



TOWNSHIP OF FERMANAGH  
JUNIATA COUNTY  
34-204

LIQUID FUELS TAX FUND  
EXAMINATION REPORT

FOR THE THREE YEARS ENDED  
DECEMBER 31, 2011

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TOWNSHIP OF FERMANAGH  
JUNIATA COUNTY  
LIQUID FUELS TAX FUND  
BACKGROUND  
FOR THE THREE YEARS ENDED  
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.





**Department of the Auditor General  
Commonwealth of Pennsylvania  
Harrisburg, Pennsylvania 17120-0018**

**JACK WAGNER  
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 Fermanagh, Juniata County, for the three years ended 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 Fermanagh, Juniata County's Forms MS-965 for the three years ended 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.

Independent Auditor's Report (Continued)

As discussed in Finding No. 1, the township expended \$63,344.86 during 2010 from its Liquid Fuels Tax Fund for a paving project. However, invoices were not available to support these expenditures. Additionally, as discussed in Finding No. 2, the township expended \$20,142.24 for a project without obtaining a completion report. Furthermore, as discussed in Finding No. 3, the township expended \$19,823.00 during 2009 from the Liquid Fuels Tax Fund for the purchase and application of top coat without advertising for bids. Additionally, the top coat was used for paving in excess of one inch. However, the township failed to obtain project approval.

In our opinion, except for the matters 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 Fermanagh, Juniata County, for the three years ended December 31, 2011, 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 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 Fermanagh, Juniata 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 Fermanagh, Juniata County's Forms MS-965 that is more than inconsequential will not be prevented or detected by the Township of Fermanagh, Juniata County's internal control. We consider the deficiency described in the finding below to be a significant deficiency in internal control over reporting on the Forms MS-965:

Independent Auditor's Report (Continued)

- Documentation Supporting Expenditures 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 Fermanagh, Juniata 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 significant deficiency described above to be a material weakness.

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

- Failure To Submit A Final Completion Report.
- Purchases Over \$10,000.00 In Noncompliance With Advertising And Bidding Requirements And Failure To Obtain Project Approval.

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

April 10, 2012

JACK WAGNER  
Auditor General





TOWNSHIP OF FERMANAGH  
 JUNIATA COUNTY  
 LIQUID FUELS TAX FUND  
 2009 FORM MS-965 – SECTION 1  
 WITH ADJUSTMENTS

| <u>Expenditure Summary</u>                      | <u>Reported</u>          | <u>Adjustments<br/>(Note 4)</u> | <u>Adjusted<br/>Amount</u> |
|---|--------------------------|---------------------------------|----------------------------|
| Major equipment purchases                       | \$ 46,961.00             | \$ -                            | \$ 46,961.00               |
| Minor equipment purchases                       | -                        | -                               | -                          |
| 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                  | -                        | -                               | -                          |
| Maintenance and repair of<br>roads and bridges  | 55,056.89                | (55,056.89)                     | -                          |
| Highway construction and<br>rebuilding projects | -                        | 55,056.89                       | 55,056.89                  |
| Miscellaneous                                   | -                        | -                               | -                          |
| <br>Total (To Section 2, Line 5)                | <br><u>\$ 102,017.89</u> | <br><u>\$ -</u>                 | <br><u>\$ 102,017.89</u>   |

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

TOWNSHIP OF FERMANAGH  
 JUNIATA COUNTY  
 LIQUID FUELS TAX FUND  
 2009 FORM MS-965 – SECTION 2  
 WITH ADJUSTMENTS

| <u>Fund Balance</u>                  | <u>Reported</u>             | <u>Adjustments<br/>(Note 4)</u> | <u>Adjusted<br/>Amount</u>  |
|--------------------------------------|-----------------------------|---------------------------------|-----------------------------|
| 1. Balance, January 1, 2009          | \$ 92,002.82                | \$ 5.48                         | \$ 92,008.30                |
| Receipts:                            |                             |                                 |                             |
| 2. State allocation                  | 113,055.81                  | -                               | 113,055.81                  |
| 2a. Turnback allocation              | 9,320.00                    | -                               | 9,320.00                    |
| 2b. Interest on investments (Note 3) | 630.81                      | -                               | 630.81                      |
| 2c. Miscellaneous                    | -                           | -                               | -                           |
| 3. Total receipts                    | <u>123,006.62</u>           | <u>-</u>                        | <u>123,006.62</u>           |
| 4. Total funds available             | <u>215,009.44</u>           | <u>5.48</u>                     | <u>215,014.92</u>           |
| 5. Expenditures (Section 1)          | <u>102,017.89</u>           | <u>-</u>                        | <u>102,017.89</u>           |
| 6. Balance, December 31, 2009        | <u><u>\$ 112,991.55</u></u> | <u><u>\$ 5.48</u></u>           | <u><u>\$ 112,997.03</u></u> |

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

TOWNSHIP OF FERMANAGH  
 JUNIATA COUNTY  
 LIQUID FUELS TAX FUND  
 2009 FORM MS-965 – SECTION 3  
 WITH ADJUSTMENTS

| <u>Equipment Balance</u>  | <u>Reported</u>     | <u>Adjustments<br/>(Note 4)</u> | <u>Adjusted<br/>Amount</u> |
|---|---------------------|---------------------------------|----------------------------|
| 1. Prior year equipment balance   | \$ 79,402.09        | \$ -                            | \$ 79,402.09               |
| 2. Add: Current year equipment allocation<br>(20% of Lines 2 + 2a, Section 2)   | 24,475.16           | -                               | 24,475.16                  |
| 3. PENNDOT approved<br>adjustments  | <u>5,301.22</u>     | <u>(5,301.22)</u>               | <u>-</u>                   |
| 4. Total funds available for<br>equipment acquisition   | 109,178.47          | (5,301.22)                      | 103,877.25                 |
| 5. Less: Major equipment<br>expenditures  | <u>46,961.00</u>    | <u>-</u>                        | <u>46,961.00</u>           |
| 6. Remainder  | <u>62,217.47</u>    | <u>(5,301.22)</u>               | <u>56,916.25</u>           |
| 7. Equipment balance available<br>for subsequent year (Lesser<br>of Line 6 or Section 2 balance,<br>but not less than zero) | <u>\$ 62,217.47</u> | <u>\$ (5,301.22)</u>            | <u>\$ 56,916.25</u>        |

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

TOWNSHIP OF FERMANAGH  
 JUNIATA COUNTY  
 LIQUID FUELS TAX FUND  
 2010 FORM MS-965 – SECTION 1  
 WITH ADJUSTMENTS

| <u>Expenditure Summary</u>                      | <u>Reported</u>     | <u>Adjustments<br/>(Note 4)</u> | <u>Adjusted<br/>Amount</u> |
|---|---------------------|---------------------------------|----------------------------|
| Major equipment purchases                       | \$ -                | \$ -                            | \$ -                       |
| Minor equipment purchases                       | -                   | -                               | -                          |
| 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                  | -                   | -                               | -                          |
| Maintenance and repair of<br>roads and bridges  | 63,344.68           | (63,344.68)                     | -                          |
| Highway construction and<br>rebuilding projects | -                   | 63,344.68                       | 63,344.68                  |
| Miscellaneous                                   | -                   | -                               | -                          |
|   | <hr/>               | <hr/>                           | <hr/>                      |
| Total (To Section 2, Line 5)                    | <u>\$ 63,344.68</u> | <u>\$ -</u>                     | <u>\$ 63,344.68</u>        |

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

TOWNSHIP OF FERMANAGH  
 JUNIATA COUNTY  
 LIQUID FUELS TAX FUND  
 2010 FORM MS-965 – SECTION 2  
 WITH ADJUSTMENTS

| <u>Fund Balance</u>                  | <u>Reported</u>             | <u>Adjustments<br/>(Note 4)</u> | <u>Adjusted<br/>Amount</u>  |
|--------------------------------------|-----------------------------|---------------------------------|-----------------------------|
| 1. Balance, January 1, 2010          | \$ 112,997.03               | \$ -                            | \$ 112,997.03               |
| Receipts:                            |                             |                                 |                             |
| 2. State allocation                  | 108,561.35                  | -                               | 108,561.35                  |
| 2a. Turnback allocation              | 9,320.00                    | -                               | 9,320.00                    |
| 2b. Interest on investments (Note 3) | 113.63                      | -                               | 113.63                      |
| 2c. Miscellaneous (Comment)          | -                           | 9,898.89                        | 9,898.89                    |
| 3. Total receipts                    | <u>117,994.98</u>           | <u>9,898.89</u>                 | <u>127,893.87</u>           |
| 4. Total funds available             | <u>230,992.01</u>           | <u>9,898.89</u>                 | <u>240,890.90</u>           |
| 5. Expenditures (Section 1)          | <u>63,344.68</u>            | -                               | <u>63,344.68</u>            |
| 6. Balance, December 31, 2010        | <u><u>\$ 167,647.33</u></u> | <u><u>\$ 9,898.89</u></u>       | <u><u>\$ 177,546.22</u></u> |

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

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

| <u>Equipment Balance</u>  | <u>Reported</u>     | <u>Adjustments</u> | <u>Adjusted<br/>Amount</u> |
|---|---------------------|--------------------|----------------------------|
| 1. Prior year equipment balance   | \$ 56,916.25        | \$ -               | \$ 56,916.25               |
| 2. Add: Current year equipment allocation<br>(20% of Lines 2 + 2a, Section 2)   | 23,576.27           | -                  | 23,576.27                  |
| 3. PENNDOT approved<br>adjustments  | -                   | -                  | -                          |
| 4. Total funds available for<br>equipment acquisition   | 80,492.52           | -                  | 80,492.52                  |
| 5. Less: Major equipment<br>expenditures  | -                   | -                  | -                          |
| 6. Remainder  | <u>80,492.52</u>    | <u>-</u>           | <u>80,492.52</u>           |
| 7. Equipment balance available<br>for subsequent year (Lesser<br>of Line 6 or Section 2 balance,<br>but not less than zero) | <u>\$ 80,492.52</u> | <u>\$ -</u>        | <u>\$ 80,492.52</u>        |

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

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

| <u>Expenditure Summary</u>                      | <u>Reported</u>      | <u>Adjustments<br/>(Note 4)</u> | <u>Adjusted<br/>Amount</u> |
|---|----------------------|---------------------------------|----------------------------|
| Major equipment purchases                       | \$ -                 | \$ -                            | \$ -                       |
| Minor equipment purchases                       | -                    | -                               | -                          |
| 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                  | -                    | -                               | -                          |
| Maintenance and repair of<br>roads and bridges  | 199,942.51           | (199,942.51)                    | -                          |
| Highway construction and<br>rebuilding projects | -                    | 199,942.51                      | 199,942.51                 |
| Miscellaneous                                   | -                    | -                               | -                          |
|   | <hr/>                | <hr/>                           | <hr/>                      |
| Total (To Section 2, Line 5)                    | <u>\$ 199,942.51</u> | <u>\$ -</u>                     | <u>\$ 199,942.51</u>       |

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



TOWNSHIP OF FERMANAGH  
 JUNIATA COUNTY  
 LIQUID FUELS TAX FUND  
 2011 FORM MS-965 – SECTION 2  
 WITH ADJUSTMENTS

| <u>Fund Balance</u>                  | <u>Reported</u>            | <u>Adjustments<br/>(Note 4)</u> | <u>Adjusted<br/>Amount</u> |
|--------------------------------------|----------------------------|---------------------------------|----------------------------|
| 1. Balance, January 1, 2011          | \$ 167,647.33              | \$ 9,898.89                     | \$ 177,546.22              |
| Receipts:                            |                            |                                 |                            |
| 2. State allocation                  | 111,098.40                 | -                               | 111,098.40                 |
| 2a. Turnback allocation              | 9,320.00                   | -                               | 9,320.00                   |
| 2b. Interest on investments (Note 3) | 65.25                      | -                               | 65.25                      |
| 2c. Miscellaneous                    | -                          | -                               | -                          |
| 3. Total receipts                    | <u>120,483.65</u>          | <u>-</u>                        | <u>120,483.65</u>          |
| 4. Total funds available             | <u>288,130.98</u>          | <u>9,898.89</u>                 | <u>298,029.87</u>          |
| 5. Expenditures (Section 1)          | <u>199,942.51</u>          | <u>-</u>                        | <u>199,942.51</u>          |
| 6. Balance, December 31, 2011        | <u><u>\$ 88,188.47</u></u> | <u><u>\$ 9,898.89</u></u>       | <u><u>\$ 98,087.36</u></u> |

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

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

| <u>Equipment Balance</u>  | <u>Reported</u>     | <u>Adjustments</u> | <u>Adjusted<br/>Amount</u> |
|---|---------------------|--------------------|----------------------------|
| 1. Prior year equipment balance   | \$ 80,492.52        | \$ -               | \$ 80,492.52               |
| 2. Add: Current year equipment allocation<br>(20% of Lines 2 + 2a, Section 2)   | 24,083.68           | -                  | 24,083.68                  |
| 3. PENNDOT approved<br>adjustments  | -                   | -                  | -                          |
| 4. Total funds available for<br>equipment acquisition   | 104,576.20          | -                  | 104,576.20                 |
| 5. Less: Major equipment<br>expenditures  | -                   | -                  | -                          |
| 6. Remainder  | <u>104,576.20</u>   | <u>-</u>           | <u>104,576.20</u>          |
| 7. Equipment balance available<br>for subsequent year (Lesser<br>of Line 6 or Section 2 balance,<br>but not less than zero) | <u>\$ 88,188.47</u> | <u>\$ 9,898.89</u> | <u>\$ 98,087.36</u>        |

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

TOWNSHIP OF FERMANAGH  
JUNIATA COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE THREE YEARS ENDED  
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 FERMANAGH  
JUNIATA COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE THREE YEARS ENDED  
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 FERMANAGH  
JUNIATA COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE THREE YEARS ENDED  
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 FERMANAGH  
JUNIATA COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE THREE YEARS ENDED  
DECEMBER 31, 2011

2. Deposits (Continued)

Fund Balance

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

|      |                    |
|------|--------------------|
| Cash | <u>\$98,087.36</u> |
|------|--------------------|

3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in an interest-bearing account which earned \$630.81 during 2009, \$113.63 during 2010, and \$65.25 during 2011, thus providing additional funds for road maintenance and repairs.

4. Adjustments

2009 - Section 1

Adjustments were made to “Maintenance and repair of roads and bridges” and “Highway construction and rebuilding projects” because expenditures of \$55,056.89 were misclassified.

2009 - Section 2

An adjustment of \$5.48 was made to “Balance, January 1, 2009” because of a prior report adjustment that was not carried forward in the fund balance.

2009 - Section 3

An adjustment of \$(5,301.22) was made to “PENNDOT approved adjustments” because there were no PENNDOT approved adjustments.

2010 - Section 1

Adjustments were made to “Maintenance and repair of roads and bridges” and “Highway construction and rebuilding projects” because expenditures of \$63,344.68 were misclassified.

TOWNSHIP OF FERMANAGH  
JUNIATA COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE THREE YEARS ENDED  
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4. Adjustments (Continued)

2010 - Section 2

An adjustment of \$9,898.89 was made to “Miscellaneous” because a reimbursement from the General Fund was not reported.

2011 - Section 1

Adjustments were made to “Maintenance and repair of roads and bridges” and “Highway construction and rebuilding projects” because expenditures of \$199,942.51 were misclassified.

2011 - Section 2

An adjustment of \$9,898.89 was made to “Balance, January 1, 2011” to reflect the adjustment made to the fund balance in 2010 - Section 2.

TOWNSHIP OF FERMANAGH  
JUNIATA COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
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Finding No. 1 - Documentation Supporting Expenditures Was Not Available For Examination

Our examination disclosed that the municipality did not maintain invoices to support an expenditure of \$63,344.86 during 2010 for paving project No. 10-34204-01.

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 expenditure was permissible according to the Liquid Fuels Tax Municipal Allocation Law and the Department of Transportation's Regulations.

The failure to maintain documentation to support expenditures could result in the municipality having to reimburse \$63,344.86 to its Liquid Fuels Tax Fund.

Recommendations

We recommend that the municipality reimburse \$63,344.86 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.



TOWNSHIP OF FERMANAGH  
JUNIATA COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
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Finding No. 1 - Documentation Supporting Expenditures Was Not Available For Examination  
(Continued)

Management's Response

The secretary/treasurer stated:

We were unable to find the invoice.

Auditor's Conclusion

The municipal officials should ensure that documentation is maintained to support all expenditures. During our next examination we will determine if the municipality complied with our recommendations.

TOWNSHIP OF FERMANAGH  
JUNIATA COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
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Finding No. 2 - Failure To Submit A Final Completion Report

Our examination disclosed that the municipality expended \$20,142.24 for project No. 11-34204-02. Final payment was made on this project on November 14, 2011. A Final Completion Report Form MS-999 was not filed with the Department of Transportation as of the date of this report.

The Department of Transportation's *Publication 9* outlines the policies and procedures for the administration of the Liquid Fuels Tax Fund. *Publication 9*, Chapter Two, Section 2.8, states, in relevant part:

9. Upon completion of the project, local officials shall complete Form MS-999, Project Completion Report, and submit this form to the Municipal Services Representatives...The MS-999 must reflect actual quantities used and the total cost of the project. It shall also indicate the distribution of costs to the approved funding sources for the project.

Because the municipality failed to file a Final Completion Report, we were unable to determine if the project was completed to the satisfaction of the Department of Transportation. Additionally, we were unable to determine if the municipality expended the approved amount of Liquid Fuels Tax Fund money on the project.

Recommendations

We recommend that the municipality reimburse \$20,142.24 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

Additionally, we recommend that the municipality submit a completed Form MS-999 to the Department of Transportation for the project.

We further recommend that, in the future, the municipality comply with the Department of Transportation's *Publication 9* by submitting a Final Completion Report Form MS-999 for completed projects in a timely manner.

TOWNSHIP OF FERMANAGH  
JUNIATA COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
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Finding No. 2 - Failure To Submit A Final Completion Report (Continued)

Management's Response

The secretary/treasurer stated:

I called the municipal services representative and he did not send us a completion report for this project.

Auditor's Conclusion

The municipal officials should ensure that a Final Completion Report Form MS-999 is filed with the Department of Transportation upon the completion of each project. During our next examination we will determine if the municipality complied with our recommendations.

TOWNSHIP OF FERMANAGH  
 JUNIATA COUNTY  
 LIQUID FUELS TAX FUND  
 FINDINGS AND RECOMMENDATIONS  
 FOR THE THREE YEARS ENDED  
 DECEMBER 31, 2011

Finding No. 3 - Purchases Over \$10,000.00 In Noncompliance With Advertising And Bidding Requirements And Failure To Obtain Project Approval

Our examination disclosed that the township expended \$19,823.00 during 2009 from the Liquid Fuels Tax Fund for the purchase and application of top coat without advertising for bids. These expenditures were as follows:

| <u>Invoice<br/>Number</u> | <u>Invoice<br/>Date</u> | <u>Check<br/>Number</u> | <u>Check<br/>Date</u> | <u>Amount</u>      |
|---------------------------|-------------------------|-------------------------|-----------------------|--------------------|
| 179                       | 07/24/09                | 3                       | 08/03/09              | \$9,870.00         |
| 180                       | 07/24/09                | 4                       | 09/08/09              | 9,953.00           |
| Total                     |                         |                         |                       | <u>\$19,823.00</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 FERMANAGH  
JUNIATA COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE THREE YEARS ENDED  
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Finding No. 3 - Purchases Over \$10,000.00 In Noncompliance With Advertising And Bidding Requirements And Failure To Obtain Project Approval (Continued)

Additionally, the top coat was used for paving in excess of one inch on Mill Road. Before paving of one inch in thickness or greater is done the municipality must obtain the approval of the Department of Transportation. However, the municipality did not file an application with the Department of Transportation for the project and also failed to submit specifications for approval.

The Department of Transportation's *Publication 9* contains the policies and procedures for the administration of the Liquid Fuels Tax Fund. *Publication 9*, Chapter Two, Section 2.7.2, states that nonpermissible expenditures include "Construction and reconstruction projects without prior PENNDOT approval."

Additionally, *Publication 9*, Chapter Two, Section 2.8, states, in part:

The following criteria is used to determine when a project is required for work on local roads utilizing Liquid Fuels Tax Funds, when construction, reconstruction and/or resurfacing work exceeds one inch or more in depth as well as other activities.

Bituminous Surface:                    One inch thickness or greater

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 \$19,823.00 to its Liquid Fuels Tax Fund.

Recommendations

We recommend that the township reimburse \$19,823.00 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

Additionally, 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.

We further recommend that before the municipality expends money on a project, it applies for and obtains prior approval for the project, and when the project is completed it obtains approval of the completed work.

TOWNSHIP OF FERMANAGH  
JUNIATA COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
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Finding No. 3 - Purchases Over \$10,000.00 In Noncompliance With Advertising And Bidding  
Requirements And Failure To Obtain Project Approval (Continued)

Management's Response

The secretary/treasurer stated:

I will not let it happen again.

Auditor's Conclusion

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

TOWNSHIP OF FERMANAGH  
JUNIATA COUNTY  
LIQUID FUELS TAX FUND  
COMMENT  
FOR THE THREE YEARS ENDED  
DECEMBER 31, 2011

Comment - Summary Of Prior Examination Recommendations

In our prior report we recommended that the Department of Transportation review our examination finding to determine if the municipality should reimburse \$9,898.89 to its Liquid Fuels Tax Fund for spending Liquid Fuels Tax Fund money in excess of the approved amount for road construction projects.

During our current examination we reviewed a letter dated September 30, 2010, from the Department of Transportation informing the municipality to reimburse \$9,898.89 to its Liquid Fuels Tax Fund. We noted that the municipality reimbursed this amount to its Liquid Fuels Tax Fund on December 21, 2010.

In our prior report we also recommended that the municipality expend only the approved amount of Liquid Fuels Tax Fund money on road construction projects.

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

TOWNSHIP OF FERMANAGH  
JUNIATA COUNTY  
LIQUID FUELS TAX FUND  
SUMMARY OF EXIT CONFERENCE  
FOR THE THREE YEARS ENDED  
DECEMBER 31, 2011

An exit conference was held April 10, 2012. Those participating were:

TOWNSHIP OF FERMANAGH

Mrs. Marian E. Casner, Secretary/Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Mrs. Diane A. Bowman, Auditor

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





TOWNSHIP OF FERMANAGH  
JUNIATA COUNTY  
LIQUID FUELS TAX FUND  
REPORT DISTRIBUTION  
FOR THE THREE YEARS ENDED  
DECEMBER 31, 2011

This report was initially distributed to:

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

Township of Fermanagh  
Juniata County  
P. O. Box 148  
Mifflintown, PA 17059

The Honorable Harold Kauffman

Chairman of the Board of Supervisors

Mrs. Marian E. Casner

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, 318 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).