

# ATTESTATION ENGAGEMENT

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Township of Lower  
Southampton  
Bucks County, Pennsylvania  
09-212  
Liquid Fuels Tax Fund  
For the Period  
January 1, 2014 to December 31, 2015

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October 2016



Commonwealth of Pennsylvania  
Department of the Auditor General  
Eugene A. DePasquale • Auditor General



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EUGENE A. DePASQUALE  
AUDITOR GENERAL

### Independent Auditor's Report

The Honorable Leslie Richards  
Secretary  
Department of Transportation  
Harrisburg, PA 17120

We examined the accompanying Forms MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Township of Lower Southampton, Bucks County, for the period January 1, 2014 to December 31, 2015. 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 Lower Southampton, Bucks County's Forms MS-965 for the period January 1, 2014 to December 31, 2015 and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

We are mandated by Section 403 of *The Fiscal Code*, 72 P.S. § 403, to audit each municipality's Liquid Fuels Tax Fund to ensure that funds received are expended in accordance with applicable laws and regulations. *Government Auditing Standards* issued by the Comptroller General of the United States include attestation engagements as a separate type of audit. An attestation engagement performed pursuant to *Government Auditing Standards* involves additional standards that exceed the standards provided by the American Institute of Certified Public Accountants. Accordingly, this attestation engagement complies with both *Government Auditing Standards* and Section 403 of *The Fiscal Code*.

As described in Note 4, the adjustments included on the Forms MS-965 With Adjustments are made by the Department of the Auditor General.

### Independent Auditor's Report (Continued)

As discussed in the Findings and Recommendations section of this report, the township expended \$29,379.73 during 2014 and \$36,978.36 during 2015 from the Liquid Fuels Tax Fund for the purchase of stone without advertising for bids.

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 Lower Southampton, Bucks County, for the period January 1, 2014 to December 31, 2015, in conformity with the criteria set forth in Note 1.

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws or regulations that have a material effect on the Forms MS-965; and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements, and abuse that has a material effect on the Forms MS-965. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on whether the Forms MS-965 are presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over reporting on the Forms MS-965 or on compliance and other matters; accordingly, we express no such opinions.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Forms MS-965 will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

## Independent Auditor's Report (Continued)

As part of obtaining reasonable assurance about whether the Forms MS-965 are free from material misstatement, we performed tests of the Township of Lower Southampton, Bucks 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 - Recurring.
- Late Receipt Of Allocation.

We are concerned that the municipality failed to correct a previously reported finding regarding noncompliance with advertising and bidding requirements. During our current examination the municipality failed to comply with advertising and bidding requirements and received its 2015 Liquid Fuels Tax Fund allocation late. The failure to comply with the advertising and bidding requirements of *The Second Class Township Code* could result in the township having to reimburse \$66,358.09 to its Liquid Fuels Tax Fund. Additionally, because the municipality failed to file documents and information timely as noted above, the municipality did not have use of the 2015 allocation for more than two months. The municipality should strive to implement the recommendation and corrective action noted in this report.

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

We appreciate the courtesy extended by the Township of Lower Southampton, Bucks County, to us during the course of our examination. If you have any questions, please feel free to contact Michael B. Kashishian, CPA, CGAP, CFE, Director, Bureau of County Audits, at 717-787-1363.



Eugene A. DePasquale  
Auditor General

September 23, 2016

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TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2014 TO DECEMBER 31, 2015

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.

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
2014 FORM MS-965 – SECTION 1  
WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
Major equipment purchases	\$ -	\$ -	\$ -
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	207,077.42	16,853.34	223,930.76
Traffic control devices	30,450.31	-	30,450.31
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	154,672.25	16,955.07	171,627.32
Highway construction and rebuilding projects	-	100,587.95	100,587.95
Miscellaneous	-	-	-
 Total (To Section 2, Line 5)	 <u>\$ 392,199.98</u>	 <u>\$ 134,396.36</u>	 <u>\$ 526,596.34</u>

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

TOWNSHIP OF LOWER SOUTHAMPTON  
 BUCKS COUNTY  
 LIQUID FUELS TAX FUND  
 2014 FORM MS-965 – SECTION 2  
 WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2014	\$ 169,267.73	\$ 22,521.05	\$ 191,788.78
Receipts:			
2. State allocation	416,628.72	-	416,628.72
2a. Turnback allocation	7,840.00	-	7,840.00
2b. Interest on investments (Note 3)	212.71	-	212.71
2c. Miscellaneous (Note 5)	8,831.95	-	8,831.95
3. Total receipts	433,513.38	-	433,513.38
4. Total funds available	602,781.11	22,521.05	625,302.16
5. Expenditures (Section 1)	392,199.98	134,396.36	526,596.34
6. Balance, December 31, 2014	<u>\$ 210,581.13</u>	<u>\$ (111,875.31)</u>	<u>\$ 98,705.82</u>

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

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
2014 FORM MS-965 – SECTION 3  
WITH ADJUSTMENTS

<u>Equipment Balance</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
1. Prior year equipment balance	\$ 159,673.41	\$ 16,028.47	\$ 175,701.88
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	84,893.74	-	84,893.74
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	244,567.15	16,028.47	260,595.62
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>244,567.15</u>	<u>16,028.47</u>	<u>260,595.62</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 210,581.13</u>	<u>\$ (111,875.31)</u>	<u>\$ 98,705.82</u>

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

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
2015 FORM MS-965 – SECTION 1  
WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
Major equipment purchases	\$ -	\$ -	\$ -
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	215,453.97	-	215,453.97
Traffic control devices	72,088.83	-	72,088.83
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	6,260.00	6,260.00
Maintenance and repair of roads and bridges	217,022.37	17,536.25	234,558.62
Highway construction and rebuilding projects	121,614.39	(100,587.95)	21,026.44
Miscellaneous	-	-	-
 Total (To Section 2, Line 5)	 <u>\$ 626,179.56</u>	 <u>\$ (76,791.70)</u>	 <u>\$ 549,387.86</u>

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

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
2015 FORM MS-965 – SECTION 2  
WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2015	\$ 233,102.18	\$ (134,396.36)	\$ 98,705.82
Receipts:			
2. State allocation	458,931.86	-	458,931.86
2a. Turnback allocation	7,840.00	-	7,840.00
2b. Interest on investments (Note 3)	107.30	-	107.30
2c. Miscellaneous (Note 5)	64,193.57	366.00	64,559.57
3. Total receipts	<u>531,072.73</u>	<u>366.00</u>	<u>531,438.73</u>
4. Total funds available	<u>764,174.91</u>	<u>(134,030.36)</u>	<u>630,144.55</u>
5. Expenditures (Section 1)	<u>626,179.56</u>	<u>(76,791.70)</u>	<u>549,387.86</u>
6. Balance, December 31, 2015	<u>\$ 137,995.35</u>	<u>\$ (57,238.66)</u>	<u>\$ 80,756.69</u>

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

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
2015 FORM MS-965 – SECTION 3  
WITH ADJUSTMENTS

<u>Equipment Balance</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
1. Prior year equipment balance	\$ 233,102.18	\$ (134,396.36)	\$ 98,705.82
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	93,354.37	-	93,354.37
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	326,456.55	(134,396.36)	192,060.19
5. Less: Major equipment expenditures	-	-	-
6. Remainder	<u>326,456.55</u>	<u>(134,396.36)</u>	<u>192,060.19</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 137,995.35</u>	<u>\$ (57,238.66)</u>	<u>\$ 80,756.69</u>

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

TOWNSHIP OF LOWER SOUTHAMPTON  
 BUCKS COUNTY  
 LIQUID FUELS TAX FUND  
 NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
 FOR THE PERIOD  
 JANUARY 1, 2014 TO DECEMBER 31, 2015

1. Criteria

Section 1

This section of Form MS-965 With Adjustments provides a summary of Liquid Fuels Tax Fund expenditures by category. Categories requiring explanation include:

- Major equipment purchases are purchases of road machinery and road equipment with varying yearly costs in excess of the amounts indicated below:

2012	2013	2014	2015/2016
\$10,000.00	\$10,200.00	\$10,300.00	\$10,500.00

- Minor equipment purchases are purchases of road machinery and road equipment with varying yearly costs, or less, than the amounts indicated below:

2012	2013	2014	2015/2016
\$10,000.00	\$10,200.00	\$10,300.00	\$10,500.00

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

Section 2

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

- The state allocation was received from the Department of Transportation in March of each year beginning in 2014. The amount the municipality receives is based half on its population and half on its road mileage.
- The turnback allocation was received from the Department of Transportation in March of each year beginning in 2014. A municipality receives a yearly turnback allocation based on road mileage for all roads that were transferred to the municipality from the Commonwealth of Pennsylvania through the Highway Transfer Program.

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2014 TO DECEMBER 31, 2015

1. Criteria (Continued)

Section 2 (Continued)

- Expenditures include the total transferred from Section 1.

Section 3

This section of Form MS-965 With Adjustments determines if the municipality expended Liquid Fuels Tax Fund money in excess of the permissible amount for equipment and the balance that the municipality may carry forward for the purchase of equipment to the subsequent year.

Department of Transportation *Publication 9* requires that the amount expended for equipment purchases in a given year not exceed the sum of the equipment balance carried forward from the previous year and 20 percent of the current year's Liquid Fuels Tax Fund allocation and, if applicable, 20 percent of the turnback allocation plus other Department of Transportation approved adjustments.

If the municipality spent in excess of the amount listed on Line 4, the excess must be reimbursed to the Liquid Fuels Tax Fund.

The equipment balance to be carried forward for the subsequent year is the lesser of the amount on Line 6 or the ending fund balance on Line 6 of Section 2, but not less than zero.

Basis Of Presentation

The financial activities of the municipality are accounted for in separate funds. The Liquid Fuels Tax Fund is used to account for state aid revenues from the Pennsylvania Department of Transportation used primarily for building and improving local roads and bridges. The Forms MS-965 have been prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation as a result of the Fuels Tax Act 655, dated 1956 and as amended, which does not constitute a complete presentation of the entity's assets, liabilities, expenses, and fund balance. Accordingly, the presentation of Forms MS-965 With Adjustments is restricted to the Liquid Fuels Tax Fund, which represents a segment of the entity.

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2014 TO DECEMBER 31, 2015

1. Criteria (Continued)

Basis Of Accounting

The accompanying Forms MS-965 With Adjustments are prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation. Under this method, revenues are recognized when received and expenditures are recorded when paid.

General Fixed Assets

General fixed assets are recognized as expenditures at the time of purchase. No depreciation has been provided on the heavy equipment used to maintain and repair roads and bridges.

2. Deposits

*The 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 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.

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2014 TO DECEMBER 31, 2015

2. Deposits (Continued)

There were no deposits exposed to custodial credit risk as of December 31, 2015. Custodial credit risk, as defined by GASB No. 40, includes deposits that are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the municipality's name.

Fund Balance

The fund balance as of December 31, 2015, consists of the following:

Cash	<u><u>\$80,756.69</u></u>
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3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in an interest-bearing account which earned \$212.71 during 2014 and \$107.30 during 2015 thus providing additional funds for road maintenance and repairs.

4. Adjustments

2014 - Section 1

An adjustment of \$16,853.34 was made to "Winter maintenance services" because these expenditures were understated.

An adjustment of \$16,955.07 was made to "Maintenance and repair of roads and bridges" because these expenditures were understated.

An adjustment of \$100,587.95 was made to "Highway construction and rebuilding projects" because these expenditures were made in 2014 but were reported in 2015.

2014 - Section 2

An adjustment of \$22,521.05 was made to "Balance, January 1, 2014" because a prior report adjustment was not carried forward in the fund balance.

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2014 TO DECEMBER 31, 2015

4. Adjustments (Continued)

2014 - Section 3

An adjustment of \$16,028.47 was made to “Prior year equipment balance” because prior report adjustments were not carried forward in the equipment balance.

2015 - Section 1

An adjustment of \$6,260.00 was made to “Repairs of tools and machinery” because these expenditures were understated.

An adjustment of \$17,536.25 was made to “Maintenance and repair of roads and bridges” because these expenditures were understated.

An adjustment of \$(100,587.95) was made to “Highway construction and rebuilding projects” because these expenditures were made in 2014 but were reported in 2015.

2015 - Section 2

An adjustment of \$(134,396.36) was made to “Balance, January 1, 2015” because an incorrect fund balance was reported.

An adjustment of \$366.00 was made to “Miscellaneous” because these receipts were understated.

2015 - Section 3

An adjustment of \$(134,396.36) was made to “Prior year equipment balance” because an incorrect equipment fund balance was reported.

TOWNSHIP OF LOWER SOUTHAMPTON  
 BUCKS COUNTY  
 LIQUID FUELS TAX FUND  
 NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
 FOR THE PERIOD  
 JANUARY 1, 2014 TO DECEMBER 31, 2015

5. Miscellaneous Receipts

The following miscellaneous receipts were deposited into the Liquid Fuels Tax Fund during the examination period:

Source	Description	2014	2015
General Fund	Reimbursement for traffic signal insurance	\$ 139.79	\$ -
Resident	Reimbursement for traffic signal repairs	2,315.93	620.00
Insurance company	Traffic signal repairs	5,371.67	46,782.48
Northampton Township	Reimbursement for shared maintenance on traffic signal	298.71	193.53
Bensalem Township	Reimbursement for shared maintenance on traffic signal	101.86	1,499.79
Upper Southampton Township	Reimbursement for shared maintenance on traffic signal	403.85	535.65
Lower Moreland Township	Reimbursement for shared maintenance on traffic signal	200.14	342.12
General Fund	Reimbursement (Summary of Prior Examination Recommendation)	-	14,220.00
General Fund	Grant	-	366.00
	Total	\$8,831.95	\$64,559.57

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2014 TO DECEMBER 31, 2015

**Finding No. 1 - Noncompliance With Advertising And Bidding Requirements - Recurring**

We cited the municipality for expending Liquid Fuels Tax Fund money in noncompliance with advertising and bidding requirements during our prior examination for the period ending December 31, 2013. Our examination disclosed that the township expended \$29,379.73 during 2014 and \$36,978.36 during 2015 from the Liquid Fuels Tax Fund for the purchase of stone without advertising for bids.

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 \$18,500.00 during 2012 must be advertised, bid, and awarded by contract. The bidding threshold increased to purchases over \$19,100.00 for 2014 and \$19,400.00 for 2015 and 2016. *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 \$66,358.09 to its Liquid Fuels Tax Fund.

**Recommendations**

We recommend that the township reimburse \$66,358.09 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.

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2014 TO DECEMBER 31, 2015

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

Management's Response

The township officials stated:

We have utilized Bucks County Consortium vendors in the past few years and believed we were getting optimum pricing. Additionally, we anticipated using less than the bid amount for 2014 and 2015. However, with the harshness of both the 2013/2014 and 2014/2015 winters, we ended up using much more material than expected despite spending over one million dollars in general fund paving.

The Township has taken corrective action by passing a resolution for the 2016 year to join in on the consortium pricing or at least use COSTARS approved vendors. The Township requests some consideration be given on the dollar amount since this was not intentional and that the harsh weather played a role in the finding.

Auditor's Conclusion

The township could not provide us with documentation that the stone was purchased from the Bucks County Consortium during 2014 and 2015. We will determine if the municipality complied with our recommendations during our next examination.

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2014 TO DECEMBER 31, 2015

**Finding No. 2 - Late Receipt Of Allocation**

Our examination disclosed that the 2015 Liquid Fuels Tax Fund allocation of \$458,931.86, which should have been distributed from the Department of Transportation to the municipality during the first week of March of that year, was not received until May 18, 2015, because the municipality failed to comply with the Department of Transportation's *Publication 9*, Chapter Two, Section 2.4, which states:

To qualify for the annual liquid fuels tax allocation, a municipality shall:

- Submit annual reports (MS-965, Actual Use Report, MS-965P, Project and Miscellaneous Receipts, and MS-965S, Record of Checks).
- Make deposits and payments or expenditures in compliance with the Act 655. Failure to do so may result in not receiving allocations from PENNDOT until all discrepancies are resolved.
- Submit the Pennsylvania Department of Community and Economic Development's (DCED) Report of Elected and Appointed Officials by January 31<sup>st</sup> and the Survey of Financial Condition by March 15<sup>th</sup>.
- Ensure resolution of all Contractor Responsibility Program (CRP) holds and blocks imposed by the Department of Revenue and the Department of Labor and Industry.

Because the municipality failed to file documents and information timely as noted above, the municipality did not have use of the 2015 allocation for more than two months. Furthermore, had the allocation been received timely, money may have been available for investment purposes, potentially earning interest income which could have been used for road maintenance and repairs.

**Recommendation**

We recommend that, in the future, the municipality complies with the Department of Transportation's *Publication 9* to ensure that the allocations are received during the first week in March as outlined above.

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2014 TO DECEMBER 31, 2015

**Finding No. 2 - Late Receipt Of Allocation (Continued)**

Management's Response

The township officials stated:

The late receipt of allocation/payment was not due to the MS-965 report being filed late, but rather due to a "Z" block coming from the PA Department of Revenue. The library forgot to file a sales tax return with regard to the sales of books. The dollar amount in question was immaterial, but the library now complied with timely filings.

Auditor's Conclusion

We will determine if the municipality complied with our recommendation during our next examination.

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
SUMMARY OF PRIOR EXAMINATION RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2014 TO DECEMBER 31, 2015

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 \$14,220.00 to its Liquid Fuels Tax Fund for purchases without advertising for bids.

During our current examination, we reviewed a letter dated July 6, 2015, from the Department of Transportation informing the municipality to reimburse \$14,220.00 to its Liquid Fuels Tax Fund. We noted that the municipality reimbursed this amount to its Liquid Fuels Tax Fund on December 9, 2015.

In our prior report, we also recommended that the municipality:

- Ensure that its Forms MS-965 are complete and accurate.
- Continue investing money in excess of current needs in investments outlined in Section 3204 of *The Second Class Township* code as published by the Local Government Commission.
- Comply with *The Second Class Township Code* and the Department of Transportation's *Publication 9* regarding advertising and bidding procedures.

During our current examination we noted that the municipality complied with our first two bulleted recommendations. However, the municipality failed to comply with our third bulleted recommendation (see Finding No. 1).

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
SUMMARY OF EXIT CONFERENCE  
FOR THE PERIOD  
JANUARY 1, 2014 TO DECEMBER 31, 2015

An exit conference was held September 15, 2016. Those participating were:

TOWNSHIP OF LOWER SOUTHAMPTON

Mr. Joseph Galdo, Director of Finance

Mr. John McMenamin, Township Manager

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Matthew R. Hotchkiss, Auditor

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

TOWNSHIP OF LOWER SOUTHAMPTON  
BUCKS COUNTY  
LIQUID FUELS TAX FUND  
REPORT DISTRIBUTION  
FOR THE PERIOD  
JANUARY 1, 2014 TO DECEMBER 31, 2015

This report was initially distributed to:

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

**Township of Lower Southampton**  
Bucks County  
1500 Desire Avenue  
Feasterville, PA 19053

**The Honorable Patrick Irving**  
Chairman of the Board of Commissioners

**Mr. John McMenamin**  
Township Manager

**Mr. Joseph Galdo**  
Director of Finance

This report is a matter of public record and is available online at [www.PaAuditor.gov](http://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](mailto:news@PaAuditor.gov).