



**TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
19-209**

**LIQUID FUELS TAX FUND
EXAMINATION REPORT**

**FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011**

Released April 2013

COMMONWEALTH OF PENNSYLVANIA

EUGENE A. DEPASQUALE - AUDITOR GENERAL

DEPARTMENT OF THE AUDITOR GENERAL





TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
19-209

LIQUID FUELS TAX FUND
EXAMINATION REPORT

FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

CONTENTS

	<u>Page</u>
Background.....	1
Independent Auditor’s Report.....	3
Financial Section:	
2009 Form MS-965 With Adjustments	7
2010 Form MS-965 With Adjustments	10
2011 Form MS-965 With Adjustments	13
Notes To Forms MS-965 With Adjustments.....	16
Findings And Recommendations:	
Finding No. 1 - Failure To Properly Prepare Forms MS-965	23
Finding No. 2 - Documentation Supporting Transfer Was Not Available For Examination	26
Finding No. 3 - Payroll Taxes Not Remitted To The Proper Authorities	28
Summary Of Exit Conference.....	29
Report Distribution	31

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

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.





Commonwealth of Pennsylvania
Department of the Auditor General
Harrisburg, PA 17120-0018
Facebook: Pennsylvania Auditor General
Twitter: @PAAuditorGen

EUGENE A. DePASQUALE
AUDITOR GENERAL

Independent Auditor's Report

The Honorable Barry J. Schoch, P.E.
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 Greenwood, Columbia County, for the period January 1, 2009 to December 31, 2011. 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 Greenwood, Columbia County's Forms MS-965 for the period January 1, 2009 to December 31, 2011 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.

In our opinion, 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 Greenwood, Columbia County, for the period January 1, 2009 to December 31, 2011, in conformity with the criteria set forth in Note 1.

Independent Auditor's Report (Continued)

In accordance with *Government Auditing Standards*, we are required to report findings of significant deficiencies in internal control, violations of provisions of contracts or grant agreements, and abuse that are material to the Forms MS-965 and any fraud and illegal acts that are more than inconsequential that come to our attention during our examination. We are also required to obtain the views of management on those matters. 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 the internal control over reporting on the Forms MS-965 or on compliance and other matters; accordingly, we express no such opinions.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Township of Greenwood, Columbia County's ability to initiate, authorize, record, process, or report data reliably in accordance with the applicable criteria such that there is more than a remote likelihood that a misstatement of the Township of Greenwood, Columbia County's Forms MS-965 that is more than inconsequential will not be prevented or detected by the Township of Greenwood, Columbia County's internal control. We consider the deficiencies described in the findings below to be significant deficiencies in internal control over reporting on the Forms MS-965:

- Failure To Properly Prepare Forms MS-965.
- Documentation Supporting Transfer Was Not Available For Examination.

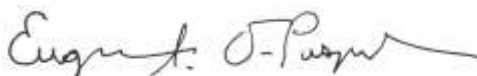
A material weakness is a significant deficiency or combination of significant deficiencies that results in more than a remote likelihood that a material misstatement of the Forms MS-965 will not be prevented or detected by the Township of Greenwood, Columbia County's internal control. Our consideration of the internal control over reporting on the Forms MS-965 would not necessarily disclose all matters in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. We consider the first bulleted significant deficiency described above to be a material weakness.

Independent Auditor's Report (Continued)

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. However, we did note an other matter that, while not required to be included in this report by *Government Auditing Standards*, has been included in the finding below:

- Payroll Taxes Not Remitted To The Proper Authorities.

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



EUGENE A. DEPASQUALE
Auditor General

June 26, 2012



TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
2009 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	\$ -	\$ -	\$ -
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	5,951.97	(115.58)	5,836.39
Traffic control devices	290.00	-	290.00
Street lighting	-	-	-
Storm sewers and drains	8,313.44	-	8,313.44
Repairs of tools and machinery	33,924.65	1,960.22	35,884.87
Maintenance and repair of roads and bridges	129,216.28	(371.46)	128,844.82
Highway construction and rebuilding projects	-	-	-
Miscellaneous (Note 6)	-	5,000.00	5,000.00
	<u>-</u>	<u>5,000.00</u>	<u>5,000.00</u>
Total (To Section 2, Line 5)	<u>\$ 177,696.34</u>	<u>\$ 6,473.18</u>	<u>\$ 184,169.52</u>

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

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
2009 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, 2009	\$ 40,132.51	\$ -	\$ 40,132.51
Receipts:			
2. State allocation	164,117.02	-	164,117.02
2a. Turnback allocation	10,760.00	-	10,760.00
2b. Interest on investments (Note 3)	408.72	-	408.72
2c. Miscellaneous (Note 5)	268.00	9,732.00	10,000.00
3. Total receipts	<u>175,553.74</u>	<u>9,732.00</u>	<u>185,285.74</u>
4. Total funds available	<u>215,686.25</u>	<u>9,732.00</u>	<u>225,418.25</u>
5. Expenditures (Section 1)	<u>177,696.34</u>	<u>6,473.18</u>	<u>184,169.52</u>
6. Balance, December 31, 2009	<u>\$ 37,989.91</u>	<u>\$ 3,258.82</u>	<u>\$ 41,248.73</u>

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

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
2009 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	\$ 40,132.51	\$ -	\$ 40,132.51
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	34,975.40	-	34,975.40
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	75,107.91	-	75,107.91
5. Less: Major equipment expenditures	-	-	-
6. Remainder	<u>75,107.91</u>	<u>-</u>	<u>75,107.91</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 37,989.91</u>	<u>\$ 3,258.82</u>	<u>\$ 41,248.73</u>

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

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
2010 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	\$ -	\$ -	\$ -
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	4,295.06	(618.55)	3,676.51
Traffic control devices	-	-	-
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	18,548.99	-	18,548.99
Maintenance and repair of roads and bridges	97,402.48	6,598.98	104,001.46
Highway construction and rebuilding projects	-	-	-
Miscellaneous (Note 6)	343.36	812,657.50	813,000.86
	<u> </u>	<u> </u>	<u> </u>
Total (To Section 2, Line 5)	<u>\$ 120,589.89</u>	<u>\$ 818,637.93</u>	<u>\$ 939,227.82</u>

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

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
2010 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, 2010	\$ 37,989.91	\$ 3,258.82	\$ 41,248.73
Receipts:			
2. State allocation	157,531.19	-	157,531.19
2a. Turnback allocation	10,760.00	-	10,760.00
2b. Interest on investments (Note 3)	257.35	-	257.35
2c. Miscellaneous (Note 5)	532.95	812,657.50	813,190.45
3. Total receipts	<u>169,081.49</u>	<u>812,657.50</u>	<u>981,738.99</u>
4. Total funds available	<u>207,071.40</u>	<u>815,916.32</u>	<u>1,022,987.72</u>
5. Expenditures (Section 1)	<u>120,589.89</u>	<u>818,637.93</u>	<u>939,227.82</u>
6. Balance, December 31, 2010	<u>\$ 86,481.51</u>	<u>\$ (2,721.61)</u>	<u>\$ 83,759.90</u>

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

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
2010 FORM MS-965 – SECTION 3
WITH ADJUSTMENTS

<u>Equipment Balance</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
1. Prior year equipment balance	\$ 37,989.91	\$ 3,258.82	\$ 41,248.73
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	33,658.24	-	33,658.24
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	71,648.15	3,258.82	74,906.97
5. Less: Major equipment expenditures	-	-	-
6. Remainder	<u>71,648.15</u>	<u>3,258.82</u>	<u>74,906.97</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 71,648.15</u>	<u>\$ 3,258.82</u>	<u>\$ 74,906.97</u>

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

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
2011 FORM MS-965 – SECTION 1
WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Major equipment purchases	\$ -	\$ -	\$ -
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	16,869.28	-	16,869.28
Traffic control devices	869.39	-	869.39
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	36,366.10	-	36,366.10
Maintenance and repair of roads and bridges	189,760.74	-	189,760.74
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
	<hr/>	<hr/>	<hr/>
Total (To Section 2, Line 5)	<u>\$ 243,865.51</u>	<u>\$ -</u>	<u>\$ 243,865.51</u>

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

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
2011 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, 2011	\$ 86,481.39	\$ (2,721.49)	\$ 83,759.90
Receipts:			
2. State allocation	161,172.36	-	161,172.36
2a. Turnback allocation	10,760.00	-	10,760.00
2b. Interest on investments (Note 3)	969.94	-	969.94
2c. Miscellaneous (Note 5)	691.87	86.26	778.13
3. Total receipts	<u>173,594.17</u>	<u>86.26</u>	<u>173,680.43</u>
4. Total funds available	<u>260,075.56</u>	<u>(2,635.23)</u>	<u>257,440.33</u>
5. Expenditures (Section 1)	<u>243,865.51</u>	<u>-</u>	<u>243,865.51</u>
6. Balance, December 31, 2011	<u>\$ 16,210.05</u>	<u>\$ (2,635.23)</u>	<u>\$ 13,574.82</u>

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

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
2011 FORM MS-965 – SECTION 3
WITH ADJUSTMENTS

<u>Equipment Balance</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
1. Prior year equipment balance	\$ 71,648.15	\$ 3,258.82	\$ 74,906.97
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	34,386.47	-	34,386.47
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	106,034.62	3,258.82	109,293.44
5. Less: Major equipment expenditures	-	-	-
6. Remainder	<u>106,034.62</u>	<u>3,258.82</u>	<u>109,293.44</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 16,210.05</u>	<u>\$ (2,635.23)</u>	<u>\$ 13,574.82</u>

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

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

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 that cost in excess of \$4,000.00.
- Minor equipment purchases are purchases of road machinery and road equipment that cost \$4,000.00 or less.
- 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.
- 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.

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

1. Criteria (Continued)

Section 3 (Continued)

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.

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.

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

1. Criteria (Continued)

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's 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.

There were no deposits exposed to custodial credit risk as of December 31, 2011. 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.

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

2. Deposits (Continued)

Fund Balance

The fund balance as of December 31, 2011 consists of the following:

Cash	\$13,574.82
------	-------------

3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in interest-bearing accounts which earned \$408.72 during 2009, \$257.35 during 2010, and \$969.94 during 2011, thus providing additional funds for road maintenance and repairs.

4. Adjustments

2009 - Section 1

An adjustment of \$(115.58) was made to “Winter maintenance services” because check No. 6524 was reported as \$394.21 but was issued for \$278.63.

An adjustment of \$1,960.22 was made to “Repairs of tools and machinery” because check No. 6594 was reported as \$120.11 but was issued for \$1,120.11, check No. 6595 was reported as \$156.35 but was issued for \$1,156.55, check No. 155 was reported as \$297.96 but was issued for \$279.96, check No. 174 was reported as \$98.86 but was issued for \$96.86, and check No. 180 was reported as \$133.20 but was issued for \$113.22.

An adjustment of \$(371.46) was made to “Maintenance and repair of roads and bridges” because check No. 6576 was reported as \$175.78 but was issued for \$178.78 and check No. 6597 was reported as \$352.10 but was issued for \$357.10. Additionally, check No. 6525 for \$120.06 was not reported and check No. 267 for \$499.52 was voided but was included as an expenditure.

An adjustment of \$5,000.00 was made to “Miscellaneous” because a transfer to the General Fund to correct a deposit in error was not reported.

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

4. Adjustments (Continued)

2009 - Section 2

An adjustment of \$9,732.00 was made to "Miscellaneous" because a receipt for \$268.00 was reported but was not deposited into the Liquid Fuels Tax Fund. Additionally, a deposit in error of \$5,000.00 and a grant of \$5,000.00 were not reported.

2010 - Section 1

An adjustment of \$(618.55) was made to "Winter maintenance services" because check No. 6628 was reported as \$701.53 but was issued for \$495.40, check No. 6629 was reported as \$612.44 but was issued for \$329.15, and check No. 6630 was reported as \$233.84 but was issued for \$104.71.

An adjustment of \$6,598.98 was made to "Maintenance and repair of roads and bridges" because expenditures relating to check Nos. 340 for \$495.40, 341 for \$329.15, 342 for \$160.16, 348 for \$67.76, 349 for \$495.40, 350 for \$329.16, 355 for \$329.15, 356 for \$495.41, 358 for \$329.15, 359 for \$495.39, 360 for \$412.35, and 362 for \$2,660.50 were not reported.

An adjustment of \$812,657.50 was made to "Miscellaneous" because these expenditures were understated.

2010 - Section 2

An adjustment of \$3,258.82 was made to "Balance, January 1, 2010" to reflect the adjustment made to the fund balance in 2009 - Section 2.

An adjustment of \$812,657.50 was made to "Miscellaneous" because these receipts were understated.

2010 - Section 3

An adjustment of \$3,258.82 was made to "Prior year equipment balance" to reflect the adjustment made to the equipment balance in 2009 - Section 3.

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

4. Adjustments (Continued)

2011 - Section 2

An adjustment of \$(2,721.49) was made to “Balance, January 1, 2011” because an incorrect fund balance was reported.

An adjustment of \$86.26 was made to “Miscellaneous” because these receipts were understated.

2011 - Section 3

An adjustment of \$3,258.82 was made to “Prior year equipment balance” to reflect the adjustment made to the equipment balance in 2009 - Section 3.

5. Miscellaneous Receipts

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

Source	Description	2009	2010	2011
General Fund	Grant	\$ 5,000.00	\$ -	\$ -
General Fund	Deposits in error (Note 7)	5,000.00	307,587.50	-
Financial institution	Banking errors (Note 8)	-	505,000.00	-
Financial institution	Refund bank service charges	-	70.00	-
Township of Jackson	Road maintenance agreement	-	268.00	268.00
Commonwealth of Pennsylvania	Gas tax refund	-	264.95	-
General Fund	Reimbursement for vehicle repairs	-	-	423.87
General Fund	Refund overdraft	-	-	86.26
Total		<u>\$10,000.00</u>	<u>\$813,190.45</u>	<u>\$778.13</u>

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

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>2009</u>	<u>2010</u>
General Fund	Corrections of deposits in error (Note 7)	\$5,000.00	\$307,587.50
Financial institution	Banking errors (Note 8)	-	505,000.00
Financial institution	Bank service charges	-	70.00
Commonwealth of Pennsylvania	Wage garnishment	-	343.36
Total		<u>\$5,000.00</u>	<u>\$813,000.86</u>

7. Deposits In Error

On April 8, 2009, the municipality deposited \$5,000.00 into its Liquid Fuels Tax Fund in error. On June 30, 2009, the municipality transferred this amount from its Liquid Fuels Tax Fund to its General Fund to correct the deposit in error.

The municipality deposited \$300,000.00 on March 15, 2010 and \$7,587.50 on October 19, 2010 into its Liquid Fuels Tax Fund in error. On March 22, 2010 and November 9, 2010, the municipality transferred \$300,000.00 and \$7,587.50, respectively, from its Liquid Fuels Tax Fund to its General Fund to correct the deposits in error.

8. Banking Errors

During our examination we noted that the municipality enrolled in online banking with its financial institution to complete interfund transfers. The municipality had transfers totaling \$505,000.00. This amount consists of \$300,000.00 on March 12, 2010, \$100,000.00 on September 7, 2010, and \$105,000.00 on September 14, 2010. However, due to online banking errors, these transfers were credited and debited to the Liquid Fuels Tax Fund in the same day.

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 1 - Failure To Properly Prepare Forms MS-965

Our examination disclosed that there were numerous errors made in the preparation of the municipality's 2009 and 2010 Forms MS-965. These adjustments, which are disclosed in Note 4, are as follows:

2009 - Section 1

- An adjustment of \$(115.58) was made to "Winter maintenance services" because check No. 6524 was reported as \$394.21 but was issued for \$278.63.
- An adjustment of \$1,960.22 was made to "Repairs of tools and machinery" because check No. 6594 was reported as \$120.11 but was issued for \$1,120.11, check No. 6595 was reported as \$156.35 but was issued for \$1,156.55, check No. 155 was reported as \$297.96 but was issued for \$279.96, check No. 174 was reported as \$98.86 but was issued for \$96.86, and check No. 180 was reported as \$133.20 but was issued for \$113.22.
- An adjustment of \$(371.46) was made to "Maintenance and repair of roads and bridges" because check No. 6576 was reported as \$175.78 but was issued for \$178.78 and check No. 6597 was reported as \$352.10 but was issued for \$357.10. Additionally, check No. 6525 for \$120.06 was not reported and check No. 267 for \$499.52 was voided but was included as an expenditure.
- An adjustment of \$5,000.00 was made to "Miscellaneous" because a transfer to the General Fund to correct a deposit in error was not reported.

2009 - Section 2

- An adjustment of \$9,732.00 was made to "Miscellaneous" because a receipt for \$268.00 was reported but was not deposited into the Liquid Fuels Tax Fund. Additionally, a deposit in error of \$5,000.00 and a grant of \$5,000.00 were not reported.

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 1 - Failure To Properly Prepare Forms MS-965 (Continued)

2010 - Section 1

- An adjustment of \$(618.55) was made to “Winter maintenance services” because check No. 6628 was reported as \$701.53 but was issued for \$495.40, check No. 6629 was reported as \$612.44 but was issued for \$329.15, and check No. 6630 was reported as \$233.84 but was issued for \$104.71.
- An adjustment of \$6,598.98 was made to “Maintenance and repair of roads and bridges” because expenditures relating to check Nos. 340 for \$495.40, 341 for \$329.15, 342 for \$160.16, 348 for \$67.76, 349 for \$495.40, 350 for \$329.16, 355 for \$329.15, 356 for \$495.41, 358 for \$329.15, 359 for \$495.39, 360 for \$412.35, and 362 for \$2,660.50 were not reported.
- An adjustment of \$812,657.50 was made to “Miscellaneous” because these expenditures were understated.

2010 - Section 2

- An adjustment of \$3,258.82 was made to “Balance, January 1, 2010” to reflect the adjustment made to the fund balance in 2009 - Section 2.
- An adjustment of \$812,657.50 was made to “Miscellaneous” because these receipts were understated.

2010 - Section 3

- An adjustment of \$3,258.82 was made to “Prior year equipment balance” to reflect the adjustment made to the equipment balance in 2009 - Section 3.

2011 - Section 2

- An adjustment of \$(2,721.49) was made to “Balance, January 1, 2011” because an incorrect fund balance was reported.
- An adjustment of \$86.26 was made to “Miscellaneous” because these receipts were understated.

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 1 - Failure To Properly Prepare Forms MS-965 (Continued)

2011 - Section 3

- An adjustment of \$3,258.82 was made to “Prior year equipment balance” to reflect the adjustment made to the equipment balance in 2009 - Section 3.

Good internal controls ensure that the municipality complete its Forms MS-965 accurately and completely. The failure to properly complete Forms MS-965 increases the risk that errors or misappropriations may occur and remain undetected.

Recommendation

We recommend that the municipality ensure that its Forms MS-965 are complete and accurate.

Management’s Response

The secretary/treasurer stated:

The 2009 and 2010 Forms MS-965 were prepared by a former secretary.

Auditor’s Conclusion

The township supervisors should ensure that its Forms MS-965 are complete and accurate. During our next examination we will determine if the municipality complied with our recommendation.

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 2 - Documentation Supporting Transfer Was Not Available For Examination

Our examination disclosed that during 2010, the municipality used Liquid Fuels Tax Fund check No. 361 to transfer \$6,207.50 from the Liquid Fuels Tax Fund to the General Fund. However, the municipality did not provide us with the invoices to support the transfer.

Good internal control procedures ensure that there is documentation to support all transfers.

The Liquid Fuels Tax Municipal Allocation Law, 72 P.S. § 2615.4, provides, in part, that monies herein allocated may be used only for construction, reconstruction, maintenance and repairs of such public roads or streets, including bridges, culverts and drainage structures, for which they are legally responsible. Also permitted are expenditures involving acquisition, maintenance, repairs and operation of street signs, traffic signs, traffic signal control systems, road equipment, and snow fences.

The Department of Transportation has been statutorily authorized to promulgate regulations concerning the administration of Liquid Fuels Tax Fund money and has determined that certain items, including transfers made without supporting documentation, are outside the scope of permissible transfers.

Without adequate documentation, we could not determine if the transfer was according to the Liquid Fuels Tax Municipal Allocation Law and the Department of Transportation's Regulations.

The failure to maintain documentation to support the transfer could result in the municipality having to reimburse \$6,207.50 to its Liquid Fuels Tax Fund.

Recommendations

We recommend that the municipality reimburse \$6,207.50 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that the municipality ensure good internal control over transfers by maintaining adequate documentation to support all transfers.

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 2 - Documentation Supporting Transfer Was Not Available For Examination
(Continued)

Management's Response

The secretary/treasurer stated:

Money transferred during 2010 was done by an accountant who did not understand Liquid Fuels Tax Fund rules.

Auditor's Conclusion

The township supervisors should ensure that employees are properly trained. During our next examination we will determine if the municipality complied with our recommendations.

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 3 - Payroll Taxes Not Remitted To The Proper Authorities.

Our examination disclosed that the township paid \$70,308.14 for payroll during 2009 from its Liquid Fuels Tax Fund. However, the township failed to remit payroll taxes withheld for federal, state, and local taxes to the proper authorities timely.

Good internal control procedures ensure that payroll taxes withheld from employees' wages are remitted timely to the proper authorities.

The failure to timely remit payroll taxes to the proper authorities could result in the township having to pay interest and penalties on payroll taxes collected.

The municipality remitted its 2009 payroll taxes to the proper authorities in March and April of 2010.

Recommendation

We recommend that, in the future, the township remit all payroll taxes to the proper authorities in a timely manner.

Management's Response

The secretary/treasurer stated:

Payroll taxes were not paid in 2009 by a former employee. The employee was subsequently replaced and all taxes were subsequently paid.

Auditor's Conclusion

The township supervisors should ensure that payroll taxes are remitted to the proper authorities in a timely manner. During our next examination we will determine if the municipality complied with our recommendation.

TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF EXIT CONFERENCE
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

An exit conference was held June 26, 2012. Those participating were:

TOWNSHIP OF GREENWOOD

Mr. Joseph Farr, Secretary/Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Vernon J. Brennan, Auditor

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



TOWNSHIP OF GREENWOOD
COLUMBIA COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2009 TO DECEMBER 31, 2011

This report was initially distributed to:

The Honorable Barry J. Schoch, P.E.
Secretary
Department of Transportation

Township of Greenwood
Columbia County
90 Shed Road
Millville, PA 17846

The Honorable John Rider

Chairman of the Board of Supervisors

Mr. Joseph Farr

Secretary/Treasurer

This report is a matter of public record. Copies of this report may be obtained from the Pennsylvania Department of the Auditor General, Office of Communications, 231 Finance Building, Harrisburg, PA 17120. To view this report online or to contact the Department of the Auditor General, please access our web site at www.auditorgen.state.pa.us.