



**R.W. & BT. VOL. FIREFIGHTERS' ASSOCIATION OF WOOD TOWNSHIP,
HUNTINGDON COUNTY, PENNA**

HUNTINGDON COUNTY

COMPLIANCE AUDIT REPORT

FOR THE PERIOD

JANUARY 1, 2008 TO DECEMBER 31, 2010



CONTENTS

Background.....	1
Letter From the Auditor General	3
Status of Prior Findings	5
Finding and Recommendation:	
Finding – Noncompliance With Prior Audit Recommendation – Failure to Maintain Officer's Bond Coverage	6
Accompanying Expenditure Information	7
Report Distribution List	9



BACKGROUND

Pursuant to Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania, Section 403 of The Fiscal Code, Act of April 9, 1929, (P.L. 343, No. 176), and the Volunteer Firefighters' Relief Association Act, as consolidated by the Act of November 23, 2010, (P.L. 1181, No. 118), at 35 Pa.C.S. § 7411 *et seq.*, the Department of the Auditor General's duty is to audit the accounts and records of every volunteer firefighters' relief association to determine that funds received under the Foreign Fire Insurance Tax Distribution Law, Act of December 18, 1984, (P.L. 1005, No. 205), as amended, 53 P.S. § 895.701 *et seq.* (commonly referred to as Act 205), are properly expended.

The R.W. & BT. Vol. Firefighters' Association of Wood Township, Huntingdon County, Penna, herein referred to as R.W. & BT. Volunteer Firefighters' Relief Association, is a charitable organization that was formed primarily to afford financial protection to volunteer firefighters and to encourage individuals to participate in volunteer fire service.

Act 118 governs the overall operation of the volunteer firefighters' relief association. The relief association's bylaws define the specific operational procedures by which the volunteer firefighters' relief association conducts business. To fulfill its primary purpose, Act 118 authorizes specific types of expenditures and prescribes appropriate volunteer firefighters' relief association investment options. Within the parameters established by Act 118, it is the responsibility of the volunteer firefighters' relief association to choose investments in a proper and prudent manner.

Volunteer firefighters' relief associations receive public tax monies, and the association officers therefore have a responsibility to the public to conduct the association's financial affairs in a businesslike manner and to maintain sufficient financial records to support the propriety of all association transactions. Volunteer firefighters' relief association officers are also responsible for ensuring that the association operates in accordance with applicable state laws, contracts, bylaws and administrative procedures.

Act 205 sets forth the computation of the Foreign Fire Insurance Tax Distribution paid to each applicable municipality throughout the Commonwealth of Pennsylvania. The amount of the distribution is based upon the population of each municipality and the market value of real estate within the municipality. Upon receipt of this distribution, the municipality must allocate the funds to the volunteer firefighters' relief association of the fire service organization or fire service organizations, which is or are recognized as providing the service to the municipality.

BACKGROUND (Continued)

The R.W. & BT. Volunteer Firefighters' Relief Association was allocated state aid from the following municipalities:

<u>Municipality</u>	<u>County</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Broad Top Township	Bedford	\$ 544	\$ 497	\$ 559
Wells Township	Fulton	\$ 305	\$ 279	\$ 314
Broad Top City Borough	Huntingdon	\$2,057	\$1,836	\$2,066
Dudley Borough	Huntingdon	\$ 228	*	*
Todd Township	Huntingdon	\$2,551	\$2,398	\$2,699
Wood Township	Huntingdon	\$3,643	\$3,276	\$3,687

* Dudley Borough chose not to give state aid to the R.W. & BT. Volunteer Firefighters' Relief Association in 2009 and 2010.

The volunteer firefighters' relief association and the affiliated fire service organization are separate, legal entities. The R.W. & BT. Volunteer Firefighters' Relief Association is affiliated with the following fire service organization:

R.W. and BT. Volunteer Fire Company

Mr. Kirby D. Lockard, President
R.W. & BT. VOLUNTEER FIREFIGHTERS'
RELIEF ASSOCIATION
Huntingdon County

We have conducted a compliance audit of the R.W. & BT. Volunteer Firefighters' Relief Association pursuant to authority derived from Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania, Section 403 of The Fiscal Code, Act of April 9, 1929, (P.L. 343, No. 176), and mandated by the Volunteer Firefighters' Relief Association Act, as consolidated by the Act of November 23, 2010 (P.L. 1181, No. 118), at 35 Pa.C.S. § 7411 *et seq.*, for the period January 1, 2008 to December 31, 2010.

We conducted this compliance audit in accordance with *Government Auditing Standards* applicable to performance audits, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our audit results and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our audit results and conclusions based on our audit objectives.

The objectives of the audit were:

1. To determine if the volunteer firefighters' relief association took appropriate corrective action to address the findings contained in our prior audit report; and
2. To determine if the volunteer firefighters' relief association received and expended state aid and accumulated relief funds in compliance with applicable state laws, contracts, bylaws and administrative procedures.

Our audit was limited to the areas related to the objectives identified above.

Volunteer firefighters' relief association officers are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the R.W. & BT. Volunteer Firefighters' Relief Association's administration of state aid and accumulated relief funds complies with applicable state laws, contracts, bylaws and administrative procedures including

the safeguarding of assets. In conducting our audit, we obtained an understanding of the volunteer firefighters' relief association's internal controls as they relate to the association's compliance with those requirements and that we considered to be significant within the context of the audit objectives, and assessed whether those significant controls were properly designed and implemented. Our audit procedures also included tests of documentary evidence supporting the R.W. & BT. Volunteer Firefighters' Relief Association's recorded financial transactions, tests of the physical existence of inventories, interviews of selected officials and direct confirmation of the R.W. & BT. Volunteer Firefighters' Relief Association's cash, investments, and certain other assets and liabilities as of December 31, 2010, with the custodians of the funds, debtors, creditors, and financial institutions to the extent necessary to satisfy the audit objectives. Additionally, we performed procedures to provide a reasonable assurance of detecting instances of violations of legal and regulatory requirements or violations of provisions of contracts that are significant within the context of the audit objectives.

The results of our audit, for the period January 1, 2008 to December 31, 2010, found the R.W. & BT. Volunteer Firefighters' Relief Association took appropriate corrective action to address one of the two findings contained in our prior audit report. However, the R.W. & BT. Volunteer Firefighters' Relief Association failed to take appropriate corrective action to address the remaining finding contained in our prior audit report, as listed below and discussed in the Status of Prior Findings section of this report. In addition, the results of our audit found the R.W. & BT. Volunteer Firefighters' Relief Association, in all significant respects, received and expended state aid and accumulated relief funds in compliance with applicable state laws, contracts, bylaws and administrative procedures, except as noted in the finding listed below and discussed in detail in the Finding and Recommendation section of this report. The results of our tests also indicated the R.W. & BT. Volunteer Firefighters' Relief Association expended funds as presented in the Accompanying Expenditure Information and, as of December 31, 2010, had a cash balance of \$9,776 and an investment balance with a fair value of \$18,605.

Finding – Noncompliance With Prior Audit Recommendation –
Failure to Maintain Officer's Bond Coverage

The contents of this report were discussed with the management of the R.W. & BT. Volunteer Firefighters' Relief Association and, where appropriate, their response has been included in the report.

April 11, 2011

JACK WAGNER
Auditor General

R.W. & BT. VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATION
STATUS OF PRIOR FINDINGS

COMPLIANCE WITH PRIOR AUDIT FINDING AND RECOMMENDATION

The R.W. & BT. Volunteer Firefighters' Relief Association has complied with the following prior audit finding and recommendation:

- Failure to Timely Receive and Deposit State Aid

By depositing the 2006 state aid of \$519 from Broad Top Township, and by adopting internal control procedures to ensure that all income received is deposited in a timely manner into a relief association account.

NONCOMPLIANCE WITH PRIOR AUDIT FINDING AND RECOMMENDATION

The R.W. & BT. Volunteer Firefighters' Relief Association has not complied with one of the two prior audit findings. This finding is noted below and discussed in detail in the Finding and Recommendation section of this report:

- Noncompliance With Prior Audit Recommendation –
Failure to Maintain Officer's Bond Coverage

While the relief association decreased its cash assets to an amount less than the officer's bond coverage, the relief association, again, failed to maintain officer's bond coverage during the current audit period. Refer to the finding in the Finding and Recommendation section of this report.

We are concerned with the volunteer firefighters' relief association's failure to correct a previously reported audit finding. The association management should strive to implement the recommendation and corrective action noted in this audit report.

R.W. & BT. VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATION
FINDING AND RECOMMENDATION

Finding – Noncompliance With Prior Audit Recommendation –
Failure to Maintain Officer's Bond Coverage

Condition: As cited in our prior audit report, the relief association, again, failed to maintain bond coverage on the disbursing officer, as required by Act 118. During the current audit period, the relief association maintained coverage until February 4, 2010, when the relief association's bond coverage was added to the affiliated fire company's bond policy.

Criteria: Act 118 at 35 Pa.C.S. § 7415(c)(4) states, in part, that:

. . . the disbursing officer, whether designated treasurer, comptroller, financial secretary or otherwise, shall be bonded by corporate surety for faithful performance of duty. The amount of the bond shall be at least as great as the maximum cash balance in current funds of the association at any time during the fiscal year, and the premium on the bond shall be a proper charge against the funds of the association.

In addition, prudent business practice dictates that in order to ensure proper bond coverage, the bond policy should only be in the name of the relief association and not be held jointly with the fire company.

Cause: While notified of this condition during our prior audit, relief association officials, again, neglected the Act 118 provisions regarding the maintenance of officer's bond coverage; specifically, maintaining a bond in the relief association's name only.

Effect: As a result of the disbursing officer of the relief association not being properly bonded, the relief association's cash assets were not adequately safeguarded.

Recommendation: We, again, recommend the relief association maintain officer's bond coverage, as required by Act 118, in that the bond be held in only the name of the relief association. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

Management's Response: Relief association management agreed with the finding as presented at the audit exit conference and indicated they will take action to comply with the recommendation.

R.W. & BT. VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATION
 ACCOMPANYING EXPENDITURE INFORMATION
 FOR THE PERIOD JANUARY 1, 2008 TO DECEMBER 31, 2010

Act 118 at 35 Pa.C.S. § 7412 states: a volunteer firefighters' relief association is an organization formed primarily for the purpose of affording financial protection to volunteer firefighters against the consequences of misfortune suffered as a result of their participation in the fire service. The organization may contain within its membership the members of one or more fire companies and may serve secondary purposes, as set forth in this subchapter, but only if adequate provisions have been first made to serve the primary purpose.

Act 118 at 35 Pa.C.S. § 7416 authorizes the investment of relief association funds and outlines the types of benefits and services that can be provided with volunteer firefighters' relief association funds.

Furthermore, all expenditures must be properly authorized as prescribed in the volunteer firefighters' relief association bylaws and approved at an association meeting.

USES OF FUNDS:

Benefit Services:	
Insurance premiums	\$ 5,168
Total Benefit Services	\$ 5,168
Fire Services:	
Equipment purchased	\$ 16,010
Training expenses	681
Fire prevention materials	334
Total Fire Services	\$ 17,025
Administrative Services:	
Miscellaneous administrative expenses	\$ 19
Total Administrative Services	\$ 19
Total Investments Purchased:	\$ 22,000



R.W. & BT. VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATION
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

The Honorable Tom Corbett
Governor
Commonwealth of Pennsylvania

R.W. & BT. Volunteer Firefighters' Relief Association Governing Body:

Mr. Kirby D. Lockard, President

Mr. Adam Watson, Vice President

Ms. Jeanette Myers, Secretary

Ms. Audrey H. Jones, Treasurer

The following municipalities allocated foreign fire insurance tax monies to this relief association and received a copy of this report.

Mr. Ernest Fuller, Secretary
Broad Top Township

Ms. Karole S. Barton, Secretary
Wells Township

Ms. Lori Hann, Secretary
Broad Top City Borough

Ms. Mary Ann Baker, Secretary
Dudley Borough

Ms. Charlotte Wright, Secretary
Todd Township

Ms. Tonya Passmore, Secretary
Wood Township

This report is a matter of public record. Copies of this report may be obtained from the Pennsylvania Department of the Auditor General, Office of Communications, 318 Finance Building, Harrisburg, PA 17120. If you have any questions regarding this report or any other matter, you may contact the Department of the Auditor General by accessing our website at www.auditorgen.state.pa.us.