ATTESTATION ENGAGEMENT

Township of Dimock

Susquehanna County, Pennsylvania 57-208

Liquid Fuels Tax Fund
For the Period
January 1, 2019 to December 31, 2020

June 2022



Commonwealth of Pennsylvania Department of the Auditor General

Timothy L. DeFoor • Auditor General



Commonwealth of Pennsylvania
Department of the Auditor General
Harrisburg, PA 17120-0018
Facebook: Pennsylvania Auditor General
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TIMOTHY L. DEFOOR AUDITOR GENERAL

Independent Auditor's Report

The Honorable Yassmin Gramian, 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 Township of Dimock, Susquehanna County, for the period January 1, 2019 to December 31, 2020. The municipality's management is responsible for presenting the Forms MS-965 in accordance with the criteria described in the Background section of this report and the Department of Transportation's *Publication 9*. 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. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Forms MS-965 are presented in accordance with the criteria described above, in all material respects. An examination involves performing procedures to obtain evidence about the Forms MS-965. The nature, timing and extent of the procedures selected depend on our judgement, including an assessment of the risks of material misstatement of the Forms MS-965, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

As discussed in Finding No. 1, the township expended \$35,233.42 during 2020 from the Liquid Fuels Tax Fund for the purchase of sluice pipes without advertising for bids. Additionally, as discussed in Finding No. 2, the township expended \$13,833.70 during 2019 for the purchase of sluice pipes without maintaining documentation for price quotations.

<u>Independent Auditor's Report (Continued)</u>

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 Dimock, Susquehanna County, for the period January 1, 2019 to December 31, 2020, in accordance with the criteria described in the Background section of this report and the Department of Transportation's *Publication 9*.

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.

<u>Independent Auditor's Report (Continued)</u>

As part of obtaining reasonable assurance about whether the Forms MS-965 are free from material misstatement, we performed tests of the Township of Dimock, Susquehanna 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*:

- Noncompliance With Advertising And Bidding Requirements.
- Documentation For Price Quotations Was Not Available For Examination.

The purpose of this report is to determine whether the municipality's Liquid Fuels Tax Fund money is spent in accordance with the laws and regulations identified in the Background section of this report and the Department of Transportation's *Publication 9*. This report is not suitable for any other purpose.

We appreciate the courtesy extended by the Township of Dimock, Susquehanna County, to us during the course of our examination. If you have any questions, please feel free to contact the Bureau of County Audits at 717-787-1363.

Timothy L. DeFoor Auditor General

Timothy L. Detool

June 8, 2022

CONTENTS

	Page
Background	1
Financial Section:	
2019 Form MS-965 With Adjustments	5
2020 Form MS-965 With Adjustments	8
Findings And Recommendations:	
Finding No. 1 - Noncompliance With Advertising And Bidding Requirements	11
Finding No. 2 - Documentation For Price Quotations Was Not Available For Examination	13
Summary Of Exit Conference	15
Report Distribution	16

Background

The Liquid Fuels Tax Municipal Allocation Law, Act 655 of 1956, as amended, see also 72 P.S. § 2615.5, et sec., provides municipalities other than counties (i.e., 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 upon: (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.

Title 75 Pa.C.S. § 9511 of the Pennsylvania Vehicle Code 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 allocation of Liquid Fuels Tax funds and annual maintenance payments that it receives into a special fund called either 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 such a 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. Department of Transportation's *Publication 9* includes the policies and procedures for the administration of Act 655, as amended, and the Liquid Fuels Tax Fund money. However, if there is a difference between *Publication 9* and any legislation, the legislation shall govern.

To qualify for the annual allocation of Liquid Fuels Tax funds, *Publication 9* indicates that each municipality shall:

- 1. Submit annual reports (MS-965, Actual Use Report, MS-965P, Project and Miscellaneous Receipts, and MS-965S, Record of Checks).
- 2. Make deposits and payments or expenditures in compliance with Act 655 of 1956, as amended. Failure to do so may result in not receiving allocations from PennDOT until all discrepancies are resolved. *Publication 9*, Section 2.6, includes information about investing Liquid Fuels Tax monies, using loan or bond proceeds, and types of receipts into the Liquid Fuels Tax Fund.

Background (Continued)

- 3. 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.
- 4. Ensure resolution of all Contractor Responsibility Program (CRP) holds and blocks imposed by the Department of Revenue and the Department of Labor and Industry.
- 5. Ensure resolution of all reimbursements required as a result of audits performed by the Department of the Auditor General or monitoring reviews performed by the Department of Transportation's Financial Consultants.

Criteria

The criteria for the Form MS-965 With Adjustment are described below.

Section 1 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:

2017	2018	2019	2020
\$10,700.00	\$10,900.00	\$11,100.00	\$11,300.00

• Minor equipment purchases are purchases of road machinery and road equipment with varying yearly costs that are less than or equal to the amounts indicated below:

2017	2018	2019	2020
\$10,700.00	\$10,900.00	\$11,100.00	\$11,300.00

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

Background (Continued)

Section 2 of Form MS-965 With Adjustments provides information on the fund balance. Categories requiring explanation include:

- The state allocation is available from the Department of Transportation in March of each year. The amount the municipality receives is based half on its population and half on its road mileage.
- Municipalities that transferred roads from the Commonwealth of Pennsylvania to the municipality through the Highway Transfer Program receive annual turnback allocations in March of each year from the Department of Transportation. Turnback allocations are based on the mileage of the roads transferred.
- Expenditures include the total transferred from Section 1.

Section 3 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.

Background (Continued)

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.

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.

TOWNSHIP OF DIMOCK SUSQUEHANNA COUNTY LIQUID FUELS TAX FUND 2019 FORM MS-965 – SECTION 1 WITH ADJUSTMENTS

Expenditure Summary	Reported		Adjustments		Adjusted Amount	
Minor equipment purchases	\$	_	\$	_	\$	-
Computer/Computer related training		-		-		-
Major equipment purchases	1	17,624.98		-		117,624.98
Agility projects		-		-		-
Cleaning streets and gutters		-		-		-
Winter maintenance services	2	23,057.50		-		23,057.50
Traffic control devices		861.93		-		861.93
Street lighting		-		-		-
Storm sewers and drains	-	13,833.70		-		13,833.70
Repairs of tools and machinery	-	15,062.59		-		15,062.59
Maintenance and repair of						
roads and bridges	2	47,830.82		-		47,830.82
Highway construction and						
rebuilding projects		-		-		-
Miscellaneous		_				
Total (To Section 2, Line 5)	\$ 2	18,271.52	\$		\$	218,271.52

TOWNSHIP OF DIMOCK SUSQUEHANNA COUNTY LIQUID FUELS TAX FUND 2019 FORM MS-965 – SECTION 2 WITH ADJUSTMENTS

Fund Balance	Reported	Adju	istments	 Adjusted Amount
1. Balance, January 1, 2019	\$ 180,926.61	\$	-	\$ 180,926.61
Receipts:				
2. State allocation	145,376.26		-	145,376.26
2a. Turnback allocation	6,640.00		-	6,640.00
2b. Interest on investments	1,873.50		-	1,873.50
2c. Miscellaneous	 			
3. Total receipts	 153,889.76			 153,889.76
4. Total funds available	 334,816.37		-	 334,816.37
5. Expenditures (Section 1)	 218,271.52			218,271.52
6. Balance, December 31, 2019	\$ 116,544.85	\$	-	\$ 116,544.85

TOWNSHIP OF DIMOCK SUSQUEHANNA COUNTY LIQUID FUELS TAX FUND 2019 FORM MS-965 – SECTION 3 WITH ADJUSTMENTS

Equipment Balance	Reported		Adjustments		 Adjusted Amount
1. Prior year equipment balance	\$	123,460.05	\$	-	\$ 123,460.05
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)		30,403.25		-	30,403.25
3. PENNDOT approved adjustments		<u>-</u>			
4. Total funds available for equipment acquisition		153,863.30		-	153,863.30
5. Less: Major equipment expenditures		117,624.98			 117,624.98
6. Remainder		36,238.32			 36,238.32
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	\$	36,238.32	\$	<u>-</u>	\$ 36,238.32

TOWNSHIP OF DIMOCK SUSQUEHANNA COUNTY LIQUID FUELS TAX FUND 2020 FORM MS-965 – SECTION 1 WITH ADJUSTMENTS

Expenditure Summary	 Reported	Adjı	ustments	·	Adjusted Amount
Minor equipment purchases	\$ -	\$	_	\$	-
Computer/Computer related training	-		-		-
Major equipment purchases	-		-		-
Agility projects	-		-		-
Cleaning streets and gutters	-		-		-
Winter maintenance services	7,017.50		-		7,017.50
Traffic control devices	1,481.39		-		1,481.39
Street lighting	-		-		-
Storm sewers and drains	35,233.42		-		35,233.42
Repairs of tools and machinery	13,820.69		-		13,820.69
Maintenance and repair of					
roads and bridges	51,745.99		-		51,745.99
Highway construction and					
rebuilding projects	-		-		-
Miscellaneous	 		_	·	
Total (To Section 2, Line 5)	\$ 109,298.99	\$	-	\$	109,298.99

TOWNSHIP OF DIMOCK SUSQUEHANNA COUNTY LIQUID FUELS TAX FUND 2020 FORM MS-965 – SECTION 2 WITH ADJUSTMENTS

Fund Balance	Reported	Adjustments	Adjusted Amount
1. Balance, January 1, 2020	\$ 116,544.85	5 \$ -	\$ 116,544.85
Receipts:			
2. State allocation	140,908.82	_	140,908.82
2a. Turnback allocation	6,640.00	-	6,640.00
2b. Interest on investments	985.77	-	985.77
2c. Miscellaneous			.
3. Total receipts	148,534.59		148,534.59
4. Total funds available	265,079.44	<u> </u>	265,079.44
5. Expenditures (Section 1)	109,298.99	<u> </u>	109,298.99
6. Balance, December 31, 2020	\$ 155,780.45	5 \$ -	\$ 155,780.45

TOWNSHIP OF DIMOCK SUSQUEHANNA COUNTY LIQUID FUELS TAX FUND 2020 FORM MS-965 – SECTION 3 WITH ADJUSTMENTS

Equipment Balance	Reported	Adju	stments	 Adjusted Amount
1. Prior year equipment balance	\$ 36,238.32	\$	-	\$ 36,238.32
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	29,509.76		-	29,509.76
3. PENNDOT approved adjustments	 			
4. Total funds available for equipment acquisition	65,748.08		-	65,748.08
5. Less: Major equipment expenditures	-			-
6. Remainder	65,748.08			 65,748.08
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	\$ 65,748.08	\$		\$ 65,748.08

Finding No. 1 - Noncompliance With Advertising And Bidding Requirements

Our examination disclosed that the township expended \$35,233.42 during 2020 from the Liquid Fuels Tax Fund for the purchase of sluice pipe without advertising for bids. These expenditures were as follows:

Invoice	Check	Check	
<u>Date</u>	Number	<u>Date</u>	Amount
Various	1456	05/18/2020	\$ 6,574.02
Various	1460	06/16/2020	5,577.20
05/30/2020	1465	07/06/2020	731.00
07/23/2020	1473	08/03/2020	1,240.00
Various	1476	08/14/2020	2,810.75
08/21/2020	1480	09/03/2020	15,132.80
08/27/2020	1483	09/14/2020	1,184.40
Various	1484	09/14/2020	1,799.25
09/09/2020	1485	10/05/2020	184.00
		_	
		_	\$35,233.42
	Date Various Various 05/30/2020 07/23/2020 Various 08/21/2020 08/27/2020 Various	Date Number Various 1456 Various 1460 05/30/2020 1465 07/23/2020 1473 Various 1476 08/21/2020 1480 08/27/2020 1483 Various 1484	Date Number Date Various 1456 05/18/2020 Various 1460 06/16/2020 05/30/2020 1465 07/06/2020 07/23/2020 1473 08/03/2020 Various 1476 08/14/2020 08/21/2020 1480 09/03/2020 08/27/2020 1483 09/14/2020 Various 1484 09/14/2020

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 \$21,000.00 during 2020 must be advertised, bid, and awarded by contract. The bidding threshold increased to purchases over, \$21,300.00 for 2021, and \$21,900.00 for 2022. *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 \$35,233.42 to its Liquid Fuels Tax Fund.

There was no reason given by the township as to why they did not advertise and bid for sluice pipes.

Finding No. 1 - Noncompliance With Advertising And Bidding Requirements (Continued)

Recommendations

We recommend that the township reimburse \$35,233.42 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 municipal officials offered no formal response at this time.

Auditor's Conclusion

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

Finding No. 2 - Documentation For Price Quotations Was Not Available For Examination

Our examination disclosed that the township expended \$13,833.70 during 2019 from the Liquid Fuels Tax Fund for the purchase of sluice pipe. The township was required to obtain three written or telephonic price quotations for these expenditures. However, documentation for price quotations was not available for examination. The purchases were as follows:

Invoice	Invoice	Check	Check	
<u>Number</u>	<u>Date</u>	Number	<u>Date</u>	Amount
Various	Various	1370	06/03/2019	\$ 1,908.00
8395Y	05/21/2019	1374	06/17/2019	702.00
8447Y	06/10/2019	1379	07/01/2019	1,368.00
8535Y	07/16/2019	1383	08/05/2019	2,462.00
8595Y	08/08/2019	1388	08/16/2019	1,848.00
Various	Various	1392	09/09/2019	2,453.70
Various	Various	1403	10/07/2019	2,685.00
8752Y	10/14/2019	1411	11/04/2019	307.00
8785Y	11/04/2019	1419	11/18/2019	100.00
			-	
2019 Total			_	\$13,833.70

The above expenditures were not made in compliance with the contract requirements of *The Second Class Township Code*, 53 P.S. § 68102(b), (also found at § 3102(b) of *The Second Class Township Code* as published by the Local Government Commission), which states, in part:

Written or telephonic price quotations from at least three qualified and responsible contractors shall be requested for all contracts [during 2012] that exceed ten thousand dollars (\$10,000.00) but are less than the amount [in excess of \$18,500.00] requiring advertisement and competitive bidding or, in lieu of price quotations, a memorandum shall be kept on file showing that fewer than three qualified contractors exist in the market area within which it is practicable to obtain quotations. A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the contractor and the contractor's representative, the construction, reconstruction, repair, maintenance or work which was the subject of the quotation and the price. Written price quotations, written records of telephonic price quotations and memoranda shall be retained for a period of three years.

<u>Finding No. 2 - Documentation For Price Quotations Was Not Available For Examination (Continued)</u>

The thresholds for obtaining price quotations increased to purchases between \$11,100.00 and \$20,600.00 for 2019, \$11,300.00 and \$21,000.00 for 2020, \$11,500.00 and \$21,300.00 for 2021, and \$11,800.00 and \$21,900.00 for 2022.

The failure to comply with *The Second Class Township Code* could result in the township having to reimburse \$13,833.70 to its Liquid Fuels Tax Fund

There was no reason given by the township as to why three written or telephonic price quotations were not obtained.

Recommendations

We recommend that the township reimburse \$13,833.70 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 municipal officials offered no formal response at this time.

Auditor's Conclusion

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

TOWNSHIP OF DIMOCK SUSQUEHANNA COUNTY LIQUID FUELS TAX FUND SUMMARY OF EXIT CONFERENCE FOR THE PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2020

An exit conference was held December 14, 2021. Those participating were:

TOWNSHIP OF DIMOCK

Ms. Esther Mae Rayias, Secretary/Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Anthony J. Frable, Jr., Auditor

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

This report was initially distributed to:

The Honorable Yassmin Gramian, P.E.

Secretary
Department of Transportation

Township of Dimock Susquehanna County P.O. Box 65 Dimock, PA 18816

The Honorable Brandon Hunsinger Chairman of the Board of Supervisors

> Ms. Esther Mae Rayias Secretary/Treasurer

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.