BOROUGH OF COURTDALE
LUZERNE COUNTY
40-404

LIQUID FUELS TAX FUND
EXAMINATION REPORT

FOR THE YEAR ENDED
DECEMBER 31, 2009

CONTENTS

Page

Background 1

Independent Auditor's Report 3

Financial Section:

2009 Form MS-965 With Adjustments 7

Notes To Form MS-965 With Adjustments 10

Findings And Recommendations:

Finding No. 1 - Authorized Check Signers Are Related 15

Finding No. 2 - Untimely Deposit Of Allocation 16

Summary Of Exit Conference 17

Report Distribution 19

BOROUGH OF COURTDALE
LUZERNE COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE YEAR ENDED
DECEMBER 31, 2009

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.

JACK WAGNER

AUDITOR GENERAL

Department of the Auditor General
Commonwealth of Pennsylvania
Harrisburg, Pennsylvania 17120-0018

JACK WAGNER
AUDITOR GENERAL

Independent Auditor's Report

The Honorable Barry J. Schoch, P.E.
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 Courtdale, Luzerne County, for the year ended December 31, 2009. 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 Courtdale, Luzerne County's Forms MS-965 for the year ended December 31, 2009 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.

COUNCIL 90
AFSCME
UNION LABEL

In our opinion, 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 Courtdale, Luzerne County, for the year ended December 31, 2009, in conformity with the criteria set forth in Note 1.

In accordance with *Government Auditing Standards*, we are required to report findings of significant deficiencies in internal control, violations of provisions of contracts or grant agreements, and abuse that are material to the Forms MS-965 and any fraud and illegal acts that are more than inconsequential that come to our attention during our examination. We are also required to obtain the views of management on those matters. 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 control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Borough of Courtdale, Luzerne County's ability to initiate, authorize, record, process, or report data reliably in accordance with the applicable criteria such that there is more than a remote likelihood that a misstatement of the Borough of Courtdale, Luzerne County's Forms MS-965 that is more than inconsequential will not be prevented or detected by the Borough of Courtdale, Luzerne County's internal control. We consider the deficiencies described in the findings below to be significant deficiencies in internal control over reporting on the Forms MS-965:

- Authorized Check Signers Are Related.

- Untimely Deposit Of Allocation.

A material weakness is a significant deficiency or combination of significant deficiencies that results in more than a remote likelihood that a material misstatement of the Forms MS-965 will not be prevented or detected by the Borough of Courtdale, Luzerne County's internal control. Our consideration of the internal control over reporting on the Forms MS-965 would not necessarily disclose all matters in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we consider the significant deficiencies described above to be material weaknesses.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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

April 11, 2011

JACK WAGNER
Auditor General

JACK WAGNER

AUDITOR GENERAL

BOROUGH OF COURTDALE
LUZERNE COUNTY
LIQUID FUELS TAX FUND
2009 FORM MS-965 – SECTION 1
WITH ADJUSTMENTS

Expenditure Summary	Reported	Adjustments (Note 4)	Adjusted Amount
Major equipment purchases	$ -	$ -	$ -
Minor equipment purchases	7,924.20	-	7,924.20
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	5,928.76	-	5,928.76
Traffic control devices	2,240.44	-	2,240.44
Street lighting	-	-	-
Storm sewers and drains	716.96	-	716.96
Repairs of tools and machinery	1,973.57	-	1,973.57
Maintenance and repair of roads and bridges	5,798.14	50.00	5,848.14
Highway construction and rebuilding projects	-	-	-
Miscellaneous (Bank service charges)	50.00	(20.00)	30.00
Total (To Section 2, Line 5)	$ 24,632.07	$ 30.00	$ 24,662.07

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

BOROUGH OF COURTDALE
LUZERNE COUNTY
LIQUID FUELS TAX FUND
2009 FORM MS-965 – SECTION 2
WITH ADJUSTMENTS

Fund Balance	Reported	Adjustments	Adjusted Amount
1. Balance, January 1, 2009	$ 35,455.79	$ -	$ 35,455.79
Receipts:			
2. State allocation	19,103.03	-	19,103.03
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	277.50	-	277.50
2c. Miscellaneous	-	-	-
3. Total receipts	19,380.53	-	19,380.53
4. Total funds available	54,836.32	-	54,836.32
5. Expenditures (Section 1)	24,632.07	30.00	24,662.07
6. Balance, December 31, 2009	$ 30,204.25	$ (30.00)	$ 30,174.25

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

BOROUGH OF COURTDALE
LUZERNE COUNTY
LIQUID FUELS TAX FUND
2009 FORM MS-965 – SECTION 3
WITH ADJUSTMENTS

Equipment Balance	Reported	Adjustments	Adjusted Amount
1. Prior year equipment balance	$ 20,299.29	$ -	$ 20,299.29
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	3,820.61	-	3,820.61
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	24,119.90	-	24,119.90
5. Less: Major equipment expenditures	-	-	-
6. Remainder	24,119.90	-	24,119.90
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	$ 24,119.90	$ -	$ 24,119.90

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

BOROUGH OF COURTDALE
LUZERNE COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORM MS-965 WITH ADJUSTMENTS
FOR THE YEAR ENDED
DECEMBER 31, 2009

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 that cost in excess of $4,000.00.

- Minor equipment purchases are purchases of road machinery and road equipment that cost $4,000.00 or less.

- 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 April 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 April 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.

- 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.

1. Criteria (Continued)

Section 3 (Continued)

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 Form MS-965 has 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 Form MS-965 With Adjustments is restricted to the Liquid Fuels Tax Fund, which represents a segment of the entity.

Basis Of Accounting

The accompanying Form MS-965 With Adjustments is 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.

1. Criteria (Continued)

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's 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.

There were no deposits exposed to custodial credit risk as of December 31, 2009. 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.

2. Deposits (Continued)

Fund Balance

The fund balance consists of the following:

Cash	$30,174.25

3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in an interest-bearing account which earned $277.50 during 2009, thus providing additional funds for road maintenance and repairs.

4. Adjustments

Section 1

An adjustment of $50.00 was made to "Maintenance and repair of roads and bridges" because these expenditures were misclassified as miscellaneous.

An adjustment of $(20.00) was made to " Miscellaneous" because expenditures of $50.00 for maintenance and repair of roads and bridges were misclassified and bank service charges of $30.00 were not reported.

JACK WAGNER

AUDITOR GENERAL

BOROUGH OF COURTDALE
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED
DECEMBER 31, 2009

Finding No. 1 - Authorized Check Signers Are Related

Our examination disclosed that the signatures required to authenticate Liquid Fuels Tax Fund checks are that of the president of council and the secretary/treasurer who are father and daughter, respectively.

Good internal control procedures ensure that at least two unrelated persons are authorized to sign checks. Without this control, the risk of unauthorized disbursements, errors, or misappropriations occurring and remaining undetected increases significantly.

Recommendation

We recommend that the municipality improve internal control procedures over disbursements by requiring at least two signatures of unrelated municipal officials on all disbursements from the Liquid Fuels Tax Fund account.

Management's Response

The borough officials stated:

> As of May 6, 2011, the secretary and the Vice-President of Council will sign checks.

Auditor's Conclusion

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

Finding No. 2 - Untimely Deposit Of Allocation

Our examination disclosed that the 2009 Liquid Fuels Tax Fund allocation, which was received on April 3, 2009, was not deposited into the Liquid Fuels Tax Fund until April 28, 2009.

Good internal control procedures require that all funds received be deposited immediately upon receipt. The failure to follow this procedure increases the risk that errors and misappropriations may occur and remain undetected. Additionally, had the allocation been deposited in a timely manner, money may have been available for investment, potentially earning interest income which could have been used for road maintenance and repairs.

A similar finding was also written in our prior report. However, we noted that the municipality received its 2010 allocation on March 1, 2010 and deposited it timely into its Liquid Fuels Tax Fund.

Recommendations

We recommend that, in the future, the municipality continue to deposit all allocations immediately upon receipt.

In addition, the municipal officials should consider using the electronic transfer of funds offered by the Department of Transportation.

Management's Response

The secretary/treasurer stated:

> We only get to the bank once per month for deposits. We are looking into electronic transfer.

Auditor's Conclusion

The municipality should deposit all receipts immediately upon receipt. During our next examination we will determine if the municipality complied with our recommendations.

BOROUGH OF COURTDALE
LUZERNE COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF EXIT CONFERENCE
FOR THE YEAR ENDED
DECEMBER 31, 2009

An exit conference was held April 11, 2011. Those participating were:

BOROUGH OF COURTDALE

Mrs. Jill Dietrick, Secretary/Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Jerome Werner, Auditor

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

JACK WAGNER

AUDITOR GENERAL

BOROUGH OF COURTDALE
LUZERNE COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE YEAR ENDED
DECEMBER 31, 2009

This report was initially distributed to:

The Honorable Barry J. Schoch, P.E.
Secretary
Department of Transportation

Borough of Courtdale
Luzerne County
5 Blackman Street
Courtdale, PA 18704

The Honorable Carl Hodorowski	President of Council
The Honorable Eric Leedock	Vice President of Council
Mrs. Jill Dietrick	Secretary/Treasurer

This report is a matter of public record. Copies of this report may be obtained from the Pennsylvania Department of the Auditor General, Office of Communications, 318 Finance Building, Harrisburg, PA 17120. To view this report online or to contact the Department of the Auditor General, please access our web site at www.auditorgen.state.pa.us.