

ATTESTATION ENGAGEMENT

Wyoming County Pennsylvania 65-000

Liquid Fuels, Act 44, and Act 89
Tax Funds
For the Period
January 1, 2017 to December 31, 2018

May 2020



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

Yassmin Gramian, P.E.
Acting 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 Wyoming County for the period January 1, 2017 to December 31, 2018. The county's management is responsible for presenting the Forms MS-991 and the Reports of Act 44 and Act 89 Tax Funds in accordance with the criteria set forth in Note 1. Our responsibility is to express an opinion on the Forms MS-991 With Adjustments and the Reports of Act 44 and Act 89 Tax Funds With Adjustments based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Forms MS-991 and the Reports of Act 44 and Act 89 Tax Funds 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-991 and the Reports of Act 44 and Act 89 Tax Funds. The nature, timing and extent of the procedures selected depend on our judgement, including an assessment of the risks of material misstatement of the Forms MS-991 and the Reports of Act 44 and Act 89 Tax Funds, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are mandated by Section 403 of *The Fiscal Code*, 72 P.S. § 403, to audit each county's Liquid Fuels, Act 44, and Act 89 Tax Funds to ensure that funds received are expended in accordance with applicable laws and regulations. *Government Auditing Standards* issued by the Comptroller General of the United States include attestation engagements as a separate type of audit. An attestation engagement performed pursuant to *Government Auditing Standards* involves additional standards that exceed the standards provided by the American Institute of Certified Public Accountants. Accordingly, this attestation engagement complies with both *Government Auditing Standards* and Section 403 of *The Fiscal Code*.

Independent Auditor's Report (Continued)

As discussed in the Findings and Recommendations and Summary Of Prior Examinations' Recommendations sections of this report:

- The county failed to receive bridge reimbursements totaling \$226,962.46 from our prior examination periods. On January 7, 2019, which was subsequent to our examination period, the county received reimbursements totaling \$60,743.78, which leaves \$166,218.68 due the county (see Finding No. 1).
- The county's unencumbered balance as of December 31, 2018 was \$102,810.81, which was greater than the total receipts of \$47,701.92 for the preceding twelve months, which could result in the county having to distribute \$55,556.36 of Liquid Fuels Tax Fund money to the political subdivisions within the county (see Finding No. 2).
- In our 2012-2013 report we recommended that the county reimburse \$76,371.07 to its Liquid Fuels Tax Fund for depositing Liquid Fuels Tax Fund money into the General Fund. The county reimbursed \$38,185.54 to its Liquid Fuels Tax Fund on December 27, 2017. As of the exit conference date of this examination, \$38,185.53 was due to the Liquid Fuels Tax Fund (see Summary Of 2012-2013 Examination Recommendations).
- In our 2016 report we recommended that the Commissioners of Wyoming County distribute \$55,556.36 to the political subdivisions within the county in accordance with the provision of the Liquid Fuels and Fuels Tax Act and the Department of Transportation's *Publication 9*. As of the date of this report of April 30, 2020, the county had not distributed the \$55,556.36 to the political subdivisions within the county (see Summary of 2016 Examination Recommendations).

In our opinion, except for the bulleted matters discussed above, the Forms MS-991 With Adjustments and the Reports of Act 44 and Act 89 Tax Funds With Adjustments present, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund, Act 44 Tax Fund, and Act 89 Tax Fund of Wyoming County for the period January 1, 2017 to December 31, 2018, in accordance with the criteria set forth in Note 1.

Independent Auditor's Report (Continued)

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws or regulations that have a material effect on the Forms MS-991 and the Reports of Act 44 and Act 89 Tax Funds; and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements, and abuse that has a material effect on the Forms MS-991 and the Reports of Act 44 and Act 89 Tax Funds. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on whether the Forms MS-991 and the Reports of Act 44 and Act 89 Tax Funds are presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over reporting on the Forms MS-991 and the Reports of Act 44 and Act 89 Tax Funds or on compliance and other matters; accordingly, we express no such opinions.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Forms MS-991 and the Reports of Act 44 and Act 89 Tax Funds will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over reporting on the Forms MS-991 and the Reports of Act 44 and Act 89 Tax Funds was for the limited purpose of expressing an opinion on whether the Forms MS-991 and the Reports of Act 44 and Act 89 Tax Funds are presented in accordance with the criteria described above and would not necessarily identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our engagement we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify a certain deficiency in internal control, described in the finding listed below, that we consider to be a significant deficiency in internal control:

- Failure To Receive Bridge Reimbursements As Per Agreements - Recurring.

Independent Auditor's Report (Continued)

As part of obtaining reasonable assurance about whether the Form MS-991 and the Reports of Act 44 and Act 89 Tax Funds are free from material misstatement, we performed tests of Wyoming 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 Form MS-991 and the Reports of Act 44 and Act 89 Tax Funds. However, providing an opinion on compliance with those provisions was not an objective of our engagement, and accordingly, we do not express such an opinion. The results of our tests disclosed the following instance of noncompliance that is required to be reported under *Government Auditing Standards*:

- Unencumbered Balance Was Greater Than The Receipts For The Previous Twelve Months - Recurring.

The examination finding for failure to receive bridge reimbursements as per agreements contained in this report cites a condition that existed in the operation of the county during the previous six engagements periods. Also, the examination finding for the unencumbered balance being greater than the receipts for the previous twelve months is a condition that existed in the operation of the county during the previous engagement period and was not corrected during the current examination period. The county should strive to comply with the recommendations noted in this report

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 Wyoming 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.



Eugene A. DePasquale
Auditor General

April 30, 2020

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WYOMING COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

Background

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

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

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

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

WYOMING COUNTY
LIQUID FUELS TAX FUND
2017 FORM MS-991 WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2017	\$ 407,813.92	\$ -	\$ 407,813.92
<u>Receipts:</u>			
State allocations	102,666.61	-	102,666.61
Interest (Note 3)	2,847.48	-	2,847.48
Reimbursable agreements	-	-	-
Miscellaneous (Summary Of Prior Examinations' Recommendations)	38,185.54	-	38,185.54
Total receipts	<u>143,699.63</u>	<u>-</u>	<u>143,699.63</u>
Total funds available	<u>551,513.55</u>	<u>-</u>	<u>551,513.55</u>
<u>Expenditures:</u>			
Construction	-	-	-
Maintenance and repair	9,404.96	-	9,404.96
Administrative	-	-	-
Grants to political subdivisions	74,999.70	-	74,999.70
Miscellaneous	-	-	-
Total expenditures	<u>84,404.66</u>	<u>-</u>	<u>84,404.66</u>
Balance, December 31, 2017	467,108.89	-	467,108.89
Unpaid encumbrances (Note 4)	<u>337,000.00</u>	<u>-</u>	<u>337,000.00</u>
Unencumbered balance, December 31, 2017	<u>\$ 130,108.89</u>	<u>\$ -</u>	<u>\$ 130,108.89</u>

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

WYOMING COUNTY
LIQUID FUELS TAX FUND
2018 FORM MS-991 WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2018	\$ 467,108.89	\$ -	\$ 467,108.89
<u>Receipts:</u>			
State allocations	44,445.71	-	44,445.71
Interest (Note 3)	3,256.21	-	3,256.21
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>47,701.92</u>	<u>-</u>	<u>47,701.92</u>
Total funds available	<u>514,810.81</u>	<u>-</u>	<u>514,810.81</u>
<u>Expenditures:</u>			
Construction	-	-	-
Maintenance and repair	-	-	-
Administrative	-	-	-
Grants to political subdivisions	75,000.00	-	75,000.00
Miscellaneous	-	-	-
Total expenditures	<u>75,000.00</u>	<u>-</u>	<u>75,000.00</u>
Balance, December 31, 2018	439,810.81	-	439,810.81
Unpaid encumbrances (Note 4)	<u>337,000.00</u>	<u>-</u>	<u>337,000.00</u>
Unencumbered balance, December 31, 2018	<u><u>\$ 102,810.81</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 102,810.81</u></u>

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

WYOMING COUNTY
2017 REPORT OF ACT 44 TAX FUND
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2017	\$ 69,290.78	\$ -	\$ 69,290.78
<u>Receipts:</u>			
Act 44 Funds	10,060.51	-	10,060.51
Interest (Note 3)	568.42	-	568.42
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>10,628.93</u>	<u>-</u>	<u>10,628.93</u>
Total funds available	<u>79,919.71</u>	<u>-</u>	<u>79,919.71</u>
<u>Expenditures:</u>			
Construction	-	-	-
Maintenance and repair	-	-	-
Miscellaneous	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Balance, December 31, 2017	<u><u>\$ 79,919.71</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 79,919.71</u></u>

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

WYOMING COUNTY
2018 REPORT OF ACT 44 TAX FUND
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2018	\$ 79,919.71	\$ -	\$ 79,919.71
<u>Receipts:</u>			
Act 44 Funds	10,048.52	-	10,048.52
Interest (Note 3)	919.14	-	919.14
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>10,967.66</u>	<u>-</u>	<u>10,967.66</u>
Total funds available	<u>90,887.37</u>	<u>-</u>	<u>90,887.37</u>
<u>Expenditures:</u>			
Construction	-	-	-
Maintenance and repair	-	-	-
Miscellaneous	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Balance, December 31, 2018	<u><u>\$ 90,887.37</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 90,887.37</u></u>

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

WYOMING COUNTY
2017 REPORT OF ACT 89 TAX FUND
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2017	\$ 40,287.23	\$ -	\$ 40,287.23
<u>Receipts:</u>			
Act 89 Funds	19,050.63	-	19,050.63
Interest (Note 3)	4.61	-	4.61
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>19,055.24</u>	<u>-</u>	<u>19,055.24</u>
Total funds available	<u>59,342.47</u>	<u>-</u>	<u>59,342.47</u>
<u>Expenditures:</u>			
Construction	-	-	-
Maintenance and repair	-	-	-
Miscellaneous	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Balance, December 31, 2017	<u><u>\$ 59,342.47</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 59,342.47</u></u>

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

WYOMING COUNTY
2018 REPORT OF ACT 89 TAX FUND
WITH ADJUSTMENTS

	Reported	Adjustments	Adjusted Amount
Balance, January 1, 2018	\$ 59,342.47	\$ -	\$ 59,342.47
<u>Receipts:</u>			
Act 89 Funds	20,503.91	-	20,503.91
Interest (Note 3)	6.58	-	6.58
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
	20,510.49	-	20,510.49
Total receipts			
Total funds available	79,852.96	-	79,852.96
<u>Expenditures:</u>			
Construction	-	-	-
Maintenance and repair	-	-	-
Miscellaneous	-	-	-
	-	-	-
Total expenditures			
Balance, December 31, 2018	\$ 79,852.96	\$ -	\$ 79,852.96

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

WYOMING COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
NOTES TO FORMS MS-991 AND REPORTS OF
ACT 44 AND ACT 89 TAX FUNDS
WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

1. Criteria

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

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

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

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

- Construction, reconstruction, maintenance and repair of roads, highways, bridges and curb ramps from a road or highway to provide for access by individuals with disabilities consistent with Federal and State law;
- Property damages and compensation of viewers for services in eminent domain proceedings involving roads, highways, and bridges;
- Construction, reconstruction, operation and maintenance of publicly owned ferryboat operations;
- Interest and principal payments on road, bridge, or publicly owned ferryboat operation bonds or sinking fund charges;
- Acquisition, maintenance, repair and operation of traffic signs and signals;
- Erection and maintenance of stop and go signal lights, blinkers and other like traffic control devices;

WYOMING COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
NOTES TO FORMS MS-991 AND REPORTS OF
ACT 44 AND ACT 89 TAX FUNDS
WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

1. Criteria (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), prescribes the Pennsylvania Department of Transportation with oversight authority of the Act 44 funds distributed to the counties from the Pennsylvania Turnpike Commission's annual contribution of \$5,000,000 to the Commonwealth's Motor License Fund. The County's Act 44 Tax Fund is used to account for the distribution made to the county from the Department of Transportation and the payments made for construction and maintenance of county-owned bridges.

WYOMING COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
NOTES TO FORMS MS-991 AND REPORTS OF
ACT 44 AND ACT 89 TAX FUNDS
WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

1. Criteria (Continued)

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

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

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

- Construction, reconstruction, maintenance, and repair of public bridges for which the county is legally responsible.
- Interest and principal payments on bridge loans and bonds or sinking fund charges for such bonds becoming due within that current calendar year.
- County Engineer's salary and benefit costs for bridge work (that portion of the total calculated to be relevant to bridge work only).
- Engineering fees related to bridge work (fees in excess of 10% of the total contract price must be documented and justified to the satisfaction of the District Municipal Services Office).
- Liability insurance for bridge equipment and vehicles when the named beneficiary is the entity's Act 44 Fund.
- Inspection costs associated with bridges.
- Purchase of right-of-way for bridge construction, reconstruction, or maintenance.

WYOMING COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
NOTES TO FORMS MS-991 AND REPORTS OF
ACT 44 AND ACT 89 TAX FUNDS
WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

1. Criteria (Continued)

- (3) For bridge maintenance/preservation activities, the county must confer with a District Municipal Services Representative to determine if Department of Transportation approval is required. All rehabilitations, replacements or any other work that affects the carrying capacity of the structure or the waterway areas requires the approval of the Department of Transportation.
- (4) In order to receive Act 44 funds as scheduled, each county must submit an annual report showing the receipts and expenditures for the preceding 12 months. The use of the funds must be in compliance with the Act. Failure to do so may result in the county's not receiving allocations until such deficiencies are resolved.

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

- (1) Funds received by the counties must be deposited in a special fund designated as the County Act 89 Fund and no other money may be deposited and commingled. (Note: Act 89 and Act 44 Funds may be deposited in a single account. However, the county must account for these funds independently for auditing). Money should be invested to earn interest until expended.
 - For purposes of payments under (2), below, the county may borrow and place in the special fund money not in excess of the liquid fuels tax funds to be received during the current calendar year.
- (2) Payments from the special fund may be used for:
 - Construction, reconstruction, maintenance, and repair of public bridges for which the county is legally responsible.
 - Interest and principal payments on bridge loans and bonds or sinking fund charges for such bonds becoming due within that current calendar year.

WYOMING COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
NOTES TO FORMS MS-991 AND REPORTS OF
ACT 44 AND ACT 89 TAX FUNDS
WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

1. Criteria (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.

Basis Of Presentation

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

WYOMING COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
NOTES TO FORMS MS-991 AND REPORTS OF
ACT 44 AND ACT 89 TAX FUNDS
WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

1. Criteria (Continued)

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

- A. The balance in the County Liquid Fuels Tax Fund at the beginning of the report calendar year.
- B. Receipts which must be itemized and include the County's Liquid Fuels Tax Fund allocations, interest, reimbursable agreements, and miscellaneous items such as loans, sale of salvageable material, and damage claims to road or bridge property.

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

- 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.

Refer to the related Note: Note 4, Encumbrances.

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

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

WYOMING COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
NOTES TO FORMS MS-991 AND REPORTS OF
ACT 44 AND ACT 89 TAX FUNDS
WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

1. Criteria (Continued)

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

- 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 Form MS-991 With Adjustments, Report of Act 44 Tax Fund With Adjustments, and Report 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.

2. Deposits

The County Code, Title 16 P.S § 17067, authorizes the county to deposit its funds in the following:

- Deposits in savings accounts or time deposits, other than certificates of deposit or share accounts, of institutions having their principal place of business in the Commonwealth of Pennsylvania and insured by the Federal Deposit Insurance Corporation (FDIC) or other like insurance. For any amount above the insured maximum, the depository shall pledge approved collateral.
- Certificates of deposit purchased from institutions insured by the FDIC or other like insurance to the extent that such accounts are so insured. For any amounts in excess of the insured maximum, such deposits shall be collateralized by a pledge or assignment of assets. Certificates of deposit may not exceed 20 percent of a bank's total capital surplus or 20 percent of a savings and loan or savings bank's assets minus liabilities.

WYOMING COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
NOTES TO FORMS MS-991 AND REPORTS OF
ACT 44 AND ACT 89 TAX FUNDS
WITH ADJUSTMENTS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

2. Deposits (Continued)

Deposits consist of receipts and deposits in financial institutions. Pennsylvania statutes require all deposits to be insured and, for any amount above the insured maximum, to be secured with approved collateral as defined.

There were no deposits exposed to custodial credit risk as of December 31, 2018. Custodial credit risk, as defined by GASB No. 40, as amended, includes deposits that are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the county's name.

Fund Balance

The fund balance for the Liquid Fuels Tax Fund as of December 31, 2018, consists of the following:

Cash	\$439,810.81
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The fund balance for the Act 44 Tax Fund as of December 31, 2018, consists of the following:

Cash	\$90,887.37
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The fund balance for the Act 89 Tax Fund as of December 31, 2018, consists of the following:

Cash	\$79,852.96
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3. Interest Earnings

Our examination disclosed that the county deposited idle liquid fuels tax money in interest-bearing accounts which earned \$2,847.48 during 2017 and \$3,256.21 during 2018, thus providing additional funds for road maintenance and repairs.

Additionally, the county deposited idle Act 44 tax money in an interest-bearing account which earned \$568.42 during 2017 and 919.14 during 2018, thus providing additional funds for bridge maintenance and repairs.

WYOMING COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
NOTES TO FORMS MS-991 AND REPORTS OF
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3. Interest Earnings (Continued)

Additionally, the county deposited idle Act 89 tax money in an interest-bearing account which earned \$4.61 during 2017 and \$6.58 during 2018, thus providing additional funds for bridge maintenance and repairs.

4. Encumbrances

As of December 31, 2018, \$337,000.00 was encumbered for county projects.

WYOMING COUNTY
LIQUID FUELS, ACT 44,
AND ACT 89 TAX FUNDS
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

Finding No. 1 - Failure To Receive Bridge Reimbursements As Per Agreements - Recurring

We cited the county for failure to file documentation for bridge reimbursements as per agreements in our prior six reports with the most recent being for the period January 1, 2016 to December 31, 2016. Our current examination disclosed that the county entered into agreements with the Department of Transportation to receive reimbursements for bridge inspections and reconstruction. The agreements provided for various percentages of the county's expenditures for bridge reconstruction to be reimbursed upon receipt of invoice documentation. During our 2007, 2008-2009, 2010-2011, 2012-2013, 2014-2015 and 2016 examinations, we informed the county that a balance of \$226,962.46 was due for reimbursements for bridge inspections and reconstruction expended from the Liquid Fuels Tax Fund. During our current examination, we noted that the \$226,962.46 was still due the Liquid Fuels Tax Fund as of December 31, 2018, because the county failed to file for reimbursement.

Good internal control procedures ensure that documentation is filed in a timely manner as required by contractual agreements.

Because the county failed to file the documentation, the county did not have access to the \$226,962.46 for up to 11 years. Additionally, had the money been received, it would have been available for investment purposes potentially earning interest that could be used for road maintenance and repairs.

This condition occurred because the county failed to comply with our prior examination recommendation to file all necessary documentation as per agreements with the Department of Transportation in a timely matter.

A total of \$60,743.78 was reimbursed to the Liquid Fuels Tax Fund on January 7, 2019, which was subsequent to our examination period.

Recommendations

We again recommend that the county file all necessary documentation with the Department of Transportation to obtain the \$166,218.68 in reimbursements still due the county.

Further, we again recommend that, in the future, the county file all necessary documentation as per agreements with the Department of Transportation in a timely manner.

WYOMING COUNTY
LIQUID FUELS, ACT 44,
AND ACT 89 TAX FUNDS
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
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**Finding No. 1 - Failure To Receive Bridge Reimbursements As Per Agreements - Recurring
(Continued)**

Management's Response

The county officials offered no formal response at this time.

Auditor's Conclusion

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

WYOMING COUNTY
LIQUID FUELS, ACT 44,
AND ACT 89 TAX FUNDS
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

**Finding No. 2 - Unencumbered Balance Was Greater Than The Receipts For The Previous
Twelve Months - Recurring**

We cited the municipality for maintaining an unencumbered balance that was greater than the receipts for the previous twelve months in our prior examination for the period January 1, 2016 to December 31, 2016. Our current examination disclosed that the same condition existed. All counties receive allocations of Liquid Fuels Tax Fund money in June and December of each year. Liquid Fuels Tax Fund money is primarily used for the construction, reconstruction, and maintenance and repair of roads and bridges. Counties may also choose to grant Liquid Fuels Tax Fund money to the political subdivisions within the county. Additionally, if the unencumbered fund balance as of December 31 was greater than the receipts for the previous twelve months, the county must disburse a portion of its Liquid Fuels Tax Fund money to the political subdivisions within the county. This condition is referred to as a forced distribution.

Our examination disclosed that the county's unencumbered balance as of December 31, 2018 was \$102,810.81, which was greater than the total receipts of \$94,508.98 for the preceding twelve months. The total receipts of \$94,508.98 includes the December allocation of \$46,806.98 that was deposited on January 16, 2019, which was subsequent to our examination. The county should have received this allocation in December of 2018 but the electronic deposit was rejected by the county's financial institution and a check had to be issued instead. Although this deposit is not included on the 2018 Form MS-991, we are including it in our calculations for this finding.

The Liquid Fuels and Fuels Tax Act, 75 Pa. C.S.A. § 9010(c) states, in part:

When the unencumbered balance in the County Liquid Fuels Tax Fund is greater than the receipts for the twelve months immediately preceding the date of either of the reports, the county commissioners shall notify the political subdivisions to make application within 90 days for participation in the redistribution of the unencumbered balance. Redistribution shall be effected within 120 days of the date of either of the reports.

In addition, the Department of Transportation's *Publication 9*, Chapter One, Section 1.9.1, states, in part:

... This forced distribution applies only to that portion of the unencumbered balance in excess of fifty percent (50%) of the receipts for the previous twelve months....

WYOMING COUNTY
LIQUID FUELS, ACT 44,
AND ACT 89 TAX FUNDS
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

**Finding No. 2 - Unencumbered Balance Was Greater Than The Receipts For The Previous
Twelve Months - Recurring (Continued)**

The following calculation is how to apply the above formula as it pertains to Wyoming County:

Unencumbered balance	\$102,810.81
Less 50% of prior 12 months' receipts reported on 2018 Form MS-991	23,850.96
Less 50% of December allocation	<u>23,403.49</u>
Amount to be distributed	<u>\$55,556.36</u>

The failure to comply with the Liquid Fuels and Fuels Tax Act and the Department of Transportation's *Publication 9* could result in the county having to distribute \$55,556.36 to the political subdivisions within the county.

Recommendation

Pursuant to the review of the Department of Transportation, we recommend that the Commissioners of Wyoming County distribute \$55,556.36 to the political subdivisions within the county in accordance with the provision of the Liquid Fuels and Fuels Tax Act and the Department of Transportation's *Publication 9*.

Management's Response

The county officials offered no formal response at this time.

Auditor's Conclusion

This is a recurring finding. We strongly recommend that the municipality complies with our recommendation. During our next examination, we will determine if the county complied with our recommendation.

WYOMING COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS
SUMMARY OF PRIOR EXAMINATIONS' RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

Summary Of 2012-2013 Examination Recommendations

In our 2012-2013 report, we recommended that the Department of Transportation review our examination finding to determine if the county should reimburse \$76,371.07 to its Liquid Fuels Tax Fund for depositing Liquid Fuels Tax Fund money into the General Fund.

During our previous examination, we reviewed a letter dated October 13, 2016, from the Department of Transportation, informing the county to reimburse \$76,371.07 to its Liquid Fuels Tax Fund and approving the following payment plan:

<u>Due Date</u>	<u>Amount</u>	<u>Date Reimbursed</u>
12/31/16	\$38,185.54	12/27/2017
12/31/17	<u>38,185.53</u>	Unpaid
Total	<u>\$76,371.07</u>	

As of the exit conference of this examination of November 13, 2019, \$38,185.53 was due the Liquid Fuels Tax Fund.

Summary Of 2016 Examination Recommendations

In our 2016 report, we recommended that the County:

- File all necessary documentation with the Department of Transportation to obtain the \$226,962.46 in reimbursements due the county.
- File all necessary documentation as per agreements with the Department of Transportation in a timely manner.
- Commissioners of Wyoming County, pursuant to the review of the Department of Transportation, distribute \$50,167.50 to the political subdivisions within the county in accordance with the provision of the Liquid Fuels and Fuels Tax Act and the Department of Transportation's *Publication 9*.

During our current examination, we noted that the county obtained \$60,747.78 of the \$226,962.46 of bridge reimbursements due and still needs to file documentation to receive the remaining \$166,218.68, and the county did not distribute \$50,167.50 to the political subdivisions within the county (see Finding Nos. 1 and 2).

WYOMING COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS
SUMMARY OF EXIT CONFERENCE
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

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

WYOMING COUNTY

Mr. William Gaylord, Chief Clerk

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Raymond J. Insalaco, Audit Supervisor

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

WYOMING COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2018

This report was initially distributed to:

Yassmin Gramian, P.E.
Acting Secretary
Department of Transportation

Wyoming County
1 Courthouse Square
Tunkhannock, PA 18657

The Honorable Thomas S. Henry
President of the Board of Commissioners

The Honorable Judy Kraft-Mead
County Commissioner

Ms. Patricia J. Mead
Treasurer

Mr. William Gaylord
Chief Clerk

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