ATTESTATION ENGAGEMENT

Township of Darlington

Beaver County, Pennsylvania 04-204

Liquid Fuels Tax Fund
For the Period
January 1, 2017 to December 31, 2017

March 2019



Commonwealth of Pennsylvania Department of the Auditor General

Eugene A. DePasquale • Auditor General



Commonwealth of Pennsylvania
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EUGENE A. DEPASQUALE AUDITOR GENERAL

Independent Auditor's Report

The Honorable Leslie Richards 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 Darlington, Beaver County, for the period January 1, 2017 to December 31, 2017. The municipality's management is responsible for presenting the Form MS-965 in accordance with the criteria set forth in Note 1. 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 are 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 opinion.

We are mandated by Section 403 of *The Fiscal Code*, 72 P.S. § 403, to audit each municipality's Liquid Fuels Tax Fund 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*.

<u>Independent Auditor's Report (Continued)</u>

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

- On October 26, 2017, the municipality expended \$23.000.00 from the Liquid Fuels Tax Fund for a Komatsu WA 250 loader that was restrictively bid (see Finding No. 1).
- On March 13, 2017, the municipality expended \$18,590.00 from its Liquid Fuels Tax Fund for the purchase of emulsion oil from a vendor that was not awarded the contract (see Finding No. 2).
- In the prior examination period the municipality expended \$18,500.00 from its Liquid Fuels Tax Fund without obtaining project approval and without maintaining documentation for price quotations. The municipality reimbursed this amount to its Liquid Fuels Tax Fund on April 18, 2018, which was subsequent to our examination period (Summary Of Prior Examinations Recommendations).

In our opinion, except for the bulleted matters discussed above, 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 Darlington, Beaver County, for the period January 1, 2017 to December 31, 2017, in accordance with the criteria set forth in Note 1.

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; 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 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.

<u>Independent Auditor's Report (Continued)</u>

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 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 the Township of Darlington, Beaver County, 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 instances of noncompliance that are required to be reported under *Government Auditing Standards*:

- Restrictive Bidding.
- Purchase Of Emulsion Oil Was Not Made From The Vendor That Was Awarded The Contract - Recurring.

The examination finding for the purchase of emulsion oil made from the vendor that was not awarded the contract involved the municipality failing to obtain documentation for price quotations. A similar finding was also written in our prior report and was not corrected during the current examination period. The municipality should strive to comply with the recommendations noted in this report.

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 Darlington, Beaver County, to us during the course of our examination. If you have any questions, please feel free to contact Michael B. Kashishian, CPA, CGAP, CFE, Director, Bureau of County Audits, at 717-787-1363.

March 5, 2019

Eugene A. DePasquale Auditor General

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TOWNSHIP OF DARLINGTON BEAVER COUNTY LIQUID FUELS TAX FUND BACKGROUND FOR THE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2017

Background

The Liquid Fuels Tax Municipal Allocation Law, Act 655 of 1956, as amended, (72 P.S. § 2615.5 et sec.), provides municipalities other than counties (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: (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.

The Vehicle Code, Title 75 P.S. § 9511, 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 DARLINGTON BEAVER COUNTY LIQUID FUELS TAX FUND BACKGROUND FOR THE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2017

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.

TOWNSHIP OF DARLINGTON BEAVER COUNTY LIQUID FUELS TAX FUND 2017 FORM MS-965 – SECTION 1 WITH ADJUSTMENTS

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Expenditure Summary	Reported	Adjustments	Amount	
Major equipment purchases	\$ 23,000.00	\$ -	\$ 23,000.00	
Minor equipment purchases	-	_	_	
Computer/Computer related training	-	-	-	
Agility projects	-	-	-	
Cleaning streets and gutters	-	-	-	
Winter maintenance services	2,622.62	-	2,622.62	
Traffic control devices	-	-	-	
Street lighting	-	-	-	
Storm sewers and drains	-	-	-	
Repairs of tools and machinery	-	-	-	
Maintenance and repair of				
roads and bridges	159,998.14	-	159,998.14	
Highway construction and				
rebuilding projects	36,600.00	-	36,600.00	
Miscellaneous		<u> </u>		
Total (To Section 2, Line 5)	\$ 222,220.76	\$ -	\$ 222,220.76	

TOWNSHIP OF DARLINGTON BEAVER COUNTY LIQUID FUELS TAX FUND 2017 FORM MS-965 – SECTION 2 WITH ADJUSTMENTS

Fund Balance	Reported	Adjı	ustments	 Adjusted Amount
1. Balance, January 1, 2017	\$ 101,375.17	\$	-	\$ 101,375.17
Receipts:				
2. State allocation	139,121.28		-	139,121.28
2a. Turnback allocation	-		-	-
2b. Interest on investments (Note 3)	1,360.77		-	1,360.77
2c. Miscellaneous				
3. Total receipts	 140,482.05			 140,482.05
4. Total funds available	241,857.22			 241,857.22
5. Expenditures (Section 1)	 222,220.76			 222,220.76
6. Balance, December 31, 2017	\$ 19,636.46	\$	_	\$ 19,636.46

Notes to Form MS-965 With Adjustments are an integral part of this report.

TOWNSHIP OF DARLINGTON BEAVER COUNTY LIQUID FUELS TAX FUND 2017 FORM MS-965 – SECTION 3 WITH ADJUSTMENTS

Equipment Balance	Reported		Adjustments		Adjusted Amount	
1. Prior year equipment balance	\$	910.66	\$	-	\$	910.66
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)		27,824.26		-		27,824.26
3. PENNDOT approved adjustments						
4. Total funds available for equipment acquisition		28,734.92		-		28,734.92
5. Less: Major equipment expenditures		23,000.00				23,000.00
6. Remainder		5,734.92				5,734.92
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	_\$	5,734.92	\$		\$	5,734.92

1. Criteria

Section 1

This section 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:

2013	2014	2015/2016	2017
\$10,200.00	\$10,300.00	\$10,500.00	\$10,700.00

• 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:

2013	2014	2015/2016	2017
\$10,200,00	\$10,200,00	\$10,500,00	¢10.700.00
\$10,200.00	\$10,300.00	\$10,500.00	\$10,700.00

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

Section 2

This section 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.

1. <u>Criteria (Continued)</u>

Section 2 (Continued)

• Expenditures include the total transferred from Section 1.

Section 3

This section 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.

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.

1. <u>Criteria (Continued)</u>

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.

2. Deposits

The Second Class Township Code, Title 53 P.S. § 68204, authorizes the township 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.

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

2. <u>Deposits (Continued)</u>

There were no deposits exposed to custodial credit risk as of December 31, 2017. 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 municipality's name.

Fund Balance

The fund balance as of December 31, 2017, consists of the following:

Cash \$19,636.46

3. Interest On Investments

Our examination disclosed that the municipality deposited idle liquid fuels tax money in interest-bearing accounts which earned \$1,360.77 during 2017, thus providing additional funds for road maintenance and repairs.

TOWNSHIP OF DARLINGTON BEAVER COUNTY LIQUID FUELS TAX FUND FINDINGS AND RECOMMENDATIONS FOR THE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2017

Finding No. 1 - Restrictive Bidding

Our examination disclosed that on October 26, 2017, the municipality expended \$23.000.00 from the Liquid Fuels Tax Fund for a Komatsu WA 250 loader. The advertisement for this purchase requested sealed proposals for a Komatsu WA 250 Loader, which is a Brand name. The use of Brand names in advertising for equipment without including the words "or its equivalent," is considered restrictive bidding, and therefore, is prohibited by the Department of Transportation's *Publication 9*, § 449.3(f), which states:

Brand names. In advertising for equipment to be rented or purchased, or for materials to be purchased or delivered in place, it is unlawful to require or specify any particular make or brand thereof, thereby excluding other makes or brands; however, a particular brand name or its equivalent may be specified if equal consideration is given to all brands which are reasonably similar to the specified brand. Such specifications must be reasonable and not merely imposed in order to exclude some brands of equipment or material in favor of other brands.

The municipality reimbursed \$23.000.00 to its Liquid Fuels Tax Fund on April 18, 2018, which was subsequent to our examination period.

Recommendation

We recommend that the municipality follow with the Department of Transportation's *Publication 9* if it uses Brand names in future advertisements for purchases as cited above.

Management's Response

The municipal officials offered no formal response at this time.

Auditor's Conclusion

During our next examination we will determine if the municipality complied with our recommendation.

TOWNSHIP OF DARLINGTON BEAVER COUNTY LIQUID FUELS TAX FUND FINDINGS AND RECOMMENDATIONS FOR THE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2017

Finding No. 2 - Purchase Of Emulsion Oil Was Not Made From The Vendor That Was Awarded The Contract - Recurring

We cited the township for failing to maintain documentation for price quotation in our prior report for the period January 1, 2016 to December 31, 2016. Our current examination disclosed that on March 13, 2017, the township expended \$18,590.00 from its Liquid Fuels Tax Fund for the purchase of emulsion oil. The township purchased the emulsion oil through the Beaver County Council of Governments (COG). The COG had awarded the bid to the lowest responsible bidder. However, the township did not purchase the emulsion oil from a COG participant. No documentation was available to justify the purchase made from the vendor other than the lowest bidder. Additionally, the invoice did not include a product description, did not include the type of emulsion oil purchased, nor did it have a breakdown of the cost of the emulsion oil and the cost to apply the emulsion oil. Therefore, we were unable to determine the cost of the emulsion oil purchased.

Because the emulsion oil was not purchased from the vendor awarded the contract by the COG, the above expenditure was 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:

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 \$10,700.00 and \$19,700.00 for 2017, \$10,900.00 and \$20,100.00 for 2018, and \$11,100.00 and \$20,600.00 for 2019.

The failure to comply with *The Second Class Township Code* could result in the township having to reimburse \$18,590.00 to its Liquid Fuels Tax Fund.

TOWNSHIP OF DARLINGTON BEAVER COUNTY LIQUID FUELS TAX FUND FINDINGS AND RECOMMENDATIONS FOR THE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2017

Finding No. 2 - Purchase Of Emulsion Oil Was Not Made From The Vendor That Was Awarded The Contract - Recurring (Continued)

Recommendations

We recommend that the township reimburse \$18,590.00 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that before the township makes a purchase from a COG, it ensures that it is making the purchase from the vendor awarded the contract.

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

Management's Response

The municipal officials offered no formal response at this time.

Auditor's Conclusion

During our next examination we will determine if the township complied with our recommendations.

TOWNSHIP OF DARLINGTON BEAVER COUNTY LIQUID FUELS TAX FUND SUMMARY OF PRIOR EXAMINATION RECOMMENDATIONS FOR THE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2017

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 \$18,500.00 to its Liquid Fuels Tax Fund for failing to obtain project approval and for failing to maintain documentation for price quotations.

During our current examination we noted that the municipality reimbursed \$18,500.00 to its Liquid Fuels Tax Fund on April 18, 2018, which was subsequent to our examination period.

In our prior report we also recommended that:

- Before expending money on a project, the municipality applies for and obtains prior approval for the project, and when the project is completed it obtains approval of the completed work.
- The municipality complies with *The Second Class Township Code* by obtaining price quotations for all purchases between \$10,500.00 and \$19,400.00. The thresholds for obtaining price quotations increased to purchases between \$10,700.00 and 19,700.00 for 2017, and \$10,900.00 and \$20,100.00 for 2018, and \$11,100.00 and \$20,600.00 for 2019.

During our current examination we noted that the municipality complied with our first bulleted recommendation but did not comply with our second bulleted recommendation (see Finding No. 2).

TOWNSHIP OF DARLINGTON BEAVER COUNTY LIQUID FUELS TAX FUND SUMMARY OF EXIT CONFERENCE FOR THE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2017

An exit conference was held October 11, 2018. Those participating were:

TOWNSHIP OF DARLINGTON

Mrs. Megan M. Greene, Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Paul Palombo, Auditor

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

TOWNSHIP OF DARLINGTON
BEAVER COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2017

This report was initially distributed to:

The Honorable Leslie Richards

Secretary
Department of Transportation

Township of Darlington

Beaver County 3590 Darlington Road Darlington, PA 16115

The Honorable Chad Crawford Chairman of the Board of Supervisors

Mrs. Megan M. Greene 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.