

# ATTESTATION ENGAGEMENT

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Township of Pavia  
Bedford County, Pennsylvania  
05-222  
Liquid Fuels Tax Fund  
For the Period  
January 1, 2013 to December 31, 2015

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January 2017



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 Pavia, Bedford County, for the period January 1, 2013 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 Pavia, Bedford County's Forms MS-965 for the period January 1, 2013 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 Finding No. 1, during 2013 the municipality did not maintain invoices to support expenditures of \$3,559.00 for winter maintenance services that were made from the Liquid Fuels Tax Fund. Additionally, as discussed in Finding No. 3, as of October 13, 2016, the exit conference date of this examination, the municipality had not received its 2015 Liquid Fuels Tax Fund allocation of \$26,585.34.

Furthermore, as discussed in the Summary Of Prior Examination Recommendations section of this report, during our prior examination, the municipality expended \$2,451.50 without maintaining documentation for winter maintenance services. On August 1, 2014, the Department of Transportation informed the municipality to reimburse its Liquid fuels Tax Fund \$2,451.50. As of the exit conference date of this report of October 13, 2016, the municipality had not reimbursed this amount to its Liquid Fuels Tax Fund.

In our opinion, except for the matters discussed in the two preceding paragraphs, 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 Pavia, Bedford County, for the period January 1, 2013 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 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 the internal control 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 was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control, described in the findings listed below, that we consider to be a material weakness in internal control:

- Documentation Supporting Expenditures Was Not Available For Examination - Recurring.
- One Signature On Liquid Fuels Tax Fund Checks.

As part of obtaining reasonable assurance about whether the Forms MS-965 are free from material misstatement, we performed tests of the Township of Pavia, Bedford 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 instance of noncompliance that is required to be reported under *Government Auditing Standards*:

- Late Receipt And Non Receipt Of Allocations.

This report is intended solely for the information and use of the Pennsylvania Department of Transportation and the management of the Township of Pavia, Bedford 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 Pavia, Bedford 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

November 22, 2016

# CONTENTS

	<u>Page</u>
Background .....	1
Financial Section:	
2013 Form MS-965 With Adjustments .....	3
2014 Form MS-965 With Adjustments .....	6
2015 Form MS-965 With Adjustments .....	9
Notes To Forms MS-965 With Adjustments .....	12
Findings And Recommendations:	
Finding No. 1 - Documentation Supporting Expenditures Was Not Available For Examination - Recurring .....	16
Finding No. 2 - One Signature On Liquid Fuels Tax Fund Checks .....	18
Finding No. 3 - Late Receipt And Non Receipt Of Allocations.....	19
Summary Of Prior Examination Recommendations.....	21
Summary Of Exit Conference.....	22
Report Distribution .....	23

TOWNSHIP OF PAVIA  
BEDFORD COUNTY  
LIQUID FUELS TAX FUND  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2015

Background

The Liquid Fuels Tax Municipal Allocation Law, Act 655 of 1956, as amended, (72 P.S. § 2615.5 et seq.), 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 their allocation of Liquid Fuels Tax funds 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. 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 PAVIA  
BEDFORD COUNTY  
LIQUID FUELS TAX FUND  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2015

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.

TOWNSHIP OF PAVIA  
 BEDFORD COUNTY  
 LIQUID FUELS TAX FUND  
 2013 FORM MS-965 – SECTION 1  
 WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Major equipment purchases	\$ -	\$ -	\$ -
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	7,609.75	-	7,609.75
Traffic control devices	-	-	-
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	-	-	-
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
	<hr/>	<hr/>	<hr/>
Total (To Section 2, Line 5)	<u>\$ 7,609.75</u>	<u>\$ -</u>	<u>\$ 7,609.75</u>

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



TOWNSHIP OF PAVIA  
 BEDFORD COUNTY  
 LIQUID FUELS TAX FUND  
 2013 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, 2013	\$ 66,933.35	\$ 7,593.65	\$ 74,527.00
Receipts:			
2. State allocation	-	-	-
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	16.10	-	16.10
2c. Miscellaneous	-	-	-
3. Total receipts	<u>16.10</u>	<u>-</u>	<u>16.10</u>
4. Total funds available	<u>66,949.45</u>	<u>7,593.65</u>	<u>74,543.10</u>
5. Expenditures (Section 1)	<u>7,609.75</u>	<u>-</u>	<u>7,609.75</u>
6. Balance, December 31, 2013	<u>\$ 59,339.70</u>	<u>\$ 7,593.65</u>	<u>\$ 66,933.35</u>

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

TOWNSHIP OF PAVIA  
 BEDFORD COUNTY  
 LIQUID FUELS TAX FUND  
 2013 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	\$ 8,942.17	\$ 4,561.15	\$ 13,503.32
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	-	-	-
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	8,942.17	4,561.15	13,503.32
5. Less: Major equipment expenditures	-	-	-
6. Remainder	<u>8,942.17</u>	<u>4,561.15</u>	<u>13,503.32</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 8,942.17</u>	<u>\$ 4,561.15</u>	<u>\$ 13,503.32</u>

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

TOWNSHIP OF PAVIA  
 BEDFORD COUNTY  
 LIQUID FUELS TAX FUND  
 2014 FORM MS-965 – SECTION 1  
 WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Major equipment purchases	\$ -	\$ -	\$ -
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	14,040.00	-	14,040.00
Traffic control devices	-	-	-
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	-	-	-
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
 Total (To Section 2, Line 5)	 <u>\$ 14,040.00</u>	 <u>\$ -</u>	 <u>\$ 14,040.00</u>

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

TOWNSHIP OF PAVIA  
 BEDFORD COUNTY  
 LIQUID FUELS TAX FUND  
 2014 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, 2014	\$ 66,933.35	\$ -	\$ 66,933.35
Receipts:			
2. State allocation	46,573.70	-	46,573.70
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	10.74	-	10.74
2c. Miscellaneous	-	-	-
3. Total receipts	<u>46,584.44</u>	<u>-</u>	<u>46,584.44</u>
4. Total funds available	<u>113,517.79</u>	<u>-</u>	<u>113,517.79</u>
5. Expenditures (Section 1)	<u>14,040.00</u>	<u>-</u>	<u>14,040.00</u>
6. Balance, December 31, 2014	<u>\$ 99,477.79</u>	<u>\$ -</u>	<u>\$ 99,477.79</u>

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

TOWNSHIP OF PAVIA  
 BEDFORD COUNTY  
 LIQUID FUELS TAX FUND  
 2014 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	\$ 13,503.32	\$ -	\$ 13,503.32
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	9,314.74	-	9,314.74
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	22,818.06	-	22,818.06
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>22,818.06</u>	<u>-</u>	<u>22,818.06</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 22,818.06</u>	<u>\$ -</u>	<u>\$ 22,818.06</u>

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

TOWNSHIP OF PAVIA  
 BEDFORD COUNTY  
 LIQUID FUELS TAX FUND  
 2015 FORM MS-965 – SECTION 1  
 WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Major equipment purchases	\$ -	\$ -	\$ -
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	6,825.00	-	6,825.00
Traffic control devices	-	-	-
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	-	-	-
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
	<hr/>	<hr/>	<hr/>
Total (To Section 2, Line 5)	<u>\$ 6,825.00</u>	<u>\$ -</u>	<u>\$ 6,825.00</u>

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

TOWNSHIP OF PAVIA  
 BEDFORD COUNTY  
 LIQUID FUELS TAX FUND  
 2015 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, 2015	\$ 99,477.79	\$ -	\$ 99,477.79
Receipts:			
2. State allocation	-	-	-
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	29.70	-	29.70
2c. Miscellaneous	-	-	-
3. Total receipts	<u>29.70</u>	<u>-</u>	<u>29.70</u>
4. Total funds available	<u>99,507.49</u>	<u>-</u>	<u>99,507.49</u>
5. Expenditures (Section 1)	<u>6,825.00</u>	<u>-</u>	<u>6,825.00</u>
6. Balance, December 31, 2015	<u>\$ 92,682.49</u>	<u>\$ -</u>	<u>\$ 92,682.49</u>

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

TOWNSHIP OF PAVIA  
 BEDFORD COUNTY  
 LIQUID FUELS TAX FUND  
 2015 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	\$ 22,818.06	\$ -	\$ 22,818.06
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	-	-	-
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	22,818.06	-	22,818.06
5. Less: Major equipment expenditures	-	-	-
6. Remainder	<u>22,818.06</u>	<u>-</u>	<u>22,818.06</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 22,818.06</u>	<u>\$ -</u>	<u>\$ 22,818.06</u>

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



TOWNSHIP OF PAVIA  
 BEDFORD COUNTY  
 LIQUID FUELS TAX FUND  
 NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
 FOR THE PERIOD  
 JANUARY 1, 2013 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 during the first week in April of each year through 2013. Municipalities began receiving the state allocation 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 during the first week in April of each year through 2013. Municipalities began receiving the turnback allocation 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 PAVIA  
BEDFORD COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2013 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 PAVIA  
BEDFORD COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2013 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 PAVIA  
BEDFORD COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2013 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>\$92,682.49</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 \$16.10 during 2013, \$10.74 during 2014, and \$29.70 during 2015, thus providing additional funds for road maintenance and repairs.

4. Adjustments

2013 - Section 2

An adjustment of \$7,593.65 was made to "Balance, January 1, 2013" because an incorrect fund balance was reported.

2013 - Section 3

An adjustment of \$4,561.15 was made to "Prior year equipment balance" because an incorrect equipment balance was reported.

TOWNSHIP OF PAVIA  
BEDFORD COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2015

**Finding No. 1 - Documentation Supporting Expenditures Was Not Available For Examination - Recurring**

Our examination disclosed that the municipality did not maintain documentation, such as invoices or payroll records, to support expenditures of \$3,559.00 during 2013 for winter maintenance.

Good internal control procedures ensure that there is documentation to support all expenditures.

The Liquid Fuels Tax Municipal Allocation Law, 72 P.S. § 2615.4, provides, in part, that monies herein allocated may be used only for construction, reconstruction, maintenance and repairs of such public roads or streets, including bridges, culverts and drainage structures, for which they are legally responsible. Also permitted are expenditures involving acquisition, maintenance, repairs and operation of street signs, traffic signs, traffic signal control systems, road equipment, and snow fences.

The Department of Transportation has been statutorily authorized to promulgate regulations concerning the administration of Liquid Fuels Tax Fund money and has determined that certain items, including expenditures made without supporting documentation, are outside the scope of permissible expenditures.

Without adequate documentation, we could not determine if the expenditures were permissible according to the Liquid Fuels Tax Municipal Allocation Law and the Department of Transportation's Regulations.

The failure to maintain documentation to support expenditures could result in the municipality having to reimburse \$3,559.00 to its Liquid Fuels Tax Fund.

A similar finding was written in our prior examination. However, we noted that documentation supporting expenditures for winter maintenance was available in 2014 and 2015.

**Recommendations**

We recommend that the municipality reimburse \$3,559.00 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We recommend that the municipality continue to ensure good internal control over expenditures by maintaining adequate documentation to support all expenditures.

TOWNSHIP OF PAVIA  
BEDFORD COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2015

**Finding No. 1 - Documentation Supporting Expenditures Was Not Available For Examination - Recurring (Continued)**

Management's Response

The Secretary/Treasurer stated:

I was not the Secretary/Treasurer at the time.

Auditor's Conclusion

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

TOWNSHIP OF PAVIA  
BEDFORD COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2015

**Finding No. 2 - One Signature On Liquid Fuels Tax Fund Checks**

Our examination disclosed that only one signature was required to authorize checks drawn on the Liquid Fuels Tax Fund in 2013. When only one signature is required there is a significant risk of unauthorized disbursements, errors, or misappropriations occurring and remaining undetected. To decrease this risk, good internal controls require that at least two authorized signatures be required to authorize checks drawn on the Liquid Fuels Tax Fund.

We noted that in 2014 and 2015 two signatures were required authorize checks drawn on the Liquid Fuels Tax Fund.

Recommendation

We recommend that the municipality continue to require at least two signatures on all disbursements from the Liquid Fuels Tax Fund account.

Management's Response

The Secretary/Treasurer stated:

I was not the Secretary/Treasurer at the time.

Auditor's Conclusion

During our next examination we will determine if the municipality continued to comply with our recommendation.

TOWNSHIP OF PAVIA  
BEDFORD COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2015

**Finding No. 3 - Late Receipt And Non Receipt Of Allocations**

Our examination disclosed that the 2013 and 2014 Liquid Fuels Tax Fund allocations of \$22,424.89 and \$24,148.81, respectively, which should have been distributed from the Department of Transportation to the municipality during the first week of April in 2013 and the first week of March of 2014, were not received until November 19, 2014. Additionally, the 2015 Liquid Fuels Allocation of \$26,585.34 has not been received as of October 13, 2016, the exit conference date of this examination.

The 2013 and 2014 allocations were received late and the 2015 allocation was not received 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 2013 allocation for more than 19 months and the 2014 allocation more than 8 months. Additionally, the municipality has not had use of the 2015 allocation. Furthermore, had the allocations 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.



TOWNSHIP OF PAVIA  
BEDFORD COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2015

**Finding No. 3 - Late Receipt And Non Receipt Of Allocations (Continued)**

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.

Management's Response

The secretary/treasurer stated:

I was not able to navigate through the PennDot computer program.

Auditor's Conclusion

Municipal officials should contact the Department of Transportation for assistance in completing its Form MS-965. During our next examination we will determine if the municipality complied with our recommendation.

TOWNSHIP OF PAVIA  
BEDFORD COUNTY  
LIQUID FUELS TAX FUND  
SUMMARY OF PRIOR EXAMINATION RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2013 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 \$2,451.50 to its Liquid Fuels Tax Fund for not maintaining documentation supporting winter maintenance services.

During our current examination we reviewed a letter dated August 1, 2014, from the Department of Transportation informing the municipality to reimburse \$2,451.50 to its Liquid Fuels Tax Fund. As of the exit conference date of this report of October 13, 2016, the municipality had not reimbursed this amount to its 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 did not comply with our recommendation in 2013 (see Finding No. 1). However, the township complied in 2014 and 2015.

TOWNSHIP OF PAVIA  
BEDFORD COUNTY  
LIQUID FUELS TAX FUND  
SUMMARY OF EXIT CONFERENCE  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2015

An exit conference was held October 13, 2016. Those participating were:

TOWNSHIP OF PAVIA

Mr. George W. Corle, Secretary/Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Michele Garman, CFE, Audit Supervisor

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

TOWNSHIP OF PAVIA  
BEDFORD COUNTY  
LIQUID FUELS TAX FUND  
REPORT DISTRIBUTION  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2015

This report was initially distributed to:

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

**Township of Pavia**  
Bedford County  
1850 Burnt House Road  
Imler, PA 16655

**The Honorable Shane Corle**  
Chairman of the Board of Supervisors

**Mr. George W. Corle**  
Secretary/Treasurer

**Ms. Priscilla Hauer**  
Auditor

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