

# ATTESTATION ENGAGEMENT

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Township of Beaver  
Crawford County, Pennsylvania  
20-202  
Liquid Fuels Tax Fund  
For the Period  
January 1, 2012 to December 31, 2013

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April 2015



Commonwealth of Pennsylvania  
Department of the Auditor General

Eugene A. DePasquale • Auditor General

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EUGENE A. DePASQUALE  
AUDITOR GENERAL

### Independent Auditor's Report

The Honorable Leslie Richards  
Acting Secretary  
Department of Transportation  
Harrisburg, PA 17120

We examined the accompanying Forms MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Township of Beaver, Crawford County, for the period January 1, 2012 to December 31, 2013. The municipality's management is responsible for the Forms MS-965. Our responsibility is to express an opinion on the Forms MS-965 With Adjustments based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. An examination includes examining, on a test basis, evidence supporting the Township of Beaver, Crawford County's Forms MS-965 for the period January 1, 2012 to December 31, 2013 and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

We are mandated by Section 403 of *The Fiscal Code*, 72 P.S. § 403, to audit each municipality's Liquid Fuels Tax Fund to ensure that funds received are expended in accordance with applicable laws and regulations. *Government Auditing Standards* issued by the Comptroller General of the United States include attestation engagements as a separate type of audit. An attestation engagement performed pursuant to *Government Auditing Standards* involves additional standards that exceed the standards provided by the American Institute of Certified Public Accountants. Accordingly, this attestation engagement complies with both *Government Auditing Standards* and Section 403 of *The Fiscal Code*.

As described in Note 4, the adjustments included on the Forms MS-965 With Adjustments are made by the Department of the Auditor General.

### Independent Auditor's Report (Continued)

As discussed in the Finding and Recommendations section of this report, the township expended \$19,398.27 during 2013 from the Liquid Fuels Tax Fund for the replacement of deteriorated bridge decks without advertising for bids.

In our opinion, except for the matter discussed in the preceding paragraph, the Forms MS-965 With Adjustments present, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund of the Township of Beaver, Crawford County, for the period January 1, 2012 to December 31, 2013, in conformity with the criteria set forth in Note 1.

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws or regulations that have a material effect on the Forms MS-965; and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements, and abuse that has a material effect on the Forms MS-965. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on whether the Forms MS-965 are presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over reporting on the Forms MS-965 or on compliance and other matters; accordingly, we express no such opinions.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Forms MS-965 will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over reporting on the Forms MS-965 was for the limited purpose of expressing an opinion on whether the Forms MS-965 are presented in accordance with the criteria described above and would not necessarily identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our engagement we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Independent Auditor's Report (Continued)

As part of obtaining reasonable assurance about whether the Forms MS-965 are free from material misstatement, we performed tests of the Township of Beaver, Crawford County's compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of amounts on the Forms MS-965. However, providing an opinion on compliance with those provisions was not an objective of our engagement, and accordingly, we do not express such an opinion. The results of our tests disclosed the following instance of noncompliance that is required to be reported under *Government Auditing Standards*:

- Noncompliance With Advertising And Bidding Requirements.

This report is intended solely for the information and use of the Pennsylvania Department of Transportation and the management of the Township of Beaver, Crawford County, and is not intended to be and should not be used by anyone other than these specified parties.

We appreciate the courtesy extended by the Township of Beaver, Crawford County, to us during the course of our examination. If you have any questions, please feel free to contact Michael B. Kashishian, CPA, CGAP, CFE, Director, Bureau of County Audits, at 717-787-1363.



Eugene A. DePasquale  
Auditor General

November 3, 2014

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TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2012 TO DECEMBER 31, 2013

Background

The Liquid Fuels Tax Municipal Allocation Law, Title 72 P.S. § 2615.5, provides municipalities other than counties (townships, boroughs, cities, towns, home rule, and optional plan governments) with an annual allocation of liquid fuels taxes from the state's Motor License Fund to be used for the maintenance and repair of streets, roads, and bridges for which the municipality is responsible. The allocation of these funds to municipalities is based: (1) 50 percent on the municipality's proportion of local road mileage to the total local road mileage in the state, and (2) 50 percent on the proportion of a municipality's population to the total population in the state.

*The Vehicle Code*, Title 75 P.S. § 9511, provides municipalities with annual maintenance payments to be received from the Motor License Fund for functionally local highways that were transferred to a municipality from the Commonwealth of Pennsylvania.

Each municipality must deposit the Liquid Fuels Tax Fund money and annual maintenance payments that it receives into a special fund called the Municipal Liquid Fuels Tax Fund or State Fund. A municipality may not deposit any other monies into this fund except when the municipality does not have enough money in the special fund to meet the payments called for by its current annual budget for road and bridge purposes. In this case, the municipality may borrow money or transfer money from its General Fund to its Liquid Fuels Tax Fund.

The Department of Transportation has been given the regulatory authority for the administration of these funds. To qualify for its annual allocation, each municipality shall submit the following documents and information to the Department of Transportation:

1. Evidence that the treasurer is bonded in accordance with the law, or that its treasurer is a bank requiring no bond by January 31 of each year.
2. A report indicating the manner in which its liquid fuels tax allocation was expended in the previous year (Form MS-965) by January 31 of each year.
3. A report of elected and appointed officials by January 31 of each year.
4. A Survey of Financial Condition by March 15 of each year.

Department of Transportation *Publication 9* contains the policies and procedures that govern the use of Liquid Fuels Tax Fund money. However, if there is a difference between *Publication 9* and any legislation, the legislation shall govern.

TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
2012 FORM MS-965 – SECTION 1  
WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
Major equipment purchases	\$ 9,684.64	\$ -	\$ 9,684.64
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	2,331.70	-	2,331.70
Traffic control devices	-	-	-
Street lighting	-	-	-
Storm sewers and drains	1,146.92	-	1,146.92
Repairs of tools and machinery	21,975.73	-	21,975.73
Maintenance and repair of roads and bridges	66,999.71	(10,000.00)	56,999.71
Highway construction and rebuilding projects	-	-	-
Miscellaneous (Note 6)	4,426.45	10,000.00	14,426.45
 Total (To Section 2, Line 5)	 <u>\$ 106,565.15</u>	 <u>\$ -</u>	 <u>\$ 106,565.15</u>

Notes to Forms MS-965 With Adjustments are an integral part of this report.

TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
2012 FORM MS-965 – SECTION 2  
WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2012	\$ 10,567.38	\$ -	\$ 10,567.38
Receipts:			
2. State allocation	97,402.74	-	97,402.74
2a. Turnback allocation	13,680.00	-	13,680.00
2b. Interest on investments (Note 3)	14.43	-	14.43
2c. Miscellaneous (Note 5)	14,426.45	-	14,426.45
3. Total receipts	<u>125,523.62</u>	<u>-</u>	<u>125,523.62</u>
4. Total funds available	<u>136,091.00</u>	<u>-</u>	<u>136,091.00</u>
5. Expenditures (Section 1)	<u>106,565.15</u>	<u>-</u>	<u>106,565.15</u>
6. Balance, December 31, 2012	<u><u>\$ 29,525.85</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 29,525.85</u></u>

Notes to Forms MS-965 With Adjustments are an integral part of this report.



TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
2012 FORM MS-965 – SECTION 3  
WITH ADJUSTMENTS

<u>Equipment Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Prior year equipment balance	\$ 10,567.38	\$ -	\$ 10,567.38
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	22,216.55	-	22,216.55
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	32,783.93	-	32,783.93
5. Less: Major equipment expenditures	9,684.64	-	9,684.64
6. Remainder	<u>23,099.29</u>	<u>-</u>	<u>23,099.29</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 23,099.29</u>	<u>\$ -</u>	<u>\$ 23,099.29</u>

Notes to Forms MS-965 With Adjustments are an integral part of this report.

TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
2013 FORM MS-965 – SECTION 1  
WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
Major equipment purchases	\$ 9,684.64	\$ -	\$ 9,684.64
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	2,694.10	-	2,694.10
Traffic control devices	544.08	-	544.08
Street lighting	-	-	-
Storm sewers and drains	1,641.18	(182.68)	1,458.50
Repairs of tools and machinery	14,192.35	-	14,192.35
Maintenance and repair of roads and bridges	62,352.66	-	62,352.66
Highway construction and rebuilding projects	-	-	-
Miscellaneous (Note 6)	9,929.20	182.68	10,111.88
 Total (To Section 2, Line 5)	 <u>\$ 101,038.21</u>	 <u>\$ -</u>	 <u>\$ 101,038.21</u>

Notes to Forms MS-965 With Adjustments are an integral part of this report.

TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
2013 FORM MS-965 – SECTION 2  
WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2013	\$ 29,525.85	\$ -	\$ 29,525.85
Receipts:			
2. State allocation	95,771.17	-	95,771.17
2a. Turnback allocation	13,680.00	-	13,680.00
2b. Interest on investments (Note 3)	13.89	-	13.89
2c. Miscellaneous (Note 5)	10,111.88	-	10,111.88
3. Total receipts	<u>119,576.94</u>	<u>-</u>	<u>119,576.94</u>
4. Total funds available	<u>149,102.79</u>	<u>-</u>	<u>149,102.79</u>
5. Expenditures (Section 1)	<u>101,038.21</u>	<u>-</u>	<u>101,038.21</u>
6. Balance, December 31, 2013	<u><u>\$ 48,064.58</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 48,064.58</u></u>

Notes to Forms MS-965 With Adjustments are an integral part of this report.

TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
2013 FORM MS-965 – SECTION 3  
WITH ADJUSTMENTS

<u>Equipment Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Prior year equipment balance	\$ 23,099.29	\$ -	\$ 23,099.29
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	21,890.23	-	21,890.23
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	44,989.52	-	44,989.52
5. Less: Major equipment expenditures	9,684.64	-	9,684.64
6. Remainder	<u>35,304.88</u>	<u>-</u>	<u>35,304.88</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 35,304.88</u>	<u>\$ -</u>	<u>\$ 35,304.88</u>

Notes to Forms MS-965 With Adjustments are an integral part of this report.

TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2012 TO DECEMBER 31, 2013

1. Criteria

Section 1

This section of Form MS-965 With Adjustments provides a summary of Liquid Fuels Tax Fund expenditures by category. Categories requiring explanation include:

- Major equipment purchases are purchases of road machinery and road equipment with varying yearly costs in excess of the amounts indicated below:

Prior To 2012	2012	2013	2014
\$4,000.00	\$10,000.00	\$10,200.00	\$10,300.00

- Minor equipment purchases are purchases of road machinery and road equipment with varying yearly costs, or less, than the amounts indicated below:

Prior To 2012	2012	2013	2014
\$4,000.00	\$10,000.00	\$10,200.00	\$10,300.00

- Agility projects are exchanges of services with the Department of Transportation.

Section 2

This section of Form MS-965 With Adjustments provides information on the fund balance. Categories requiring explanation include:

- The state allocation is generally received from the Department of Transportation during the first week in April of each year. The amount the municipality receives is based half on its population and half on its road mileage.
- The turnback allocation is generally received from the Department of Transportation during the first week in April of each year. A municipality receives a yearly turnback allocation based on road mileage for all roads that were transferred to the municipality from the Commonwealth of Pennsylvania through the Highway Transfer Program.

TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2012 TO DECEMBER 31, 2013

1. Criteria (Continued)

Section 2 (Continued)

- Expenditures include the total transferred from Section 1.

Section 3

This section of Form MS-965 With Adjustments determines if the municipality expended Liquid Fuels Tax Fund money in excess of the permissible amount for equipment and the balance that the municipality may carry forward for the purchase of equipment to the subsequent year.

Department of Transportation *Publication 9* requires that the amount expended for equipment purchases in a given year not exceed the sum of the equipment balance carried forward from the previous year and 20 percent of the current year's Liquid Fuels Tax Fund allocation and, if applicable, 20 percent of the turnback allocation plus other Department of Transportation approved adjustments.

If the municipality spent in excess of the amount listed on Line 4, the excess must be reimbursed to the Liquid Fuels Tax Fund.

The equipment balance to be carried forward for the subsequent year is the lesser of the amount on Line 6 or the ending fund balance on Line 6 of Section 2, but not less than zero.

Basis Of Presentation

The financial activities of the municipality are accounted for in separate funds. The Liquid Fuels Tax Fund is used to account for state aid revenues from the Pennsylvania Department of Transportation used primarily for building and improving local roads and bridges. The Forms MS-965 have been prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation as a result of the Fuels Tax Act 655, dated 1956 and as amended, which does not constitute a complete presentation of the entity's assets, liabilities, expenses, and fund balance. Accordingly, the presentation of Forms MS-965 With Adjustments is restricted to the Liquid Fuels Tax Fund, which represents a segment of the entity.

TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2012 TO DECEMBER 31, 2013

1. Criteria (Continued)

Basis Of Accounting

The accompanying Forms MS-965 With Adjustments are prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation. Under this method, revenues are recognized when received and expenditures are recorded when paid.

General Fixed Assets

General fixed assets are recognized as expenditures at the time of purchase. No depreciation has been provided on the heavy equipment used to maintain and repair roads and bridges.

2. Deposits

*The Second Class Township Code*, Title 53 P.S. § 68204, authorizes the township to deposit its funds in the following:

- Deposits in savings accounts or time deposits, other than certificates of deposit or share accounts of institutions having their principal place of business in the Commonwealth of Pennsylvania and insured by the Federal Deposit Insurance Corporation (FDIC) or other like insurance. For any amount above the insured maximum, the depository shall pledge approved collateral.
- Certificates of deposit purchased from institutions insured by the FDIC or other like insurance to the extent that such accounts are so insured. For any amounts in excess of the insured maximum, such deposits shall be collateralized by a pledge or assignment of assets. Certificates of deposit may not exceed 20 percent of a bank's total capital surplus or 20 percent of a savings and loan or savings bank's assets minus liabilities.

Deposits consist of receipts and deposits in a financial institution. Pennsylvania statutes require all deposits to be insured and, for any amount above the insured maximum, to be secured with approved collateral as defined.

TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2012 TO DECEMBER 31, 2013

2. Deposits (Continued)

There were no deposits exposed to custodial credit risk as of December 31, 2013. Custodial credit risk, as defined by GASB No. 40, includes deposits that are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the municipality's name.

Fund Balance

The fund balance as of December 31, 2013 consists of the following:

Cash	\$48,064.58
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3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in an interest-bearing account which earned \$14.43 during 2012, and \$13.89 during 2013, thus providing additional funds for road maintenance and repairs.

4. Adjustments

2012 - Section 1

Adjustments were made to "Maintenance and repairs of roads and bridges" and "Miscellaneous" because expenditures of \$10,000.00 were misclassified.

2013 - Section 1

Adjustments were made to "Storm sewers and drains" and "Miscellaneous" because expenditures of \$182.68 were misclassified.



TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2012 TO DECEMBER 31, 2013

5. Miscellaneous Receipts

The following miscellaneous receipts were deposited into the Liquid Fuels Tax Fund during the examination period:

<u>Source</u>	<u>Description</u>	<u>2012</u>	<u>2013</u>
General Fund	Payment in error (Note 7)	\$10,000.00	\$ 182.68
Commonwealth of Pennsylvania	Deposit in error (Note 8)	4,426.45	4,964.60
General Fund	Correct transfer in error (Note 9)	-	4,964.60
Total		<u>\$14,426.45</u>	<u>\$10,111.88</u>

6. Miscellaneous Expenditures

The following miscellaneous expenditures were paid from the Liquid Fuels Tax Fund during the examination period:

<u>Payee</u>	<u>Description</u>	<u>2012</u>	<u>2013</u>
Vendor	Payment in error (Note 7)	\$10,000.00	\$ 182.68
General Fund	Correct deposit in error (Note 8)	4,426.45	4,964.60
General Fund	Correct transfer in error (Note 9)	-	4,964.60
Total		<u>\$14,426.45</u>	<u>\$10,111.88</u>

7. Payment In Error

On April 4, 2012 and May 13, 2013, the municipality expended \$10,000.00 and \$182.68, respectively, from its Liquid Fuels Tax Fund in error. On June 27, 2012 and October 25, 2013, the municipality transferred \$10,000.00 and \$182.68, respectively, from its General Fund to its Liquid Fuels Tax Fund to correct the payments in error.

TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2012 TO DECEMBER 31, 2013

8. Deposit In Error

On September 21, 2012 and September 23, 2013, the Commonwealth of Pennsylvania electronically deposited \$4,426.45 and \$4,964.60, respectively, into the Liquid Fuels Tax Fund in error. On November 7, 2012 and October 4, 2013, the municipality transferred \$4,426.45 and \$4,964.60, respectively, from its Liquid Fuels Tax Fund to its General Fund to correct the deposits in error.

9. Transfer In Error

On October 25, 2013, the municipality transferred \$4,964.60 from its Liquid Fuels Tax Fund to its General Fund in error. On November 4, 2013, the municipality transferred this amount from its General Fund to its Liquid Fuels Tax Fund to correct the transfer in error.

10. Lease-Purchase Agreement

On June 23, 2011, the municipality entered into a lease-purchase agreement with F.N.B. Commercial Leasing to purchase a tractor and mower for \$45,046.96. The agreement was for a term of five years at an interest rate of 3.75 percent. Principal and interest payments of \$9,684.64 are due annually. The total amount to be repaid including principal and interest is \$48,423.20. Prior years' principal and interest payments from the General Fund were \$9,684.64.

During the current examination period the municipality paid principal and interest of \$19,369.28 from the Liquid Fuels Tax Fund. These amounts are reflected in major equipment purchases on the 2012 and 2013 Forms MS-965 - Section 1. As of December 31, 2013, the amount to be repaid, including principal and interest, was \$19,369.28.

TOWNSHIP OF BEAVER  
 CRAWFORD COUNTY  
 LIQUID FUELS TAX FUND  
 FINDING AND RECOMMENDATIONS  
 FOR THE PERIOD  
 JANUARY 1, 2012 TO DECEMBER 31, 2013

**Finding - Noncompliance With Advertising And Bidding Requirements**

Our examination disclosed that the township expended \$19,398.27 during 2013 from the Liquid Fuels Tax Fund for the replacement of deteriorated bridge decks without advertising for bids. These expenditures were as follows:

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Check Number</u>	<u>Check Date</u>	<u>Amount</u>
None	12/28/12	1330	01/07/13	\$9,771.10
None	12/28/12	1330	01/07/13	9,627.17
Total				<u>\$19,398.27</u>

The above expenditures were not made in compliance with the advertising, bidding, and contract requirements of *The Second Class Township Code*, 53 P.S. § 68102(a), (also found at § 3102(a) of *The Second Class Township Code* as published by the Local Government Commission), which requires that purchases over \$18,500.00 must be advertised, bid, and awarded by contract. The bidding threshold increased to purchases over \$18,900.00 for 2013, \$19,100.00 for 2014, and \$19,400.00 for 2015. *The Second Class Township Code*, 53 P.S. § 68104(a), (also found at § 3104(a) of *The Second Class Township Code* as published by the Local Government Commission) further states that advertising, bidding and contract requirements should not be evaded through piecemeal purchases.

The failure to comply with *The Second Class Township Code* could result in the township having to reimburse \$19,398.27 to its Liquid Fuels Tax Fund.

**Recommendations**

We recommend that the township reimburse \$19,398.27 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that, in the future, the township comply with *The Second Class Township Code* as noted in this finding.

TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
FINDING AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2012 TO DECEMBER 31, 2013

**Finding - Noncompliance With Advertising And Bidding Requirements (Continued)**

Management's Response

The township officials stated:

We did not get quotes for the Lockwood Road and Artman Road bridge projects other than from one vendor because we consider these separate projects, as does the vendor. Since we considered them separate projects and his quotes were below the threshold for each project we did not get other quotes.

The Artman Road bridge and Lockwood Road bridge are considered separate projects because they are two different bridges on different roads, (We are a small rural township and have 20 bridges on our gravel roads in our township that we are responsible for maintaining). We quoted them and consider them separate projects because we did not know when the vendor would be able to do the work on each bridge or when we would have funds to have them done. As you can see from the attached quotes, we had originally quoted the Lockwood Road bridge the prior year but were unable to complete the project that year and so had to get a new quote the following year. Please note the quote for repair cost to Lockwood Road bridge had doubled from one year to the next.

The repairs to the Artman Road bridge were done in mid October 2012.

After the vendor completed the Artman Road bridge they moved their equipment out of the township and worked on some of their other projects not related to Beaver Township.

The repairs to the Lockwood Road bridge were done in mid December 2012 because the vendor had the time to complete the project, we had the funds available and the weather cooperated otherwise this project would have waited to be done the following year.

The vendor invoiced us for both projects at the same time and that is something we have no control over.

TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
FINDING AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2012 TO DECEMBER 31, 2013

**Finding - Noncompliance With Advertising And Bidding Requirements (Continued)**

Auditor's Conclusion

The municipality received two quotes for the same type of work on two different bridges from one vendor. The vendor also invoiced them on the same date. The township should comply with *The Second Class Township Code*, which states that advertising, bidding and contract requirements should not be evaded through piecemeal purchases. The Department of Transportation will determine if the municipality must reimburse \$19,398.27 to its Liquid Fuels Tax Fund. During our next examination we will determine if the municipality complied with our recommendations.

TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
SUMMARY OF EXIT CONFERENCE  
FOR THE PERIOD  
JANUARY 1, 2012 TO DECEMBER 31, 2013

An exit conference was held October 20, 2014. Those participating were:

TOWNSHIP OF BEAVER

Ms. Brenda M. Braden, Secretary/Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Ms. Ortenzia M. Keller, Auditor

The results of the examination were presented and discussed in their entirety.

TOWNSHIP OF BEAVER  
CRAWFORD COUNTY  
LIQUID FUELS TAX FUND  
REPORT DISTRIBUTION  
FOR THE PERIOD  
JANUARY 1, 2012 TO DECEMBER 31, 2013

This report was initially distributed to:

The Honorable Leslie Richards  
Acting Secretary  
Department of Transportation

Township of Beaver  
Crawford County  
3298 Parker Road  
Springboro, PA 16435

The Honorable Robert E. Thompson

Chairman of the Board of Supervisors

Ms. Brenda M. Braden

Secretary/Treasurer

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, 231 Finance Building, Harrisburg, PA 17120; via email to: [news@PaAuditor.gov](mailto:news@PaAuditor.gov).