TOWNSHIP OF EXETER
LUZERNE COUNTY
40-209

LIQUID FUELS TAX FUND
EXAMINATION REPORT

FOR THE TWO YEARS ENDED
DECEMBER 31, 2011

CONTENTS

Page

Background 1

Independent Auditor's Report 3

Financial Section:

2010 Form MS-965 With Adjustments 7

2011 Form MS-965 With Adjustments 10

Notes To Forms MS-965 With Adjustments 13

Finding And Recommendations:

Finding - Documentation For Price Quotations Was Not Available For Examination 19

Comment 21

Summary Of Exit Conference 22

Report Distribution 23

TOWNSHIP OF EXETER
LUZERNE COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE TWO YEARS ENDED
DECEMBER 31, 2011

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 Township of Exeter, Luzerne County, for the two years ended December 31, 2011. 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 Exeter, Luzerne County's Forms MS-965 for the two years ended December 31, 2011 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 88
AFSCME
UNION LABEL

As discussed in the Finding and Recommendations section of this report, the municipality expended $5,040.60 during 2011 from the Liquid Fuels Tax Fund for the purchase of street signs. However, documentation for price quotations was not available for examination. Additionally, as discussed in the Comment section of this report, during our prior examination period the municipality expended $7,377.85 from the Liquid Fuels Tax Fund for a failure to maintain documentation for price quotations. The municipality reimbursed $7,377.85 to the Liquid Fuels Tax Fund on March 13, 2012, which was subsequent to our examination period.

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 Exeter, Luzerne County, for the two years ended December 31, 2011, 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 Township of Exeter, 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 Township of Exeter, Luzerne County's Forms MS-965 that is more than inconsequential will not be prevented or detected by the Township of Exeter, Luzerne County's internal control.

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 Township of Exeter, Luzerne County's internal control.

Our consideration of internal control over reporting on the Forms MS-965 was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any significant deficiencies or material weaknesses, as defined above, in internal control over reporting on the Forms MS-965.

The results of our tests disclosed the following instance of noncompliance that is required to be reported under *Government Auditing Standards*:

- Documentation For Price Quotations Was Not Available For Examination.

We are concerned in light of the municipality's failure to correct a previously reported finding regarding a failure to maintain documentation for price quotations. The municipality should strive to implement the recommendations and corrective actions noted in this audit report.

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

May 25, 2012

JACK WAGNER
Auditor General

JACK WAGNER

AUDITOR GENERAL

TOWNSHIP OF EXETER
LUZERNE COUNTY
LIQUID FUELS TAX FUND
2010 FORM MS-965 – SECTION 1
WITH ADJUSTMENTS

Expenditure Summary	Reported	Adjustments (Note 4)	Adjusted Amount
Major equipment purchases	$ 11,800.00	$ -	$ 11,800.00
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	2,250.00	6,006.09	8,256.09
Traffic control devices	-	-	-
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	5,924.70	-	5,924.70
Maintenance and repair of roads and bridges	53,825.30	(6,006.09)	47,819.21
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
Total (To Section 2, Line 5)	$ 73,800.00	$ -	$ 73,800.00

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

TOWNSHIP OF EXETER
LUZERNE COUNTY
LIQUID FUELS TAX FUND
2010 FORM MS-965 – SECTION 2
WITH ADJUSTMENTS

Fund Balance	Reported	Adjustments	Adjusted Amount
1. Balance, January 1, 2010	$ 13,493.79	$ -	$ 13,493.79
Receipts:			
2. State allocation	62,342.93	-	62,342.93
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	145.48	-	145.48
2c. Miscellaneous	-	-	-
3. Total receipts	62,488.41	-	62,488.41
4. Total funds available	75,982.20	-	75,982.20
5. Expenditures (Section 1)	73,800.00	-	73,800.00
6. Balance, December 31, 2010	$ 2,182.20	$ -	$ 2,182.20

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

TOWNSHIP OF EXETER
LUZERNE COUNTY
LIQUID FUELS TAX FUND
2010 FORM MS-965 – SECTION 3
WITH ADJUSTMENTS

Equipment Balance	Reported	Adjustments	Adjusted Amount
1. Prior year equipment balance	$ 13,493.79	$ -	$ 13,493.79
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	12,468.59	-	12,468.59
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	25,962.38	-	25,962.38
5. Less: Major equipment expenditures	11,800.00	-	11,800.00
6. Remainder	14,162.38	-	14,162.38
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	$ 2,182.20	$ -	$ 2,182.20

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

TOWNSHIP OF EXETER
LUZERNE COUNTY
LIQUID FUELS TAX FUND
2011 FORM MS-965 – SECTION 1
WITH ADJUSTMENTS

Expenditure Summary	Reported	Adjustments (Note 4)	Adjusted Amount
Major equipment purchases	$ -	$ -	$ -
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	8,567.44	-	8,567.44
Traffic control devices	-	5,040.60	5,040.60
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	11,809.77	-	11,809.77
Maintenance and repair of roads and bridges	39,442.79	(5,040.60)	34,402.19
Highway construction and rebuilding projects	-	-	-
Miscellaneous (Bank service charges)	5.00	-	5.00
Total (To Section 2, Line 5)	$ 59,825.00	$ -	$ 59,825.00

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

TOWNSHIP OF EXETER
LUZERNE COUNTY
LIQUID FUELS TAX FUND
2011 FORM MS-965 – SECTION 2
WITH ADJUSTMENTS

Fund Balance	Reported	Adjustments	Adjusted Amount
1. Balance, January 1, 2011	$ 2,182.20	$ -	$ 2,182.20
Receipts:			
2. State allocation	63,824.98	-	63,824.98
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	68.27	-	68.27
2c. Miscellaneous	-	-	-
3. Total receipts	63,893.25	-	63,893.25
4. Total funds available	66,075.45	-	66,075.45
5. Expenditures (Section 1)	59,825.00	-	59,825.00
6. Balance, December 31, 2011	$ 6,250.45	$ -	$ 6,250.45

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

TOWNSHIP OF EXETER
LUZERNE COUNTY
LIQUID FUELS TAX FUND
2011 FORM MS-965 – SECTION 3
WITH ADJUSTMENTS

Equipment Balance	Reported	Adjustments	Adjusted Amount
1. Prior year equipment balance	$ 2,182.20	$ -	$ 2,182.20
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	12,765.00	-	12,765.00
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	14,947.20	-	14,947.20
5. Less: Major equipment expenditures	-	-	-
6. Remainder	14,947.20	-	14,947.20
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	$ 6,250.45	$ -	$ 6,250.45

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

TOWNSHIP OF EXETER
LUZERNE COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE TWO YEARS ENDED
DECEMBER 31, 2011

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 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.

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.

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 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's 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.

There were no deposits exposed to custodial credit risk as of December 31, 2011. 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 as of December 31, 2011 consists of the following:

Cash	$6,250.45

3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in interest-bearing accounts which earned $145.48 during 2010, and $68.27 during 2011, thus providing additional funds for road maintenance and repairs.

4. Adjustments

2010 - Section 1

Adjustments were made to "Winter maintenance services" and "Maintenance and repair of road and bridges" because expenditures of $6,006.09 were misclassified.

2011 - Section 1

Adjustments were made to "Traffic control devices" and "Maintenance and repair of roads and bridges" because expenditures of $5,040.60 were misclassified.

5. Bank Loan

During 2010 the municipality purchased a GMC Model 5500 4x4 snow plow prep package for $74,800.00. The municipality made a down payment of $11,800.00 from the Liquid Fuels Tax Fund, which is reflected in major equipment purchases on the 2010 Form MS-965 – Section 1. Additionally, the municipality received a trade-in-allowance of $15,000.00. The municipality borrowed the balance of $48,000.00 from PNC Bank. The term of the loan was for five years at an interest rate of 3.75 percent. Principal and interest payments of $879.85 are due monthly.

5. Bank Loan (Continued)

During the current examination period the municipality paid principal of $14,222.23 and interest of $4,075.58 from the General Fund. The outstanding balance of the loan as of December 31, 2011 was $33,777.77, plus interest.

JACK WAGNER

AUDITOR GENERAL

Finding - Documentation For Price Quotations Was Not Available For Examination

Our examination disclosed that the township expended $5,040.60 during 2011 from the Liquid Fuels Tax Fund for the purchase of street signs. The township was required to obtain three written or telephonic price quotations for this expenditure. However, documentation for price quotations was not available for examination.

The above expenditure was 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 that exceed four thousand dollars ($4,000.00) but are less than the amount [in excess of $10,000.00] 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.

In addition, the above expenditure was not made in compliance with the Department of Transportation's *Publication 9*, Appendix D, Section 449.7(d), which states, in part:

> ...For material estimates between $4,000 and $10,000, three telephone price quotes shall be obtained prior to the selection of a supplier. In lieu of the price quotations, a memorandum shall be kept on file showing that fewer than three qualified contractors service the market area within which it is practicable to obtain quotations. If the cost during the year of an unadvertised item or group of like items ordinarily supplied by a single supplier exceeds $10,000 or if the cost was between $4,000 and $10,000 and three price quotes were not obtained, the entire cost shall be ineligible for payment from the Liquid Fuels Tax Fund unless it can be shown to the satisfaction of the Secretary [of the Department of Transportation] that it was reasonably believed that the cost of the year's requirements of that item or group of like items would not exceed $10,000 or be between $4,000 and $10,000 as specified above.

Finding - Documentation For Price Quotations Was Not Available For Examination (Continued)

The failure to comply with *The Second Class Township Code* and the Department of Transportation's *Publication 9* could result in the township having to reimburse $5,040.60 to its Liquid Fuels Tax Fund.

A similar finding was also written in our prior examination.

Recommendations

We recommend that the township reimburse $5,040.60 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We again recommend that, in the future, the township comply with *The Second Class Township Code* and the Department of Transportation's *Publication 9* as noted in this finding.

Management's Response

The township officials offered no formal response at this time.

Auditor's Conclusion

This is a recurring finding. We strongly recommend the municipality comply with our recommendations.

TOWNSHIP OF EXETER
LUZERNE COUNTY
LIQUID FUELS TAX FUND
COMMENT
FOR THE TWO YEARS ENDED
DECEMBER 31, 2011

Comment – Summary Of Prior Examination Recommendations

In our prior report we recommended that the Department of Transportation review our examination finding to determine if the municipality should reimburse $7,377.85 to its Liquid Fuels Tax Fund for a failure to maintain documentation for price quotations. A similar finding was also written in our current report (see Finding).

During our current examination we reviewed a letter dated February 2, 2012, from the Department of Transportation informing the municipality to reimburse $7,377.85 to its Liquid Fuels Tax Fund. We noted that the municipality reimbursed this amount to its Liquid Fuels Tax Fund on March 13, 2012, which was subsequent to our examination period.

TOWNSHIP OF EXETER
LUZERNE COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF EXIT CONFERENCE
FOR THE TWO YEARS ENDED
DECEMBER 31, 2011

An exit conference was held May 25, 2012. Those participating were:

TOWNSHIP OF EXETER

Ms. Mary Frances Martin, Secretary/Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Raymond J. Insalaco, Auditor

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

TOWNSHIP OF EXETER
LUZERNE COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE TWO YEARS ENDED
DECEMBER 31, 2011

This report was initially distributed to:

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

Township of Exeter
Luzerne County
2305 State Route 92
Harding, PA 18643

The Honorable John Ruane	Chairman of the Board of Supervisors
Ms. Mary Frances Martin	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.