

COMPLIANCE AUDIT

Relief Association of the Clarks Summit
Fire Company No. 1, Inc. of the Borough
of Clarks Summit, Pennsylvania

Lackawanna County

For the Period

January 1, 2017 to December 31, 2018

August 2019



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale • Auditor General



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**EUGENE A. DePASQUALE
AUDITOR GENERAL**

Mr. Russell D. Shurtleff, President
Relief Association of the Clarks Summit
Fire Company No. 1, Inc. of the Borough
of Clarks Summit, Pennsylvania
Lackawanna County

We have conducted a compliance audit of the Relief Association of the Clarks Summit Fire Company No. 1, Inc. of the Borough of Clarks Summit, Pennsylvania (relief association) pursuant to authority derived from Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania, Section 403 of The Fiscal Code, Act of April 9, 1929, (P.L. 343, No. 176), and mandated by the Volunteer Firefighters' Relief Association Act, as consolidated by the Act of November 23, 2010 (P.L. 1181, No. 118), at 35 Pa.C.S. § 7411 *et seq.*, for the period January 1, 2017 to December 31, 2018.

The objective of the audit was to determine if the relief association complied with applicable state laws, contracts, bylaws, and administrative procedures as they relate to the receipt of state aid and the expenditure of relief association funds. Our audit was limited to the areas related to the objective identified above and was not required to be and was not conducted in accordance with Government Auditing Standards issued by the Comptroller General of the United States.

Relief association officers are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the relief association's administration of state aid and accumulated relief funds complies with applicable state laws, contracts, bylaws, and administrative procedures, including the safeguarding of assets. Relief association officers are responsible for complying with applicable state laws, contracts, bylaws, and administrative procedures. It is our responsibility to perform procedures to obtain sufficient, appropriate evidence to the extent necessary to satisfy the audit objective. We believe that our audit provides a reasonable basis for our conclusions.

We were not able to obtain an independent confirmation of a portion of the cash balance directly from a financial institution. Therefore, while the relief association provided bank statements that indicated that, as of December 31, 2018, the relief association had a cash balance of \$322,594, we were not able to verify a portion of this cash balance.

Based on our audit procedures, we conclude that, except for the effects, if any, of the matter described in the preceding paragraph, for the period January 1, 2017 to December 31, 2018, the relief association, in all significant respects, complied with applicable state laws, contracts, bylaws, and administrative procedures as they relate to the receipt of state aid and the expenditure of relief association funds.

The supplementary financial information contained in this report is presented for purposes of additional disclosure and analysis. We performed only limited procedures on the supplementary financial information and, accordingly, express no form of assurance on it.

The contents of this report were discussed with the management of the relief association. We would like to thank the relief association officials for the cooperation extended to us during the conduct of the audit.

August 12, 2019



EUGENE A. DEPASQUALE
Auditor General

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BACKGROUND

Pursuant to Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania, Section 403 of The Fiscal Code, Act of April 9, 1929, (P.L. 343, No. 176), and the Volunteer Firefighters' Relief Association Act, as consolidated by the Act of November 23, 2010, (P.L. 1181, No. 118), at 35 Pa.C.S. § 7411 *et seq.*, the Department of the Auditor General's duty is to audit the accounts and records of every volunteer firefighters' relief association to determine that funds received under the Foreign Fire Insurance Tax Distribution Law, Act of December 18, 1984, (P.L. 1005, No. 205), as amended, 53 P.S. § 895.701 *et seq.* (commonly referred to as Act 205), are properly expended.

The relief association is a charitable organization that was formed primarily to afford financial protection to volunteer firefighters and to encourage individuals to participate in volunteer fire service.

Act 118 governs the overall operation of volunteer firefighters' relief associations. Relief association bylaws define the specific operational procedures by which relief associations conduct business. To fulfill its primary purpose, Act 118 authorizes specific types of expenditures and prescribes appropriate volunteer firefighters' relief association investment options. Within the parameters established by Act 118, it is the responsibility of relief associations to choose investments in a proper and prudent manner.

Volunteer firefighters' relief associations receive public tax monies, and the association officers therefore have a responsibility to the public to conduct the association's financial affairs in a businesslike manner and to maintain sufficient financial records to support the propriety of all association transactions. Volunteer firefighters' relief association officers are also responsible for ensuring that the association operates in accordance with applicable state laws, contracts, bylaws and administrative procedures.

Act 205 sets forth the computation of the Foreign Fire Insurance Tax Distribution paid to each applicable municipality throughout the Commonwealth of Pennsylvania. The amount of the distribution is based upon the population of each municipality and the market value of real estate within the municipality. Upon receipt of this distribution, the municipality must allocate the funds to the volunteer firefighters' relief association of the fire service organization or fire service organizations that is or are recognized as providing the service to the municipality.

BACKGROUND – (Continued)

The relief association was allocated state aid from the following municipalities:

<u>Municipality</u>	<u>County</u>	<u>2017</u>	<u>2018</u>
Clarks Green Borough	Lackawanna	\$ 8,993	\$ 8,153
Clarks Summit Borough	Lackawanna	\$31,020	\$28,197
Glenburn Township	Lackawanna	\$ 4,269	\$ 3,901
Waverly Township	Lackawanna	\$ 6,808	\$ 6,211

The volunteer firefighters' relief association and the affiliated fire service organization are separate, legal entities. The relief association is affiliated with the following fire service organization:

Clarks Summit Fire Company No. 1, Inc.

RELIEF ASSOCIATION OF THE CLARKS SUMMIT FIRE COMPANY NO. 1, INC. OF
THE BOROUGH OF CLARKS SUMMIT, PENNSYLVANIA
SUPPLEMENTARY FINANCIAL INFORMATION
CASH AND INVESTMENT BALANCES
AS OF DECEMBER 31, 2018

Cash	\$ 322,594
Fair Value of Investments	<u>559,027</u>
Total Cash and Investments	<u>\$ 881,621</u>

RELIEF ASSOCIATION OF THE CLARKS SUMMIT FIRE COMPANY NO. 1, INC. OF
 THE BOROUGH OF CLARKS SUMMIT, PENNSYLVANIA
 SUPPLEMENTARY FINANCIAL INFORMATION
 SUMMARY OF EXPENDITURES
 FOR THE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2018

Expenditures:

Benefit Services:	
Insurance premiums	\$ 56,731
Death benefits	16,000
Relief benefits	415
Tokens of sympathy and goodwill	2,429
Total Benefit Services	\$ 75,575
Fire Services:	
Equipment purchased	\$ 462
Equipment maintenance	5,283
Training expenses	1,805
Fire prevention materials	957
Total Fire Services	\$ 8,507
Administrative Services:	
Officer compensation	\$ 3,100
Other administrative expenses	1,675
Bond premiums	302
Total Administrative Services	\$ 5,077
Total Expenditures	\$ 89,159

RELIEF ASSOCIATION OF THE CLARKS SUMMIT FIRE COMPANY NO. 1, INC. OF
THE BOROUGH OF CLARKS SUMMIT, PENNSYLVANIA
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

The Honorable Tom W. Wolf
Governor
Commonwealth of Pennsylvania

Relief Association of the Clarks Summit Fire Company No. 1, Inc. of the Borough of Clarks
Summit, Pennsylvania Governing Body:

Mr. Russell D. Shurtleff
President

Mr. David H. Gilpin
Vice President

Mr. Warren E. Watkins
Secretary

Mr. John Jeffrey Ames
Treasurer

The following municipalities allocated foreign fire insurance tax monies to this relief association
and received a copy of this report:

Ms. Joanne Culbertson
Secretary
Clarks Green Borough

Ms. Virginia Kehoe
Secretary
Clarks Summit Borough

Ms. Bernadette R. Menendez
Secretary
Glenburn Township

Ms. Christine Capozzi
Secretary
Waverly Township

RELIEF ASSOCIATION OF THE CLARKS SUMMIT FIRE COMPANY NO. 1, INC. OF
THE BOROUGH OF CLARKS SUMMIT, PENNSYLVANIA
REPORT DISTRIBUTION LIST

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