TREDYFFRIN TOWNSHIP
SECTION 457 DEFERRED COMPENSATION PLAN
CHESTER COUNTY, PENNSYLVANIA

AGREED-UPON PROCEDURES REPORT

DECEMBER 31, 2018
INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING AGREED-UPON PROCEDURES

July 19, 2019

To the Board of Supervisors
Tredyffrin Township
Berwyn, Pennsylvania

We have performed the procedures enumerated below, which were agreed to by Tredyffrin Township’s management, on the accounting records of Tredyffrin Township’s Section 457 Deferred Compensation Plan (“the Plan”) for the year ended December 31, 2018. Tredyffrin Township’s management is responsible for the Plan’s accounting records. The sufficiency of these procedures is solely the responsibility of Tredyffrin Township’s management. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and results are as follows:

1. Procedure
   We haphazardly selected four pay periods and a haphazard sample of twenty employees for each pay period, and verified that payroll deductions for the Plan agreed to the documentation in the employees’ files.

   Results
   The results of our testing showed that the employee payroll deductions per the bi-weekly payroll registers dated February 15, 2018, May 31, 2018, July 13, 2018, and October 31, 2018 agreed to employee elections in the employee files for all twenty of the twenty employees selected.

2. Procedure
   We traced the deductions for twelve haphazardly selected pay periods per the payroll registers to the checks written to Vanguard/KT to determine that the employee withholding amounts had been remitted.
To the Board of Supervisors
Tredyffrin Township

Results

All payments to Vanguard/KT were made by ACH instead of a check. The ACH payments were agreed to the bank statement and supporting documentation approving the ACH payment. We agreed the employee withholding amounts to the total deduction per the payroll register for all twelve of the selected pay periods.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records of the Plan. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Supervisors and management of Tredyffrin Township, and is not intended to be and should not be used by anyone other than these specified parties.

BARBACANE, THORNTON & COMPANY LLP