

ATTESTATION ENGAGEMENT

Borough of Freeland
Luzerne County, Pennsylvania
40-411
Liquid Fuels Tax Fund
For the Period
January 1, 2019 to December 31, 2019

August 2021



Commonwealth of Pennsylvania
Department of the Auditor General

Timothy L. DeFoor • Auditor General



Commonwealth of Pennsylvania
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TIMOTHY L. DEFOOR
AUDITOR GENERAL

Independent Auditor's Report

The Honorable Yassmin Gramian, P.E.
Secretary
Department of Transportation
Harrisburg, PA 17120

We examined the accompanying Form MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Borough of Freeland, Luzerne County, for the period January 1, 2019 to December 31, 2019. 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 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*.

Independent Auditor's Report (Continued)

As described in the Auditor Description Of Select Transactions section of this report, the adjustments included on the Form MS-965 With Adjustments are made by the Department of the Auditor General.

As discussed in the Findings And Recommendations and Summary Of Prior Examination Recommendation sections of this report:

- The municipality transferred \$5,433.28 during 2019 from the Liquid Fuels Tax Fund to the General Fund for payroll. However, the municipality did not maintain daily payroll time sheets identifying the nature of work performed and the location of work assignments (see Finding No. 1).
- The municipality expended \$3,252.00 during 2019 from the Liquid Fuels Tax Fund for the purchase of a computer and software, which is \$2,252.00 more than municipalities are permitted to spend for computer hardware, software, and/or training in a calendar year (see Finding No. 2).
- The municipality expended \$1,196.40 during 2017 from the Liquid Fuels Tax Fund for a nonpermissible expenditure. On April 9, 2019, the municipality reimbursed \$596.40 to its Liquid Fuels Tax Fund. The municipality reimbursed the remaining \$600 to its Liquid Fuels Tax Fund on February 28, 2020, which was subsequent to our examination period (Summary Of 2017 Examination Recommendation).

In our opinion, except for the bulleted items noted 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 Borough of Freeland, Luzerne County, for the period January 1, 2019 to December 31, 2019, 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; 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 the internal control over reporting on the Form MS-965 or on compliance and other matters; accordingly, we express no such opinions.

Independent Auditor's Report (Continued)

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 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 was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify a certain deficiency in internal control, described in the finding listed below, that we consider to be a material weakness in internal control:

- Documentation Supporting Payroll Expenditures Was Not Available For Examination.

As part of obtaining reasonable assurance about whether the Form MS-965 is free from material misstatement, we performed tests of the Borough of Freeland, Luzerne 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*:

- Liquid Fuels Money Over Expended for Computer/Computer Related Training.

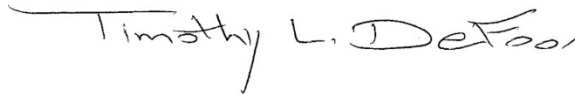
We also noted a matter that, while not required to be included in this report by *Government Auditing Standards*, has been included in the finding below:

- Late Receipt Of Allocation.

Independent Auditor's Report (Continued)

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 Borough of Freeland, Luzerne 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.

A handwritten signature in black ink that reads "Timothy L. DeFoor". The signature is written in a cursive style with a long horizontal line extending to the left of the first letter.

Timothy L. DeFoor
Auditor General

July 28, 2021

CONTENTS

	<u>Page</u>
Background.....	1
Financial Section:	
2019 Form MS-965 With Adjustments	5
Auditor Description Of Select Transactions.....	8
Findings And Recommendations:	
Finding No. 1 - Documentation Supporting Payroll Expenditures Was Not Available For Examination	10
Finding No. 2 - Liquid Fuels Money Over Expended For Computer/Computer Related Training	12
Finding No. 3 - Late Receipt Of Allocation	13
Summary Of 2017 Examination Recommendation	15
Summary Of Exit Conference.....	16
Report Distribution	17

BOROUGH OF FREELAND
LUZERNE COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2019

Background

The Liquid Fuels Tax Municipal Allocation Law, Act 655 of 1956, as amended, (72 P.S. § 2615.5 et seq.), 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.

BOROUGH OF FREELAND
 LUZERNE COUNTY
 LIQUID FUELS TAX FUND
 BACKGROUND
 FOR THE PERIOD
 JANUARY 1, 2019 TO DECEMBER 31, 2019

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:

2017	2018	2019	2020
\$10,700.00	\$10,900.00	\$11,100.00	\$11,300.00

- 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:

2017	2018	2019	2020
\$10,700.00	\$10,900.00	\$11,100.00	\$11,300.00

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

BOROUGH OF FREELAND
LUZERNE COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2019

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.

BOROUGH OF FREELAND
LUZERNE COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2019

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.

BOROUGH OF FREELAND
 LUZERNE COUNTY
 LIQUID FUELS TAX FUND
 2019 FORM MS-965 – SECTION 1
 WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Minor equipment purchases	\$ -	\$ 3,333.00	\$ 3,333.00
Computer/Computer related training	3,252.00	-	3,252.00
Major equipment purchases	15,592.76	(3,333.00)	12,259.76
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	21,298.35	5,433.28	26,731.63
Traffic control devices	2,173.22	(531.70)	1,641.52
Street lighting	45,678.48	-	45,678.48
Storm sewers and drains	-	-	-
Repairs of tools and machinery	9,956.22	(47.60)	9,908.62
Maintenance and repair of roads and bridges	12,477.82	-	12,477.82
Highway construction and rebuilding projects	10,366.73	-	10,366.73
Miscellaneous	7,381.06	(7,381.06)	-
 Total (To Section 2, Line 5)	 <u>\$ 128,176.64</u>	 <u>\$ (2,527.08)</u>	 <u>\$ 125,649.56</u>

BOROUGH OF FREELAND
 LUZERNE COUNTY
 LIQUID FUELS TAX FUND
 2019 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, 2019	\$ 22,391.89	\$ -	\$ 22,391.89
Receipts:			
2. State allocation	120,672.91	-	120,672.91
2a. Turnback allocation	-	-	-
2b. Interest on investments	257.21	-	257.21
2c. Miscellaneous	6,122.05	-	6,122.05
3. Total receipts	<u>127,052.17</u>	<u>-</u>	<u>127,052.17</u>
4. Total funds available	<u>149,444.06</u>	<u>-</u>	<u>149,444.06</u>
5. Expenditures (Section 1)	<u>128,176.64</u>	<u>(2,527.08)</u>	<u>125,649.56</u>
6. Balance, December 31, 2019	<u><u>\$ 21,267.42</u></u>	<u><u>\$ 2,527.08</u></u>	<u><u>\$ 23,794.50</u></u>

BOROUGH OF FREELAND
 LUZERNE COUNTY
 LIQUID FUELS TAX FUND
 2019 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	\$ 21,992.90	\$ -	\$ 21,992.90
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	24,134.58	-	24,134.58
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	46,127.48	-	46,127.48
5. Less: Major equipment expenditures	<u>15,592.76</u>	<u>(3,333.00)</u>	<u>12,259.76</u>
6. Remainder	<u>30,534.72</u>	<u>3,333.00</u>	<u>33,867.72</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 21,267.42</u>	<u>\$ 2,527.08</u>	<u>\$ 23,794.50</u>

BOROUGH OF FREELAND
LUZERNE COUNTY
LIQUID FUELS TAX FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2019

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

Adjustments

Section 1

Adjustments were made to “Minor equipment purchases” and “Major equipment purchases” because expenditures of \$3,333.00 were misclassified.

An adjustment of \$5,433.28 was made to “Winter maintenance services” because these expenditures were misclassified as miscellaneous.

An adjustment of \$(531.70) was made to “Repairs of tools and machinery” because check No. 1198 was voided, but was included as an expenditure.

An adjustment of \$(47.60) was made to “Repairs of tools and machinery” because check No. 1240 was voided, but was included as an expenditure.

An adjustment of \$(7,381.06) was made to “Miscellaneous” because expenditures of \$5,433.28 for winter maintenance services were misclassified, and these expenditures were overstated by \$1,947.78.

Section 3

An adjustment of \$(3,333.00) was made to “Major equipment expenditures” to reflect the adjustment made to major equipment purchases in 2019 - Section 1.

BOROUGH OF FREELAND
 LUZERNE COUNTY
 LIQUID FUELS TAX FUND
 AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
 FOR THE PERIOD
 JANUARY 1, 2019 TO DECEMBER 31, 2019

Miscellaneous Receipts

The following miscellaneous receipts were deposited into the Liquid Fuels Tax Fund during the examination period:

<u>Source</u>	<u>Description</u>	<u>Amount</u>
General Fund	Reimbursement (Summary Of 2017 Recommendation)	\$ 596.40
Commonwealth of Pennsylvania	Winter maintenance agreement	<u>5,525.65</u>
Total		<u><u>\$6,122.05</u></u>

Lease-Purchase Agreement

On July 6, 2010, the municipality entered into a lease-purchase agreement with Caterpillar Financial Services Corporation to purchase a model 924H Caterpillar wheel loader for \$118,000.00. The agreement was for a term of ten years at an interest rate of 4.15 percent. Principal and interest payments of \$12,259.76 are due annually. Additionally, a final balloon payment of \$23,284.00 is due at the end of the loan. The total amount to be repaid, including principal and interest, is \$145,881.60. Prior years' principal and interest payments from the Liquid Fuels Tax Fund were \$110,337.84.

During the current examination period, the municipality paid principal and interest of \$12,259.76 from the Liquid Fuels Tax Fund. This amount is reflected in major equipment purchases on the 2019 Form MS-965 - Section 1. The outstanding balance of the lease-purchase agreement as of December 31, 2018, was \$23,284.00.

BOROUGH OF FREELAND
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2019

Finding No. 1 - Documentation Supporting Payroll Expenditures Was Not Available For Examination

Our examination disclosed that the municipality transferred \$5,433.28 during 2019 from the Liquid Fuels Tax Fund to the General Fund for payroll. However, the municipality did not maintain daily payroll time sheets identifying the nature of work performed and the location of work assignments.

Good internal control procedures over payroll ensure that there is documentation identifying the nature of the work performed and location of work assignments.

The Liquid Fuels Tax Municipal Allocation Law, 72 P.S. § 2615.4, provides, in part, that monies herein allocated may be used only for construction, reconstruction, maintenance and repairs of such public roads or streets, including bridges, culverts and drainage structures, for which they are legally responsible. Also permitted are expenditures involving acquisition, maintenance, repairs and operation of street signs, traffic signs, traffic signal control systems, road equipment, and snow fences.

The Department of Transportation has been statutorily authorized to promulgate regulations concerning the administration of Liquid Fuels Tax Fund money and has determined that certain items, including expenditures made without supporting documentation, are outside the scope of permissible expenditures.

Without payroll documentation that includes daily time sheets that identify the nature of work performed and the location of work assignments, we could not determine if the payroll expenditures were permissible according to the Liquid Fuels Tax Municipal Allocation Law.

The failure to maintain documentation of payroll expenditures as noted above could result in the municipality having to reimburse \$5,433.28 to its Liquid Fuels Tax Fund.

The municipality did not provide any explanation for why this occurred.

BOROUGH OF FREELAND
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2019

Finding No. 1 - Documentation Supporting Payroll Expenditures Was Not Available For Examination (Continued)

Recommendations

We recommend that the municipality reimburse \$5,433.28 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation

We further recommend that the municipality ensure good internal control over payroll by maintaining daily time sheets that identify the nature of work performed and the location of work assignments.

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 recommendations.

BOROUGH OF FREELAND
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2019

Finding No. 2 - Liquid Fuels Money Over Expended For Computer/Computer Related Training

Our examination disclosed that the municipality expended \$3,252.00 during 2019 from the Liquid Fuels Tax Fund for the purchase of a computer and software, which is \$2,252.00 more than municipalities are permitted to spend for computer hardware, software, and/or training in a calendar year.

The Department of Transportation's *Publication 9*, Chapter Two, Section 2.7.1, states:

23. Computer hardware, software, and/or training, up to \$1,000.00 annually.

The failure to comply with the Department of Transportation's *Publication 9*, could result in the municipality having to reimburse \$2,252.00 to its Liquid Fuels Tax Fund.

The municipality did not provide any explanation for why this occurred.

Recommendations

We recommend that the municipality reimburse \$2,252.00 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation

We further recommend that the municipality expend only up to \$1,000.00 per year for computer hardware, software, and/or training from its Liquid Fuels Tax Fund.

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 recommendations.

BOROUGH OF FREELAND
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2019

Finding No. 3 - Late Receipt Of Allocation

Our examination disclosed that the 2019 Liquid Fuels Tax Fund allocation of \$120,672.91, 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 June 7, 2019, 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 2019 allocation for three 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.

The municipality did not provide any explanation for why this occurred.

BOROUGH OF FREELAND
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2019

Finding No. 3 - Late Receipt Of Allocation (Continued)

Recommendation

We recommend that, in the future, the municipality complies 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

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

BOROUGH OF FREELAND
LUZERNE COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF 2017 EXAMINATION RECOMMENDATION
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2019

Summary Of 2017 Examination Recommendation

In our 2017 report, we recommended that the Department of Transportation review our examination finding to determine if the municipality should reimburse \$1,196.40 to its Liquid Fuels Tax Fund for a nonpermissible expenditure.

During our current examination, we reviewed a letter dated May 23, 2019, from the Department of Transportation informing the municipality to reimburse \$1,196.40 to its Liquid Fuels Tax Fund. On April 9, 2019, the municipality reimbursed \$596.40 to its Liquid Fuels Tax Fund. The municipality reimbursed the remaining \$600.00 to its Liquid Fuels Tax Fund on February 28, 2020, which was subsequent to our examination period.

BOROUGH OF FREELAND
LUZERNE COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF EXIT CONFERENCE
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2019

An exit conference was held January 21, 2021. Those participating were:

BOROUGH OF FREELAND

Ms. Lee Ann Gera, Secretary/Treasurer

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Anthony J. Frable, Jr., Auditor

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

BOROUGH OF FREELAND
LUZERNE COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2019

This report was initially distributed to:

The Honorable Yassmin Gramian, P.E.
Secretary
Department of Transportation

Borough of Freeland
Luzerne County
526 Fern Street
Freeland, PA 18224

The Honorable Joe Murmello
President of Council

Ms. Lee Ann Gera
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.