

# ATTESTATION ENGAGEMENT

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## Township of Greenwood

Clearfield County, Pennsylvania

17-217

Liquid Fuels Tax Fund

For the Period

January 1, 2020 to December 31, 2022

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January 2024



Commonwealth of Pennsylvania  
Department of the Auditor General

Timothy L. DeFoor • Auditor General

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TIMOTHY L. DEFOOR  
AUDITOR GENERAL

### Independent Auditor's Report

The Honorable Michael Carroll  
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 Greenwood, Clearfield County, for the period January 1, 2020 to December 31, 2022. 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. An examination involves performing procedures 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.

We are required to be independent and to meet our other ethical responsibilities in accordance with ethical requirements relating to the engagement.

As described in the Auditor Description Of Select Transactions section of this report, 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 the Findings And Recommendations and Summary Of Prior Examination Recommendations sections of this report:

- The municipality expended \$1,372.08 from the Liquid Fuels Tax Fund during 2020 for related party transactions (see Finding No. 1).
- The municipality transferred \$1,346.87 during 2021 from its Liquid Fuels Tax Fund to its General Fund in excess of eligible payroll expenditures (see Finding No. 2).
- On April 13, 2022, the municipality deposited \$629.38 of Liquid Fuels Tax Fund money into its General Fund (see Finding No. 3).
- As a result of a finding in our prior report, the Department of Transportation determined that the municipality was required to reimburse \$6,619.70 to its Liquid Fuels Tax Fund. As of December 31, 2022, the municipality had reimbursed \$4,413.14 to its Liquid Fuels Tax Fund, leaving a balance due of \$2,206.56 (see Summary Of Prior Examination Recommendations).

In our opinion, except for the matters bulleted above, 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 Greenwood, Clearfield County, for the period January 1, 2020 to December 31, 2022, 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, 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.

Independent Auditor's Report (Continued)

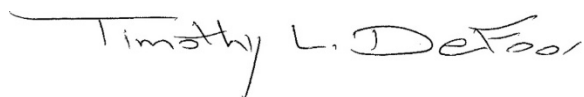
Our consideration of internal control over reporting on the Forms MS-965 was for the limited purpose of expressing an opinion on whether the Forms MS-965 is presented in accordance with the criteria described above and would not necessarily identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our engagement we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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

- Related Party Transactions.
- Amount Transferred From The Liquid Fuels Tax Fund To The General Fund Exceeded Eligible Payroll Expenditures.
- Liquid Fuels Money Deposited Into General Fund.

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 Greenwood, Clearfield 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  
November 27, 2023

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TOWNSHIP OF GREENWOOD  
CLEARFIELD COUNTY  
LIQUID FUELS TAX FUND  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2022

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.

TOWNSHIP OF GREENWOOD  
 CLEARFIELD COUNTY  
 LIQUID FUELS TAX FUND  
 BACKGROUND  
 FOR THE PERIOD  
 JANUARY 1, 2020 TO DECEMBER 31, 2022

Background (Continued)

3. 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>.
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:

2019	2020	2021	2022
\$11,100.00	\$11,300.00	\$11,500.00	\$11,800.00

- 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:

2019	2020	2021	2022
\$11,100.00	\$11,300.00	\$11,500.00	\$11,800.00

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

TOWNSHIP OF GREENWOOD  
CLEARFIELD COUNTY  
LIQUID FUELS TAX FUND  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2022

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.



TOWNSHIP OF GREENWOOD  
CLEARFIELD COUNTY  
LIQUID FUELS TAX FUND  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2022

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 GREENWOOD  
 CLEARFIELD COUNTY  
 LIQUID FUELS TAX FUND  
 2020 FORM MS-965 – SECTION 1  
 WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Minor equipment purchases	\$ 3,489.35	\$ -	\$ 3,489.35
Computer/Computer related training	-	-	-
Major equipment purchases	18,000.00	-	18,000.00
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	8,884.75	-	8,884.75
Traffic control devices	620.28	-	620.28
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	13,258.42	-	13,258.42
Maintenance and repair of roads and bridges	37,103.97	-	37,103.97
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
 Total (To Section 2, Line 5)	 <u>\$ 81,356.77</u>	 <u>\$ -</u>	 <u>\$ 81,356.77</u>

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

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2020	\$ 26,105.98	\$ -	\$ 26,105.98
Receipts:			
2. State allocation	97,701.06	-	97,701.06
2a. Turnback allocation	1,080.00	-	1,080.00
2b. Interest on investments	109.79	-	109.79
2c. Miscellaneous	2,206.57	-	2,206.57
3. Total receipts	<u>101,097.42</u>	<u>-</u>	<u>101,097.42</u>
4. Total funds available	<u>127,203.40</u>	<u>-</u>	<u>127,203.40</u>
5. Expenditures (Section 1)	<u>81,356.77</u>	<u>-</u>	<u>81,356.77</u>
6. Balance, December 31, 2020	<u><u>\$ 45,846.63</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 45,846.63</u></u>

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

<u>Equipment Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Prior year equipment balance	\$ 26,105.98	\$ -	\$ 26,105.98
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	19,756.21	-	19,756.21
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	45,862.19	-	45,862.19
5. Less: Major equipment expenditures	18,000.00	-	18,000.00
6. Remainder	<u>27,862.19</u>	<u>-</u>	<u>27,862.19</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 27,862.19</u>	<u>\$ -</u>	<u>\$ 27,862.19</u>

TOWNSHIP OF GREENWOOD  
 CLEARFIELD COUNTY  
 LIQUID FUELS TAX FUND  
 2021 FORM MS-965 – SECTION 1  
 WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Minor equipment purchases	\$ 1,128.97	\$ -	\$ 1,128.97
Computer/Computer related training	-	-	-
Major equipment purchases	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	18,967.92	-	18,967.92
Traffic control devices	573.81	-	573.81
Street lighting	-	-	-
Storm sewers and drains	722.45	-	722.45
Repairs of tools and machinery	16,381.12	-	16,381.12
Maintenance and repair of roads and bridges	48,623.62	31,541.58	80,165.20
Highway construction and rebuilding projects	31,541.58	(31,541.58)	-
Miscellaneous	-	-	-
 Total (To Section 2, Line 5)	 <u>\$ 117,939.47</u>	 <u>\$ -</u>	 <u>\$ 117,939.47</u>

TOWNSHIP OF GREENWOOD  
 CLEARFIELD COUNTY  
 LIQUID FUELS TAX FUND  
 2021 FORM MS-965 – SECTION 2  
 WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2021	\$ 45,846.63	\$ -	\$ 45,846.63
Receipts:			
2. State allocation	91,573.77	-	91,573.77
2a. Turnback allocation	1,080.00	-	1,080.00
2b. Interest on investments	62.89	-	62.89
2c. Miscellaneous	2,206.57	-	2,206.57
3. Total receipts	94,923.23	-	94,923.23
4. Total funds available	140,769.86	-	140,769.86
5. Expenditures (Section 1)	117,939.47	-	117,939.47
6. Balance, December 31, 2021	<u>\$ 22,830.39</u>	<u>\$ -</u>	<u>\$ 22,830.39</u>

TOWNSHIP OF GREENWOOD  
 CLEARFIELD COUNTY  
 LIQUID FUELS TAX FUND  
 2021 FORM MS-965 – SECTION 3  
 WITH ADJUSTMENTS

<u>Equipment Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Prior year equipment balance	\$ 27,862.19	\$ -	\$ 27,862.19
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	18,530.75	-	18,530.75
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	46,392.94	-	46,392.94
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>46,392.94</u>	<u>-</u>	<u>46,392.94</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 22,830.39</u>	<u>\$ -</u>	<u>\$ 22,830.39</u>

TOWNSHIP OF GREENWOOD  
 CLEARFIELD COUNTY  
 LIQUID FUELS TAX FUND  
 2022 FORM MS-965 – SECTION 1  
 WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Minor equipment purchases	\$ 15,599.67	\$ -	\$ 15,599.67
Computer/Computer related training	-	-	-
Major equipment purchases	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	10,455.30	-	10,455.30
Traffic control devices	376.50	-	376.50
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	27,908.17	(119.01)	27,789.16
Maintenance and repair of roads and bridges	39,124.60	-	39,124.60
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
 Total (To Section 2, Line 5)	 <u>\$ 93,464.24</u>	 <u>\$ (119.01)</u>	 <u>\$ 93,345.23</u>



TOWNSHIP OF GREENWOOD  
 CLEARFIELD COUNTY  
 LIQUID FUELS TAX FUND  
 2022 FORM MS-965 – SECTION 2  
 WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2022	\$ 22,830.39	\$ -	\$ 22,830.39
Receipts:			
2. State allocation	90,863.66	-	90,863.66
2a. Turnback allocation	1,080.00	-	1,080.00
2b. Interest on investments	23.78	-	23.78
2c. Miscellaneous	-	-	-
3. Total receipts	<u>91,967.44</u>	<u>-</u>	<u>91,967.44</u>
4. Total funds available	<u>114,797.83</u>	<u>-</u>	<u>114,797.83</u>
5. Expenditures (Section 1)	<u>93,464.24</u>	<u>(119.01)</u>	<u>93,345.23</u>
6. Balance, December 31, 2022	<u><u>\$ 21,333.59</u></u>	<u><u>\$ 119.01</u></u>	<u><u>\$ 21,452.60</u></u>

TOWNSHIP OF GREENWOOD  
 CLEARFIELD COUNTY  
 LIQUID FUELS TAX FUND  
 2022 FORM MS-965 – SECTION 3  
 WITH ADJUSTMENTS

<u>Equipment Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Prior year equipment balance	\$ 22,830.39	\$ -	\$ 22,830.39
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	18,388.73	-	18,388.73
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	41,219.12	-	41,219.12
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>41,219.12</u>	<u>-</u>	<u>41,219.12</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 21,333.59</u>	<u>\$ 119.01</u>	<u>\$ 21,452.60</u>

TOWNSHIP OF GREENWOOD  
CLEARFIELD COUNTY  
LIQUID FUELS TAX FUND  
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2022

The following information relates to certain types of transactions for which the Pennsylvania Department of Transportation requested that we provide additional detail:

Adjustments

2021 - Section 1

Adjustments were made to “Maintenance and repair of roads and bridges” and “Highway construction and rebuilding projects” because expenditures of \$31,541.58 were misclassified.

2022 - Section 2

An adjustment of \$(119.01) was made to “Repairs of tools and machinery” because check No. 867 was voided but was included as an expenditure.

TOWNSHIP OF GREENWOOD  
CLEARFIELD COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2022

**Finding No. 1 - Related Party Transactions**

Our examination disclosed that the township expended \$1,372.08 during 2020 from the Liquid Fuels Tax Fund for auto repairs, diesel fuel, and supplies. The owner of the company that the township did business with was a township supervisor. There was no documentation in minutes of the township supervisors' meetings that the township supervisor abstained from voting on the payment of the invoices. Due to the township supervisor's financial interest in the company and the lack of an open and public award process, these contracts appear to violate *The Second Class Township Code* and The Public Official and Employee Ethics Act. Therefore, the contracts should not have been entered into by the township.

*The Second Class Township Code*, 53 P.S. § 68102(i), as amended, states, in part:

No township official, either elected or appointed, or township employee who knows, or who by the exercise of reasonable diligence could know, shall be interested to any appreciable degree, either directly or indirectly, in any contract for the sale or furnishing of any supplies or materials for the use of the township or for any work to be done for such township involving the expenditure by the township of more than five hundred dollars (\$500.00) in any year unless the contract is awarded through the public bid process. This limitation does not apply if the officer or appointee of the township is an employe of the person, firm or corporations to which the money is to be paid in a capacity with no possible influence on the transaction and the officer cannot possibly be benefited thereby, either financially or otherwise. If a supervisor is within this exception, the supervisor shall so inform the board of supervisors and refrain from voting on the payments and shall in no manner participate in the contract. . . .

This information is also published in § 3102(i) of *The Second Class Township Code* as published by the Local Government Commission.

TOWNSHIP OF GREENWOOD  
CLEARFIELD COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2022

**Finding No. 1 - Related Party Transactions (Continued)**

The Public Official and Employee Ethics Act (“Ethics Act”), 65 P.S. 1103(f), states, in part:

No public official or public employee or his spouse or child or any business in which the person or his spouse or child is associated shall enter into any contract valued at \$500 or more with the governmental body with which the public official or public employee is associated or any subcontract valued at \$500 or more with any person who has been awarded a contract with the governmental body with which the public official or public employee is associated, unless the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the public official or public employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

Because these contracts violate *The Second Class Township Code* and the Ethics Act, the township could be required by the Pennsylvania Department of Transportation to reimburse \$1,372.08 to its Liquid Fuels Tax Fund.

Copies of this finding will be forwarded to the Pennsylvania Department of Transportation and the State Ethics Commission for their review and whatever action they may deem appropriate.

The secretary/treasurer stated this condition occurred because the township was not aware they could not do business with a supervisor.

**Recommendations**

We recommend that the township reimburse \$1,372.08 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that the township comply with *The Second Class Township Code* and the Ethics Act.

**Management’s Response**

The secretary/treasurer stated:

The township supervisors were aware of a few issues. These items were all executed before my employment. We are now aware of the audit findings.

TOWNSHIP OF GREENWOOD  
CLEARFIELD COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2022

**Finding No. 1 - Related Party Transactions (Continued)**

Auditor's Conclusion

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

TOWNSHIP OF GREENWOOD  
CLEARFIELD COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2022

**Finding No. 2 - Amount Transferred From The Liquid Fuels Tax Fund To The General Fund Exceeded Eligible Payroll Expenditures**

Our examination disclosed that the municipality transferred \$3,900.00 and \$7,000.00 from its Liquid Fuels Tax Fund to its General Fund on January 5, 2021, and March 2, 2021, respectively, for payroll incurred between October 2, 2020, and February 28, 2021. However, the municipality had only expended \$9,553.13 for eligible Liquid Fuels Tax Fund payroll expenditures from its General Fund during that time. Therefore, the amount transferred from the Liquid Fuels Tax Fund to the General Fund exceeded eligible payroll expenditures by \$1,346.87.

The practice of transferring liquid fuels money in excess of the amount incurred for permissible liquid fuels payroll expenditures into any account other than the Liquid Fuels Tax Fund account is contrary to the Liquid Fuels Tax Municipal Allocation Law, 72 P.S. § 2615.5, which states:

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

Good internal accounting controls ensure that disbursements are made from the Liquid Fuels Tax Fund only for expenditures incurred. When Liquid Fuels Tax Fund money is commingled with the General Fund or other funds, the potential for Liquid Fuels Tax Fund money to be used for unauthorized purposes increases significantly.

We were unable to determine why this condition occurred.

The failure to follow the Liquid Fuels Tax Municipal Allocation Law as noted above could result in the municipality having to reimburse \$1,346.87 to its Liquid Fuels Tax Fund.

**Recommendations**

We recommend that the municipality reimburse \$1,346.87 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that the municipality establish and implement internal controls to ensure transfers are reviewed timely to avoid excess transfers.

TOWNSHIP OF GREENWOOD  
CLEARFIELD COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2022

**Finding No. 2 - Amount Transferred From The Liquid Fuels Tax Fund To The General Fund  
Exceeded Eligible Payroll Expenditures (Continued)**

Management's Response

The secretary/treasurer stated:

The township supervisors were aware of a few issues. These items were all executed before my employment. We are now aware of the audit findings.

Auditor's Conclusion

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



TOWNSHIP OF GREENWOOD  
CLEARFIELD COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2022

**Finding No. 3 - Liquid Fuels Money Deposited Into The General Fund**

Our examination disclosed that on March 23, 2022, the municipality paid a vendor \$2,211.75 with check No. 803 for equipment parts from the Liquid Fuels Tax Fund. On March 28, 2022, the municipality received a check from the vendor in the amount of \$629.38 for returned parts included on the invoice. On April 13, 2022, this check was deposited into the General Fund which is in noncompliance with the Liquid Fuels Tax Municipal Allocation Law

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

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

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

We were unable to determine why this condition occurred.

The failure to follow the Liquid Fuels Tax Municipal Allocation Law as noted above could result in the municipality having to reimburse \$629.38 to its Liquid Fuels Tax Fund.

**Recommendations**

We recommend that the municipality reimburse \$629.38 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

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

TOWNSHIP OF GREENWOOD  
CLEARFIELD COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2022

**Finding No. 3 - Liquid Fuels Money Deposited Into The General Fund (Continued)**

Management's Response

The secretary/treasurer stated:

The township supervisors were aware of a few issues. These items were all executed before my employment. We are now aware of the audit findings.

Auditor's Conclusion

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

TOWNSHIP OF GREENWOOD  
 CLEARFIELD COUNTY  
 LIQUID FUELS TAX FUND  
 SUMMARY OF PRIOR EXAMINATION RECOMMENDATIONS  
 FOR THE PERIOD  
 JANUARY 1, 2020 TO DECEMBER 31, 2022

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 \$6,619.70 to its Liquid Fuels Tax Fund for failing to maintain documentation to support transfers to the General Fund.

During our current examination, we reviewed a letter dated November 16, 2020, from the Department of Transportation directing the municipality to reimburse \$6,619.70 to its Liquid Fuels Tax Fund. The municipality and the Department of Transportation agreed to the following payment plan:

<u>Due Date</u>	<u>Amount</u>	<u>Date Paid</u>
12/31/20	\$2,206.57	12/07/20
12/31/21	2,206.57	11/01/21
12/31/22	<u>2,206.56</u>	-
Total	<u>\$6,619.70</u>	

As of December 31, 2022, \$2,206.56 was due to the municipality’s Liquid Fuels Tax Fund.

In our prior report, we also recommended that the municipality ensure good internal controls over expenditures by maintaining adequate documentation to support all expenditures.

During our current examination, we noted that the municipality complied with our recommendation.

TOWNSHIP OF GREENWOOD  
CLEARFIELD COUNTY  
LIQUID FUELS TAX FUND  
SUMMARY OF EXIT CONFERENCE  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2022

An exit conference was held May 11, 2023. Those participating were:

TOWNSHIP OF GREENWOOD

Ms. Haley Blackburn, Secretary/Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Christopher Heglen, Audit Supervisor

Mrs. Cynthia Stebick, Auditor

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

TOWNSHIP OF GREENWOOD  
CLEARFIELD COUNTY  
LIQUID FUELS TAX FUND  
REPORT DISTRIBUTION  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2022

This report was initially distributed to:

**The Honorable Michael Carroll**  
Secretary  
Department of Transportation

**Township of Greenwood**  
Clearfield County  
6018 Mahaffey Grampian Highway  
Mahaffey, PA 15757

**The Honorable Edward Hullihen**  
Chairman of the Board of Supervisors

**Ms. Haley Blackburn**  
Secretary/Treasurer

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