

# ATTESTATION ENGAGEMENT

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Borough of Parkside  
Delaware County, Pennsylvania  
23-418  
Liquid Fuels Tax Fund  
For the Period  
January 1, 2013 to December 31, 2014

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April 2016



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 Borough of Parkside, Delaware County, for the period January 1, 2013 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 Borough of Parkside, Delaware County's Forms MS-965 for the period January 1, 2013 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.

## Independent Auditor's Report (Continued)

As discussed in Finding No. 2, the township expended \$13,133.00 in excess of the approved amount of Liquid Fuels Tax Fund money for road construction projects.

Although management of the municipality provided us with a management representation letter on the date of our exit conference of February 11, 2016, held at the municipality, they did not respond to our request for an updated management representation letter including the disclosure of any subsequent events that affected the Forms MS-965 through the date of this report.

In our opinion, except for the effect of the over expenditure of Liquid Fuels Tax Fund money on road construction projects and the possible effects of the matter 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 Borough of Parkside, Delaware County, for the period January 1, 2013 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 the 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.

### Independent Auditor's Report (Continued)

As part of obtaining reasonable assurance about whether the Forms MS-965 are free from material misstatement, we performed tests of the Borough of Parkside, Delaware 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 instance of noncompliance that is required to be reported under *Government Auditing Standards*:

- Liquid Fuels Money Over Expended On Projects - Recurring.

We also noted matters that, while not required to be included in this report by *Government Auditing Standards*, have been included in the findings below:

- Idle Funds Held in A Noninterest-Bearing Account.
- Late Receipt Of Allocations - Recurring.

We are concerned that the borough failed to comply with our prior examination findings for Liquid Fuels money over expended on a project and late receipt of allocations. During our current examination the borough over expended Liquid Fuels Tax Fund money on road projects, maintained idle funds in a non-interest bearing account, and received its allocations late.

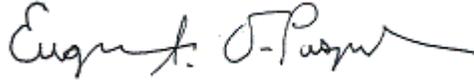
The failure to comply with the Department of Transportation's Regulations could result in the borough having to reimburse \$13,133.00 to its Liquid Fuels Tax Fund. Additionally, if the borough had invested the liquid fuels tax funds in interest-bearing accounts, certificates of deposit, or other investments permitted by *The Borough Code*, additional money would have been earned for road maintenance and repairs. Furthermore, because the borough failed to file documents and information timely as noted above, the borough did not have use of the 2013 allocation for almost 14 months and the 2014 allocation for more than 4 months.

The municipality should strive to comply with the recommendations and corrective actions noted in this report.

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

Independent Auditor's Report (Continued)

We appreciate the courtesy extended by the Borough of Parkside, Delaware 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.

A handwritten signature in black ink, appearing to read "Eugene A. DePasquale". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Eugene A. DePasquale  
Auditor General

March 24, 2016

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BOROUGH OF PARKSIDE  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2013 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 PARKSIDE  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2013 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	\$ -	\$ -	\$ -
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	1,134.40	-	1,134.40
Traffic control devices	5,538.24	-	5,538.24
Street lighting	11,813.70	-	11,813.70
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	17,564.40	(17,564.40)	-
Highway construction and rebuilding projects	-	57,564.40	57,564.40
Miscellaneous (Note 6)	115,000.00	(40,000.00)	75,000.00
 Total (To Section 2, Line 5)	 <u>\$ 151,050.74</u>	 <u>\$ -</u>	 <u>\$ 151,050.74</u>

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

BOROUGH OF PARKSIDE  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2013 FORM MS-965 – SECTION 2  
 WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2013	\$ 76,761.21	\$ 8,330.11	\$ 85,091.32
Receipts:			
2. State allocation	-	-	-
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	38.41	.03	38.44
2c. Miscellaneous (Note 6)	75,000.00	-	75,000.00
3. Total receipts	<u>75,038.41</u>	<u>.03</u>	<u>75,038.44</u>
4. Total funds available	<u>151,799.62</u>	<u>8,330.14</u>	<u>160,129.76</u>
5. Expenditures (Section 1)	<u>151,050.74</u>	<u>-</u>	<u>151,050.74</u>
6. Balance, December 31, 2013	<u>\$ 748.88</u>	<u>\$ 8,330.14</u>	<u>\$ 9,079.02</u>

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

BOROUGH OF PARKSIDE  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2013 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	\$ 38,170.82	\$ (9,683.57)	\$ 28,487.25
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	-	-	-
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	38,170.82	(9,683.57)	28,487.25
5. Less: Major equipment expenditures	-	-	-
6. Remainder	<u>38,170.82</u>	<u>(9,683.57)</u>	<u>28,487.25</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 748.88</u>	<u>\$ 8,330.14</u>	<u>\$ 9,079.02</u>

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

BOROUGH OF PARKSIDE  
 DELAWARE 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	\$ -	\$ -	\$ -
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	2,697.82	-	2,697.82
Traffic control devices	3,016.55	-	3,016.55
Street lighting	14,120.42	-	14,120.42
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	11,114.00	(11,114.00)	-
Highway construction and rebuilding projects	-	11,114.00	11,114.00
Miscellaneous	-	-	-
	<hr/>	<hr/>	<hr/>
Total (To Section 2, Line 5)	<u>\$ 30,948.79</u>	<u>\$ -</u>	<u>\$ 30,948.79</u>

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

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

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2014	\$ 748.88	\$ 8,330.14	\$ 9,079.02
Receipts:			
2. State allocation	79,755.91	-	79,755.91
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	1.41	-	1.41
2c. Miscellaneous (Note 5)	48,430.52	-	48,430.52
3. Total receipts	128,187.84	-	128,187.84
4. Total funds available	128,936.72	8,330.14	137,266.86
5. Expenditures (Section 1)	30,948.79	-	30,948.79
6. Balance, December 31, 2014	\$ 97,987.93	\$ 8,330.14	\$ 106,318.07

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

BOROUGH OF PARKSIDE  
 DELAWARE 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	\$ 748.88	\$ 8,330.14	\$ 9,079.02
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	15,951.18	-	15,951.18
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	16,700.06	8,330.14	25,030.20
5. Less: Major equipment expenditures	-	-	-
6. Remainder	<u>16,700.06</u>	<u>8,330.14</u>	<u>25,030.20</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 16,700.06</u>	<u>\$ 8,330.14</u>	<u>\$ 25,030.20</u>

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

BOROUGH OF PARKSIDE  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
 FOR THE PERIOD  
 JANUARY 1, 2013 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.

BOROUGH OF PARKSIDE  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2013 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 PARKSIDE  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2013 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 financial institutions. 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 PARKSIDE  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2013 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 as of December 31, 2014 consists of the following:

Cash	<u>\$106,318.07</u>
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3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in interest-bearing accounts which earned \$38.44 during 2013, and \$1.41 during 2014, thus providing additional funds for road maintenance and repairs.

4. Adjustments

2013 - Section 1

Adjustments were made to "Maintenance and repair of roads and bridges," "Highway construction and rebuilding," and "Miscellaneous" because expenditures of \$57,564.40 were misclassified.

2013 - Section 2

An adjustment of \$8,330.11 was made to "Balance, January 1, 2013" because of prior report adjustments that were not carried forward in the fund balance.

An adjustment of \$.03 was made to "Interest on investments" because interest earnings were understated.

BOROUGH OF PARKSIDE  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
 FOR THE PERIOD  
 JANUARY 1, 2013 TO DECEMBER 31, 2014

4. Adjustments (Continued)

2013 - Section 3

An adjustment of \$(9,683.57) was made to “Prior year equipment balance” because of prior report adjustments that were not carried forward in the equipment balance.

2014 - Section 1

Adjustments were made to “Maintenance and repair of roads and bridges” and “Highway construction and rebuilding projects” because expenditures of \$11,114.00 were misclassified.

2014 - Section 2

An adjustment of \$8,330.14 was made to “Balance, January 1, 2014” to reflect the adjustment made to the fund balance in 2013 - Section 2.

2014 - Section 3

An adjustment of \$8,330.14 was made to “Prior year equipment balance” to reflect the adjustment made to the equipment balance in 2013 - Section 3.

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>2014</u>
General Fund	Summary of 2006-2008 Examination Recommendations	\$18,037.34
General Fund	Summary of 2009-2012 Examination Recommendations	<u>30,393.18</u>
Total		<u><u>\$48,430.52</u></u>

BOROUGH OF PARKSIDE  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2014

6. Deposit In Error

On December 16, 2013, the municipality deposited \$75,000.00 into the Liquid Fuels Tax Fund that was received from the General Fund in error. On December 17, 2013, the municipality transferred this amount from its Liquid Fuels Tax Fun to its General Fund to correct the deposit in error.

BOROUGH OF PARKSIDE  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2014

**Finding No. 1 - Liquid Fuels Money Over Expended On Projects - Recurring**

We cited the municipality for over expending Liquid Fuels Tax Fund money on road construction projects in our prior report for the period January 1, 2009 to December 31, 2012. Our current examination disclosed that the borough expended \$17,564.40, \$40,000.00, and \$11,114.00 of Liquid Fuels Tax Fund money on construction project Nos. 12-23418-01, 13-23418-01, and 14-23418-01, respectively. However, the amount of Liquid Fuels Tax Fund money approved by the Department of Transportation to be expended from the Liquid Fuels Tax Fund for these projects was \$12,226.00, \$35,548.40, and \$7,771.00, respectively. The differences from these projects totaling \$13,133.00 should have been paid directly from the General Fund.

The Department of Transportation's Regulations do not permit a municipality to expend Liquid Fuels Tax Fund money in excess of the amount approved on Municipal Services Completion Report Form MS-999.

The failure to comply with the Department of Transportation's Regulations could result in the borough having to reimburse \$13,133.00 to its Liquid Fuels Tax Fund.

This condition occurred because the municipality failed to comply with our prior examination recommendation to expend only the approved amount of Liquid Fuels Tax Fund money on road construction projects.

**Recommendations**

We recommend that the borough reimburse \$13,133.00 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We again recommend that, in the future, the borough expend only the approved amount of Liquid Fuels Tax Fund money on road construction projects.

**Management's Response**

The borough officials offered no formal response at this time.

**Auditor's Conclusion**

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

BOROUGH OF PARKSIDE  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2014

**Finding No. 2 - Idle Funds Held In A Noninterest-Bearing Account**

Our examination disclosed that liquid fuels tax fund money in excess of current needs was deposited in a noninterest-bearing checking account from September 2013 to December 2014 with an average balance of \$66,373.40.

The Department of Transportation's *Publication 9*, Chapter Two, Section 2.6.1, states:

All monies in the Liquid Fuels Tax Fund account should be invested to earn interest until expended. . .

*The Borough Code*, Section 1316, as published by the Local Government Commission, lists the types of permissible investments for borough funds. If the borough had invested the liquid fuels tax funds in interest-bearing accounts, certificates of deposit, or other investments permitted by *The Borough Code*, additional money would have been earned for road maintenance and repairs.

**Recommendation**

We recommend that the borough officials comply with the Department of Transportation's *Publication 9* by reassessing their fiscal policy and consider investing money in excess of current needs in investments outlined in *The Borough Code* as published by the Local Government Commission.

**Management's Response**

The borough officials offered no formal response at this time.

**Auditor's Conclusion**

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

BOROUGH OF PARKSIDE  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2014

**Finding No. 3 - Late Receipt Of Allocations - Recurring**

We cited the municipality for receiving its Liquid Fuels Tax Fund allocations late in our prior report for the period January 1, 2009 to December 31, 2012. Our current examination disclosed that the 2013 and 2014 Liquid Fuels Tax Fund allocations of \$38,383.23 and \$41,372.68, respectively, which should have been distributed from the Department of Transportation to the municipality during the first week of April of 2013 and the first week of March of 2014, were not received until May 30, 2014, and July 25, 2014, respectively, because the borough 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 31<sup>st</sup> and the Survey of Financial Condition by March 15<sup>th</sup>.
- 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 borough failed to file documents and information timely as noted above, the borough did not have use of the 2013 allocation for almost 14 months and the 2014 allocation for more than 4 months. Furthermore, had the allocations 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.

This condition occurred because the municipality failed to comply with our prior examination recommendation to comply with the Department of Transportation's *Publication 9* to ensure that the allocations are received timely.

**Recommendation**

We recommend that, in the future, the borough complies with the Department of Transportation's *Publication 9* to ensure that the allocations are received timely.

BOROUGH OF PARKSIDE  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2014

**Finding No. 3 - Late Receipt Of Allocations - Recurring (Continued)**

Management's Response

The borough officials offered no formal response at this time.

Auditor's Conclusion

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

BOROUGH OF PARKSIDE  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
SUMMARY OF PRIOR EXAMINATIONS' RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2014

Summary Of 2006-2008 Examination Recommendations

In our 2006-2008 report, we recommended that the Department of Transportation review our examination findings to determine if the borough should reimburse \$37,537.34 to its Liquid Fuels Tax Fund. This amount consists of \$35,000.00 for failing to maintaining documentation to support a transfer to the General Fund and \$2,537.34 for retroactive expenditures.

During our prior examination we reviewed a letter dated September 28, 2012 from the Department of Transportation informing the borough to reimburse \$37,537.34 to its Liquid Fuels Tax Fund. The Department of Transportation also informed the borough that it was permitted to reimburse \$19,500.00 to its Liquid Fuels Tax Fund during 2011 and \$18,037.34 during 2012. We noted that the borough reimbursed \$19,500.00 to its Liquid Fuels Tax Fund on April 27, 2012. We further noted that the borough reimbursed the remaining \$18,037.34 to its Liquid Fuels Tax Fund on March 28, 2014.

Summary Of 2009-2012 Examination Recommendations

In our 2009-2012 report, we recommended that the Department of Transportation review our examination findings to determine if the borough should reimburse \$30,393.18 to its Liquid Fuels Tax Fund. This amount consists of \$20,000.00 for documentation supporting payroll expenditures that was not available for examination, \$4,378.18 for Liquid Fuels money over expended on a project, and \$6,015.00 for a failure to obtain project approval.

During our current examination, we reviewed a letter dated April 24, 2014, from the Department of Transportation informing the borough to reimburse \$30,393.18 to its Liquid Fuels Tax Fund. We noted that the borough reimbursed this amount to its Liquid Fuels Tax Fund on June 4, 2014.

In our 2009-2012 report, we also recommended that:

- The borough ensure good internal control over payroll by maintaining daily time sheets that identify the nature of work performed and the location of work assignments.
- Before the borough expends money on a project, it applies for and obtains prior approval for the project, and when the project is completed it obtains approval of the completed work.

BOROUGH OF PARKSIDE  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
SUMMARY OF PRIOR EXAMINATIONS' RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2014

Summary Of 2009-2012 Examination Recommendations (Continued)

- The borough expend only the approved amount of Liquid Fuels Tax Fund money of road construction projects.
- The borough comply with the Department of Transportation's *Publication 9* to ensure that the allocations are received during the first week in March.

During our current examination, we noted that the borough complied with our first two bulleted recommendations but did not comply with our third and fourth bulleted recommendations (see Findings No. 1 and No. 3).

BOROUGH OF PARKSIDE  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
SUMMARY OF EXIT CONFERENCE  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2014

An exit conference was held February 11, 2016. Those participating were:

BOROUGH OF PARKSIDE

Mr. Joseph P. Possenti, Jr., Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Ms. Anne Fota, Auditor

Ms. Nicole Cordisco, Auditor

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

BOROUGH OF PARKSIDE  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
REPORT DISTRIBUTION  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2014

This report was initially distributed to:

**The Honorable Leslie Richards**  
Secretary  
Department of Transportation

**Borough of Parkside**  
Delaware County  
22 East Elbon Road  
Parkside, PA 19015

**The Honorable Shirley Purcival**  
President of Council

**Mr. Joseph P. Possenti, Jr.**  
Treasurer

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