

# COMPLIANCE AUDIT

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The Ephrata Firefighters Relief  
Association of the Pioneer Steam Fire  
Engine Company No. 1 of Ephrata,  
Pennsylvania  
Lancaster County  
For the Period  
January 1, 2018 to December 31, 2020

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February 2022



Commonwealth of Pennsylvania  
Department of the Auditor General

Timothy L. DeFoor • Auditor General



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TIMOTHY L. DEFOOR  
AUDITOR GENERAL

Mr. Matt Williams, President  
The Ephrata Firefighters Relief Association  
of the Pioneer Steam Fire Engine Company  
No. 1 of Ephrata, Pennsylvania  
Lancaster County

We have conducted a compliance audit of The Ephrata Firefighters Relief Association of the Pioneer Steam Fire Engine Company No. 1 of Ephrata, Pennsylvania (relief association) for the period January 1, 2018 to December 31, 2020. The audit was conducted pursuant to authority derived from Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania; Section 403 of The Fiscal Code, 72 P.S. § 403; and the Volunteer Firefighters' Relief Association Act, 35 Pa.C.S. § 7411 *et seq.* ("VFRA Act"), as most recently amended by Act 91 of 2020.

The objectives of the audit were:

1. To determine if the relief association took appropriate corrective action to address the findings contained in our prior audit report.
2. 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 objectives identified above and was not, nor was it required to be, conducted in accordance with Government Auditing Standards issued by the Comptroller General of the United States.

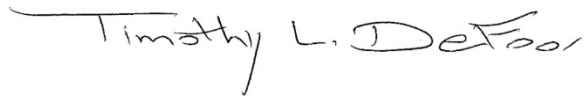
Relief association officers are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the relief association's administration of state aid and accumulated relief funds complies with applicable state laws, contracts, bylaws, and administrative procedures, 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 objectives. We believe that our audit provides a reasonable basis for our conclusions.

We were not able to obtain an independent confirmation of the investment balance directly from the financial institution. Therefore, while the relief association provided investment statements that indicated that, as of December 31, 2020, the relief association had an investment balance with a fair value of \$864,527, we were not able to verify this investment 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, 2018 to December 31, 2020:

- The relief association took appropriate corrective action to address the findings contained in our prior audit report.
- 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 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.

A handwritten signature in black ink that reads "Timothy L. DeFoor". The signature is written in a cursive style with a long horizontal line extending to the left of the first letter.

Timothy L. DeFoor  
Auditor General  
February 8, 2022

## CONTENTS

	<u>Page</u>
Background.....	1
Status of Prior Findings .....	4
Report Distribution List .....	5

## BACKGROUND

Pursuant to Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania, Section 403 of The Fiscal Code<sup>1</sup>, and the Volunteer Firefighters' Relief Association Act<sup>2</sup> ("VFRA Act"), 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<sup>3</sup> (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.

The VFRA Act 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, the VFRA Act authorizes specific types of expenditures and prescribes appropriate volunteer firefighters' relief association investment options. Within the parameters established by the VFRA Act, 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.

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

<u>Municipality</u>	<u>County</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Ephrata Borough	Lancaster	\$43,480	\$41,086	\$45,182
Ephrata Township	Lancaster	\$24,528	\$27,531	\$27,775

<sup>1</sup> 72 P.S. § 403 (as last amended by Act 44 of 2017).

<sup>2</sup> 35 Pa.C.S. § 7411 *et seq.* See specifically, 35 Pa.C.S. § 7418 (amended by Act 91 of 2020).

<sup>3</sup> 53 P.S. § 895.701 *et seq.* (Act 205 of 1984, as amended by Act 119 of 1990).

## BACKGROUND – (Continued)

Based on the relief association's records, its total cash and investments as of December 31, 2020 were \$914,742, as illustrated below:

Cash	\$ 50,215
Fair Value of Investments	<u>864,527</u>
Total Cash and Investments	<u>\$ 914,742</u>

Based on the relief association's records, its total expenditures for the period January 1, 2018 to December 31, 2020 were \$285,934, as noted below. The accuracy of these expenditures was evaluated as part of the Department's audit to conclude on the relief association's compliance 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.<sup>4</sup> **The scope of the Department's audit does not include the issuance of an opinion on the accuracy of these amounts.**

### Expenditures:

Benefit Services:	
Insurance premiums	\$ 79,608
Tokens of sympathy and goodwill	<u>1,631</u>
Total Benefit Services	<u>\$ 81,239</u>
Fire Services:	
Equipment purchased	\$ 148,652
Equipment maintenance	15,563
Training expenses	25,729
Fire prevention materials	<u>13,475</u>
Total Fire Services	<u>\$ 203,419</u>
Administrative Services:	
Other administrative expenses	\$ 331
Bond premiums	<u>945</u>
Total Administrative Services	<u>\$ 1,276</u>
Total Expenditures	<u>\$ 285,934</u>

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<sup>4</sup> Accuracy was evaluated for a selection of transactions based on dollar amount, category, and/or random selection.

## **BACKGROUND – (Continued)**

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:

Pioneer Steam Fire Engine Company No. 1, of Ephrata, Pennsylvania

THE EPHRATA FIREFIGHTERS RELIEF ASSOCIATION OF THE PIONEER STEAM FIRE  
ENGINE COMPANY NO. 1 OF EPHRATA, PENNSYLVANIA  
STATUS OF PRIOR FINDINGS

COMPLIANCE WITH PRIOR AUDIT FINDINGS AND RECOMMENDATIONS

The relief association has complied with the prior audit findings and recommendations, as follows:

- Unauthorized Expenditure

By receiving reimbursement of \$22,858 from the affiliated fire company for the unauthorized expenditure made in the prior audit period.

- Failure To Maintain A Complete And Accurate Equipment Roster

By maintaining a cumulative inventory roster of all relief association owned equipment.

We commend the relief association management for its efforts in complying with the findings and recommendations contained in the prior audit report. The relief association management should strive to remain in compliance with all applicable state laws, contracts, bylaws and administrative procedures.



THE EPHRATA FIREFIGHTERS RELIEF ASSOCIATION OF THE PIONEER STEAM FIRE  
ENGINE COMPANY NO. 1 OF EPHRATA, PENNSYLVANIA  
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

**The Honorable Tom W. Wolf**  
Governor  
Commonwealth of Pennsylvania

**Mr. Thomas Cook**  
Acting State Fire Commissioner

The Ephrata Firefighters Relief Association of the Pioneer Steam Fire Engine Company No. 1 of  
Ephrata, Pennsylvania Governing Body:

**Mr. Matt Williams**  
President

**Mr. Anthony Soccoa**  
Vice President

**Ms. Jill Williams**  
Secretary

**Mr. Ralph Mowen**  
Treasurer

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

**Mr. Michael R. McKenna, MPA**  
Secretary  
Ephrata Borough

**Mr. Anthony Haws**  
Secretary  
Ephrata Township

THE EPHRATA FIREFIGHTERS RELIEF ASSOCIATION OF THE PIONEER STEAM FIRE  
ENGINE COMPANY NO. 1 OF EPHRATA, PENNSYLVANIA  
REPORT DISTRIBUTION LIST

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