

City of Lancaster

Single Audit Report

Year Ended December 31, 2019 with
Independent Auditor's Reports

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CITY OF LANCASTER SINGLE AUDIT REPORT

YEAR ENDED DECEMBER 31, 2019

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

**To the Honorable
Danene Sorace, Mayor
and Members of City
Council
City of Lancaster,
Pennsylvania**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Lancaster, Pennsylvania (City), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated August 27, 2020. Our report includes a reference to other auditors who audited the financial statements of the Lancaster Industrial Development Authority, the Lancaster Recreation Commission, the Redevelopment Authority of the City of Lancaster, the Lancaster Downtown Investment District Authority, the City of Lancaster Land Bank Authority, and the City of Lancaster City Revitalization and Improvement Zone Authority, as described in our report on the City's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors. The financial statements of the Parking Authority of the City of Lancaster, the Redevelopment Authority of the City of Lancaster, the Lancaster Downtown Investment District Authority, and the City of Lancaster Land Bank Authority were not audited in accordance with *Government Auditing Standards* and, accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the Parking Authority of the City of Lancaster, the Redevelopment Authority of the City of Lancaster, the Lancaster Downtown Investment District Authority, and the City of Lancaster Land Bank Authority.

Internal Control over Financial Reporting

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

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control

To the Honorable Danene Sorace, Mayor
and Members of City Council
City of Lancaster, Pennsylvania
Independent Auditor's Report on Internal
Control over Financial Reporting

that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as Finding 2019-001, that we consider to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as Finding 2019-001.

City's Response to Finding

The City's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

Maher Duessel

Harrisburg, Pennsylvania
August 27, 2020

Independent Auditor's Report on Compliance for the Major Program and on Internal Control over Compliance Required by the Uniform Guidance

To the Honorable
Danene Sorace, Mayor
and Members of City Council
City of Lancaster, Pennsylvania

Report on Compliance for the Major Federal Program

We have audited the City of Lancaster, Pennsylvania's (City) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on the City's major federal program for the year ended December 31, 2019. The City's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for the City's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of the City's compliance.

To the Honorable Danene Sorace, Mayor
and Members of City Council
City of Lancaster, Pennsylvania
Independent Auditor's Report on Compliance
for the Major Program

Opinion on the Major Federal Program

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended December 31, 2019.

Report on Internal Control over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

To the Honorable Danene Sorace, Mayor
and Members of City Council
City of Lancaster, Pennsylvania
Independent Auditor's Report on Compliance
for the Major Program

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated August 27, 2020, which contained unmodified opinions on those financial statements. We did not audit the financial statements of the Lancaster Industrial Development Authority, the Lancaster Recreation Commission, the Redevelopment Authority of the City of Lancaster, the Lancaster Downtown Investment District Authority, the City of Lancaster Land Bank Authority, and the City of Lancaster City Revitalization and Improvement Zone Authority. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards (schedule) is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information 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. The information has been subjected to the auditing procedures applied in the audit of the 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 schedule is fairly stated in all material respects in relation to the basic financial statements as a whole.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Maher Duessel

Harrisburg, Pennsylvania
August 27, 2020

CITY OF LANCASTER
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED DECEMBER 31, 2019

Federal Grantor Project Title	Source Code	Federal CFDA Number	Grant Pass-Through Grantor's Number	Period Beginning/ Ending Date	Grant Amount	Expenditures	Payments Made to Subrecipients
U.S. Department of Agriculture:							
Passed through the PA Department of Conservation and Natural Resources:							
Forest Health Protection	I	10.680	41000523148	12/2/2019-7/1/2021	\$ 21,409	\$ 11,579	\$ -
Cooperative Forestry Assistance	D	10.664	1301-17-055725	07/01/17-06/30/19	31,650	3,995	-
Total U.S. Department of Agriculture						<u>15,574</u>	<u>-</u>
U.S. Department of Housing and Urban Development:							
CDBG - Entitlement Grants Cluster:							
Community Development Block Grant	D	14.218	B-17-MC-42-0010	01/01/17-12/31/17	1,594,384	23,740	-
Community Development Block Grant	D	14.218	B-18-MC-42-0010	01/01/18-12/31/18	1,679,235	1,679,235	111,919
Community Development Block Grant	D	14.218	B-19-MC-42-0010	01/01/19-12/31/19	1,660,779	31,525	6,250
Subtotal CDBG - Entitlement Grants Cluster						<u>1,734,500</u>	<u>118,169</u>
Passed through the County of Lancaster:							
HOME Investment Partnerships Program	I	14.239	M-19-DC-42-0210	01/01/19-12/31/19	542,178	36,088	-
Emergency Solutions Grant Program	D	14.231	E-18-MC-42-0010	07/01/18-06/30/19	139,155	83,956	79,484
Emergency Solutions Grant Program	D	14.231	E-19-MC-42-0010	07/01/19-06/30/20	142,487	15,497	10,967
Subtotal 14.231						<u>99,453</u>	<u>90,451</u>
Lead-Based Paint Hazard Control in Privately-Owned Housing	D	14.900	PAHLB0627-16	03/01/17-02/01/19	1,330,295	552,871	-
Passed through the PA Department of Health:							
Passed through Lawrence County:							
Lead-Based Paint Hazard Control in Privately-Owned Housing	I	14.900	PALHB0701-18	04/15/2019-09/14/2022	431,650	55,497	-
Subtotal 14.900						<u>608,368</u>	<u>-</u>
Total U.S. Department of Housing and Urban Development						<u>2,478,409</u>	<u>208,620</u>
U.S. Department of Interior:							
Passed through the PA Historical and Museum Commission:							
Historic Preservation Fund - Grants-In-Aid	I	15.904	ME-61804	08/01/18 - 07/31/19	13,400	6,170	-
Historic Preservation Fund - Grants-In-Aid	I	15.904	ME-61902	08/01/19-07/31/20	8,000	2,117	-
Subtotal 15.904						<u>8,287</u>	<u>-</u>
Total U.S. Department of Interior						<u>8,287</u>	<u>-</u>

(Continued)

See accompanying note to schedule of expenditures of federal awards.

CITY OF LANCASTER
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Federal Grantor Project Title	Source Code	Federal CFDA Number	Grant Pass-Through Grantor's Number	Period Beginning/ Ending Date	Grant Amount	Expenditures	Payments Made to Subrecipients
U.S. Department of Justice:							
Edward Byrne Memorial Justice Assistance Grant Passed through the Pennsylvania Commission on Crime and Delinquency:	D	16.738	2018-DJ-BX-0885	10/01/17-09/30/21	44,943	44,943	-
Body Worn Cameral Policy and Implementation	I	16.835	2018-BW-01-30435	01/01/19-12/31/20	225,000	133,980	-
Total U.S. Department of Justice						178,923	-
U.S. Environmental Protection Agency:							
Passed through the National Fish and Wildlife Foundation:							
Chesapeake Bay Program	I	66.466	4100074159	06/01/16 - 06/30/19	200,000	3,568	-
Chesapeake Bay Program	I	66.466	16003	05/16/18 - 05/15/19	30,000	9,243	-
Subtotal 66.466						12,811	-
U.S. Department of Transportation:							
Passed through the Pennsylvania Department of Transportation:							
Highway Planning and Construction Cluster:							
Highway Planning and Construction	I	20.205	106630	08/16/17-12/31/19	977,000	24,005	-
Total Highway and Planning Construction Cluster						24,005	-
Total Expenditures of Federal Awards						<u>\$ 2,718,009</u>	<u>\$ 208,620</u>

Legend:

- D - Direct Funding
- I - Indirect Funding
- CFDA - Catalog of Federal Domestic Assistance

(Concluded)

See accompanying note to schedule of expenditures of federal awards.

CITY OF LANCASTER SINGLE AUDIT REPORT

NOTE TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED DECEMBER 31, 2019

1. Basis of Presentation and Summary of Significant Accounting Policies

The accompanying schedule of expenditures of federal awards (Schedule) includes the federal grant activity of the City of Lancaster (City) and is presented on the modified accrual basis of accounting. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this Schedule may differ from amounts presented in, or used in the preparation of, the City's financial statements.

Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

The City has not elected to use the 10-percent de minimis indirect cost rate, as allowed under the Uniform Guidance.

CITY OF LANCASTER SINGLE AUDIT REPORT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED DECEMBER 31, 2019

I. Summary of Audit Results

1. Type of auditor's report issued: Unmodified, prepared in accordance with Generally Accepted Accounting Principles

2. Internal control over financial reporting:

Material weakness(es) identified? yes no

Significant deficiency(ies) identified that are not considered to be material weakness(es)? yes none reported

3. Noncompliance material to financial statements noted? yes no

4. Internal control over major programs:

Material weakness(es) identified? yes no

Significant deficiency(ies) identified that are not considered to be material weakness(es)? yes none reported

5. Type of auditor's report issued on compliance for major programs: Unmodified

6. Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516(a)? yes no

7. Major Programs:

CFDA Numbers

14.218

Name of Federal Program or Cluster

CDBG- Entitlement Grants Cluster

8. Dollar threshold used to distinguish between type A and type B programs: \$750,000

9. Auditee qualified as low-risk auditee? yes no

CITY OF LANCASTER

SINGLE AUDIT REPORT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED DECEMBER 31, 2019

II. Findings related to the financial statements which are required to be reported in accordance with GAGAS.

Control Deficiency: Material Weakness

Finding 2019-001: Material Adjustments

Condition: Capital asset additions were recorded without incurring the associated capital expenditures. Property taxes levied for 2019 and collected within 60 days subsequent to year-end were not recorded as revenue.

Criteria: In accordance with accounting principles generally accepted in the United States of America, capital asset additions should be recorded in the same period in which the capital expenditures were incurred. In governmental funds, property tax revenue should be reported in the year levied, unless the taxes are not received within 60 days subsequent to year-end.

Cause: Adequate review of financial information was not preformed.

Effect: Capital assets in the City's Sewer Fund were overstated by \$1,011,271 as of December 31, 2019. Unavailable tax revenue in the City's General Fund was overstated and property taxes were understated by \$317,098 for the year ending December 31, 2019. Audit adjustments were proposed and accepted by management to correct the financial statements.

Recommendation: We recommend that the City implement procedures for adequate review of financial information to ensure that only expenses incurred during the current year are capitalized and that property tax receipts collected subsequent to year-end are properly recorded.

Views of Responsible Officials: Management agrees with this finding. In the case of both the capital asset additions and the property tax issues, these errors were not identified through our internal oversight process at closing due to staff scheduling issues.

III. Findings and questioned costs for federal awards.

None Noted

CITY OF LANCASTER

SINGLE AUDIT REPORT

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

YEAR ENDED DECEMBER 31, 2019

- I. Findings related to the financial statements which are required to be reported in accordance with GAGAS.

None noted.

- II. Findings and questioned costs for federal awards.

Finding 2018-001 – Procurement

U.S. Department of Housing and Urban Development (HUD) – Lead-Based Paint Hazard Control in Privately-Owned Housing (CFDA #14.900), U.S. Department of Transportation – Highway Planning and Construction Cluster (CFDA# 20.205)

Condition: The City of Lancaster (City) did not have a written procurement policy to properly implement all the requirements of 2 CFR section 200.318 through 200.326 of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Implementation of these requirements was effective January 1, 2018.

Recommendation: The City should ensure compliance with Uniform Guidance within the respective implementation dates. Further, the City should evaluate the current written procurement policy to ensure that the policy includes all requirements of 2 CFR section 200.318 through 200.326.

Current Status: The City adopted a written procurement policy.

Finding 2018-002 – Reporting

U.S. Department of Transportation – Highway Planning and Construction Cluster (CFDA #20.205)

Condition: The City provided a Schedule of Expenditures of Federal Awards (SEFA). However, the SEFA was not materially accurate. A material adjustment was made to the Highway Planning and Construction Cluster to accurately report expenditures of federal funds for the year ended December 31, 2018.

Recommendation: We recommend that the City implement procedures to ensure that all federal expenditures are included on the SEFA.

**CITY OF LANCASTER
SINGLE AUDIT REPORT**

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

YEAR ENDED DECEMBER 31, 2019

Current Status: The City implemented procedures to ensure that all federal expenditures were included on the SEFA for the year ended December 31, 2019.