

ATTESTATION ENGAGEMENT

Borough of Ashley
Luzerne County, Pennsylvania
40-401
Liquid Fuels Tax Fund
For the Period
January 1, 2014 to December 31, 2014

December 2015



Commonwealth of Pennsylvania
Department of the Auditor General
Eugene A. DePasquale • Auditor General



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EUGENE A. DePASQUALE
AUDITOR GENERAL

Independent Auditor's Report

The Honorable Leslie Richards
Secretary
Department of Transportation
Harrisburg, PA 17120

We examined the accompanying Form MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Borough of Ashley, Luzerne County, for the period January 1, 2014 to December 31, 2014. The municipality's management is responsible for the Form MS-965. Our responsibility is to express an opinion on the Form MS-965 With Adjustments based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. An examination includes examining, on a test basis, evidence supporting the Borough of Ashley, Luzerne County's Form MS-965 for the period January 1, 2014 to December 31, 2014 and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

We are mandated by Section 403 of *The Fiscal Code*, 72 P.S. § 403, to audit each municipality's Liquid Fuels Tax Fund to ensure that funds received are expended in accordance with applicable laws and regulations. *Government Auditing Standards* issued by the Comptroller General of the United States include attestation engagements as a separate type of audit. An attestation engagement performed pursuant to *Government Auditing Standards* involves additional standards that exceed the standards provided by the American Institute of Certified Public Accountants. Accordingly, this attestation engagement complies with both *Government Auditing Standards* and Section 403 of *The Fiscal Code*.

As described in Note 4, the adjustments included on the Form MS-965 With Adjustments are made by the Department of the Auditor General.

Independent Auditor's Report (Continued)

As discussed in the Summary of 2011-2012 Examination Recommendations, during the 2011-2012 examination period the municipality expended \$19,713.35 for payroll expenditures without maintaining supporting documentation, \$5,539.55 for nonpermissible expenditures, and \$5,426.30 for expenditures in excess of the approved amount for street lighting. The Department of Transportation required the municipality to reimburse \$19,160.98 to its Liquid Fuels Tax Fund for the reimbursement of these expenditures. The municipality reimbursed \$4,790.25 to its Liquid Fuels Tax Fund on May 27, 2015, which was subsequent to our examination period, leaving a balance of \$14,370.73 due the Liquid Fuels Tax Fund.

Additionally, as discussed in the Summary of 2013 Examination Recommendations, during 2013 the municipality expended \$5,735.88 from its Liquid Fuels Tax Fund for nonpermissible expenditures. This amount was reimbursed to its Liquid Fuels Tax Fund on May 27, 2015, which was subsequent to our examination.

In our opinion, except for the matters discussed in the preceding paragraphs, the Form MS-965 With Adjustments presents, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund of the Borough of Ashley, Luzerne County, for the period January 1, 2014 to December 31, 2014, in conformity with the criteria set forth in Note 1.

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws or regulations that have a material effect on the Form MS-965; and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements, and abuse that has a material effect on the Form MS-965. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on whether the Form MS-965 is presented in accordance with the criteria described above and not for the purpose of expressing an opinion on the internal control over reporting on the Form MS-965 or on compliance and other matters; accordingly, we express no such opinions.

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 combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Form MS-965 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 that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Independent Auditor's Report (Continued)

Our consideration of the internal control was for the limited purpose of expressing an opinion on whether the Form MS-965 is presented in accordance with the criteria described above 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 were not identified. We did identify a certain deficiency in internal control, described in the finding listed below, that we consider to be a material weakness in internal control:

- Electronic Imaging Of Canceled Checks From The Bank Did Not Include The Back Of The Checks.

As part of obtaining reasonable assurance about whether the Form MS-965 is free from material misstatement, we performed tests of the Borough of Ashley, Luzerne County's 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 amounts on the Form MS-965. However, providing an opinion on compliance with those provisions was not an objective of our engagement, and accordingly, we do not express such an opinion. The results of our tests disclosed the following instance of noncompliance that is required to be reported under *Government Auditing Standards*

- Nonpermissible Expenditures - Recurring.

We also noted a matter that, while not required to be included in this report by *Government Auditing Standards*, has been included in the finding below:

- Late Receipt Of Allocation.

We are concerned that the municipality failed to correct a previously reported finding regarding nonpermissible expenditures. During our current examination we noted that the electronic imaging of canceled checks from the bank did not include the back of the checks, the municipality made nonpermissible expenditures, and the 2014 Liquid Fuels Tax Fund allocation was received late.

Good internal controls ensure that by having a municipal official review the front and back of the canceled checks, any errors or misappropriations can be detected on a timely basis. Without this control, the potential exists for errors or misappropriations to go undetected for long periods of time. Additionally, because the municipality failed to file documents and information timely as noted above, the municipality did not have use of the 2014 allocation for more than one month.

The municipality should implement the recommendations and corrective actions noted in this report.

Independent Auditor's Report (Continued)

This report is intended solely for the information and use of the Pennsylvania Department of Transportation and the management of the Borough of Ashley, Luzerne County, and is not intended to be and should not be used by anyone other than these specified parties.

We appreciate the courtesy extended by the Borough of Ashley, Luzerne County, to us during the course of our examination. If you have any questions, please feel free to contact Michael B. Kashishian, CPA, CGAP, CFE, Director, Bureau of County Audits, at 717-787-1363.



Eugene A. DePasquale
Auditor General

October 12, 2015

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BOROUGH OF ASHLEY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2014 TO DECEMBER 31, 2014

Background

The Liquid Fuels Tax Municipal Allocation Law, Title 72 P.S. § 2615.5, provides municipalities other than counties (townships, boroughs, cities, towns, home rule, and optional plan governments) with an annual allocation of liquid fuels taxes from the state's Motor License Fund to be used for the maintenance and repair of streets, roads, and bridges for which the municipality is responsible. The allocation of these funds to municipalities is based: (1) 50 percent on the municipality's proportion of local road mileage to the total local road mileage in the state, and (2) 50 percent on the proportion of a municipality's population to the total population in the state.

The Vehicle Code, Title 75 P.S. § 9511, provides municipalities with annual maintenance payments to be received from the Motor License Fund for functionally local highways that were transferred to a municipality from the Commonwealth of Pennsylvania.

Each municipality must deposit the Liquid Fuels Tax Fund money and annual maintenance payments that it receives into a special fund called the Municipal Liquid Fuels Tax Fund or State Fund. A municipality may not deposit any other monies into this fund except when the municipality does not have enough money in the special fund to meet the payments called for by its current annual budget for road and bridge purposes. In this case, the municipality may borrow money or transfer money from its General Fund to its Liquid Fuels Tax Fund.

The Department of Transportation has been given the regulatory authority for the administration of these funds. To qualify for its annual allocation, each municipality shall submit the following documents and information to the Department of Transportation:

1. Evidence that the treasurer is bonded in accordance with the law, or that its treasurer is a bank requiring no bond by January 31 of each year.
2. A report indicating the manner in which its liquid fuels tax allocation was expended in the previous year (Form MS-965) by January 31 of each year.
3. A report of elected and appointed officials by January 31 of each year.
4. A Survey of Financial Condition by March 15 of each year.

Department of Transportation *Publication 9* contains the policies and procedures that govern the use of Liquid Fuels Tax Fund money. However, if there is a difference between *Publication 9* and any legislation, the legislation shall govern.

BOROUGH OF ASHLEY
 LUZERNE COUNTY
 LIQUID FUELS TAX FUND
 2014 FORM MS-965 – SECTION 1
 WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
Major equipment purchases	\$ 7,437.47	\$ (892.97)	\$ 6,544.50
Minor equipment purchases	1,139.95	(1,041.78)	98.17
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	20,254.94	-	20,254.94
Traffic control devices	4,142.95	-	4,142.95
Street lighting	25,705.37	-	25,705.37
Storm sewers and drains	-	-	-
Repairs of tools and machinery	10,252.33	1,934.75	12,187.08
Maintenance and repair of roads and bridges	7,572.67	-	7,572.67
Highway construction and rebuilding projects	-	-	-
Miscellaneous (Note 6)	3,520.60	-	3,520.60
 Total (To Section 2, Line 5)	 <u>\$ 80,026.28</u>	 <u>\$ -</u>	 <u>\$ 80,026.28</u>

Notes to Form MS-965 With Adjustments are an integral part of this report.

BOROUGH OF ASHLEY
 LUZERNE COUNTY
 LIQUID FUELS TAX FUND
 2014 FORM MS-965 – SECTION 2
 WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2014	\$ 96,731.22	\$ -	\$ 96,731.22
Receipts:			
2. State allocation	56,113.53	-	56,113.53
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	118.37	-	118.37
2c. Miscellaneous (Note 5)	10,251.00	-	10,251.00
3. Total receipts	<u>66,482.90</u>	<u>-</u>	<u>66,482.90</u>
4. Total funds available	<u>163,214.12</u>	<u>-</u>	<u>163,214.12</u>
5. Expenditures (Section 1)	<u>80,026.28</u>	<u>-</u>	<u>80,026.28</u>
6. Balance, December 31, 2014	<u>\$ 83,187.84</u>	<u>\$ -</u>	<u>\$ 83,187.84</u>

Notes to Form MS-965 With Adjustments are an integral part of this report.

BOROUGH OF ASHLEY
 LUZERNE COUNTY
 LIQUID FUELS TAX FUND
 2014 FORM MS-965 – SECTION 3
 WITH ADJUSTMENTS

<u>Equipment Balance</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
1. Prior year equipment balance	\$ 22,518.87	\$ -	\$ 22,518.87
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	11,222.71	-	11,222.71
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	33,741.58	-	33,741.58
5. Less: Major equipment expenditures	<u>7,437.47</u>	<u>(892.97)</u>	<u>6,544.50</u>
6. Remainder	<u>26,304.11</u>	<u>892.97</u>	<u>27,197.08</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 26,304.11</u>	<u>\$ 892.97</u>	<u>\$ 27,197.08</u>

Notes to Form MS-965 With Adjustments are an integral part of this report.

BOROUGH OF ASHLEY
 LUZERNE COUNTY
 LIQUID FUELS TAX FUND
 NOTES TO FORM MS-965 WITH ADJUSTMENTS
 FOR THE PERIOD
 JANUARY 1, 2014 TO DECEMBER 31, 2014

1. Criteria

Section 1

This section of Form MS-965 With Adjustments provides a summary of Liquid Fuels Tax Fund expenditures by category. Categories requiring explanation include:

- Major equipment purchases are purchases of road machinery and road equipment with varying yearly costs in excess of the amounts indicated below:

Prior To 2012	2012	2013	2014
\$4,000.00	\$10,000.00	\$10,200.00	\$10,300.00

- Minor equipment purchases are purchases of road machinery and road equipment with varying yearly costs, or less, than the amounts indicated below:

Prior To 2012	2012	2013	2014
\$4,000.00	\$10,000.00	\$10,200.00	\$10,300.00

- Agility projects are exchanges of services with the Department of Transportation.

Section 2

This section of Form MS-965 With Adjustments provides information on the fund balance. Categories requiring explanation include:

- The state allocation is generally received from the Department of Transportation during the first week in March of each year. The amount the municipality receives is based half on its population and half on its road mileage.
- The turnback allocation is generally received from the Department of Transportation during the first week in March of each year. A municipality receives a yearly turnback allocation based on road mileage for all roads that were transferred to the municipality from the Commonwealth of Pennsylvania through the Highway Transfer Program.

BOROUGH OF ASHLEY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORM MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2014 TO DECEMBER 31, 2014

1. Criteria (Continued)

Section 2 (Continued)

- Expenditures include the total transferred from Section 1.

Section 3

This section of Form MS-965 With Adjustments determines if the municipality expended Liquid Fuels Tax Fund money in excess of the permissible amount for equipment and the balance that the municipality may carry forward for the purchase of equipment to the subsequent year.

Department of Transportation *Publication 9* requires that the amount expended for equipment purchases in a given year not exceed the sum of the equipment balance carried forward from the previous year and 20 percent of the current year's Liquid Fuels Tax Fund allocation and, if applicable, 20 percent of the turnback allocation plus other Department of Transportation approved adjustments.

If the municipality spent in excess of the amount listed on Line 4, the excess must be reimbursed to the Liquid Fuels Tax Fund.

The equipment balance to be carried forward for the subsequent year is the lesser of the amount on Line 6 or the ending fund balance on Line 6 of Section 2, but not less than zero.

Basis Of Presentation

The financial activities of the municipality are accounted for in separate funds. The Liquid Fuels Tax Fund is used to account for state aid revenues from the Pennsylvania Department of Transportation used primarily for building and improving local roads and bridges. The Forms MS-965 have been prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation as a result of the Fuels Tax Act 655, dated 1956 and as amended, which does not constitute a complete presentation of the entity's assets, liabilities, expenses, and fund balance. Accordingly, the presentation of Forms MS-965 With Adjustments is restricted to the Liquid Fuels Tax Fund, which represents a segment of the entity.

BOROUGH OF ASHLEY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORM MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2014 TO DECEMBER 31, 2014

1. Criteria (Continued)

Basis Of Accounting

The accompanying Forms MS-965 With Adjustments are prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation. Under this method, revenues are recognized when received and expenditures are recorded when paid.

General Fixed Assets

General fixed assets are recognized as expenditures at the time of purchase. No depreciation has been provided on the heavy equipment used to maintain and repair roads and bridges.

2. Deposits

The Borough Code, Title 53 P.S. § 46316, authorizes the borough to deposit its funds in the following:

- Deposits in savings accounts or time deposits, other than certificates of deposit or share accounts of institutions having their principal place of business in the Commonwealth of Pennsylvania and insured by the Federal Deposit Insurance Corporation (FDIC) or other like insurance. For any amount above the insured maximum, the depository shall pledge approved collateral.
- Certificates of deposit purchased from institutions insured by the FDIC or other like insurance to the extent that such accounts are so insured. For any amounts in excess of the insured maximum, such deposits shall be collateralized by a pledge or assignment of assets. Certificates of deposit may not exceed 20 percent of a bank's total capital surplus or 20 percent of a savings and loan or savings bank's assets minus liabilities.

Deposits consist of receipts and deposits in a financial institution. Pennsylvania statutes require all deposits to be insured and, for any amount above the insured maximum, to be secured with approved collateral as defined.

BOROUGH OF ASHLEY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORM MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2014 TO DECEMBER 31, 2014

2. Deposits (Continued)

There were no deposits exposed to custodial credit risk as of December 31, 2014. Custodial credit risk, as defined by GASB No. 40, includes deposits that are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the municipality's name.

Fund Balance

The fund balance consists of the following:

Cash	<u>\$83,187.84</u>
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3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in an interest-bearing account which earned \$118.37 during 2014, thus providing additional funds for road maintenance and repairs.

4. Adjustments

Section 1

Adjustments were made to "Major equipment purchases," "Minor equipment purchases," and "Repairs of tools and machinery" because expenditures of \$1,934.75 were misclassified.

Section 3

An adjustment of \$892.97 was made to "Major equipment expenditures" to reflect the adjustment made to major equipment purchases in Section 1.

BOROUGH OF ASHLEY
 LUZERNE COUNTY
 LIQUID FUELS TAX FUND
 NOTES TO FORM MS-965 WITH ADJUSTMENTS
 FOR THE PERIOD
 JANUARY 1, 2014 TO DECEMBER 31, 2014

5. Miscellaneous Receipts

The following miscellaneous receipts were deposited into the Liquid Fuels Tax Fund during the examination period:

<u>Source</u>	<u>Description</u>	<u>Amount</u>
Commonwealth of Pennsylvania	Winter maintenance agreement	\$ 6,763.23
General Fund	Reimbursement (Finding No. 3)	<u>3,487.77</u>
Total		<u><u>\$10,251.00</u></u>

6. Miscellaneous Expenditures

The following miscellaneous expenditures were paid from the Liquid Fuels Tax Fund during the examination period:

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
General Fund	Nonpermissible expenditures (Finding No. 3)	\$2,522.40
Vendor	Nonpermissible expenditures (Finding No. 3)	965.37
Financial institution	Bank service charges	<u>32.83</u>
Total		<u><u>\$3,520.60</u></u>

7. Lease-Purchase Agreement

On August 19, 2014, the municipality entered into a lease-purchase agreement with F.N.B. Commercial Leasing to purchase a 2014 Case 580SN backhoe/loader for \$79,561.85. The agreement was for a term of six years. Principal and interest payments of \$1,208.90 are due monthly. The first month's payment included a filing fee of \$500.00. The total amount of the lease to be repaid, including principal and interest, is \$87,540.80.

BOROUGH OF ASHLEY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORM MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2014 TO DECEMBER 31, 2014

7. Lease-Purchase Agreement (Continued)

During the current examination period the municipality paid principal and interest of \$6,544.50 from the Liquid Fuels Tax Fund. This amount is reflected in major equipment purchases on the 2014 Form MS-965 - Section 1. The outstanding balance of the lease-purchase agreement as of December 31, 2014 was \$80,996.30.

BOROUGH OF ASHLEY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2014 TO DECEMBER 31, 2014

Finding No. 1 - Electronic Imaging Of Canceled Checks From The Bank Did Not Include The Back Of The Checks

Our examination disclosed that the imaging of canceled checks from the bank for the Liquid Fuels Tax Fund account was not acceptable because the bank provides only an image of the front side of the canceled checks. For us to properly complete our examination testing, we have to examine the front and the back of the canceled checks.

Good internal controls and the Commonwealth of Pennsylvania Management Directive 210.11, dated June 16, 1997, require that imaging systems comply with the provisions of the Internal Revenue Service (IRS) procedures for record keeping with electronic imaging. To be acceptable, the documents provided by the system must meet IRS procedures governing size, content, format, and pattern. Those procedures require that all images produced by the imaging system exhibit a high degree of legibility and readability when displayed on paper. Legibility includes the ability to identify all letters and numerals positively and quickly. Readability includes the ability to recognize a group of letters or numerals as words or completed numbers. Imaged documents must include the front and back of a document in which both the front and back are used.

Further, good internal controls ensure that by having a municipal official review the front and back of the canceled checks, any errors or misappropriations can be detected on a timely basis.

Without this control, the potential exists for errors or misappropriations to go undetected for long periods of time.

The municipality obtained and provided us with copies of the backs of the canceled checks requested for examination.

Recommendations

We recommend that the municipal officials obtain images of the front and back of canceled checks in accordance with Directive 210.11. Additionally, municipal officials should review the front and back of each canceled check for any errors or misappropriations.

Management's Response

The municipal officials offered no formal response at this time.

BOROUGH OF ASHLEY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2014 TO DECEMBER 31, 2014

**Finding No. 1 - Electronic Imaging Of Canceled Checks From The Bank Did Not Include
The Back Of The Checks (Continued)**

Auditor's Conclusion

During our next examination, we will determine if the municipality complied with our recommendation.

BOROUGH OF ASHLEY
 LUZERNE COUNTY
 LIQUID FUELS TAX FUND
 FINDINGS AND RECOMMENDATIONS
 FOR THE PERIOD
 JANUARY 1, 2014 TO DECEMBER 31, 2014

Finding No. 2 - Nonpermissible Expenditures - Recurring

We cited the municipality for making nonpermissible expenditures in our prior two reports with the most recent being for the period January 1, 2011 to December 31, 2012. Our current examination disclosed that the municipality expended \$3,487.77 during 2014 from the Liquid Fuels Tax Fund for the following nonpermissible items:

<u>Description</u>	<u>Amount</u>
Various bank and financial fees	\$2,522.40
Electricity for borough building	752.05
Insurance premium	103.00
Borough employee cell phones	<u>110.32</u>
Total	<u>\$3,487.77</u>

The Liquid Fuels Tax Municipal Allocation Law, 72 P.S. § 2615.4, provides, in part, that monies herein allocated may be used only for construction, reconstruction, maintenance, and repairs of such public roads or streets, including bridges, culverts and drainage structures, for which they are legally responsible. Also permitted are expenditures involving acquisition, maintenance, repairs and operation of street signs, traffic signs, traffic signal control systems, road equipment, and snow fences.

The Department of Transportation has been statutorily authorized to promulgate regulations concerning the administration of Liquid Fuels Tax Fund money and has determined that certain items, including those in the table above, are outside the scope of permissible expenditures.

This condition occurred because the municipality failed to comply with our prior examination recommendation to comply with the Liquid Fuels Tax Municipal Allocation Law and Department of Transportation Regulations regarding permissible expenditures.

On November 26, 2014, the municipality reimbursed \$3,487.77 to the Liquid Fuels Tax Fund.

Recommendation

We again recommend that, in the future, the municipality complies with the Liquid Fuels Tax Municipal Allocation Law and the Department of Transportation's Regulations regarding permissible expenditures.

BOROUGH OF ASHLEY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2014 TO DECEMBER 31, 2014

Finding No. 2 - Nonpermissible Expenditures - Recurring (Continued)

Management's Response

The municipal officials offered no formal response at this time.

Auditor's Conclusion

This is a recurring finding. We strongly recommend that the municipality complies with our recommendation. During our next examination, we will determine if the municipality complied with our recommendation.

BOROUGH OF ASHLEY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2014 TO DECEMBER 31, 2014

Finding No. 3 - Late Receipt Of Allocation

Our examination disclosed that the 2014 Liquid Fuels Tax Fund allocation of \$56,113.53, which should have been distributed from the Department of Transportation to the municipality during the first week of March of that year, was not received until April 25, 2014 because the municipality failed to comply with the Department of Transportation's *Publication 9*, Chapter Two, Section 2.4, which states:

To qualify for the annual liquid fuels tax allocation, a municipality shall:

- Submit annual reports (MS-965, Actual Use Report, MS-965P, Project and Miscellaneous Receipts, and MS-965S, Record of Checks).
- Make deposits and payments or expenditures in compliance with the Act 655. Failure to do so may result in not receiving allocations from PENNDOT until all discrepancies are resolved.
- Submit the Pennsylvania Department of Community and Economic Development's (DCED) Report of Elected and Appointed Officials by January 31st and the Survey of Financial Condition by March 15th.
- Ensure resolution of all Contractor Responsibility Program (CRP) holds and blocks imposed by the Department of Revenue and the Department of Labor and Industry.

Because the municipality failed to file documents and information timely as noted above, the municipality did not have use of the 2014 allocation for more than one month. Furthermore, had the allocation been received timely, money may have been available for investment purposes, potentially earning interest income which could have been used for road maintenance and repairs.

Recommendation

We recommend that, in the future, the municipality complies with the Department of Transportation's *Publication 9* to ensure that the allocations are received during the first week in March as outlined above.

Management's Response

The municipal officials offered no formal response at this time.

BOROUGH OF ASHLEY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2014 TO DECEMBER 31, 2014

Finding No. 3 - Late Receipt Of Allocation (Continued)

Auditor's Conclusion

During our next examination, we will determine if the municipality complied with our recommendation.

BOROUGH OF ASHLEY
 LUZERNE COUNTY
 LIQUID FUELS TAX FUND
 SUMMARY OF PRIOR EXAMINATIONS' RECOMMENDATIONS
 FOR THE PERIOD
 JANUARY 1, 2014 TO DECEMBER 31, 2014

Summary Of 2011-2012 Examination Recommendation

In our 2012 report, we recommended that the Department of Transportation review our examination finding to determine if the municipality should reimburse \$30,679.20 to its Liquid Fuels Tax Fund. This amount consists of \$19,713.35 for payroll expenditures without maintaining supporting documentation, \$5,539.55 for nonpermissible expenditures, and \$5,426.30 for expenditures in excess of the approved amount for street lighting.

During our current examination, we reviewed a letter dated June 30, 2014, from the Department of Transportation informing the municipality that \$19,160.98 of the \$30,679.20 would be required to be reimbursed to the Liquid Fuels Tax Fund. Additionally, the municipality and the Department of Transportation agreed on a payment schedule for the reimbursement of \$19,160.98 as follows:

<u>Due Date</u>	<u>Amount</u>	<u>Date Reimbursed</u>
06/30/15	\$ 4,790.25	05/27/15
06/30/16	4,790.25	Unpaid
06/30/17	4,790.24	Unpaid
06/30/18	<u>4,790.24</u>	Unpaid
Total	<u>\$19,160.98</u>	

As of July 29, 2015, the exit conference date of this report, \$14,370.73 was due the Liquid Fuels Tax Fund.

BOROUGH OF ASHLEY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF PRIOR EXAMINATIONS' RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2014 TO DECEMBER 31, 2014

Summary Of 2013 Examination Recommendations

In our 2013 report we recommended that the Department of Transportation review our examination finding to determine if the municipality should reimburse \$5,735.88 to its Liquid Fuels Tax Fund for nonpermissible expenditures.

We noted that the municipality reimbursed this amount to its Liquid Fuels Tax Fund on May 27, 2015, which was subsequent to our examination period.

In our 2013 report we also recommended that:

- The municipality transcribed minutes for council meetings be available for public review within a reasonable period of time after each meeting.
- The municipality complies with the Liquid Fuels Tax Municipal Allocation Law and the Department of Transportation's Regulations regarding permissible expenditures.

During our current examination we noted that the municipality complied with our first bulleted recommendation but did not comply with our second bulleted recommendation (see Finding No. 3).

BOROUGH OF ASHLEY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF EXIT CONFERENCE
FOR THE PERIOD
JANUARY 1, 2014 TO DECEMBER 31, 2014

An exit conference was held July 29, 2015. Those participating were:

BOROUGH OF ASHLEY

Mr. Greg Gulick, Borough Manager

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Robert A. Bauder, Auditor

The results of the examination were presented and discussed in their entirety.

BOROUGH OF ASHLEY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2014 TO DECEMBER 31, 2014

This report was initially distributed to:

The Honorable Leslie Richards
Secretary
Department of Transportation

Borough of Ashley
Luzerne County
10 North Main Street
Ashley, PA 18706

The Honorable Donald Sipple

President of Council

Mr. Greg Gulick

Borough Manager

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.