

ATTESTATION ENGAGEMENT

Borough of Shickshinny

Luzerne County, Pennsylvania
40-424

Liquid Fuels Tax Fund

For the Period

January 1, 2017 to December 31, 2018

August 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 Borough of Shickshinny, Luzerne 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 municipality transferred \$9,968.05 with check No. 1060 on December 24, 2018, from its Liquid Fuels Tax Fund to its General Fund for the reimbursement of eligible Liquid Fuels Tax Fund expenditures. However, the municipality only provided documentation for \$7,994.56 of Liquid Fuels Tax Fund related expenditures. Additionally, as discussed in Finding No. 2, the municipality expended \$1,192.73 during 2017 from the Liquid Fuels Tax Fund in excess of the approved amount for street lighting costs.

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 Borough of Shickshinny, Luzerne 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 Borough of Shickshinny, Luzerne 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 Supporting Expenditures Was Not Available For Examination.
- Over Expenditure Of Street Lighting Costs.
- Transfers To The General Fund For Anticipated Liquid Fuels Tax Fund Expenditures.

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 Borough of Shickshinny, Luzerne 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

July 23, 2019

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BOROUGH OF SHICKSHINNY
LUZERNE 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.

BOROUGH OF SHICKSHINNY
LUZERNE 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.

BOROUGH OF SHICKSHINNY
 LUZERNE 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	12,600.00	-	12,600.00
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	3,883.48	-	3,883.48
Traffic control devices	552.16	-	552.16
Street lighting	12,660.70	-	12,660.70
Storm sewers and drains	-	-	-
Repairs of tools and machinery	5,743.65	-	5,743.65
Maintenance and repair of roads and bridges	6,004.05	-	6,004.05
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
 Total (To Section 2, Line 5)	 <u>\$ 41,444.04</u>	 <u>\$ -</u>	 <u>\$ 41,444.04</u>

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

BOROUGH OF SHICKSHINNY
 LUZERNE 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	\$ 21,014.91	\$ -	\$ 21,014.91
Receipts:			
2. State allocation	36,518.47	-	36,518.47
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	167.07	-	167.07
2c. Miscellaneous	-	-	-
3. Total receipts	<u>36,685.54</u>	<u>-</u>	<u>36,685.54</u>
4. Total funds available	<u>57,700.45</u>	<u>-</u>	<u>57,700.45</u>
5. Expenditures (Section 1)	<u>41,444.04</u>	<u>-</u>	<u>41,444.04</u>
6. Balance, December 31, 2017	<u><u>\$ 16,256.41</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 16,256.41</u></u>

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

BOROUGH OF SHICKSHINNY
 LUZERNE 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	\$ 12,643.51	\$ -	\$ 12,643.51
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	7,303.69	-	7,303.69
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	19,947.20	-	19,947.20
5. Less: Major equipment expenditures	12,600.00	-	12,600.00
6. Remainder	<u>7,347.20</u>	<u>-</u>	<u>7,347.20</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 7,347.20</u>	<u>\$ -</u>	<u>\$ 7,347.20</u>

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

BOROUGH OF SHICKSHINNY
 LUZERNE 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	\$ -	\$ 551.14	\$ 551.14
Computer/Computer related training	1,000.00	-	1,000.00
Major equipment purchases	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	4,287.63	-	4,287.63
Traffic control devices	1,038.27	1,998.76	3,037.03
Street lighting	1,326.21	2,083.58	3,409.79
Storm sewers and drains	-	-	-
Repairs of tools and machinery	15,903.36	(7,406.97)	8,496.39
Maintenance and repair of roads and bridges	4,354.08	800.00	5,154.08
Highway construction and rebuilding projects	-	-	-
Miscellaneous (Note 6)	142.31	1,973.49	2,115.80
	<u>142.31</u>	<u>1,973.49</u>	<u>2,115.80</u>
Total (To Section 2, Line 5)	<u>\$ 28,051.86</u>	<u>\$ -</u>	<u>\$ 28,051.86</u>

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

BOROUGH OF SHICKSHINNY
 LUZERNE 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	\$ 16,256.41	\$ -	\$ 16,256.41
Receipts:			
2. State allocation	37,977.78	-	37,977.78
2a. Turnback allocation	-	-	-
2b. Interest on investments (Note 3)	629.46	-	629.46
2c. Miscellaneous (Note 5)	<u>2,007.00</u>	-	<u>2,007.00</u>
3. Total receipts	<u>40,614.24</u>	-	<u>40,614.24</u>
4. Total funds available	<u>56,870.65</u>	-	<u>56,870.65</u>
5. Expenditures (Section 1)	<u>28,051.86</u>	-	<u>28,051.86</u>
6. Balance, December 31, 2018	<u><u>\$ 28,818.79</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 28,818.79</u></u>

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

BOROUGH OF SHICKSHINNY
 LUZERNE COUNTY
 LIQUID FUELS TAX FUND
 2018 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	\$ 7,347.20	\$ -	\$ 7,347.20
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	7,595.56	-	7,595.56
3. PENNDOT approved adjustments	<u>700.00</u>	<u>-</u>	<u>700.00</u>
4. Total funds available for equipment acquisition	15,642.76	-	15,642.76
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>15,642.76</u>	<u>-</u>	<u>15,642.76</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 15,642.76</u>	<u>\$ -</u>	<u>\$ 15,642.76</u>

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

BOROUGH OF SHICKSHINNY
 LUZERNE 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.

BOROUGH OF SHICKSHINNY
LUZERNE 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 2 (Continued)

- 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.

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.

BOROUGH OF SHICKSHINNY
LUZERNE 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)

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.

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 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.

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

2. Deposits (Continued)

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>\$28,818.79</u>
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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 \$167.07 during 2017, and \$629.46 during 2018, thus providing additional funds for road maintenance and repairs.

4. Adjustments

2018 - Section 1

Adjustments were made to "Minor equipment purchases," "Traffic control devices," "Street lighting," "Repairs of tools and machinery," "Maintenance and repair of roads and bridges," and "Miscellaneous" because expenditures of \$7,406.97 were misclassified.

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

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>2018</u>
General Fund	Reimbursement (Summary of Prior Examination Recommendations)	\$ 607.00
General Fund	Proceeds from sale of truck	700.00
General Fund	Grant	<u>700.00</u>
Total		<u><u>\$2,007.00</u></u>

6. Miscellaneous Expenditures

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

<u>Payee</u>	<u>Description</u>	<u>2018</u>
Financial institution	Bank service charges	\$ 142.31
General Fund	Undocumented expenditures (Finding No. 1)	<u>1,973.49</u>
Total		<u><u>\$2,115.80</u></u>

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

7. Bank Loan

On February 21, 2017, the municipality purchased a 2017 Ford F550 truck for \$73,988.00. The municipality made a down payment of \$38,600.00 from a USDA grant and \$10,388.00 from the Liquid Fuels Tax Fund. The municipality borrowed the remaining \$25,000.00 from First Keystone Community Bank. The term of the loan was for four years at an interest rate of 3.5 percent. Principal and interest payments of \$559.42 are due monthly.

During the current examination period the municipality paid principal of \$1,954.41 interest of \$257.59 from its Liquid Fuels Tax Fund. These amounts and the down payment from the Liquid Fuels Tax Fund are reflected in major equipment purchases on the 2017 Form MS-965 - Section 1. Additionally, the municipality paid principal of \$23,045.59 and interest of \$455.20 from the General Fund. The loan was paid-in-full on December 13, 2017.

BOROUGH OF SHICKSHINNY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

Finding No. 1 - Documentation Supporting Transfer Was Not Available For Examination

Our examination disclosed that the municipality transferred \$9,968.05 with check No. 1060 on December 24, 2018, from its Liquid Fuels Tax Fund to its General Fund for the reimbursement of eligible Liquid Fuels Tax Fund expenditures. However, the municipality only provided documentation for \$7,994.56 of Liquid Fuels Tax Fund related expenditures.

Good internal control procedures ensure that there is documentation to support all expenditures.

The Liquid Fuels Tax Municipal Allocation Law, 72 P.S. § 2615.4, provides, in part, that monies herein allocated may be used only for construction, reconstruction, maintenance and repairs of such public roads or streets, including bridges, culverts and drainage structures, for which they are legally responsible. Also permitted are expenditures involving acquisition, maintenance, repairs and operation of street signs, traffic signs, traffic signal control systems, road equipment, and snow fences.

The Department of Transportation has been statutorily authorized to promulgate regulations concerning the administration of Liquid Fuels Tax Fund money and has determined that certain items, including expenditures made without supporting documentation, are outside the scope of permissible expenditures.

Without adequate documentation, we could not determine if the expenditure was permissible according to the Liquid Fuels Tax Municipal Allocation Law and the Department of Transportation's Regulations.

The failure to maintain documentation to support expenditures could result in the municipality having to reimburse \$1,973.49 to its Liquid Fuels Tax Fund.

Recommendations

We recommend that the municipality reimburse \$1,973.49 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that the municipality ensure good internal control over transfers by maintaining adequate documentation to support all transfers.

BOROUGH OF SHICKSHINNY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

Finding No. 1 - Documentation Supporting Transfer Was Not Available For Examination (Continued)

Management's Response

The President of Council and the Secretary/Treasurer stated:

Don't know what happened to the paperwork because when I added this all up I had the total correct. Unable to tell you what happened to the receipts that didn't show a total.

Auditor's Conclusion

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

BOROUGH OF SHICKSHINNY
 LUZERNE COUNTY
 LIQUID FUELS TAX FUND
 FINDINGS AND RECOMMENDATIONS
 FOR THE PERIOD
 JANUARY 1, 2017 TO DECEMBER 31, 2018

Finding No. 2 - Over Expenditure Of Street Lighting Costs

Our examination disclosed that the municipality expended \$1,192.73 during 2017 from the Liquid Fuels Tax Fund in excess of the approved amount for street lighting costs.

The Borough Code, 53 P.S. § 46302(a)(4), or § 1302 and § 1302(4) of *The Borough Code* as published by the Local Government Commission provide that:

The council of the borough shall have power, by ordinance, to levy and collect annually, a tax, not exceeding thirty mills for general borough purposes, unless the council by majority action shall, upon due cause shown by resolution, petition the court of common pleas, in which case the court may order a rate of not more than five mills additional to be levied and in addition thereto any of the following taxes:.

. .

(4) For lighting and illuminating the streets, highways and other public places with electric light, gas light or other illuminant, not exceeding eight mills;. . .

We noted that the borough had levied a real estate tax assessment of 1.1329 mills, of which .2 mills was imposed for street lighting costs for the year 2017.

The Department of Transportation’s Regulations permit only those street lighting expenditures in excess of the tax actually collected for street lighting to be expended from the Liquid Fuels Tax Fund.

Our calculations are as follows:

2017 taxes assessed for street lighting	<u>.2 Mills</u>	
Total real estate taxes assessed for 2017	<u>1.1329 Mills</u>	
 2017 street lighting costs		 \$15,146.10
 Total real estate taxes collected for 2017	 20,839.27	
Street lighting percentage	<u>17.65</u>	
2017 taxes collected for street lighting		<u>(3,678.13)</u>
 Permissible amount to be paid from liquid fuels		 11,467.97
 Less – Amount expended from liquid fuels		 <u>(12,660.70)</u>
 Over expenditure – 2017		 <u><u>\$(1,192.73)</u></u>

BOROUGH OF SHICKSHINNY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

Finding No. 2 - Over Expenditure Of Street Lighting Costs (Continued)

The failure to follow *The Borough Code* and the Department of Transportation's Regulations as noted above could result in the borough having to reimburse \$1,192.73 to its Liquid Fuels Tax Fund.

During 2018 the borough did not expend more than the permissible amount of Liquid Fuels Tax Fund money for street lighting costs.

Recommendations

We recommend that the municipality reimburse \$1,192.73 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that, in the future, the borough continues to follow the Department of Transportation's Regulations by limiting their street lighting expenditures from the Liquid Fuels Tax Fund only to lighting costs which exceed the tax amount collected for street lighting.

Management's Response

The President of Council and the Secretary/Treasurer stated:

Lack of internal control due to failure of understanding Liquid Fuels rules.

Auditor's Conclusion

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

BOROUGH OF SHICKSHINNY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

Finding No. 3 - Transfers To The General Fund For Anticipated Liquid Fuels Tax Fund Expenditures

Our examination disclosed that on February 21, 2017, the municipality transferred \$12,600.00 from the Liquid Fuels Tax Fund to the General Fund. As of this date, the General Fund had only incurred \$10,947.42 of Liquid Fuels Tax Fund related expenditures. Therefore, the amount transferred from the Liquid Fuels Tax Fund to the General Fund exceeded the expenditures incurred by \$1,652.58 as of February 21, 2017. The municipality used the remaining \$1,652.58 to pay permissible Liquid Fuels Tax Fund expenditures subsequent to February 21, 2017.

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.

Recommendation

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

Management's Response

The President of Council and the Secretary/Treasurer stated:

Unable to answer this because I don't know where the money was transferred to or used for.

BOROUGH OF SHICKSHINNY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

Finding No. 3 - Transfers To The General Fund For Anticipated Liquid Fuels Tax Fund Expenditures (Continued)

Auditor's Conclusion

As stated above the money was transferred from the Liquid Fuels Tax Fund to the General Fund and was eventually used to pay for permissible Liquid Fuels Tax Fund expenditures. However, the municipality should not make transfers to other funds for the reimbursement of expenditures before the expenditures were incurred. During our next examination we will determine whether the municipality complied with our recommendation.

BOROUGH OF SHICKSHINNY
LUZERNE 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 \$607.00 to its Liquid Fuels Tax Fund for nonpermissible expenditures.

During our current examination, we reviewed a letter dated May 14, 2018, from the Department of Transportation informing the municipality to reimburse \$607.00 to its Liquid Fuels Tax Fund. We noted that the municipality reimbursed this amount to its Liquid Fuels Tax Fund on May 30, 2018.

In our prior report, we also recommended that the municipality:

- Ensure that its Form MS-965 is complete and accurate.
- Maintain adequate documentation to support all receipts.
- Comply with the Liquid Fuels Tax Municipal Allocation Law and the Department of Transportation's Regulations regarding permissible expenditures.

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

BOROUGH OF SHICKSHINNY
LUZERNE COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF EXIT CONFERENCE
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

An exit conference was held June 13, 2019. Those participating were:

BOROUGH OF SHICKSHINNY

The Honorable Rosalie Whitebread, President of Council

Ms. Eleanore Molina, Secretary/Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Vernon J. Brennan, Auditor

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

BOROUGH OF SHICKSHINNY
LUZERNE 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

Borough of Shickshinny
Luzerne County
35 West Union Street
Shickshinny, PA 18655

The Honorable Rosalie Whitebread
President of Council

Ms. Eleanor Molina
Secretary/Treasurer

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.