

COMPLIANCE AUDIT

Philipsburg Volunteer Firemen's Relief Association

Centre County, Pennsylvania

For the Period

January 1, 2022, to December 31, 2024

July 2025



Commonwealth of Pennsylvania
Department of the Auditor General

Timothy L. DeFoor • Auditor General



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**TIMOTHY L. DEFOOR
AUDITOR GENERAL**

Mr. Bill Woolworth, President
Philipsburg Volunteer Firemen's
Relief Association
Centre County

We have conducted a compliance audit of the Philipsburg Volunteer Firemen'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.

We were not able to obtain an independent confirmation of the investment balance directly from the financial institution. Therefore, while the relief association provided copies of investment statements that indicated that, as of December 31, 2024, the relief association had an investment balance with a fair value of \$51,888, we were not able to verify this investment balance.

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

- The relief association did not take appropriate corrective action to address the findings contained in our prior audit report, as detailed below, and discussed in the Status of Prior Findings section of this report.
- Because of the significance of the matter described in Finding No. 3 below and discussed later in this report and the effects, if any, of the matters described in the preceding paragraph and the preceding bullet, 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 – Unauthorized Expenditures

Finding No. 2 – Noncompliance With Prior Audit Recommendation – Failure To Maintain A Complete And Accurate Equipment Roster

Finding No. 3 – Relief Association Checking And Savings Accounts Inappropriately Registered Under An Unknown Entity's Federal Tax Identification Number

Finding No. 4 – Undocumented Expenditures

Finding No. 5 – Failure To Maintain Minutes Of The Relief Association Meetings

Finding No. 6 – Failure To Comply With And Failure To Update Relief Association Bylaws

Finding No. 7 – Failure To Maintain A Complete And Accurate Membership Roster

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 horizontal line above the first name.

Timothy L. DeFoor
Auditor General
June 30, 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:

<u>Municipality</u>	<u>County</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Philipsburg Borough	Centre	\$13,122	\$13,053	\$13,212
Boggs Township	Clearfield	\$ 4,444	\$ 4,373	\$ 4,441
Chester Hill Borough	Clearfield	*	\$ 3,973	\$ 4,029
Decatur Township	Clearfield	\$10,358	\$10,213	\$10,373

* During the current audit period, the relief association did not receive an allocation of state aid from Chester Hill Borough in 2022. Municipalities have sole discretion to distribute their annual allocation of state aid received to any relief association providing fire service to the municipality.

Based on the relief association's records, its total cash and investments as of December 31, 2024, were \$110,996, as illustrated below:

Cash	\$ 59,108
Fair Value of Investments	<u>51,888</u>
Total Cash and Investments	<u>\$ 110,996</u>

BACKGROUND – (Continued)

Based on the relief association's records, its total expenditures for the period January 1, 2022, to December 31, 2024, were \$90,328 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.⁵ **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	\$ 8,528
Death benefits	3,000
Total Benefit Services	<u>\$ 11,528</u>

Fire Services:

Equipment purchased	\$ 27,863
Equipment maintenance	33,800
Training expenses	7,087
Total Fire Services	<u>\$ 68,750</u>

Administrative Services:

Bond premiums	\$ 351
Officer compensation	400
Other administrative expenses	315
Total Administrative Services	<u>\$ 1,066</u>

Other Expenditures:

Unauthorized expenditures – See Finding No. 1	\$ 6,233
Undocumented expenditures – See Finding No. 4	2,751
Total Other Expenditures	<u>\$ 8,984</u>

Total Expenditures	<u><u>\$ 90,328</u></u>
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⁵ Accuracy was evaluated for a selection of transactions based on dollar amount, category, and/or random selection.

BACKGROUND – (Continued)

The volunteer firefighters' relief association and the affiliated fire service organizations are separate, legal entities. The relief association is affiliated with the following fire service organizations:

Hope Fire Company #2

Reliance Fire Company #1

PHILIPSBURG VOLUNTEER FIREMEN'S RELIEF ASSOCIATION
STATUS OF PRIOR FINDINGS

NONCOMPLIANCE WITH PRIOR AUDIT FINDINGS AND RECOMMENDATIONS

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

- Unauthorized Expenditure

Although the relief association received reimbursement of \$614 from the affiliated fire company for the unauthorized expenditure made in the prior audit period, the relief association again expended funds in the current audit period that were not authorized by the VFRA Act as further disclosed in Finding No. 1 of this report.

- Failure To Maintain A Complete And Accurate Equipment 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.

PHILIPSBURG VOLUNTEER FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 1 – Noncompliance With Prior Audit Recommendation – Unauthorized Expenditures

Condition: Although the relief association received reimbursement of \$614 from the affiliated fire company for the unauthorized expenditure made in the prior audit period, the relief association again expended funds in the current audit period that were not authorized by the VFRA Act. The relief association expended funds for the following items during the current audit period that are not authorized by the VFRA Act:

<u>Date</u>	<u>Check No.</u>	<u>Description</u>	<u>Amount</u>
06/21/24	1345	Maintenance of affiliated fire company owned vehicle	\$ 3,733
12/06/24	1362	Maintenance of affiliated fire company owned vehicle	2,500
Total			<u>\$ 6,233</u>

A similar condition was noted in our prior audit report.

Criteria: Section 7416(f) of the VFRA Act states:

The funds of any volunteer firefighters' relief association may be spent:

- (1) To pay for such normal and reasonable running expenses as may be appropriate to the businesslike conduct of the affairs of the association, including legal fees, rental or purchase of offices, payment of reasonable compensation of employees and purchase of office equipment and supplies.
- (11) To purchase safeguards for preserving life, health and safety of volunteer firefighters to ensure their availability to participate in the volunteer fire service, including necessary training.

Costs associated with maintenance on a fire company owned vehicle do not qualify as authorized volunteer firefighters' relief association expenditures; consequently, these disbursements are not authorized under the VFRA Act.

PHILIPSBURG VOLUNTEER FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 1 – (Continued)

Cause: The relief association officials indicated that they were unaware that the aforementioned expenditures were not authorized by the VFRA Act despite the relief association being notified of this condition during the prior audit.

Effect: As a result of these improper expenditures, relief association funds were not available for investment purposes, or to pay for expenditures authorized by the VFRA Act.

Recommendation: We recommend that the relief association be reimbursed \$6,233 for the unauthorized expenditures and that relief association officials become familiar with Section 7416(f) of the VFRA Act to aid them in determining the propriety of future expenditures. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

Management's Response: Relief association management agreed with the finding as presented at the audit exit conference and, as a result of our audit, the affiliated fire company reimbursed the relief association \$3,733 on February 10, 2025, and \$2,500 on March 13, 2025.

Auditor's Conclusion: We reviewed documentation verifying that the reimbursements totaling \$6,233 were received. Compliance for expenditures made during the next audit period will be subject to verification during the next audit.

Finding No. 2 – Noncompliance With Prior Audit Recommendation – Failure To Maintain A Complete And Accurate Equipment Roster

Condition: The relief association failed to maintain a complete and accurate roster of equipment owned by the relief association. Although a listing of relief association owned equipment was provided during the current audit, this listing was incomplete and did not accurately identify all the equipment owned by the relief association. The relief association purchased \$27,863 of equipment during the current audit period, but the equipment for \$3,032 of those purchases was not properly accounted for on the relief association's equipment roster. In addition, there was no indication that a physical inventory of equipment was conducted on an annual basis to account for the equipment owned by the relief association.

A similar condition was noted in our prior audit report.

PHILIPSBURG VOLUNTEER FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 2 – (Continued)

Criteria: Prudent business practice dictates that the relief association should establish adequate internal control procedures to ensure the maintenance of a complete and accurate cumulative equipment roster of equipment purchased by the relief association and the performance of an annual physical inventory of all equipment is documented. A cumulative equipment roster of all relief association equipment should include all the following:

- Types of equipment purchased
- Dates of purchase
- Unit costs
- Names of suppliers
- Serial numbers, if applicable
- Current locations of items
- Final dispositions of sold or damaged equipment
- Evidence of the performance and results of an annual physical inventory

Cause: The relief association officials indicated they were unaware of the inventory requirements despite the relief association being notified of this condition during our prior audit.

Effect: The continued failure to properly record equipment purchases in a detailed equipment roster prevents officials from effectively monitoring the relief association's equipment purchases. In addition, the failure to maintain a detailed equipment roster and perform an annual physical inventory of equipment prevents adequate accountability for, and safeguarding of, relief association equipment.

Recommendation: We again recommend that the relief association officials maintain a cumulative equipment roster of all equipment owned by the relief association. Furthermore, the relief association should ensure it performs an annual physical inventory of all equipment purchased and that the completion of the inventory be sufficiently documented. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

Management's 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.

PHILIPSBURG VOLUNTEER FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 3 – Relief Association Checking And Savings Accounts Inappropriately Registered Under An Unknown Entity's Federal Tax Identification Number

Condition: As of December 31, 2024, the relief association held checking and savings accounts, with a total balance of \$59,108 which were inappropriately registered under an unknown entity's federal tax identification number rather than the relief association's identification number. These checking and savings accounts represent 100 percent of the relief association's cash assets. In addition, although the relief association provided copies of investment statements that indicated that, as of December 31, 2024, the relief association had an investment balance with a fair value of \$51,888, we were not able to verify this investment balance or whether the investment was appropriately registered under the relief association's federal tax identification number.

Criteria: Prudent business practice dictates that the relief association maintains ownership of all bank accounts and investments as a means of safeguarding its accounts/assets from unauthorized use or disposition.

Cause: The relief association officials stated they were unaware that the checking and savings accounts were inappropriately registered under an unknown entity's federal tax identification number. In addition, the investment company failed to respond to our request for confirmation; therefore, we were unable to confirm if the investment account was registered under the relief association's federal tax identification number.

Effect: As a result of the bank accounts being inappropriately registered under another entity's federal tax identification number and the possibility that the investment account may not be appropriately registered, these relief association accounts/assets were not or may not have been properly safeguarded. Furthermore, the relief association's future state aid allocations may be withheld until the finding recommendation is complied with.

Recommendation: We recommend that the relief association officials secure ownership rights to all monetary assets. This requirement can be accomplished by ensuring that all cash and investment accounts are registered under the relief association's federal tax identification number. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

Management's 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 during the next audit of the relief association.

PHILIPSBURG VOLUNTEER FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 4 – Undocumented Expenditures

Condition: The relief association was unable to provide adequate supporting documentation for the following expenditures made during the current audit period:

<u>Date</u>	<u>Check No.</u>	<u>Payee Description</u>	<u>Amount</u>
09/08/2022	1274	Affiliated fire company *	\$ 1,451
11/25/2022	1282	Training vendor	<u>1,300</u>
Total			<u><u>\$ 2,751</u></u>

* This expenditure was reported as reimbursement for training expenses for a single relief association member. Since it is more than the allowable \$100, it is not in accordance with Article VII, Section 6F, of the relief association's bylaws. Therefore, this undocumented expenditure is also considered an unallowable expenditure.

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.

In addition, the Article VII, Section 6F of the relief association's bylaws stipulate the following:

Training Expenses. Payment of expenses: tuition, meals, travel, and lodging to attend at bonified training program. Also training materials such as books. There will not be more than \$100.00 reimbursed to any individual member per year.

Prudent business practice dictates that supporting documentation be maintained to evidence the propriety of all financial transactions.

PHILIPSBURG VOLUNTEER FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 4 – (Continued)

Cause: The relief association officials did not provide a reason supporting documentation was not maintained. In addition, relief association officials indicated that no one was willing to hold the secretary position, and they were unaware of the bylaw guidelines for training reimbursement established by the relief association.

Effect: Because of the lack of supporting documentation, such as invoices and itemized receipts, we were unable to determine if the expenditures were made in accordance with Section 7416(f) of the VFRA Act and the relief association bylaws. Furthermore, failure to maintain adequate supporting documentation for relief association expenditures can lead to an increased risk of errors occurring and funds being misappropriated.

Recommendation: We recommend that the relief association officials provide this department with adequate supporting documentation, such as invoices and/or itemized receipts, to ensure the propriety of the expenditures or that the relief association be reimbursed \$2,751 for the undocumented expenditures. We also recommend that the relief association officials maintain supporting documentation for all future expenditures. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

Management's Response: Relief association management agreed with the finding as presented at the audit exit conference and, as a result of our audit, the affiliated fire company reimbursed the relief association \$2,751 for the undocumented expenditures on April 29, 2025.

Auditor's Conclusion: We reviewed documentation verifying that the reimbursement of \$2,751 was received. Compliance for maintaining appropriate documentation for expenditures made during the next audit period will be subject to verification during the next audit.

PHILIPSBURG VOLUNTEER FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 5 – Failure To Maintain Minutes Of The Relief Association Meetings

Condition: The relief association failed to maintain detailed 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 financial-related transactions that occurred during the audit period. In addition, only five of six meetings were held during calendar year 2022 and four of six meetings were held during calendar year 2024. The meeting minutes did not contain an attendance record or a sign-in sheet of members present to verify those members who participated in the meeting ensured a quorum of members were present and the relief association business was presented to the membership for proper approval. Furthermore, the meeting minutes were not signed and dated by the recording officer (secretary) for nine of the 15 meetings held.

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. The relief association's bylaws at Article II, Section 1 states:

Regular meetings of this association shall be held on the first Tuesday of every other month starting in January. Ten members shall constitute a quorum.

In addition, the relief association's bylaws at Article III, Section 3 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, prudent business practice dictates that the relief association officials should ensure that meeting minutes are signed and dated by the secretary.

Cause: The relief association officials indicated that meetings were cancelled due to the lack of a quorum and interference with community activities. Relief association officials also indicated they were unaware that maintaining detailed minutes of meetings was required by the VFRA Act and the relief association's bylaws. In addition, the relief association officials did not provide a reason why all financial transactions were not addressed within the meeting minutes, why the secretary of the relief association did not sign the meeting minutes, and why the meeting minutes did not document attendance.

Effect: Without holding regular meetings and maintaining detailed minutes of meetings that address all financial-related transactions and that are signed and dated by the relief association secretary, and documenting quorum requirements were met, there is insufficient evidence that the relief association business was documented and presented before the membership for approval.

PHILIPSBURG VOLUNTEER FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 5 – (Continued)

Recommendation: We recommend that the relief association officials hold all required meetings and maintain 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. We also recommend that the relief association officials ensure that all meeting minutes are signed and dated by the secretary of the relief association to ensure the validity of the meeting minutes. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

Management's 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.

Finding No. 6 – Failure To Comply With And Failure To Update Relief Association Bylaws

Condition: The relief association did not comply with or update certain provisions in the relief association's bylaws. Specifically, the relief association did not abide by the bylaw requirements by having the same person perform the duties of secretary and treasurer. In addition, the relief association failed to remove language from its existing bylaws related to Act 84 of June 11, 1968 and update the bylaws to contain language to conduct business based on the VFRA Act.

Criteria: The relief association's bylaws stipulate the following:

- Article III, Section 1 – The officers of this association shall consist of a president, two vice presidents, a secretary and a treasurer.

Prudent business practice dictates that the relief association should adhere to all provisions stipulated in the relief association's bylaws to ensure that the relief association officers consist of a distinct president, two vice presidents, a secretary, and a treasurer and that the relief association bylaws are updated to reflect the requirements of the VFRA Act.

Cause: Relief association did not provide a reason why the bylaws were not updated to meet the requirements of the VFRA Act.

PHILIPSBURG VOLUNTEER FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 6 – (Continued)

Effect: As a result of the relief association not following the mandatory provisions stipulated in the bylaws, or not updating its bylaws to reflect the requirements of the VFRA Act, the relief association may not have conducted financial transactions that were in compliance with the VFRA Act and/or the relief association bylaws.

Recommendation: We recommend that the relief association officials review the bylaws governing its organization and establish guidelines and procedures to meet the provisions for relief association officers contained in the bylaws. In addition, we recommend that the relief association officials remove the language referring to Act 84 and update the bylaws to meet the requirements of the VFRA Act. For further guidance, please refer to the Auditor General's publication, MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS.

Management's 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.

Finding No. 7 – 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.

Criteria: Relief association officials should maintain a complete and accurate roster of the relief association's membership, as identified by criteria set forth in the relief association's bylaws. A comprehensive roster of all relief association members should include the following:

- Names of each member
- Members' mailing addresses
- Dates of births
- Dates of memberships
- Membership classifications

In addition, when warranted, a notation should be made on the roster identifying the date of a member's resignation or death.

PHILIPSBURG VOLUNTEER FIREMEN'S RELIEF ASSOCIATION
FINDINGS AND RECOMMENDATIONS

Finding No. 7 – (Continued)

Cause: Relief association officials indicated that they were unaware that they should maintain a comprehensive roster of relief association members.

Effect: The failure to maintain a comprehensive membership roster could result in the payment of benefits to nonmembers or deprive eligible relief association members from receiving authorized benefit payments.

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

Management's 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.

PHILIPSBURG VOLUNTEER FIREMEN'S RELIEF ASSOCIATION
POTENTIAL WITHHOLD OF STATE AID

A condition such as that reported by Finding No. 3 contained in this audit report may lead to a total withholding of state aid in the future unless that finding is 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.

PHILIPSBURG VOLUNTEER FIREMEN'S RELIEF ASSOCIATION
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

The Honorable Joshua D. Shapiro
Governor
Commonwealth of Pennsylvania

Philipsburg Volunteer Firemen's Relief Association Governing Body:

Mr. Bill Woolworth
President

Mr. John Walker
1st Vice President

Ms. Stephanie Dixon
Secretary/Treasurer

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

Ms. Shelley L. Walstrom
Secretary
Philipsburg Borough

Ms. Lorraine Y. Bauman
Secretary
Boggs Township

Ms. Diann Turner
Secretary
Chester Hill Borough

Ms. Diane Herr
Secretary
Decatur Township

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