

ATTESTATION ENGAGEMENT

Township of Coal

Northumberland County, Pennsylvania

49-101

Liquid Fuels Tax Fund

For the Period

January 1, 2020 to December 31, 2023

June 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 examined the accompanying Forms MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Township of Coal, Northumberland County, for the period January 1, 2020 to December 31, 2023. 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 Findings And Recommendations section of this report, our examination disclosed that the municipality:

- Expended \$22,432.67 during 2021 and \$40,279.72 during 2023 from the Liquid Fuels Tax Fund for repairs and upgrades of traffic signals without advertising for bids.
- Expended \$19,610.67 during 2020 from the Liquid Fuels Tax Fund for repairs of traffic signals without maintaining documentation for price quotations.

In our opinion, except for the bulleted matters 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 Township of Coal, Northumberland County, for the period January 1, 2020 to December 31, 2023, 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 or regulations that have a material effect on the Forms MS-965; any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements; and abuse that has a material effect on the Forms MS-965. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on whether the Forms MS-965 are presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over reporting on the Forms MS-965 or on compliance and other matters; accordingly, we express no such opinions.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Forms MS-965 will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over reporting on the Forms MS-965 was for the limited purpose of expressing an opinion on whether the Forms MS-965 are presented in accordance with the criteria described above and would not necessarily identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our engagement we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

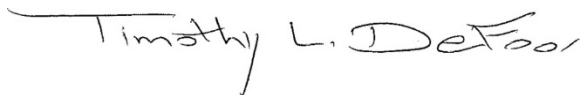
Independent Auditor's Report (Continued)

As part of obtaining reasonable assurance about whether the Forms MS-965 are free from material misstatement, we performed tests of the Township of Coal, Northumberland County's compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of amounts on the Forms MS-965. However, providing an opinion on compliance with those provisions was not an objective of our engagement, and accordingly, we do not express such an opinion. The results of our tests disclosed the following instances of noncompliance that are required to be reported under *Government Auditing Standards*:

- Noncompliance With Advertising And Bidding Requirements.
- Documentation For Price Quotations Was Not Available For Examination.

The purpose of this report is to determine whether the municipality's Liquid Fuels Tax Fund money is spent in accordance with the laws and regulations identified in the Background section of this report and the Department of Transportation's *Publication 9*. This report is not suitable for any other purpose.

We appreciate the courtesy extended by the Township of Coal, Northumberland 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
June 17, 2025

CONTENTS

	<u>Page</u>
Background	1
Financial Section:	
2020 Form MS-965 With Adjustments	5
2021 Form MS-965 With Adjustments	8
2022 Form MS-965 With Adjustments	11
2023 Form MS-965 With Adjustments	14
Auditor Description Of Select Transactions.....	17
Findings And Recommendations:	
Finding No. 1 - Noncompliance With Advertising And Bidding Requirements	19
Finding No. 2 - Documentation For Price Quotations	
Was Not Available For Examination	21
Summary Of Onsite Closeout Meeting.....	23
Report Distribution	24

TOWNSHIP OF COAL
NORTHUMBERLAND COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2023

Background

The Liquid Fuels Tax Municipal Allocation Law, Act 655 of 1956, as amended, see also 72 P.S. § 2615.5, et sec., provides municipalities other than counties (i.e., townships, boroughs, cities, towns, home rule, and optional plan governments) with an annual allocation of liquid fuels taxes from the state's Motor License Fund to be used for the maintenance and repair of streets, roads, and bridges for which the municipality is responsible. The allocation of these funds to municipalities is based upon: (1) 50 percent on the municipality's proportion of local road mileage to the total local road mileage in the state; and (2) 50 percent on the proportion of a municipality's population to the total population in the state.

Title 75 Pa.C.S. § 9511 of the Pennsylvania Vehicle Code provides municipalities with annual maintenance payments to be received from the Motor License Fund for functionally local highways that were transferred to a municipality from the Commonwealth of Pennsylvania.

Each municipality must deposit the allocation of Liquid Fuels Tax funds and annual maintenance payments that it receives into a special fund called either the Municipal Liquid Fuels Tax Fund or State Fund. A municipality may not deposit any other monies into this fund except when the municipality does not have enough money in the special fund to meet the payments called for by its current annual budget for road and bridge purposes. In such a case, the municipality may borrow money or transfer money from its General Fund to its Liquid Fuels Tax Fund.

The Department of Transportation has been given the regulatory authority for the administration of these funds. Department of Transportation's *Publication 9* includes the policies and procedures for the administration of Act 655, as amended, and the Liquid Fuels Tax Fund money. However, if there is a difference between *Publication 9* and any legislation, the legislation shall govern.

To qualify for the annual allocation of Liquid Fuels Tax funds, *Publication 9* indicates that each municipality shall:

1. Submit annual reports (MS-965, Actual Use Report, MS-965P, Project and Miscellaneous Receipts, and MS-965S, Record of Checks).
2. Make deposits and payments or expenditures in compliance with Act 655 of 1956, as amended. Failure to do so may result in not receiving allocations from PennDOT until all discrepancies are resolved. *Publication 9*, Section 2.6, includes information about investing Liquid Fuels Tax monies, using loan or bond proceeds, and types of receipts into the Liquid Fuels Tax Fund.

TOWNSHIP OF COAL
NORTHUMBERLAND COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2023

Background (Continued)

3. Submit the Pennsylvania Department of Community and Economic Development's (DCED) Report of Elected and Appointed Officials by January 31st and the Survey of Financial Condition By March 15th.
4. Ensure resolution of all Contractor Responsibility Program (CRP) holds and blocks imposed by the Department of Revenue and the Department of Labor and Industry.
5. Ensure resolution of all reimbursements required as a result of audits performed by the Department of the Auditor General or monitoring reviews performed by the Department of Transportation's Financial Consultants.

Criteria

The criteria for the Form MS-965 With Adjustment are described below.

Section 1 of Form MS-965 With Adjustments provides a summary of Liquid Fuels Tax Fund expenditures by category. Categories requiring explanation include:

- Major equipment purchases are purchases of road machinery and road equipment with varying yearly costs in excess of the amounts indicated below:

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

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

TOWNSHIP OF COAL
NORTHUMBERLAND COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2023

Background (Continued)

Section 2 of Form MS-965 With Adjustments provides information on the fund balance. Categories requiring explanation include:

- The state allocation is available from the Department of Transportation in March of each year. The amount the municipality receives is based half on its population and half on its road mileage.
- Municipalities that transferred roads from the Commonwealth of Pennsylvania to the municipality through the Highway Transfer Program receive annual turnback allocations in March of each year from the Department of Transportation. Turnback allocations are based on the mileage of the roads transferred.
- Expenditures include the total transferred from Section 1.

Section 3 of Form MS-965 With Adjustments determines if the municipality expended Liquid Fuels Tax Fund money in excess of the permissible amount for equipment and the balance that the municipality may carry forward for the purchase of equipment to the subsequent year.

Department of Transportation *Publication 9* requires that the amount expended for equipment purchases in a given year not exceed the sum of the equipment balance carried forward from the previous year and 20 percent of the current year's Liquid Fuels Tax Fund allocation and, if applicable, 20 percent of the turnback allocation plus other Department of Transportation approved adjustments.

If the municipality spent in excess of the amount listed on Line 4, the excess must be reimbursed to the Liquid Fuels Tax Fund.

The equipment balance to be carried forward for the subsequent year is the lesser of the amount on Line 6 or the ending fund balance on Line 6 of Section 2, but not less than zero.

TOWNSHIP OF COAL
NORTHUMERLAND COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2023

Background (Continued)

Basis of Presentation

The financial activities of the municipality are accounted for in separate funds. The Liquid Fuels Tax Fund is used to account for state aid revenues from the Pennsylvania Department of Transportation used primarily for building and improving local roads and bridges. The Form MS-965 has been prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation as a result of the Fuels Tax Act 655, dated 1956 and as amended, which does not constitute a complete presentation of the entity's assets, liabilities, expenses, and fund balance. Accordingly, the presentation of Form MS-965 With Adjustments is restricted to the Liquid Fuels Tax Fund, which represents a segment of the entity.

Basis Of Accounting

The accompanying Forms MS-965 With Adjustments is prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation. Under this method, revenues are recognized when received and expenditures are recorded when paid.

General Fixed Assets

General fixed assets are recognized as expenditures at the time of purchase. No depreciation has been provided on the heavy equipment used to maintain and repair roads and bridges.

TOWNSHIP OF COAL
NORTHUMBERLAND 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	21,538.05	-	21,538.05
Agility projects	-	-	-
Cleaning streets and gutters	22,881.02	-	22,881.02
Winter maintenance services	23,736.81	-	23,736.81
Traffic control devices	21,691.56	-	21,691.56
Street lighting	106,520.42	-	106,520.42
Storm sewers and drains	-	-	-
Repairs of tools and machinery	82,370.69	-	82,370.69
Maintenance and repair of roads and bridges	67,046.90	-	67,046.90
Highway construction and rebuilding projects	-	-	-
Miscellaneous	61,065.61	-	61,065.61
Total (To Section 2, Line 5)	<u>\$ 406,851.06</u>	<u>\$ -</u>	<u>\$ 406,851.06</u>

TOWNSHIP OF COAL
NORTHUMBERLAND 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	\$ 28,728.37	\$ -	\$ 28,728.37
Receipts:			
2. State allocation	347,195.67	-	347,195.67
2a. Turnback allocation	14,840.00	-	14,840.00
2b. Interest on investments	100.69	-	100.69
2c. Miscellaneous	64,026.75	-	64,026.75
3. Total receipts	426,163.11	-	426,163.11
4. Total funds available	454,891.48	-	454,891.48
5. Expenditures (Section 1)	406,851.06	-	406,851.06
6. Balance, December 31, 2020	<u>\$ 48,040.42</u>	<u>\$ -</u>	<u>\$ 48,040.42</u>

TOWNSHIP OF COAL
NORTHUMBERLAND 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	\$ 28,728.37	\$ -	\$ 28,728.37
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	72,407.13	-	72,407.13
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	101,135.50	-	101,135.50
5. Less: Major equipment expenditures	<u>21,538.05</u>	<u>-</u>	<u>21,538.05</u>
6. Remainder	<u>79,597.45</u>	<u>-</u>	<u>79,597.45</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 48,040.42</u>	<u>\$ -</u>	<u>\$ 48,040.42</u>

TOWNSHIP OF COAL
NORTHUMBERLAND 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	21,538.05	-	21,538.05
Agility projects	-	-	-
Cleaning streets and gutters	24,797.31	-	24,797.31
Winter maintenance services	62,205.39	-	62,205.39
Traffic control devices	19,989.85	11,969.41	31,959.26
Street lighting	105,524.84	(11,969.41)	93,555.43
Storm sewers and drains	-	-	-
Repairs of tools and machinery	79,577.90	-	79,577.90
Maintenance and repair of roads and bridges	57,506.05	-	57,506.05
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
Total (To Section 2, Line 5)	<u>\$ 371,139.39</u>	<u>\$ -</u>	<u>\$ 371,139.39</u>

TOWNSHIP OF COAL
NORTHUMBERLAND 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	\$ 48,040.42	\$ -	\$ 48,040.42
Receipts:			
2. State allocation	322,762.72	-	322,762.72
2a. Turnback allocation	14,840.00	-	14,840.00
2b. Interest on investments	23.23	-	23.23
2c. Miscellaneous	10,020.84	-	10,020.84
3. Total receipts	347,646.79	-	347,646.79
4. Total funds available	395,687.21	-	395,687.21
5. Expenditures (Section 1)	371,139.39	-	371,139.39
6. Balance, December 31, 2021	<u>\$ 24,547.82</u>	<u>\$ -</u>	<u>\$ 24,547.82</u>

TOWNSHIP OF COAL
NORTHUMBERLAND 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	\$ 48,040.42	\$ -	\$ 48,040.42
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	67,520.54	-	67,520.54
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	115,560.96	-	115,560.96
5. Less: Major equipment expenditures	<u>21,538.05</u>	<u>-</u>	<u>21,538.05</u>
6. Remainder	<u>94,022.91</u>	<u>-</u>	<u>94,022.91</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 24,547.82</u>	<u>\$ -</u>	<u>\$ 24,547.82</u>

TOWNSHIP OF COAL
NORTHUMBERLAND 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	21,538.05	-	21,538.05
Agility projects	-	-	-
Cleaning streets and gutters	23,451.14	-	23,451.14
Winter maintenance services	43,588.57	-	43,588.57
Traffic control devices	21,218.88	3,692.61	24,911.49
Street lighting	95,595.28	-	95,595.28
Storm sewers and drains	-	-	-
Repairs of tools and machinery	71,731.68	-	71,731.68
Maintenance and repair of roads and bridges	28,294.24	(3,692.61)	24,601.63
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
Total (To Section 2, Line 5)	<u>\$ 305,417.84</u>	<u>\$ -</u>	<u>\$ 305,417.84</u>

TOWNSHIP OF COAL
NORTHUMBERLAND 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	\$ 24,547.82	\$ -	\$ 24,547.82
Receipts:			
2. State allocation	316,361.52	-	316,361.52
2a. Turnback allocation	14,840.00	-	14,840.00
2b. Interest on investments	53.41	-	53.41
2c. Miscellaneous	7,996.71	-	7,996.71
3. Total receipts	339,251.64	-	339,251.64
4. Total funds available	363,799.46	-	363,799.46
5. Expenditures (Section 1)	305,417.84	-	305,417.84
6. Balance, December 31, 2022	<u>\$ 58,381.62</u>	<u>\$ -</u>	<u>\$ 58,381.62</u>

TOWNSHIP OF COAL
NORTHUMBERLAND 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	\$ 24,547.82	\$ -	\$ 24,547.82
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	66,240.30	-	66,240.30
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	90,788.12	-	90,788.12
5. Less: Major equipment expenditures	<u>21,538.05</u>	<u>-</u>	<u>21,538.05</u>
6. Remainder	<u>69,250.07</u>	<u>-</u>	<u>69,250.07</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 58,381.62</u>	<u>\$ -</u>	<u>\$ 58,381.62</u>

TOWNSHIP OF COAL
NORTHUMBERLAND 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	21,538.05	-	21,538.05
Agility projects	-	-	-
Cleaning streets and gutters	23,364.70	-	23,364.70
Winter maintenance services	31,020.30	-	31,020.30
Traffic control devices	62,417.07	-	62,417.07
Street lighting	97,741.84	-	97,741.84
Storm sewers and drains	-	-	-
Repairs of tools and machinery	61,199.49	-	61,199.49
Maintenance and repair of roads and bridges	28,859.16	-	28,859.16
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
Total (To Section 2, Line 5)	<u>\$ 326,140.61</u>	<u>\$ -</u>	<u>\$ 326,140.61</u>

TOWNSHIP OF COAL
NORTHUMBERLAND 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	\$ 58,381.62	\$ -	\$ 58,381.62
Receipts:			
2. State allocation	326,154.52	-	326,154.52
2a. Turnback allocation	14,840.00	-	14,840.00
2b. Interest on investments	1,773.93	-	1,773.93
2c. Miscellaneous	1,823.02	-	1,823.02
3. Total receipts	344,591.47	-	344,591.47
4. Total funds available	402,973.09	-	402,973.09
5. Expenditures (Section 1)	326,140.61	-	326,140.61
6. Balance, December 31, 2023	<u>\$ 76,832.48</u>	<u>\$ -</u>	<u>\$ 76,832.48</u>

TOWNSHIP OF COAL
NORTHUMBERLAND 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	\$ 58,381.62	\$ -	\$ 58,381.62
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	68,198.90	-	68,198.90
3. PENNDOT approved adjustments	<u>-</u>	<u>-</u>	<u>-</u>
4. Total funds available for equipment acquisition	126,580.52	-	126,580.52
5. Less: Major equipment expenditures	<u>21,538.05</u>	<u>-</u>	<u>21,538.05</u>
6. Remainder	<u>105,042.47</u>	<u>-</u>	<u>105,042.47</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 76,832.48</u>	<u>\$ -</u>	<u>\$ 76,832.48</u>

TOWNSHIP OF COAL
NORTHUMBERLAND COUNTY
LIQUID FUELS TAX FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2023

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

Adjustments

2021 - Section 1

Adjustments were made to “Traffic control devices” and “Street lighting” because expenditures of \$11,969.41 were misclassified.

2022- Section 1

Adjustments were made to “Maintenance and repair of roads and bridges” and “Traffic control devices” because expenditures of \$3,692.61 were misclassified.

Miscellaneous Receipts

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

<u>Source</u>	<u>Description</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
General Fund	Correction of transfer in error	\$61,065.61	\$ -	\$ -	\$ -
Commonwealth of Pennsylvania	Reimbursable agreement	2,961.14	10,020.84	7,179.11	1,823.02
Vendor	Reimbursement for materials	-	-	817.60	-
Totals		<u>\$64,026.75</u>	<u>\$10,020.84</u>	<u>\$7,996.71</u>	<u>\$1,823.02</u>

Transfer In Error

On March 31, 2020, the municipality transferred \$61,065.61 from its Liquid Fuels Tax Fund to its Payroll Fund in error. On May 19, 2020, the municipality transferred this amount from its Payroll Fund to its Liquid Fuels Tax Fund to correct the transfer in error.

TOWNSHIP OF COAL
NORTHUMBERLAND COUNTY
LIQUID FUELS TAX FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2023

Lease-Purchase Agreement

On November 30, 2018, the municipality entered into a lease-purchase agreement with M&T Bank to purchase a Cat wheel loader for \$149,986.00. The municipality received a trade in allowance of \$22,500.00. The total amount to be financed was \$127,486.00. The agreement was for a term of seven years at an interest rate of 5.2 percent. Principal and interest payments of \$21,538.05 are due annually. Prior years' principal and interest payments from the Liquid Fuels Tax Fund were \$19,295.15 and \$2,242.90, respectively.

During the current examination period, the municipality paid principal of \$68,326.88 and interest of \$17,825.32 from the Liquid Fuels Tax Fund. These amounts are reflected in major equipment purchases on the 2020, 2021, 2022, and 2023 Forms MS-965 - Section 1. The outstanding balance of the lease-purchase agreement as of December 31, 2023, was \$39,863.97, plus interest.

TOWNSHP OF COAL
NORTHUMBERLAND COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2023

Finding No. 1 - Noncompliance With Advertising And Bidding Requirements

Our examination disclosed that the township expended \$22,432.67 during 2021 and \$40,279.72 during 2023 from the Liquid Fuels Tax Fund for repairs and upgrades of traffic signals without advertising for bids. These expenditures were as follows:

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Check Number</u>	<u>Check Date</u>	<u>Amount</u>	<u>Totals</u>
59684	03/03/21	1658	03/09/21	\$ 354.28	
59739	03/10/21	1665	03/19/21	1,052.50	
59735	03/10/21	1665	03/19/21	221.67	
59766	03/15/21	1669	03/26/21	4,213.00	
59891	03/31/21	1677	04/09/21	346.67	
60547	07/06/21	1715	07/16/21	140.00	
60634	07/16/21	1719	07/23/21	4,018.00	
60646	07/19/21	1721	07/30/21	11,969.41	
61480	11/17/21	1768	11/24/21	117.14	
2021 Total					\$22,432.67
64184	02/02/23	1942	02/10/23	1,168.50	
64241	02/13/23	1946	02/17/23	225.00	
64473	03/28/23	1965	04/06/23	332.90	
64560	04/13/23	1971	04/21/23	513.46	
64936	06/15/23	1990	06/19/23	35,400.00	
65102	07/13/23	2001	07/21/23	140.00	
65675	11/27/23	2009	08/11/23	328.38	
65548	10/24/23	2043	11/03/23	70.00	
65213	08/02/23	2051	12/08/23	333.57	
65726	12/04/23	2051	12/08/23	1,767.91	
2023 Total					40,279.72
Two Year Total					<u>\$62,712.39</u>

TOWNSHIP OF COAL
NORTHUMBERLAND COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2023

Finding No. 1 - Noncompliance With Advertising And Bidding Requirements (Continued)

The above expenditures were not made in compliance with the advertising, bidding, and contract requirements of *The First Class Township Code*, 53 P.S. § 56802(a), (also found at § 1802(a) of *The First Class Township Code* as published by the Local Government Commission), which requires that purchases over \$18,500.00 during 2012 must be advertised, bid, and awarded by contract. The bidding threshold increased to purchases over \$21,000.00 for 2020, \$21,300.00 for 2021, \$21,900.00 for 2022, \$22,500.00 for 2023, \$23,200.00 for 2024, and \$23,800.00 for 2025. *The First Class Township Code*, 53 P.S. § 56803, (also found at § 1802.1 of *The First Class Township Code* as published by the Local Government Commission) further states that advertising, bidding and contract requirements should not be evaded through piecemeal purchases.

We were unable to determine the cause for this condition.

The failure to comply with *The First Class Township Code* could result in the township having to reimburse \$62,712.39 to its Liquid Fuels Tax Fund.

Recommendations

We recommend that the township reimburse \$62,712.39 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that the township comply with *The First Class Township Code* as noted in this finding.

Management's Response

The township officials stated:

I accept the findings of this audit and will make the necessary corrections and make sure it doesn't happen again.

Auditor's Conclusion

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

TOWNSHP OF COAL
NORTHUMBERLAND COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2023

Finding No. 2 - Documentation For Price Quotations Was Not Available For Examination

Our examination disclosed that the township expended \$19,610.67 during 2020 from the Liquid Fuels Tax Fund for repairs of traffic signals. The township was required to obtain the three written or telephonic quotations for these expenditures. However, documentation for price quotations was not available for examination. These expenditures were as follows:

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Check Number</u>	<u>Check Date</u>	<u>Amount</u>
57543	03/06/20	1535	03/13/20	\$ 226.40
57598	03/11/20	1537	03/20/20	484.70
57722	04/15/20	1543	04/24/20	310.00
57859	05/18/20	1546	05/22/20	328.30
58060	06/19/20	1558	06/26/20	380.00
58447	08/18/20	1580	08/28/20	483.34
58530	09/02/20	1590	09/11/20	9,202.69
58972	10/12/20	1609	11/05/20	8,195.24
2020 Total				<u><u>\$19,610.67</u></u>

The above expenditures were not made in compliance with the contract requirements of *The First Class Township Code*, 53 P.S. § 56802(a.1), (also found at § 1802(a.1) of *The First Class Township Code* as published by the Local Government Commission), which states, in part:

Written or telephonic price quotations from at least three qualified and responsible contractors shall be requested for all contracts [during 2012] that exceed ten thousand dollars (\$10,000.00) but are less than the amount [in excess of \$18,500.00] requiring advertisement and competitive bidding or, in lieu of price quotations, a memorandum shall be kept on file showing that fewer than three qualified contractors exist in the market area within which it is practicable to obtain quotations. A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the contractor and the contractor's representative, the construction, reconstruction, repair, maintenance or work which was the subject of the quotation and the price. Written price quotations, written records of telephonic price quotations and memoranda shall be retained for a period of three years.

TOWNSHIP OF COAL
NORTHUMBERLAND COUNTY
LIQUID FUELS TAX FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2023

Finding No. 2 - Documentation For Price Quotations Was Not Available For Examination
(Continued)

The thresholds for obtaining price quotations increased to purchases between \$11,300.00 and \$21,000.00 for 2020, \$11,500.00 and \$21,300.00 for 2021, \$11,800.00 and \$21,900.00 for 2022, \$12,200.00 and \$22,500.00 for 2023, \$12,600.00 and \$23,200.00 for 2024, and \$12,900.00 and \$23,800.00 for 2025.

We were unable to determine the cause for this condition.

The failure to comply with *The First Class Township Code* could result in the township having to reimburse \$19,610.67 to its Liquid Fuels Tax Fund.

Recommendations

We recommend that the township reimburse \$19,610.67 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that the township comply with *The First Class Township Code* as noted in this finding.

Management's Response

The township officials stated:

I accept the findings of this audit and will make the necessary corrections and make sure it doesn't happen again.

Auditor's Conclusion

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

TOWNSHIP OF COAL
NORTHUMBERLAND COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF ONSITE CLOSEOUT MEETING
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2023

An onsite closeout meeting was held April 11, 2025. Those participating were:

TOWNSHIP OF COAL

Mr. Thomas Boyer, Township Manager

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Brian P. Dries, Auditor

TOWNSHIP OF COAL
NORTHUMBERLAND COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2023

This report was initially distributed to:

The Honorable Michael Carroll
Secretary
Department of Transportation

Township of Coal
Northumberland County
805 West Lynn Street
Coal Township, PA 17866

The Honorable Craig Fetterman
Chairman of the Board of Supervisors

Mr. Thomas Boyer
Township Manager

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.