

ATTESTATION ENGAGEMENT

Township of Henry Clay

Fayette County, Pennsylvania

26-208

Liquid Fuels Tax Fund

For the Period

January 1, 2020 to December 31, 2020

February 2022



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 Township of Henry Clay, Fayette County, for the period January 1, 2020 to December 31, 2020. 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.

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 Finding No. 1, the municipality transferred \$14,048.92 from its Liquid Fuels Tax Fund to its General Fund for the reimbursement of payroll twice. Additionally, as discussed in Finding No. 2, the township expended \$25,713.45 for 4" dirty stone, which is a nonpermissible expenditure.

Independent Auditor's Report (Continued)

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 Henry Clay, Fayette County, for the period January 1, 2020 to December 31, 2020, 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.

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. However, as described below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

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 a 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. We consider the deficiency below to be a material weakness:

- Duplicate Transfer For Payroll.

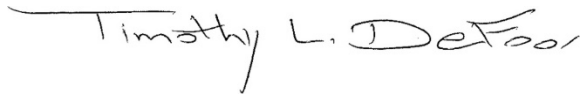
Independent Auditor's Report (Continued)

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

- Nonpermissible Expenditure.

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 Henry Clay, Fayette 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
January 25, 2022

CONTENTS

	<u>Page</u>
Background.....	1
Financial Section:	
2020 Form MS-965 With Adjustments	5
Auditor Description Of Select Transactions.....	8
Findings And Recommendations:	
Finding No. 1 - Duplicate Transfer For Payroll	11
Finding No. 2 - Nonpermissible Expenditure.....	12
Summary Of Exit Conference.....	14
Report Distribution	15

TOWNSHIP OF HENRY CLAY
FAYETTE COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2020

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 HENRY CLAY
 FAYETTE COUNTY
 LIQUID FUELS TAX FUND
 BACKGROUND
 FOR THE PERIOD
 JANUARY 1, 2020 TO DECEMBER 31, 2020

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.

TOWNSHIP OF HENRY CLAY
FAYETTE COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2020

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 HENRY CLAY
FAYETTE COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2020

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 HENRY CLAY
 FAYETTE COUNTY
 LIQUID FUELS TAX FUND
 2020 FORM MS-965 – SECTION 1
 WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Minor equipment purchases	\$ -	\$ 9,500.00	\$ 9,500.00
Computer/Computer related training	-	-	-
Major equipment purchases	21,499.00	(9,500.00)	11,999.00
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	56,242.01	-	56,242.01
Traffic control devices	-	-	-
Street lighting	-	-	-
Storm sewers and drains	3,477.00	-	3,477.00
Repairs of tools and machinery	18,668.30	-	18,668.30
Maintenance and repair of roads and bridges	106,544.98	-	106,544.98
Highway construction and rebuilding projects	50,000.00	-	50,000.00
Miscellaneous	78,689.90	-	78,689.90
	<u> </u>	<u> </u>	<u> </u>
Total (To Section 2, Line 5)	<u>\$ 335,121.19</u>	<u>\$ -</u>	<u>\$ 335,121.19</u>

TOWNSHIP OF HENRY CLAY
 FAYETTE COUNTY
 LIQUID FUELS TAX FUND
 2020 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, 2020	\$ 134,838.89	\$ -	\$ 134,838.89
Receipts:			
2. State allocation	215,008.44	-	215,008.44
2a. Turnback allocation	42,560.00	-	42,560.00
2b. Interest on investments	776.73	-	776.73
2c. Miscellaneous	78,689.90	-	78,689.90
3. Total receipts	<u>337,035.07</u>	<u>-</u>	<u>337,035.07</u>
4. Total funds available	<u>471,873.96</u>	<u>-</u>	<u>471,873.96</u>
5. Expenditures (Section 1)	<u>335,121.19</u>	<u>-</u>	<u>335,121.19</u>
6. Balance, December 31, 2020	<u><u>\$ 136,752.77</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 136,752.77</u></u>

TOWNSHIP OF HENRY CLAY
 FAYETTE COUNTY
 LIQUID FUELS TAX FUND
 2020 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	\$ 134,838.89	\$ -	\$ 134,838.89
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	51,513.69	-	51,513.69
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	186,352.58	-	186,352.58
5. Less: Major equipment expenditures	<u>21,499.00</u>	<u>(9,500.00)</u>	<u>11,999.00</u>
6. Remainder	<u>164,853.58</u>	<u>9,500.00</u>	<u>174,353.58</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 136,752.77</u>	<u>\$ -</u>	<u>\$ 136,752.77</u>

TOWNSHIP OF HENRY CLAY
 FAYETTE COUNTY
 LIQUID FUELS TAX FUND
 AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
 FOR THE PERIOD
 JANUARY 1, 2020 TO DECEMBER 31, 2020

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 \$9,500.00 were misclassified.

Section 3

An adjustment of \$9,500.00 was made to “Minor equipment expenditures” to reflect the adjustment made to minor equipment purchases in 2020 – Section 1.

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	Correction of payment in error	\$ 3,018.74
General Fund	Correction of transfer in error	14,048.91
General Fund	Correction of transfer in error	1,622.25
General Fund	Transfer in error	60,000.00
		<hr/>
Total		<u><u>\$78,689.90</u></u>

TOWNSHIP OF HENRY CLAY
 FAYETTE COUNTY
 LIQUID FUELS TAX FUND
 AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
 FOR THE PERIOD
 JANUARY 1, 2020 TO DECEMBER 31, 2020

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>
Commonwealth of Pennsylvania	Payment in error	\$ 3,018.74
General Fund	Transfer in error	14,048.91
General Fund	Transfer in error	1,622.25
General Fund	Correction of transfer in error	60,000.00
		<hr/>
Total		<u>\$78,689.90</u>

Transfers In Error

On July 16, 2020, the municipality transferred \$14,048.91 and \$1,622.25 from its Liquid Fuels Tax Fund to its General Fund in error. The municipality corrected these errors on the same day by transferring these amounts from its General Fund to its Liquid Fuels Tax Fund.

On July 20, 2020, the municipality transferred \$60,000.00 from its General Fund to its Liquid Fuels Tax Fund. On July 21, 2020, the township transferred this amount from its Liquid Fuels Tax Fund to its General Fund to correct the transfer in error.

Payment In Error

On March 10, 2020, the municipality expended \$3,018.74 from its Liquid Fuels Tax Fund in error. On March 13, 2020, the municipality transferred that amount from its General Fund to its Liquid Fuels Tax Fund to correct the payment in error.

TOWNSHIP OF HENRY CLAY
FAYETTE COUNTY
LIQUID FUELS TAX FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2020

Bank Loan

On October 6, 2014, the municipality borrowed \$300,000.00 from Pennsylvania Infrastructure Bank to pay for a road project. The proceeds of the loan were deposited into the Liquid Fuels Tax Fund. The term of the loan was for ten years at an interest rate of 1.62 percent. Principal and interest payments of \$32,746.05 are due annually. Funds were not received until April 2015 due to the state budget impasse. The municipality was not scheduled to make the first payment until March 7, 2016. Prior years' principal payments from the Liquid Fuels Tax Fund were \$200,000.00. Additionally, the municipality paid principal of \$2,135.08 and interest of \$14,617.94 from the General Fund.

During the current examination period, the municipality paid principal of \$50,000.00 from the Liquid Fuels Tax Fund. This amount is reflected in highway construction and rebuilding projects on the 2020 Form MS-965 - Section 1. Additionally, the municipality paid principal of \$1,428.44 and interest of \$1,590.30 from the General Fund. The outstanding balance of the loan as of December 31, 2020, was \$46,436.48, plus interest.

TOWNSHIP OF HENRY CLAY
 FAYETTE COUNTY
 LIQUID FUELS TAX FUND
 FINDINGS AND RECOMMENDATIONS
 FOR THE PERIOD
 JANUARY 1, 2020 TO DECEMBER 31, 2020

Finding No. 1 - Duplicate Transfer For Payroll

Our examination disclosed that the municipality made the following transfer from its Liquid Fuels Tax Fund to its General Fund for payroll twice:

<u>First Check No.</u>	<u>First Date Paid</u>	<u>Second Check No.</u>	<u>Second Date Paid</u>	<u>Invoice Amount</u>
2697	07/16/20	2703	08/24/20	<u>\$14,048.91</u>

Although this money should be reimbursed to the Liquid Fuels Tax Fund, the primary concern is the inadequate internal controls which enabled the duplicate payment of \$14,048.91 to remain undetected until our examination.

Good internal controls ensure that all transfers are reviewed timely to avoid duplicate payments. The failure to follow this procedure increases the possibility that duplicate transfers can be made on vendor invoices and go undetected for long periods of time.

We were unable to determine why duplicate payment occurred.

Recommendations

We recommend that the municipality reimburse \$14,048.91 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation

We further recommend that the municipality establish and implement internal controls to ensure payroll documents are reviewed timely to avoid duplicate payments.

Management's Response

The Chairman of the Board stated:

The municipality will implement internal controls to ensure documents are reviewed timely to avoid duplicate payments.

Auditor's Conclusion

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

TOWNSHIP OF HENRY CLAY
FAYETTE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2020

Finding No. 2 - Nonpermissible Expenditure

Our examination disclosed that the municipality expended \$25,713.45 during 2020 from the Liquid Fuels Tax Fund for the purchase and hauling of 4” dirty stone, which is a nonpermissible expenditure.

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 4” dirty stone, are outside the scope of permissible expenditures.

The failure to follow the Liquid Fuels Tax Municipal Allocation Law and the Department of Transportation’s Regulations as noted above, could result in the municipality having to reimburse \$25,713.45 to its Liquid Fuels Tax Fund.

This condition occurred because the supervisors did not know the stone was a nonpermissible liquid fuels expenditure.

Recommendations

We recommend that the municipality reimburse \$25,713.45 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that, in the future, the municipality complies with the Liquid Fuels Tax Municipal Allocation Law and the Department of Transportation’s Regulations regarding permissible expenditures.

TOWNSHIP OF HENRY CLAY
FAYETTE COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2020

Finding No. 2 - Nonpermissible Expenditure (Continued)

Management's Response

The Chairman of the Board stated:

The municipality will comply with the Liquid Fuels Tax Municipal Allocation Law and the Department of Transportation's Regulations regarding permissible expenditures.

Auditor's Conclusion

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

TOWNSHIP OF HENRY CLAY
FAYETTE COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF EXIT CONFERENCE
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2020

An exit conference was held October 25, 2021. Those participating were:

TOWNSHIP OF HENRY CLAY

The Honorable Charles C. Myers, Chairman of the Board of Supervisors

DEPARTMENT OF THE AUDITOR GENERAL

Mrs. Michele Simpson, Auditor

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

TOWNSHIP OF HENRY CLAY
FAYETTE COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2020

This report was initially distributed to:

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

Township of Henry Clay
Fayette County
156 Martin Road
Markleysburg, PA 15459

The Honorable Charles C. Myers
Chairman of the Board of Supervisors

The Honorable William Hayden
Supervisor/Treasurer

Ms. Linda Malaspino
Secretary

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.