

# COMPLIANCE AUDIT

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## Millersburg Area Ambulance Relief Association, Inc. Dauphin County, Pennsylvania For the Period January 1, 2012 to December 31, 2015

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September 2016



Commonwealth of Pennsylvania  
Department of the Auditor General

Eugene A. DePasquale • Auditor General



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EUGENE A. DePASQUALE  
AUDITOR GENERAL

Mr. Mark McAlanis, President  
Millersburg Area Ambulance  
Relief Association, Inc.  
Dauphin County

We have conducted a compliance audit of the Millersburg Area Ambulance Relief Association, Inc. (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, 2012 to December 31, 2015.

The objectives of the audit were:

1. To determine if the relief association took appropriate corrective action to address the finding contained in our prior audit report.
2. To determine if the 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.

Relief association officers are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the 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. 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 conclude that, for the period January 1, 2012 to December 31, 2015:

- The relief association took appropriate corrective action to address the finding contained in our prior audit report.
- The 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 Millersburg Area Ambulance Relief Association, Inc. is not affiliated with a volunteer fire company and was not formed primarily to afford financial protection to volunteer firefighters against the consequences of misfortune suffered as a result of their participation in fire service. As further discussed in the Observation in this report, Act 118 defines a relief association's eligibility to receive state aid. Because the relief association is affiliated with the Millersburg Area Ambulance Association, Inc., not a fire company, and the relief association states in its bylaws that its primary purpose is to provide ambulance personnel of Millersburg Borough and Upper Paxton Township with protection from misfortune suffered as a result of their participation in the emergency medical services (EMS), the observation addresses concerns we have with the relief association's eligibility for state aid under these provisions. Therefore, since the Millersburg Area Ambulance Relief Association, Inc. does not meet the statutory definition of a volunteer firefighter's relief association, its eligibility to continue to receive and expend state aid under Act 118 may be adversely impacted or discontinued unless the relief association takes the steps necessary to comply with the provisions of Act 118.

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 relief association. We would like to thank the relief association officials for the cooperation extended to us during the conduct of the audit.

September 14, 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 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 volunteer firefighters' relief associations. The relief association's bylaws define the specific operational procedures by which the 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 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 that is or are recognized as providing the service to the municipality.

**BACKGROUND – (Continued)**

The relief association was allocated state aid from the following municipality:

| <u>Municipality</u>   | <u>County</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> |
|-----------------------|---------------|-------------|-------------|-------------|-------------|
| Upper Paxton Township | Dauphin       | \$4,723     | *           | *           | *           |

\* Beginning in 2013, Upper Paxton Township no longer allocated state aid to the relief association.

The volunteer firefighters' relief association and the affiliated fire service organization are separate, legal entities. The relief association is affiliated with the following fire service organization:

Millersburg Area Ambulance Association, Inc.

MILLERSBURG AREA AMBULANCE RELIEF ASSOCIATION, INC.  
STATUS OF PRIOR FINDING

COMPLIANCE WITH PRIOR AUDIT FINDING AND RECOMMENDATION

The relief association has complied with the prior audit finding and recommendation, as follows:

- Unauthorized Expenditures

By receiving reimbursement of \$10,638 from the affiliated fire company for the unauthorized expenditures made in the prior audit period.

MILLERSBURG AREA AMBULANCE RELIEF ASSOCIATION, INC.  
OBSERVATION

**Observation – Millersburg Area Ambulance Relief Association, Inc. May Not Comply With The Requirements Of Act 118 Because Its Stated Purpose Is To Provide Ambulance Personnel Of Millersburg Borough And Upper Paxton Township With Protection From Misfortune Suffered As A Result Of Their Participation In The Emergency Medical Services. The Association Is Not Affiliated With A Fire Company And Does Not Provide Financial Protection To Volunteer Firefighters Against The Consequences Of Misfortune Suffered As A Result Of Their Participation In The Fire Service.**

The Millersburg Area Ambulance Relief Association, Inc. states in its bylaws that its purpose is to provide ambulance personnel of Millersburg Borough and Upper Paxton Township with protection from misfortune suffered as a result of their participation in the emergency medical services (EMS). Act 118 is very clear in setting specific requirements for what constitutes a Volunteer Firefighters' Relief Association and when such an organization can receive aid funds under that Act. The Millersburg Area Ambulance Relief Association, Inc. is not affiliated with a volunteer fire company nor was the association formed primarily to afford financial protection to volunteer firefighters against the consequences of misfortune suffered as a result of their participation in the fire service, as demonstrated in their stated purpose in the association's bylaws. While the Millersburg Area Ambulance Relief Association, Inc. is affiliated with the Millersburg Area Ambulance Association, Inc., the same is an ambulance/emergency medical services organization and not a fire company as required under Act 118.

Act 118 at 35 Pa.C.S. § 7412 states in part, that the Volunteer Firefighters' Relief Association is:

An organization formed primarily to afford financial protection to volunteer firefighters against the consequences of misfortune suffered as a result of their participation in the fire service. The organization may contain within its membership the members of one or more fire companies and may serve secondary purposes, as set forth in this subchapter, but only if adequate provisions have been first made to serve the primary purpose. [Emphasis added]

We are further concerned that the members of the Millersburg Area Ambulance Relief Association, Inc., who primarily provide services to the general public, do not meet the definition of "Volunteer Firefighter" as defined in the Act. Because the primary purpose does not comport with the requirements of Act 118, we must question their status as a relief association under the Act.



MILLERSBURG AREA AMBULANCE RELIEF ASSOCIATION, INC.  
OBSERVATION

**Observation – (Continued)**

Act 118 at 35 Pa.C.S. § 7412 further states in part, that a Volunteer Firefighter is:

A person who is a member of:

- (1) a fire company organized and existing under the laws of this Commonwealth;
- (2) a fire police unit, rescue squad, ambulance corps or other like organization affiliated with one or more fire companies; or [Emphasis added]
- (3) a fire company or affiliated organization which participates in the fire service but does not look to that service as his or her primary means of livelihood. [Emphasis added]

The Millersburg Area Ambulance Relief Association, Inc. doesn't meet the statutory definition of a volunteer firefighter's relief association and, therefore, its eligibility to continue to receive and expend state aid under Act 118 may be adversely impacted or discontinued in the future. The association should consult with their solicitor and evaluate its state of compliance with the Act 118 requirements stated above and take the steps necessary to meet the requirements. The Pennsylvania Department of Community and Economic Development can assist the Millersburg Area Ambulance Relief Association, Inc. with this determination.

MILLERSBURG AREA AMBULANCE RELIEF ASSOCIATION, INC.  
SUPPLEMENTARY FINANCIAL INFORMATION  
CASH AND INVESTMENT BALANCES  
AS OF DECEMBER 31, 2015

|                            |                  |
|----------------------------|------------------|
| Cash                       | \$ 7,242         |
| Fair Value of Investments  | <u>19,040</u>    |
| Total Cash and Investments | <u>\$ 26,282</u> |

MILLERSBURG AREA AMBULANCE RELIEF ASSOCIATION, INC.  
 SUPPLEMENTARY FINANCIAL INFORMATION  
 SUMMARY OF EXPENDITURES  
 FOR THE PERIOD JANUARY 1, 2012 TO DECEMBER 31, 2015

Expenditures:

Benefit Services:

|                                 |               |
|---------------------------------|---------------|
| Tokens of sympathy and goodwill | \$ <u>445</u> |
|---------------------------------|---------------|

Emergency Medical Services:

|                                  |                  |
|----------------------------------|------------------|
| Equipment purchased              | \$ 7,566         |
| Equipment maintenance            | 3,262            |
| Training expenses                | 200              |
| EMS prevention materials         | <u>186</u>       |
| Total Emergency Medical Services | <u>\$ 11,214</u> |

Administrative Services:

|                               |                 |
|-------------------------------|-----------------|
| Other administrative expenses | \$ 2,605        |
| Bond premiums                 | <u>1,099</u>    |
| Total Administrative Services | <u>\$ 3,704</u> |

|                    |                         |
|--------------------|-------------------------|
| Total Expenditures | <u><u>\$ 15,363</u></u> |
|--------------------|-------------------------|

MILLERSBURG AREA AMBULANCE RELIEF ASSOCIATION, INC.  
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

**The Honorable Tom W. Wolf**  
Governor  
Commonwealth of Pennsylvania

Millersburg Area Ambulance Relief Association, Inc. Governing Body:

**Mr. Mark McAlanis**  
President

**Mr. Jeffrey Lenker**  
Vice President

**Ms. Sharon Young**  
Secretary

**Ms. Vanessa Snyder**  
Treasurer

A report was also distributed to the following municipality, which allocated foreign fire insurance tax monies to this relief association:

**Ms. Luanna Zimmerman**  
Secretary  
Upper Paxton Township

This report is a matter of public record and is available online at [www.PaAuditor.gov](http://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](mailto:news@PaAuditor.gov).