

ATTESTATION ENGAGEMENT

Township of Norwich
McKean County, Pennsylvania
42-212

Liquid Fuels Tax Fund
For the Period
January 1, 2018 to December 31, 2022

June 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 Forms MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Township of Norwich, McKean County, for the period January 1, 2018 to December 31, 2022. The municipality's management is responsible for presenting the Forms 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 Forms 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 Forms 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 Forms 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 Forms 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 required to be independent and to meet our other ethical responsibilities in accordance with ethical requirements relating to the engagement.

In our opinion, the Forms MS-965 With Adjustments present, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund of the Township of Norwich, McKean County, for the period January 1, 2018 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*.

Independent Auditor's Report (Continued)

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 Forms 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 Forms 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 Forms 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 Forms 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 Forms 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 Forms 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. 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. We did identify certain deficiencies in internal control, described in the finding listed below, that we consider to be a significant deficiency in internal control:

- Duplicate Payment Of Invoices.

As part of obtaining reasonable assurance about whether the Forms MS-965 is free from material misstatement, we performed tests of the Township of Norwich, McKean 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 Forms 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*:

- Related Party Transactions - Recurring.

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 Township of Norwich, McKean 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
May 1, 2024

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TOWNSHIP OF NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2018 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 NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2018 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:

2018	2019	2020	2021	2022
\$10,900.00	\$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:

2018	2019	2020	2021	2022
\$10,900.00	\$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 NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2018 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 NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2018 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 Forms 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 NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
2018 FORM MS-965 – SECTION 1
WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Minor equipment purchases	\$ 680.00	\$ -	\$ 680.00
Computer/Computer related training	-	-	-
Major equipment purchases	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	37,401.04	-	37,401.04
Traffic control devices	245.00	-	245.00
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	15,789.07	-	15,789.07
Maintenance and repair of roads and bridges	25,874.70	-	25,874.70
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
 Total (To Section 2, Line 5)	 <u>\$ 79,989.81</u>	 <u>\$ -</u>	 <u>\$ 79,989.81</u>

TOWNSHIP OF NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
2018 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, 2018	\$ 44,692.27	\$ -	\$ 44,692.27
Receipts:			
2. State allocation	52,336.02	-	52,336.02
2a. Turnback allocation	8,840.00	-	8,840.00
2b. Interest on investments	57.67	-	57.67
2c. Miscellaneous	14,153.36	-	14,153.36
3. Total receipts	<u>75,387.05</u>	<u>-</u>	<u>75,387.05</u>
4. Total funds available	<u>120,079.32</u>	<u>-</u>	<u>120,079.32</u>
5. Expenditures (Section 1)	<u>79,989.81</u>	<u>-</u>	<u>79,989.81</u>
6. Balance, December 31, 2018	<u><u>\$ 40,089.51</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 40,089.51</u></u>

TOWNSHIP OF NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
2018 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	\$ 17,867.64	\$ -	\$ 17,867.64
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	12,235.20	-	12,235.20
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	30,102.84	-	30,102.84
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>30,102.84</u>	<u>-</u>	<u>30,102.84</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 30,102.84</u>	<u>\$ -</u>	<u>\$ 30,102.84</u>

TOWNSHIP OF NORWICH
MCKEAN 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	\$ -	\$ -	\$ -
Computer/Computer related training	-	-	-
Major equipment purchases	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	33,674.14	-	33,674.14
Traffic control devices	92.25	-	92.25
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	2,106.63	-	2,106.63
Maintenance and repair of roads and bridges	31,559.88	-	31,559.88
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
 Total (To Section 2, Line 5)	 <u>\$ 67,432.90</u>	 <u>\$ -</u>	 <u>\$ 67,432.90</u>

TOWNSHIP OF NORWICH
MCKEAN 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	\$ 40,089.51	\$ -	\$ 40,089.51
Receipts:			
2. State allocation	56,797.12	-	56,797.12
2a. Turnback allocation	8,840.00	-	8,840.00
2b. Interest on investments	60.20	-	60.20
2c. Miscellaneous	-	-	-
3. Total receipts	<u>65,697.32</u>	<u>-</u>	<u>65,697.32</u>
4. Total funds available	<u>105,786.83</u>	<u>-</u>	<u>105,786.83</u>
5. Expenditures (Section 1)	<u>67,432.90</u>	<u>-</u>	<u>67,432.90</u>
6. Balance, December 31, 2019	<u><u>\$ 38,353.93</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 38,353.93</u></u>

TOWNSHIP OF NORWICH
MCKEAN 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	\$ 30,102.84	\$ -	\$ 30,102.84
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	13,127.42	-	13,127.42
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	43,230.26	-	43,230.26
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>43,230.26</u>	<u>-</u>	<u>43,230.26</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 38,353.93</u>	<u>\$ -</u>	<u>\$ 38,353.93</u>

TOWNSHIP OF NORWICH
MCKEAN 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	\$ -	\$ -	\$ -
Computer/Computer related training	-	-	-
Major equipment purchases	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	22,700.64	-	22,700.64
Traffic control devices	18.90	-	18.90
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	4,043.76	-	4,043.76
Maintenance and repair of roads and bridges	70,005.89	-	70,005.89
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
 Total (To Section 2, Line 5)	 <u>\$ 96,769.19</u>	 <u>\$ -</u>	 <u>\$ 96,769.19</u>

TOWNSHIP OF NORWICH
MCKEAN 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	\$ 38,353.93	\$ -	\$ 38,353.93
Receipts:			
2. State allocation	52,037.52	-	52,037.52
2a. Turnback allocation	8,840.00	-	8,840.00
2b. Interest on investments	36.18	-	36.18
2c. Miscellaneous	-	-	-
3. Total receipts	<u>60,913.70</u>	<u>-</u>	<u>60,913.70</u>
4. Total funds available	<u>99,267.63</u>	<u>-</u>	<u>99,267.63</u>
5. Expenditures (Section 1)	<u>96,769.19</u>	<u>-</u>	<u>96,769.19</u>
6. Balance, December 31, 2020	<u><u>\$ 2,498.44</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,498.44</u></u>

TOWNSHIP OF NORWICH
MCKEAN 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	\$ 38,353.93	\$ -	\$ 38,353.93
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	12,175.50	-	12,175.50
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	50,529.43	-	50,529.43
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>50,529.43</u>	<u>-</u>	<u>50,529.43</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 2,498.44</u>	<u>\$ -</u>	<u>\$ 2,498.44</u>

TOWNSHIP OF NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
2021 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	2,720.54	-	2,720.54
Traffic control devices	-	-	-
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	1,463.95	-	1,463.95
Maintenance and repair of roads and bridges	16,302.57	-	16,302.57
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
 Total (To Section 2, Line 5)	 <u>\$ 20,487.06</u>	 <u>\$ -</u>	 <u>\$ 20,487.06</u>

TOWNSHIP OF NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
2021 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, 2021	\$ 2,498.44	\$ -	\$ 2,498.44
Receipts:			
2. State allocation	51,241.46	-	51,241.46
2a. Turnback allocation	8,840.00	-	8,840.00
2b. Interest on investments	44.75	-	44.75
2c. Miscellaneous	2,759.00	-	2,759.00
3. Total receipts	<u>62,885.21</u>	<u>-</u>	<u>62,885.21</u>
4. Total funds available	<u>65,383.65</u>	<u>-</u>	<u>65,383.65</u>
5. Expenditures (Section 1)	<u>20,487.06</u>	<u>-</u>	<u>20,487.06</u>
6. Balance, December 31, 2021	<u><u>\$ 44,896.59</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 44,896.59</u></u>

TOWNSHIP OF NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
2021 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	\$ 2,498.44	\$ -	\$ 2,498.44
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	12,016.29	-	12,016.29
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	14,514.73	-	14,514.73
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>14,514.73</u>	<u>-</u>	<u>14,514.73</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 14,514.73</u>	<u>\$ -</u>	<u>\$ 14,514.73</u>

TOWNSHIP OF NORWICH
MCKEAN 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	45,814.99	-	45,814.99
Traffic control devices	438.00	-	438.00
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	17,825.68	-	17,825.68
Maintenance and repair of roads and bridges	21,170.27	-	21,170.27
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
 Total (To Section 2, Line 5)	 <u>\$ 85,248.94</u>	 <u>\$ -</u>	 <u>\$ 85,248.94</u>

TOWNSHIP OF NORWICH
MCKEAN 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	\$ 44,896.59	\$ -	\$ 44,896.59
Receipts:			
2. State allocation	46,871.71	-	46,871.71
2a. Turnback allocation	8,840.00	-	8,840.00
2b. Interest on investments	41.62	-	41.62
2c. Miscellaneous	-	-	-
3. Total receipts	<u>55,753.33</u>	<u>-</u>	<u>55,753.33</u>
4. Total funds available	<u>100,649.92</u>	<u>-</u>	<u>100,649.92</u>
5. Expenditures (Section 1)	<u>85,248.94</u>	<u>-</u>	<u>85,248.94</u>
6. Balance, December 31, 2022	<u><u>\$ 15,400.98</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 15,400.98</u></u>

TOWNSHIP OF NORWICH
MCKEAN 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	\$ 14,514.73	\$ -	\$ 14,514.73
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	11,142.34	-	11,142.34
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	25,657.07	-	25,657.07
5. Less: Major equipment expenditures	-	-	-
6. Remainder	<u>25,657.07</u>	<u>-</u>	<u>25,657.07</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 15,400.98</u>	<u>\$ -</u>	<u>\$ 15,400.98</u>

TOWNSHIP OF NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2018 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

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

<u>Source</u>	<u>Description</u>	<u>2018</u>	<u>2021</u>
General Fund	Reimbursement (Finding No. 2)	\$11,364.12	\$ -
General Fund	Reimbursement (Summary Of Prior Examination Recommendations)	2,789.24	-
McKean County	County Aid	-	<u>2,759.00</u>
Totals		<u>\$14,153.36</u>	<u>\$2,759.00</u>

TOWNSHIP OF NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2018 TO DECEMBER 31, 2022

Finding No. 1 - Duplicate Payment Of Invoices

Our examination disclosed that the municipality paid the following invoices twice:

<u>Invoice Number</u>	<u>First Check No.</u>	<u>First Date Paid</u>	<u>Second Check No.</u>	<u>Second Date Paid</u>	<u>Invoice Amount</u>
1761016	2935	03/03/20	2940	04/07/20	\$513.82
1762181	2935	03/03/20	2940	04/07/20	438.90
				Total	<u>\$952.72</u>

Although this money was reimbursed to the General Fund on August 20, 2020, the primary concern is the inadequate internal controls which enabled the duplicate payments of \$952.72 to remain undetected for four months.

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

We could not determine the cause of this condition.

Recommendations

We recommend that the municipality reimburse \$952.72 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 vendor invoices are reviewed timely to avoid duplicate payments.

Management’s Response

The municipal officials stated:

The township supervisors agree with the findings.

Auditor’s Conclusion

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

TOWNSHIP OF NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2018 TO DECEMBER 31, 2022

Finding No. 2 - Related Party Transactions - Recurring

Our examination disclosed that the township expended \$11,318.46 during 2018 from the Liquid Fuels Tax Fund for vehicle maintenance. The business which was paid for that work is owned by the township secretary's husband. Due to the secretary's husband's financial interest in the company and the lack of an open and public award process, this contract appears to violate *The Second Class Township Code*. Therefore, they should not have been entered into by the township.

The Second Class Township Code, 53 P.S. § 68102(i), as amended, states, in part:

No township official, either elected or appointed, or township employe who knows, or who by the exercise of reasonable diligence could know, shall be interested to any appreciable degree, either directly or indirectly, in any contract for the sale or furnishing of any supplies or materials for the use of the township or for any work to be done for such township involving the expenditure by the township of more than five hundred dollars (\$500.00) in any year unless the contract is awarded through the public bid process. This limitation does not apply if the officer or appointee of the township is an employe of the person, firm or corporations to which the money is to be paid in a capacity with no possible influence on the transaction and the officer cannot possibly be benefited thereby, either financially or otherwise. If a supervisor is within this exception, the supervisor shall so inform the board of supervisors and refrain from voting on the payments and shall in no manner participate in the contract. . . .

This information is also published in § 3102(i) of *The Second Class Township Code* as published by the Local Government Commission.

On December 10, 2018, the township reimbursed \$11,364.12, which was \$45.66 more than the amount expended.

The secretary/treasurer stated that this condition occurred because she was not aware it violated *The Second Class Township Code* for the municipality to conduct business with her husband's business.

A similar finding was also written in our prior report. However, during 2019, 2020, 2021, and 2022, we did not note any related party transactions.

Recommendation

We recommend that the township continue to comply with *The Second Class Township Code*.

TOWNSHIP OF NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2018 TO DECEMBER 31, 2022

Finding No. 2 - Related Party Transactions - Recurring (Continued)

Management's Response

The township officials stated:

The township supervisors agree with the findings.

Auditor's Conclusion

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

TOWNSHIP OF NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF PRIOR EXAMINATION RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2018 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 \$2,789.24 to its Liquid Fuels Tax Fund for related party transactions.

During our current examination we reviewed a letter dated March 6, 2019, from the Department of Transportation directing the municipality to reimburse \$2,789.24 to its Liquid Fuels Tax Fund. We noted that the municipality reimbursed its Liquid Fuels Tax Fund on December 10, 2018.

In our prior report we also recommended that the municipality comply with *The Second Class Township Code*.

During our current examination we noted that the municipality did not comply with *The Second Class Township Code* (Finding No. 2).

TOWNSHIP OF NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF ONSITE CLOSEOUT MEETING
FOR THE PERIOD
JANUARY 1, 2018 TO DECEMBER 31, 2022

An onsite closeout meeting was held February 7, 2024. Those participating were:

TOWNSHIP OF NORWICH

Ms. Melinda Keesee, Secretary/Treasurer

The Honorable James E. Thomas, Chairman of the Board of Supervisors

The Honorable Paul E. Black, Supervisor

The Honorable Daniel Britton, Supervisor

DEPARTMENT OF THE AUDITOR GENERAL

Mrs. Cynthia Stebick, Auditor

TOWNSHIP OF NORWICH
MCKEAN COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2018 TO DECEMBER 31, 2022

This report was initially distributed to:

The Honorable Michael Carroll
Secretary
Department of Transportation

Township of Norwich
McKean County
3853 West Valley Road
Smethport, PA 16749

The Honorable James Thomas
Chairman of the Board of Supervisors

Ms. Melinda Keesee
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.