

ATTESTATION ENGAGEMENT

Township of Greenwood

Juniata County, Pennsylvania

34-205

Liquid Fuels Tax Fund

For the Period

January 1, 2017 to December 31, 2018

November 2019



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale • Auditor General



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EUGENE A. DePASQUALE
AUDITOR GENERAL

Independent Auditor's Report

The Honorable Leslie Richards
Secretary
Department of Transportation
Harrisburg, PA 17120

We examined the accompanying Forms MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Township of Greenwood, Juniata County, for the period January 1, 2017 to December 31, 2018. 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 presented in accordance with the criteria described above, 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.

Independent Auditor's Report (Continued)

As discussed in Finding No. 1, the township expended \$12,139.00 from the Liquid Fuels Tax Fund during 2018 for the purchase of E-3 Emulsion, which is road oil. However, documentation for price quotations was not available for examination. Additionally, as discussed in Finding No. 2, during 2018, the township transferred \$11,426.08 in excess of expenditures incurred from its Liquid Fuels Tax Fund to its General Fund in excess of expenditures incurred.

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 Greenwood, Juniata County, for the period January 1, 2017 to December 31, 2018, 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 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 internal control over reporting on the Forms MS-965 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 would not necessarily identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our engagement we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Independent Auditor's Report (Continued)

As part of obtaining reasonable assurance about whether the Forms MS-965 are free from material misstatement, we performed tests of the Township of Greenwood, Juniata 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 the following instances of noncompliance that are required to be reported under *Government Auditing Standards*:

- Documentation For Price Quotations Was Not Available For Examination - Recurring.
- Transfers To The General Fund For Anticipated Liquid Fuels Tax Fund Expenditures.

The examination finding for documentation for price quotations not being available for examination contained in this report cites a condition that existed in the operation of the municipality during the previous engagement period and was not corrected during the current examination period. The municipality should strive to comply with the recommendations noted in this report.

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 Greenwood, Juniata County, to us during the course of our examination. If you have any questions, please feel free to contact Michael B. Kashishian, CPA, CGAP, CFE, Director, Bureau of County Audits, at 717-787-1363.



Eugene A. DePasquale
Auditor General

September 18, 2019

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TOWNSHIP OF GREENWOOD
JUNIATA COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

Background

The Liquid Fuels Tax Municipal Allocation Law, Act 655 of 1956, as amended, (72 P.S. § 2615.5 et seq.), 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 GREENWOOD
JUNIATA COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

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 GREENWOOD
 JUNIATA COUNTY
 LIQUID FUELS TAX FUND
 2017 FORM MS-965 – SECTION 1
 WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Minor equipment purchases	\$ -	\$ -	\$ -
Computer/Computer related training	-	-	-
Major equipment purchases	19,407.29	-	19,407.29
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	1,718.79	-	1,718.79
Traffic control devices	-	-	-
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	62,867.74	-	62,867.74
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
 Total (To Section 2, Line 5)	 <u>\$ 83,993.82</u>	 <u>\$ -</u>	 <u>\$ 83,993.82</u>

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

TOWNSHIP OF GREENWOOD
 JUNIATA COUNTY
 LIQUID FUELS TAX FUND
 2017 FORM MS-965 – SECTION 2
 WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2017	\$ 8,737.61	\$ -	\$ 8,737.61
Receipts:			
2. State allocation	93,276.45	-	93,276.45
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	474.12	-	474.12
2c. Miscellaneous	-	-	-
3. Total receipts	<u>93,750.57</u>	<u>-</u>	<u>93,750.57</u>
4. Total funds available	<u>102,488.18</u>	<u>-</u>	<u>102,488.18</u>
5. Expenditures (Section 1)	<u>83,993.82</u>	<u>-</u>	<u>83,993.82</u>
6. Balance, December 31, 2017	<u>\$ 18,494.36</u>	<u>\$ -</u>	<u>\$ 18,494.36</u>

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

TOWNSHIP OF GREENWOOD
 JUNIATA COUNTY
 LIQUID FUELS TAX FUND
 2017 FORM MS-965 – SECTION 3
 WITH ADJUSTMENTS

<u>Equipment Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Prior year equipment balance	\$ 8,737.61	\$ -	\$ 8,737.61
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	18,655.29	-	18,655.29
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	27,392.90	-	27,392.90
5. Less: Major equipment expenditures	19,407.29	-	19,407.29
6. Remainder	<u>7,985.61</u>	<u>-</u>	<u>7,985.61</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 7,985.61</u>	<u>\$ -</u>	<u>\$ 7,985.61</u>

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

TOWNSHIP OF GREENWOOD
 JUNIATA COUNTY
 LIQUID FUELS TAX FUND
 2018 FORM MS-965 – SECTION 1
 WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
Minor equipment purchases	\$ -	\$ -	\$ -
Computer/Computer related training	-	-	-
Major equipment purchases	-	19,367.86	19,367.86
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	-	1,770.81	1,770.81
Traffic control devices	-	278.75	278.75
Street lighting	-	-	-
Storm sewers and drains	-	561.60	561.60
Repairs of tools and machinery	-	3,280.78	3,280.78
Maintenance and repair of roads and bridges	-	55,617.64	55,617.64
Highway construction and rebuilding projects	-	6,167.40	6,167.40
Miscellaneous (Finding No. 2)	98,470.92	(87,044.84)	11,426.08
	<u>98,470.92</u>	<u>(87,044.84)</u>	<u>11,426.08</u>
Total (To Section 2, Line 5)	<u>\$ 98,470.92</u>	<u>\$ -</u>	<u>\$ 98,470.92</u>

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

TOWNSHIP OF GREENWOOD
 JUNIATA COUNTY
 LIQUID FUELS TAX FUND
 2018 FORM MS-965 – SECTION 2
 WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2018	\$ 18,494.36	\$ -	\$ 18,494.36
Receipts:			
2. State allocation	98,470.92	-	98,470.92
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	310.91	-	310.91
2c. Miscellaneous (Summary Of Prior Examination Recommendations)	12,029.20	-	12,029.20
3. Total receipts	<u>110,811.03</u>	<u>-</u>	<u>110,811.03</u>
4. Total funds available	<u>129,305.39</u>	<u>-</u>	<u>129,305.39</u>
5. Expenditures (Section 1)	<u>98,470.92</u>	<u>-</u>	<u>98,470.92</u>
6. Balance, December 31, 2018	<u><u>\$ 30,834.47</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 30,834.47</u></u>

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

TOWNSHIP OF GREENWOOD
 JUNIATA COUNTY
 LIQUID FUELS TAX FUND
 2018 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	\$ 7,985.61	\$ -	\$ 7,985.61
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	19,694.18	-	19,694.18
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	27,679.79	-	27,679.79
5. Less: Major equipment expenditures	<u>-</u>	<u>19,367.86</u>	<u>19,367.86</u>
6. Remainder	<u>27,679.79</u>	<u>(19,367.86)</u>	<u>8,311.93</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 27,679.79</u>	<u>\$ (19,367.86)</u>	<u>\$ 8,311.93</u>

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

TOWNSHIP OF GREENWOOD
 JUNIATA COUNTY
 LIQUID FUELS TAX FUND
 NOTES TO FORMS MS-965 WITH ADJUSTMENTS
 FOR THE PERIOD
 JANUARY 1, 2017 TO DECEMBER 31, 2018

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:

2014	2015/2016	2017	2018
\$10,300.00	\$10,500.00	\$10,700.00	\$10,900.00

- 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:

2014	2015/2016	2017	2018
\$10,300.00	\$10,500.00	\$10,700.00	\$10,900.00

- 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.
- 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.

TOWNSHIP OF GREENWOOD
JUNIATA COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

1. Criteria (Continued)

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.

Basis Of Accounting

The accompanying Forms MS-965 With Adjustments are prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation. Under this method, revenues are recognized when received and expenditures are recorded when paid.

TOWNSHIP OF GREENWOOD
JUNIATA COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

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 or savings bank's assets minus liabilities.

Deposits consist of receipts and deposits in financial institutions. 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, 2018. 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, 2018, consists of the following:

Cash	<u>\$30,834.47</u>
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TOWNSHIP OF GREENWOOD
JUNIATA COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in interest-bearing accounts which earned \$474.12 during 2017, and \$310.91 during 2018, thus providing additional funds for road maintenance and repairs.

4. Adjustments

2018 - Section 1

Adjustments were made to “Major equipment purchases,” “Winter maintenance services,” “Traffic control devices,” “Storm sewers and drains,” “Repairs of tools and machinery,” “Maintenance and repair of roads and bridges,” “Highway construction and rebuilding projects” and “Miscellaneous” because expenditures of \$87,044.84 were misclassified.

2018 - Section 3

An adjustment of \$19,367.86 was made to “Major equipment expenditures” to reflect the adjustment made to major equipment purchases in 2018 - Section 1.

5. Bank Loan

On August 25, 2015, the municipality purchased a Case 580SN backhoe/loader for \$82,758.85. The municipality made a down payment of \$45,000.00 from the Liquid Fuels Tax Fund. The municipality borrowed the remaining \$37,758.85 from CNH Industrial Capital for a term of four years at an interest rate of zero percent. Principal payments of \$9,439.72 are due annually. Prior years’ principal payments from the Liquid Fuels Tax Fund were \$9,439.72.

During the current examination period, the municipality paid principal of \$18,879.44 from the Liquid Fuels Tax Fund. This amount is reflected in major equipment purchases on the 2017 and 2018 Forms MS-965 - Section 1. The outstanding principal balance of the loan as of December 31, 2018, was \$9,439.69.

TOWNSHIP OF GREENWOOD
JUNIATA COUNTY
LIQUID FUELS TAX FUND
NOTES TO FORMS MS-965 WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

6. Lease-Purchase Agreement

On August 21, 2017, the municipality entered into a lease-purchase agreement with John Deere Financial to purchase a 2017 John Deere tractor/loader for \$45,648.86. The agreement was for a term of five years at an interest rate of 4.50 percent. Principal and interest payments of \$9,967.57 are due annually.

During the current examination period, the municipality paid principal of \$18,295.95 and interest of \$1,599.76 from the Liquid Fuels Tax Fund. These amounts are reflected in major equipment purchases on the 2017 and 2018 Forms MS-965 - Section 1. The outstanding balance of the lease-purchase agreement as of December 31, 2018, was \$27,352.91, plus interest.

7. Reimbursable Agreement

During our examination, we noted that the township entered into a reimbursement agreement with the Commonwealth of Pennsylvania for the reconstruction of a township bridge. As of December 31, 2018, \$53,648.00 was due the Liquid Fuels Tax Fund.

TOWNSHIP OF GREENWOOD
JUNIATA COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

**Finding No. 1 - Documentation For Price Quotations Was Not Available For Examination -
Recurring**

We cited the township for failing to maintain documentation for price quotations in our prior report for the period January 1, 2014 to December 31, 2016. Our current examination disclosed that the township expended \$12,139.00 during 2018 from the Liquid Fuels Tax Fund for the purchase of E-3 Emulsion, which is a road oil. The township was required to obtain three written or telephonic price quotations for this expenditure. However, documentation for price quotations was not available for examination.

The above expenditures was 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 during 2018 that exceed ten thousand dollars \$10,900.00 but are less than the amount in excess of \$20,100.00 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.

The thresholds for obtaining price quotations increased to purchases between \$11,100.00 and \$20,600.00 for 2019.

The failure to comply with *The Second Class Township Code* could result in the township having to reimburse \$12,139.00 to its Liquid Fuels Tax Fund.

TOWNSHIP OF GREENWOOD
JUNIATA COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

**Finding No. 1 - Documentation For Price Quotations Was Not Available For Examination -
Recurring (Continued)**

Recommendations

We recommend that the township reimburse \$12,139.00 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We again recommend that, in the future, the township complies with *The Second Class Township Code* as noted in this finding.

Management's Response

The township Secretary/Treasurer stated:

I started as Secretary in July of 2018. Any work prior to that was not my work and I cannot explain why it was done. I will discuss any and all findings with the board.

Auditor's Conclusion

This is a recurring finding. We strongly recommend that the municipality comply with our recommendations. During our next examination we will determine if the municipality complied with our recommendations.

TOWNSHIP OF GREENWOOD
JUNIATA COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

Finding No. 2 - Transfers To The General Fund For Anticipated Liquid Fuels Tax Fund Expenditures

Our examination disclosed that on April 16, 2018, the municipality transferred \$98,470.92 from the Liquid Fuels Tax Fund to the General Fund. As of that date, the General Fund had only incurred \$41,392.56 of Liquid Fuels Tax Fund related expenditures. The municipality used \$45,652.28 to pay permissible Liquid Fuels Tax Fund expenditures subsequent to April 16, 2018. Therefore, the amount transferred from the Liquid Fuels Tax Fund to the General Fund exceeded the expenditures incurred by \$11,426.08.

The practice of depositing liquid fuels money into any account other than the Liquid Fuels Tax Fund account in anticipation of future expenditures is contrary to the Act of June 1, 1956, P.L. (1955) 1944, 72 P.S. § 2615.5, known as the Liquid Fuels Tax Municipal Allocation Law, which states:

. . . each city, borough, town and township, shall . . . Establish and maintain a special fund into which the moneys [liquid fuels tax funds] . . . shall be deposited and into which no other moneys may be deposited or commingled . . .

Good internal accounting controls ensure that disbursements are made from the Liquid Fuels Tax Fund for only expenditures incurred. When Liquid Fuels Tax Fund money is commingled with the General Fund, or other funds, the potential for Liquid Fuels Tax Fund money to be used for unauthorized purposes increases significantly.

The failure to follow the Liquid Fuels Tax Municipal Allocation Law as noted above could result in the municipality having to reimburse \$11,426.08 to its Liquid Fuels Tax Fund.

Recommendations

We recommend that the municipality reimburse \$11,426.08 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that the municipality only disburse funds from the Liquid Fuels Tax Fund for expenditures incurred.

TOWNSHIP OF GREENWOOD
JUNIATA COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

Finding No. 2 - Transfers To The General Fund For Anticipated Liquid Fuels Tax Fund Expenditures (Continued)

Management's Response

The township Secretary/Treasurer stated:

I started as Secretary in July of 2018. Any work prior to that was not my work and I cannot explain why it was done. I will discuss any and all findings with the board.

Auditor's Conclusion

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

TOWNSHIP OF GREENWOOD
JUNIATA COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF PRIOR EXAMINATION RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

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 \$12,029.20 to its Liquid Fuels Tax Fund for a failure to maintain documentation for price quotations.

During our current examination we reviewed a letter dated April 2, 2018, from the Department of Transportation informing the municipality to reimburse \$12,029.20 to its Liquid Fuels Tax Fund. We noted that the municipality reimbursed this amount to its Liquid Fuels Tax Fund on September 17, 2018.

In our prior report we also recommended that the municipality comply with *The Second Class Township Code* by obtaining price quotations for all purchases between \$10,300.00 and \$19,100.00. The thresholds for obtaining price quotations increased to purchases between \$10,700.00 and 19,700.00 for 2017, \$10,900.00 and \$20,100.00 for 2018, and \$11,100.00 and \$20,600.00 for 2019.

During our current examination, we noted that the municipality did not comply with our recommendation (see Finding No.1).

TOWNSHIP OF GREENWOOD
JUNIATA COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF EXIT CONFERENCE
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

An exit conference was held September 4, 2019. Those participating were:

TOWNSHIP OF GREENWOOD

Ms. Bria M. Leister, Secretary/Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Mr. David R. Brown, Auditor

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

TOWNSHIP OF GREENWOOD
JUNIATA COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

This report was initially distributed to:

The Honorable Leslie Richards
Secretary
Department of Transportation

Township of Greenwood
Juniata County
P.O. Box 223
Richfield, PA 17086

The Honorable Gary Fronk
Chairman of the Board of Supervisors

Ms. Bria M. Leister
Secretary/Treasurer

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