

COMPLIANCE AUDIT

Spring Grove Volunteer Fire Fighter's Relief Association of the Borough of Spring Grove, Pennsylvania York County For the Period January 1, 2016 to December 31, 2018

May 2019



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale • Auditor General



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**EUGENE A. DePASQUALE
AUDITOR GENERAL**

Mr. Brent Auchey, President
Spring Grove Volunteer Fire Fighter's
Relief Association of the Borough of
Spring Grove, Pennsylvania
York County

We have conducted a compliance audit of the Spring Grove Volunteer Fire Fighter's Relief Association of the Borough of Spring Grove, 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, 2016 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.

Based on our audit procedures, we conclude that, for the period January 1, 2016 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, except as noted in the finding listed below and discussed later in this report.

Finding – Failure To Adhere To Relief Association Bylaws

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 and, where appropriate, their response has been included in the report. We would like to thank the relief association officials for the cooperation extended to us during the conduct of the audit.

May 7, 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 municipality:

<u>Municipality</u>	<u>County</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Spring Grove Borough	York	\$13,218	\$11,980*	\$10,906

* Although Spring Grove Borough prepared and returned a Certification Form AG 385 for 2017, the date the borough distributed the 2017 state aid to the relief association could not be determined because the borough failed to submit a Receipt And Distribution Of Foreign Fire Insurance Premium Tax Form 706-B to this department as required by the instructions accompanying Form 706-B and the 2017 state aid allocation received by the borough disclosing this information.

Spring Grove Borough is still required to submit a Receipt And Distribution Of Foreign Fire Insurance Premium Tax Form 706-B to this Department as soon as possible.

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:

Friendship Hose Company No. 1 of Spring Grove, Pennsylvania

SPRING GROVE VOLUNTEER FIRE FIGHTER'S RELIEF ASSOCIATION OF THE
BOROUGH OF SPRING GROVE, PENNSYLVANIA
FINDING AND RECOMMENDATION

Finding – Failure To Adhere To Relief Association Bylaws

Condition: The relief association did not adhere to numerous provisions in the association's bylaws. Specifically, the relief association did not abide by the following bylaw stipulations:

- The relief association officer positions, consisting of Second Vice President and Secretary, were not occupied at the time we performed the current audit.
- The relief association Secretary did not record all of the meeting minutes. In the Secretary's absence, the Treasurer would maintain the minutes.
- The relief association did not hold meetings on the days specified in the bylaws.

Criteria: The relief association's bylaws at Article III, Section 1 states, in part:

The officers of this association shall consist of a President, Vice President, Second Vice President, Secretary, Treasurer, and five Trustees, two of whom shall be the President and Vice President.

In addition, the relief association's bylaws at Article III, Section 3 states, in part:

SECRETARY: The Secretary shall keep a true record of the proceedings of ever meeting, (regular meetings, special meetings, and trustee meetings), in the minutes. The minutes shall note authorization by the membership of all association financial transactions and all other pertinent business discussed at the meeting.

Furthermore, the relief association's bylaws at Article II, Section 1 states, in part:

Regular meetings of this association will be held on the first Thursday of each month immediately following the regular meeting of Friendship Hose Company No. 1, Spring Grove, Pennsylvania.

Prudent business practice dictates that the relief association should adhere to all provisions stipulated in the relief association's bylaws to ensure that the relief association conducts its affairs with proper authorization.

Cause: Relief association officials indicated that they were unaware of the bylaw guidelines established by the relief association.

SPRING GROVE VOLUNTEER FIRE FIGHTER'S RELIEF ASSOCIATION OF THE
BOROUGH OF SPRING GROVE, PENNSYLVANIA
FINDING AND RECOMMENDATION

Finding – (Continued)

Effect: As a result of the relief association not following the mandatory provisions stipulated in the bylaws, the relief association may have conducted its affairs without proper authorization.

Recommendation: We recommend that the relief association officials review the bylaws governing their organization and establish guidelines and procedures to meet the provisions 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.

Management's Response: 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.

Auditor's Conclusion: Compliance will be subject to verification through our next audit.

SPRING GROVE VOLUNTEER FIRE FIGHTER'S RELIEF ASSOCIATION OF THE
BOROUGH OF SPRING GROVE, PENNSYLVANIA
SUPPLEMENTARY FINANCIAL INFORMATION
CASH AND INVESTMENT BALANCES
AS OF DECEMBER 31, 2018

Cash	\$ 20,004
Fair Value of Investments	<u>73,870</u>
Total Cash and Investments	<u>\$ 93,874</u>

SPRING GROVE VOLUNTEER FIRE FIGHTER'S RELIEF ASSOCIATION OF THE
 BOROUGH OF SPRING GROVE, PENNSYLVANIA
 SUPPLEMENTARY FINANCIAL INFORMATION
 SUMMARY OF EXPENDITURES
 FOR THE PERIOD JANUARY 1, 2016 TO DECEMBER 31, 2018

Expenditures:

Benefit Services:	
Insurance premiums	\$ 4,831
Death benefits	240
Relief benefits	570
Total Benefit Services	<u>\$ 5,641</u>
Fire Services:	
Equipment purchased	\$ 49,925
Equipment maintenance	21,070
Training expenses	471
Total Fire Services	<u>\$ 71,466</u>
Administrative Services:	
Officer compensation	\$ 3,000
Other administrative expenses	540
Bond premiums	469
Total Administrative Services	<u>\$ 4,009</u>
Total Expenditures	<u><u>\$ 81,116</u></u>

SPRING GROVE VOLUNTEER FIRE FIGHTER'S RELIEF ASSOCIATION OF THE
BOROUGH OF SPRING GROVE, PENNSYLVANIA
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

The Honorable Tom W. Wolf
Governor
Commonwealth of Pennsylvania

Spring Grove Volunteer Fire Fighter's Relief Association of the Borough of Spring Grove,
Pennsylvania Governing Body:

Mr. Brent Auchey
President

Mr. Tim Bankert
Vice President

Ms. Julie Waltemyer
Treasurer

A report was also distributed to the following municipality, which allocated foreign fire insurance tax monies to this relief association:

Mr. Andrew N. Shaffer
Secretary
Spring Grove Borough

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.