

COMPLIANCE AUDIT

Greenpoint Firemen's Relief Association

Lebanon County, Pennsylvania
For the Period
January 1, 2017 to March 4, 2019

January 2021



Commonwealth of Pennsylvania
Department of the Auditor General

Timothy L. DeFoor • Auditor General



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TIMOTHY L. DEFOOR
AUDITOR GENERAL

Mr. Chad Cunningham, President
Greenpoint Firemen's Relief Association
Lebanon County

We have conducted a compliance audit of the former Greenpoint Firemen's Relief Association (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 March 4, 2019.

The objectives of the audit were:

1. To determine if the former relief association took appropriate corrective action to address the findings contained in our prior audit report.
2. To determine if the former 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.

Based on our audit procedures, we conclude that for the period January 1, 2017 to March 4, 2019:

- The former relief association did not take appropriate corrective action to address the findings contained in our prior audit report, as detailed below and discussed in the Status of Prior Findings section of this report.
- The former 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, except as noted in the findings listed below and discussed later in this report.

Finding No. 1 – Noncompliance With Prior Audit Recommendation – Failure To Maintain A Surety (Fidelity) Bond

Finding No. 2 – Noncompliance With Prior Audit Recommendation – Failure To Maintain A Complete And Accurate Equipment Roster

Finding No. 3 – Noncompliance With Prior Audit Recommendation – Undocumented Expenditures

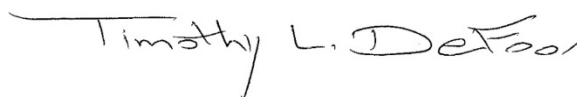
Finding No. 4 – Untimely Receipt And Deposit Of State Aid

Finding No. 5 – Inadequate Minutes Of Meetings

Three of the five audit findings contained in this report cite conditions that existed in the operation of the relief association during the prior audit period and were not corrected during the current audit period. We are concerned by the number of findings noted and strongly encourage timely implementation of the recommendations noted in this audit report.

In addition, as of March 4, 2019 the former relief association completed the process of dissolution and merged with The Ono Fire Company Relief Association, the Lickdale Community Fire Company Relief Association, and the Perseverance Fire Company Volunteer Firemen's Relief Association to form the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association. Consequently, all remaining monetary assets and equipment were transferred to the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association.

The contents of this report were discussed with the management of the former relief association and, where appropriate, their responses have been included in the report. We would like to thank former relief association officials for the cooperation extended to us during the conduct of the audit.



TIMOTHY L. DEFOOR
Auditor General

December 30, 2020

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

Municipality	County	2017	2018
Union Township	Lebanon	\$11,391*	**
Cold Spring Township	Lebanon	\$ 224*	\$407

* The 2017 state aid allocations received from Union Township and Cold Spring Township were not deposited by the former relief association until February 13, 2018 as disclosed in Finding No. 4 in this report.

** During the current audit period, the former relief association did not receive an allocation of state aid from Union 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.

As of March 4, 2019, the former relief association dissolved its organization and merged with The Ono Fire Company Relief Association, the Lickdale Community Fire Company Relief Association, and the Perseverance Fire Company Volunteer Firemen’s Relief Association to form the Northern Lebanon Fire Emergency Services Volunteer Firemen’s Relief Association. Thereafter, it did not receive any further state aid allocations.

Based on the former relief association’s records, its total cash and investments as of March 4, 2019 were zero, as illustrated below:

Cash	\$	0
Fair Value of Investments		0
Total Cash and Investments	\$	0

BACKGROUND – (Continued)

Based on the former relief association's records, its total expenditures for the period January 1, 2017 to March 4, 2019 were \$122,886, 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.¹ **The scope of the Department's audit does not include the issuance of an opinion on the accuracy of these amounts.**

Expenditures:

Fire Services:

Equipment purchased	\$ 1,099
Equipment maintenance	1,381
Total Fire Services	<u>\$ 2,480</u>

Administrative Services:

Bond premiums	<u>\$ 269</u>
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Other Expenditures:

Transfer of monetary assets *	\$ 120,078
Unauthorized expenditures**	59
Total Other Expenditures	<u>\$ 120,137</u>

Total Expenditures	<u><u>\$ 122,886</u></u>
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* Transfer of Monetary Assets/Dissolution of Relief Association.

As of March 4, 2019 the former relief association completed the process of dissolution and merged with The Ono Fire Company Relief Association, the Lickdale Community Fire Company Relief Association, and the Perseverance Fire Company Volunteer Firemen's Relief Association to form the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association. Consequently, all remaining monetary assets and equipment were transferred to the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association. Due to the dissolution of the former relief association, we are providing officials of the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association copies of this report.

** During 2017 and 2018, the former relief association made two insignificant disbursements for Pennsylvania state sales tax in the total amount of \$59 which was not authorized by Act 118. We disclosed this issue to relief association officials on December 4, 2020.

¹ Accuracy was evaluated for a selection of transactions based on dollar amount, category, and/or random selection.

BACKGROUND – (Continued)

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

Greenpoint Fire Company

GREENPOINT FIREMEN'S RELIEF ASSOCIATION
STATUS OF PRIOR FINDINGS

NONCOMPLIANCE WITH PRIOR AUDIT FINDINGS AND RECOMMENDATIONS

The former relief association has not complied with the following prior audit findings. These findings are noted below and discussed in detail in the Findings and Recommendations section of this report:

- Failure To Maintain And Insufficient Surety (Fidelity) Bond Coverage
- Failure To Maintain A Complete And Accurate Equipment Roster
- Undocumented Expenditures

Although the former relief association provided documentation for \$36,403 of the \$36,653 for the undocumented expenditures that were made in the prior audit period, the former relief association again failed to provide adequate documentation to support the remaining \$250 as further disclosed in Finding No. 3 of this report.

We are concerned by the former relief association's failure to correct those previously reported audit findings. Since the former relief association dissolved its organization and consequently transferred its monetary assets to the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association, the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association's management should strive to implement the recommendations and corrective actions noted in this audit report.

GREENPOINT FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 1 – Noncompliance With Prior Audit Recommendation – Failure To Maintain Surety (Fidelity) Bond Coverage

Condition: The former relief association failed to maintain Surety (Fidelity) bond coverage on its authorized disbursing officer, as required by Act 118. The former relief association's Surety (Fidelity) bond coverage expired on January 12, 2019. As of January 12, 2019, the former relief association's cash assets totaled \$85,570 and had increased to \$120,078 as of February 28, 2019. The former relief subsequently transferred the total amount to Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association on March 4, 2019.

A similar condition was noted in our prior audit report.

Criteria: Section 7415(c)(4) of Act 118 states, in part, that:

. . . the disbursing officer, whether designated treasurer, comptroller, financial secretary or otherwise, shall be bonded by corporate surety for faithful performance of duty. The amount of the bond shall be at least as great as the maximum cash balance in current funds of the association at any time during the fiscal year, and the premium on the bond shall be a proper charge against the funds of the association.

Cause: The former relief association officials had purchased an adequate bond policy; however, the former relief association officials did not renew this policy as they were expecting the merger to have been completed very near the policy expiration date of January 12, 2019.

Effect: As a result of the authorized disbursing officer of the former relief association not being bonded, the former relief association's cash assets were not adequately safeguarded for a period of 52 days.

Recommendation: Due to the dissolution of the former relief association and the former affiliated Greenpoint Fire Company and subsequent merger with The Ono Fire Company Relief Association, the Lickdale Community Fire Company Relief Association, and the Perseverance Fire Company Volunteer Firemen's Relief Association to form the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association, we are providing officials of the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association copies of this report so that they are aware of the conditions that were detected in the operations of the former relief association during the course of our audit. We recommend that the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association maintain Surety (Fidelity) bond coverage on the relief association's authorized disbursing officer in an amount greater than the relief association's maximum cash balance, as required by Act 118. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

GREENPOINT FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 1 – Continued

Management's Response: Former relief association management agreed with the finding as presented at the audit exit conference.

Auditor's Conclusion: We are concerned by the former relief association's failure to correct this previously reported audit finding. The Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association's management should strive to implement the recommendation and corrective action noted in this audit report. Compliance will be subject to verification through our next audit of the newly formed relief association.

Finding No. 2 – Noncompliance With Prior Audit Recommendation – Failure To Maintain A Complete And Accurate Equipment Roster

Condition: The former relief association failed to maintain a complete and accurate roster of equipment owned by the relief association. Specifically, the former relief association purchased \$1,099 of equipment during the current audit period and there was no equipment roster created or maintained for these purchases. In addition, the former relief association did not add the equipment which had been omitted from the prior audit equipment roster. Furthermore, there was no indication that a physical inventory of equipment was conducted on an annual basis to account for the equipment owned by the relief association.

A similar condition was noted in our prior audit report.

Criteria: Prudent business practice dictates that a relief association should establish adequate internal control procedures to ensure the maintenance of a cumulative equipment roster of all items purchased by the relief association in order to provide an effective accounting control over the relief association's equipment. A cumulative equipment roster of all relief association equipment should include all of the following:

- Types of equipment purchased
- Dates of purchase
- Unit costs
- Names of suppliers
- Serial numbers, if applicable
- Current locations of items
- Final dispositions of sold or damaged equipment
- Evidence of the performance and results of an annual physical inventory

GREENPOINT FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 2 – Continued

Cause: The former relief association officials did not provide a reason for why this occurred despite being notified of this condition during our prior audit.

Effect: The continued failure to properly record equipment purchases in a detailed equipment roster prevents officials from effectively monitoring the relief association's equipment purchases. In addition, the failure to maintain a detailed equipment roster and perform an annual physical inventory of equipment prevents adequate accountability for, and safeguarding of, relief association equipment.

Recommendation: Due to the dissolution of the former relief association and the affiliated Greenpoint Fire Company and subsequent merger with The Ono Fire Company Relief Association, the Lickdale Community Fire Company Relief Association, and the Perseverance Fire Company Volunteer Firemen's Relief Association to form the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association, we are providing officials of the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association copies of this report so that they are aware of the conditions that were detected in the operations of the former relief association during the course of our audit. We recommend that the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association maintain a cumulative equipment roster of all equipment owned by the newly formed relief association. Furthermore, the new relief association should ensure it performs an annual physical inventory of all operable equipment and that the completion of the inventory be sufficiently documented. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

Management's Response: Former relief association management agreed with the finding as presented at the audit exit conference.

Auditor's Conclusion: We are concerned by the former relief association's failure to correct this previously reported audit finding. The Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association's management should strive to implement the recommendation and corrective action noted in this audit report. Compliance will be subject to verification through our next audit of the newly formed relief association.

GREENPOINT FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 3 – Noncompliance With Prior Audit Recommendation – Undocumented Expenditures

Condition: Although the former relief association provided documentation for \$36,403 of the \$36,653 for the undocumented expenditures that were made in the prior audit period, the former relief association failed to provide adequate documentation to support the remaining \$250 of undocumented expenditures made during the prior audit period, and the former relief association officials did not take corrective action to address the undocumented expenditures prior to the current audit period ending March 4, 2019.

Criteria: Section 7418(a) of Act 118 states:

The Office of Auditor General shall have the power and its duty shall be to audit the accounts and records of every volunteer firefighters' relief association receiving money under Chapter 7 of the Act of December 18, 1984 (P.L. 1005, No. 205), known as the Municipal Pension Plan Funding Standard and Recovery Act, as far as may be necessary to satisfy the Auditor General that the money received was or is being expended for no purpose other than that authorized by this subchapter. Copies of all audits shall be furnished to the Governor.

Without adequate supporting documentation, such as invoices and/or itemized receipts, this department is unable to determine whether relief association funds were expended for purposes authorized by Act 118. Furthermore, prudent business practice dictates that supporting documentation be maintained to evidence the propriety of all financial transactions.

Cause: The former relief association officials did not provide a reason for why the relief association did not provide documentation for the remaining \$250 of expenditures or obtain reimbursement for that amount.

Effect: Lack of supporting documentation, such as invoices, itemized receipts and detailed minutes of meetings, made it impossible to determine if the expenditures were made in accordance with Section 7416(f) of Act 118. In addition, the failure to maintain adequate supporting documentation for relief association expenditures can lead to an increased risk of errors occurring and funds being misappropriated.

GREENPOINT FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 3 – Continued

Recommendation: Due to the dissolution of the former relief association and the affiliated Greenpoint Fire Company and subsequent merger with The Ono Fire Company Relief Association, the Lickdale Community Fire Company Relief Association, and the Perseverance Fire Company Volunteer Firemen's Relief Association to form the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association, we are providing officials of the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association copies of this report so that they are aware of the conditions that were detected in the operations of the former relief association during the course of our audit. We recommend that the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association provide this department with adequate supporting documentation, such as invoices and/or itemized receipts, to ensure the propriety of the expenditures or that the newly formed relief association be reimbursed \$250 for the undocumented expenditures. We also recommend that the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association officials maintain supporting documentation for all future expenditures. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

Management's Response: Former relief association management agreed with the finding as presented at the audit exit conference and indicated they will take action to comply with the recommendation by asking the affiliated fire department to reimburse the new relief association the \$250.

Auditor's Conclusion: We are concerned by the former relief association's failure to correct this previously reported audit finding. The Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association's management should strive to implement the recommendation and corrective action noted in this audit report. Compliance will be subject to verification through our next audit of the newly formed relief association.

GREENPOINT FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 4 – Untimely Receipt And Deposit Of State Aid

Condition: Although Cold Spring Township and Union Township prepared and returned a Certification Form AG 385 for 2017 by the March 31 annual filing date in accordance with Act 205, both townships did not distribute the 2017 state aid to the former relief association in a timely manner. The foreign fire insurance tax allocations were distributed to the municipal treasurers on September 25, 2017, who forwarded the state aid to the former relief association on December 20, 2017, which is not within 60 days of receipt, as required by Section 706 (b)(2) of the Act of December 18, 1984, (P.L. 1005, No. 205). The former relief association did not deposit the 2017 state aid allocations it received from Cold Spring Township and Union Township, in the amounts of \$224 and \$11,391, respectively, until February 13, 2018. Since there was no documentation indicating that the former relief association attempted to retrieve the funds and did not deposit the funds in a timely manner upon receipt, the former relief association did not ensure the funds were received and deposited timely.

Criteria: Section 706 (b)(2) of the Act of December 18, 1984, (P.L. 1005, No. 205), states:

The foreign fire insurance premium tax amount applicable to a municipality served solely by volunteer firefighters shall be paid to the municipality, which shall within 60 days of the date of the receipt of the moneys from the State Treasurer pay the amount received to the relief association fund of the fire department or departments, or fire company or companies, now existing or hereafter organized, inside or outside of the municipality, which is or are actively engaged in the service of the municipality and duly recognized by the governing body of the municipality.

Furthermore, prudent business practice dictates that upon receipt of its state aid allocations, the former relief association should establish adequate internal control procedures to ensure the funds are deposited in a timely manner.

Cause: Former relief association officials were unsure whether to deposit the state aid monies into their own relief association account or into the newly established relief association as they were in the process of merging. Consequently, the former relief association officials failed to ensure that all income due the former relief association was received, recorded and deposited into a relief association account in a timely manner.

Effect: As a result of the untimely receipt and deposit, funds were not available to pay general operating expenses or for investment purposes. In addition, an untimely receipt and deposit of funds increases the risk that funds could be lost or misappropriated.

GREENPOINT FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 4 – (Continued)

Recommendation: Due to the dissolution of the former relief association and the affiliated Greenpoint Fire Company and subsequent merger with The Ono Fire Company Relief Association, the Lickdale Community Fire Company Relief Association, and the Perseverance Fire Company Volunteer Firemen's Relief Association to form the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association, we are providing officials of the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association copies of this report so that they are aware of the conditions that were detected in the operations of the former relief association during the course of our audit. We recommend that the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association adopt internal control procedures to ensure the timely receipt and deposit of all future income received. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

Management's Response: Former relief association management agreed with the finding as presented at the audit exit conference.

Auditor's Conclusion: Compliance will be subject to verification through our next audit of the newly formed relief association.

Finding No. 5 – Inadequate Minutes Of Meetings

Condition: The former relief association failed to maintain detailed minutes of meetings as required by Act 118 and the relief association's bylaws. Specifically, the former relief association's minutes did not address all of the financial-related transactions that occurred during the audit period. In addition, the following occurred:

- The meeting minutes for January 2018 included transactions that had occurred in 2015.
- The meeting minutes for December 2017 included a transaction from August 31, 2015.
- When requested, the former relief association only provided meeting minutes for six meetings during the 26 month audit period when the former relief association's bylaws require monthly meetings.

Furthermore, the former relief association did not abide by their bylaw requirement that seven members represent a quorum.

Criteria: Section 7415(a) of Act 118 states, in part, that the relief association:

... must provide for taking and preserving minutes of all meetings and maintenance of such books of account as may be necessary and appropriate to afford a permanent record of its fiscal affairs.

GREENPOINT FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 5 – (Continued)

The former relief association's bylaws at Article II, Section I states, in part:

Meetings are to be held each month immediately following the regular fire company meetings. Seven members shall constitute a quorum.

In addition, the former relief association's bylaws at Article IV, Section IV states, in part:

Secretary – The secretary shall keep a true record of the proceedings of every meeting in the minutes. The minutes shall note authorization by the membership of all Association financial transactions and all other pertinent business discussed at meetings.

Cause: Former relief association officials indicated that they were unaware that maintaining detailed minutes of meetings was required by Act 118 and the relief association's bylaws. In addition, former relief association officials indicated that they were unfamiliar with the bylaw guidelines established by the former relief association.

Effect: Without detailed minutes of meetings, evidence that the former relief association business was presented before the membership for approval does not exist. As a result of the former relief association not following the provision stipulated in the bylaws, the former relief association may have conducted its affairs without proper authorization.

Recommendation: Due to the dissolution of the former relief association and the affiliated Greenpoint Fire Company and subsequent merger with The Ono Fire Company Relief Association, the Lickdale Community Fire Company Relief Association, and the Perseverance Fire Company Volunteer Firemen's Relief Association to form the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association, we are providing officials of the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association copies of this report so that they are aware of the conditions that were detected in the operations of the former relief association during the course of our audit. We recommend that the Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association maintain detailed minutes of meetings, evidencing the discussion and approval of all financial-related business conducted by the newly formed relief association and review the bylaws governing their organization and establish guidelines and procedures to meet the provision contained in the bylaws in order to assure that the association conducts its affairs with proper authorization. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

GREENPOINT FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 5 – (Continued)

Management's Response: Former relief association management agreed with the finding as presented at the audit exit conference.

Auditor's Conclusion: Compliance will be subject to verification through our next audit of the newly formed relief association.

GREENPOINT FIREMEN'S RELIEF ASSOCIATION
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

The Honorable Tom W. Wolf
Governor
Commonwealth of Pennsylvania

Greenpoint Firemen's Relief Association Governing Body:

Mr. Chad Cunningham
President

Mr. Michael S. Light
Secretary

Mr. Gerald Schott
Treasurer

Northern Lebanon Fire Emergency Services Volunteer Firemen's Relief Association Governing
Body:

Mr. Allen Hummer
President

Mr. Noah Weaver
Vice President

Mr. Chad Cunningham
Secretary

Mr. Andrew Martin
Treasurer

Mr. Eric Dulac
Trustee

GREENPOINT FIREMEN'S RELIEF ASSOCIATION
REPORT DISTRIBUTION LIST

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

Mr. Gary R. Longenecker
Secretary
Union Township

Mr. Gary R. Longenecker
Secretary
Cold Spring Township

This report is a matter of public record and is available online at 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.