

ATTESTATION ENGAGEMENT

Borough of Brisbin
Clearfield County, Pennsylvania
17-401
Liquid Fuels Tax Fund
For the Period
January 1, 2020 to December 31, 2024

October 2025



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 have examined the accompanying Forms MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Borough of Brisbin, Clearfield County, for the period January 1, 2020 to December 31, 2024. 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 are 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 qualified opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with ethical requirements relating to the engagement.

As described in the Auditor Description of Select Transactions section of this report, the adjustments included on the Forms MS-965 With Adjustments are made by the Department of the Auditor General.

Independent Auditor's Report (Continued)

As discussed in the Finding And Recommendations section of this report, the borough expended \$11,300.00 during 2023 from its Liquid Fuels Tax Fund for paving in excess of one inch without the approval of the Department of Transportation.

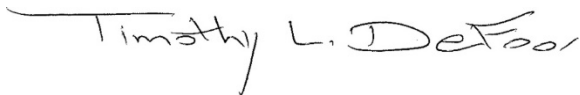
In our opinion, except for the effects of the deviation from the criteria discussed in the preceding paragraph, the Forms MS-965 With Adjustments present, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund of the Borough of Brisbin, Clearfield County, for the period January 1, 2020 to December 31, 2024, in accordance with the criteria described in the Background section of this report and the Department of Transportation's *Publication 9*.

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements that have a material effect on the Forms MS-965; and any other instances that warrant the attention of those charged with governance. 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 are presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over the Forms MS-965 or on compliance and other matters; accordingly, we express no such opinions. Our examination disclosed the following finding that is required to be reported under *Government Auditing Standards*:

- Failure To Obtain Project Approval.

The purpose of this report is to provide information related to the municipality's Liquid Fuels Tax Fund to assist the Pennsylvania Department of Transportation in fulfilling its regulatory authority as described in the laws and regulations identified in the Background section of this report and the Pennsylvania Department of Transportation's *Publication 9*. This report is not suitable for any other purpose.

We appreciate the courtesy extended by the Borough of Brisbin, Clearfield County, to us during the course of our examination. If you have any questions, please feel free to contact the Bureau of County Audits at 717-787-1363.



Timothy L. DeFoor
Auditor General
September 17, 2025

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BOROUGH OF BRISBIN
CLEARFIELD COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2024

Background

The Liquid Fuels Tax Municipal Allocation Law¹ 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 maintained by all political subdivisions making application in the county; and (2) 50 percent on the proportion of a municipality's population to the total population of all municipalities making application in the state.²

Section 9511 (relating to Allocation of proceeds) of the Pennsylvania Vehicle Code provides municipalities with annual maintenance payments to be received from the Motor License Fund.³

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).

¹ 72 P.S. § 2615.1 *et seq.*, Act 655 of 1956, as amended.

² 75 Pa.C.S. § 9010(c)(1)-(2) as last amended by Act 89 of 2013.

³ 75 Pa.C.S. § 9511, as last amended by Act 89 of 2013 and Act 101 of 2016, *See also* 72 P.S. § 2615.4, as last amended by Act 42 of 2013.

BOROUGH OF BRISBIN
CLEARFIELD COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2024

Background (Continued)

2. Make deposits and payments or expenditures in compliance with Act 655, 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 that can be placed into the Liquid Fuels Tax Fund.
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:

<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>\$11,300.00</u>	<u>\$11,500.00</u>	<u>\$11,800.00</u>	<u>\$12,200.00</u>	<u>\$12,600.00</u>

- 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:

<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>\$11,300.00</u>	<u>\$11,500.00</u>	<u>\$11,800.00</u>	<u>\$12,200.00</u>	<u>\$12,600.00</u>

- Agility projects are exchanges of services with the Department of Transportation.

BOROUGH OF BRISBIN
CLEARFIELD COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2024

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.

BOROUGH OF BRISBIN
CLEARFIELD COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2024

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, 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's financial activities.

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.

BOROUGH OF BRISBIN
CLEARFIELD 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	-	-	-
Traffic control devices	-	-	-
Street lighting	5,887.42	-	5,887.42
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	10,499.00	(10,499.00)	-
Highway construction and rebuilding projects	-	10,499.00	10,499.00
Miscellaneous	-	-	-
Total (To Section 2, Line 5)	<u>\$ 16,386.42</u>	<u>\$ -</u>	<u>\$ 16,386.42</u>

BOROUGH OF BRISBIN
CLEARFIELD 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	\$ 98,070.69	\$ -	\$ 98,070.69
Receipts:			
2. State allocation	23,837.73	-	23,837.73
2a. Turnback allocation	-	-	-
2b. Interest on investments	96.43	-	96.43
2c. Miscellaneous	-	-	-
3. Total receipts	23,934.16	-	23,934.16
4. Total funds available	122,004.85	-	122,004.85
5. Expenditures (Section 1)	16,386.42	-	16,386.42
6. Balance, December 31, 2020	<u>\$ 105,618.43</u>	<u>\$ -</u>	<u>\$ 105,618.43</u>

BOROUGH OF BRISBIN
CLEARFIELD 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	\$ 31,576.96	\$ -	\$ 31,576.96
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	4,767.55	-	4,767.55
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	36,344.51	-	36,344.51
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>36,344.51</u>	<u>-</u>	<u>36,344.51</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 36,344.51</u>	<u>\$ -</u>	<u>\$ 36,344.51</u>

BOROUGH OF BRISBIN
CLEARFIELD 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	20,000.00	-	20,000.00
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	-	-	-
Traffic control devices	-	-	-
Street lighting	5,851.85	-	5,851.85
Storm sewers and drains	6,154.85	-	6,154.85
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	-	-	-
Highway construction and rebuilding projects	-	-	-
Miscellaneous	43.00	-	43.00
Total (To Section 2, Line 5)	<u>\$ 32,049.70</u>	<u>\$ -</u>	<u>\$ 32,049.70</u>

BOROUGH OF BRISBIN
CLEARFIELD 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	\$ 105,618.43	\$ -	\$ 105,618.43
Receipts:			
2. State allocation	22,126.37	-	22,126.37
2a. Turnback allocation	-	-	-
2b. Interest on investments	46.79	-	46.79
2c. Miscellaneous	43.00	-	43.00
3. Total receipts	22,216.16	-	22,216.16
4. Total funds available	127,834.59	-	127,834.59
5. Expenditures (Section 1)	32,049.70	-	32,049.70
6. Balance, December 31, 2021	<u>\$ 95,784.89</u>	<u>\$ -</u>	<u>\$ 95,784.89</u>

BOROUGH OF BRISBIN
CLEARFIELD 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	\$ 36,344.51	\$ -	\$ 36,344.51
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	4,425.27	-	4,425.27
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	40,769.78	-	40,769.78
5. Less: Major equipment expenditures	<u>20,000.00</u>	<u>-</u>	<u>20,000.00</u>
6. Remainder	<u>20,769.78</u>	<u>-</u>	<u>20,769.78</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 20,769.78</u>	<u>\$ -</u>	<u>\$ 20,769.78</u>

BOROUGH OF BRISBIN
CLEARFIELD 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	-	-	-
Traffic control devices	-	-	-
Street lighting	6,050.14	-	6,050.14
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	-	-	-
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
Total (To Section 2, Line 5)	<u>\$ 6,050.14</u>	<u>\$ -</u>	<u>\$ 6,050.14</u>

BOROUGH OF BRISBIN
CLEARFIELD 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	\$ 95,784.89	\$ -	\$ 95,784.89
Receipts:			
2. State allocation	22,294.55	-	22,294.55
2a. Turnback allocation	-	-	-
2b. Interest on investments	308.40	-	308.40
2c. Miscellaneous	-	-	-
3. Total receipts	<u>22,602.95</u>	<u>-</u>	<u>22,602.95</u>
4. Total funds available	<u>118,387.84</u>	<u>-</u>	<u>118,387.84</u>
5. Expenditures (Section 1)	<u>6,050.14</u>	<u>-</u>	<u>6,050.14</u>
6. Balance, December 31, 2022	<u>\$ 112,337.70</u>	<u>\$ -</u>	<u>\$ 112,337.70</u>

BOROUGH OF BRISBIN
CLEARFIELD 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	\$ 20,769.78	\$ -	\$ 20,769.78
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	4,458.91	-	4,458.91
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	25,228.69	-	25,228.69
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>25,228.69</u>	<u>-</u>	<u>25,228.69</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 25,228.69</u>	<u>\$ -</u>	<u>\$ 25,228.69</u>

BOROUGH OF BRISBIN
CLEARFIELD COUNTY
LIQUID FUELS TAX FUND
2023 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	-	-	-
Traffic control devices	-	-	-
Street lighting	6,739.84	-	6,739.84
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	11,300.00	-	11,300.00
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
Total (To Section 2, Line 5)	<u>\$ 18,039.84</u>	<u>\$ -</u>	<u>\$ 18,039.84</u>

BOROUGH OF BRISBIN
CLEARFIELD COUNTY
LIQUID FUELS TAX FUND
2023 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, 2023	\$ 112,337.70	\$ -	\$ 112,337.70
Receipts:			
2. State allocation	22,979.40	-	22,979.40
2a. Turnback allocation	-	-	-
2b. Interest on investments	3,275.67	-	3,275.67
2c. Miscellaneous	-	-	-
3. Total receipts	<u>26,255.07</u>	<u>-</u>	<u>26,255.07</u>
4. Total funds available	<u>138,592.77</u>	<u>-</u>	<u>138,592.77</u>
5. Expenditures (Section 1)	<u>18,039.84</u>	<u>-</u>	<u>18,039.84</u>
6. Balance, December 31, 2023	<u><u>\$ 120,552.93</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 120,552.93</u></u>

BOROUGH OF BRISBIN
CLEARFIELD COUNTY
LIQUID FUELS TAX FUND
2023 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	\$ 25,228.69	\$ -	\$ 25,228.69
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	4,595.88	-	4,595.88
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	29,824.57	-	29,824.57
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>29,824.57</u>	<u>-</u>	<u>29,824.57</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 29,824.57</u>	<u>\$ -</u>	<u>\$ 29,824.57</u>

BOROUGH OF BRISBIN
CLEARFIELD COUNTY
LIQUID FUELS TAX FUND
2024 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	-	-	-
Traffic control devices	-	-	-
Street lighting	6,906.56	-	6,906.56
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	9,650.52	-	9,650.52
Highway construction and rebuilding projects	17,954.60	-	17,954.60
Miscellaneous	-	-	-
Total (To Section 2, Line 5)	<u>\$ 34,511.68</u>	<u>\$ -</u>	<u>\$ 34,511.68</u>

BOROUGH OF BRISBIN
CLEARFIELD COUNTY
LIQUID FUELS TAX FUND
2024 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, 2024	\$ 120,552.93	\$ -	\$ 120,552.93
Receipts:			
2. State allocation	22,820.37	-	22,820.37
2a. Turnback allocation	-	-	-
2b. Interest on investments	3,744.36	-	3,744.36
2c. Miscellaneous	-	-	-
3. Total receipts	<u>26,564.73</u>	<u>-</u>	<u>26,564.73</u>
4. Total funds available	<u>147,117.66</u>	<u>-</u>	<u>147,117.66</u>
5. Expenditures (Section 1)	<u>34,511.68</u>	<u>-</u>	<u>34,511.68</u>
6. Balance, December 31, 2024	<u>\$ 112,605.98</u>	<u>\$ -</u>	<u>\$ 112,605.98</u>

BOROUGH OF BRISBIN
CLEARFIELD COUNTY
LIQUID FUELS TAX FUND
2024 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	\$ 29,824.57	\$ -	\$ 29,824.57
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	4,564.07	-	4,564.07
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	34,388.64	-	34,388.64
5. Less: Major equipment expenditures	<u>-</u>	<u>-</u>	<u>-</u>
6. Remainder	<u>34,388.64</u>	<u>-</u>	<u>34,388.64</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 34,388.64</u>	<u>\$ -</u>	<u>\$ 34,388.64</u>

BOROUGH OF BRISBIN
CLEARFIELD COUNTY
LIQUID FUELS TAX FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2024

The following information relates to certain types of transactions for which the Pennsylvania Department of Transportation requested that we provide additional detail.

Adjustments

2020 - Section 1

Adjustments were made to “Maintenance and repair of roads and bridges” and “Highway construction and rebuilding projects” because expenditures of \$10,499.00 were misclassified.

Bank Charges

On July 9, 2021, the municipality expended \$43.00 from its Liquid Fuels Tax Fund for bank service charges. On July 13, 2021, the municipality transferred \$43.00 from its General Fund to its Liquid Fuels Tax Fund as reimbursement for the service charges.

Bank Loan

On July 24, 2024, the municipality borrowed \$125,000.00 from First Commonwealth Bank for construction project No. 24-17401-001. The term of the loan was for seven years at an interest rate of 5.58 percent. Principal and interest payments of \$1,805.94 are due monthly. The municipality has been approved to pay \$14,099.49 of this loan from the Liquid Fuels Tax Fund.

During the current examination period, the municipality paid principal of \$6,122.58 and interest of \$2,907.12 from the General Fund. The outstanding balance of the loan as of December 31, 2024, was \$118,877.42, plus interest.

BOROUGH OF BRISBIN
CLEARFIELD COUNTY
LIQUID FUELS TAX FUND
FINDING AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2024

Finding - Failure To Obtain Project Approval

We tested one expenditure for \$11,300.00 that required project approval and found that the municipality failed to obtain project approval for that expenditure. The municipality expended \$11,300.00 for paving in excess of one inch on Jefferson Street without obtaining the approval of the Department of Transportation. Before paving of one inch in thickness or greater is done, the municipality must obtain the approval of the Department of Transportation. The municipality did not file an application with the Department of Transportation for the project and also failed to submit specifications for approval.

The Department of Transportation's *Publication 9* contains the policies and procedures for the administration of the Liquid Fuels Tax Fund. *Publication 9*, Chapter Two, Section 2.7.2, states that nonpermissible expenditures include "Construction and reconstruction projects without prior PENNDOT approval."

Additionally, *Publication 9*, Chapter Two, Section 2.8, states, in part:

The following criteria is used to determine when a project is required for work on local roads utilizing Liquid Fuels Tax Funds, when construction, reconstruction and/or resurfacing work exceeds one inch or more in depth as well as other activities.

Bituminous Surface: One inch thickness or greater

The secretary/treasurer stated that this condition occurred because the municipality was unaware of the depth requirement for a project.

The failure to comply with the Department of Transportation's *Publication 9* could result in the municipality having to reimburse \$11,300.00 to its Liquid Fuels Tax Fund.

Recommendations

We recommend that the municipality reimburse \$11,300.00 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that before the municipality expends money on a project, it applies for and obtains prior approval for the project, and when the project is completed, it obtains approval of the completed work.

BOROUGH OF BRISBIN
CLEARFIELD COUNTY
LIQUID FUELS TAX FUND
FINDING AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2024

Finding - Failure To Obtain Project Approval (Continued)

Management's Response

The secretary/treasurer stated:

We were unaware of the depth requirement. We were going by the monetary value and did realize that a project needed written. In the future council will contact PennDOT prior to any work being started.

Auditor's Conclusion

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

BOROUGH OF BRISBIN
CLEARFIELD COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF ONSITE CLOSEOUT MEETING
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2024

An onsite closeout meeting was held May 29, 2025. Those participating were:

BOROUGH OF BRISBIN

Mrs. Mary Ann Albright, Secretary/Treasurer

The Honorable Rick Sankey, President of Council

DEPARTMENT OF THE AUDITOR GENERAL

Ms. Veronica McNutt, Auditor

BOROUGH OF BRISBIN
CLEARFIELD COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2024

This report was initially distributed to:

The Honorable Michael Carroll
Secretary
Department of Transportation

Borough of Brisbin
Clearfield County
227 Princess Street
P. O. Box 37
Brisbin, PA 16620

The Honorable Rick Sankey
President of Council

Mrs. Mary Ann Albright
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.