

ATTESTATION ENGAGEMENT

Township of Colley
Sullivan County, Pennsylvania
56-202
Liquid Fuels Tax Fund
For the Period
January 1, 2022 to December 31, 2022

August 2024



Commonwealth of Pennsylvania
Department of the Auditor General

Timothy L. DeFoor • Auditor General



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TIMOTHY L. DEFOOR
AUDITOR GENERAL

Independent Auditor's Report

The Honorable Michael Carroll
Secretary
Department of Transportation
Harrisburg, PA 17120

We examined the accompanying Form MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Township of Colley, Sullivan County, for the period January 1, 2022 to December 31, 2022. The municipality's management is responsible for presenting the Form MS-965 in accordance with the criteria described in the Background section of this report and the Department of Transportation's *Publication 9*. Our responsibility is to express an opinion on the Form MS-965 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 Form MS-965 is presented in accordance with the criteria described above, in all material respects. An examination involves performing procedures to obtain evidence about the Form MS-965. The nature, timing and extent of the procedures selected depend on our judgement, including an assessment of the risks of material misstatement of the Form MS-965, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our qualified opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with ethical requirements relating to the engagement.

Independent Auditor's Report (Continued)

As discussed in Finding No. 1, the municipality expended \$13,946.43 for the purchase of diesel without maintaining documentation for price quotations. Additionally, as discussed in the Summary Of Prior Examination Recommendations section of this report, during the prior examination period the municipality expended \$39,075.74 without maintaining documentation for price quotations. In addition, the municipality loaned \$10,000.00 to its General Fund. The municipality reimbursed \$9,815.15 to its Liquid Fuels Tax Fund on December 19, 2023, which was subsequent to our examination period, leaving \$39,260.59 due the municipality's Liquid Fuels Tax Fund.

In our opinion, except for the matters discussed in the preceding paragraph, the Form MS-965 With Adjustments presents, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund of the Township of Colley, Sullivan County, for the period January 1, 2022 to December 31, 2022, in accordance with the criteria described in the Background section of this report and the Department of Transportation's *Publication 9*.

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws or regulations that have a material effect on the Form MS-965; 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 Form MS-965. 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 Form MS-965 is presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over reporting on the Form MS-965 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 Form MS-965 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 Form MS-965 was for the limited purpose of expressing an opinion on whether the Form MS-965 is presented in accordance with the criteria described above and would not necessarily identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our engagement we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

As part of obtaining reasonable assurance about whether the Form MS-965 is free from material misstatement, we performed tests of Township of Colley, Sullivan 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-965. 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*:

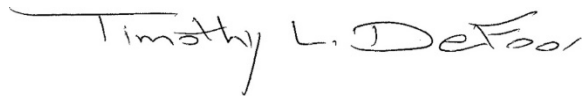
- Documentation For Price Quotations Was Not Available For Examination - Recurring.

We also noted a matter that, while not required to be included in this report by *Government Auditing Standards*, has been included in the finding below:

- Late Receipt Of Allocation - Recurring.

The purpose of this report is to determine whether the municipality's Liquid Fuels 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 the Township of Colley, Sullivan 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.



Timothy L. DeFoor
Auditor General
July 15, 2024

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TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

Background

The Liquid Fuels Tax Municipal Allocation Law, Act 655 of 1956, as amended, see also 72 P.S. § 2615.5, et sec., provides municipalities other than counties (i.e., townships, boroughs, cities, towns, home rule, and optional plan governments) with an annual allocation of liquid fuels taxes from the state's Motor License Fund to be used for the maintenance and repair of streets, roads, and bridges for which the municipality is responsible. The allocation of these funds to municipalities is based upon: (1) 50 percent on the municipality's proportion of local road mileage to the total local road mileage in the state; and (2) 50 percent on the proportion of a municipality's population to the total population in the state.

Title 75 Pa.C.S. § 9511 of the Pennsylvania Vehicle Code provides municipalities with annual maintenance payments to be received from the Motor License Fund for functionally local highways that were transferred to a municipality from the Commonwealth of Pennsylvania.

Each municipality must deposit the allocation of Liquid Fuels Tax funds and annual maintenance payments that it receives into a special fund called either the Municipal Liquid Fuels Tax Fund or State Fund. A municipality may not deposit any other monies into this fund except when the municipality does not have enough money in the special fund to meet the payments called for by its current annual budget for road and bridge purposes. In such a case, the municipality may borrow money or transfer money from its General Fund to its Liquid Fuels Tax Fund.

The Department of Transportation has been given the regulatory authority for the administration of these funds. Department of Transportation's *Publication 9* includes the policies and procedures for the administration of Act 655, as amended, and the Liquid Fuels Tax Fund money. However, if there is a difference between *Publication 9* and any legislation, the legislation shall govern.

To qualify for the annual allocation of Liquid Fuels Tax funds, *Publication 9* indicates that each municipality shall:

1. Submit annual reports (MS-965, Actual Use Report, MS-965P, Project and Miscellaneous Receipts, and MS-965S, Record of Checks).
2. Make deposits and payments or expenditures in compliance with Act 655 of 1956, as amended. Failure to do so may result in not receiving allocations from PennDOT until all discrepancies are resolved. *Publication 9*, Section 2.6, includes information about investing Liquid Fuels Tax monies, using loan or bond proceeds, and types of receipts into the Liquid Fuels Tax Fund.

TOWNSHIP OF COLLEY
 SULLIVAN COUNTY
 LIQUID FUELS TAX FUND
 BACKGROUND
 FOR THE PERIOD
 JANUARY 1, 2022 TO DECEMBER 31, 2022

Background (Continued)

3. Submit the Pennsylvania Department of Community and Economic Development’s (DCED) Report of Elected and Appointed Officials by January 31st and the Survey of Financial Condition By March 15th.
4. Ensure resolution of all Contractor Responsibility Program (CRP) holds and blocks imposed by the Department of Revenue and the Department of Labor and Industry.
5. Ensure resolution of all reimbursements required as a result of audits performed by the Department of the Auditor General or monitoring reviews performed by the Department of Transportation’s Financial Consultants.

Criteria

The criteria for the Form MS-965 With Adjustment are described below.

Section 1 of Form MS-965 With Adjustments provides a summary of Liquid Fuels Tax Fund expenditures by category. Categories requiring explanation include:

- Major equipment purchases are purchases of road machinery and road equipment with varying yearly costs in excess of the amounts indicated below:

2019	2020	2021	2022
\$11,100.00	\$11,300.00	\$11,500.00	\$11,800.00

- Minor equipment purchases are purchases of road machinery and road equipment with varying yearly costs that are less than or equal to the amounts indicated below:

2019	2020	2021	2022
\$11,100.00	\$11,300.00	\$11,500.00	\$11,800.00

- Agility projects are exchanges of services with the Department of Transportation.

TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

Background (Continued)

Section 2 of Form MS-965 With Adjustments provides information on the fund balance. Categories requiring explanation include:

- The state allocation is available from the Department of Transportation in March of each year. The amount the municipality receives is based half on its population and half on its road mileage.
- Municipalities that transferred roads from the Commonwealth of Pennsylvania to the municipality through the Highway Transfer Program receive annual turnback allocations in March of each year from the Department of Transportation. Turnback allocations are based on the mileage of the roads transferred.
- Expenditures include the total transferred from Section 1.

Section 3 of Form MS-965 With Adjustments determines if the municipality expended Liquid Fuels Tax Fund money in excess of the permissible amount for equipment and the balance that the municipality may carry forward for the purchase of equipment to the subsequent year.

Department of Transportation *Publication 9* requires that the amount expended for equipment purchases in a given year not exceed the sum of the equipment balance carried forward from the previous year and 20 percent of the current year's Liquid Fuels Tax Fund allocation and, if applicable, 20 percent of the turnback allocation plus other Department of Transportation approved adjustments.

If the municipality spent in excess of the amount listed on Line 4, the excess must be reimbursed to the Liquid Fuels Tax Fund.

The equipment balance to be carried forward for the subsequent year is the lesser of the amount on Line 6 or the ending fund balance on Line 6 of Section 2, but not less than zero.

TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

Background (Continued)

Basis of Presentation

The financial activities of the municipality are accounted for in separate funds. The Liquid Fuels Tax Fund is used to account for state aid revenues from the Pennsylvania Department of Transportation used primarily for building and improving local roads and bridges. The Form MS-965 has been prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation as a result of the Fuels Tax Act 655, dated 1956 and as amended, which does not constitute a complete presentation of the entity's assets, liabilities, expenses, and fund balance. Accordingly, the presentation of Form MS-965 With Adjustments is restricted to the Liquid Fuels Tax Fund, which represents a segment of the entity.

Basis Of Accounting

The accompanying Form MS-965 With Adjustments is 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.

General Fixed Assets

General fixed assets are recognized as expenditures at the time of purchase. No depreciation has been provided on the heavy equipment used to maintain and repair roads and bridges.

TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
2022 FORM MS-965 – SECTION 1
WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Minor equipment purchases	\$ -	\$ -	\$ -
Computer/Computer related training	-	-	-
Major equipment purchases	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	36,288.46	-	36,288.46
Traffic control devices	205.56	-	205.56
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	8,499.20	-	8,499.20
Maintenance and repair of roads and bridges	30,842.15	-	30,842.15
Highway construction and rebuilding projects	97,694.10	-	97,694.10
Miscellaneous	78,347.21	-	78,347.21
 Total (To Section 2, Line 5)	 <u>\$ 251,876.68</u>	 <u>\$ -</u>	 <u>\$ 251,876.68</u>

TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
2022 FORM MS-965 – SECTION 2
WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2022	\$ 1,682.22	\$ -	\$ 1,682.22
Receipts:			
2. State allocation	212,308.67	-	212,308.67
2a. Turnback allocation	102,240.00	-	102,240.00
2b. Interest on investments	301.46	-	301.46
2c. Miscellaneous	34,736.26	-	34,736.26
3. Total receipts	349,586.39	-	349,586.39
4. Total funds available	351,268.61	-	351,268.61
5. Expenditures (Section 1)	251,876.68	-	251,876.68
6. Balance, December 31, 2022	<u>\$ 99,391.93</u>	<u>\$ -</u>	<u>\$ 99,391.93</u>

TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
2022 FORM MS-965 – SECTION 3
WITH ADJUSTMENTS

<u>Equipment Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Prior year equipment balance	\$ 1,682.22	\$ -	\$ 1,682.22
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	62,909.74	-	62,909.74
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	64,591.96	-	64,591.96
5. Less: Major equipment expenditures	-	-	-
6. Remainder	<u>64,591.96</u>	<u>-</u>	<u>64,591.96</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 64,591.96</u>	<u>\$ -</u>	<u>\$ 64,591.96</u>

TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

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

Miscellaneous Receipts

During 2022, the municipality deposited \$34,736.26 into its Liquid Fuels Tax Fund which was received from the municipality’s line of credit with C&N Bank to pay day-to-day Liquid Fuels Tax Fund expenditures.

Miscellaneous Expenditures

The following miscellaneous expenditures were paid from the Liquid Fuels Tax Fund during the examination period:

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Financial institution	Repayment of 2022 line of credit draws	\$27,200.32
Financial institution	Repayment of 2021 line of credit draws	50,998.89
Financial institution	Bank service charges	137.00
Commonwealth of Pennsylvania	Truck registration	11.00
Total		<u><u>\$78,347.21</u></u>

Line Of Credit

During our prior examination, we noted that the municipality established a line of credit with C&N Bank. The proceeds of the line of credit were to pay day-to-day Liquid Fuels Tax Fund expenditures. During our prior examination, we noted that during 2021 the municipality received a total of \$50,998.89 from a line of credit and deposited the money into the Liquid Fuels Tax Fund. During our current examination, we noted that during 2022 the municipality received an additional \$34,736.26 from a line of credit and deposited the money into the Liquid Fuels Tax Fund. This consisted of \$5,000.00 on January 21, 2022, \$2,535.94 on March 29, 2022, and \$27,200.32 on April 11, 2022.

During our current examination, we noted the municipality transferred a total of \$78,199.21 from the Liquid Fuels Tax Fund to the municipality’s line of credit. Additionally, our examination noted that the remaining balance of \$7,535.94 was paid from the General Fund.

TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

**Finding No. 1 - Documentation For Price Quotations Was Not Available For Examination -
Recurring**

We cited the municipality for not maintaining price quotations for examination in our prior report for the period January 1, 2019 to December 31, 2021. Our current examination disclosed that the township expended \$13,946.43 during 2022 from the Liquid Fuels Tax Fund for the purchase of diesel fuel. The township was required to obtain three written or telephonic price quotations for these expenditures. However, documentation for price quotations was not available for examination. These fuel purchases were as follows:

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Check Number</u>	<u>Check Date</u>	<u>Amount</u>
Various	Various	2003	03/28/22	\$2,310.94
Various	Various	2012	04/24/22	2,555.72
Various	Various	2018	06/07/22	2,226.13
Various	Various	2023	07/06/22	2,186.72
272101	07/19/22	2030	08/01/22	353.80
272575	08/15/22	2032	09/06/22	811.07
272873	09/14/22	2043	10/11/22	675.91
273394	10/12/22	2046	11/07/22	1,790.56
29347	11/07/22	2051	11/15/22	1,035.58
Total				<u><u>\$13,946.43</u></u>

The above expenditures were not made in compliance with the contract requirements of *The Second Class Township Code*, 53 P.S. § 68102(b), (also found at § 3102(b) of *The Second Class Township Code* as published by the Local Government Commission), which states, in part:

TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

**Finding No. 1 - Documentation For Price Quotations Was Not Available For Examination -
Recurring (Continued)**

Written or telephonic price quotations from at least three qualified and responsible contractors shall be requested for all contracts [during 2012] that exceed ten thousand dollars (\$10,000.00) but are less than the amount [in excess of \$18,500.00] requiring advertisement and competitive bidding or, in lieu of price quotations, a memorandum shall be kept on file showing that fewer than three qualified contractors exist in the market area within which it is practicable to obtain quotations. A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the contractor and the contractor's representative, the construction, reconstruction, repair, maintenance, or work which was the subject of the quotation and the price. Written price quotations, written records of telephonic price quotations, and memoranda shall be retained for a period of three years.

The thresholds for obtaining price quotations increased to purchases between \$11,800.00 and \$21,900.00 for 2022, \$12,200.00 and \$22,500.00 for 2023, and \$12,600.00 and \$23,200.00 for 2024.

This condition occurred because the township did not expect to spend more than the threshold required to obtain price quotations.

The failure to comply with *The Second Class Township Code* could result in the municipality having to reimburse \$13,946.43 to its Liquid Fuels Tax Fund.

Recommendations

We recommend that the township reimburse \$13,946.43 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We again recommend, that in the future, the township comply with *The Second Class Township Code* as noted in this finding.

TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

**Finding No. 1 - Documentation For Price Quotations Was Not Available For Examination -
Recurring (Continued)**

Management's Response

The township officials stated:

We did not know we would have to get quotes for diesel fuel because we never met quote requirements before, however diesel went up a huge amount and we hired an additional employee and went over quote amount unknowingly. This has been corrected.

Auditor's Conclusion

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

TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

Finding No. 2 - Late Receipt Of Allocation - Recurring

We cited the municipality for late receipt of allocation in our prior two reports with the most recent being for the period January 1, 2019 to December 31, 2021. Our current examination disclosed that the 2022 Liquid Fuels Tax Fund allocation of \$68,274.00, which should have been distributed from the Department of Transportation to the municipality during the first week of March of that year, was not received until August 30, 2022, because the municipality failed to comply with the Department of Transportation's *Publication 9*, Chapter Two, Section 2.4, which states:

To qualify for the annual liquid fuels tax allocation, a municipality shall:

- Submit annual reports (MS-965, Actual Use Report, MS-965P, Project and Miscellaneous Receipts, and MS-965S, Record of Checks).
- Make deposits and payments or expenditures in compliance with the Act 655. Failure to do so may result in not receiving allocations from PENNDOT until all discrepancies are resolved.
- Submit the Pennsylvania Department of Community and Economic Development's (DCED) Report of Elected and Appointed Officials by January 31st and the Survey of Financial Condition by March 15th.
- Ensure resolution of all Contractor Responsibility Program (CRP) holds and blocks imposed by the Department of Revenue and the Department of Labor and Industry.
- Ensure resolution of all reimbursements required as a result of audits performed by the Department of the Auditor General or monitoring reviews performed by the Department of Transportation's Financial Consultants.

Because the municipality failed to file documents and information timely as noted above, the municipality did not have use of the 2022 allocation for almost six months. Furthermore, had the allocation been received timely, money may have been available for investment purposes, potentially earning interest income which could have been used for road maintenance and repairs.

TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

Finding No. 2 - Late Receipt Of Allocation - Recurring (Continued)

Recommendation

We again recommend that the municipality comply with the Department of Transportation's *Publication 9* to ensure that the allocations are received during the first week in March as outlined above.

Management's Response

The municipal officials offered no formal response at this time.

Auditor's Conclusion

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

TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF PRIOR EXAMINATION RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

Summary Of Prior Examination Recommendations

In our prior report, we recommended that the Department of Transportation review our examination finding to determine if the municipality should reimburse a total of \$49,075.74 to its Liquid Fuels Tax Fund. This consisted of \$39,075.74 for failing to maintain documentation for price quotations and \$10,000.00 for loans to the General Fund.

During our current examination, we reviewed a letter dated May 2, 2023, from the Department of Transportation directing the municipality to reimburse \$49,075.74 to the Liquid Fuels Tax Fund. The municipality requested a payment plan for the reimbursement. The payment plan was approved, and payments are to be made in accordance with the following plan:

Due Date	Amount	Payment Date
12/31/23	\$ 9,815.15	12/19/23
12/31/24	9,815.15	-
12/31/25	9,815.15	-
12/31/26	9,815.15	-
12/31/27	9,815.14	-
Total	\$49,075.74	

We noted that the first payment of \$9,815.15 was made to the Liquid Fuels Tax Fund on December 19, 2023, which was subsequent to our examination period, leaving \$39,260.59 due the municipality’s Liquid Fuels Tax Fund.

In our prior report, we also recommended that the municipality:

- Comply with *The Second Class Township Code* and the Department of Transportation’s *Publication 9* by obtaining price quotations for all purchases between \$11,300.00 and \$21,000.00 during 2020 and \$11,500.00 and \$21,300.00 during 2021. The thresholds for obtaining price quotations increased to purchases between \$11,800.00 and \$21,900.00 for 2022, \$12,200.00 and \$22,500.00 for 2023, and \$12,600.00 and \$23,200.00 during 2024.
- Comply with the Department of Transportation’s *Publication 9* regarding retroactive expenditures.

TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
COMMENT *S*
FOR THE YEAR ENDED
December 31, 2022

Summary Of Prior Examination Recommendations (Continued)

- Discontinue the practice of loaning liquid fuels money to other funds or accounts.
- Comply with the Department of Transportation's *Publication 9* to ensure that the allocations are received during the first week in March as outlined above.

During our current examination, we noted that the municipality complied with our second and third bulleted recommendations but did not comply with our first and fourth bulleted recommendations (see Finding Nos. 1 and 2).

TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF ONSITE CLOSEOUT MEETING
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

An onsite closeout meeting was held February 12, 2024. Those participating were:

TOWNSHIP OF COLLEY

Ms. Patricia Fluck, Secretary/Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Ms. Eileen Rosen, Auditor

TOWNSHIP OF COLLEY
SULLIVAN COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

This report was initially distributed to:

The Honorable Michael Carroll
Secretary
Department of Transportation

Township of Colley
Sullivan County
5815 Route 487
Lopez, PA 18628

The Honorable William Stasiak
Chairman of the Board of Supervisors

Ms. Patricia Fluck
Secretary/Treasurer

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.