ATTESTATION ENGAGEMENT

Township of Deerfield

Warren County, Pennsylvania

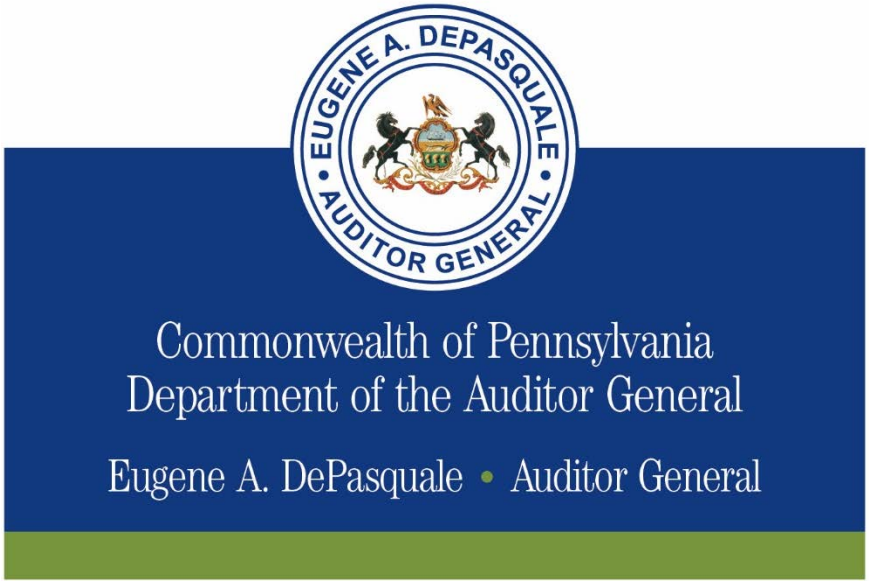
61-206

Liquid Fuels Tax Fund

For the Period

January 1, 2015 to December 31, 2016

December 2017



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EUGENE A. DEPASQUALE
AUDITOR GENERAL

Independent Auditor's Report

The Honorable Leslie Richards
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 Deerfield, Warren County, for the period January 1, 2015 to December 31, 2016. The municipality's management is responsible for presenting the Forms MS-965 in accordance with the criteria set forth in Note 1. 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. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Forms MS-965 are in accordance with the criteria, in all material respects. An examination involves performing procedures to obtain evidence about the Forms MS-965. The nature, timing and extent of the procedures selected depend on our judgement, including an assessment of the risks of material misstatement of the Forms MS-965, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide 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.

As discussed in the Finding and Recommendations section of this report, the municipality did not maintain documentation to support the transfers of Liquid Fuels Tax Fund money totaling $33,032.00 to the General Fund. The municipality reimbursed $5,000.00 on January 11, 2016 and $15,034.51 on February 8, 2016 its Liquid Fuels Tax Fund, leaving a balance due of $12,997.49.

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 Deerfield, Warren County, for the period January 1, 2015 to December 31, 2016, in accordance 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 the 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 the internal control 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 was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify a certain deficiency in internal control, described in the finding listed below, that we consider to be a material weakness in internal control:

- Documentation Supporting transfers Was Not Available For Examination.

As part of obtaining reasonable assurance about whether the Forms MS-965 are free from material misstatement, we performed tests of the Township of Deerfield, Warren 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The purpose of this report is to determine whether the municipality's Liquid Fuels Tax Fund money is spent in accordance with the laws and regulations identified in the Background section of this report and the Department of Transportation's *Publication 9*. This report is not suitable for any other purpose.

We appreciate the courtesy extended by the Township of Deerfield, Warren 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.

December 7, 2017

Eugene A. DePasquale
Auditor General

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TOWNSHIP OF DEERFIELD
WARREN COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2016

Background

The Liquid Fuels Tax Municipal Allocation Law, Act 655 of 1956, as amended, (72 P.S. § 2615.5 et sec.), 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 allocation of Liquid Fuels Tax funds and annual maintenance payments that it receives into a special fund called either 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 such a 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. Department of Transportation's *Publication 9* includes the policies and procedures for the administration of Act 655, as amended, and the Liquid Fuels Tax Fund money. However, if there is a difference between *Publication 9* and any legislation, the legislation shall govern.

To qualify for the annual allocation of Liquid Fuels Tax funds, *Publication 9* indicates that each municipality shall:

1. Submit annual reports (MS-965, Actual Use Report, MS-965P, Project and Miscellaneous Receipts, and MS-965S, Record of Checks).

2. Make deposits and payments or expenditures in compliance with Act 655 of 1956, as amended. Failure to do so may result in not receiving allocations from PennDOT until all discrepancies are resolved. *Publication 9*, Section 2.6, includes information about investing Liquid Fuels Tax monies, using loan or bond proceeds, and types of receipts into the Liquid Fuels Tax Fund.

TOWNSHIP OF DEERFIELD
WARREN COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2016

Background (Continued)

3. Submit the Pennsylvania Department of Community and Economic Development's (DCED) Report of Elected and Appointed Officials by January 31st and the Survey of Financial Condition By March 15th.

4. Ensure resolution of all Contractor Responsibility Program (CRP) holds and blocks imposed by the Department of Revenue and the Department of Labor and Industry.

5. Ensure resolution of all reimbursements required as a result of audits performed by the Department of the Auditor General or monitoring reviews performed by the Department of Transportation's Financial Consultants.

TOWNSHIP OF DEERFIELD
WARREN COUNTY
LIQUID FUELS TAX FUND
2015 FORM MS-965 – SECTION 1
WITH ADJUSTMENTS

Expenditure Summary	Reported	Adjustments (Note 4)	Adjusted Amount
Major equipment purchases	$ 5,335.29	$ -	$ 5,335.29
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	9,699.94	-	9,699.94
Traffic control devices	-	-	-
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	4,220.62	-	4,220.62
Maintenance and repair of roads and bridges	21,631.90	4,686.00	26,317.90
Highway construction and rebuilding projects	-	-	-
Miscellaneous (Note 6)	37,740.98	(4,686.00)	33,054.98
Total (To Section 2, Line 5)	$ 78,628.73	$ -	$ 78,628.73

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

TOWNSHIP OF DEERFIELD
WARREN COUNTY
LIQUID FUELS TAX FUND
2015 FORM MS-965 – SECTION 2
WITH ADJUSTMENTS

Fund Balance	Reported	Adjustments	Adjusted Amount
1. Balance, January 1, 2015	$ 22,724.51	$ -	$ 22,724.51
Receipts:			
2. State allocation	57,270.89	-	57,270.89
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	37.09	-	37.09
2c. Miscellaneous (Note 5)	17,758.98	-	17,758.98
3. Total receipts	75,066.96	-	75,066.96
4. Total funds available	97,791.47	-	97,791.47
5. Expenditures (Section 1)	78,628.73	-	78,628.73
6. Balance, December 31, 2015	$ 19,162.74	$ -	$ 19,162.74

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

TOWNSHIP OF DEERFIELD
WARREN COUNTY
LIQUID FUELS TAX FUND
2015 FORM MS-965 – SECTION 3
WITH ADJUSTMENTS

Equipment Balance	Reported	Adjustments (Note 4)	Adjusted Amount
1. Prior year equipment balance	$ (491.35)	$ 491.35	$ -
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	11,454.18	-	11,454.18
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	10,962.83	491.35	11,454.18
5. Less: Major equipment expenditures	5,335.29	-	5,335.29
6. Remainder	5,627.54	491.35	6,118.89
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	$ 5,627.54	$ 491.35	$ 6,118.89

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

TOWNSHIP OF DEERFIELD
WARREN COUNTY
LIQUID FUELS TAX FUND
2016 FORM MS-965 – SECTION 1
WITH ADJUSTMENTS

Expenditure Summary	Reported	Adjustments (Note 4)	Adjusted Amount
Major equipment purchases	$ -	$ -	$ -
Minor equipment purchases	1,500.00	-	1,500.00
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services		-	-
Traffic control devices	-	-	-
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	11,700.12	-	11,700.12
Maintenance and repair of roads and bridges	6,219.21	-	6,219.21
Highway construction and rebuilding projects	-	-	-
Miscellaneous	80,000.00	(80,000.00)	-
Total (To Section 2, Line 5)	$ 99,419.33	$ (80,000.00)	$ 19,419.33

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

TOWNSHIP OF DEERFIELD
WARREN COUNTY
LIQUID FUELS TAX FUND
2016 FORM MS-965 – SECTION 2
WITH ADJUSTMENTS

Fund Balance	Reported	Adjustments (Note 4)	Adjusted Amount
1. Balance, January 1, 2016	$ 19,162.74	$ -	$ 19,162.74
Receipts:			
2. State allocation	66,836.31	-	66,836.31
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	156.04	-	156.04
2c. Miscellaneous (Note 5)	100,034.51	(80,000.00)	20,034.51
3. Total receipts	167,026.86	(80,000.00)	87,026.86
4. Total funds available	186,189.60	(80,000.00)	106,189.60
5. Expenditures (Section 1)	99,419.33	(80,000.00)	19,419.33
6. Balance, December 31, 2016	$ 86,770.27	$ -	$ 86,770.27

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

TOWNSHIP OF DEERFIELD
WARREN COUNTY
LIQUID FUELS TAX FUND
2016 FORM MS-965 – SECTION 3
WITH ADJUSTMENTS

Equipment Balance	Reported	Adjustments (Note 4)	Adjusted Amount
1. Prior year equipment balance	$ 5,627.54	$ 491.35	$ 6,118.89
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	13,367.26	-	13,367.26
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	18,994.80	491.35	19,486.15
5. Less: Major equipment expenditures	-	-	-
6. Remainder	18,994.80	491.35	19,486.15
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	$ 18,994.80	$ 491.35	$ 19,486.15

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

TOWNSHIP OF DEERFIELD
WARREN COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2016

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:

2012	2013	2014	2015/2016
$10,000.00	$10,200.00	$10,300.00	$10,500.00

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

2012	2013	2014	2015/2016
$10,000.00	$10,200.00	$10,300.00	$10,500.00

- 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 available from the Department of Transportation in March of each year. The amount the municipality receives is based half on its population and half on its road mileage.

TOWNSHIP OF DEERFIELD
WARREN COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2016

1. Criteria (Continued)

Section 2 (Continued)

- Municipalities that transferred roads from the Commonwealth of Pennsylvania to the municipality through the Highway Transfer Program receive annual turnback allocations in March of each year from the Department of Transportation. Turnback allocations are based on the mileage of the roads transferred.

- 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 DEERFIELD
WARREN COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2016

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 capital surplus or 20 percent of a savings and loans 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.

2. Deposits (Continued)

There were no deposits exposed to custodial credit risk as of December 31, 2016. Custodial credit risk, as defined by GASB No. 40, as amended, 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, 2016, consists of the following:

Cash	$86,770.27

3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in interest-bearing accounts which earned $37.09 during 2015, and $156.04 during 2016, thus providing additional funds for road maintenance and repairs.

4. Adjustments

2015 - Section 1

An adjustment of $4,686.00 was made to "Maintenance and repair of roads and bridges" and "Miscellaneous" because these expenditures were misclassified.

2015 - Section 3

An adjustment of $491.35 was made to "Prior year equipment balance" because of a prior examination adjustment that was not carried forward in the fund balance.

2016 - Section 1

An adjustment of $(80,000.00) was made to 'Miscellaneous" expenditures because a transfer between two Liquid Fuels Tax Fund accounts was incorrectly reported as an expenditure.

4. Adjustments (Continued)

2016 – Section 2

An adjustment of $(80,000.00) was made to "Miscellaneous" because a transfer between two Liquid Fuels Tax Fund accounts was incorrectly reported as a receipt.

2016 - Section 3

An adjustment of $491.35 was made to "Prior year equipment balance" to reflect the adjustment made to the equipment balance in 2015 - Section 3.

5. Miscellaneous Receipts

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

Source	Description	2015	2016
General Fund	Reimbursement (Summary Of Prior Examination Recommendations)	$13,706.00	$ -
General Fund	Grant	4,030.00	-
General Fund	Refund for bank service charges	22.98	-
General Fund	Reimbursement (Finding)	-	20,034.51
Total		$17,758.98	$20,034.51

6. Miscellaneous Expenditures

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

Payee	Description	2015
General Fund	Undocumented expenditures (Finding)	$33,032.00
Vendor	New checks	22.98
Total		$33,054.98

7. Bank Loan

On August 24, 2012, the municipality purchased a 2007 Leeboy motor grader for $73,750.00. The municipality made down payments of $26,800.00 from the Liquid Fuels Tax Fund and $950.00 from the General Fund. The municipality borrowed the remaining $46,000.00 from Northwest Savings Bank. The term of the loan was for five years at an interest rate of 5.5 percent. Principal and interest payments of $5,335.29 are due semi-annually for the first nine payments with the final principal and interest payment being for $5,335.32. Prior years' principal and interest payments from the Liquid Fuels Tax Fund were $8,587.47 and $2,083.11, respectively. Additionally, the municipality paid principal of $8,316.15 and interest of $2,354.43 from the General Fund.

During the current examination period the municipality paid principal of $4,658.41 and interest of $676.88 from the Liquid Fuels Tax Fund. These amounts are reflected in major equipment purchases on the 2015 Form MS-965 - Section 1. Additionally, the municipality paid principal of $24,437.97 and interest of $2,054.25 from the General Fund. The loan was paid in full early on November 29, 2016.

8. Bank Loan

On June 7, 2013, the municipality borrowed $57,806.00 from Northwest Savings Bank to purchase a Ford F550 dump truck. The term of the loan was for six years at an interest rate of 4.5 percent. Principal and interest payments of $5,561.51 are due semi-annually. Prior years' principal and interest payments from the Liquid Fuels Tax Fund were $4,347.51 and $1,214.00, respectively. Additionally, the municipality paid principal of $8,934.82 and interest of $2,188.20 from the General Fund.

During the current examination period, the municipality paid principal of $18,812.37 and interest of $3,433.67 from the General Fund. The outstanding balance of the loan as of December 31, 2016 was $25,711.30.

TOWNSHIP OF DEERFIELD
WARREN COUNTY
LIQUID FUELS TAX FUND
FINDING AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2016

Finding - Documentation Supporting Transfers Were Not Available For Examination

Our examination disclosed that the municipality did not maintain documentation, such as invoices or payroll records, to support transfers to the General Fund of $33,032.00 during 2015. These transfers were as follows:

Date of Transfer	Amount of Transfer
08/04/15	$15,000.00
09/17/15	13,032.00
12/19/15	5,000.00
Total	$33,032.00

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

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 expenditures made without supporting documentation, are outside the scope of permissible expenditures.

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

On January 11, 2016 and February 8, 2016, the municipality reimbursed $5,000.00 and $15,034.51, respectively, to the Liquid Fuels Tax Fund.

The failure to maintain documentation to support expenditures could result in the municipality having to reimburse $12,997.49 to its Liquid Fuels Tax Fund.

Finding - Documentation Supporting Transfers Was Not Available For Examination (Continued)

Recommendations

We recommend that the municipality reimburse the remaining $12,997.49 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 expenditures by maintaining adequate documentation to support all expenditures

Management's Response

The secretary/treasurer stated:

> I started as Secretary/Treasurer on January 1, 2016 and the records were incomplete and I worked with our PennDOT representative and their financial consultant to complete the MS-965 for 2015.
>
> Knowing there was no documentation for various transfers to the General Fund (GF) and we anticipated a potential finding, therefore we transferred $20,034.51 from GF to Liquid Fuels (LF) Fund. We would also like the overpayment of the previous audit finding to go towards this current finding. I would also like to include the $4,030.00 transferred from GF to LF to also go towards this current finding.
>
> | | |
> |---|---|
> | $33,032.00 | Current 2015-2016 finding |
> | -5,000.00 | Pre-payment for potential audit finding |
> | -15,034.51 | Pre-payment for potential audit finding |
> | -3,362.36 | Overpayment of prior audit finding (2013-2014) |
> | -4,030.00 | Transfer from General Fund to Liquid Fuels Tax Fund |
> | $ 5,605.13 | Remainder of current audit finding |
>
> The 2016 records were great moving forward. I am on top of liquid fuel documentation.
>
> I appreciate the help of PennDOT and the financial consultant and the auditors were very professional and helpful to get the 2015 audit complete.

Finding - Documentation Supporting Transfers Was Not Available For Examination (Continued)

Auditor's Conclusion

The Department of Transportation will determine if the municipality is required to reimburse $12,997.49 to its Liquid Fuels Tax Fund. During our next examination we will determine if the municipality complied with our recommendations.

TOWNSHIP OF DEERFIELD
WARREN COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF PRIOR EXAMINATION RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2016

Summary Of Prior Examination Recommendations

In our prior report we noted that the municipality over expended its equipment purchase tally by $10,343.64. We further noted that on February 17, 2015 the municipality reimbursed $13,706.00 to its Liquid Fuels Tax Fund, which was $3,362.36 more than required.

In our prior report we recommended that the municipality:

- Only expend up to the approved amount on equipment expenditures in accordance with the Department of Transportation's *Publication 9*.

- Continue to comply with the Department of Transportation's *Publication 9* to ensure that the allocations are received timely.

During our current examination we noted that the municipality complied with our recommendations.

TOWNSHIP OF DEERFIELD
WARREN COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF EXIT CONFERENCE
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2016

An exit conference was held September 13, 2017. Those participating were:

TOWNSHIP OF DEERFIELD

Mrs. Brenda L. Gibson, Secretary/Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Mr. R.J. Zonna, Auditor

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

TOWNSHIP OF DEERFIELD
WARREN COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2016

This report was initially distributed to:

The Honorable Leslie Richards
Secretary
Department of Transportation

Township of Deerfield
Warren County
1025 Gibson Road
Pittsfield, PA 16340

The Honorable Duane Gibson
Chairman of the Board of Supervisors

Mrs. Brenda L. Gibson
Secretary/Treasurer

This report is a matter of public record and is available online at www.PaAuditor.gov. Media questions about the report can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 229 Finance Building, Harrisburg, PA 17120; via email to: news@PaAuditor.gov.