

# COMPLIANCE AUDIT

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## The Shinglehouse Volunteer Firefighters Relief Association Potter County, Pennsylvania For the Period January 1, 2016 to December 31, 2018

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December 2019



Commonwealth of Pennsylvania  
Department of the Auditor General  
Eugene A. DePasquale • Auditor General



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EUGENE A. DePASQUALE  
AUDITOR GENERAL

Mr. Kenneth A. Watson, President  
The Shinglehouse Volunteer Firefighters  
Relief Association  
Potter County

We have conducted a compliance audit of The Shinglehouse Volunteer Firefighters 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, 2016 to December 31, 2018.

The objectives of the audit were:

1. To determine if the relief association took appropriate corrective action to address the finding 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, 2016 to December 31, 2018:

- The relief association took appropriate corrective action to address the finding 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.

December 5, 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>2016</u>	<u>2017</u>	<u>2018</u>
Ceres Township	McKean	\$3,427	\$3,358	\$3,061
Clara Township	Potter	\$ 781	\$ 741	\$ 677
Oswayo Borough	Potter	\$ 623	\$ 570	\$ 519
Oswayo Township	Potter	\$2,476	\$2,362	\$2,149
Pleasant Valley Township*	Potter	\$ 175	\$ 180	\$ 164
Sharon Township	Potter	\$5,117	\$4,770	\$4,351
Shinglehouse Borough	Potter	\$4,885	\$4,458	\$4,063

\* Due to late filing of Certification Form AG 385, the 2014 state aid allocation in the amount of \$178 was not received and distributed to the relief association by Pleasant Valley Township in accordance with Act 205. Pleasant Valley Township failed to complete and return reporting Certification Form AG 385 for the year 2014 by the March 31 annual filing date in accordance with Act 205 to ensure proper receipt and eventual distribution of state aid to the relief association. Although Pleasant Valley Township did file the Certification Form AG 385 in 2018, the relief association did not receive their foreign fire insurance premium tax state aid allocation, per Section 706(b)(2) of the Act of December 18, 1984, (P.L. 1005, No. 205) until September 9, 2018. Upon receipt of the 2014 state aid allocation, the relief association deposited the state aid allocation on October 15, 2018 into an appropriate relief association account.

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:

Fire Department of the Borough of Shinglehouse

THE SHINGLEHOUSE VOLUNTEER FIREFIGHTERS RELIEF ASSOCIATION  
STATUS OF PRIOR FINDING

COMPLIANCE WITH PRIOR AUDIT FINDING AND RECOMMENDATION

The relief association has complied with the prior audit finding and recommendation, as follows:

- Untimely Deposit Of State Aid

By timely depositing all state aid income received.

We commend the relief association management for its efforts in complying with the finding and recommendation 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.

THE SHINGLEHOUSE VOLUNTEER FIREFIGHTERS RELIEF ASSOCIATION  
SUPPLEMENTARY FINANCIAL INFORMATION  
CASH BALANCE  
AS OF DECEMBER 31, 2018

Cash	<u>\$ 26,480</u>
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THE SHINGLEHOUSE VOLUNTEER FIREFIGHTERS RELIEF ASSOCIATION  
 SUPPLEMENTARY FINANCIAL INFORMATION  
 SUMMARY OF EXPENDITURES  
 FOR THE PERIOD JANUARY 1, 2016 TO DECEMBER 31, 2018

Expenditures:

Benefit Services:	
Insurance premiums	\$ 18,547
Relief benefits	1,118
Total Benefit Services	\$ 19,665
Fire Services:	
Equipment purchased	\$ 24,180
Equipment maintenance	6,985
Training expenses	605
Total Fire Services	\$ 31,770
Administrative Services:	
Other administrative expenses	\$ 16
Bond premiums	200
Total Administrative Services	\$ 216
Total Expenditures	\$ 51,651

THE SHINGLEHOUSE VOLUNTEER FIREFIGHTERS RELIEF ASSOCIATION  
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

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

The Shinglehouse Volunteer Firefighters Relief Association Governing Body:

**Mr. Kenneth A. Watson**  
President

**Ms. Alicia M. Antonioli**  
Treasurer

THE SHINGLEHOUSE VOLUNTEER FIREFIGHTERS RELIEF ASSOCIATION  
REPORT DISTRIBUTION LIST

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

**Mr. Larry Miller**  
Secretary  
Ceres Township

**Ms. Darlene Donohue**  
Secretary  
Clara Township

**Ms. Gert Trimble**  
Secretary  
Oswayo Borough

**Ms. Judy Dickerson**  
Secretary  
Oswayo Township

**Ms. Danielle Yentzer**  
Secretary  
Pleasant Valley Township

**Ms. Christine Hyde**  
Secretary  
Sharon Township

**Ms. Deborah C. Resig**  
Secretary  
Shinglehouse Borough

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).