

COMPLIANCE AUDIT

Winburne Volunteer Fireman's Relief Association at Winburne, Clearfield County, Pennsylvania

For the Period
January 1, 2016 to December 31, 2018

May 2019



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale • Auditor General



Commonwealth of Pennsylvania
Department of the Auditor General
Harrisburg, PA 17120-0018
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EUGENE A. DePASQUALE
AUDITOR GENERAL

Mr. Joshua Retorick, President
Winburne Volunteer Fireman's Relief
Association at Winburne,
Clearfield County, Pennsylvania

We have conducted a compliance audit of the Winburne Volunteer Fireman's Relief Association at Winburne, Clearfield County, Pennsylvania (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, 2016 to December 31, 2018.

The objectives of the audit were:

1. To determine if the relief association took appropriate corrective action to address the findings contained in our prior audit report.
2. To determine if the relief association complied with applicable state laws, contracts, bylaws, and administrative procedures as they relate to the receipt of state aid and the expenditure of relief association funds.

Our audit was limited to the areas related to the objectives identified above and was not required to be and was not conducted in accordance with Government Auditing Standards issued by the Comptroller General of the United States.

Relief association officers are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the 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. Relief association officers are responsible for complying with applicable state laws, contracts, bylaws, and administrative procedures. It is our responsibility to perform procedures to obtain sufficient, appropriate evidence to the extent necessary to satisfy the audit objectives. We believe that our audit provides a reasonable basis for our conclusions.

Based on our audit procedures, we conclude that, for the period January 1, 2016 to December 31, 2018:

- The relief association took appropriate corrective action to address one of the three findings contained in our prior audit report. However, the relief association failed to take appropriate corrective action to address the two remaining findings contained in our prior audit report, as listed below and discussed in the Status of Prior Findings section of this report.
- Because of the significance of the matters described in the findings below and discussed later in this report, the relief association did not, in all significant respects, comply with applicable state laws, contracts, bylaws, and administrative procedures as they relate to the receipt of state aid and the expenditure of relief association funds, collectively as a whole. Therefore, the relief association may be subject to the potential withholding of its upcoming state aid distribution, as discussed in the Potential Withhold of State Aid section of this report.

Finding No. 1 – Noncompliance With Prior Audit Recommendation –
Undocumented Expenditures

Finding No. 2 – Noncompliance With Prior Audit Recommendation –
Unauthorized Expenditures

Finding No. 3 – Questionable Transfers Of Funds

Finding No. 4 – Relief Association Checking Account Inappropriately
Registered Under Affiliated Fire Service Organization's
Federal Tax Identification Number

Finding No. 5 – Inadequate Financial Record-Keeping System

Finding No. 6 – Inadequate Minutes Of Meetings

The six findings contained in this report cite conditions that existed in the operation of the relief association during the current audit period. We are concerned by the number of findings noted and strongly encourage timely implementation of the recommendations noted in this audit report.

We are also providing a copy of the audit report to the Clearfield County District Attorney's Office to determine whether any criminal laws of this Commonwealth have been violated and/or for whatever action it may deem appropriate and necessary.

The supplementary financial information contained in this report is presented for purposes of additional disclosure and analysis. We performed only limited procedures on the supplementary financial information and, accordingly, express no form of assurance on it.

The contents of this report were discussed with the management of the relief association and, where appropriate, their responses have been included in the report. We would like to thank the relief association officials for the cooperation extended to us during the conduct of the audit.

April 17, 2019

A handwritten signature in black ink, appearing to read "Eugene A. DePasquale", with a long horizontal flourish extending to the right.

EUGENE A. DEPASQUALE
Auditor General

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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, 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 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 volunteer firefighters' relief associations. Relief association bylaws define the specific operational procedures by which relief associations conduct 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 relief associations 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 that is or are recognized as providing the service to the municipality.

BACKGROUND – (Continued)

The relief association was allocated state aid from the following municipality:

<u>Municipality</u>	<u>County</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Cooper Township	Clearfield	\$6,529	\$6,131	\$5,601

The volunteer firefighters’ relief association and the affiliated fire service organization are separate, legal entities. The relief association is affiliated with the following fire service organization:

Winburne Volunteer Fire Company No. 1

WINBURNE VOLUNTEER FIREMAN'S RELIEF ASSOCIATION AT WINBURNE,
CLEARFIELD COUNTY, PENNSYLVANIA
STATUS OF PRIOR FINDINGS

COMPLIANCE WITH PRIOR AUDIT FINDING AND RECOMMENDATION

The relief association has complied with one of the three prior audit findings and recommendations, as follows:

- Failure To Deposit Investments Sold

By receiving reimbursement of \$11,855 from the affiliated fire company for the erroneous deposit, and by establishing accounting procedures to ensure that the proceeds from all investments are timely deposited into a relief association account.

NONCOMPLIANCE WITH PRIOR AUDIT FINDINGS AND RECOMMENDATIONS

The relief association has not complied with two of the three prior audit findings. These findings are noted below and discussed in detail in the Findings and Recommendations section of this report:

- Undocumented Expenditures

Although the relief association received reimbursement of \$6,229 from the affiliated fire company for the undocumented expenditures that were made in the prior audit period, the relief association again failed to provide adequate documentation to support all expenditures in the current audit period as further disclosed in Finding No. 1 of this report.

- Unauthorized Expenditures

Although the relief association received reimbursement of \$2,576 from the affiliated fire company for the unauthorized expenditures that were made in the prior audit period, the relief association again expended funds in the current audit period that were not authorized by Act 118 as further disclosed in Finding No. 2 of this report.

We are concerned by the relief association's failure to correct those previously reported audit findings. The association management should strive to implement the recommendations and corrective actions noted in this audit report.

WINBURNE VOLUNTEER FIREMAN'S RELIEF ASSOCIATION AT WINBURNE,
 CLEARFIELD COUNTY, PENNSYLVANIA
 FINDINGS AND RECOMMENDATIONS

Finding No. 1 – Noncompliance With Prior Audit Recommendation – Undocumented Expenditures

Condition: The relief association was unable to provide adequate supporting documentation for the following expenditures made during the current audit period:

Date	Check No.	Payee Description	Amount
02/21/16	133	Training Vendor	\$ 112
02/29/16	135	Individual	75
03/28/16	138	Equipment Supplier	916
07/13/16	149	Equipment/Service Vendor	102
09/16/16	150	Utility Vendor	118
11/26/16	153	Communications Vendor	64
01/04/17	EFT	Communications Vendor	129
04/17/17	164	Department Store	103
05/07/17	169	Equipment Vendor	1,494
06/16/17	174	Fire Company	100
08/16/17	175	Department Store	262
08/14/17	176	Individual	420
10/05/17	177	Grocery Store	23
10/07/17	178	Individual	605
10/23/17	179	Fire Company	150
11/09/17	180	Department Store	106
11/08/17	181	Unknown	176
11/20/17	EFT	Computer/Software Vendor	106
04/19/18	187	Department Store	95
07/03/18	191	Department/Supplies Store	88
10/08/18	195	Equipment/Service Vendor	361
12/11/18	197	Individual	32
12/23/18	184	Individual	80
Total			<u>\$ 5,717</u>

A similar condition was noted in our prior audit report.

WINBURNE VOLUNTEER FIREMAN'S RELIEF ASSOCIATION AT WINBURNE,
CLEARFIELD COUNTY, PENNSYLVANIA
FINDINGS AND RECOMMENDATIONS

Finding No. 1 – (Continued)

Criteria: Section 7418(a) of Act 118 states:

The Office of Auditor General shall have the power and its duty shall be to audit the accounts and records of every volunteer firefighters' relief association receiving money under Chapter 7 of the Act of December 18, 1984 (P.L. 1005, No. 205), known as the Municipal Pension Plan Funding Standard and Recovery Act, as far as may be necessary to satisfy the Auditor General that the money received was or is being expended for no purpose other than that authorized by this subchapter. Copies of all audits shall be furnished to the Governor.

Without adequate supporting documentation, such as invoices and/or itemized receipts, this department is unable to determine whether relief association funds were expended for purposes authorized by Act 118. Furthermore, prudent business practice dictates that supporting documentation be maintained to evidence the propriety of all financial transactions.

Cause: Even though notified of this condition during our prior audit, relief association officials again neglected to establish adequate internal control procedures to ensure supporting documentation is maintained for all expenditures.

Effect: Lack of supporting documentation, such as invoices, itemized receipts and detailed minutes of meetings, made it impossible to determine if the expenditures were made in accordance with Section 7416(f) of Act 118. In addition, the failure to maintain adequate supporting documentation for relief association expenditures can lead to an increased risk of errors occurring and funds being misappropriated. Furthermore, the relief association's future state aid allocations may be withheld until the finding recommendation is complied with.

Recommendation: We recommend that the relief association officials provide this department with adequate supporting documentation, such as invoices and/or itemized receipts, to ensure the propriety of the expenditures or that the relief association be reimbursed \$5,717 for the undocumented expenditures. We also recommend that the relief association officials maintain supporting documentation for all future expenditures. 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.

WINBURNE VOLUNTEER FIREMAN'S RELIEF ASSOCIATION AT WINBURNE,
CLEARFIELD COUNTY, PENNSYLVANIA
FINDINGS AND RECOMMENDATIONS

Finding No. 1 – (Continued)

Auditor's Conclusion: Due to the potential withhold of state aid, the relief association's compliance with the finding recommendation will be monitored subsequent to the release of the audit report and through our next audit of the relief association.

Finding No. 2 – Noncompliance With Prior Audit Recommendation – Unauthorized Expenditures

Condition: The relief association expended funds primarily for the following food items during the current audit period that are not authorized by Act 118:

<u>Date</u>	<u>Check No.</u>	<u>Description</u>	<u>Amount</u>
03/25/16	136	Grocery Store	\$ 12
03/31/16	137	Restaurant	61
04/01/16	140	Food Purchased at Department Store	36
04/01/16	141	Grocery Store	54
04/01/16	142	Grocery Store	15
09/18/16	152	Food Purchased at Department Store	30
Total			<u>\$ 208</u>

A similar condition was noted in our prior audit report.

Criteria: Section 7416(f) of Act 118 states:

The funds of any volunteer firefighters' relief association may be spent:

- (1) To pay for such normal and reasonable running expenses as may be appropriate to the businesslike conduct of the affairs of the association, including legal fees, rental or purchase of offices, payment of reasonable compensation of employees and purchase of office equipment and supplies.

- (11) To purchase safeguards for preserving life, health and safety of volunteer firefighters to ensure their availability to participate in the volunteer fire service.

WINBURNE VOLUNTEER FIREMAN'S RELIEF ASSOCIATION AT WINBURNE,
CLEARFIELD COUNTY, PENNSYLVANIA
FINDINGS AND RECOMMENDATIONS

Finding No. 2 – (Continued)

The above costs for the purchase of food do not qualify as authorized volunteer firefighters' relief association expenditures; consequently, these disbursements are not authorized under Act 118.

Cause: Even though notified of this condition during our prior audit, relief association officials again neglected the fact that the expenditures were not authorized by Act 118.

Effect: As a result of these improper expenditures, relief association funds were not available for investment purposes, or to pay for expenditures authorized by Act 118.

Recommendation: We recommend that the relief association be reimbursed \$208 for the unauthorized expenditures and that relief association officials become familiar with Section 7416(f) of Act 118 to aid them in determining the propriety of future expenditures. 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.

Auditor's Conclusion: We are concerned by the relief association's failure to correct this previously reported audit finding and strongly encourage timely implementation of the recommendation noted in this audit report.

WINBURNE VOLUNTEER FIREMAN’S RELIEF ASSOCIATION AT WINBURNE,
 CLEARFIELD COUNTY, PENNSYLVANIA
 FINDINGS AND RECOMMENDATIONS

Finding No. 3 – Questionable Transfers Of Funds

Condition: During the audit period, the relief association inappropriately transferred funds amounting to \$21,995 from its checking account to the affiliated fire company’s account and failed to seek reimbursement for this impropriety. The transfers were as follows:

Transaction Date	Payment Method	Payee Description	Amount
12/12/2016	EFT	Winburne Volunteer Fire Company	\$ 65
03/31/2017	EFT	Winburne Volunteer Fire Company	850
10/10/2017	EFT	Winburne Volunteer Fire Company	3,500
10/31/2017	EFT	Winburne Volunteer Fire Company	80
11/06/2017	EFT	Winburne Volunteer Fire Company	2,500
02/06/2018	EFT	Winburne Volunteer Fire Company	5,000
02/06/2018	EFT	Winburne Volunteer Fire Company	4,000
03/21/2018	EFT	Winburne Volunteer Fire Company	2,000
03/29/2018	EFT	Winburne Volunteer Fire Company	1,000
04/11/2018	EFT	Winburne Volunteer Fire Company	2,000
04/24/2018	EFT	Winburne Volunteer Fire Company	1,000
Total			<u>\$ 21,995</u>

EFT = Electronic Fund Transfers

Criteria: Relief association funds should not be transferred to the accounts of any other organization without proper justification. Further, in order to maintain effective control of relief association assets, relief association funds should not be commingled with any other organization’s funds. Adequate accounting and internal controls should include procedures to prevent erroneous transfers.

Cause: Relief association officials did not provide a reason as to why these transfers occurred and acknowledged that appropriate corrective action to obtain reimbursement from the fire company for these questionable transfers had not taken place during the audit period. The relief association failed to establish adequate internal control procedures that would prevent erroneous and/or inappropriate transfers and commingling of funds.

WINBURNE VOLUNTEER FIREMAN'S RELIEF ASSOCIATION AT WINBURNE,
CLEARFIELD COUNTY, PENNSYLVANIA
FINDINGS AND RECOMMENDATIONS

Finding No. 3 – (Continued)

Effect: The transfers of funds to the affiliated fire company's account reduces the relief association's control over cash disbursements. As a result of the funds being transferred to the affiliated fire company's account, the relief association's funds were not available to pay operating expenses or for investment purposes. Thus, the relief association could be adversely affected due to its bills not being paid or being paid on an untimely basis, and the loss of possible investment opportunities. The lack of effective internal controls over transfers of relief association funds places the relief association funds at greater risk for misappropriation. We are also providing a copy of the audit report to the Clearfield County District Attorney's Office to determine whether any criminal laws of this Commonwealth have been violated and/or for whatever action it may deem appropriate and necessary.

Furthermore, the relief association's future state aid allocations may be withheld until the finding recommendation is complied with.

Recommendation: We recommend that the relief association be reimbursed \$21,995 from the affiliated fire company for the erroneous transfers of funds. Furthermore, we recommend the relief association cease transferring relief association monetary assets to the affiliated fire company and establish adequate accounting and internal control procedures to monitor future relief association disbursements/transfers of funds. 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 subsequent to our audit, on March 12, 2019, received reimbursement from the bonding company in the amount of \$21,000 and deposited it into a relief association account. There is still a balance owed of \$995.

Auditor's Conclusion: We reviewed documentation verifying that a reimbursement of \$21,000 was received and deposited into a relief association account. Due to the potential withhold of state aid for the remaining balance due to the relief association, the relief association's compliance with the finding recommendation will be monitored subsequent to the release of the audit report and through our next audit of the relief association.

WINBURNE VOLUNTEER FIREMAN'S RELIEF ASSOCIATION AT WINBURNE,
CLEARFIELD COUNTY, PENNSYLVANIA
FINDINGS AND RECOMMENDATIONS

**Finding No. 4 – Relief Association Checking Account Inappropriately Registered Under
Affiliated Fire Service Organization's Federal Tax Identification Number**

Condition: As a result of our confirmation request with the bank, as of December 31, 2018, the relief association held a checking account, with a total cost value of \$7,320, which was inappropriately registered under the fire company's federal tax identification number rather than the relief association's identification number. This checking account represents 100 percent of the relief association's total assets.

Criteria: Prudent business practice dictates that the relief association maintain ownership of all investments as a means of safeguarding its assets from unauthorized use or disposition.

Cause: Relief association officials failed to establish adequate internal control procedures to ensure that the relief association checking account was registered with the relief association's federal tax identification number.

Effect: As a result of the relief association checking account being inappropriately registered under another entity's federal tax identification number, the relief association's cash assets were not properly safeguarded.

Recommendation: We recommend that the relief association officials secure ownership rights to all monetary assets. This requirement can be accomplished by ensuring that all cash accounts and investments accounts are registered under the relief association's federal tax identification number. 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.

Auditor's Conclusion: Compliance will be subject to verification through our next audit.

WINBURNE VOLUNTEER FIREMAN'S RELIEF ASSOCIATION AT WINBURNE,
CLEARFIELD COUNTY, PENNSYLVANIA
FINDINGS AND RECOMMENDATIONS

Finding No. 5 – Inadequate Financial Record-Keeping System

Condition: The relief association's financial record-keeping system did not establish adequate accounting procedures to allow the membership to effectively monitor the relief association's financial operations. The following are the noted deficiencies:

- There were numerous deposits totaling \$6,843 into the relief association checking account for which documentation of the source of the funds is not documented and relief association officials were not able to identify the source of the funds.
- A journal was not maintained to record the receipts and disbursements of the relief association.
- Ledgers were not utilized to record the transactions of the relief association accounts.
- Documentation to support various expenditures was not available for examination at the time of the audit.
- Inappropriate transfers were made from a relief association account to the affiliated fire company's account.

Criteria: Section 7415(a) of Act 118 states:

A volunteer firefighters' relief association may be a body corporate, governed by a charter and bylaws or an unincorporated association of individuals governed by bylaws and a constitution. In either case, it must provide for taking and preserving minutes of all meetings and maintenance of such books of account as may be necessary and appropriate to afford a permanent record of its fiscal affairs.

In addition, an adequate system of accounting and record-keeping is a prerequisite for sound administration of relief association assets.

Cause: Relief association officials indicated that they were unaware of their various record-keeping responsibilities.

Effect: The failure of relief association officials to maintain adequate records prohibits the membership from effectively monitoring the relief association's financial operations.

WINBURNE VOLUNTEER FIREMAN’S RELIEF ASSOCIATION AT WINBURNE,
 CLEARFIELD COUNTY, PENNSYLVANIA
 FINDINGS AND RECOMMENDATIONS

Finding No. 5 – (Continued)

Recommendation: We recommend that the relief association officials establish and maintain a financial record-keeping system that allows the membership to effectively monitor the relief association’s financial operations. 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.

Auditor’s Conclusion: Compliance will be subject to verification through our next audit.

Finding No. 6 – Inadequate Minutes Of Meetings

Condition: The relief association failed to maintain detailed minutes of meetings as required by Act 118. Specifically, the relief association’s minutes did not address all of the financial-related transactions that occurred during the audit period. In addition, relief officials did not adhere to the quarterly meeting requirements of the months of March, June, September and/or December, as stipulated in the relief association’s bylaws, as noted below:

Documented Relief Association Meetings Held During the Audit Period

Month	2016	2017	2018
January	None	2	None
February	None	1	None
March	None	None	None
April	None	2	None
May	None	None	None
June	None	None	None
July	None	None	None
August	2	None	None
September	1	None	None
October	None	None	2
November	None	None	1
December	1	None	None

WINBURNE VOLUNTEER FIREMAN'S RELIEF ASSOCIATION AT WINBURNE,
CLEARFIELD COUNTY, PENNSYLVANIA
FINDINGS AND RECOMMENDATIONS

Finding No. 6 – (Continued)

Criteria: Section 7415(a) of Act 118 states, in part, that the relief association:

. . . must provide for taking and preserving minutes of all meetings and maintenance of such books of account as may be necessary and appropriate to afford a permanent record of its fiscal affairs.

In addition, Article IV, Meetings, Section 1, of the relief association bylaws states:

The stated meetings of the Organization shall be held on the second Tuesday during the months of March, June, September, and December.

Furthermore, the relief association's bylaws at Article VII, Section 1 states:

The Secretary shall keep correct minutes of all meetings.

As to the approval of financial-related transactions, the relief association's bylaws at Article VIII, Duties of the Treasurer, Section 3 states:

He/she shall pay out no money except as approved by the Organization.

Cause: Relief association officials indicated that they were aware that maintaining detailed minutes of meetings was required by Act 118, however, they neglected to do so.

Effect: Without detailed minutes of meetings, evidence that relief association business was presented before the membership for approval does not exist.

Recommendation: We recommend that the relief association officials maintain detailed minutes of meetings, evidencing the discussion and approval of all financial-related business conducted by the relief association and that all required meetings are held in accordance with the relief association bylaws. 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.

Auditor's Conclusion: Compliance will be subject to verification through our next audit.

WINBURNE VOLUNTEER FIREMAN'S RELIEF ASSOCIATION AT WINBURNE,
CLEARFIELD COUNTY, PENNSYLVANIA
POTENTIAL WITHHOLD OF STATE AID

A condition of a repeat finding such as that reported by Finding No. 1 may lead to a total withholding of state aid in the future unless that finding is corrected. Furthermore, a condition such as that reported by Finding No. 3 may lead to a total withholding of state aid in the future unless that finding is corrected. However, such action may not be considered if sufficient documentation is provided within 60 days to verify compliance with this department's recommendations. Such documentation should be submitted by the relief association to: Department of the Auditor General, Bureau of Fire Relief Audits, Room 327 Finance Building, Harrisburg, PA 17120.

WINBURNE VOLUNTEER FIREMAN'S RELIEF ASSOCIATION AT WINBURNE,
CLEARFIELD COUNTY, PENNSYLVANIA
SUPPLEMENTARY FINANCIAL INFORMATION
CASH BALANCE
AS OF DECEMBER 31, 2018

Cash	<u>\$ 7,320</u>
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WINBURNE VOLUNTEER FIREMAN'S RELIEF ASSOCIATION AT WINBURNE,
 CLEARFIELD COUNTY, PENNSYLVANIA
 SUPPLEMENTARY FINANCIAL INFORMATION
 SUMMARY OF EXPENDITURES
 FOR THE PERIOD JANUARY 1, 2016 TO DECEMBER 31, 2018

Expenditures:

Benefit Services:	
Insurance premiums	\$ 2,975
Fire Services:	
Equipment purchased	\$ 24,121
Equipment maintenance	6,711
Training expenses	2,251
Total Fire Services	\$ 33,083
Administrative Services:	
Other administrative expenses	\$ 201
Bond premiums	200
Total Administrative Services	\$ 401
Other Expenditures:	
Questionable Transfers of Funds	\$ 21,995
Undocumented expenditures	5,717
Unauthorized expenditures	208
Total Other Expenditures	\$ 27,920
Total Expenditures	\$ 64,379

WINBURNE VOLUNTEER FIREMAN'S RELIEF ASSOCIATION AT WINBURNE,
CLEARFIELD COUNTY, PENNSYLVANIA
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

The Honorable Tom W. Wolf
Governor
Commonwealth of Pennsylvania

William A. Shaw Jr.
District Attorney
Clearfield County Pennsylvania

Winburne Volunteer Fireman's Relief Association at Winburne, Clearfield County, Pennsylvania
Governing Body:

Mr. Joshua Retorick
President

Mr. Michael Dixon
Vice President

Ms. Katelynn Mulhall
Secretary

Mr. Dakota Long
Treasurer

A report was also distributed to the following municipality, which allocated foreign fire insurance tax monies to this relief association:

Ms. Kathryn J. Roberts
Secretary
Cooper Township

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.