



**UPPER FRANKFORD TOWNSHIP FIREMEN'S RELIEF ASSOCIATION**

**HEREIN REFERRED TO AS:**

**UPPER FRANKFORD TOWNSHIP VOLUNTEER FIREFIGHTERS' RELIEF  
ASSOCIATION**

**CUMBERLAND COUNTY**

**COMPLIANCE AUDIT REPORT**

**FOR THE PERIOD**

**JANUARY 1, 2004 TO DECEMBER 31, 2006**



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## 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, Act of June 11, 1968, (P.L. 149, No. 84), as amended, 53 P.S. § 8501 et seq. (commonly referred to as Act 84), 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 Upper Frankford Township 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 84 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 84 authorizes specific types of expenditures and prescribes appropriate volunteer firefighters' relief association investment options. Within the parameters established by Act 84, 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. The Upper Frankford Township Volunteer Firefighters' Relief Association was allocated state aid from the following municipalities:

<u>Municipality</u>	<u>County</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
Lower Frankford Township	Cumberland	\$ 2,475	\$ 2,726	\$ 2,742
Lower Mifflin Township	Cumberland	\$ 3,936	\$ 4,411	\$ 4,471
Upper Frankford Township	Cumberland	\$ 9,943	\$ 10,972	\$ 11,128

BACKGROUND (Continued)

The volunteer firefighters' relief association and the affiliated fire service organization are separate, legal entities. The Upper Frankford Township Volunteer Firefighters' Relief Association is affiliated with the following fire service organization:

Upper Frankford Township Volunteer Fire Company

Mr. Wesley Drawbaugh, President  
UPPER FRANKFORD TOWNSHIP VOLUNTEER  
FIREFIGHTERS' RELIEF ASSOCIATION  
Cumberland County

We have conducted a compliance audit of the Upper Frankford Township 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, Act of June 11, 1968, (P.L. 149, No. 84), as amended, 53 P.S. § 8501 *et seq.* (commonly referred to as Act 84), for the period January 1, 2004 to December 31, 2006. The audit was conducted in accordance with *Government Auditing Standards* applicable to performance audits, issued by the Comptroller General of the United States.

The objectives of the audit were:

1. To determine if the volunteer firefighters' relief association took appropriate corrective action to address the finding 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.

The Department of the Auditor General (Department) is mandated by state statute to calculate state aid provided to volunteer firefighters' relief associations and to audit volunteer firefighters' relief associations having received such aid. An administrative unit of the Department's Comptroller's Office that is not involved in the audit process calculates state aid and submits requests to the Commonwealth's Treasury Department for the disbursement of state aid to the municipality. The Department has implemented procedures to ensure that Department audit personnel are not directly involved in the calculation and disbursement processes. The Department's mandatory responsibilities are being disclosed in accordance with *Government Auditing Standards*.

Volunteer firefighters' relief association officers are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the Upper Frankford Township Volunteer Firefighters' Relief Association's administration of state aid and accumulated 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 applicable state laws, contracts, bylaws and administrative procedures significant within the context of the audit objectives. We also tested transactions, confirmed the Upper Frankford Township Volunteer Firefighters' Relief Association's cash balance as of December 31, 2006, with the custodians of the funds, and interviewed selected officials to the extent necessary to satisfy the audit objectives.

The results of our audit found that for the period January 1, 2004 to December 31, 2006, the Upper Frankford Township Volunteer Firefighters' Relief Association expended funds as presented in the accompanying information and as of December 31, 2006, had a cash balance of \$49,220 and no investments. Additionally, the results of our tests indicated that, in all significant respects, the Upper Frankford Township Volunteer Firefighters' Relief Association received and expended state aid and accumulated relief association funds in compliance with applicable state laws, contracts, bylaws and administrative procedures, except as noted in the following finding discussed later in this report:

Finding – Inadequate Officer's Bond Coverage

The contents of this report were discussed with the management of the Upper Frankford Township Volunteer Firefighters' Relief Association and, where appropriate, their responses have been included in the report.

February 21, 2007

JACK WAGNER  
Auditor General



UPPER FRANKFORD TOWNSHIP VOLUNTEER FIREFIGHTERS' RELIEF  
ASSOCIATION  
STATUS OF PRIOR FINDING

COMPLIANCE WITH PRIOR AUDIT RECOMMENDATION

Failure to Obtain a Federal Tax Identification Number

The relief association has complied, subsequent to the period under review, with the prior audit recommendation by obtaining a federal tax identification number and furnishing it to the financial institution in which the relief association maintains funds.

UPPER FRANKFORD TOWNSHIP VOLUNTEER FIREFIGHTERS' RELIEF  
ASSOCIATION  
FINDING AND RECOMMENDATION

Finding – Inadequate Officer's Bond Coverage

Condition: The relief association failed to maintain adequate bond coverage on the association's disbursing officer, as required by Act 84. Specifically, the bond policy in effect, during and subsequent to the audit period, was a name schedule bond. A name schedule officer's bond insures the specific person recorded on the insurance policy specified as being the disbursing officer. We detected that the name on record with the insurance company was that of the prior relief association treasurer. As of the date of this report, the relief association had not informed the insurance carrier of the name change for the relief association's disbursing officer.

Criteria: Act 84 at 53 P.S. § 8505(c) states, in part, that:

. . . the disbursing officer, whether designated treasurer, comptroller, financial secretary, or otherwise, shall be bonded by corporate surety for the faithful performance of his duties. The amount of such 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 such bond shall be a proper charge against the funds of the association.

Cause: Relief association officials were aware of the Act 84 provisions regarding the maintenance of officer's bond coverage but failed to notify the insurance carrier of the change in relief association officers.

Effect: As a result of the disbursing officer of the relief association not being adequately bonded by not having the current disbursing officer registered, the relief association's cash assets are not adequately safeguarded.

Recommendation: We recommend the relief association ensure that the disbursing officer is adequately covered by a faithful performance bond, as required by Act 84. This requirement may be accomplished by notifying the insurance carrier of the current disbursing officer. 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.

UPPER FRANKFORD TOWNSHIP VOLUNTEER FIREFIGHTERS' RELIEF  
ASSOCIATION  
ACCOMPANYING EXPENDITURE INFORMATION  
FOR THE PERIOD JANUARY 1, 2004 TO DECEMBER 31, 2006

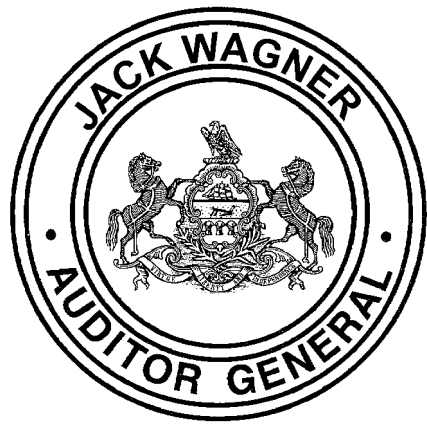
Act 84 at 53 P.S. § 8502(1) states, in part, that:

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. Such an association may also serve other purposes, . . . provided only that adequate provisions be first made to serve its primary purpose. . . .

Act 84 at 53 P.S. § 8506, 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. 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	\$ 517
Total Benefit Services	\$ 517
Fire Services:	
Equipment purchased	\$ 31,459
Equipment maintenance	5,178
Fire prevention materials	346
Total Fire Services	\$ 36,983
Administrative Services:	
Other administrative expenses	\$ 138
Total Administrative Services	\$ 138



UPPER FRANKFORD TOWNSHIP VOLUNTEER FIREFIGHTERS' RELIEF  
ASSOCIATION  
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

The Honorable Edward G. Rendell  
Governor  
Commonwealth of Pennsylvania

Upper Frankford Township Volunteer Firefighters' Relief Association Officers:

Mr. Wesley Drawbaugh, President

Mr. Brian Alleman, Secretary

Mr. George Stets, Treasurer

Reports were also distributed to each municipality, which allocated foreign fire insurance tax monies to this relief association.

Ms. Karen Heishman, Secretary  
Lower Frankford Township

Ms. Shelby L. Winter, Secretary  
Lower Mifflin Township

Ms. Vonda K. Kelso, Secretary  
Upper Frankford 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](http://www.auditorgen.state.pa.us).