

# ATTESTATION ENGAGEMENT

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Susquehanna County  
Pennsylvania  
57-000

Liquid Fuels, Act 44, and  
Act 89 Tax Funds  
For the Period  
January 1, 2020 to December 31, 2021

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November 2022



Commonwealth of Pennsylvania  
Department of the Auditor General

Timothy L. DeFoor • Auditor General



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TIMOTHY L. DEFOOR  
AUDITOR GENERAL

### Independent Auditor's Report

The Honorable Yassmin Gramian, P.E.  
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 Susquehanna County for the period January 1, 2020 to December 31, 2021 (Forms). The county's management is responsible for presenting the Forms in accordance with the criteria described in the Background section of this report and the Department of Transportation's *Publication 9*. Our responsibility is to express an opinion on the Forms 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 are presented in accordance with the criteria described above, in all material respects. An examination involves performing procedures to obtain evidence about the Forms. 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 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 required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

As described in the Auditor Description Of Select Transactions section of this report, the adjustments included on the Forms are made by the Department of the Auditor General.

## Independent Auditor's Report (Continued)

In our opinion, the Forms present, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund, the Act 44 Tax Fund, and the Act 89 Tax Fund of Susquehanna County for the period January 1, 2020 to December 31, 2021, in accordance with the criteria described in the Background section of this report and the Department of Transportation's *Publication 9*.

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; 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. 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 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 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 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 was for the limited purpose of expressing an opinion on whether the Forms 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 are free from material misstatement, we performed tests of Susquehanna 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. 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:

- Act 89 Allocation Deposited Into The Liquid Fuels Fund.

Independent Auditor's Report (Continued)

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 Susquehanna County to us during the course of our examination. If you have any questions, please feel free to contact the Bureau of County Audits at 717-787-1363.

A handwritten signature in black ink that reads "Timothy L. DeFoor". The signature is written in a cursive style with a long horizontal line extending to the left of the first letter.

Timothy L. DeFoor  
Auditor General  
November 17, 2022

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SUSQUEHANNA COUNTY  
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2021

Background

*The Vehicle Code* makes provisions and provides funding for the 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) and Act 89 of 2013 (November 25, 2013, P.L. 169), provides the Pennsylvania Department of Transportation with oversight authority of the Act 44 funds distributed to the counties from the Commonwealth's Motor License Fund (75 Pa. C.S. § 8915.6(b)(2) and as of July 1, 2014 § 9301(b)). 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 counties 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.

SUSQUEHANNA COUNTY  
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2021

Background (Continued)

*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;

SUSQUEHANNA COUNTY  
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2021

Background (Continued)

- 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
  - 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) and Act 89 of 2013 (November 25, 2013, P.L. 169), prescribes the Pennsylvania Department of Transportation with oversight authority of the Act 44 funds distributed to the counties from 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.



SUSQUEHANNA COUNTY  
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2021

Background (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.

SUSQUEHANNA COUNTY  
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2021

Background (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.

SUSQUEHANNA COUNTY  
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2021

Background (Continued)

- 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 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.

SUSQUEHANNA COUNTY  
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2021

Background (Continued)

*Basis Of Presentation*

In accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation, the Forms MS-991 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, County Act 44 Tax Fund, and County Act 89 Tax Fund, respectively.

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.
- 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.
- 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.

SUSQUEHANNA COUNTY  
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2021

Background (Continued)

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.
- 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.
- C. Total Act 44 and Act 89 funds available for expenditure.
- D. Expenditures for county-owned bridges.
- E. The balance in the fund at the close of the report calendar year.

*Basis Of Accounting*

The accompanying Forms MS-991 With Adjustments, Reports of Act 44 Tax Fund With Adjustments, and Reports of Act 89 Tax Fund 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.

SUSQUEHANNA COUNTY  
LIQUID FUELS TAX FUND  
2020 FORM MS-991 WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Actual balance in county Liquid Fuels Tax Fund on January 1, 2020	\$ 538.61	\$ -	\$ 538.61
<u>Receipts:</u>			
Liquid Fuels Tax Funds received from Commonwealth	79,774.79	-	79,774.79
Interest	122.76	-	122.76
Reimbursable agreements	-	-	-
Miscellaneous	40.00	33,620.55	33,660.55
Total receipts	<u>79,937.55</u>	<u>33,620.55</u>	<u>113,558.10</u>
Total Liquid Fuels Tax Funds available for expenditures and encumbrances	<u>80,476.16</u>	<u>33,620.55</u>	<u>114,096.71</u>
<u>Expenditures:</u>			
Administrative	7,977.00	-	7,977.00
Minor equipment purchases	-	-	-
County aid payments	-	-	-
Major equipment expenditures	-	-	-
Street cleaning and gutters	-	-	-
Winter maintenance services	1,468.21	-	1,468.21
Traffic control devices	-	-	-
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	5,694.64	-	5,694.64
Maintenance and repairs - roads and bridges	63,130.96	-	63,130.96
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	26,407.91	26,407.91
Total expenditures	<u>78,270.81</u>	<u>26,407.91</u>	<u>104,678.72</u>
Remaining funds available as of December 31, 2020	<u>\$ 2,205.35</u>	<u>\$ 7,212.64</u>	<u>\$ 9,417.99</u>

SUSQUEHANNA COUNTY  
LIQUID FUELS TAX FUND  
2020 FORM MS-991 WITH ADJUSTMENTS

2020 Form MS-991 With Adjustments (Continued)

	Reported	Adjustments	Adjusted Amount
<u>Approved future year receipts and expenditures</u>			
Accounts receivable	\$ -	\$ -	\$ -
Accounts payable	-	-	-
Unpaid encumbrances	-	-	-
Unpaid county aid grants	-	-	-
Total approved future year receipts and expenditures	-	-	-
Year end balance available for future years as of December 31, 2020	\$ 2,205.35	\$ 7,212.64	\$ 9,417.99

SUSQUEHANNA COUNTY  
LIQUID FUELS TAX FUND  
2021 FORM MS-991 WITH ADJUSTMENTS

	Reported	Adjustments	Adjusted Amount
Actual balance in county Liquid Fuels Tax Fund on January 1, 2021	\$ 2,205.35	\$ 7,212.64	\$ 9,417.99
<u>Receipts:</u>			
Liquid Fuels Tax Funds received from Commonwealth	85,416.31	-	85,416.31
Interest	44.03	-	44.03
Reimbursable agreements	-	-	-
Miscellaneous	7,040.00	-	7,040.00
	92,500.34	-	92,500.34
Total receipts	92,500.34	-	92,500.34
Total Liquid Fuels Tax Funds available for expenditures and encumbrances	94,705.69	7,212.64	101,918.33
<u>Expenditures:</u>			
Administrative	-	-	-
Minor equipment purchases	-	-	-
County aid payments	-	-	-
Major equipment expenditures	-	-	-
Street cleaning and gutters	-	-	-
Winter maintenance services	-	3,922.61	3,922.61
Traffic control devices	-	-	-
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	7,629.90	-	7,629.90
Maintenance and repairs - roads and bridges	86,832.81	(3,922.61)	82,910.20
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	7,212.64	7,212.64
	94,462.71	7,212.64	101,675.35
Total expenditures	94,462.71	7,212.64	101,675.35
Remaining funds available as of December 31, 2021	\$ 242.98	\$ -	\$ 242.98



SUSQUEHANNA COUNTY  
LIQUID FUELS TAX FUND  
2021 FORM MS-991 WITH ADJUSTMENTS

2021 Form MS-991 With Adjustments (Continued)

	Reported	Adjustments	Adjusted Amount
<u>Approved future year receipts and expenditures</u>			
Accounts receivable	\$ -	\$ -	\$ -
Accounts payable	-	-	-
Unpaid encumbrances	-	-	-
Unpaid county aid grants	-	-	-
Total approved future year receipts and expenditures	-	-	-
Year end balance available for future years as of December 31, 2021	\$ 242.98	\$ -	\$ 242.98

SUSQUEHANNA COUNTY  
2020 REPORT OF ACT 44 TAX FUND  
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2020	\$ 31,438.57	\$ -	\$ 31,438.57
<u>Receipts:</u>			
Act 44 Funds	30,153.39	-	30,153.39
Interest	132.45	-	132.45
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>30,285.84</u>	<u>-</u>	<u>30,285.84</u>
Total funds available	<u>61,724.41</u>	<u>-</u>	<u>61,724.41</u>
<u>Expenditures:</u>			
Administrative	-	-	-
Minor Equipment Purchases	-	-	-
Major Equipment Purchases	-	-	-
Street Cleaning and Gutters	-	-	-
Traffic Control Devices	-	-	-
Street Lighting	-	-	-
Storm Sewers and Drains	-	-	-
Repairs of Tools and Machinery	-	-	-
Maintenance and Repairs-			
Roads and Bridges	27,263.03	-	27,263.03
Highway Construction and			
Rebuilding Projects	-	-	-
Miscellaneous	-	-	-
Total expenditures	<u>27,263.03</u>	<u>-</u>	<u>27,263.03</u>
Balance, December 31, 2020	<u><u>\$ 34,461.38</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 34,461.38</u></u>

SUSQUEHANNA COUNTY  
2021 REPORT OF ACT 44 TAX FUND  
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2021	\$ 34,461.38	\$ -	\$ 34,461.38
<u>Receipts:</u>			
Act 44 Funds	30,193.93	-	30,193.93
Interest	102.90	-	102.90
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>30,296.83</u>	<u>-</u>	<u>30,296.83</u>
Total funds available	<u>64,758.21</u>	<u>-</u>	<u>64,758.21</u>
<u>Expenditures:</u>			
Administrative	-	-	-
Minor Equipment Purchases	-	-	-
Major Equipment Purchases	-	-	-
Street Cleaning and Gutters	-	-	-
Traffic Control Devices	-	-	-
Street Lighting	-	-	-
Storm Sewers and Drains	-	-	-
Repairs of Tools and Machinery	103.50	-	103.50
Maintenance and Repairs-			
Roads and Bridges	64,447.91	(46,519.92)	17,927.99
Highway Construction and			
Rebuilding Projects	-	46,519.92	46,519.92
Miscellaneous	-	-	-
Total expenditures	<u>64,551.41</u>	<u>-</u>	<u>64,551.41</u>
Balance, December 31, 2021	<u>\$ 206.80</u>	<u>\$ -</u>	<u>\$ 206.80</u>

SUSQUEHANNA COUNTY  
2020 REPORT OF ACT 89 TAX FUND  
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2020	\$ 88,450.51	\$ -	\$ 88,450.51
<u>Receipts:</u>			
Act 89 Funds	53,530.89	-	53,530.89
Interest	430.05	-	430.05
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>53,960.94</u>	<u>-</u>	<u>53,960.94</u>
Total funds available	<u>142,411.45</u>	<u>-</u>	<u>142,411.45</u>
<u>Expenditures:</u>			
Administrative	-	-	-
Minor Equipment Purchases	-	-	-
Major Equipment Purchases	-	-	-
Street Cleaning and Gutters	-	-	-
Traffic Control Devices	-	-	-
Street Lighting	-	-	-
Storm Sewers and Drains	-	-	-
Repairs of Tools and Machinery	-	-	-
Maintenance and Repairs- Roads and Bridges	90,886.51	-	90,886.51
Highway Construction and Rebuilding Projects	-	-	-
Miscellaneous	-	9,235.64	9,235.64
Total expenditures	<u>90,886.51</u>	<u>9,235.64</u>	<u>100,122.15</u>
Balance, December 31, 2020	<u>\$ 51,524.94</u>	<u>\$ (9,235.64)</u>	<u>\$ 42,289.30</u>

SUSQUEHANNA COUNTY  
2021 REPORT OF ACT 89 TAX FUND  
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2021	\$ 51,524.94	\$ (9,235.64)	\$ 42,289.30
<u>Receipts:</u>			
Act 89 Funds	58,599.57	-	58,599.57
Interest	126.50	-	126.50
Reimbursable agreements	-	-	-
Miscellaneous	-	9,235.64	9,235.64
Total receipts	<u>58,726.07</u>	<u>9,235.64</u>	<u>67,961.71</u>
Total funds available	<u>110,251.01</u>	<u>-</u>	<u>110,251.01</u>
<u>Expenditures:</u>			
Administrative	-	-	-
Minor Equipment Purchases	-	-	-
Major Equipment Purchases	-	-	-
Street Cleaning and Gutters	-	-	-
Traffic Control Devices	-	-	-
Street Lighting	-	-	-
Storm Sewers and Drains	-	-	-
Repairs of Tools and Machinery	-	-	-
Maintenance and Repairs-			
Roads and Bridges	110,038.31	(99,575.25)	10,463.06
Highway Construction and			
Rebuilding Projects	-	99,575.25	99,575.25
Miscellaneous	-	-	-
Total expenditures	<u>110,038.31</u>	<u>-</u>	<u>110,038.31</u>
Balance, December 31, 2021	<u><u>\$ 212.70</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 212.70</u></u>

SUSQUEHANNA COUNTY  
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS  
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2021

The following information relates to certain types of transactions for which the Pennsylvania Department of Transportation requested that we provide additional detail:

Adjustments

2020 Form MS-991

An adjustment of \$33,620.55 was made to “Miscellaneous” receipts because these receipts were understated.

An adjustment of \$26,407.91 was made to “Miscellaneous” expenditures because the transfer of the June Act 89 Tax Fund allocation from the Liquid Fuels Tax Fund to the Act 89 Tax Fund was not reported.

2021 Form MS-991

An adjustment of \$7,212.64 was made to “Balance, January 1, 2021” to reflect the adjustment made to the fund balance in 2020.

Adjustments were made to “Winter maintenance services” and “Maintenance and repairs - roads and bridges” because expenditures of \$3,922.61 were misclassified.

An adjustment of \$7,212.64 was made to “Miscellaneous” because a correction of a deposit in error was not reported.

2021 Report of Act 44 Tax Fund

Adjustments were made to “Maintenance and repairs - roads and bridges” and “Highway construction and rebuilding projects” because expenditures of \$46,519.92 were misclassified.

2020 Report of Act 89 Tax Fund

An adjustment of \$9,235.64 was made “Miscellaneous” because a payment in error was not reported.

2021 Report of Act 89 Tax Fund

An adjustment of \$(9,235.64) was made to “Balance, January 1, 2020” to reflect the adjustment made to the fund balance in 2020.

SUSQUEHANNA COUNTY  
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS  
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2021

Adjustments (Continued)

2021 Report of Act 89 Tax Fund (Continued)

An adjustment of \$9,235.64 was made to “Miscellaneous” receipts because the correction of a payment in error was not reported.

Adjustments were made to “Maintenance and repairs - roads and bridges” and “Highway construction and rebuilding projects” because expenditures of \$99,575.25 were misclassified.

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>2020</u>	<u>2021</u>
Commonwealth of Pennsylvania	Turnback allocation	\$ 40.00	\$ 40.00
Commonwealth of Pennsylvania	Act 89 allocation	26,407.91	-
General Fund	Grant	-	7,000.00
General Fund	Deposit in error	7,212.64	-
Totals		<u>\$33,660.55</u>	<u>\$7,040.00</u>

Deposit In Error

On December 7, 2020, the municipality deposited \$7,212.64 into its Liquid Fuels Tax Fund in error. On December 30, 2021, the municipality transferred this amount from its Liquid Fuels Tax Fund to its General Fund to correct the deposit in error.

Payment In Error

On December 11, 2020, the municipality expended \$9,235.64 from its Act 89 Tax Fund for bridge maintenance that was intended to be paid from the Liquid Fuels Tax Fund. On January 29, 2021, the municipality transferred \$9,235.64 from its Liquid Fuels Fund to its Act 89 Tax Fund to correct the payment in error.

SUSQUEHANNA COUNTY  
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS  
FINDING AND RECOMMENDATION  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2021

**Finding - Act 89 Allocation Deposited Into The Liquid Fuels Fund**

Our examination disclosed that the county deposited its 2020 Act 89 Tax Fund allocation of \$26,407.91 into the Liquid Fuels Tax Fund on June 4, 2020, which is in noncompliance with the Liquid Fuels and Fuels Tax Act.

The Department of Transportation's *Publication 9*, Chapter Six, Section 6.5 states:

Each county must deposit its Act 89 funds it receives into a special fund called the County Act 89 Fund, which may be used only for those purposes permitted by the Act.

When an Act 89 Tax Fund allocation is commingled with the Liquid Fuels, or other funds, the potential for Act 89 Tax Fund money to be used for unauthorized purposes increases significantly.

On December 11, 2020, the county transferred \$26,407.91 from its Liquid Fuels Tax Fund to its Act 89 Tax Fund to correct the condition.

We were unable to determine why this condition occurred.

**Recommendation**

We recommend that, in the future, the county deposit all Act 89 tax money promptly into the Act 89 Tax Fund.

**Management's Response**

The county officials offered no formal response at this time.

**Auditor's Conclusion**

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



SUSQUEHANNA COUNTY  
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS  
SUMMARY OF EXIT CONFERENCE  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2021

An exit conference was held June 15, 2022. Those participating were:

SUSQUEHANNA COUNTY

Ms. Sharon DePew, Accounts Payable

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Raymond J. Insalaco, Audit Supervisor

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

SUSQUEHANNA COUNTY  
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS  
REPORT DISTRIBUTION  
FOR THE PERIOD  
JANUARY 1, 2020 TO DECEMBER 31, 2021

This report was initially distributed to:

**The Honorable Yassmin Gramian, P.E.**  
Secretary  
Department of Transportation

**Susquehanna County**  
P.O. Box 218  
Montrose, PA 18801

**The Honorable Elizabeth M. Arnold**  
Chairperson of the Board of Commissioners

**The Honorable Rebecca Wescott**  
Treasurer

**Ms. Rebekah Hubbard**  
Chief Clerk

**Ms. Sharon DePew**  
Accounts Payable

This report is a matter of public record and is available online at [www.PaAuditor.gov](http://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](mailto:news@PaAuditor.gov).