



**TOWNSHIP OF CONNEAUT  
ERIE COUNTY  
25-203**

**LIQUID FUELS TAX FUND  
EXAMINATION REPORT**

**FOR THE PERIOD  
JANUARY 1, 2010 TO DECEMBER 31, 2010**

Released *May 2013*

**COMMONWEALTH OF PENNSYLVANIA**

**EUGENE A. DEPASQUALE - AUDITOR GENERAL**

**DEPARTMENT OF THE AUDITOR GENERAL**





TOWNSHIP OF CONNEAUT  
ERIE COUNTY  
25-203

LIQUID FUELS TAX FUND  
EXAMINATION REPORT

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JANUARY 1, 2010 TO DECEMBER 31, 2010



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TOWNSHIP OF CONNEAUT  
ERIE COUNTY  
LIQUID FUELS TAX FUND  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2010 TO DECEMBER 31, 2010

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.







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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 Form MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Township of Conneaut, Erie County, for the period January 1, 2010 to December 31, 2010. 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 Conneaut, Erie County's Form MS-965 for the period January 1, 2010 to December 31, 2010 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)

In our opinion, the Form MS-965 With Adjustments presents, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund of the Township of Conneaut, Erie County, for the period January 1, 2010 to December 31, 2010, in conformity with the criteria set forth in Note 1.

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 Form 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 Form 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 Form 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 Conneaut, Erie 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 Conneaut, Erie County's Form MS-965 that is more than inconsequential will not be prevented or detected by the Township of Conneaut, Erie County's internal control.

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 Form MS-965 will not be prevented or detected by the Township of Conneaut, Erie County's internal control.

Our consideration of internal control over reporting on the Form MS-965 was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any significant deficiencies or material weaknesses, as defined above, in internal control over reporting on the Form MS-965.

Independent Auditor's Report (Continued)

The results of our tests disclosed the following instances of noncompliance that are required to be reported under *Government Auditing Standards*:

- Purchases Over \$10,000.00 In Noncompliance With Advertising And Bidding Requirements.
- Documentation For Price Quotations Was Not Available For Examination.

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



April 18, 2012

**EUGENE A. DEPASQUALE**  
Auditor General



TOWNSHIP OF CONNEAUT  
 ERIE 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	\$ 38,350.48	\$ 4,990.00	\$ 43,340.48
Minor equipment purchases	5,723.00	(4,990.00)	733.00
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	21,356.67	-	21,356.67
Traffic control devices	48.65	-	48.65
Street lighting	-	-	-
Storm sewers and drains	-	6,776.39	6,776.39
Repairs of tools and machinery	37,952.18	(5,095.26)	32,856.92
Maintenance and repair of roads and bridges	98,362.80	(1,728.80)	96,634.00
Highway construction and rebuilding projects	-	-	-
Miscellaneous (Note 6)	8,240.96	15.00	8,255.96
	<u>8,240.96</u>	<u>15.00</u>	<u>8,255.96</u>
Total (To Section 2, Line 5)	<u>\$ 210,034.74</u>	<u>\$ (32.67)</u>	<u>\$ 210,002.07</u>

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

TOWNSHIP OF CONNEAUT  
 ERIE 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	\$ 24,566.39	\$ -	\$ 24,566.39
Receipts:			
2. State allocation	133,479.13	-	133,479.13
2a. Turnback allocation	20,480.00	-	20,480.00
2b. Interest on investments (Note 3)	121.37	-	121.37
2c. Miscellaneous (Note 5)	<u>61,551.69</u>	<u>(47.67)</u>	<u>61,504.02</u>
3. Total receipts	<u>215,632.19</u>	<u>(47.67)</u>	<u>215,584.52</u>
4. Total funds available	<u>240,198.58</u>	<u>(47.67)</u>	<u>240,150.91</u>
5. Expenditures (Section 1)	<u>210,034.74</u>	<u>(32.67)</u>	<u>210,002.07</u>
6. Balance, December 31, 2010	<u>\$ 30,163.84</u>	<u>\$ (15.00)</u>	<u>\$ 30,148.84</u>

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

TOWNSHIP OF CONNEAUT  
 ERIE 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	\$ 13,224.60	\$ 11,341.79	\$ 24,566.39
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	30,791.83	-	30,791.83
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	44,016.43	11,341.79	55,358.22
5. Less: Major equipment expenditures	38,350.48	4,990.00	43,340.48
6. Remainder	<u>5,665.95</u>	<u>6,351.79</u>	<u>12,017.74</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 5,665.95</u>	<u>\$ 6,351.79</u>	<u>\$ 12,017.74</u>

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

TOWNSHIP OF CONNEAUT  
ERIE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORM MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2010 TO DECEMBER 31, 2010

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 CONNEAUT  
ERIE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORM MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2010 TO DECEMBER 31, 2010

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 Form MS-965 has 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 Form MS-965 With Adjustments is restricted to the Liquid Fuels Tax Fund, which represents a segment of the entity.

Basis Of Accounting

The accompanying Form MS-965 With Adjustments is 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.

TOWNSHIP OF CONNEAUT  
ERIE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORM MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2010 TO DECEMBER 31, 2010

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, 2010. 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	\$30,148.84
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TOWNSHIP OF CONNEAUT  
ERIE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORM MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2010 TO DECEMBER 31, 2010

3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in an interest-bearing account which earned \$121.37 during 2010, thus providing additional funds for road maintenance and repairs.

4. Adjustments

Section 1

Adjustments were made to “Major equipment purchases” and “Minor equipment purchases” because expenditures of \$4,990.00 were misclassified.

An adjustment of \$6,776.39 was made to “Storm sewers and drains” because expenditures of \$5,095.26 were misclassified as repairs of tools and machinery, expenditures of \$1,728.80 were misclassified as maintenance and repair of roads and bridges, and check No. 1922 for \$47.67 was voided but was included as an expenditure.

An adjustment of \$(5,095.26) was made to “Repairs of tools and machinery” because these expenditures were misclassified.

An adjustment of \$(1,728.80) was made to “Maintenance and repair of roads and bridges” because these expenditures were misclassified.

An adjustment of \$15.00 was made to “Miscellaneous” expenditures because bank service charges were not reported.

Section 2

An adjustment of \$(47.67) was made to “Miscellaneous” because a voided check was misclassified as a receipt.

Section 3

An adjustment of \$11,341.79 was made to “Prior year equipment balance” because of prior report adjustments that were not carried forward in the equipment balance.

An adjustment of \$4,990.00 was made to “Major equipment expenditures” to reflect the adjustment made to major equipment purchases in 2010 – Section 1.

TOWNSHIP OF CONNEAUT  
 ERIE COUNTY  
 LIQUID FUELS TAX FUND  
 NOTES TO FORM MS-965 WITH ADJUSTMENTS  
 FOR THE PERIOD  
 JANUARY 1, 2010 TO DECEMBER 31, 2010

5. Miscellaneous Receipts

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

<u>Source</u>	<u>Description</u>	<u>Amount</u>
General Fund	Grant	\$33,000.00
General Fund	Deposit in error (Note 7)	8,169.96
General Fund	Reimbursement for stone (Finding No. 1)	15,309.06
General Fund	Reimbursement for culvert replacement (Finding No. 2)	<u>5,025.00</u>
Total		<u><u>\$61,504.02</u></u>

6. Miscellaneous Expenditures

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

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Financial institution	Bank service charges	\$ 86.00
Financial institution	Correction of deposit in error (Note 7)	<u>8,169.96</u>
Total		<u><u>\$8,255.96</u></u>

7. Deposit In Error

On July 27, 2010, the municipality deposited local service taxes received from the State Correction Institution at Albion of \$8,169.96 into its Liquid Fuels Tax Fund in error. On August 20, 2010, the municipality transferred this amount from its Liquid Fuels Tax Fund to its General Fund to correct the deposit in error.

TOWNSHIP OF CONNEAUT  
ERIE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORM MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2010 TO DECEMBER 31, 2010

8. Lease-Purchase Agreement

On May 15, 2006, the municipality entered into a lease-purchase agreement with Harco Leasing Company to purchase a 2007 International truck for \$103,200.96. The agreement was for a term of six years at an interest rate of 5.08 percent. One principal payment of \$19,178.60 was due initially followed by five principal and interest payments of \$19,449.99 which are due annually. Prior years' principal and interest payments from the Liquid Fuels Tax Fund were \$67,076.41 and \$10,452.16, respectively.

During the current examination period the municipality paid principal of \$36,124.55 and interest of \$2,225.93 from the Liquid Fuels Tax Fund. These amounts are reflected in major equipment purchases on the 2010 Form MS-965 – Section 1. The lease-purchase agreement was paid-in-full on June 15, 2010.



TOWNSHIP OF CONNEAUT  
 ERIE COUNTY  
 LIQUID FUELS TAX FUND  
 FINDINGS AND RECOMMENDATIONS  
 FOR THE PERIOD  
 JANUARY 1, 2010 TO DECEMBER 31, 2010

Finding No. 1 – Purchases Over \$10,000.00 In Noncompliance With Advertising  
 And Bidding Requirements

Our examination disclosed that the township expended \$18,596.25 during 2010 from the Liquid Fuels Tax Fund for the purchase of stone 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>
7906	08/02/2010	2050	08/16/10	\$ 2,044.44
148188	09/01/2010	2062	09/07/10	15,309.06
69796	08/26/2010	2068	09/17/10	322.50
69797	08/26/2010	2068	09/17/10	309.00
69810	08/25/2010	2068	09/17/10	309.00
69811	08/26/2010	2068	09/17/10	302.25
Total				<u>\$18,596.25</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 \$10,000.00 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 piecemeal purchases.

In addition, the above expenditures were not made in compliance with the Department of Transportation’s *Publication 9*, Appendix D, Section 449.7(d), which states, in part:

Each municipality shall make an annual estimate of its requirements of road construction and maintenance materials, and shall advertise for bids on all items and groups of like items ordinarily supplied by a single supplier . . . which are estimated to exceed \$10,000 for the year . . . . If the cost during the year of an unadvertised item or group of like items ordinarily supplied by a single supplier exceeds \$10,000 . . . the entire cost shall be ineligible for payment from the Liquid Fuels Tax Fund unless it can be shown to the satisfaction of the Secretary [of the Department of Transportation] that it was reasonably believed that the cost of the year’s requirements of that item or group of like items would not exceed \$10,000 . . .

TOWNSHIP OF CONNEAUT  
ERIE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2010 TO DECEMBER 31, 2010

Finding No. 1 – Purchases Over \$10,000.00 In Noncompliance With Advertising  
And Bidding Requirements (Continued)

On November 8, 2010, the township reimbursed \$15,309.06 to the Liquid Fuels Tax Fund.

The failure to comply with *The Second Class Township Code* and the Department of Transportation's *Publication 9* could result in the township having to reimburse the remaining \$3,287.19 to its Liquid Fuels Tax Fund.

Recommendations

We recommend that the township reimburse \$3,287.19 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that, in the future, the township comply with *The Second Class Township Code* and the Department of Transportation's *Publication 9* as noted in this finding.

Management's Response

The secretary/treasurer stated:

We are aware of the advertising and bidding finding. It was reimbursed during the current audit period

Auditor's Conclusion

The township did reimburse \$15,309.06 to its Liquid Fuels Tax Fund on November 8, 2010. However, that amount was \$3,287.19 less than the required amount. During our next examination, we will determine if the municipality complied with our recommendations.



TOWNSHIP OF CONNEAUT  
 ERIE COUNTY  
 LIQUID FUELS TAX FUND  
 FINDINGS AND RECOMMENDATIONS  
 FOR THE PERIOD  
 JANUARY 1, 2010 TO DECEMBER 31, 2010

Finding No. 2 - Documentation For Price Quotations Was Not Available For Examination

Our examination disclosed that the township expended \$5,025.00 during 2010 from the Liquid Fuels Tax Fund for replacing culvert pipes. The township was required to obtain three written or telephonic price quotations for these expenditures. However, documentation for price quotations was not available for examination. The replacement of culvert pipe purchases were as follows:

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Check Number</u>	<u>Check Date</u>	<u>Amount</u>
1885	08/23/10	2052	08/23/10	\$1,020.00
1886	08/23/10	2052	08/23/10	<u>4,005.00</u>
Total				<u>\$5,025.00</u>

The above expenditures were not made in compliance with the contract requirements of *The Second Class Township Code*, 53 P.S. § 68102(b), (also found at § 3102(b) of *The Second Class Township Code* as published by the Local Government Commission), which states, in part:

Written or telephonic price quotations from at least three qualified and responsible contractors shall be requested for all contracts that exceed four thousand dollars (\$4,000.00) but are less than the amount [in excess of \$10,000.00] requiring advertisement and competitive bidding or, in lieu of price quotations, a memorandum shall be kept on file showing that fewer than three qualified contractors exist in the market area within which it is practicable to obtain quotations. A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the contractor and the contractor's representative, the construction, reconstruction, repair, maintenance or work which was the subject of the quotation and the price. Written price quotations, written records of telephonic price quotations and memoranda shall be retained for a period of three years.

TOWNSHIP OF CONNEAUT  
ERIE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2010 TO DECEMBER 31, 2010

Finding No. 2 - Documentation For Price Quotations Was Not Available For Examination  
(Continued)

In addition, the above expenditures were not made in compliance with the Department of Transportation's *Publication 9*, Appendix D, Section 449.7(d), which states, in part:

...For material estimates between \$4,000 and \$10,000, three telephone price quotes shall be obtained prior to the selection of a supplier. In lieu of the price quotations, a memorandum shall be kept on file showing that fewer than three qualified contractors service the market area within which it is practicable to obtain quotations. If the cost during the year of an unadvertised item or group of like items ordinarily supplied by a single supplier exceeds \$10,000 or if the cost was between \$4,000 and \$10,000 and three price quotes were not obtained, the entire cost shall be ineligible for payment from the Liquid Fuels Tax Fund unless it can be shown to the satisfaction of the Secretary [of the Department of Transportation] that it was reasonably believed that the cost of the year's requirements of that item or group of like items would not exceed \$10,000 or be between \$4,000 and \$10,000 as specified above.

On December 30, 2010, the township reimbursed \$5,025.00 to the Liquid Fuels Tax Fund.

Recommendation

We recommend that, in the future, the township comply with *The Second Class Township Code* and the Department of Transportation's *Publication 9* as noted in this finding.

Management's Response

The secretary/treasurer stated:

This finding was reimbursed during audit period.

Auditor's Conclusion

During our next examination, we will determine if the municipality complies with our recommendation.

TOWNSHIP OF CONNEAUT  
ERIE COUNTY  
LIQUID FUELS TAX FUND  
COMMENT  
FOR THE PERIOD  
JANUARY 1, 2010 TO DECEMBER 31, 2010

Comment – Summary Of Prior Examination Recommendations

In our prior report we recommended that the Department of Transportation review our examination findings to determine if the municipality should reimburse \$3,320.27 to its Liquid Fuels Tax Fund. This amount consists of \$3,210.00 for nonpermissible expenditures and \$110.27 for the duplicate payment of an invoice.

During our current examination we reviewed a letter dated February 9, 2012, from the Department of Transportation informing the municipality to reimburse \$3,320.27 to its Liquid Fuels Tax Fund. We noted that the municipality reimbursed this amount to its Liquid Fuels Tax Fund on February 27, 2012, which was subsequent to our examination period.

In our prior report we also recommended:

- That the municipality ensure that its Form MS-965 is complete and accurate.
- That the municipality establish and implement internal controls to ensure vendor invoices are reviewed timely to avoid duplicate payments.
- That the municipality comply with the Liquid Fuels Tax Municipal Allocation Law and the Department of Transportation's Regulations regarding permissible expenditures.

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

TOWNSHIP OF CONNEAUT  
ERIE COUNTY  
LIQUID FUELS TAX FUND  
SUMMARY OF EXIT CONFERENCE  
FOR THE PERIOD  
JANUARY 1, 2010 TO DECEMBER 31, 2010

An exit conference was held April 18, 2012. Those participating were:

TOWNSHIP OF CONNEAUT

The Honorable Richard E. Huston, Chairman of the Board of Supervisors  
The Honorable Sarah A. McCabe, Vice-Chairperson of the Board of Supervisors  
The Honorable Henry B. Miraldi, Supervisor  
Mrs. Denise M. Shumake, Secretary/Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Joel S. Schwartz, Auditor

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

TOWNSHIP OF CONNEAUT  
ERIE COUNTY  
LIQUID FUELS TAX FUND  
REPORT DISTRIBUTION  
FOR THE PERIOD  
JANUARY 1, 2010 TO DECEMBER 31, 2010

This report was initially distributed to:

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

Township of Conneaut  
Erie County  
12500 U.S. Route 6N  
Albion, PA 16401

The Honorable Richard E. Huston

Chairman of the Board of Supervisors

Mrs. Denise M. Shumake

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](http://www.auditorgen.state.pa.us).