



**BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
23-423**

**LIQUID FUELS TAX FUND  
EXAMINATION REPORT**

**FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011**

**COMMONWEALTH OF PENNSYLVANIA**

**EUGENE A. DEPASQUALE - AUDITOR GENERAL**

**DEPARTMENT OF THE AUDITOR GENERAL**



Commonwealth of Pennsylvania  
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**EUGENE A. DePASQUALE**  
**AUDITOR GENERAL**

### Independent Auditor's Report

The Honorable Barry J. Schoch, P.E.  
Secretary  
Department of Transportation  
Harrisburg, PA 17120

We examined the accompanying Forms MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Borough of Sharon Hill, Delaware County, for the period January 1, 2009 to December 31, 2011. The municipality's management is responsible for the Forms MS-965. Our responsibility is to express an opinion on the Forms MS-965 With Adjustments based on our examination.

Except as discussed in the fifth paragraph 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 Borough of Sharon Hill, Delaware County's Forms MS-965 for the period January 1, 2009 to December 31, 2011 and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

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

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

### Independent Auditor's Report (Continued)

We were unable to examine the images of the back of the canceled checks from the borough's financial institution because the borough failed to obtain them from its financial institution. Consequently we were unable to perform procedures to determine whether disbursements were made in accordance with applicable laws and regulations.

In our opinion, except for the effects of such adjustments if any, as might have been determined to be necessary had we been able to examine an image of the front and back of the canceled checks, 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 Borough of Sharon Hill, Delaware County, for the period January 1, 2009 to December 31, 2011, in conformity with the criteria set forth in Note 1.

In accordance with *Government Auditing Standards*, we are required to report findings of significant deficiencies in internal control, violations of provisions of contracts or grant agreements, and abuse that are material to the Forms MS-965 and any fraud and illegal acts that are more than inconsequential that come to our attention during our examination. We are also required to obtain the views of management on those matters. We performed our examination to express an opinion on whether the Forms MS-965 are presented in accordance with the criteria described above and not for the purpose of expressing an opinion on the internal control over reporting on the Forms MS-965 or on compliance and other matters; accordingly, we express no such opinions.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Borough of Sharon Hill, Delaware County's ability to initiate, authorize, record, process, or report data reliably in accordance with the applicable criteria such that there is more than a remote likelihood that a misstatement of the Borough of Sharon Hill, Delaware County's Forms MS-965 that is more than inconsequential will not be prevented or detected by the Borough of Sharon Hill, Delaware County's internal control.

### Independent Auditor's Report (Continued)

We consider the deficiencies described in the findings below to be significant deficiencies in internal control over reporting on the Forms MS-965:

- Electronic Imaging Of Canceled Checks From The Bank Did Not Include The Back Of The Checks.
- Documentation Supporting Expenditures Was Not Available For Examination - Recurring.
- Untimely Deposit Of Allocations.

A material weakness is a significant deficiency or combination of significant deficiencies that results in more than a remote likelihood that a material misstatement of the Forms MS-965 will not be prevented or detected by the Borough of Sharon Hill, Delaware County's internal control. Our consideration of the internal control over reporting on the Forms MS-965 would not necessarily disclose all matters in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. We consider all the significant deficiencies described above to be material weaknesses.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. However, we did note other matters that, while not required to be included in this report by *Government Auditing Standards*, have been included in the findings below:

- Liquid Fuels Allocation Deposited Into The General Fund.
- Late Receipt Of Allocation.

Independent Auditor's Report (Continued)

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

A handwritten signature in black ink, appearing to read "Eugene A. DePasquale". The signature is fluid and cursive, with a long horizontal stroke at the end.

March 1, 2013

**EUGENE A. DEPASQUALE**  
Auditor General

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BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

Background

The Liquid Fuels Tax Municipal Allocation Law, Title 72 P.S. § 2615.5, provides municipalities other than counties (townships, boroughs, cities, towns, home rule, and optional plan governments) with an annual allocation of liquid fuels taxes from the state's Motor License Fund to be used for the maintenance and repair of streets, roads, and bridges for which the municipality is responsible. The allocation of these funds to municipalities is based: (1) 50 percent on the municipality's proportion of local road mileage to the total local road mileage in the state, and (2) 50 percent on the proportion of a municipality's population to the total population in the state.

*The Vehicle Code*, Title 75 P.S. § 9511, provides municipalities with annual maintenance payments to be received from the Motor License Fund for functionally local highways that were transferred to a municipality from the Commonwealth of Pennsylvania.

Each municipality must deposit the Liquid Fuels Tax Fund money and annual maintenance payments that it receives into a special fund called the Municipal Liquid Fuels Tax Fund or State Fund. A municipality may not deposit any other monies into this fund except when the municipality does not have enough money in the special fund to meet the payments called for by its current annual budget for road and bridge purposes. In this case, the municipality may borrow money or transfer money from its General Fund to its Liquid Fuels Tax Fund.

The Department of Transportation has been given the regulatory authority for the administration of these funds. To qualify for its annual allocation, each municipality shall submit the following documents and information to the Department of Transportation:

1. Evidence that the treasurer is bonded in accordance with the law, or that its treasurer is a bank requiring no bond by January 31 of each year.
2. A report indicating the manner in which its liquid fuels tax allocation was expended in the previous year (Form MS-965) by January 31 of each year.
3. A report of elected and appointed officials by January 31 of each year.
4. A Survey of Financial Condition by March 15 of each year.

Department of Transportation *Publication 9* contains the policies and procedures that govern the use of Liquid Fuels Tax Fund money. However, if there is a difference between *Publication 9* and any legislation, the legislation shall govern.

BOROUGH OF SHARON HILL  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2009 FORM MS-965 – SECTION 1  
 WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Major equipment purchases	\$ 37,215.67	\$ -	\$ 37,215.67
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	3,392.58	-	3,392.58
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	78,171.00	-	78,171.00
Miscellaneous	-	-	-
	<hr/>	<hr/>	<hr/>
Total (To Section 2, Line 5)	<u>\$ 118,779.25</u>	<u>\$ -</u>	<u>\$ 118,779.25</u>

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



BOROUGH OF SHARON HILL  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2009 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, 2009	\$ 182,679.48	\$ -	\$ 182,679.48
Receipts:			
2. State allocation	-	-	-
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	888.43	-	888.43
2c. Miscellaneous	-	-	-
3. Total receipts	<u>888.43</u>	<u>-</u>	<u>888.43</u>
4. Total funds available	<u>183,567.91</u>	<u>-</u>	<u>183,567.91</u>
5. Expenditures (Section 1)	<u>118,779.25</u>	<u>-</u>	<u>118,779.25</u>
6. Balance, December 31, 2009	<u><u>\$ 64,788.66</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 64,788.66</u></u>

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

BOROUGH OF SHARON HILL  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2009 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	\$ 94,511.77	\$ -	\$ 94,511.77
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	-	-	-
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	94,511.77	-	94,511.77
5. Less: Major equipment expenditures	<u>37,215.67</u>	<u>-</u>	<u>37,215.67</u>
6. Remainder	<u><u>57,296.10</u></u>	<u><u>-</u></u>	<u><u>57,296.10</u></u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u><u>\$ 57,296.10</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 57,296.10</u></u>

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

BOROUGH OF SHARON HILL  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2010 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	995.00	-	995.00
Agility projects	-	-	-
Cleaning streets and gutters	100.00	-	100.00
Winter maintenance services	7,458.03	-	7,458.03
Traffic control devices	12,417.13	-	12,417.13
Street lighting	2,784.64	-	2,784.64
Storm sewers and drains	-	-	-
Repairs of tools and machinery	6,645.12	-	6,645.12
Maintenance and repair of roads and bridges	844.80	-	844.80
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
	<hr/>	<hr/>	<hr/>
Total (To Section 2, Line 5)	<u>\$ 31,244.72</u>	<u>\$ -</u>	<u>\$ 31,244.72</u>

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

BOROUGH OF SHARON HILL  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2010 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, 2010	\$ 64,788.66	\$ -	\$ 64,788.66
Receipts:			
2. State allocation	87,773.02	91,282.81	179,055.83
2a. Turnback allocation		-	-
2b. Interest on investments (Note 3)	464.34	.01	464.35
2c. Miscellaneous	91,282.82	(91,282.82)	-
3. Total receipts	<u>179,520.18</u>	<u>-</u>	<u>179,520.18</u>
4. Total funds available	<u>244,308.84</u>	<u>-</u>	<u>244,308.84</u>
5. Expenditures (Section 1)	<u>31,244.72</u>	<u>-</u>	<u>31,244.72</u>
6. Balance, December 31, 2010	<u><u>\$ 213,064.12</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 213,064.12</u></u>

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

BOROUGH OF SHARON HILL  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2010 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	\$ 57,296.10	\$ -	\$ 57,296.10
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	17,554.60	18,256.56	35,811.16
3. PENNDOT approved adjustments	<u>18,256.56</u>	<u>(18,256.56)</u>	<u>-</u>
4. Total funds available for equipment acquisition	93,107.26	-	93,107.26
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>93,107.26</u>	<u>-</u>	<u>93,107.26</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 93,107.26</u>	<u>\$ -</u>	<u>\$ 93,107.26</u>

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

BOROUGH OF SHARON HILL  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2011 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	-	-	-
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>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

BOROUGH OF SHARON HILL  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2011 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, 2011	\$ 213,064.12	\$ -	\$ 213,064.12
Receipts:			
2. State allocation	-	-	-
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	1,067.93	-	1,067.93
2c. Miscellaneous	-	-	-
3. Total receipts	<u>1,067.93</u>	<u>-</u>	<u>1,067.93</u>
4. Total funds available	<u>214,132.05</u>	<u>-</u>	<u>214,132.05</u>
5. Expenditures (Section 1)	<u>-</u>	<u>-</u>	<u>-</u>
6. Balance, December 31, 2011	<u><u>\$ 214,132.05</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 214,132.05</u></u>

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

BOROUGH OF SHARON HILL  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2011 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	\$ 93,107.26	\$ -	\$ 93,107.26
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	-	-	-
3. PENNDOT approved adjustments	<u>(50,000.00)</u>	<u>-</u>	<u>(50,000.00)</u>
4. Total funds available for equipment acquisition	43,107.26	-	43,107.26
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>43,107.26</u>	<u>-</u>	<u>43,107.26</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 43,107.26</u>	<u>\$ -</u>	<u>\$ 43,107.26</u>

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



BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

1. Criteria

Section 1

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

- Major equipment purchases are purchases of road machinery and road equipment that cost in excess of \$4,000.00.
- Minor equipment purchases are purchases of road machinery and road equipment that cost \$4,000.00 or less.
- Agility projects are exchanges of services with the Department of Transportation.

Section 2

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

- The state allocation is generally received from the Department of Transportation during the first week in April of each year. The amount the municipality receives is based half on its population and half on its road mileage.
- The turnback allocation is generally received from the Department of Transportation during the first week in April of each year. A municipality receives a yearly turnback allocation based on road mileage for all roads that were transferred to the municipality from the Commonwealth of Pennsylvania through the Highway Transfer Program.
- Expenditures include the total transferred from Section 1.

Section 3

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

BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

1. Criteria (Continued)

Section 3 (Continued)

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

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

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

Basis Of Presentation

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

Basis Of Accounting

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

BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

1. Criteria (Continued)

General Fixed Assets

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

2. Deposits

*The Borough Code*, Title 53 P.S § 46316, authorizes the borough to deposit its funds in the following:

- Deposits in savings accounts or time deposits, other than certificates of deposit or share accounts of institutions having their principal place of business in the Commonwealth of Pennsylvania and insured by the Federal Deposit Insurance Corporation (FDIC) or other like insurance. For any amount above the insured maximum, the depository shall pledge approved collateral.
- Certificates of deposit purchased from institutions insured by the FDIC or other like insurance to the extent that such accounts are so insured. For any amounts in excess of the insured maximum, such deposits shall be collateralized by a pledge or assignment of assets. Certificates of deposit may not exceed 20 percent of a bank's total capital surplus or 20 percent of a savings and loan's or savings bank's assets minus liabilities.

Deposits consist of receipts and deposits in financial institutions. Pennsylvania statutes require all deposits to be insured and, for any amount above the insured maximum, to be secured with approved collateral as defined.

There were no deposits exposed to custodial credit risk as of December 31, 2011. Custodial credit risk, as defined by GASB No. 40, includes deposits that are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the municipality's name.

BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

2. Deposits (Continued)

Fund Balance

The fund balance as of December 31, 2011 consists of the following:

Cash	<u>\$214,132.05</u>
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3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in interest-bearing accounts which earned \$888.43 during 2009, \$464.35 during 2010, and \$1,067.93 during 2011, thus providing additional funds for road maintenance and repairs.

4. Adjustments

2010 - Section 2

Adjustments were made to "State allocation," "Interest on investments," and "Miscellaneous" because receipts of \$91,282.82 were misclassified.

2010 - Section 3

An adjustment of \$18,256.56 was made to "Current year allocation" because the 2009 state allocation from 2010 - Section 2, which is used to calculate this figure and was received in 2010, was misclassified as miscellaneous in 2010 - Section 2 and was not included in this calculation.

An adjustment of \$(18,256.56) was made to "PENNDOT approved adjustments" because there were no approved adjustments.

BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 1 - Electronic Imaging Of Canceled Checks From The Bank Did Not  
Include The Back Of The Checks

Our examination disclosed that the municipality made transfers from the Liquid Fuels Tax Fund to the General Fund for the reimbursement of expenditures that could have been paid from the Liquid Fuels Tax Fund. Therefore, our disbursement test included checks from the General Fund account. During our testing, we discovered that the imaging of canceled checks from the General Fund bank account was not acceptable because the bank provides only the front side of the canceled checks. For us to properly complete our examination testing, we have to examine the front and back of the canceled checks. Because the test of disbursements was limited, we had to qualify our opinion as stated in the Independent Auditor's Report.

Good internal controls and the Commonwealth of Pennsylvania Management Directive 210.11, dated June 16, 1997, require that imaging systems comply with the provisions of the Internal Revenue Service (IRS) procedures for record keeping with electronic imaging. To be acceptable, the documents provided by the system must meet IRS procedures governing size, content, format, and pattern. Those procedures require that all images produced by the imaging system exhibit a high degree of legibility and readability when displayed on paper. Legibility includes the ability to identify all letters and numerals positively and quickly. Readability includes the ability to recognize a group of letters or numerals as words or completed numbers. Imaged documents must include the front and back of a document in which both the front and back are used.

Further, good internal controls ensure that by having a municipal official review the front and back of the canceled checks, any errors or misappropriations can be detected on a timely basis.

Without this control, the potential exists for errors or misappropriations to go undetected for long periods of time.

Recommendations

We recommend that the municipal officials obtain images of the front and back of canceled checks in accordance with Directive 210.11. Additionally, municipal officials should review the front and back of each canceled check for any errors or misappropriations.

BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 1 - Electronic Imaging Of Canceled Checks From The Bank Did Not  
Include The Back Of The Checks (Continued)

Management's Response

The municipal officials offered no formal response at this time.

BOROUGH OF SHARON HILL  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 FINDINGS AND RECOMMENDATIONS  
 FOR THE PERIOD  
 JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 2 - Documentation Supporting Expenditures Was Not Available For Examination -  
 Recurring

We cited the municipality for failing to maintain documentation to support expenditures in our prior report for the period ending December 31, 2008. However, our current examination disclosed that the municipality did not maintain invoices to support expenditures of \$2,620.90 during 2010 for the following checks:

<u>Check No.</u>	<u>Check Date</u>	<u>Amount</u>
41935	05/28/10	\$ 995.00
42068	06/25/10	100.00
42523	12/17/10	16.00
42543	12/30/10	580.40
42545	12/30/10	<u>929.50</u>
Total		<u>\$2,620.90</u>

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 \$2,620.90 to its Liquid Fuels Tax Fund.

BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 2 - Documentation Supporting Expenditures Was Not Available For Examination -  
Recurring (Continued)

This condition occurred because the municipality failed to comply with our prior examination recommendation to ensure good internal controls over expenditures by maintaining adequate documentation to support all expenditures.

Recommendations

We recommend that the municipality reimburse \$2,620.90 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

Further, we again strongly recommend that the municipality ensure good internal control over expenditures by maintaining adequate documentation to support all expenditures.

Management's Response

The borough manager stated:

The borough has new policies for keeping documents.

Auditor's Conclusion

This is a recurring finding. We strongly recommend that the municipality comply with our recommendations. During our next examination we will determine if the municipality complied with our recommendations.



BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 3 - Untimely Deposit Of Allocations

Our examination disclosed that the 2010 Liquid Fuels Tax Fund allocation of \$87,773.02, which was distributed to the municipality on March 1, 2010, was not deposited into the Liquid Fuels Tax Fund until March 10, 2010. Additionally, the 2011 Liquid Fuels Tax Fund allocation of \$89,902.38, which was distributed to the municipality on January 6, 2012 (see Finding No. 5), was not deposited into the Liquid Fuels Tax Fund until March 1, 2013, which was subsequent to our examination period.

Good internal control procedures require that all funds received be deposited immediately upon receipt. The failure to do so increases the risk that errors and misappropriations may occur and remain undetected. Additionally, had the allocations been deposited in a timely manner, money may have been available for investment, potentially earning interest income which could have been used for road maintenance and repairs.

Recommendations

We recommend that, in the future, the municipality deposit all allocations immediately upon receipt.

In addition, the municipal officials should consider using the electronic transfer of funds offered by the Department of Transportation.

Management's Response

The borough manager stated:

The borough has new policies for keeping documents.

Auditor's Conclusion

The corrective action included in the municipality's response isn't specifically responsive to the condition, cause, and recommendation included in this finding. The municipal officials should ensure that all Liquid Fuels Tax Fund money is deposited immediately upon receipt. During our next examination we will determine if the municipality complied with our recommendations.

BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
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JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 4 - Liquid Fuels Allocation Deposited Into The General Fund

Our examination disclosed that the municipality deposited its 2009 Liquid Fuels Tax Fund allocation of \$91,282.91 into the General Fund on April 27, 2009, 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.

The failure to follow the Liquid Fuels Tax Municipal Allocation Law as noted above resulted in the municipality reimbursing \$91,282.91 to its Liquid Fuels Tax Fund on March 10, 2010.

Recommendation

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

Management's Response

The borough manager stated:

The borough now has a dedicated liquid fuels account.

Auditor's Conclusion

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

BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 5 - Late Receipt Of Allocation

Our examination disclosed that the 2011 Liquid Fuels Tax Fund allocation of \$89,902.38, which should have been distributed from the Department of Transportation to the municipality during the first week of April of that year, was not distributed until January 6, 2012, 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.

The 2011 Liquid Fuels Tax Fund allocation was also deposited late (see Finding No. 3).

Because the municipality failed to file documents and information timely as noted above, the municipality did not have use of the 2011 allocation for more than nine 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 comply with the Department of Transportation's *Publication 9* to ensure that the allocations are received during the first week in April as outlined above.

BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
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Finding No. 5 - Late Receipt Of Allocation (Continued)

Management's Response

The municipal officials stated:

Due to prior finding we believe we have corrected the mistakes.

Auditor's Conclusion

The corrective action included in the municipality's response isn't specifically responsive to the condition, cause, and recommendation included in this finding. The municipality should ensure that it complies with the Department of Transportation's *Publication 9* as stated above. During our next examination we will determine if the municipality complied with our recommendation.

BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
COMMENT  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

Comment – Summary Of Prior Examination Recommendations

In our prior report we recommended that the Department of Transportation review our examination finding to determine if the municipality should reimburse \$66,947.61 to its Liquid Fuels Tax Fund. This amount consists of \$65,878.39 for retroactive expenditures and \$1,069.22 for failing to maintain documentation to support expenditures. A finding for failing to maintain documentation to support expenditures was also written in our current report (see Finding No. 2).

During our current examination we reviewed a letter dated November 28, 2011, from the Department of Transportation informing the municipality that reimbursement of \$66,947.61 to its Liquid Fuels Tax Fund would not be required.

In our prior report we also recommended:

- That the municipality ensure that its Forms MS-965 are accurate and complete.
- That the municipality improve internal control procedures over disbursements by requiring at least two authorized signatures on all disbursements from the Liquid Fuels Tax Fund account.
- That the municipality comply with the Department of Transportation's *Publication 9* regarding retroactive expenditures.

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

BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
SUMMARY OF EXIT CONFERENCE  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

An exit conference was held March 1, 2013. Those participating were:

BOROUGH OF SHARON HILL

The Honorable Joseph Botta, President of Council  
Mr. Brian Razzi, Borough Manager

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Fred Casella, Auditor

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

BOROUGH OF SHARON HILL  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
REPORT DISTRIBUTION  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

This report was initially distributed to:

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

Borough of Sharon Hill  
Delaware County  
250 Sharon Avenue  
Sharon Hill, PA 19079

The Honorable Joseph Botta

President of Council

Mr. Brian Razzi

Borough Manager

This report is a matter of public record and is available online at <http://www.auditorgen.state.pa.us>. Media questions about the report can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 231 Finance Building, Harrisburg, PA 17120; via email to: [news@auditorgen.state.pa.us](mailto:news@auditorgen.state.pa.us).