ATTESTATION ENGAGEMENT

Township of Harrison

Potter County, Pennsylvania

52-208

Liquid Fuels Tax Fund

For the Period

January 1, 2012 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 Forms MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Township of Harrison, Potter County, for the period January 1, 2012 to December 31, 2014. The municipality's management is responsible for the Forms MS-965. Our responsibility is to express an opinion on the Forms 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 Township of Harrison, Potter County's Forms MS-965 for the period January 1, 2012 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 Forms MS-965 With Adjustments are made by the Department of the Auditor General.

As discussed in Finding No. 1, the municipality expended $127,008.14 from the Liquid Fuels Tax Fund toward the purchase of a truck during 2012 and 2013 that was not made from the lowest responsible bidder. Additionally, as discussed in Finding No. 2, on December 31, 2012, the township deposited $39,133.44 of Liquid Fuels Tax Fund money into the General Fund.

In our opinion, except for the matters discussed in the preceding paragraph, the Forms MS-965 With Adjustments present, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund of the Township of Harrison, Potter County, for the period January 1, 2012 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 Forms 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 Forms 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 Forms MS-965 are presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over reporting on the Forms 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 Forms 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.

Our consideration of internal control over reporting on the Forms MS-965 was for the limited purpose of expressing an opinion on whether the Forms MS-965 are presented in accordance with the criteria described above and would not necessarily identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our engagement 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.

As part of obtaining reasonable assurance about whether the Forms MS-965 are free from material misstatement, we performed tests of the Township of Harrison, Potter 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 Forms 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 instances of noncompliance that are required to be reported under *Government Auditing Standards*:

- Failure To Award Bid To Lowest Responsible Bidder.

- Liquid Fuels Money Deposited Into The General Fund.

This report is intended solely for the information and use of the Pennsylvania Department of Transportation and the management of the Township of Harrison, Potter 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 Township of Harrison, Potter 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.

October 5, 2015

Eugene A. DePasquale
Auditor General

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TOWNSHIP OF HARRISON
POTTER COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2012 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.

TOWNSHIP OF HARRISON
POTTER COUNTY
LIQUID FUELS TAX FUND
2012 FORM MS-965 – SECTION 1
WITH ADJUSTMENTS

Expenditure Summary	Reported	Adjustments (Note 4)	Adjusted Amount
Major equipment purchases	$ 15,611.00	$ (500.00)	$ 15,111.00
Minor equipment purchases	-	500.00	500.00
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	36,694.76	-	36,694.76
Traffic control devices	812.25	-	812.25
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	11,155.40	-	11,155.40
Maintenance and repair of roads and bridges	243,369.57	(175,074.41)	68,295.16
Highway construction and rebuilding projects	63,181.23	-	63,181.23
Miscellaneous (Note 6)	139.38	175,074.41	175,213.79
Total (To Section 2, Line 5)	$ 370,963.59	$ -	$ 370,963.59

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

TOWNSHIP OF HARRISON
POTTER COUNTY
LIQUID FUELS TAX FUND
2012 FORM MS-965 – SECTION 2
WITH ADJUSTMENTS

Fund Balance	Reported	Adjustments (Note 4)	Adjusted Amount
1. Balance, January 1, 2012	$ 48,065.38	$ -	$ 48,065.38
Receipts:			
2. State allocation	124,112.48	-	124,112.48
2a. Turnback allocation	15,640.00	-	15,640.00
2b. Interest on investments (Note 3)	302.83	132.41	435.24
2c. Miscellaneous (Note 5)	807,290.44	-	807,290.44
3. Total receipts	947,345.75	132.41	947,478.16
4. Total funds available	995,411.13	132.41	995,543.54
5. Expenditures (Section 1)	370,963.59	-	370,963.59
6. Balance, December 31, 2012	$ 624,447.54	$ 132.41	$ 624,579.95

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

TOWNSHIP OF HARRISON
POTTER COUNTY
LIQUID FUELS TAX FUND
2012 FORM MS-965 – SECTION 3
WITH ADJUSTMENTS

Equipment Balance	Reported	Adjustments (Note 4)	Adjusted Amount
1. Prior year equipment balance	$ 47,895.58	$ 169.80	$ 48,065.38
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	27,950.50	-	27,950.50
3. PENNDOT approved adjustments	126,347.71	30.27	126,377.98
4. Total funds available for equipment acquisition	202,193.79	200.07	202,393.86
5. Less: Major equipment expenditures	15,611.00	(500.00)	15,111.00
6. Remainder	186,582.79	700.07	187,282.86
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	$ 186,582.79	$ 700.07	$ 187,282.86

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

TOWNSHIP OF HARRISON
POTTER COUNTY
LIQUID FUELS TAX FUND
2013 FORM MS-965 – SECTION 1
WITH ADJUSTMENTS

Expenditure Summary	Reported	Adjustments	Adjusted Amount
Major equipment purchases	$ 111,897.14	$ -	$ 111,897.14
Minor equipment purchases	202.44	-	202.44
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	71,016.16	-	71,016.16
Traffic control devices	337.72	-	337.72
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	22,468.90	-	22,468.90
Maintenance and repair of roads and bridges	123,313.70	-	123,313.70
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
Total (To Section 2, Line 5)	$ 329,236.06	$ -	$ 329,236.06

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

TOWNSHIP OF HARRISON
POTTER COUNTY
LIQUID FUELS TAX FUND
2013 FORM MS-965 – SECTION 2
WITH ADJUSTMENTS

Fund Balance	Reported	Adjustments (Note 4)	Adjusted Amount
1. Balance, January 1, 2013	$ 624,447.54	$ 132.41	$ 624,579.95
Receipts:			
2. State allocation	123,413.94	-	123,413.94
2a. Turnback allocation	15,640.00	-	15,640.00
2b. Interest on investments (Note 3)	1,637.98	-	1,637.98
2c. Miscellaneous (Note 5)	59.60	406.31	465.91
3. Total receipts	140,751.52	406.31	141,157.83
4. Total funds available	765,199.06	538.72	765,737.78
5. Expenditures (Section 1)	329,236.06	-	329,236.06
6. Balance, December 31, 2013	$ 435,963.00	$ 538.72	$ 436,501.72

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

TOWNSHIP OF HARRISON
POTTER COUNTY
LIQUID FUELS TAX FUND
2013 FORM MS-965 – SECTION 3
WITH ADJUSTMENTS

Equipment Balance	Reported	Adjustments (Note 4)	Adjusted Amount
1. Prior year equipment balance	$ 186,752.59	$ 530.27	$ 187,282.86
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	27,810.79	-	27,810.79
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	214,563.38	530.27	215,093.65
5. Less: Major equipment expenditures	111,897.14	-	111,897.14
6. Remainder	102,666.24	530.27	103,196.51
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	$ 102,666.24	$ 530.27	$ 103,196.51

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

TOWNSHIP OF HARRISON
POTTER COUNTY
LIQUID FUELS TAX FUND
2014 FORM MS-965 – SECTION 1
WITH ADJUSTMENTS

Expenditure Summary	Reported	Adjustments (Note 4)	Adjusted Amount
Major equipment purchases	$ 45,094.25	$ (575.00)	$ 44,519.25
Minor equipment purchases	5,940.90	575.00	6,515.90
Computer/Computer related training	685.76	-	685.76
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	64,130.59	-	64,130.59
Traffic control devices	-	-	-
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	34,914.85	(41.00)	34,873.85
Maintenance and repair of roads and bridges	82,188.32	-	82,188.32
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
Total (To Section 2, Line 5)	$ 232,954.67	$ (41.00)	$ 232,913.67

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

TOWNSHIP OF HARRISON
POTTER COUNTY
LIQUID FUELS TAX FUND
2014 FORM MS-965 – SECTION 2
WITH ADJUSTMENTS

Fund Balance	Reported	Adjustments (Note 4)	Adjusted Amount
1. Balance, January 1, 2014	$ 435,963.00	$ 538.72	$ 436,501.72
Receipts:			
2. State allocation	130,187.74	-	130,187.74
2a. Turnback allocation	15,640.00	-	15,640.00
2b. Interest on investments (Note 3)	1,573.96	-	1,573.96
2c. Miscellaneous	-	-	-
3. Total receipts	147,401.70	-	147,401.70
4. Total funds available	583,364.70	538.72	583,903.42
5. Expenditures (Section 1)	232,954.67	(41.00)	232,913.67
6. Balance, December 31, 2014	$ 350,410.03	$ 579.72	$ 350,989.75

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

TOWNSHIP OF HARRISON
POTTER COUNTY
LIQUID FUELS TAX FUND
2014 FORM MS-965 – SECTION 3
WITH ADJUSTMENTS

Equipment Balance	Reported	Adjustments (Note 4)	Adjusted Amount
1. Prior year equipment balance	$ 102,666.24	$ 530.27	$ 103,196.51
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	29,165.55	-	29,165.55
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	131,831.79	530.27	132,362.06
5. Less: Major equipment expenditures	45,094.25	(575.00)	44,519.25
6. Remainder	86,737.54	1,105.27	87,842.81
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	$ 86,737.54	$ 1,105.27	$ 87,842.81

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

TOWNSHIP OF HARRISON
POTTER COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2012 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 was received from the Department of Transportation during the first week in April of each year through 2013. Municipalities began receiving the state allocation in March of each year beginning in 2014. The amount the municipality receives is based half on its population and half on its road mileage.

  The turnback allocation was received from the Department of Transportation during the first week in April of each year through 2013. Municipalities began receiving the turnback allocation in March of each year beginning in 2014. 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.

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.

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 Second Class Township Code***,** Title 53 P.S. § 68204 authorizes the township 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.

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 as of December 31, 2014 consists of the following:

Cash	$350,989.75

3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in interest-bearing accounts which earned $435.24 during 2012, $1,637.98 during 2013, and $1,573.96 during 2014, thus providing additional funds for road maintenance and repairs.

4. Adjustments

2012 - Section 1

Adjustments were made to "Major equipment purchases" and "Minor equipment purchases" because expenditures of $500.00 were misclassified.

Adjustments were made to "Maintenance and repair of roads and bridges" and "Miscellaneous" because expenditures of $175,074.41 were misclassified.

2012 - Section 2

An adjustment of $132.41 was made to "Interest on investments" because interest earnings were understated.

4. Adjustments (Continued)

2012 - Section 3

An adjustment of $169.80 was made to "Prior year equipment balance" because of prior report adjustments that were not carried forward in the equipment balance.

An adjustment of $30.27 was made to "PENNDOT approved adjustments" because approved adjustments were understated.

An adjustment of $(500.00) was made to "Major equipment expenditures" to reflect the adjustment made to major equipment purchases in 2012 - Section 1.

2013 - Section 2

An adjustment of $132.41 was made to "Balance, January 1, 2013" to reflect the adjustment made to the fund balance in 2012 - Section 2.

An adjustment of $406.31 was made to "Miscellaneous" because these receipts were understated.

2013 - Section 3

An adjustment of $530.27 was made to "Prior year equipment balance" because an incorrect equipment balance was carried forward.

2014 - Section 1

Adjustments were made to "Major equipment purchases" and "Minor equipment purchases" because expenditures of $575.00 were misclassified.

An adjustment of $(41.00) was made to "Maintenance and repair of roads and bridges" because check No. 6070 was voided but was included as an expenditure.

2014 - Section 2

An adjustment of $538.72 was made to "Balance, January 1, 2014" to reflect the adjustment made to the fund balance in 2013 - Section 2.

4. Adjustments (Continued)

2014 - Section 3

An adjustment of $530.27 was made to "Prior year equipment balance" to reflect the adjustment made to the equipment balance in 2013 - Section 3.

An adjustment of $(575.00) was made to "Major equipment expenditures" to reflect the adjustment made to major equipment purchases in 2014 - Section 1.

5. Miscellaneous Receipts

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

Source	Description	2012	2013
Turnback Account #1	Reimbursement (Note 7)	$123,416.08	$ -
Turnback Account #2	Reimbursement (Note 8)	51,658.33	-
Turnback Account #1	Unexpended balance	273,029.22	-
Turnback Account #2	Unexpended balance	358,860.70	-
General Fund	Reimbursement for payment in error (Note 9)	139.38	-
Resident	Reimbursement for part	186.73	59.60
Waste Water Fund	Reimbursement for part	-	38.92
General Fund	Reimbursement for stone	-	367.39
Total		$807,290.44	$465.91

6. Miscellaneous Expenditures

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

Payee	Description	2012
Turnback Account #1	Woodward Road SR 1017 (Note 7)	$123,416.08
Turnback Account #2	Howard Road SR1014 (Note 8)	51,658.33
Verizon	Payment in error (Note 9)	139.38
Total		$175,213.79

7. Woodward Road Turnback

During 2012, the township expended a total of $123,416.08 from its Liquid Fuels Tax Fund for the Woodward Road turnback project. Also during 2012, the township transferred $123,416.08 from its Turnback Account #1 to its Liquid Fuels Tax Fund for the reimbursement of these expenditures.

8. Howard Road Turnback

During 2012, the township expended a total of $51,658.33 from its Liquid Fuels Tax Fund for the Howard Road turnback project. Also during 2012, the township transferred $51,658.33 from its Turnback Account #2 to its Liquid Fuels Tax Fund for the reimbursement of these expenditures.

9. Payment In Error

On July 30, 2012, the municipality expended $139.38 from its Liquid Fuels Tax Fund in error. On August 7, 2012, the municipality transferred $139.38 from its General Fund to its Liquid Fuels Tax Fund to correct the payment in error.

10. Bank Loan

On February 16, 2012, the municipality purchased a 2011 dump truck for $127,920.00. The municipality made down payments of $1,500.00 from the Liquid Fuels Tax Fund and $3,920.00 from the General Fund. The municipality borrowed the remaining $122,500.00 from First Citizens Community Bank. The term of the loan was for five years at an interest rate of 3.75 percent. Principal and interest payments of $2,242.20 are due monthly. Because this truck was not awarded to the lowest responsible bidder, payments are ineligible to be paid from the Liquid Fuels Tax Fund (See Finding No. 1).

During the current examination period the municipality paid principal of $122,500.00 and interest of $3,008.14 from the Liquid Fuels Tax Fund. These amounts are reflected in major equipment purchases on the 2012 and 2013 Forms MS-965 - Section 1. The loan was paid-in-full on February 13, 2013.

TOWNSHIP OF HARRISON
POTTER COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2012 TO DECEMBER 31, 2014

Finding No. 1 - Failure To Award Bid To Lowest Responsible Bidder

Our examination disclosed that during 2012 the township purchased a new 4x4 truck for $127,920.00. The specifications were for a new diesel dump/plow truck, 39,000 GWT with a 300 - 350 horsepower engine. There were six vendors that offered lower bids that met these specifications:

Vendor	Amount
Vendor A	$123,094.07
Vendor B	$111,979.00
Vendor C	$118,491.13
Vendor D	$125,620.00
Vendor E	$125,951.57
Vendor F	$108,665.00

The above vendors' trucks were all 4x2 trucks. The township awarded the bid to a vendor with a 4x4 truck; however 4x4 was not a specification in the advertisement. Therefore, the bid should have been awarded to the lowest responsible bidder, which was Vendor F, or rebid with revised specifications.

The township made down payments of $1,500.00 and $3,920.00 from the Liquid Fuels Tax Fund and General Fund, respectively. The balance of $122,500.00 was financed with First Citizens Community Bank (See Note 10). The township paid principal of $11,401.53 and interest of $2,209.47 during 2012 and principal of $111,401.53 and interest of $798.67 from its Liquid Fuels Tax Fund.

The above expenditures were not made in compliance with the advertising, bidding, and contract requirements of *The Second Class Township Code*, 53 P.S. § 68102(a), (also found at § 3102(a) of *The Second Class Township Code* as published by the Local Government Commission), which requires that purchases over $18,500.00 during 2012 must be advertised, bid, and awarded by contract. The bidding threshold increased to purchases over $18,900.00 for 2013, $19,100.00 for 2014, and $19,400.00 for 2015. *The Second Class Township Code*, 53 P.S. § 68104(a), (also found at § 3104(a) of *The Second Class Township Code* as published by the Local Government Commission) further states that advertising, bidding and contract requirements should not be evaded through piecemeal purchases.

The failure to comply with *The Second Class Township Code* could result in the township having to reimburse $127,008.14 to its Liquid Fuels Tax Fund.

Finding No. 1 - Failure To Award Bid Lowest Responsible Bidder (Continued)

Recommendations

We recommend that the township reimburse $127,008.14 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that, in the future, the township complies with *The Second Class Township Code* as noted in this finding.

Management's Response

The township officials stated:

> Findings were looked over by the supervisors and they questioned the money due the Liquid Fuels account. I explained to them what had happened from the conversation I had with the previous secretary.

Auditor's Conclusion

The township officials should have included the 4x4 specification in the advertisement or rebid with the desired specifications when they realized that they needed a 4x4 truck. The Department of Transportation will determine if the township should reimburse $127,008.14 to the Liquid Fuels Tax Fund. During our next examination we will determine if the township complied with our recommendations.

Finding No. 2 - Liquid Fuels Money Deposited Into The General Fund

During our examination, the township completed bridge project No. 12-52208-01. The township expended $48,911.80 from the Liquid Fuels Tax Fund and $136,509.00 from the General Fund during 2012 for the project. On December 31, 2012, the township received a bridge reimbursement of $148,336.64 from the Department of Transportation for 80 percent of the project, which was deposited into the General Fund. Because the township expended $48,911.80 from the Liquid Fuels Tax Fund, the Liquid Fuels Tax Fund should have received $39,129.44, which is 80 percent of $48,911.80. This is in noncompliance with the Liquid Fuels Tax Municipal Allocation Law.

The practice of depositing liquid fuels money into any account other than the Liquid Fuels Tax Fund account is contrary to the Act of June 1, 1956, P.L. (1955) 1944, 72 P.S. § 2615.5, known as the Liquid Fuels Tax Municipal Allocation Law, which states:

> . . .each city, borough, town and township, shall . . . Establish and maintain a special fund into which the moneys [liquid fuels tax funds] . . . shall be deposited and into which no other moneys may be deposited or commingled . . .

The risk that Liquid Fuels Tax Fund money may be used for unauthorized purposes increases when liquid fuels money is commingled with other funds.

The failure to follow the Liquid Fuels Tax Municipal Allocation Law as noted above could result in the municipality having to reimburse $39,129.44 to its Liquid Fuels Tax Fund.

Recommendations

We recommend that the municipality reimburse $39,129.44 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We recommend that, in the future, the municipality deposit all liquid fuels tax money promptly into the Liquid Fuels Tax Fund.

Finding No. 2 - Liquid Fuels Money Deposited Into The General Fund (Continued)

Management's Response

The municipal officials stated:

> Findings were looked over by the supervisors and they questioned the money due the Liquid Fuels account. I explained to them what had happened from the conversation I had with the previous secretary.

Auditor's Conclusion

Because the $48,911.80 was expended from the Liquid Fuels Tax Fund, the municipality should have deposited the 80 percent reimbursement of $39,129.44 to the Liquid Fuels Tax Fund. The Department of Transportation will determine if the $39,129.44 is due the Liquid Fuels Tax Fund. During our next examination we will determine if the township complied with our recommendations.

TOWNSHIP OF HARRISON
POTTER COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF EXIT CONFERENCE
FOR THE PERIOD
JANUARY 1, 2012 TO DECEMBER 31, 2014

An exit conference was held September 1, 2015. Those participating were:

TOWNSHIP OF HARRISON

The Honorable Maurice Swede, Chairman of the Board of Supervisors/Treasurer

Ms. Kim Talbett, Secretary

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Christopher Heglen, Auditor

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

TOWNSHIP OF HARRISON
POTTER COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2012 TO DECEMBER 31, 2014

This report was initially distributed to:

The Honorable Leslie Richards
Secretary
Department of Transportation

Township of Harrison
Potter County
205 East Main Street
Harrison Valley, PA 16927

The Honorable Maurice Swede	Chairman of the Board of Supervisors/Treasurer
Ms. Kim Talbett	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.