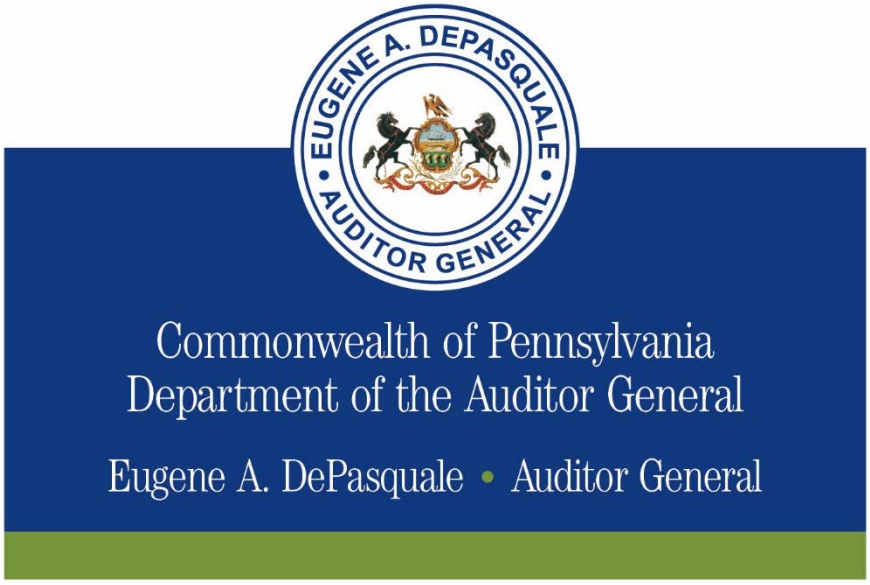
ATTESTATION ENGAGEMENT

Jefferson County
Pennsylvania
33-000
Liquid Fuels, Act 44, and Act 89 Tax Funds
For the Period
January 1, 2015 to December 31, 2016

January 2018



Commonwealth of Pennsylvania
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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-991 With Adjustments for the Liquid Fuels Tax Fund and the Reports of Act 44 and Act 89 Tax Funds With Adjustments of Jefferson County for the period January 1, 2015 to December 31, 2016. The county's management is responsible for presenting the Forms MS-991 and the Reports of Act 44 and Act 89 Tax Fund, in accordance with the criteria set forth in Note 1. Our responsibility is to express an opinion on the Forms MS-991 With Adjustments and the Reports of Act 44 and Act 89 Tax Funds 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-991 and Reports of Act 44 and Act 89 Tax Funds are in accordance with the criteria, in all material respects. An examination involves performing procedures to obtain evidence about the Forms MS-991 and Reports of Act 44 and Act 89 Tax Funds. 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-991 and Reports of Act 44 and Act 89 Tax Funds, 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 county's Liquid Fuels Tax Fund and Act 44 and Act 89 Tax Funds 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-991 With Adjustments and the Reports of Act 44 and Act 89 Tax Funds With Adjustments are made by the Department of the Auditor General.

In our opinion, the Forms MS-991 With Adjustments and the Reports of Act 44 and Act 89 Tax Funds With Adjustments present, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels, Act 44, and Act 89 Tax Funds of Jefferson County for the period January 1, 2015 to December 31, 2016, in accordance with the criteria set forth in Note 1.

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws or regulations that have a material effect on the Forms MS-991 and the Reports of Act 44 and Act 89 Tax Funds; 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-991 and the Reports of Act 44 and Act 89 Tax Funds. 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-991 and the Reports of Act 44 and Act 89 Tax Funds 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-991 and the Reports of Act 44 and Act 89 Tax Funds 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-991 and the Reports of Act 44 and Act 89 Tax Funds 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-991 and the Reports of Act 44 and Act 89 Tax Funds was for the limited purpose of expressing an opinion on whether the Forms MS-991 and the Reports of Act 44 and Act 89 Tax Funds 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.

As part of obtaining reasonable assurance about whether the Forms MS-991 and the Reports of Act 44 and Act 89 Tax Funds are free from material misstatement, we performed tests of Jefferson 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-991 and the Reports of Act 44 and Act 89 Tax Funds. However, providing an opinion on compliance with those provisions was not an objective of our engagement, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. However, we did note a matter that, while not required to be included in this report by *Government Auditing Standards*, has been included in the finding below:

- Nonpermissible Expenditure From The Act 44 Tax Fund.

The purpose of this report is to determine whether the county's Liquid Fuels Tax Fund, Act 44 Tax Fund, and Act 89 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 Jefferson 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.

January 19, 2018

Eugene A. DePasquale
Auditor General

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JEFFERSON COUNTY
LIQUID FUELS, ACT 44,
AND ACT 89 TAX FUNDS
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2016

Background

The Vehicle Code makes provisions and provides funding for County Liquid Fuels, Act 44, and Act 89 Programs. The Pennsylvania Department of Transportation has regulatory administration and oversight of the funds supporting these county programs. Counties are required to comply with those provisions and to report annually.

The Vehicle Code imposes a state tax on liquid fuels and fuels used or sold and delivered by distributors within the Commonwealth (75 Pa. C.S. § 9004(a)). One-half cent of the tax collected on each gallon of liquid fuels is deposited in the Commonwealth's Liquid Fuels Tax Fund. *The Vehicle Code* further provides for the disposition and use of this tax, including the allocations to counties in June and December of each year to fund construction, reconstruction, maintenance and repair of county roads, streets and bridges. The allocation to the respective counties is made in the ratio that the average amount returned to each county during the three preceding years bears to the average amount returned to all counties during the three preceding years (75 Pa C.S. § 9010).

The Vehicle Code, as amended by Act 44 of 2007 (July 18, 2007, P.L.169), requires the Pennsylvania Turnpike Commission to make annual contributions for the benefit of the Pennsylvania Department of Transportation's Motor License Fund, and further requires the Department of Transportation to distribute $5,000,000 of the annual contribution to counties (75 Pa. C.S. § 8915.6). The annual distribution to counties is determined based upon the ratio of square footage of deck area of a county's county-owned bridges to the total square footage of deck area of county-owned bridges throughout the Commonwealth. The reporting of the square footage of deck area of a county's county-owned bridges is required as part of the National Bridge Inspection Standards Program.

The Vehicle Code, as amended by Act 89 of 2013 (November 25, 2013, P.L. 974, No.89) provides for semi-annual allocations to all that own public bridges (75 Pa. C.S. § 9502(a)(2)(iv)). These allocations are made on the first business day of June and December each year. The Commonwealth allocates the funds available through Act 89 to counties based upon the ratio of square footage of deck area of a county's county-owned bridges to the total square footage of deck area of county-owned bridges throughout the Commonwealth. The reporting of the square footage of deck area of a county's county-owned bridges is required as part of the National Bridge Inspection Standards Program.

JEFFERSON COUNTY
LIQUID FUELS TAX FUND
2015 FORM MS-991 WITH ADJUSTMENTS

	Reported	Adjustments (Note 4)	Adjusted Amount
Balance, January 1, 2015	$ 186,918.42	$ -	$ 186,918.42
Receipts:			
State allocations	151,630.22	-	151,630.22
Interest (Note 3)	192.82	-	192.82
Reimbursable agreements	-	-	-
Miscellaneous (Note 5)	-	13,304.02	13,304.02
Total receipts	151,823.04	13,304.02	165,127.06
Total funds available	338,741.46	13,304.02	352,045.48
Expenditures:			
Construction	86,586.00	-	86,586.00
Maintenance and repair	19,390.56	-	19,390.56
Administrative	-	-	-
Grants to political subdivisions	-	-	-
Miscellaneous (Note 6)	683.20	13,304.02	13,987.22
Total expenditures	106,659.76	13,304.02	119,963.78
Balance, December 31, 2015	232,081.70	-	232,081.70
Unpaid encumbrances	133,738.75	-	133,738.75
Unencumbered balance, December 31, 2015	$ 98,342.95	$ -	$ 98,342.95

Notes To Forms MS-991 and Reports of Act 44 and Act 89 Tax Funds With Adjustments are an integral part of this report.

JEFFERSON COUNTY
LIQUID FUELS TAX FUND
2016 FORM MS-991 WITH ADJUSTMENTS

	Reported	Adjustments (Note 4)	Adjusted Amount
Balance, January 1, 2016	$ 232,081.70	$ -	$ 232,081.70
Receipts:			
State allocations	145,336.82	-	145,336.82
Interest (Note 3)	204.92	-	204.92
Reimbursable agreements	-	-	-
Miscellaneous (Note 5)	-	3,300.00	3,300.00
Total receipts	145,541.74	3,300.00	148,841.74
Total funds available	377,623.44	3,300.00	380,923.44
Expenditures:			
Construction	20,268.17	-	20,268.17
Maintenance and repair	129,182.12	-	129,182.12
Administrative	-	-	-
Grants to political subdivisions	10,000.00	-	10,000.00
Miscellaneous (Note 6)	1,545.65	3,300.00	4,845.65
Total expenditures	160,995.94	3,300.00	164,295.94
Balance, December 31, 2016	216,627.50	-	216,627.50
Unpaid encumbrances (Note 7)	95,000.00	-	95,000.00
Unencumbered balance, December 31, 2016	$ 121,627.50	$ -	$ 121,627.50

Notes To Forms MS-991 and Reports of Act 44 and Act 89 Tax Funds With Adjustments are an integral part of this report.

JEFFERSON COUNTY
LIQUID FUELS TAX FUND
2015 REPORT OF ACT 44 TAX FUND
WITH ADJUSTMENTS

	Reported	Adjustments (Note 4)	Adjusted Amount
Balance, January 1, 2015	$ 63,393.87	$ (6.00)	$ 63,387.87
Receipts:			
Act 44 Funds	-	-	-
Interest (Note 3)	25.00	-	25.00
Reimbursable agreements	-	-	-
Miscellaneous (Refund for bank service charge)	-	6.00	6.00
Total receipts	25.00	6.00	31.00
Total funds available	63,418.87	-	63,418.87
Expenditures:			
Construction	-	-	-
Maintenance and repair	13,304.02		13,304.02
Miscellaneous	-	-	-
Total expenditures	13,304.02	-	13,304.02
Balance, December 31, 2015	$ 50,114.85	$ -	$ 50,114.85

Notes To Forms MS-991 and Reports of Act 44 and Act 89 Tax Funds With Adjustments are an integral part of this report.

JEFFERSON COUNTY
LIQUID FUELS TAX FUND
2016 REPORT OF ACT 44 TAX FUND
WITH ADJUSTMENTS

	Reported	Adjustments	Adjusted Amount
Balance, January 1, 2016	$ 50,114.85	$ -	$ 50,114.85
Receipts:			
Act 44 Funds	125,340.42	-	125,340.42
Interest (Note 3)	50.86	-	50.86
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	125,391.28	-	125,391.28
Total funds available	175,506.13	-	175,506.13
Expenditures:			
Construction	-	-	-
Maintenance and repair	3,300.00	-	3,300.00
Miscellaneous	-	-	-
Total expenditures	3,300.00	-	3,300.00
Balance, December 31, 2016	$ 172,206.13	$ -	$ 172,206.13

Notes To Forms MS-991 and Reports of Act 44 and Act 89 Tax Funds With Adjustments are an integral part of this report.

JEFFERSON COUNTY
LIQUID FUELS TAX FUND
2015 REPORT OF ACT 89 TAX FUND
WITH ADJUSTMENTS

	Reported	Adjustments	Adjusted Amount
Balance, January 1, 2015	$ 45,103.20	$ -	$ 45,103.20
Receipts:			
Act 89 Funds	99,761.12	-	99,761.12
Interest (Note 3)	33.65	-	33.65
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	99,794.77	-	99,794.77
Total funds available	144,897.97	-	144,897.97
Expenditures:			
Construction	-	-	-
Maintenance and repair	-	-	-
Miscellaneous	-	-	-
Total expenditures	-	-	-
Balance, December 31, 2015	$ 144,897.97	$ -	$ 144,897.97

Notes To Forms MS-991 and Reports of Act 44 and Act 89 Tax Funds With Adjustments are an integral part of this report.

JEFFERSON COUNTY
LIQUID FUELS TAX FUND
2016 REPORT OF ACT 89 TAX FUND
WITH ADJUSTMENTS

	Reported	Adjustments	Adjusted Amount
Balance, January 1, 2016	$ 144,897.97	$ -	$ 144,897.97
Receipts:			
Act 89 Funds	109,280.99	-	109,280.99
Interest (Note 3)	80.45	-	80.45
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	109,361.44	-	109,361.44
Total funds available	254,259.41	-	254,259.41
Expenditures:			
Construction	-	-	-
Maintenance and repair	-	-	-
Miscellaneous	-	-	-
Total expenditures	-	-	-
Balance, December 31, 2016	$ 254,259.41	$ -	$ 254,259.41

Notes To Forms MS-991 and Reports of Act 44 and Act 89 Tax Funds With Adjustments are an integral part of this report.

JEFFERSON COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
NOTES TO FORMS MS-991 AND REPORTS OF
ACT 44 AND ACT 89 TAX FUNDS WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2016

1. Criteria

A. *The Vehicle Code* prescribes criteria for liquid fuels program funds (75 Pa C.S. § 9010). The Pennsylvania Department of Transportation's *Publication 9* provides more specific policies and procedures to counties for the administration and reporting of the liquid fuels program funds. In the event of any discrepancies between the two, the legislation governs.

(1) Funds received by the counties must be deposited in a special fund designated as the County Liquid Fuels Tax Fund and no other money may be deposited and commingled. Money should be invested to earn interest until expended.

- For purposes of payments under (2), below, the county may borrow and place in the special fund money not in excess of the liquid fuels tax funds to be received during the current calendar year.

(2) Payments from the special fund may be used for:

- construction, reconstruction, maintenance and repair of roads, highways, bridges and curb ramps from a road or highway to provide for access by individuals with disabilities consistent with Federal and State law;

- property damages and compensation of viewers for services in eminent domain proceedings involving roads, highways, and bridges;

- construction, reconstruction, operation and maintenance of publicly owned ferryboat operations;

- interest and principal payments on road, bridge, or publicly owned ferryboat operation bonds or sinking fund charges;

- acquisition, maintenance, repair and operation of traffic signs and signals;

- erection and maintenance of stop and go signal lights, blinkers and other like traffic control devices;

- indirect costs, including benefit costs, overhead and other administrative charges for those county employees directly engaged in eligible projects, not to exceed 10 percent of the yearly allocation to the county; and

1. Criteria (Continued)

- individual vehicle liability insurance for equipment purchased under the fund, not to exceed 10 percent of the yearly allocation to the county.

(3) Counties may not make expenditures from the special fund for new construction on roads, bridges, curb ramps, or publicly owned ferryboat operations without the approval of the plans for construction by the Pennsylvania Department of Transportation. And, counties may not allocate money from the special fund to political subdivisions within the county until the application and the contracts or plans for the proposed expenditures have been made on a form prescribed by the Pennsylvania Department of Transportation.

(4) Counties may encumber current funds for future road and bridge construction, reconstruction, and maintenance projects including viable municipal projects. Counties must redistribute any unencumbered balance in the special fund to political subdivisions if the unencumbered balance is more than the county's receipts during the preceding twelve month period.

(5) Counties must submit a report to the Pennsylvania Department of Transportation by January 31 for the period ending December 31 on prescribed Form MS-991, The Report of County Liquid Fuels Tax Fund, showing the receipts and expenditures of the money received by the county from the Commonwealth. Upon failure to file the report or instances of any non-compliant payments, allocations, or expenditures, the Pennsylvania Department of Transportation may withhold further funding until the delinquent report is filed, the money is allocated, or the expenditures for the prior 12 months are approved.

B. *The Vehicle Code*, as amended by Act 44 of 2007 (July 18, 2007, P.L. 169), prescribes the Pennsylvania Department of Transportation with oversight authority of the Act 44 funds distributed to the counties from the Pennsylvania Turnpike Commission's annual contribution of $5,000,000 to the Commonwealth's Motor License Fund. The County's Act 44 Tax Fund is used to account for the distribution made to the county from the Department of Transportation and the payments made for construction and maintenance of county-owned bridges.

1. Criteria (Continued)

(1) Funds received by the counties must be deposited in a special fund designated as the County Act 44 Fund and no other money may be deposited and commingled. (Note: Act 44 and Act 89 Funds may be deposited in a single account. However, the county must account for these funds independently for auditing). Money should be invested to earn interest until expended.

- For purposes of payments under (2), below, the county may borrow and place in the special fund money not in excess of the liquid fuels tax funds to be received during the current calendar year.

(2) Payments from the special fund may be used for:

- Construction, reconstruction, maintenance, and repair of public bridges for which the county is legally responsible.

- Interest and principal payments on bridge loans and bonds or sinking fund charges for such bonds becoming due within that current calendar year.

- County Engineer's salary and benefit costs for bridge work (that portion of the total calculated to be relevant to bridge work only).

- Engineering fees related to bridge work (fees in excess of 10% of the total contract price must be documented and justified to the satisfaction of the District Municipal Services Office).

- Liability insurance for bridge equipment and vehicles when the named beneficiary is the entity’s Act 44 Fund.

- Inspection costs associated with bridges.

- Purchase of right-of-way for bridge construction, reconstruction, or maintenance.

1. Criteria (Continued)

(3) For bridge maintenance/preservation activities, the county must confer with a District Municipal Services Representative to determine if Department of Transportation approval is required. All rehabilitations, replacements or any other work that affects the carrying capacity of the structure or the waterway areas requires the approval of the Department of Transportation.

(4) In order to receive Act 44 funds as scheduled, each county must submit an annual report showing the receipts and expenditures for the preceding 12 months. The use of the funds must be in compliance with the Act. Failure to do so may result in the county's not receiving allocations until such deficiencies are resolved.

C. *The Vehicle Code*, as amended by Act 89 of 2013 (November 25, 2013, P.L. 169), prescribes the Pennsylvania Department of Transportation with oversight authority of the Act 89 funds distributed to the counties from the Department of Transportation. The County's Act 89 Tax Fund is used to account for the distribution made to the county from the Department of Transportation and the payments made for construction and maintenance of county-owned bridges.

(1) Funds received by the counties must be deposited in a special fund designated as the County Act 89 Fund and no other money may be deposited and commingled. (Note: Act 89 and Act 44 Funds may be deposited in a single account. However, the county must account for these funds independently for auditing). Money should be invested to earn interest until expended.

- For purposes of payments under (2), below, the county may borrow and place in the special fund money not in excess of the liquid fuels tax funds to be received during the current calendar year.

(2) Payments from the special fund may be used for:

- Construction, reconstruction, maintenance, and repair of public bridges for which the county is legally responsible.

- Interest and principal payments on bridge loans and bonds or sinking fund charges for such bonds becoming due within that current calendar year.

- County Engineer's salary and benefit costs for bridge work (that portion of the total calculated to be relevant to bridge work only).

1. Criteria (Continued)

- Engineering fees related to bridge work (fees in excess of 10% of the total contract price must be documented and justified to the satisfaction of the District Municipal Services Office).

- Liability insurance for bridge equipment and vehicles when the named beneficiary is the entity's Act 89 Fund.

- Inspection costs associated with bridges.

- Purchase of right-of-way for bridge construction, reconstruction, or maintenance.

(3) For bridge maintenance/preservation activities, the county must confer with a District Municipal Services Representative to determine if Department of Transportation approval is required. All rehabilitations, replacements or any other work that affects the carrying capacity of the structure or the waterway areas requires the approval of the Department of Transportation.

(4) In order to receive Act 89 funds as scheduled, each county must submit an annual report showing the receipts and expenditures for the preceding 12 months. The use of the funds must be in compliance with the Act. Failure to do so may result in the county's not receiving allocations until such deficiencies are resolved.

Basis Of Presentation

In accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation, the Report of County Liquid Fuels Tax Fund With Adjustments and the Reports of Act 44 and Act 89 Tax Funds With Adjustments do not constitute complete financial presentations of the county's assets, liabilities, expenses, and fund balance but include the receipts, expenditures, and fund balances of the County Liquid Fuels Tax Fund and the County Act 44 and Act 89 Tax Funds, respectively.

1. Criteria (Continued)

The Pennsylvania Department of Transportation prescribes that the county report the following on the Form MS-991, *Report of County Liquid Fuels Tax Fund*:

A. The balance in the County Liquid Fuels Tax Fund at the beginning of the report calendar year.

B. Receipts which must be itemized and include the County's Liquid Fuels Tax Fund allocations, interest, reimbursable agreements, and miscellaneous items such as loans, sale of salvageable material, and damage claims to road or bridge property.

   Refer to the related Notes: Note 3, Interest Earnings; and Note 5, Miscellaneous Receipts.

C. Accounts receivable (to be realized within 60 days of the year end).

D. Total Liquid Fuels Tax funds available for expenditure and encumbrances.

E. Expenditures for county-owned roads, highways, and bridges.

   Refer to the related Note: Note 6, Miscellaneous Expenditures.

F. Accounts payable (accrued wages, accrued payroll taxes, and accounts payable vendors to be realized within 60 days of the year end).

G. The balance in the fund at the close of the report calendar year.

H. Encumbered and unencumbered balances on hand at the close of the report calendar year.

   Refer to the related Note: Note 7, Encumbrances.

The Pennsylvania Department of Transportation prescribes that the county report the following on the Reports Of Act 44 Tax Fund and Act 89 Tax Fund:

A. The balance in the County Act 44 and Act 89 Tax Fund at the beginning of the report calendar year.

1. Criteria (Continued)

B. Receipts which must be itemized and include the County's Act 44 and Act 89 allocations, interest, reimbursable agreements, and miscellaneous items such as loans, sale of salvageable material, and damage claims to road or bridge property.

Refer to the related Note: Note 3, Interest Earnings.

C. Total Liquid Fuels Tax funds available for expenditure and encumbrances.

D. Expenditures for county-owned bridges.

E. The balance in the fund at the close of the report calendar year.

2. Deposits

The County Code, Title 16 P.S § 17067, authorizes the county 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 a financial institution. Pennsylvania statutes require all deposits to be insured and, for any amount above the insured maximum, to be secured with approved collateral as defined.

2. Deposits (Continued)

There were no deposits exposed to custodial credit risk as of December 31, 2016. Custodial credit risk, as defined by GASB No. 40, 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 county's name.

Fund Balance

The fund balance for the Liquid Fuels Tax Fund as of December 31, 2016, consists of the following:

Cash	$216,627.50

The fund balance for the Act 44 Tax Fund as of December 31, 2016, consists of the following:

Cash	$172,206.13

The fund balance for the Act 89 Tax Fund as of December 31, 2016, consists of the following:

Cash	$254,259.41

3. Interest Earnings

Our examination disclosed that the county deposited idle liquid fuels tax money in an interest-bearing account which earned $192.82 during 2015 and $204.92 during 2016, thus providing additional funds for road maintenance and repairs.

Additionally, the county deposited idle Act 44 tax money in an interest-bearing account which earned $25.00 during 2015 and 50.86 during 2016, thus providing additional funds for bridge maintenance and repairs.

Additionally, the county deposited idle Act 89 tax money in an interest-bearing account which earned $33.65 during 2015 and $80.45 during 2016, thus providing additional funds for bridge maintenance and repairs.

4. Adjustments

2015 Form MS-991

An adjustment of $13,304.02 was made to “Miscellaneous” because these receipts were understated.

An adjustment of $13,304.02 was made to "Miscellaneous” because these expenditures were understated.

2016 Form MS-991

An adjustment of $3,300.00 was made to “Miscellaneous” because these receipts were understated.

An adjustment of $3,300.00 was made to “Miscellaneous” because these expenditures were understated.

2015 Report of Act 44 Tax Fund

An adjustment of $(6.00) was made to “Balance, January 1, 2015” because of prior report adjustments that were not carried forward in the Act 44 fund balance.

An adjustment of $6.00 was made to “Miscellaneous” because these receipts were understated.

5. Miscellaneous Receipts

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

Source	Description	2015	2016
Act 44 Fund	Reimbursement for Act 44 expenses	$13,304.02	$3,300.00

6. Miscellaneous Expenditures

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

Payee	Description	2015	2016
Vendor	Legal advertisements	$ 433.20	$ 1,267.96
Route 119 Improvement Committee	Yearly payment	250.00	250.00
Vendors	Act 44 Fund expenses	13,304.02	3,300.00
Commonwealth of Pennsylvania	Bureau of unclaimed property	-	27.69
Totals		$13,987.22	$4,845.65

7. Encumbrances

As of December 31, 2016, $95,000.00 was encumbered for a county project.

Finding - Nonpermissible Expenditure From The Act 44 Tax Fund

Our examination disclosed that the county expended $3,300.00 during 2016 from the Act 44 Tax Fund for the repair of a county owned road, which is a nonpermissible expenditure, because Act 44 Tax Fund money may only be used for bridge related work.

The Department of Transportation's *Publication 9*, Chapter Four, Section 4.6.6.3, states:

> Unacceptable Expenditures (For County Act 44 Tax Funds)
>
> 1. County- or municipal-owned roadways.

The Department of Transportation has been statutorily authorized to promulgate regulations concerning the administration of Act 44 Fund money and has determined that certain items, including the repair of county roads, is outside the scope of permissible expenditures.

The failure to comply with the Department of Transportation's *Publication 9* could result in the county having to reimburse $3,300.00 to its Act 44 Tax Fund.

Recommendations

We recommend that the county reimburse $3,300.00 to its Act 44 Tax Fund upon official notification by the Department of Transportation.

We further recommend that, in the future, the county complies with the Department of Transportation's *Publication 9*.

Management's Response

The county officials stated:

> We agree with the finding and will be taking the necessary steps to fix the finding.

Auditor's Conclusion

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

JEFFERSON COUNTY
LIQUID FUELS, ACT 44,
AND ACT 89 TAX FUNDS
SUMMARY OF EXIT CONFERENCE
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2016

An exit conference was held November 2, 2017. Those participating were:

JEFFERSON COUNTY

Mrs. Karen L. Lupone, Chief Clerk

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Christopher Heglen, Audit Supervisor

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

JEFFERSON COUNTY
LIQUID FUELS, ACT 44,
AND ACT 89 TAX FUNDS
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2016

This report was initially distributed to:

The Honorable Leslie Richards
Secretary
Department of Transportation

Jefferson County
155 Main Street
Jefferson Place
Brookville, PA 15825-1295

The Honorable John D. Matson
Chairman of the Board of Commissioners

Ms. Veronica A. McNutt
Director of Finance

Mrs. Karen L. Lupone
Chief Clerk

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