LIMITED PROCEDURES ENGAGEMENT

Harford Volunteer Fire Company Relief Association

Susquehanna County, Pennsylvania

For the Period
January 1, 2022, to December 31, 2024

December 2025

Commonwealth of Pennsylvania
Department of the Auditor General

Timothy L. DeFoor • Auditor General

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TIMOTHY L. DEFOOR
AUDITOR GENERAL

Mr. Bryce Norman, President
Harford Volunteer Fire Company
Relief Association
Susquehanna County

We have conducted a Limited Procedures Engagement (LPE) of the Harford Volunteer Fire Company Relief Association (relief association) for the period January 1, 2022, to December 31, 2024. The LPE 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 LPE were to determine if the relief association expended funds for authorized purposes and received and deposited state aid funds per the requirements of the VFRA Act and Act 205 of 1984. The scope of our engagement primarily focused on tests of documentary evidence supporting the financial transactions recorded by the relief association for a selection of transactions occurring within the LPE period. The procedures we performed are summarized below.

- Determined the number and amount of expenditures made by the relief association by reviewing its accounting journals, ledgers, and custodial accounts, as applicable. The relief association expended $47,249 during the LPE period.
- Tested expenditure transactions made during the LPE period totaling $16,600 by reviewing documentation including bank statements, cancelled checks, invoices, receipts, and meeting minutes to determine if expenditures were made in accordance with state law, and where applicable, contracts, bylaws, and administrative procedures.
- Interviewed relief association officials concerning relief association operations and transactions.
- Verified that the correct amount of state aid was timely deposited into the relief association's account by reviewing deposit slips, state aid forms, and/or bank statements.

The LPE was not, nor was it required to be, conducted in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States.

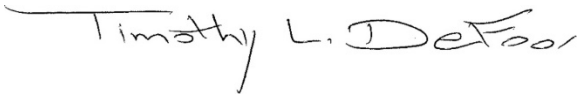
Relief association officers are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the relief association's administration of state aid and accumulated relief association funds comply with applicable state laws, contracts, bylaws, and administrative 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 the evidence obtained provides a reasonable basis to support our LPE results.

Based on the results of the procedures performed during our LPE, nothing came to our attention indicating that the relief association expended funds in an unauthorized manner or failed to deposit state aid funds appropriately.

The accompanying schedules included with the background information are presented for purposes of additional analysis. The schedules are not the subject of this engagement; however, certain line items are covered within the scope of the engagement procedures and resulting conclusion.

Our determination to perform an LPE for this engagement period does not preclude the Department from conducting a compliance audit of the relief association in subsequent periods. The relief association should continue to maintain comprehensive documentation.

The contents of this report were discussed with the management of the relief association. We would like to thank relief association officials for the cooperation extended to us during the conduct of this LPE.



Timothy L. DeFoor
Auditor General
November 20, 2025

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BACKGROUND

Pursuant to Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania,[1] Section 403 of The Fiscal Code,[2] and the Volunteer Firefighters' Relief Association Act ("VFRA Act"),[3] 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,[4] 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.

[1] Pa. Const. Art. VIII § 10.
[2] 72 P.S. § 403.
[3] 35 Pa.C.S. § 7411 *et seq*.
[4] 53 P.S. § 895.701 *et seq.*

BACKGROUND – (Continued)

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

Municipality	County	2022	2023	2024
Gibson Township	Susquehanna	$2,720	$2,833	$2,869
Harford Township	Susquehanna	$9,444	$9,327	$9,455
Lenox Township	Susquehanna	$2,976	$2,966	$3,001

Based on the relief association's records, its total cash as of December 31, 2024, was $16,453, as illustrated below:

Cash	$ 16,453

Based on the relief association's records, its total expenditures for the period January 1, 2022, to December 31, 2024, were $47,249 as noted below:

Expenditures:	
Benefit Services:	
Insurance premiums	$ 5,688
Fire Services:	
Equipment purchased	$ 28,968
Equipment maintenance	8,184
Training expenses	3,759
Total Fire Services	$ 40,911
Administrative Services:	
Bond premiums	$ 650
Total Expenditures	$ 47,249

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:

Harford Volunteer Fire Company

HARFORD VOLUNTEER FIRE COMPANY RELIEF ASSOCIATION
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

The Honorable Joshua D. Shapiro
Governor
Commonwealth of Pennsylvania

Harford Volunteer Fire Company Relief Association Governing Body:

Mr. Bryce Norman
President

Ms. Kaylee Phelps
Vice President

Ms. Samantha Poff
Secretary

Mr. George Lotter
Treasurer

The following municipalities allocated foreign fire insurance tax monies to this relief association and received a copy of this report:

Ms. Aileen Shay
Secretary
Gibson Township

Ms. Carolyn E. Jennings
Secretary
Harford Township

Ms. Sharon Depew
Secretary
Lenox Township

HARFORD VOLUNTEER FIRE COMPANY RELIEF ASSOCIATION
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