

# COMPLIANCE AUDIT

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## Folcroft Volunteer Fireman's Relief Association

Delaware County, Pennsylvania  
For the Period  
January 1, 2022, to December 31, 2024

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July 2026



Commonwealth of Pennsylvania  
Department of the Auditor General

Timothy L. DeFoor • Auditor General



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TIMOTHY L. DEFOOR  
AUDITOR GENERAL

Mr. Rich Kesser, President  
Folcroft Volunteer Fireman's  
Relief Association  
Delaware County

We have conducted a compliance audit of the Folcroft Volunteer Fireman's Relief Association (relief association) for the period January 1, 2022, to December 31, 2024. The audit was conducted pursuant to authority derived from Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania; Section 403 of The Fiscal Code, 72 P.S. § 403; and the Volunteer Firefighters' Relief Association Act ("VFRA Act"), see 35 Pa.C.S. § 7418.

The objectives of the audit were:

1. To determine if the relief association took appropriate corrective action to address the findings contained in our prior audit report.
2. To determine if the relief association complied with applicable state laws, contracts, bylaws, and administrative procedures as they relate to the receipt of state aid and the expenditure of relief association funds.

Our audit was limited to the areas related to the objectives identified above and was not, nor was it required to be, conducted in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States.

Relief association officers are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the relief association's administration of state aid and accumulated relief association funds complies with applicable state laws, contracts, bylaws, and administrative procedures, including the safeguarding of assets. Relief association officers are responsible for complying with applicable state laws, contracts, bylaws, and administrative procedures. It is our responsibility to perform procedures to obtain sufficient, appropriate evidence to the extent necessary to satisfy the audit objectives. We believe that our audit provides a reasonable basis for our conclusions.

Based on our audit procedures, we conclude that, for the period January 1, 2022, to December 31, 2024:

- The relief association took appropriate corrective action to address three of the seven findings contained in our prior audit report. However, the relief association failed to take appropriate corrective action to address the four remaining findings contained in our prior audit report, as listed below, and discussed in the Status of Prior Findings section of this report.
- Because of the significance of the matter described in Finding Nos. 5 and 6 below and discussed later in this report, the relief association did not, in all significant respects, comply with applicable state laws, contracts, bylaws, and administrative procedures as they relate to the receipt of state aid and the expenditure of relief association funds, collectively as a whole. Therefore, the relief association may be subject to the potential withholding of its upcoming state aid distribution, as discussed in the Potential Withhold of State Aid section of this report.

Finding No. 1 – Noncompliance With Prior Audit Recommendation – Inadequate Minutes Of Meetings

Finding No. 2 – Noncompliance With Prior Audit Recommendation – Inadequate Financial Record-Keeping System

Finding No. 3 – Noncompliance With Prior Audit Recommendation – Inadequate Definition Of Death And Discretionary Benefits In Relief Association Bylaws

Finding No. 4 – Noncompliance With Prior Audit Recommendation – Failure To Maintain A Complete And Accurate Membership Roster

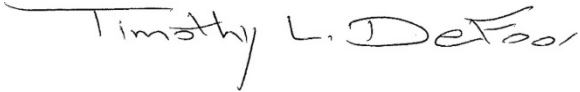
Finding No. 5 – Failure To Receive Proceeds From The Sale Of A Jointly Purchased Vehicle

Finding No. 6 – Failure To Secure Ownership Interest In Jointly Purchased Equipment

Finding No. 7 – Failure To Provide Minutes Of Relief Association Meetings

Four of the seven audit findings contained in this report cite conditions that existed in the operation of the relief association during the prior audit period and were not corrected during the current audit period. We are concerned by the number of findings noted and strongly encourage timely implementation of the recommendations noted in this audit report.

The contents of this report were discussed with the management of the relief association and, where appropriate, their responses have been included in the report. We would like to thank the relief association officials for the cooperation extended to us during the conduct of the audit.

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  
April 30, 2026

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## BACKGROUND

Pursuant to Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania,<sup>1</sup> Section 403 of The Fiscal Code,<sup>2</sup> and the Volunteer Firefighters’ Relief Association Act (“VFRA Act”),<sup>3</sup> the Department of the Auditor General’s duty is to audit the accounts and records of every volunteer firefighters’ relief association to determine that funds received under the Foreign Fire Insurance Tax Distribution Law, commonly referred to as Act 205,<sup>4</sup> are properly expended.

The relief association is a charitable organization that was formed primarily to afford financial protection to volunteer firefighters and to encourage individuals to participate in volunteer fire service.

The VFRA Act governs the overall operation of volunteer firefighters’ relief associations. Relief association bylaws define the specific operational procedures by which relief associations conduct business. To fulfill its primary purpose, the VFRA Act authorizes specific types of expenditures and prescribes appropriate volunteer firefighters’ relief association investment options. Within the parameters established by the VFRA Act, it is the responsibility of relief associations to choose investments in a proper and prudent manner.

Volunteer firefighters’ relief associations receive public tax monies, and the relief association officers therefore have a responsibility to the public to conduct the relief association’s financial affairs in a businesslike manner and to maintain sufficient financial records to support the propriety of all relief association transactions. Volunteer firefighters’ relief association officers are also responsible for ensuring that the relief association operates in accordance with applicable state laws, contracts, bylaws, and administrative procedures.

Act 205 sets forth the computation of the Foreign Fire Insurance Tax Distribution paid to each applicable municipality throughout the Commonwealth of Pennsylvania. The amount of the distribution is based upon the population of each municipality and the market value of real estate within the municipality. Upon receipt of this distribution, the municipality must allocate the funds to the volunteer firefighters’ relief association of the fire service organization or fire service organizations that is or are recognized as providing the service to the municipality.

The relief association was allocated state aid from the following municipality:

<u>Municipality</u>	<u>County</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Folcroft Borough	Delaware	\$35,785	\$37,087	\$38,175

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<sup>1</sup> Pa. Const. Art. VIII § 10.

<sup>2</sup> 72 P.S. § 403.

<sup>3</sup> 35 Pa. C.S. § 7411 *et seq.*

<sup>4</sup> 53 P.S. § 895.701 *et seq.*

## BACKGROUND – (Continued)

Based on the relief association’s records, its total cash and investments as of December 31, 2024, were \$181,317, as illustrated below:

Cash	\$ 82,936
Fair Value of Investments	<u>98,381</u>
Total Cash and Investments	<u>\$ 181,317</u>

Based on the relief association’s records, its total expenditures for the period January 1, 2022, to December 31, 2024, were \$85,198, as noted below. The accuracy of these expenditures was evaluated as part of the Department’s audit to conclude on the relief association’s compliance with applicable state laws, contracts, bylaws, and administrative procedures as they relate to the receipt of state aid and the expenditure of relief association funds.<sup>5</sup> **The scope of the Department’s audit does not include the issuance of an opinion on the accuracy of these amounts.**

### Expenditures:

#### Benefit Services:

Insurance premiums	<u>\$ 31,926</u>
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#### Fire Services:

Equipment purchased	\$ 35,032
Equipment maintenance	15,430
Training expenses	<u>1,175</u>
Total Fire Services	<u>\$ 51,637</u>

#### Administrative Services:

Bond premiums	\$ 723
Other administrative expenses	<u>912</u>
Total Administrative Services	<u>\$ 1,635</u>

Total Expenditures	<u>\$ 85,198</u>
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The volunteer firefighters’ relief association and the affiliated fire service organization are separate, legal entities. The relief association is affiliated with the following fire service organization:

Folcroft Volunteer Fire Company

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<sup>5</sup> Accuracy was evaluated for a selection of transactions based on dollar amount, category, and/or random selection.

FOLCROFT VOLUNTEER FIREMAN'S RELIEF ASSOCIATION  
STATUS OF PRIOR FINDINGS

COMPLIANCE WITH PRIOR AUDIT FINDINGS AND RECOMMENDATIONS

The relief association has complied with three of the seven prior audit findings and recommendations, as follows:

- Unauthorized Expenditures

By receiving reimbursement of \$2,551 from the affiliated fire company for the unauthorized expenditures made in the prior audit period.

- Duplicate Payments

By receiving reimbursement of \$765 from the affiliated fire company for the duplicate payments.

- Inadequate Internal Controls

By adopting sufficient internal control procedures to adequately safeguard relief association assets and ensure the propriety of all relief association transactions.

NONCOMPLIANCE WITH PRIOR AUDIT FINDINGS AND RECOMMENDATIONS

The relief association has not complied with four of the seven prior audit findings. These findings are noted below and discussed in detail in the Findings and Recommendations section of this report:

- Inadequate Minutes Of Meetings

Although the relief association ensured that their meeting minutes were signed by the Secretary of the relief association, the relief association again failed to maintain detailed minutes of meetings evidencing the discussion and approval of all financial-related transactions as further disclosed in Finding No. 1 of this report.

- Inadequate Financial Record-Keeping System

- Failure To Define Discretionary Benefits

- Failure To Maintain A Complete And Accurate Membership Roster

We are concerned by the relief association's failure to correct those previously reported audit findings. The relief association management should strive to implement the recommendations and corrective actions noted in this audit report.

FOLCROFT VOLUNTEER FIREMAN'S RELIEF ASSOCIATION  
FINDINGS AND RECOMMENDATIONS

**Finding No. 1 – Noncompliance With Prior Audit Recommendation – Inadequate Minutes Of Meetings**

Condition: The relief association did not properly document minutes of meetings as required by the VFRA Act and the relief association's bylaws. Specifically, the relief association's minutes did not address all the financial-related transactions that occurred during the audit period. In addition, we were unable to determine if quorum requirements were met because attendance records and/or sign-in sheets were not provided.

A similar condition was noted in our three prior audit reports.

Criteria: Section 7415(a) of the VFRA Act states, in part, that the relief association:

... must provide for taking and preserving minutes of all meetings and maintenance of such books of account as may be necessary and appropriate to afford a permanent record of its fiscal affairs.

Article III, Section 3 of the relief association's bylaws states, in part:

The Secretary shall keep a true record of the proceedings of every meeting in the minutes. The minutes shall note authorization by the membership of all association financial transactions and all other pertinent business discussed at meetings.

In addition, Article II, Section 1 of the relief association bylaws states, in part:

Regular meetings of this association shall be held on the third Monday of each month immediately following the regular meeting of the Folcroft Volunteer Fire Company. Ten (10) members shall constitute a quorum.

Cause: The relief association officials did not provide a reason why all financial transactions were not addressed in the meeting minutes, despite the relief association being notified of this condition during the three prior audits. In addition, the relief association did not provide a reason for the omission of documentation regarding the quorum requirements.

Effect: Without properly documenting minutes of meetings that address all financial-related transactions and documenting the quorum requirements, there is insufficient evidence that relief association business was presented before the membership for approval.

Recommendation: We again recommend that the relief association officials properly document minutes of meetings as required by the VFRA Act and the relief association's bylaws, evidencing the discussion and approval of all financial-related business conducted by the relief association and whether the quorum requirements were met. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

FOLCROFT VOLUNTEER FIREMAN'S RELIEF ASSOCIATION  
FINDINGS AND RECOMMENDATIONS

**Finding No. 1 – (Continued)**

Management Response: Relief association management agreed with the finding as presented at the audit exit conference and indicated they will take action to comply with the recommendation.

Auditor's Conclusion: We are concerned by the relief association's failure to correct this previously reported audit finding and strongly encourage timely implementation of the recommendation noted in this audit report.

**Finding No. 2 – Noncompliance With Prior Audit Recommendation – Inadequate Financial Record-Keeping System**

Condition: The relief association's financial record-keeping system again did not establish adequate accounting procedures to allow the membership to effectively monitor the relief association's financial operations. The following are the noted deficiencies:

- Journals were utilized to record the transactions of the relief association account; however, the journals did not include all current audit period expenditure and receipt transactions.
- Check numbers and expenditure classifications were not recorded in the journals for all expenditure transactions.
- Ledgers were not used to record receipts and disbursements.
- Nine of the ten voided checks were not available for examination.

A similar condition was noted in our prior audit report.

Criteria: Section 7415(a) of the VFRA Act states:

A volunteer firefighters' relief association may be a body corporate, governed by a charter and bylaws or an unincorporated association of individuals governed by bylaws and a constitution. In either case, it must provide for taking and preserving minutes of all meetings and maintenance of such books of account as may be necessary and appropriate to afford a permanent record of its fiscal affairs.

In addition, an adequate system of financial record-keeping is a prerequisite for sound administration of relief association assets.

Cause: The relief association officials did not provide a reason why this occurred despite the relief association being notified of this condition during the prior audit.

FOLCROFT VOLUNTEER FIREMAN'S RELIEF ASSOCIATION  
FINDINGS AND RECOMMENDATIONS

**Finding No. 2 – (Continued)**

Effect: Continued failure of relief association officials to maintain adequate records prevents the membership from effectively monitoring the financial operations of the relief association. Additionally, proper financial record keeping reduces the risk of misappropriation and undetected errors.

Recommendation: We again recommend that the relief association officials establish and maintain a financial record-keeping system that allows the membership to effectively monitor the relief association's financial operations. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

Management Response: Relief association management agreed with the finding as presented at the audit exit conference and indicated they will take action to comply with the recommendation.

Auditor's Conclusion: We are concerned by the relief association's failure to correct this previously reported audit finding and strongly encourage timely implementation of the recommendation noted in this audit report.

**Finding No. 3 – Noncompliance With Prior Audit Recommendation – Inadequate Definition Of Death And Discretionary Benefits In Relief Association Bylaws**

Condition: The relief association did not clearly define death and discretionary benefits offered to its members. Although expenditures for discretionary benefits are permissible under the VFRA Act, the types, amounts, and eligibility criteria for death and discretionary benefits were not clearly defined in the bylaws or a formal policy approved by the relief association membership.

A similar condition was noted in our prior audit report.

Criteria: Section 7413 of the VFRA Act states that funds shall be available:

- (3) For payment, either by insurance or by operation of a beneficial fund, of a sum certain to designated beneficiaries of a participating member following the death of a member for any cause and to establish criteria which members must meet in order to qualify as participants in a death benefit fund.

Furthermore, prudent business practice dictates that when a relief association offers death benefits, disability benefits, officers compensation, or any other type of discretionary benefit provided for under the VFRA Act, a bylaw provision or formal policy should be established to define the types and amounts of benefits offered to its membership as well as the criteria to be met in order to receive the benefits. Such a bylaw provision or formal policy should be formally approved by the relief association membership and documented in the meeting minutes.

FOLCROFT VOLUNTEER FIREMAN'S RELIEF ASSOCIATION  
FINDINGS AND RECOMMENDATIONS

**Finding No. 3 – (Continued)**

Cause: The relief association officials did not provide a reason why this occurred despite the relief association being notified of this condition during the prior audit.

Effect: The relief association's failure to formally define death and discretionary benefits prevents its members from being aware of the types and amounts of benefits offered to its membership and could also lead to benefits not being provided consistently and appropriately.

Recommendation: We again recommend that the relief association officials review and update the bylaws to include a provision for death and discretionary benefits or adopt a formal policy for death and discretionary benefits necessary to meet the requirements set forth in the VFRA Act. The bylaw provision or formal policy should specifically define the types and amount of benefits to be received and the criteria to be met in order to receive the benefits. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

Management Response: Relief association management agreed with the finding as presented at the audit exit conference and indicated they will take action to comply with the recommendation.

Auditor's Conclusion: We are concerned by the relief association's failure to correct this previously reported audit finding and strongly encourage timely implementation of the recommendation noted in this audit report. In November 2025, the relief association's bylaws were amended to include a discretionary member benefit of \$2,000. The bylaw provision defines eligibility but does not define the type of benefit provided. The relief association should review this provision and ensure it addresses all of the criteria noted in the recommendation above.

**Finding No. 4 – Noncompliance With Prior Audit Recommendation – Failure To Maintain  
A Complete And Accurate Membership Roster**

Condition: The relief association officials did not maintain a complete and accurate roster of relief association members. Although a listing of members was provided, it did not contain all members and members' dates of birth.

A similar condition was noted in our prior audit report.

Criteria: Relief association officials should maintain a complete and accurate roster of all current and former relief association's members who qualify for association benefits as identified by criteria set forth in the relief association's bylaws.

FOLCROFT VOLUNTEER FIREMAN'S RELIEF ASSOCIATION  
FINDINGS AND RECOMMENDATIONS

**Finding No. 4 – (Continued)**

Prudent business practice dictates that a comprehensive roster of all relief association members should include, at minimum, the following:

- Names of each member
- Members' mailing addresses
- Members' date of birth
- Dates of memberships (start date and resignation or date of death)
- Membership classification, if applicable

Cause: Relief association officials stated that the omission of the date of birth was due to internal record keeping oversight.

Effect: Failure to maintain a comprehensive membership roster could result in the payment of benefits to nonmembers or exclude eligible relief association members from receiving authorized benefits.

Recommendation: We again recommend that the relief association officials compile and maintain a complete and accurate roster of all current and former relief association's members. For additional guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

Management Response: Relief association management agreed with the finding as presented at the audit exit conference and indicated they will take action to comply with the recommendation.

Auditor's Conclusion: We are concerned by the relief association's failure to correct this previously reported audit finding and strongly encourage timely implementation of the recommendation noted in this audit report.

**Finding No. 5 – Failure To Receive Proceeds From The Sale Of A Jointly Purchased Vehicle**

Condition: In 2007, the relief association contributed \$23,109 toward the joint purchase of a rescue vehicle with the affiliated fire company. The total cost of the rescue vehicle was \$350,000. The relief association entered into a joint purchase agreement with the affiliated fire company dated March 13, 2007, enumerating the relief association's proportional ownership interest in the jointly purchased vehicle and indicating that, upon the sale of the vehicle, the relief association would receive a pro-rata share of 6.6% of the proceeds. In 2024, the jointly purchased vehicle was sold for \$100,000. However, the relief association did not receive its proportionate share of the proceeds.

FOLCROFT VOLUNTEER FIREMAN'S RELIEF ASSOCIATION  
FINDINGS AND RECOMMENDATIONS

**Finding No. 5 – (Continued)**

Criteria: Section 7418(a) of the VFRA Act states:

The Office of Auditor General shall have the power and its duty shall be to audit the accounts and records of every volunteer firefighters' relief association receiving money under Chapter 7 of the Act of December 18, 1984 (P.L. 1005, No. 205), known as the Municipal Pension Plan Funding Standard and Recovery Act, as far as may be necessary to satisfy the Auditor General that the money received was or is being expended for no purpose other than that authorized by this subchapter. Copies of all audits shall be furnished to the Governor.

Prudent business practice dictates that the relief association should secure its proportional ownership interest in the jointly purchased equipment by executing a formal written joint purchase agreement that enumerates the relief association's proportional share. Such an agreement shall specify that, in the event the vehicle is sold, the relief association shall receive its prorated share of the proceeds. Furthermore, if the vehicle is sold, the relief association officials should ensure that the proceeds are received and deposited timely into a relief association account.

Cause: Relief association officials stated this was due to oversight by the relief association and the affiliated fire company to share the proceeds.

Effect: Failure by the relief association to receive its prorated share of proceeds from the sale of a jointly purchased vehicle prevents the relief association's use of such funds for general operating expenses or for investment purposes. Furthermore, the relief association's future state aid allocations may be withheld until compliance with the finding.

Recommendation: We recommend that the relief association be reimbursed \$6,600 for its pro-rata share of the proceeds from the sale of the jointly purchased vehicle. We also recommend the relief association officials establish accounting and internal control procedures to ensure that all future proceeds resulting from the sale of a jointly purchased vehicle are received timely and deposited in a relief association account. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

Management Response: Relief association management agreed with the finding as presented at the audit exit conference and indicated they will take action to comply with the recommendation.

Auditor's Conclusion: Due to the potential withhold of state aid, the relief association's compliance with the finding recommendation will be monitored subsequent to the release of the audit report and through our next audit of the relief association.

FOLCROFT VOLUNTEER FIREMAN'S RELIEF ASSOCIATION  
FINDINGS AND RECOMMENDATIONS

**Finding No. 6 – Failure To Secure Ownership Interest In Jointly Purchased Equipment**

Condition: On December 23, 2023, the relief association expended \$34,679 for the purchase of self-contained breathing apparatus. The total cost of the equipment was \$131,189, with the remaining balance funded by the affiliated fire company's regional Assistance to Firefighters Grant. The relief association failed to secure its ownership interest in the equipment.

Criteria: Section 7418(a) of the VFRA Act states:

The Office of Auditor General shall have the power and its duty shall be to audit the accounts and records of every volunteer firefighters' relief association receiving money under Chapter 7 of the Act of December 18, 1984 (P.L. 1005, No. 205), known as the Municipal Pension Plan Funding Standard and Recovery Act, as far as may be necessary to satisfy the Auditor General that the money received was or is being expended for no purpose other than that authorized by this subchapter. Copies of all audits shall be furnished to the Governor.

Prudent business practice dictates that if the relief association contributes to the purchase of equipment, the relief association should secure its proportional ownership interest in the equipment by executing a formal written joint purchase agreement that details the relief association's proportional share of ownership. Such agreement shall specify that the relief association shall receive its prorated share of the proceeds should the equipment ever be sold.

Cause: The relief association officials did not provide a reason why this occurred.

Effect: Failure to execute a joint purchase agreement to secure the relief association's proportional share of ownership interest in the jointly purchased equipment places the relief association's ownership interest at risk. Furthermore, the relief association's future state aid allocations may be withheld until compliance with the finding recommendation.

Recommendation: We recommend that the relief association officials execute a formal written joint purchase agreement with the affiliated fire company that enumerates the relief association's proportional ownership interest in the jointly purchased equipment as well as stipulating that the proportionate share of the sales proceeds shall revert to the relief association in the event the equipment is sold. If such action is not taken, we recommend that the relief association be reimbursed \$34,679. In addition, the affiliated fire company should provide the relief association with documentation supporting the satisfaction of all requirements of the affiliated fire company's Assistance to Firefighters Grant. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

FOLCROFT VOLUNTEER FIREMAN'S RELIEF ASSOCIATION  
FINDINGS AND RECOMMENDATIONS

**Finding No. 6 – (Continued)**

Management Response: Relief association management agreed with the finding as presented at the audit exit conference and indicated they will take action to comply with the recommendation.

Auditor's Conclusion: Due to the potential withhold of state aid, the relief association's compliance with the finding recommendation will be monitored subsequent to the release of the audit report and through our next audit of the relief association.

**Finding No. 7 – Failure To Provide Minutes Of Relief Association Meetings**

Condition: Although the relief association held meetings in January, March, June, November and December of 2022, as required by the VFRA Act and the relief association's bylaws, the minutes could not be located or provided for review during the audit period. As such, the relief association does not have evidence of approval of all financial transactions that occurred during these months, attendance records, sign-in sheets of members present, and documentation as to whether a quorum was present.

Criteria: Section 7415(a) of the VFRA Act states, in part, that the relief association:

. . . must provide for taking and preserving minutes of all meetings and maintenance of such books of account as may be necessary and appropriate to afford a permanent record of its fiscal affairs.

Article III, Section 3 of the relief association's bylaws states, in part:

The Secretary shall keep a true record of the proceedings of every meeting in the minutes. The minutes shall note authorization by the membership of all association financial transactions and all other pertinent business discussed at meetings.

In addition, Article II, Section 1 of the relief association bylaws states, in part:

Regular meetings of this association shall be held on the third Monday of each month immediately following the regular meeting of the Folcroft Volunteer Fire Company. Ten (10) members shall constitute a quorum.

Cause: The relief association officials indicated that due to a change in secretaries, the turnover of documents was not completed.

Effect: Without preserving detailed minutes of meetings, there is insufficient evidence that relief association business was documented and presented before the membership for approval.

FOLCROFT VOLUNTEER FIREMAN'S RELIEF ASSOCIATION  
FINDINGS AND RECOMMENDATIONS

**Finding No. 7 – (Continued)**

Recommendation: We recommend that the relief association officials preserve detailed minutes of meetings as required by the VFRA Act and the relief association's bylaws, evidencing the discussion and approval of all financial-related business conducted by the relief association and whether quorum requirements were met. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

Management Response: Relief association management agreed with the finding as presented at the audit exit conference and indicated they will take action to comply with the recommendation.

Auditor's Conclusion: Compliance will be subject to verification during the next audit.

FOLCROFT VOLUNTEER FIREMAN'S RELIEF ASSOCIATION  
POTENTIAL WITHHOLD OF STATE AID

Conditions such as those reported by Finding Nos. 5 and 6 contained in this audit report may lead to a total withholding of state aid in the future unless those findings are corrected. However, such action may not be considered if sufficient documentation is provided within 60 days to verify compliance with this Department's recommendations. Such documentation should be submitted by the relief association to: Department of the Auditor General, Bureau of Fire Relief Audits, Room 316E Finance Building, Harrisburg, PA 17120.

FOLCROFT VOLUNTEER FIREMAN'S RELIEF ASSOCIATION  
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

**The Honorable Joshua D. Shapiro**  
Governor  
Commonwealth of Pennsylvania

Folcroft Volunteer Fireman's Relief Association Governing Body:

**Mr. Rich Kesser**  
President

**Ms. Debra Gray Armstrong**  
Vice President

**Ms. Terry Marino**  
Secretary

**Mr. William Matthews**  
Treasurer

A report was also distributed to the following municipality, which allocated foreign fire insurance tax monies to this relief association:

**Mr. Shawn Payne, Jr.**  
Manager  
Folcroft Borough

This report is a matter of public record and is available online at [www.PaAuditor.gov](http://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](mailto:news@PaAuditor.gov).