for period presented and are not available soon enough to pay current expenditures, and are therefore reflected as unearned revenues in the fund financial statements.	42,461	39,408
Compensated absences not due and payable within period presented are not reported in the governmental funds.	(93,732)	(93,863)
Some liabilities, including net pension obligations, are not due and payable in the current prior and, therefore, are not reported in the fund financial statements:		
Net pension liability	(1,693,168)	(1,476,528)
Deferred outflows and inflows or resources related to pension activity are applicable to future periods and, therefore, are not reported in the fund financial statements:		
Deferred outflows of resources related to pension activity of \$207,260 and \$135,277 consists of \$91,732 and \$48,529 of deferred outflows of resources pension expense and \$115,528 and \$86,748 of deferred outflows of 2019 and 2018 employer contributions related to the pension activity.	207,260	135,277
Deferred inflows of resources related to pension	<u>(4,284)</u>	<u>(374,324)</u>
<b>Total net position-governmental activities</b>	<u>\$ 3,187,434</u>	<u>\$ 2,680,594</u>

Accompanying notes are an integral part of these financial statements

**TOWN OF ELSMERE, DELAWARE**

STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES-GOVERNMENTAL FUNDS  
Years Ended June 30, 2019 and 2018

	2019			2018		
	Governmental Fund Types			Governmental Fund Types		
	General	Special Revenue	Total	General	Special Revenue	Total
<b>REVENUES</b>						
Taxes:						
Property taxes	\$ 2,457,449	\$ -	\$ 2,457,449	\$ 2,388,096	\$ -	\$ 2,388,096
Property transfer taxes	570,204	-	570,204	407,180	-	407,180
Cable franchise taxes	98,306	-	98,306	115,023	-	115,023
Licenses and permits	412,043	-	412,043	337,398	-	337,398
Intergovernmental revenues-Federal	-	20,118	20,118	-	23,421	23,421
Intergovernmental revenues-State and Local	50,868	160,927	211,795	60,501	232,229	292,730
Police fines and court fees	125,531	-	125,531	116,009	-	116,009
Charges for services-extra duty	19,226	-	19,226	13,433	-	13,433
Parks and recreation revenue	505	-	505	2,486	-	2,486
Interest and rents	84,168	144	84,312	79,534	14	79,548
Proceeds from sale of assets	6,570	-	6,570	14,500	-	14,500
Miscellaneous revenues	78,969	-	78,969	58,949	-	58,949
<b>Total revenues</b>	<b>3,903,839</b>	<b>181,189</b>	<b>4,085,028</b>	<b>3,593,109</b>	<b>255,664</b>	<b>3,848,773</b>
<b>EXPENDITURES</b>						
Current:						
General government:						
Administration	444,766	-	444,766	466,619	-	466,619
Finance office	298,032	-	298,032	269,771	-	269,771
Council	3,599	-	3,599	3,323	-	3,323
Legal services and related costs	17,210	-	17,210	11,965	-	11,965
Public safety-police	1,282,471	45,793	1,328,264	1,295,866	38,337	1,334,203
Public safety-extra duty	19,508	-	19,508	12,363	-	12,363
Code enforcement	253,165	-	253,165	214,264	-	214,264
Public works-streets	326,710	78,277	404,987	319,871	96,318	416,189
Public works-sanitation	483,265	-	483,265	462,052	-	462,052
Parks and recreation	97,310	-	97,310	123,077	-	123,077
Capital outlay	377,826	77,882	455,708	858,813	116,656	975,469
Debt service	105,022	-	105,022	29,251	-	29,251
<b>Total expenditures</b>	<b>3,708,884</b>	<b>201,952</b>	<b>3,910,836</b>	<b>4,067,235</b>	<b>251,311</b>	<b>4,318,546</b>
<b>EXCESS (DEFICIT) REVENUES OVER (UNDER) EXPENDITURES</b>	<b>194,955</b>	<b>(20,763)</b>	<b>174,192</b>	<b>(474,126)</b>	<b>4,353</b>	<b>(469,773)</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Refund of prior years (revenues) expenditures	(59,541)	-	(59,541)	(18,316)	-	(18,316)
Proceeds from financing	-	-	-	354,000	-	354,000
Operating transfers in (out)	49	(49)	-	9	(9)	-
<b>Total other financing sources (uses)</b>	<b>(59,492)</b>	<b>(49)</b>	<b>(59,541)</b>	<b>335,693</b>	<b>(9)</b>	<b>335,684</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>135,463</b>	<b>(20,812)</b>	<b>114,651</b>	<b>(138,433)</b>	<b>4,344</b>	<b>(134,089)</b>
<b>FUND BALANCES</b>						
Beginning of year	1,133,593	109,831	1,243,424	1,272,026	105,487	1,377,513
End of year	\$ 1,269,056	\$ 89,019	\$ 1,358,075	\$ 1,133,593	\$ 109,831	\$ 1,243,424

Accompanying notes are an integral part of these financial statements

**TOWN OF ELSMERE, DELAWARE**

RECONCILIATION OF THE STATEMENTS OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENTS OF ACTIVITIES  
 Years Ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>		
Amounts reported for governmental activities in the statement of activities are different because:				
<b>Net change in fund balance-total government funds</b>	<b>\$ 114,651</b>	<b>\$ (134,089)</b>		
<p>The governmental funds report capital outlays as expenditures. However, in the government-wide financial statements, capital assets with an initial individual cost of \$2,500 or more are capitalized and the cost is allocated over their estimated useful lives and reported as depreciation expense. The following represents the amount by which capital outlays capitalized exceeds or is less than the depreciation expense for the periods presented.</p>				
<u>Description</u>	<u>2019</u>	<u>2018</u>		
Capital assets	\$ 453,654	\$ 988,175		
Depreciation expense	<u>(395,622)</u>	<u>(360,608)</u>	58,032	627,567
<p>Some expenses reported in the statement of activities do not require current financial resources, and are therefore, not reported as expenditures in the governmental funds.</p>				
<u>Description</u>	<u>2019</u>	<u>2018</u>		
Proceeds from sale of assets	\$ 6,570	\$ 14,500		
Loss (gain) from sale of assets	<u>(6,570)</u>	<u>(14,500)</u>	-	-
<p>Because some property taxes and other revenues will not be collected for several months after the Town's year end, they are considered as "unavailable" revenues in the governmental funds. Deferred revenues and/or inflows increased (decreased) by this amount.</p>				
			12,035	13,187
<p>The governmental funds report loan proceeds as other financing sources, while repayment of loan principal is reported as an expenditure. Interest is recognized as an expenditure in the governmental funds when it is due. However, in the statement of activities, interest expense is recognized as it accrues, regardless or when it is due. The net effect of these differences in the treatment of long-term obligations and related items is as follows:</p>				
<u>Description</u>	<u>2019</u>	<u>2018</u>		
Financing proceeds received	\$ -	\$ (354,000)		
Principal payments made	<u>96,606</u>	<u>20,790</u>	96,606	(333,210)
<p>In the statement of activities, certain operating expenses such as compensated absences [vacation and personal days] are measured by amounts earned for the period. In the governmental funds, however, expenditures for these items are measured by the amount of the financial resources used. This amount represents the difference between the amount used versus the amount earned for the periods presented.</p>				
			131	(2,385)
<p>The governmental funds report Town pension contributions as expenditures. However, in the statement of activities, the cost of pension benefits earned net of employee contributions is reported as pension expense.</p>				
<u>Description</u>	<u>2019</u>	<u>2018</u>		
Town pension contributions for the fiscal years 2019 and 2018	\$ 115,528	\$ 86,748		
Cost of benefits earned net of contributions [pension expense]	<u>109,857</u>	<u>(222,195)</u>	<u>225,385</u>	<u>(135,447)</u>
<b>Change in net position-governmental activities</b>	<b><u>\$ 506,840</u></b>	<b><u>\$ 35,623</u></b>		

Accompanying notes are an integral part of these financial statements

**TOWN OF ELSMERE, DELAWARE**

STATEMENTS OF FIDUCIARY NET POSITION-PENSION TRUST FUND [TEPPP]  
As of June 30, 2019 and 2018

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	Pension Trust Fund	
	<u>2019</u>	<u>2018</u>
<b>ASSETS</b>		
Investments at fair value	\$ 2,405,041	\$ 2,517,040
Cash and equivalents	-	663
Receivables-participants	8	8
<b>TOTAL ASSETS</b>	<u>2,405,049</u>	<u>2,517,711</u>
<b>LIABILITIES</b>		
Accounts payable and other	44,071	38,943
Due to primary government	-	-
<b>Total liabilities</b>	<u>44,071</u>	<u>38,943</u>
<b>NET POSITION AVAILABLE FOR PENSION BENEFITS</b>		
Held in trust for pension benefits [TEPPP]	<u>\$ 2,360,978</u>	<u>\$ 2,478,768</u>

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Accompanying notes are an integral part of these financial statements

**TOWN OF ELSMERE, DELAWARE**STATEMENTS OF CHANGES IN FIDUCIARY NET POSITION-PENSION TRUST FUND [TEPPP]  
Years Ended June 30, 2019 and 2018

	Pension Trust Fund	
	2019	2018
<b>ADDITIONS</b>		
Investment income:		
Interest and dividends earned	\$ 3,407	\$ 53,287
Net appreciation in fair value of investments	117,431	102,482
Total investment income	120,838	155,769
Less: Investment management and other fees	(6,514)	(17,562)
Net investment income	114,324	138,207
Employer contribution	35,753	96,254
<b>Total additions</b>	<b>150,077</b>	<b>234,461</b>
<b>DEDUCTIONS</b>		
Pension benefit payments	265,896	281,337
Professional fees	1,971	20,335
<b>Total deductions</b>	<b>267,867</b>	<b>301,672</b>
<b>NET CHANGE IN NET POSITION</b>	<b>(117,790)</b>	<b>(67,211)</b>
<b>NET POSITION AVAILABLE FOR PENSION BENEFITS</b>		
Beginning of year	2,478,768	2,545,979
End of year	\$ 2,360,978	\$ 2,478,768

Accompanying notes are an integral part of these financial statements

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

The financial statements of the Town of Elsmere, Delaware [the "Town"] have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units, hereafter referred to as U.S. GAAP. The Governmental Accounting Standards Board [the "GASB"] is the accepted standard-setting body for establishing the governmental accounting and financial reporting principles. The Town's significant accounting policies are described below.

Reporting Entity

The Town of Elsmere is a municipal corporation governed by a seven-member governing body consisting of the Mayor who is elected at large and six district council representatives. In evaluating the Town as a reporting entity, management has addressed all potential component units for which the Town may or may not be financially accountable and, as such, be includable within the Town's financial statements. According to the GASB, the Town is financially accountable if it appoints a voting majority of an organization's governing board and [1] it can impose its will on the organization or [2] there is a potential for the organization to provide specific financial benefit to or impose specific financial burden on the Town. Additionally, the statement requires the Town to consider other organizations for which the nature and significance of their relationship are such that exclusion would cause the Town's [reporting entity] financial statements to be misleading or incomplete. The Town has one organization meeting the above criteria and has elected to include the following component unit:

- The Elsmere Land Bank [the "Land Bank"] was incorporated on July 16, 2014 as a 501(c)(3) Delaware nonprofit corporation for the purpose of providing owner-occupied housing by rehabilitating residential properties and selling such properties, and to combat community deterioration. The Land Bank is a discretely presented component unit because of the significance of its financial relationship to the Town. The Land Bank was formerly known as the "Town of Elsmere Real Estate Holding Company" until Council approved the name change, effective February 22, 2017.

Discretely Presented Component Unit

The component unit column reported within the government-wide financial statements includes the financial data of the Town's only component unit. The component unit is reported in a separate column to emphasize that it is legally separate from the Town's primary government operations.

Government-Wide and Fund Financial Statements

The Town's basic financial statements consist of the following:

- Government-wide financial statements,
- Fund financial statements, and
- Notes to financial statements.

The government-wide financial statements consist of two statements: the statement of net position and the statement of activities. As a general rule, the effects of interfund balances have been removed from the government-wide financial statements.

Both government-wide financial statements distinguish functions of the Town 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/or charges for services [business-type activities]. The Town's governmental activities include general government, public safety [police], code enforcement, public works [streets and sanitation], parks and recreation, and other general administrative support services.

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

Government-Wide and Fund Financial Statements (continued)

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

Separate financial statements are presented for the governmental funds and the fiduciary fund, even though the fiduciary fund is excluded from the government-wide financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The **government-wide financial statements** are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the financial statements of the fiduciary fund. Revenues are recorded when earned, or, for property tax revenues, in the fiscal year for which they are levied. Expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows.

The **governmental fund financial statements** are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the fiscal year or soon enough thereafter to pay liabilities of the fiscal year. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the respective period.

Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences and claims which are recognized when payment is due.

Charges for services, property taxes, grants and similar items, and interest associated with the period are considered to be susceptible to accrual and so have been recognized as revenues of the fiscal year. All other revenue items are considered to be measurable and available only when received.

The Town reports the following major governmental fund types:

- The **general fund** is the Town's primary operating fund. The fund accounts for all the financial resources of the Town, except those required to be accounted in the special revenue fund.
- The **special revenue fund** accounts for resources and payments of activities derived from earmarked revenue sources. When such needs arise, separate self-balancing funds are established to account for each restricted special revenue source. The special revenue fund consists of grant award funds.

Additionally, the Town reports the following fund type:

- The **fiduciary fund** [*pension fund*] accounts for assets held in trust for pension benefits of the Town's single employer defined-benefit plan, commonly referred to as the Town of Elsmere Police Pension Plan [TEPPP].

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

Use of Estimates

Preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements and the reported amounts of revenues and expenses or expenditures during the reporting period. Accordingly, the actual results could differ from those estimates.

Budgetary Accounting

Town Council in establishing the budgetary data, reflected in the Required Supplementary Information [RSI] section of the financial statements, follows these procedures:

- In accordance with the Town Charter, prior to May 15, the Town Manager submits to Town Council a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them for the upcoming year, along with estimates for the current year. The Town Charter requires that the budget be submitted in summary form. In addition, more detailed line item budgets are included for administrative control. The Charter further requires that the budget approved by Council be balanced.
- Public hearings are conducted to obtain taxpayer comment.
- Prior to June 30, and after the public hearings, the budget is legally enacted through passage of an ordinance.
- The Director of Finance is required by the Town Code to present a monthly report to Town Council explaining any variances from the approved budget.
- Formal budgetary integration is employed as a management control device during the year for the general fund.
- The budget for the general fund is adopted on a basis consistent with the accounting principles generally accepted in the United States of America applicable to local governments.

The budget for special revenue funds is approved on a program-by-program basis by the funding agencies and not by Town Council.

Encumbrances

Encumbrance accounting, a method under which purchase orders, contracts and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the governmental funds. Encumbrances at the year-end are reported as assigned fund balance since encumbrances do not constitute expenditures or liabilities but serve as authorization for expenditures in the subsequent period. At June 30, 2019 and 2018, the Town has encumbrances outstanding of \$46,479 and \$236,606, respectively.

Cash and Equivalents

Demand deposits and highly liquid unrestricted investments with an initial maturity of three months or less are considered to be cash and equivalents.

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

Receivable-Property Taxes

At June 30, 2019 and 2018, the property taxes receivable is reflected net of an estimated uncollectible allowance of \$2,010 and \$2,010, respectively. The allowance for uncollectible accounts is based upon historical data established according to experience and other factors which in the judgment of the Town's officials deserves recognition in estimating future possible losses. Management believes it has adequately provided for such losses.

Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "interfund receivable or interfund payable" [current portion] or "advances from/to other funds" [noncurrent portion].

Advances between funds, as reported in the fund financial statements, are offset by an assigned fund balance account in the applicable governmental funds to indicate that the advances are not available for appropriation and are not expendable available financial resources. The Town has no such activity for the years presented.

Prepayments and Other Assets

Payments made to vendors for goods and services that will benefit periods beyond the current period are recorded as prepayments and other assets using the consumption method by recording an asset for the prepaid amount and reflecting the expenditure/expense in the period in which the goods and services are consumed. At the fund reporting level, an equal amount of fund balance is classified as nonspendable, as this amount is not available for general appropriation.

Capital Assets and Depreciation

Capital assets consist of real property, furniture, equipment, and infrastructure assets completed after June 30, 2003 [such as roads, sidewalks, traffic signals, street lights, and similar items], and are reported in the applicable governmental activity column of the government-wide financial statements. The Town defines capital assets as assets having an initial, individual cost of \$2,500 or more and with an estimated useful life in excess of one year. Such capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value as of the date of the donation.

The cost of normal maintenance and repairs that do not add to the value of a capital asset or materially extends its life is not capitalized. The major outlays for capital assets and improvements are capitalized as projects are constructed. Interest costs incurred during the construction phase of capital assets for the governmental-type activities is not included as part of the capitalized value of the capital assets constructed.

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

<u>Asset Category</u>	<u>Years</u>
Buildings and improvements	10 to 50
Improvements other than buildings	5 to 50
Machinery and equipment	5 to 10
Furniture and office equipment	3 to 10
Infrastructure assets	20 to 50

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

Intergovernmental Receivables

At June 30, due from other governments represents revenue earned but not received by the Town, and consists of the following:

<u>Grantor</u>	<u>2019</u>	<u>2018</u>
Delaware Department of Transportation	\$ -	\$ 100,000
Delaware Office of Highway Safety	-	200
U.S. Department of Justice	<u>4,168</u>	<u>668</u>
Total intergovernmental receivables	<u>\$ 4,168</u>	<u>\$ 100,868</u>

Deferred Outflows and Inflows of Resources

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources [expense/expenditure] until that period. The Town has one item that qualifies for reporting in this category. This item is deferred contributions and changes in proportion related to pension activity. The amount is reported in the statement of net position as deferred and changes in proportion are amortized between five and eleven years.

In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources [revenue] until that time. The Town has one item that qualifies for reporting in this category; that item is the deferred investment earnings related to pension activity. This item is reported only in the statement of net position. These amounts are deferred and recognized as an inflow from resources in the period that the amounts become available.

Unearned Revenues

Unearned revenues represent funding received in advance which will be recognized in future periods when the revenue recognition criteria are met.

Refundable Advances

The Town records as refundable advances grant awards which are accounted for as exchange transactions. Refundable advances are not recognized as revenue until the services are performed or the goods are purchased.

Compensated Absences Liability

Employees can accumulate a number of vacation and personal days. The Town accrues a liability for compensated absences that meets the following criteria:

- The obligation relating to an employee's right to receive compensation for future absences is attributable to services already rendered.
- The obligation relates to rights that vest or accumulate.
- The payment of the compensation is probable.
- The amount can be reasonably estimated.

In accordance with the above criteria, the Town has accrued a liability for vacation and personal pay which has been earned but not taken by Town's employees. For governmental funds, the liability for compensated absences is reflected only if the liability will be liquidated with expendable available financial resources.

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

Long-Term Obligations

In the government-wide financial statements, long-term debt obligations are reported as liabilities in the applicable governmental activities.

In the fund financial statements, when present, governmental fund types recognize bond discounts and related issuance costs in the current period.

Net Position and Fund Equity

In the government-wide financial statements, net position is reported in three separate categories: net position invested in capital assets; restricted net position; and unrestricted net position. The net position invested in capital assets represents capital assets less accumulated depreciation less outstanding principal of the related debt and does not include unspent proceeds of capital debt. Restricted net position represents net position restricted by outside parties [creditors, grantors, contributors, laws, and regulations of other governments] and may include certain unspent grant awards. All other net position is considered to be unrestricted.

In the fund financial statements, fund balances are required to be reported according to the following classifications:

- **Nonspendable fund balance**-Includes amounts that cannot be spent because they are either not in spendable form, or, for legal or contractual reasons, must be kept intact. The classification includes prepayments and other assets, inventory, assets held for sale, and long-term receivables.
- **Restricted fund balance**-Constraints placed on the use of these amounts are either externally imposed by the creditors [debt covenants], grantors, contributors, or other governments; or are imposed by the law through constitutional provisions or enabling legislation.
- **Committed fund balance**-Amounts that can only be used for specific purposes because of a formal action [resolution or ordinance] by the Town's highest level of decision-making authority: Town Council.
- **Assigned fund balance**-Amounts constrained by the Town's intent to be used for specific purpose, but that do not meet the criteria to be classified as restricted or committed. Intent can be stipulated by Town Council, or by an official to whom that authority has been given. With the exception of the general fund, this is the residual fund balance classification for governmental funds with positive balances.
- **Unassigned fund balance**-This is the residual classification of the general fund. Only the general fund reports a positive unassigned fund balance. Other governmental funds might report a negative fund balance in this classification, as the result of overspending for specific purposes for which amounts had been restricted, committed or assigned.

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

Income Tax Status

The **component unit** is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Service [IRS] Code. However, income from certain activities not directly related to the component unit's tax-exempt purpose is subject to taxation as unrelated business income. In addition, the component unit qualifies for the charitable contribution deduction under IRS Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation.

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

Income Tax Status (continued)

The Financial Accounting Standards Board [FASB] on statements pertaining to the *Accounting for Uncertainty in Income Taxes* recognized in the financial statements prescribes a recognition threshold and measurement attribute for the financial statement recognition and measurement of tax positions taken or expected to be taken on a tax return. The federal returns of the component unit for the prior three years are subject to examination by the IRS, generally for three years after they are filed. The tax positions taken by management for these years are based on clear and unambiguous tax law; and management has a high level of confidence in the technical merits of the positions taken.

**NOTE 2 - PROPERTY TAXES**

Property taxes within the Town limits for fiscal year 2019 are 87.5 cents per \$100 of assessed valuation plus \$447.95 per unit and the commercial rate is \$1.20 per \$100 of assessed value and for fiscal year 2018 are 87.5 cents per \$100 of assessed valuation plus \$436.60 per unit and the commercial rate is \$1.20 per \$100 of assessed value as levied by Town Council. The Town bills and collects its own property taxes. Delinquent property taxes are lienied by the Town. The schedule of property taxes levied is as follows:

- July 1 - Levy Date
- July 1 - September 30 - Face Payment Period
- October 1 - 6% Interest Period, 1% for each subsequent month
- October 1 - Lien Date

**NOTE 3 - CASH AND EQUIVALENTS**

The Town's policy is to invest deposits under its control principally in money market accounts with financial institutions. The deposits are categorized to give an indication of the level of risk assumed:

Category 1-Insured or collateralized with securities held by the Town or by its agent in the Town's name.

Category 2-Collateralized with securities held by the pledging financial institution's trust department or agent in the Town's name.

Category 3-Uncollateralized and uninsured deposits.

At June 30, the deposits categorized by level of custodial risk are as follows:

Category	2019		2018	
	Book	Bank	Book	Bank
1	\$ 500,000	\$ 500,000	\$ 469,920	\$ 469,920
2	823,749	856,131	633,302	704,650
3	1,500	-	1,500	-
Total deposits	<u>\$ 1,325,249</u>	<u>\$ 1,356,131</u>	<u>\$ 1,104,722</u>	<u>\$ 1,174,570</u>

At June 30, 2019 and 2018, the Town's deposits are held primarily by one financial institution whose deposits are insured with the Federal Deposit Insurance Corporation [FDIC]. Deposits totaling \$1,356,131 and \$1,174,570 held by the financial institution are in excess of the FDIC limits in the amount of \$856,131 and \$704,650, respectively. The excess FDIC deposits are collateralized with U.S. Government securities held by the financial institution in the Town's name. Category 3 balances are subject to custodial risk. Custodial risk is the risk that in the event of a bank or other failure, the Town's deposits may not be returned.

**NOTE 4 - INVESTMENTS AT FAIR VALUE**

The investment policy of the Town is monitored by the Town’s Pension Committee. The Committee consists of seven Board-appointed members and seeks to achieve the following investment objectives:

- Realize a real return of 8.00% per year over long periods;
- Manage portfolio risk so as to limit downside price fluctuation of the total System portfolio; and
- Realize as high a rate of total return as possible consistent with the above.

While not governed by mandated target asset allocations, investment decisions are shaped by the Board’s internal investment guidelines which provide for a minimum of 20% of the total assets of the System to be invested in fixed income investments, such as bonds and cash equivalents. The Investment Committee continuously reviews expected rates of return and risk levels for all marketable asset classes and seeks to construct portfolios consistent with the System’s return objectives and risk management guidelines. The Investment Committee strives for appropriate investment diversification by allocating funds across a variety of asset classes and by selecting managers whose demonstrated performance and reflect different management styles and asset class expertise. The performance of all investment managers is closely monitored, not only in relation to specific absolute objectives, but also in relation to other fund managers following the same or similar investment objectives. All investment guidelines are monitored with the assistance of the Town Finance Director.

During fiscal 2018, the Pension Committee approved the change in the custodian of its pension fund investments from Wilmington Trust, N.A. to First State Trust Company.

At June 30, the fiduciary fund [pension trust] investments are reflected at fair value and are categorized to give an indication as to the level of risk:

Description	At June 30		
	Fair Value	Level 1	Level 2
<b>Fiduciary Fund [TEPPP]:</b>			
First State Trust Company:			
As of June 30, 2019	\$ 2,405,041	\$ 2,405,041	\$ -
First State Trust Company:			
As of June 30, 2018	\$ 2,517,040	\$ -	\$ 2,517,040

The fair value measurement accounting literature establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels defined below:

**Level 1**-Inputs consist of unadjusted quoted prices in active markets for identical assets and have the highest priority. Since valuations are based on quoted prices that are readily and regularly available in an active market, valuation of these securities does not entail a significant degree of adjustment.

**Level 2**-Inputs consist of quoted prices in markets that are not active or for which all significant inputs are observable, either directly or indirectly.

**Level 3**-Inputs are unobservable and have the lowest priority.

**TOWN OF ELSMERE, DELAWARE**  
NOTES TO FINANCIAL STATEMENTS

**NOTE 5 - CAPITAL ASSETS**

The following tables summarize the annual changes in capital assets:

Asset Category	As of and for the Year Ended June 30, 2019			
	Beginning Balances	Additions	Deletions	Ending Balances
Governmental activities:				
Capital assets, not depreciated:				
Land	\$ 430,251	\$ -	\$ -	\$ 430,251
Construction in progress:				
Buildings and improvements	-	-	-	-
Streets and sidewalks	160,721	87,536	238,603	9,654
Total capital assets, not being depreciated	590,972	87,536	238,603	439,905
Capital assets, bring depreciated:				
Buildings and improvements	1,939,535	6,677	-	1,946,212
Furniture and office equipment	822,380	12,179	48,494	786,065
Vehicles and equipment	735,736	322,100	59,233	998,603
Streets and sidewalks	1,202,546	263,765	-	1,466,311
Trees, trails and landscape	1,175,007	-	-	1,175,007
Total being depreciated	5,875,204	604,721	107,727	6,372,198
Less accumulated depreciation:				
Buildings and improvements	815,562	65,347	-	880,909
Furniture and office equipment	687,775	49,064	48,494	688,345
Vehicles and equipment	620,176	76,813	59,233	637,756
Streets and sidewalks	522,843	92,151	-	614,994
Trees, trails and landscape	321,068	112,247	-	433,315
Total accumulated depreciation	2,967,424	395,622	107,727	3,255,319
Total capital assets, being depreciated, net	2,907,780	209,099	-	3,116,879
Governmental activities capital assets, net	\$ 3,498,752	\$ 296,635	\$ 238,603	\$ 3,556,784

Asset Category	As of and for the Year Ended June 30, 2018			
	Beginning Balances	Additions	Deletions	Ending Balances
Governmental activities:				
Capital assets, not depreciated:				
Land	\$ 430,251	\$ -	\$ -	\$ 430,251
Construction in progress:				
Buildings and improvements	-	-	-	-
Streets and sidewalks	-	160,721	-	160,721
Total capital assets, not being depreciated	430,251	160,721	-	590,972
Capital assets, bring depreciated:				
Buildings and improvements	1,204,380	735,155	-	1,939,535
Furniture and office equipment	793,986	30,909	2,515	822,380
Vehicles and equipment	847,336	36,690	148,290	735,736
Streets and sidewalks	1,177,846	24,700	-	1,202,546
Trees, trails and landscape	1,175,007	-	-	1,175,007
Total being depreciated	5,198,555	827,454	150,805	5,875,204
Less accumulated depreciation:				
Buildings and improvements	749,996	65,566	-	815,562
Furniture and office equipment	638,067	52,223	2,515	687,775
Vehicles and equipment	710,735	57,731	148,290	620,176
Streets and sidewalks	450,003	72,840	-	522,843
Trees, trails and landscape	208,820	112,248	-	321,068
Total accumulated depreciation	2,757,621	360,608	150,805	2,967,424
Total capital assets, being depreciated, net	2,440,934	466,846	-	2,907,780
Governmental activities capital assets, net	\$ 2,871,185	\$ 627,567	\$ -	\$ 3,498,752

**NOTE 6 - RISK MANAGEMENT**

The Town purchases commercial insurance policies in response to risks of loss related to torts; theft, damage or destruction of assets; errors or omissions; injuries to employees; or acts of God. The premium payments for the insurance policies is recorded as expenditures and/or expenses of the Town, and insurance settlements have not exceeded insurance coverage.

**NOTE 7 - LONG-TERM DEBT OBLIGATIONS**

The following table summarizes the annual changes in general obligation debt:

Description	As of and Year Ended June 30, 2019				
	Beginning Balances	Additions	Deletions	Ending Balances	
				Long-term Portion	Due Within One Year
Compensated absences	\$ 93,863	\$ -	\$ 131	\$ 93,732	\$ -
PNC Bank	333,210	-	96,606	-	236,604
Total long-term debt	<u>\$ 427,073</u>	<u>\$ -</u>	<u>\$ 96,737</u>	<u>\$ 93,732</u>	<u>\$ 236,604</u>

Compensated absences liability for governmental activities is generally liquidated with general fund resources.

PNC Bank

In August 2017, the Town entered into a borrowing arrangement in the amount of \$354,000 carrying a maturity date of August 23, 2022. The agreement has a fixed interest rate of 2.88% per annum and requires monthly payments [principal and interest] of \$2,917 beginning September 10, 2017. The outstanding principal and accrued interest are due and payable in full upon maturity. The proceeds were used for the purchase and installation of a new heating and ventilation system at Town Hall. At June 30, 2019, the repayment schedule is as follows:

Years Ending June 30	Principal	Interest	Total
2020	\$ 236,604	\$ 317	\$ 236,921
Total required payments	<u>\$ 236,604</u>	<u>\$ 317</u>	<u>\$ 236,921</u>

The Town prepaid the remaining balance of the note on July 7, 2019. Total interest costs incurred for the years ended June 30, 2019 and 2018 are \$8,416 and \$8,461, respectively.

**NOTE 8 - DEFINED BENEFIT PENSION PLANS**

The following tables summarize the financial information regarding the Town's two defined-benefit pension plans:

At June 30, 2019			
Plan	Net Pension Liability	Deferred Resources	
		Outflows	Inflows
Town of Elsmere Police Pension Plan [TEPPP]	\$ 1,578,299	\$ 35,753	\$ (20,267)
County & Municipal Police and Firefighters' Pension Plan proportionate share [CMPFPP]	114,869	171,507	24,551
<b>Totals</b>	<b>\$ 1,693,168</b>	<b>\$ 207,260</b>	<b>\$ 4,284</b>

At June 30, 2018			
Plan	Net Pension Liability	Deferred Resources	
		Outflows	Inflows
Town of Elsmere Police Pension Plan [TEPPP]	\$ 1,426,578	\$ 30,237	\$ 352,793
County & Municipal Police and Firefighters' Pension Plan proportionate share [CMPFPP]	49,950	105,040	21,531
<b>Totals</b>	<b>\$ 1,476,528</b>	<b>\$ 135,277</b>	<b>\$ 374,324</b>

Town of Elsmere Police Pension Plan [TEPPP]

The following are disclosures required in accordance with GASB Statement No. 67, *Financial Reporting for Pension Plans*:

Plan Description

**Plan Administration:** The "Town of Elsmere Police Pension Plan" [TEPPP] established June 27, 1966 is a single-employer defined-benefit pension plan that provides pension benefits for all officers vested prior to June 30, 2011. All non-vested police officers in the plan at June 30, 2011 were moved to the State retirement plan [CMPFPP] and officers hired after that date shall not be eligible to participate. The TEPPP is managed by the Town's Pension Committee.

**Plan Membership:** At June 30, the pension plan membership consisted of:

Participant Count	2019	2018
Inactive plan members or beneficiaries:		
Currently receiving benefits	7	7
Entitled to but not yet receiving benefits	-	-
Active plan members	-	-
<b>Total plan members or beneficiaries</b>	<b>7</b>	<b>7</b>

**Benefits Provided:** TEPPP provides retirement and death benefits.

**Normal Retirement:**

- *Date:* The first day of the month coincident with or following completion of 20 years of service, but [1] in the case of a participant who has 10 or more years of service as of September 1, 2003, not later than the participant's 62nd birthday; or [2] in the case of any other participant, not earlier than participant's 50th birthday nor later than participant's 62nd birthday.
- *Benefit:* 50% of final pay multiplied by a fraction, not greater than one, the numerator of which equals the year of service completed at the participant's normal retirement date and the denominator of which is 20.

**NOTE 8 - DEFINED BENEFIT PENSION PLANS (CONTINUED)**

Town of Elsmere Police Pension Plan [TEPPP] (continued)

Plan Description (continued)

**Early Retirement:**

- *Date:* The first day of the month coincident with or following completion of 18 years of service.
- *Benefit:* 50% of final pay at termination of employment multiplied by a fraction, no to exceed one, the numerator of which equals the year of service completed at termination of employment and the denominator of which is 20.

**Vesting:**

- All plan members are fully vested.

**Pre-Retirement Death Benefits:**

- *Eligibility:* Upon the death of an active participant who had 10 or more years of service as of September 1, 2003, beneficiary shall be entitled to benefits equal to those payable as if the date of death was the normal retirement date, but based on final pay as of the date of death.
- *Benefit:* Upon the death of any other active participant whose vested percentage applicable to the participant's accrued benefit derived from employer contributions is greater than 0%, the beneficiary shall be entitled to benefits equal to 50% of those payable as if the date of death was the normal retirement date, but based on final pay as of the date of death. Notwithstanding the prior sentence, the total amount of benefits payable from the Plan with respect to a member in the event of the death of such member, regardless of marital status or length of service at date of death, will not be less than the amount standing to the credit of the member in the participant's Mandatory Contribution Account as of the earlier of [a] date of such member's death or [b] date benefit payments originally commenced.

**Contributions:** The Plan was originally funded by a combination of employer and participant contributions. Currently, the Plan is being funded with employer contributions only, since participants are inactive and receiving benefits.

Investments

**Investment Policy:** The following was TEP's adopted asset allocation policy as of January 1, 2019 and 2018:

Asset Class	Target Allocation	
	2019	2018
Domestic Equity	31.00%	31.00%
International Equity	14.00%	14.00%
Domestic Fixed Income	22.00%	22.00%
International Fixed Income	1.00%	1.00%
Alternative investments-real estate	25.00%	25.00%
Cash and equivalents	7.00%	7.00%
Totals	<u>100.00%</u>	<u>100.00%</u>

**Concentrations:** The Plan did not hold investments in any one organization that represent 5% or more of the Pension Plan's fiduciary net position.

**Rate of Return:** For the years ended June 30, 2019 and 2018, the annual money-weighted rate of return on Plan investments, net of plan investment expense is (0.19%) and 10.46%, respectively. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

**NOTE 8 - DEFINED BENEFIT PENSION PLANS (CONTINUED)**

Town of Elsmere Police Pension Plan [TEPPP] (continued)

Net Pension Liability of the Town

At June 30, the components of the net pension liability consist of the following:

Description	2019	2018
Total pension liability	\$ 3,967,521	\$ 4,015,996
Plan fiduciary net position	2,389,222	2,589,418
Town's net pension liability	<u>\$ 1,578,299</u>	<u>\$ 1,426,578</u>
Plan fiduciary net position as a percentage of total pension liability	<u>60.22%</u>	<u>64.48%</u>

**Actuarial assumptions:** Total pension liability on the actuarial valuation as of January 1, 2019 and 2018 was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Description	Percentages	
	2019	2018
Inflation	Not applicable	Not applicable
Projected salary increases	Not applicable	Not applicable
Investment rate of return	8.00%, net of expenses	8.00%, net of expenses
Cost-of-living adjustments	Increase benefits by 2.85%	Increase benefits by 2.85%

Mortality rates were based on the 1983 Group Annuity Mortality Table [sex distinct rates].

The long-term expected real 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 investment expense and inflation] are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by an asset allocation percentage, which is based on the nature and mix of current and expected Plan investments, and by adding the expected inflation. Best estimates of geometric real rates of return for each major asset class included in the Plan's current and expected asset allocation is summarized in the following table:

Asset Class	Long-Term Expected Real rate of Return	
	2019	2018
Domestic equity	5.50%	5.50%
International equity	6.50%	6.50%
Domestic fixed income	2.50%	2.50%
International fixed income	3.50%	3.50%
Alternative investments-real estate	7.50%	7.50%
Cash and equivalents	1.00%	1.00%

**Discount rate:** The discount rate the Plan used to measure the total pension liability was 8.00% for both periods presented. The projection of cash flows used to determine the discount rate assumed that contributions to the plan will be made at the current contribution rate and that contributions from the Town will be made at rates actuarially determined. Based on those assumptions, the fiduciary net position of the plan was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**NOTE 8 - DEFINED BENEFIT PENSION PLANS** (continued)

Town of Elsmere Police Pension Plan [TEPPP] (continued)

Net Pension Liability of the Town (continued)

**Sensitivity of the Town's Net Pension Liability to Changes in the Discount Rate:**

The following presents the Town's net pension liability calculated using the discount rate of 8.00%, as well as what the 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:

Plan	1% Decrease 7.00%	Current Discount Rate 8.00%	1% Increase 9.00%
Police Officers of the Town of Elsmere Police Pension Plan [TEPPP]:			
Fiscal year 2019	\$ 2,049,158	\$ 1,578,299	\$ 1,186,578
Fiscal year 2018	\$ 1,913,270	\$ 1,426,578	\$ 1,023,123

Additional Disclosures Required Under GASB Statement No. 68

**Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pension**

At June 30, 2019 and 2018, the Town reported a net pension liability of \$1,578,299 and \$1,426,578, respectively. The net pension liability was measured as of January 1, 2019 and 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of those dates. The Town's net pension liability was based on a projection of the Town's long-term contributions to the pension plan, actuarially determined.

As a result of the Town's requirement to contribute to the TEPPP, the Town recognized pension expense (benefit) of (\$191,104) and \$165,781 for the years ended June 30, 2019 and 2018, respectively. At June 30, 2019 and 2018, the Town reported deferred outflows of resources and deferred inflows of resources from the following sources as a result of its requirement to contribute to TEPPP:

Description	Deferred Resources			
	2019		2018	
	Outflows	Inflows	Outflows	Inflows
Differences between expected and actual experience	\$ -	\$ -	\$ -	\$ -
Changes of assumptions	-	(44,285)	-	18,871
Net difference between projected and actual earnings on pension plan investments	-	24,018	-	333,922
Contributions subsequent to the measurement date	35,753	-	30,237	-
Totals	\$ 35,753	\$ (20,267)	\$ 30,237	\$ 352,793

**NOTE 8 - DEFINED BENEFIT PENSION PLANS** (continued)

Town of Elsmere Police Pension Plan [TEPPP] (continued)

Additional Disclosures Required Under GASB Statement No. 68 (continued)

**Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pension** (continued)

\$35,753 and \$30,237 reported as deferred outflows of resources related to the pension activity resulting from Town contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the years ending June 30, 2020 and 2019, respectively. Any other amounts, when presented, reported as deferred outflows of resources and deferred inflows of resources related to the pension will be recognized in pension expense as follows:

Years Ending June 30	2019	2018
2019	\$ -	\$ 91,177
2020	34,799	91,176
2021	26,007	82,384
2022	(6,176)	50,201
2023	(18,522)	37,855
2024	(56,375)	-
Totals	<u>\$ (20,267)</u>	<u>\$ 352,793</u>

County & Municipal Police and Firefighters' Pension Plan [CMPFPP]

The Town's second defined-benefit pension plan is part of the "County & Municipal Police and Firefighters' Pension Plan" [CMPFPP] which is a cost sharing multiple-employer defined-benefit pension plan established in the Delaware Code. The State of Delaware General Assembly is responsible for setting benefits and contributions and amending the plan provisions; administrative rules and regulations are adopted and maintained by the Board of Pension Trustees [the Board]. Plan management is the responsibility of the Board, which is comprised of five members appointed by the Governor and confirmed by the State Senate, plus two ex-officio members. The daily operation is the responsibility of the Delaware Office of Pensions. Although most of the assets of the Plan are commingled with other plans for investment purposes, the Plan's assets may be used only for the payment of benefits to the members of the Plan in accordance with the terms of the Plan. The following is a brief description of the Plan in effect at June 30, 2018 and 2017, respectively. For more complete Plan description, refer to the Delaware Public Employee's Retirement System [DPERS] CAFR.

Separately issued financial statements for DPERS are available from Delaware pension office at: McArdle Building, Suite 1; 860 Silver Lake Boulevard; Dover, Delaware, 19904.

General Information About the Plan

**Plan Description and Eligibility:** The Plan covers police officers and firefighters employed by a County or a Municipality of the State of Delaware that have joined the Plan, such as the Town of Elsmere.

**Service Benefits:** 2.50% of final average monthly compensation multiplied by years of credited service up to 20 years, plus 3.50% of final average monthly compensation multiplied by years of service in excess of 20 years. For the Plan, final average monthly compensation is the monthly average of the highest three consecutive years of compensation (excluding overtime and special pay).

**Vesting:** Five years of credited service.

**Retirement:** Age 62 with 5 years of service; age plus credited service [but not less than 10 years] equals 75; or 20 years of credited service.

**NOTE 8 - DEFINED BENEFIT PENSION PLANS** (continued)

County & Municipal Police and Firefighters' Pension Plan [CMPFPP] (cont'd)

General Information About the Plan (continued)

**Disability Benefits:**

- **Duty-Total Disability:** 75% of final average compensation plus 10% for each dependent not to exceed 25% for all dependents.
- **Duty-Partial Disability:** Calculated the same as Service Benefits, subject to minimum 50% of final average compensation.
- **Non-Duty:** Same as Service Benefits, total disability subject to a minimum 50% of final average monthly compensation plus 5% for each dependent not to exceed 20% for all dependents. Partial disability to a minimum of 30% of final average monthly compensation.

**Survivor Benefits:** If employee is receiving a pension, then eligible survivor receives 50% of pension; if employee is active, eligible survivor receives 50% of the pension employee would have received at age 62. If member is killed in the line of duty, eligible survivor receives 75% of member's compensation.

**Contributions:**

- Employer: Determined by Board of Pension Trustees. Employer contributions are 11.42% and 13.80% of earnings for fiscal years 2018 and 2017, respectively.
- Member: 7% of compensation.

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

At June 30, 2019 and 2018, the Town reported a pension liability of \$114,869 and \$49,950 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018 and 2017, respectively, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation at those dates. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the total projected contributions of the State and all the participating Counties and municipalities within the State of Delaware, actuarially determined. At June 30, 2018 and 2017, the Town's proportion was 0.4988 percent and 0.4955 percent, which was an increase (decrease) of 0.0033 percent and (0.1117) percent from its proportion measured as of June 30, 2017 and 2016, respectively.

As a result of its requirement to contribute to DPERS, the Town recognized pension expense of \$81,247 and \$56,414 for the years ended June 30, 2019 and 2018, respectively. At June 30, 2019 and 2018, the Town reported deferred outflows of resources and deferred inflows of resources from the following sources as a result of its requirement to contribute to DPERS:

Description	Deferred Resources			
	2019		2018	
	Outflows	Inflows	Outflows	Inflows
Differences between expected and actual experience	\$ 86,180	\$ 18,543	\$ 9,110	\$ 24,458
Changes of assumptions	29,745	10,211	37,954	14,026
Net difference between projected and actual earnings on pension plan investments	(25,054)	(9,129)	404	(24,353)
Contributions subsequent to measurement date	79,775	-	56,511	-
Change in proportion and differences between Town contributions and proportionate share of contributions	861	4,926	1,061	7,400
Totals	<u>\$ 171,507</u>	<u>\$ 24,551</u>	<u>\$ 105,040</u>	<u>\$ 21,531</u>

**NOTE 8 - DEFINED BENEFIT PENSION PLANS** (continued)

County & Municipal Police and Firefighters' Pension Plan [CMPFPP] (cont'd)

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions (continued)

\$79,775 and \$56,511 reported as deferred outflows of resources related to the pension resulting from the Town's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the years ending June 30, 2020 and 2019, respectively. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the pension will be recognized in pension expense as follows:

Years Ending June 30	2019	2018
2019	\$ -	\$ (4,104)
2020	(23,722)	(23,854)
2021	(10,948)	(11,080)
2022	15,199	15,067
2023	329	196
2024	(8,767)	(196)
2024 and thereafter	(39,272)	(3,027)
Totals	<u>\$ (67,181)</u>	<u>\$ (26,998)</u>

**Actuarial assumptions:** The total pension liability in the June 30, 2018 and 2017 actuarial valuations was determined using the actuarial assumptions noted below, applied to all periods included in the measurement. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities may be higher or lower than anticipated.

Description	Percentages	
	2018	2017
Inflation	2.50%	2.50%
Projected salary increases	2.50% plus merit, including inflation	2.50% plus merit, including inflation
Investment rate of return	7.00%, net of expenses	7.00%, net of expenses

Mortality assumptions are based on the RP-2014 tables with gender adjustments for healthy annuitants and disabled retirees and an adjusted version on MP-2015 mortality improvement scale on a fully generational basis.

Projected benefit payments do not include the effects of projected ad hoc cost-of-living adjustments [ad hoc COLAs] as they are not substantively automatic. The primary considerations relevant to making this determination include the historical pattern of granting the changes and the consistency in the amounts of the changes.

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 investment expense and inflation] are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by an asset allocation percentage, which is based on the nature and mix of current and expected Plan investments, and by adding expected inflation.

**NOTE 8 - DEFINED BENEFIT PENSION PLANS** (continued)

County & Municipal Police and Firefighters' Pension Plan [CMPFPP] (cont'd)

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions (continued)

Best estimates of geometric real rates of return for each major asset class included in the System's current and expected asset allocation are summarized in the following table:

Asset Class	Long-Term Expected		Asset Allocations	
	Real Rate of Return		2018	2017
	2018	2017	2018	2017
Domestic equity	5.70%	5.70%	30.70%	33.50%
International equity	5.70%	5.70%	13.90%	13.70%
Fixed income	2.00%	2.00%	23.30%	26.60%
Alternative investments	7.80%	7.80%	24.40%	22.70%
Cash and equivalents	0.00%	0.00%	7.70%	3.50%

**Discount rate:** The discount rate for the Plan used to measure the total pension liability was 7.00% for the years ended June 30, 2018 and 2017. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from employers will be made at rates determined by the Board of Pension Trustees, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. 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.

**Sensitivity of the Town's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate:** The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 7.00% for the years ended June 30, 2019 and 2018 as well as what the Town's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

Plan	1% Decrease	Current Discount Rate	1% Increase
Police Officers of the Town of Elsmere's County & Municipal Police and Firefighters' Pension Plan [CMPFPP]:			
Fiscal year 2019 (discount rate 7.0%)	\$ 421,090	\$ 114,869	\$ (132,995)
Fiscal year 2018 (discount rate 7.0%)	\$ 315,873	\$ 49,950	\$ (166,568)

**NOTE 9 - DEFINED CONTRIBUTION PENSION PLANS**

The Town sponsors the following two defined-contribution pension plans:

Elsmere Police Secondary Pension Plan [EPSPP]

On May 1, 2012, the Town established the "Elsmere Police Secondary Pension Plan" [EPSPP] to be administered by The Hartford or its successor MassMutual Financial Group for the Town's police officers. The Plan is a tax-qualified single employer retirement arrangement pursuant to ERISA Section 408(b)(2). This plan is intended to provide benefits to the Town's police officers who did not qualify for the Town's defined-benefit pension plans. The Town's contributions are based on 7.50% of covered payroll. The Town contributed a total of \$9,756 and \$11,422 for the years ended June 30, 2019 and 2018, respectively, on behalf of the Town's police officers participating in the retirement plan.

Town of Elsmere Employee Retirement Plan [TEERP]

On September 1, 2011, the Town established a salary deferral-only plan known as the "Town of Elsmere Employee Retirement Plan" [TEERP] to be administered by the Elsmere Police Pension Committee for the Town's employees other than police officers. The Plan is a tax-qualified single employer retirement arrangement pursuant to ERISA Section 457(b). This plan is intended to provide benefits for Town employees other than police officers. The Town does not make or match contributions to the plan.

**NOTE 10 - LEASING ARRANGEMENTS**

At June 30, the Town is involved in the following operating leasing arrangements:

Operating Leases as Lessee

The Town leases two digital copier systems under the following arrangement:

Description	Monthly Rentals	Expiration Date
Konica Minolta Color Digital Copier System	\$ 250.50	September, 2019
Konica Minolta Color Digital Copier System	250.50	September, 2019

At June 30, 2019, the minimum future rental payments under the non-cancelable leasing arrangement having remaining terms in excess of one year in aggregate are:

Years Ending June 30	Amount
2020	\$ 1,503
Total minimum future rental payments required	<u>\$ 1,503</u>

Total rental cost under the operating leasing arrangements is \$6,012 and \$6,012 for the years ended June 30, 2019 and 2018, respectively.

The Town also leases certain land parcels located within the Town's jurisdiction from Delaware Department of Transportation [DELDOT]. The lease entered into on April 7, 1975 on a gratis basis was for the use of a parking lot and for the storage of certain materials. The lease was for a ten-year term, with the option to renew for successive ten-year terms, provided the Town gives DELDOT notice in writing at least ninety days prior to the expiration of the current lease.

**NOTE 10 - LEASING ARRANGEMENTS (CONTINUED)**

Operating Leases as Lessor

Lease No. 1

The Town leases space located at 11 Poplar Avenue, Elsmere, Delaware, to Oak Grove Senior Center, Inc. [an unrelated nonprofit organization]. The lease also calls for the reimbursement of certain occupancy costs paid by the Town on behalf of the tenant. The arrangement commencing August 1, 2005, called for a three-year term expiring July 31, 2008; thereafter the lease converted to month-to-month. On June 21, 2017, the lease was renewed for a term of one year commencing July 1, 2017. On May 18, 2018, the lease was renewed for a term of one year commencing July 1, 2018. On July 1, 2019, the lease converted to month-to-month and was renewed on August 27, 2019, through June 30, 2020. Total rents received by the Town are \$22,213 and \$22,213 for the years ended June 30, 2019 and 2018, respectively.

Lease No. 2

The Town leases the 6,000 square foot library located at 11 Poplar Avenue, Elsmere, Delaware to New Castle County. In addition to the rental, the lessee must pay all costs associated with the operation of the library. The current leasing arrangement commencing July 1, 2008 called for a five-year term expiring June 30, 2013. The lease was renewed for a three-year term commencing July 1, 2014. On June 29, 2017, the lease was renewed for a term of one year commencing July 1, 2017. On June 26, 2018, the lease was renewed for a three-year term commencing July 1, 2018. Total rents received are \$55,738 and \$55,738 for the years ended June 30, 2019 and 2018, respectively.

**NOTE 11 - BENEFICIAL INTEREST IN A TRUST**

The Town is the beneficiary of a Trust which is held and administered by Delaware Community Foundation. Under the terms of the Trust, the Town has the irrevocable right to receive net investment income earned on the Trust's assets in perpetuity but shall never receive the assets. At June 30, 2019 and 2018, the fair value of the Trust is \$127,542 and \$123,303, respectively. The Town may elect to receive regular distributions of income, and the Town can use these distributions in any way that is consistent with the Trust documents. Such distributions are reported as other revenues. The Town received or is eligible to receive distributions of \$5,868 and \$5,872 for the years presented.

**NOTE 12 - COMMITMENTS AND CONTINGENCIES**

In the normal course of business, there are outstanding various commitments and contingent liabilities in addition to the normal encumbrances for the purchase of goods and services. The Town does not anticipate losses as a result of these transactions.

Government Grant/Award Programs

The Town participates in a number of federally and state assisted programs. These programs are subject to program compliance audits by the grantors or their representatives. Accordingly, the Town's compliance with applicable program requirements will be established at some future date. The expenditures not already disclosed, which may be disallowed by grantors cannot be determined at this time although the Town expects such amounts, if any, to be immaterial.

**NOTE 13 - GASB STATEMENT IMPLEMENTATION**

In November of 2016, the GASB issued Statement No. 83, Certain Asset Retirement Obligations. Implementation is required for periods beginning after June 15, 2018, with earlier application encouraged. The objective of the Statement is to address accounting and financial reporting for certain asset retirement obligations [ARO]. An ARO is a legally enforceable liability associated with the retirement of a tangible asset. The implementation of the Statement has minimal impact.

In April of 2018, the GASB issued Statement No. 88, Certain Disclosures related to Debt, Including Direct Borrowings and Direct Placements. Implementation is required for periods beginning after June 15, 2018, with earlier application encouraged. The objective of the Statement is to improve the information that is disclosed in the notes to government financial statements related to debt, including borrowings and direct placements. The Statement also clarifies which liabilities governments should include when disclosing information related to debt. The implementation of the Statement has minimal impact.

**NOTE 14 - PENDING GASB STATEMENTS**

The Town has not completed the various analyses required to estimate the future impact of the following new pronouncements on its financial statements. Generally, the Town does not early implement GASB statements and pronouncements.

In January of 2017, the GASB issued Statement No. 84, *Fiduciary Activities*. Implementation is required for periods beginning after December 15, 2018, with earlier application encouraged. The objective of the Statement is to establish criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on [1] whether a government is controlling the assets of the fiduciary activity, and [2] the beneficiaries with whom a fiduciary relationship exists.

In June of 2017, The GASB issued Statement No. 87, *Leases*. Implementation is required for periods beginning after December 15, 2019, with earlier application encouraged. The objective of the Statement is to better meet the information needs of the financial statement users by improving accounting and financial reporting for leases by governments. The Statement establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset.

In June of 2018, GASB issued Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*. Implementation is required for periods beginning after December 15, 2019; however, the Statement should be applied prospectively. The Statement requires that interest cost incurred before the end of the construction period be recognized as an expense in the period in which the cost is incurred for the financial statements prepared using the economic resources measurement focus. As a result, the interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in the business-type activity or enterprise fund. The statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles. Such interest includes all interest that was previously accounted for in accordance with the requirements of paragraphs 5-22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement.

**NOTE 14 - PENDING GASB STATEMENTS (CONTINUED)**

In August of 2018, GASB issued Statement No. 90, *Majority Equity Interests-An Amendment of GASB Statements No.14 and No. 61*. Implementation is required for periods beginning December 15, 2018, with earlier application encouraged. The primary objective of the Statement is to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. The Statement defines equity interest and specifies that equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment.

In May of 2019, GASB issued Statement No. 91, *Conduit Debt Obligations*. Implementation is required for periods beginning after December 15, 2020, with earlier application encouraged. The primary objectives of the Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with [1] commitments extended by issuers, [2] arrangements associated with conduit debt obligations, and [3] related note disclosures. The Statement achieves the objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

**NOTE 15 - EVALUATION OF SUBSEQUENT EVENTS**

Management has evaluated subsequent events through the date of the auditor's report, the date on which the financial statements were available to be issued. Management has determined that no additional disclosures or adjustments are necessary to the financial statements.

**Required Supplementary Information [RSI] Section**

**TOWN OF ELSMERE, DELAWARE**

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-BUDGET AND ACTUAL-  
GENERAL FUND  
Year Ended June 30, 2019

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)	
	Original	Final			
<b>REVENUES</b>					
Taxes:					
Property taxes	\$ 2,474,207	\$ 2,474,207	\$ 2,457,449	\$ (16,758)	
Property transfer taxes	220,000	220,000	570,204	350,204	1
Cable franchise taxes	118,000	118,000	98,306	(19,694)	2
Licenses and permits	341,500	341,500	412,043	70,543	3
Intergovernmental revenues	60,000	60,000	50,868	(9,132)	4
Police fines and court fees	185,000	185,000	125,531	(59,469)	5
Charges for services-extra duty	-	-	19,226	19,226	6
Interest and rents	81,525	81,525	84,168	2,643	
Miscellaneous revenues	78,965	78,965	86,044	7,079	
<b>Total revenues</b>	<u>3,559,197</u>	<u>3,559,197</u>	<u>3,903,839</u>	<u>344,642</u>	
<b>EXPENDITURES</b>					
Current:					
General government:					
Administration	443,110	443,110	444,766	(1,656)	
Finance office	292,624	292,624	298,032	(5,408)	
Council	3,600	3,600	3,599	1	
Legal services and related costs	59,207	59,207	17,210	41,997	
Public safety-police	1,336,164	1,336,164	1,246,718	89,446	
Public safety-extra duty	-	-	19,508	(19,508)	6
Code enforcement	217,851	217,851	253,165	(35,314)	3
Public works-streets	351,972	351,972	326,710	25,262	
Public works-sanitation	482,626	482,626	483,265	(639)	
Parks and recreation	140,450	140,450	97,310	43,140	7
Long-term planning:					
Pension contribution	35,753	35,753	35,753	-	
Capital outlay	105,134	105,134	103,873	1,261	
Debt service	90,706	90,706	105,022	(14,316)	8
Capital outlay	-	-	273,953	(273,953)	9
<b>Total expenditures</b>	<u>3,559,197</u>	<u>3,559,197</u>	<u>3,708,884</u>	<u>(149,687)</u>	
<b>EXCESS (DEFICIT)</b>					
<b>REVENUE OVER EXPENDITURES</b>	<u>-</u>	<u>-</u>	<u>194,955</u>	<u>194,955</u>	
<b>OTHER FINANCING SOURCES (USES)</b>					
Refund of prior years revenues	-	-	(59,541)	(59,541)	
Proceeds from new financing	-	-	-	-	
Transfers (out) in	-	-	49	49	
<b>Total other financing sources (uses)</b>	<u>-</u>	<u>-</u>	<u>(59,492)</u>	<u>(59,492)</u>	
<b>NET CHANGE IN FUND BALANCE</b>	<u>-</u>	<u>-</u>	<u>135,463</u>	<u>135,463</u>	
<b>FUND BALANCES</b>					
Beginning of year	<u>-</u>	<u>-</u>	<u>1,133,593</u>	<u>1,133,593</u>	
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,269,056</u>	<u>\$ 1,269,056</u>	

See Report of Independent Auditor

**TOWN OF ELSMERE, DELAWARE**

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-BUDGET AND ACTUAL-  
GENERAL FUND (CONTINUED)

Year Ended June 30, 2019

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Town annually adopts a budget for the general fund. The budgets are integrated into the accounting system, and the budgetary data, as presented in the financial statements for all funds with annual budgets, compare the expenditures with the amended budgets. The Town's budgets are presented on the modified accrual basis of accounting. Accordingly, the accompanying budgetary comparison schedule for the general fund presents actual expenditures in accordance with U.S. generally accepted accounting principles on a basis consistent with the legally adopted budget as amended. The unexpended appropriations on annual budgets lapse at the end of each year.

Budget Variances in Excess of 10% of budget

1. Property transfer tax revenue variance is primarily due to the receipt of tax revenue from the sales of a large apartment complexes.
2. Cable franchise tax revenue variance is primarily due to Town budgeting based on fiscal year 2018 actual revenue, when a one-time fee was collected.
3. Licenses and permits revenue increase is primarily due to unexpected revenue from several large commercial projects throughout the Town, and respectively, the costs associated with the increase in revenue also increased.
4. Intergovernmental revenues variance is due to the Town receiving a smaller share of state pension pass-through funds than originally budgeted.
5. Police fines and court fees was budgeted in expectation of an increase in collections. The Town did not experience such an increase; however, revenues were consistent with recent historical collections.
6. Charges for extra duty service reimbursements, and the related costs, are variable year to year and dependent on demand for such services and the Town's Public Safety department's availability to provide such services. The Town does not budget for these revenues.
7. Parks and recreation expenditures variance is primarily due to the Town's expenditures for its National Pollutant Discharge Elimination System (NPDES) compliance and general parks maintenance being substantially less than what the Town budgeted.
8. Debt service expenditures variance is due to the Town prepaying its debt obligation more than budgeted.
9. Capital outlay expenditures variance is primarily due to the cost of a new street sweeper and police vehicle.

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See Report of Independent Auditor

**TOWN OF ELSMERE, DELAWARE**  
**SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS**  
**OF THE TOWN OF ELSMERE POLICE PENSION PLAN [TEPPP]**  
As of and Years Ended June 30,

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
<b>TOTAL PENSION LIABILITY</b>					
Service cost	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	310,810	308,339	311,811	315,389	246,720
Changes in benefits terms	-	-	-	-	-
Differences between expected and actual experience	(97,542)	(18,129)	(99,057)	(104,821)	-
Benefit payments	<u>(261,743)</u>	<u>(256,910)</u>	<u>(255,399)</u>	<u>(255,186)</u>	<u>(253,164)</u>
Net change in total pension liability	(48,475)	33,300	(42,645)	(44,618)	(6,444)
Total pension liability:					
Beginning of period	<u>4,015,996</u>	<u>3,982,696</u>	<u>4,025,341</u>	<u>4,069,959</u>	<u>4,076,403</u>
Ending of period	<u>\$ 3,967,521</u>	<u>\$ 4,015,996</u>	<u>\$ 3,982,696</u>	<u>\$ 4,025,341</u>	<u>\$ 4,069,959</u>
<b>PLAN FIDUCIARY NET POSITION</b>					
Contributions-employer	\$ 66,017	\$ 30,274	\$ 108,259	\$ 94,804	\$ 94,685
Net investment income	(4,470)	256,848	107,179	(35,269)	193,963
Benefits paid to beneficiaries	(261,743)	(256,910)	(255,399)	(255,186)	(253,164)
Administrative expenses	-	-	(16,424)	(1,053)	-
Other expenses	-	-	-	-	-
Net change in fiduciary net position	(200,196)	30,212	(56,385)	(196,704)	35,484
Plan fiduciary net position:					
Beginning of period	<u>2,589,418</u>	<u>2,559,206</u>	<u>2,615,591</u>	<u>2,812,295</u>	<u>2,776,811</u>
Ending of period	<u>\$ 2,389,222</u>	<u>\$ 2,589,418</u>	<u>\$ 2,559,206</u>	<u>\$ 2,615,591</u>	<u>\$ 2,812,295</u>
<b>TOWN PENSION LIABILITY</b>	<u>\$ (1,578,299)</u>	<u>\$ (1,426,578)</u>	<u>\$ (1,423,490)</u>	<u>\$ (1,409,750)</u>	<u>\$ (1,257,664)</u>
<b>PLAN FIDUCIARY NET POSITION AS A PERCENTAGE OF TOTAL PENSION LIABILITY</b>	<u>60.22%</u>	<u>64.48%</u>	<u>64.26%</u>	<u>64.98%</u>	<u>69.10%</u>
<b>COVERED-EMPLOYEE PAYROLL</b>	<u>\$ N/A</u>				
<b>TOWN PENSION LIABILITY AS A PERCENTAGE OF COVERED-EMPLOYEE PAYROLL</b>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

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**TOWN OF ELSMERE, DELAWARE**  
 SCHEDULE OF PENSION CONTRIBUTIONS  
 OF THE TOWN OF ELSMERE POLICE PENSION PLAN [TEPPP]  
 Years Ended June 30,

	2019	2018	2017	2016	2015
Actuarially determined contribution	\$ 184,392	\$ 166,667	\$ 166,306	\$ 164,700	\$ 146,932
Contributions in relation to actuarially determined contribution	66,017	30,274	108,259	94,804	94,685
Contribution deficiency (excess)	\$ 118,375	\$ 136,393	\$ 58,047	\$ 69,896	\$ 52,247
Covered-employee payroll	\$ N/A				
Contributions as percentage of covered-employee payroll	N/A	N/A	N/A	N/A	N/A

**NOTE TO SCHEDULE OF PENSION CONTRIBUTIONS**

Valuation Date

Actuarially determined contribution rates are calculated as of January 1 of each year, six months prior to the end of the year in which contributions are reported.

Methods and Assumptions Used to Determine Contribution Rates

Actuarial Cost Method: Entry Age Normal Method

Amortization Method: Over the minimum and maximum periods allowed by law

Asset Valuation Method: Market value of plan assets on valuation date as reported by Trustee, plus any receivable contribution

Salary Increases: Does not apply-Frozen Plan

Investment Rate of Return: 8.00% per year, net of expenses

Retirement Age: Age 50 or Normal Retirement Date, if later.

Mortality: The 1983 Group Annuity Mortality Table [sex distinct rates].

Death Benefit: Calculated as noted in mortality category and assuming 100% of plan participants have spouses.

Cost-of-Living Adjustments: Assumed 2.85% increase per year. Participants not yet vested at 09/01/03, amount limited to 2.00%.

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**TOWN OF ELSMERE, DELAWARE**

SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY

OF THE COUNTY & MUNICIPAL POLICE AND FIREFIGHTERS' PENSION PLAN [CMPFPP]

As of and Years Ended June 30,

---

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Town's proportion of net pension liability (asset)	<u>0.4988%</u>	<u>0.4955%</u>	<u>0.6072%</u>	<u>0.6000%</u>	<u>0.5686%</u>
Town's proportionate share of net pension liability (asset)	<u>\$ 114,869</u>	<u>\$ 49,950</u>	<u>\$ 96,518</u>	<u>\$ (31,621)</u>	<u>\$ (61,512)</u>
Town's covered-employee payroll	<u>\$ 478,267</u>	<u>\$ 439,820</u>	<u>\$ 367,476</u>	<u>\$ 442,056</u>	<u>\$ 387,484</u>
Town's proportionate share of net pension liability (asset) as a percentage of its covered-employee payroll	<u>24.02%</u>	<u>11.36%</u>	<u>26.27%</u>	<u>7.15%</u>	<u>15.87%</u>
Plan's fiduciary net position as a percentage of total pension liability	<u>94.10%</u>	<u>97.00%</u>	<u>94.70%</u>	<u>101.97%</u>	<u>104.47%</u>

**Note to Schedule:**

The amounts presented above are determined at June 30 of the preceding year.

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**TOWN OF ELSMERE, DELAWARE**

SCHEDULE OF PENSION CONTRIBUTIONS

OF THE COUNTY & MUNICIPAL POLICE AND FIREFIGHTERS' PENSION PLAN [CMPFPP]

Years Ended June 30,

---

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 79,775	\$ 56,511	\$ 52,480	\$ 61,268	\$ 61,789
Contributions in relation to contractually required contribution	<u>79,775</u>	<u>56,511</u>	<u>52,480</u>	<u>61,268</u>	<u>61,789</u>
Annual contribution (deficiency) excess	<u>\$ -</u>				
Town covered-employee payroll	<u>\$ 478,267</u>	<u>\$ 439,820</u>	<u>\$ 367,476</u>	<u>\$ 442,396</u>	<u>\$ 422,056</u>
Contributions as percentage of covered-employee payroll	<u>16.68%</u>	<u>12.85%</u>	<u>14.28%</u>	<u>13.85%</u>	<u>14.64%</u>

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## **Supplementary Information Section**

**TOWN OF ELSMERE, DELAWARE**  
 COMBINING BALANCE SHEET-SPECIAL REVENUE FUND  
 As of June 30, 2019 With Comparative Totals for 2018

	Federal Funding	Municipal Street Aid	State Funding				Totals [Memorandum Only]	
			SALLE	EIDE	Suburban Street Aid	Other	2019	2018
<b>ASSETS</b>								
<b>ASSETS</b>								
Cash and equivalents	\$ -	\$ 94,497	\$ 2,226	\$ 565	\$ -	\$ 32,224	\$ 129,512	\$ 160,096
Accounts receivable	-	-	-	-	-	-	-	-
Due from other governments	4,168	-	-	-	-	-	4,168	100,868
Interfund receivable (payable)	(4,168)	-	2,743	(565)	-	9,579	7,589	(105,153)
<b>TOTAL ASSETS</b>	<u>\$ -</u>	<u>\$ 94,497</u>	<u>\$ 4,969</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 41,803</u>	<u>\$ 141,269</u>	<u>\$ 155,811</u>
<b>LIABILITIES AND FUND BALANCES</b>								
<b>LIABILITIES</b>								
Accounts payable and other	\$ -	\$ 5,478	\$ -	\$ -	\$ -	\$ -	\$ 5,478	\$ 374
Refundable advances	-	-	4,969	-	-	41,803	46,772	45,606
<b>Total liabilities</b>	<u>-</u>	<u>5,478</u>	<u>4,969</u>	<u>-</u>	<u>-</u>	<u>41,803</u>	<u>52,250</u>	<u>45,980</u>
<b>FUND BALANCES</b>								
Restricted-specific programs	\$ -	\$ 89,019	\$ -	\$ -	\$ -	\$ -	\$ 89,019	\$ 109,831
Unassigned	-	-	-	-	-	-	-	-
<b>Total fund balances</b>	<u>-</u>	<u>89,019</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>89,019</u>	<u>109,831</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u>\$ -</u>	<u>\$ 94,497</u>	<u>\$ 4,969</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 41,803</u>	<u>\$ 141,269</u>	<u>\$ 155,811</u>

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**TOWN OF ELSMERE, DELAWARE**

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES-SPECIAL REVENUE FUND  
 Year Ended June 30, 2019 With Comparative Totals for 2018

	Federal Funding	Municipal Street Aid	State Funding				Totals [Memorandum Only]	
			SALLE	EIDE	Suburban Street Aid	Other	2019	2018
<b>REVENUES</b>								
Intergovernmental revenues:								
Federal	\$ 20,118	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,118	\$ 23,421
State	-	120,201	3,696	8,251	-	28,779	160,927	232,229
Interest revenue	-	95	27	22	-	-	144	14
<b>Total revenues</b>	<u>20,118</u>	<u>120,296</u>	<u>3,723</u>	<u>8,273</u>	<u>-</u>	<u>28,779</u>	<u>181,189</u>	<u>255,664</u>
<b>EXPENDITURES</b>								
Current:								
Public safety-police	11,988	-	1,970	8,251	-	23,584	45,793	38,337
Public works-streets	-	78,277	-	-	-	-	78,277	96,318
Capital outlay:								
Public safety-police	8,130	-	1,726	-	-	5,195	15,051	16,656
Public works-streets	-	62,831	-	-	-	-	62,831	100,000
<b>Total expenditures</b>	<u>20,118</u>	<u>141,108</u>	<u>3,696</u>	<u>8,251</u>	<u>-</u>	<u>28,779</u>	<u>201,952</u>	<u>251,311</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>-</u>	<u>(20,812)</u>	<u>27</u>	<u>22</u>	<u>-</u>	<u>-</u>	<u>(20,763)</u>	<u>4,353</u>
<b>OTHER FINANCING SOURCES (USES)</b>								
Operating transfers in (out)	-	-	(27)	(22)	-	-	(49)	(9)
<b>Total other financing sources (uses)</b>	<u>-</u>	<u>-</u>	<u>(27)</u>	<u>(22)</u>	<u>-</u>	<u>-</u>	<u>(49)</u>	<u>(9)</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>-</u>	<u>(20,812)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(20,812)</u>	<u>4,344</u>
<b>FUND BALANCES</b>								
Beginning of year	-	109,831	-	-	-	-	109,831	105,487
End of year	<u>\$ -</u>	<u>\$ 89,019</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 89,019</u>	<u>\$ 109,831</u>

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