

# COMPLIANCE AUDIT

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## Good Fellowship Relief Association, Inc.

Chester County, Pennsylvania

For the Period

January 1, 2017 to December 31, 2018

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March 2020



Commonwealth of Pennsylvania  
Department of the Auditor General

Eugene A. DePasquale • Auditor General



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**EUGENE A. DePASQUALE  
AUDITOR GENERAL**

Ms. Samantha Buterbaugh, President  
Good Fellowship Relief Association, Inc.  
Chester County

We have conducted a compliance audit of the Good Fellowship Relief Association, Inc. (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 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 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 objectives. We believe that our audit provides a reasonable basis for our conclusions.

Based on our audit procedures, we conclude that, for the period January 1, 2017 to December 31, 2018:

- 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 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.

March 6, 2020



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> |
|------------------------|---------------|-------------|-------------|
| Birmingham Township    | Chester       | \$ 7,708    | *           |
| East Bradford Township | Chester       | \$ 8,511    | \$ 7,709    |
| Thornbury Township     | Chester       | \$ 1,460    | \$ 1,063    |
| West Bradford Township | Chester       | \$ 2,500    | \$ 2,500    |
| West Chester Borough   | Chester       | \$ 9,062    | \$ 8,941    |
| West Goshen Township   | Chester       | \$24,287    | \$22,427    |
| Westtown Township      | Chester       | \$10,846    | \$ 9,886    |

\* During the current audit period, the relief association did not receive an allocation of state aid from Birmingham Township in 2018. Municipalities have sole discretion to distribute their annual allocation of state aid received to any relief association providing fire service to the municipality.

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

Good Fellowship Club of Chester County, Inc.

West Chester Fire Department

GOOD FELLOWSHIP RELIEF ASSOCIATION, INC.  
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 Expenditures

By receiving reimbursement of \$9,447 from the affiliated fire company for the unauthorized expenditures made in the prior audit period.

- Duplicate Payment

By receiving reimbursement of \$900 from the affiliated Ambulance Association for the duplicate payment.

- Inadequate Minutes Of Meetings

By maintaining detailed minutes of all relief association meetings held during the period.

- Inadequate Relief Association Bylaws

By revising the relief association bylaws to meet the minimum requirements of Act 118.

- Inadequate Internal Controls

By adopting sufficient internal control procedures to adequately safeguard relief association assets and ensure the propriety of all relief association transactions.

- Untimely Receipt And Deposit Of State Aid

By timely receiving and depositing all income received.

- Failure to Maintain A Complete And Accurate Membership Roster

By maintaining a comprehensive listing of the relief association's membership.

- Association May Not Comply With The Requirements Of Act 118

By entering into a Memorandum of Understanding with the West Chester Fire Department.

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

GOOD FELLOWSHIP RELIEF ASSOCIATION, INC.  
SUPPLEMENTARY FINANCIAL INFORMATION  
CASH BALANCE  
AS OF DECEMBER 31, 2018

|      |                  |
|------|------------------|
| Cash | <u>\$ 26,864</u> |
|------|------------------|



GOOD FELLOWSHIP RELIEF ASSOCIATION, INC.  
SUPPLEMENTARY FINANCIAL INFORMATION  
SUMMARY OF EXPENDITURES  
FOR THE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2018

Expenditures:

|                               |                          |
|-------------------------------|--------------------------|
| Benefit Services:             |                          |
| Insurance premiums            | \$ 69,891                |
| Relief benefits               | <u>3,906</u>             |
| Total Benefit Services        | <u>\$ 73,797</u>         |
|                               |                          |
| Fire Services:                |                          |
| Equipment purchased           | \$ 970                   |
| Training expenses             | <u>98,267</u>            |
| Total Fire Services           | <u>\$ 99,237</u>         |
|                               |                          |
| Administrative Services:      |                          |
| Other administrative expenses | <u>\$ 3,908</u>          |
| Total Expenditures            | <u><u>\$ 176,942</u></u> |

GOOD FELLOWSHIP RELIEF ASSOCIATION, INC.  
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

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

Good Fellowship Relief Association, Inc. Governing Body:

**Ms. Samantha Buterbaugh**  
President

**Mr. Don Verdiani**  
Vice President

**Mr. Tim Wolfgang**  
Secretary

**Mr. William Wells**  
Treasurer

GOOD FELLOWSHIP RELIEF ASSOCIATION, INC.  
REPORT DISTRIBUTION LIST

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

**Ms. Quina Nelling**  
Secretary  
Birmingham Township

**Ms. Amanda M. Cantlin**  
Secretary  
East Bradford Township

**Ms. Teresa DeStefano**  
Secretary  
Thornbury Township

**Mr. Justin Yaich**  
Secretary  
West Bradford Township

**Mr. Michael A. Perrone**  
Secretary  
West Chester Borough

**Ms. Casey Lalonde**  
Secretary  
West Goshen Township

**Mr. Robert Pingar**  
Secretary  
Westtown Township

This report is a matter of public record and is available online at [www.PaAuditor.gov](http://www.PaAuditor.gov). Media questions about the report can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 229 Finance Building, Harrisburg, PA 17120; via email to: [news@PaAuditor.gov](mailto:news@PaAuditor.gov).