

# ATTESTATION ENGAGEMENT

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**Township of Benton**  
**Columbia County, Pennsylvania**  
**19-202**  
**Liquid Fuels Tax Fund**  
**For the Period**  
**January 1, 2013 to December 31, 2013**

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March 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 Form MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Township of Benton, Columbia County, for the period January 1, 2013 to December 31, 2013. The municipality's management is responsible for the Form MS-965. Our responsibility is to express an opinion on the Form 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 Benton, Columbia County's Form MS-965 for the period January 1, 2013 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 Form 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 \$23,414.81 from the Liquid Fuels Tax Fund for independent haulers to haul stone from a quarry to the municipal building without advertising for bids.

In our opinion, except for the matter discussed in the preceding paragraph, the Form 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 Benton, Columbia County, for the period January 1, 2013 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 Form 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 Form 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 Form MS-965 is presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over reporting on the Form 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 Form 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 Form MS-965 was for the limited purpose of expressing an opinion on whether the Form MS-965 is 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 Form MS-965 is free from material misstatement, we performed tests of the Township of Benton, Columbia 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 Form 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*:

- Purchases Over \$10,000.00 In 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 Benton, Columbia 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 Benton, Columbia 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

February 25, 2015

## CONTENTS

	<u>Page</u>
Background .....	1
Financial Section:	
2013 Form MS-965 With Adjustments .....	2
Notes To Form MS-965 With Adjustments .....	5
Finding And Recommendations:	
Finding - Purchases Over \$10,000.00 In Noncompliance With Advertising And Bidding Requirements .....	10
Summary Of Exit Conference .....	12
Report Distribution .....	13

TOWNSHIP OF BENTON  
COLUMBIA COUNTY  
LIQUID FUELS TAX FUND  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2013 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 BENTON  
COLUMBIA COUNTY  
LIQUID FUELS TAX FUND  
2013 FORM MS-965 – SECTION 1  
WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Major equipment purchases	\$ 30,400.50	\$ -	\$ 30,400.50
Minor equipment purchases	319.00	-	319.00
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	12,725.68	-	12,725.68
Traffic control devices	1,204.91	-	1,204.91
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	13,442.69	-	13,442.69
Maintenance and repair of roads and bridges	126,363.29	-	126,363.29
Highway construction and rebuilding projects	-	-	-
Miscellaneous (Bank service charges)	127.63	-	127.63
 Total (To Section 2, Line 5)	 <u>\$ 184,583.70</u>	 <u>\$ -</u>	 <u>\$ 184,583.70</u>

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

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

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2013	\$ 107,225.76	\$ -	\$ 107,225.76
Receipts:			
2. State allocation	116,456.52	-	116,456.52
2a. Turnback allocation	38,640.00	-	38,640.00
2b. Interest on investments (Note 3)	211.20	(100.00)	111.20
2c. Miscellaneous (Grant from General Fund)	-	100.00	100.00
3. Total receipts	<u>155,307.72</u>	<u>-</u>	<u>155,307.72</u>
4. Total funds available	<u>262,533.48</u>	<u>-</u>	<u>262,533.48</u>
5. Expenditures (Section 1)	<u>184,583.70</u>	<u>-</u>	<u>184,583.70</u>
6. Balance, December 31, 2013	<u>\$ 77,949.78</u>	<u>\$ -</u>	<u>\$ 77,949.78</u>

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



TOWNSHIP OF BENTON  
COLUMBIA 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	\$ 68,723.94	\$ -	\$ 68,723.94
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	31,019.30	-	31,019.30
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	99,743.24	-	99,743.24
5. Less: Major equipment expenditures	30,400.50	-	30,400.50
6. Remainder	<u>69,342.74</u>	<u>-</u>	<u>69,342.74</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 69,342.74</u>	<u>\$ -</u>	<u>\$ 69,342.74</u>

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

TOWNSHIP OF BENTON  
 COLUMBIA COUNTY  
 LIQUID FUELS TAX FUND  
 NOTES TO FORM MS-965 WITH ADJUSTMENTS  
 FOR THE PERIOD  
 JANUARY 1, 2013 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 BENTON  
COLUMBIA COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORM MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2013 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 BENTON  
COLUMBIA COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORM MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2013 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 BENTON  
COLUMBIA COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORM MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2013 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 consists of the following:

Cash	<u><u>\$77,949.78</u></u>
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3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in interest-bearing accounts which earned \$111.20 during 2013, thus providing additional funds for road maintenance and repairs.

4. Adjustments

Section 2

Adjustments were made to "Interest on investments" and "Miscellaneous" because receipts of \$100.00 were misclassified.

TOWNSHIP OF BENTON  
COLUMBIA COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORM MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2013

6. Bank Loan

On October 29, 2004, the municipality borrowed \$185,000.00 from Columbia County Farmers National Bank. The proceeds of the loan were used to pay off a loan for the purchase of a 1998 Champion Grader with a balance of \$49,200.00, to pay off a loan for the purchase of a 2000 International truck with a balance of \$49,200.00, to purchase a John Deere tractor for \$50,722.56, and the remaining \$35,877.44 was used to purchase items that were not permitted to be paid from the Liquid Fuels Tax Fund. Therefore, only \$149,122.56, plus interest, may be repaid from the Liquid Fuels Tax Fund. The term of the loan was for ten years at an interest rate of 4.25 percent. Principal payments of \$18,500.00, plus interest, are due annually. Prior years' principal payments from the Liquid Fuels Tax Fund were \$12,500.00. Additionally, the municipality paid principal of \$135,500.00 and interest of \$40,922.64 from the General Fund.

During the current examination period the municipality paid principal of \$18,500.00 from the Liquid Fuels Tax Fund. This amount is reflected in major equipment purchases on the 2013 Form MS-965 - Section 1. Additionally, the municipality paid interest of \$1,571.74 from the General Fund. The outstanding balance of the loan as of December 31, 2013 was \$18,500.00, plus interest.

7. Installment Purchase

On February 29, 2012, the municipality entered into an installment purchase agreement with Caterpillar Financial Services Corporation to purchase a 2012 Caterpillar model 430EIT backhoe/loader for \$93,558.00. The municipality received a trade in allowance of \$60,000.00 for a 2008 backhoe/loader, leaving a balance of \$33,558.00 to be financed. The municipality agreed to make three annual interest free payments. The first payment was \$11,900.00, the second payment is \$11,900.50, and the third and final payment of \$9,757.50 will be made over a period of three years. A prior year principal payment from the Liquid Fuels Tax Fund was \$11,900.00.

During the current examination period the municipality paid principal of \$11,900.50 from the Liquid Fuels Tax Fund. This amount is reflected in major equipment purchases on the 2013 MS-965 - Section 1. The outstanding balance of the installment purchase agreement as of December 31, 2013 was \$9,757.50.

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

**Finding - Purchases Over \$10,000.00 In Noncompliance With Advertising And Bidding Requirements**

Our examination disclosed that the borough expended \$23,414.81 during 2013 from the Liquid Fuels Tax Fund for independent haulers to haul stone from a quarry to the municipal building 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>
Statement	06/30/13	1011	07/11/13	\$ 4,699.94
Statement	07/15/13	1016	08/08/13	3,246.34
Statement	07/31/13	1027	08/20/13	1,336.07
Statement	08/01/13	1026	08/16/13	3,680.96
Statement	09/13/13	1042	10/16/13	5,441.37
Statement	12/01/13	1059	12/12/13	1,336.07
Statement	11/15/13	1058	12/12/13	3,674.06
Total				<u>\$23,414.81</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 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 piece meal purchases.

The threshold for advertising for bids increased to purchases over \$18,900.00 during 2013, \$19,100.00 during 2014, and \$19,400.00 during 2015.

The failure to comply with *The Second Class Township Code* could result in the borough having to reimburse \$23,414.81 to its Liquid Fuels Tax Fund.

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

**Finding - Purchases Over \$10,000.00 In Noncompliance With Advertising And Bidding Requirements (Continued)**

Recommendations

We recommend that the borough reimburse \$23,414.81 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

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

Management's Response

The borough officials offered no formal response at this time.

Auditor's Conclusion

During our next examination we will determine if the municipality complied with our recommendations.



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

An exit conference was held September 17, 2014. Those participating were:

TOWNSHIP OF BENTON

The Honorable Terri Adams, Supervisor/Secretary/Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Brian P. Dries, Auditor

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

TOWNSHIP OF BENTON  
COLUMBIA COUNTY  
LIQUID FUELS TAX FUND  
REPORT DISTRIBUTION  
FOR THE PERIOD  
JANUARY 1, 2013 TO DECEMBER 31, 2013

This report was initially distributed to:

The Honorable Leslie Richards  
Acting Secretary  
Department of Transportation

Township of Benton  
Columbia County  
236 Shickshinny Road  
Benton, PA 17814

The Honorable William Ertwine

Chairman of the Board of Supervisors

The Honorable Terri Adams

Supervisor/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@auditorgen.state.pa.us](mailto:news@auditorgen.state.pa.us).