



**BOROUGH OF NORWOOD  
DELAWARE COUNTY  
23-417**

**LIQUID FUELS TAX FUND  
EXAMINATION REPORT**

**FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011**

**COMMONWEALTH OF PENNSYLVANIA**

**EUGENE A. DEPASQUALE - AUDITOR GENERAL**

**DEPARTMENT OF THE AUDITOR GENERAL**



Commonwealth of Pennsylvania  
Department of the Auditor General  
Harrisburg, PA 17120-0018  
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**EUGENE A. DePASQUALE**  
**AUDITOR GENERAL**

### Independent Auditor's Report

The Honorable Barry J. Schoch, P.E.  
Secretary  
Department of Transportation  
Harrisburg, PA 17120

We examined the accompanying Forms MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Borough of Norwood, Delaware County, for the period January 1, 2009 to 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 Borough of Norwood, Delaware County's Forms MS-965 for the period January 1, 2009 to 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 borough expended \$9,009.00 from its Liquid Fuels Tax Fund in excess of the approved amount for road project No. 11-23417-01CA.

In our opinion, except for the matter discussed in the preceding paragraph, the Forms MS-965 With Adjustments present, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund of the Borough of Norwood, Delaware County, for the period January 1, 2009 to 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 Borough of Norwood, Delaware 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 Borough of Norwood, Delaware County's Forms MS-965 that is more than inconsequential will not be prevented or detected by the Borough of Norwood, Delaware County's internal control.

A material weakness is a significant deficiency or combination of significant deficiencies that results in more than a remote likelihood that a material misstatement of the Forms MS-965 will not be prevented or detected by the Borough of Norwood, Delaware County's internal control.

Independent Auditor's Report (Continued)

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

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

- Liquid Fuels Money Overexpended On Project.
- Liquid Fuels Allocation Deposited Into The General Fund.

We also noted an other matter that, while not required to be included in this report by *Government Auditing Standards*, have been included in the finding below:

- Late Receipt Of Allocations.

We are concerned in light of the municipality's failure to correct previously reported findings regarding the overexpenditure of Liquid Fuels Tax Fund money on projects and late receipt of allocations. During our current examination the municipality overexpended Liquid Fuels Tax Fund money on a project, deposited Liquid Fuels Tax Fund money into its General Fund, and received its Liquid Fuels Tax Fund allocation late. The municipality should strive to implement the recommendations and corrective actions noted in this report.

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



**EUGENE A. DEPASQUALE**  
Auditor General

March 1, 2013

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BOROUGH OF NORWOOD  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2009 TO 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.

BOROUGH OF NORWOOD  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2009 FORM MS-965 – SECTION 1  
 WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
Major equipment purchases	\$ -	\$ 11,949.16	\$ 11,949.16
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	16,384.66	(15,163.68)	1,220.98
Winter maintenance services	-	3,214.52	3,214.52
Traffic control devices	2,618.75	-	2,618.75
Street lighting	20,568.11	-	20,568.11
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	13,126.63	-	13,126.63
Highway construction and rebuilding projects	54,301.85	-	54,301.85
Miscellaneous	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total (To Section 2, Line 5)	<u>\$ 107,000.00</u>	<u>\$ -</u>	<u>\$ 107,000.00</u>

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

BOROUGH OF NORWOOD  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2009 FORM MS-965 – SECTION 2  
 WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2009	\$ 4,418.13	\$ (3,753.89)	\$ 664.24
Receipts:			
2. State allocation	106,328.46	-	106,328.46
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	198.58	-	198.58
2c. Miscellaneous	-	-	-
3. Total receipts	<u>106,527.04</u>	<u>-</u>	<u>106,527.04</u>
4. Total funds available	<u>110,945.17</u>	<u>(3,753.89)</u>	<u>107,191.28</u>
5. Expenditures (Section 1)	<u>107,000.00</u>	<u>-</u>	<u>107,000.00</u>
6. Balance, December 31, 2009	<u><u>\$ 3,945.17</u></u>	<u><u>\$ (3,753.89)</u></u>	<u><u>\$ 191.28</u></u>

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



BOROUGH OF NORWOOD  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2009 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	\$ 4,418.13	\$ (3,753.89)	\$ 664.24
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	21,265.69	-	21,265.69
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	25,683.82	(3,753.89)	21,929.93
5. Less: Major equipment expenditures	-	11,949.16	11,949.16
6. Remainder	<u>25,683.82</u>	<u>(15,703.05)</u>	<u>9,980.77</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 3,945.17</u>	<u>\$ (3,753.89)</u>	<u>\$ 191.28</u>

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

BOROUGH OF NORWOOD  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2010 FORM MS-965 – SECTION 1  
 WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Major equipment purchases	\$ -	\$ -	\$ -
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	1,300.53	-	1,300.53
Winter maintenance services	15,500.70	-	15,500.70
Traffic control devices	2,359.95	-	2,359.95
Street lighting	22,017.82	-	22,017.82
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	23,359.50	-	23,359.50
Highway construction and rebuilding projects	71,023.40	-	71,023.40
Miscellaneous	-	-	-
	<hr/>	<hr/>	<hr/>
Total (To Section 2, Line 5)	<u>\$ 135,561.90</u>	<u>\$ -</u>	<u>\$ 135,561.90</u>

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

BOROUGH OF NORWOOD  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2010 FORM MS-965 – SECTION 2  
 WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2010	\$ 191.28	\$ -	\$ 191.28
Receipts:			
2. State allocation	102,226.74	-	102,226.74
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	45.79	-	45.79
2c. Miscellaneous (Note 5)	34,424.21	3,753.89	38,178.10
3. Total receipts	<u>136,696.74</u>	<u>3,753.89</u>	<u>140,450.63</u>
4. Total funds available	<u>136,888.02</u>	<u>3,753.89</u>	<u>140,641.91</u>
5. Expenditures (Section 1)	<u>135,561.90</u>	<u>-</u>	<u>135,561.90</u>
6. Balance, December 31, 2010	<u><u>\$ 1,326.12</u></u>	<u><u>\$ 3,753.89</u></u>	<u><u>\$ 5,080.01</u></u>

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

BOROUGH OF NORWOOD  
 DELAWARE 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 Amount</u>
1. Prior year equipment balance	\$ 191.28	\$ -	\$ 191.28
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	20,445.35	-	20,445.35
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	20,636.63	-	20,636.63
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>20,636.63</u>	<u>-</u>	<u>20,636.63</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 1,326.12</u>	<u>\$ 3,753.89</u>	<u>\$ 5,080.01</u>

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

BOROUGH OF NORWOOD  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2011 FORM MS-965 – SECTION 1  
 WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
Major equipment purchases	\$ -	\$ 11,949.16	\$ 11,949.16
Minor equipment purchases	-	-	-
Computer/Computer related training	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	11,949.16	(11,949.16)	-
Winter maintenance services	-	-	-
Traffic control devices	11,313.53	-	11,313.53
Street lighting	15,289.70	2,454.46	17,744.16
Storm sewers and drains	-	-	-
Repairs of tools and machinery	2,426.80	-	2,426.80
Maintenance and repair of roads and bridges	1,939.30	-	1,939.30
Highway construction and rebuilding projects	67,713.92	1,381.00	69,094.92
Miscellaneous	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total (To Section 2, Line 5)	<u>\$ 110,632.41</u>	<u>\$ 3,835.46</u>	<u>\$ 114,467.87</u>

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

BOROUGH OF NORWOOD  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2011 FORM MS-965 – SECTION 2  
 WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments (Note 4)</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2011	\$ 1,326.12	\$ 3,753.89	\$ 5,080.01
Receipts:			
2. State allocation	104,807.04	-	104,807.04
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	10.17	-	10.17
2c. Miscellaneous (Note 5)	4,600.00	-	4,600.00
3. Total receipts	<u>109,417.21</u>	<u>-</u>	<u>109,417.21</u>
4. Total funds available	<u>110,743.33</u>	<u>3,753.89</u>	<u>114,497.22</u>
5. Expenditures (Section 1)	<u>110,632.41</u>	<u>3,835.46</u>	<u>114,467.87</u>
6. Balance, December 31, 2011	<u>\$ 110.92</u>	<u>\$ (81.57)</u>	<u>\$ 29.35</u>

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

BOROUGH OF NORWOOD  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 2011 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	\$ 1,326.12	\$ 3,753.89	\$ 5,080.01
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	20,961.41	-	20,961.41
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	22,287.53	3,753.89	26,041.42
5. Less: Major equipment expenditures	-	11,949.16	11,949.16
6. Remainder	<u>22,287.53</u>	<u>(8,195.27)</u>	<u>14,092.26</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 110.92</u>	<u>\$ (81.57)</u>	<u>\$ 29.35</u>

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

BOROUGH OF NORWOOD  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2009 TO 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.



BOROUGH OF NORWOOD  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2009 TO 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.

BOROUGH OF NORWOOD  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2009 TO 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 Borough Code*, Title 53 P.S § 46316, authorizes the borough 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.

BOROUGH OF NORWOOD  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

2. Deposits (Continued)

Fund Balance

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

Cash	\$29.35
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3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in an interest-bearing account which earned \$198.58 during 2009, \$45.79 during 2010, and \$10.17 during 2011, thus providing additional funds for road maintenance and repairs.

4. Adjustments

2009 - Section 1

Adjustments were made to “Major equipment purchases,” “Cleaning streets and gutters,” and “Winter maintenance services” because expenditures of \$15,163.68 were misclassified.

2009 - Section 2

An adjustment of \$(3,753.89) was made to “Balance, January 1, 2009” because of prior report adjustments that were not carried forward in the fund balance.

2009 - Section 3

An adjustment of \$(3,753.89) was made to “Prior year equipment balance” because of prior report adjustments that were not carried forward in the equipment balance.

An adjustment of \$11,949.16 was made to “Major equipment expenditures” to reflect the adjustment made to major equipment purchases in 2009 - Section 1.

2010 - Section 2

An adjustment of \$3,753.89 was made to “Miscellaneous” because a reimbursement from the General Fund was not reported.

BOROUGH OF NORWOOD  
 DELAWARE COUNTY  
 LIQUID FUELS TAX FUND  
 NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
 FOR THE PERIOD  
 JANUARY 1, 2009 TO DECEMBER 31, 2011

4. Adjustments (Continued)

2011 - Section 1

Adjustments were made to “Major equipment purchases” and “Cleaning streets and gutters” because expenditures of \$11,949.16 were misclassified.

An adjustment of \$2,454.46 was made to “Street lighting” because these expenditures were understated.

An adjustment of \$1,381.00 was made to “Highway construction and rebuilding projects” because these expenditures were understated.

2011 - Section 2

An adjustment of \$3,753.89 was made to “Balance, January 1, 2011” to reflect the adjustment made to the fund balance in 2010 - Section 2.

2011 - Section 3

An adjustment of \$3,753.89 was made to “Prior year equipment balance” to reflect the adjustment made to the equipment balance in 2010 - Section 3.

An adjustment of \$11,949.16 was made to “Major equipment expenditures” to reflect the adjustment made to major equipment purchases in 2011 - Section 1.

5. Miscellaneous Receipts

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

<u>Source</u>	<u>Description</u>	<u>2010</u>	<u>2011</u>
General Fund	Reimbursement (Comment)	\$34,424.21	\$ -
General Fund	Grant	3,753.89	2,400.00
Borough of Glenolden	Reimbursement for its portion of patching	-	2,200.00
Totals		<u>\$38,178.10</u>	<u>\$4,600.00</u>

BOROUGH OF NORWOOD  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
NOTES TO FORMS MS-965 WITH ADJUSTMENTS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

6. Lease-Purchase Agreement

On May 16, 2007, the Borough of Norwood and the Borough of Glenolden entered into a lease-purchase agreement with Old National Bank Leasing to jointly purchase a new street sweeper for \$105,063.00. The agreement was for a term of five years at an interest rate of 5.56 percent. Principal and interest payments of \$23,898.33 are due yearly and equally shared between the boroughs. A one time credit of \$4,517.41 was applied to the first payment because of a change in the specifications of the street sweeper, reducing the principal amount to be repaid to \$100,545.59. Prior years' principal and interest payments from the Liquid Fuels Tax Fund were \$18,084.45 and \$3,555.18, respectively. Additionally, the Borough of Glenolden paid principal of \$18,084.44 and interest of \$3,555.19.

During the current examination period the borough paid principal of \$21,469.45 and interest of \$2,428.87 from the Liquid Fuels Tax Fund. These amounts are reflected in major equipment purchases on the 2009 and 2011 Forms MS-965 - Section 1. Additionally, the municipality paid principal of \$10,718.90 and interest of \$1,230.26 from the General Fund. Furthermore, the Borough of Glenolden paid principal of \$32,188.35 and interest of \$3,659.13. The lease-purchase agreement was paid-in-full on October 17, 2011.

BOROUGH OF NORWOOD  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 1 - Liquid Fuels Money Overexpended On Project

Our examination disclosed that the municipality expended \$69,094.92 of Liquid Fuels Tax Fund money on construction project No. 11-23417-01CA. However, the amount approved to be expended from the Liquid Fuels Tax Fund for this project was \$60,085.92. The difference of \$9,009.00 should have been paid directly from the General Fund.

The Department of Transportation's Regulations do not permit a municipality to expend Liquid Fuels Tax Fund money in excess of the amount approved on Municipal Services Completion Report Form MS-999.

The failure to comply with the Department of Transportation's Regulations could result in the municipality having to reimburse \$9,009.00 to its Liquid Fuels Tax Fund.

A similar finding was also written in our prior report.

Recommendations

We recommend that the municipality reimburse \$9,009.00 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We again recommend that, in the future, the municipality expend only the approved amount of Liquid Fuels Tax Fund money on road construction projects.

Management's Response

The borough manager stated:

We agree with the finding and steps have been taken to correct these deficiencies in subsequent years.

Auditor's Conclusion

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

BOROUGH OF NORWOOD  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 2 - Liquid Fuels Allocation Deposited Into The General Fund

Our examination disclosed that the municipality deposited its 2011 Liquid Fuels Tax Fund allocation of \$104,807.04 into its General Fund on May 25, 2011, which is in noncompliance with the Liquid Fuels Tax Municipal Allocation Law.

The practice of depositing liquid fuels money into any account other than the Liquid Fuels Tax Fund account 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 . . .

The risk that Liquid Fuels Tax Fund money may be used for unauthorized purposes increases when liquid fuels money is commingled with other funds.

On June 21, 2011, the municipality reimbursed \$104,807.04 to the Liquid Fuels Tax Fund.

Recommendation

We recommend that, in the future, the municipality deposit all liquid fuels tax money promptly into the Liquid Fuels Tax Fund.

Management's Response

The borough manager stated:

We agree with the finding and steps have been taken to correct these deficiencies in subsequent years.

Auditor's Conclusion

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

BOROUGH OF NORWOOD  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 3 - Late Receipt Of Allocations

Our examination disclosed that the 2009 and 2011 Liquid Fuels Tax Fund allocations of \$106,328.46 and \$104,807.04, respectively, which should have been distributed from the Department of Transportation to the municipality during the first week of April of each year, were not received until May 5, 2009, and May 25, 2011, respectively, because the municipality failed to comply with the Department of Transportation's *Publication 9*, Chapter Two, Section 2.4, which states:

To qualify for the annual liquid fuels tax allocation, a municipality shall:

- Submit annual reports (MS-965, Actual Use Report, MS-965P, Project and Miscellaneous Receipts, and MS-965S, Record of Checks).
- Make deposits and payments or expenditures in compliance with the Act 655. Failure to do so may result in not receiving allocations from PENNDOT until all discrepancies are resolved.
- Submit the Pennsylvania Department of Community and Economic Development's (DCED) Report of Elected and Appointed Officials by January 31<sup>st</sup> and the Survey of Financial Condition by March 15<sup>th</sup>.
- Ensure resolution of all Contractor Responsibility Program (CRP) holds and blocks imposed by the Department of Revenue and the Department of Labor and Industry.

Because the municipality failed to file documents and information timely as noted above, the municipality did not have use of the 2009 allocation for one month and the 2011 allocation for almost two months. Furthermore, had the allocations been received timely, money may have been available for investment purposes, potentially earning interest income which could have been used for road maintenance and repairs.

A similar finding was also written in our prior report.

Recommendation

We again recommend that, in the future, the municipality comply with the Department of Transportation's *Publication 9* to ensure that the allocations are received during the first week in April as outlined above.



BOROUGH OF NORWOOD  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

Finding No. 3 - Late Receipt Of Allocations (Continued)

Management's Response

The borough manager stated:

We agree with the finding and steps have been taken to correct these deficiencies in subsequent years.

Auditor's Conclusion

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

BOROUGH OF NORWOOD  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
COMMENTS  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

Comment - Summary Of Prior Examination Recommendation

In our prior report we recommended that the Department of Transportation review our examination findings to determine if the municipality should reimburse \$35,251.00 to its Liquid Fuels Tax Fund. This amount consists of \$19,995.00 for failure to obtain project approval and \$15,256.00 for Liquid Fuels Tax Fund money overexpended on a project. Additionally, \$826.79 was due the General Fund for transferring \$826.79 more than the required amount from the General Fund to the Liquid Fuels Tax Fund. A finding for overexpending Liquid Fuels Tax Fund money on a project was also written in our current report (see Finding No. 1).

During our current examination we reviewed a letter dated June 9, 2010, from the Department of Transportation informing the municipality to reimburse \$34,424.21 to its Liquid Fuels Tax Fund. We noted that the municipality reimbursed \$34,424.21 to its Liquid Fuels Tax Fund on November 18, 2010.

In our prior report we also recommended:

- That before the municipality expends money on a project it applies for and obtains prior approval of the project, and when the project is completed it obtains approval for the completed work.
- That the municipality should not transfer liquid fuels monies in excess of eligible expenditures to other funds.

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

BOROUGH OF NORWOOD  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
SUMMARY OF EXIT CONFERENCE  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

An exit conference was held March 1, 2013. Those participating were:

BOROUGH OF NORWOOD

Mr. Gregory Grillone, Borough Manager

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Stephen P. Stoppie, Auditor

Mr. John C. Socket, Auditor

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

BOROUGH OF NORWOOD  
DELAWARE COUNTY  
LIQUID FUELS TAX FUND  
REPORT DISTRIBUTION  
FOR THE PERIOD  
JANUARY 1, 2009 TO DECEMBER 31, 2011

This report was initially distributed to:

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

Borough of Norwood  
Delaware County  
10 West Cleveland Avenue  
Norwood, PA 19074

The Honorable David Kowalski

President of Council

Mr. Gregory Grillone

Borough Manager

This report is a matter of public record and is available online at <http://www.auditorgen.state.pa.us>. Media questions about the report can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 231 Finance Building, Harrisburg, PA 17120; via email to: [news@auditorgen.state.pa.us](mailto:news@auditorgen.state.pa.us).