

COMPLIANCE AUDIT

Cambridge Springs Volunteer Fire Department Relief Association Crawford County, Pennsylvania For the Period January 1, 2013 to December 31, 2014

January 2016



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale • Auditor General



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EUGENE A. DePASQUALE
AUDITOR GENERAL

Mr. Richard Massung, President
Cambridge Springs Volunteer Firefighters'
Relief Association
Crawford County

We have conducted a compliance audit of the Cambridge Springs Volunteer Firefighters' Relief Association pursuant to authority derived from Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania, Section 403 of The Fiscal Code, Act of April 9, 1929, (P.L. 343, No. 176), and mandated by the Volunteer Firefighters' Relief Association Act, as consolidated by the Act of November 23, 2010 (P.L. 1181, No. 118), at 35 Pa.C.S. § 7411 *et seq.*, for the period January 1, 2013 to December 31, 2014.

The objectives of the audit were:

1. To determine if the volunteer firefighters' relief association took appropriate corrective action to address the finding contained in our prior audit report.
2. To determine if the volunteer firefighters' relief association received state aid and expended state aid and accumulated relief funds in compliance with applicable state laws, contracts, bylaws, and administrative procedures.

Our audit was limited to the areas related to the objectives identified above.

Volunteer firefighters' relief association officers are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the Cambridge Springs Volunteer Firefighters' Relief Association's administration of state aid and accumulated relief funds complies with applicable state laws, contracts, bylaws, and administrative procedures, including the safeguarding of assets. Volunteer firefighters' relief association officers are responsible for complying with applicable state laws, contracts, bylaws, and administrative procedures. It is our responsibility to perform procedures to obtain sufficient, appropriate evidence to the extent necessary to satisfy the audit objectives. We believe that our audit provides a reasonable basis for our conclusions.

Based on our audit procedures, we concluded that, for the period January 1, 2013 to December 31, 2014:

- The Cambridge Springs Volunteer Firefighters' Relief Association took appropriate corrective action to address the finding contained in our prior audit report.
- The Cambridge Springs Volunteer Firefighters' Relief Association, in all significant respects, received state aid and expended state aid and accumulated relief funds in compliance with applicable state laws, contracts, bylaws, and administrative procedures.

The supplementary financial information contained in this report is presented for purposes of additional disclosure and analysis. We performed only limited procedures on the supplementary financial information and, accordingly, express no form of assurance on it.

The contents of this report were discussed with the management of the Cambridge Springs Volunteer Firefighters' Relief Association. We would like to thank the relief association officials for the cooperation extended to us during the conduct of the audit.

January 25, 2016



EUGENE A. DEPASQUALE
Auditor General

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BACKGROUND

Pursuant to Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania, Section 403 of The Fiscal Code, Act of April 9, 1929, (P.L. 343, No. 176), and the Volunteer Firefighters' Relief Association Act, as consolidated by the Act of November 23, 2010, (P.L. 1181, No. 118), at 35 Pa.C.S. § 7411 *et seq.*, the Department of the Auditor General's duty is to audit the accounts and records of every volunteer firefighters' relief association to determine that funds received under the Foreign Fire Insurance Tax Distribution Law, Act of December 18, 1984, (P.L. 1005, No. 205), as amended, 53 P.S. § 895.701 *et seq.* (commonly referred to as Act 205), are properly expended.

The Cambridge Springs Volunteer Fire Department Relief Association, herein referred to as the Cambridge Springs Volunteer Firefighters' Relief Association, is a charitable organization that was formed primarily to afford financial protection to volunteer firefighters and to encourage individuals to participate in volunteer fire service.

Act 118 governs the overall operation of the volunteer firefighters' relief association. The relief association's bylaws define the specific operational procedures by which the volunteer firefighters' relief association conducts business. To fulfill its primary purpose, Act 118 authorizes specific types of expenditures and prescribes appropriate volunteer firefighters' relief association investment options. Within the parameters established by Act 118, it is the responsibility of the volunteer firefighters' relief association to choose investments in a proper and prudent manner.

Volunteer firefighters' relief associations receive public tax monies, and the association officers therefore have a responsibility to the public to conduct the association's financial affairs in a businesslike manner and to maintain sufficient financial records to support the propriety of all association transactions. Volunteer firefighters' relief association officers are also responsible for ensuring that the association operates in accordance with applicable state laws, contracts, bylaws and administrative procedures.

Act 205 sets forth the computation of the Foreign Fire Insurance Tax Distribution paid to each applicable municipality throughout the Commonwealth of Pennsylvania. The amount of the distribution is based upon the population of each municipality and the market value of real estate within the municipality. Upon receipt of this distribution, the municipality must allocate the funds to the volunteer firefighters' relief association of the fire service organization or fire service organizations, which is or are recognized as providing the service to the municipality.

BACKGROUND – (Continued)

The Cambridge Springs Volunteer Firefighters’ Relief Association was allocated state aid from the following municipalities:

<u>Municipality</u>	<u>County</u>	<u>2013</u>	<u>2014</u>
Cambridge Springs Borough	Crawford	\$11,255	\$10,698
Woodcock Borough	Crawford	\$ 405	\$ 386
Cambridge Township	Crawford	\$ 6,690	\$ 6,340
Richmond Township	Crawford	\$ 854	\$ 808
Rockdale Township	Crawford	\$ 8,281	*
Venango Township	Crawford	\$ 3,057	\$ 2,895
Woodcock Township	Crawford	\$ 488	\$ 463

* During the year of 2014, Rockdale Township did not allocate state aid to the Cambridge Springs Volunteer Firefighters’ Relief Association.

The volunteer firefighters’ relief association and the affiliated fire service organization are separate, legal entities. The Cambridge Springs Volunteer Firefighters’ Relief Association is affiliated with the following fire service organization:

Cambridge Springs Volunteer Fire Department

CAMBRIDGE SPRINGS VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATION
STATUS OF PRIOR FINDING

COMPLIANCE WITH PRIOR AUDIT FINDING AND RECOMMENDATION

The Cambridge Springs Volunteer Firefighters' Relief Association has complied with the prior audit finding and recommendation, as follows:

- Failure To Conduct Annual Physical Inventories Of Volunteer Firefighters' Relief Association Equipment

By performing and documenting an annual physical inventory of all relief association owned equipment.

We commend the relief association management for its efforts in complying with the finding and recommendation contained in the prior audit report. The association management should strive to remain in compliance with all applicable state laws, contracts, bylaws and administrative procedures.

CAMBRIDGE SPRINGS VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATION
 SUPPLEMENTARY FINANCIAL INFORMATION
 FOR THE PERIOD JANUARY 1, 2013 TO DECEMBER 31, 2014

Cash Balance:	\$	42,252
Fair Value of Investment Balance:	\$	40,466
Expenditures:		
Benefit Services:		
Insurance premiums	\$	8,595
Death benefits		750
Total Benefit Services	\$	9,345
Fire Services:		
Equipment purchased	\$	69,911
Training expenses		550
Total Fire Services	\$	70,461
Administrative Services:		
Officer compensation	\$	600
Bond premiums		200
Total Administrative Services	\$	800

CAMBRIDGE SPRINGS VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATION
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

The Honorable Tom W. Wolf
Governor
Commonwealth of Pennsylvania

Cambridge Springs Volunteer Firefighters' Relief Association Governing Body:

Mr. Richard Massung	President
Mr. Joel Belovarac	Vice President
Mr. Lynford Manross	Secretary
Mr. Shawn Harney	Treasurer

The following municipalities allocated foreign fire insurance tax monies to this relief association and received a copy of this report:

Ms. Sandra M. Pude Cambridge Springs Borough	Secretary
Ms. Sharon E. Diley Woodcock Borough	Secretary
Ms. Debra E. Merritt Cambridge Township	Secretary
Ms. Rhonda J. Phillips Richmond Township	Secretary
Ms. Jill E. Reese Rockdale Township	Secretary
Ms. Jill Dunlap Venango Township	Secretary
Ms. Renee D. Hayes Woodcock Township	Secretary

This report is a matter of public record and is available online at www.PaAuditor.gov. Media questions about the report can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 229 Finance Building, Harrisburg, PA 17120; via email to: news@PaAuditor.gov.