

ATTESTATION ENGAGEMENT

Union County
Pennsylvania
59-000
Liquid Fuels Tax Fund,
Act 44 Tax Fund,
Act 89 Tax Fund and
County Fee for Local Use Fund
For the Period
January 1, 2019 to December 31, 2022

March 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-991 With Adjustments for the Liquid Fuels Tax Fund, the Reports of Act 44 and Act 89 Tax Funds With Adjustments, and the Reports of County Fee for Local Use Funds With Adjustments of Union County for the period January 1, 2019 to December 31, 2022 (Forms). The county's management is responsible for presenting the Forms 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 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 are presented in accordance with the criteria described above, in all material respects. An examination involves performing procedures to obtain evidence about the Forms. 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 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 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:

- The county encumbered \$69,142.16 of Liquid Fuels Tax Fund money in excess of its fund balance in 2021 (see Finding No. 1).
- The county over expended Liquid Fuels Tax Fund money on construction project No. 06-59000-01 by \$10,330.00 and construction project No. 19-59000-07 by \$33,026.87 (see Finding No. 2).

In our opinion, except for the matters bulleted above, the Forms present, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund, the Act 44 Tax Fund, the Act 89 Tax Fund, and the County Fee for Local Use Fund of Union County for the period January 1, 2019 to December 31, 2022, 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; and 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. 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 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 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 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 was for the limited purpose of expressing an opinion on whether the Forms are presented in accordance with the criteria described above and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. 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 are free from material misstatement, we performed tests of Union 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. 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*:

- County Encumbered More Than Its Fund Balance.
- Liquid Fuels Money Over Expended On Project.

The purpose of this report is to determine whether the county's Liquid Fuels Tax Fund, Act 44 Tax Fund, Act 89 Tax Fund, and County Fee for Local Use 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 Union 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
January 9, 2025

CONTENTS

	<u>Page</u>
Background	1
Financial Section:	
2019 Form MS-991 With Adjustments	11
2020 Form MS-991 With Adjustments	12
2021 Form MS-991 With Adjustments	13
2022 Form MS-991 With Adjustments	14
2019 Report Of Act 44 Tax Fund With Adjustments.....	15
2020 Report Of Act 44 Tax Fund With Adjustments.....	16
2021 Report Of Act 44 Tax Fund With Adjustments.....	17
2022 Report Of Act 44 Tax Fund With Adjustments.....	18
2019 Report Of Act 89 Tax Fund With Adjustments.....	19
2020 Report Of Act 89 Tax Fund With Adjustments.....	20
2021 Report Of Act 89 Tax Fund With Adjustments.....	21
2022 Report Of Act 89 Tax Fund With Adjustments.....	22
2019 Report Of Local Use Tax Fund With Adjustments	23
2020 Report Of Local Use Tax Fund With Adjustments	24
2021 Report Of Local Use Tax Fund With Adjustments	25
2022 Report Of Local Use Tax Fund With Adjustments	26
Auditor Description Of Select Transactions.....	27
Findings And Recommendations:	
Finding No. 1 - County Encumbered More Than Its Fund Balance	34
Finding No. 2 - Liquid Fuels Money Over Expended On Project.....	36
Summary Of Onsite Closeout Meeting.....	38
Report Distribution.....	39

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Background

The Vehicle Code makes provisions and provides funding for the County Liquid Fuels, Act 44, and Act 89, and County Fee for Local Use Programs. The Pennsylvania Department of Transportation has regulatory administration and oversight of the funds supporting these county programs. Counties are required to comply with those provisions and to report annually.

The Vehicle Code imposes a state tax on liquid fuels and fuels used or sold and delivered by distributors within the Commonwealth (75 Pa. C.S. § 9004(a)). One-half cent of the tax collected on each gallon of liquid fuels is deposited in the Commonwealth's Liquid Fuels Tax Fund. *The Vehicle Code* further provides for the disposition and use of this tax, including the allocations to counties in June and December of each year to fund construction, reconstruction, maintenance and repair of county roads, streets and bridges. The allocation to the respective counties is made in the ratio that the average amount returned to each county during the three preceding years bears to the average amount returned to all counties during the three preceding years (75 Pa C.S. § 9010).

The Vehicle Code, as amended by Act 44 of 2007 (July 18, 2007, P.L.169) and Act 89 of 2013 (November 25, 2013, P.L. 169), provides the Pennsylvania Department of Transportation with oversight authority of the Act 44 funds distributed to the counties from the Commonwealth's Motor License Fund (75 Pa. C.S. § 8915.6(b)(2) and as of July 1, 2014 § 9301(b)). The annual distribution to counties is determined based upon the ratio of square footage of deck area of a county's county-owned bridges to the total square footage of deck area of county-owned bridges throughout the Commonwealth. The reporting of the square footage of deck area of a county's county-owned bridges is required as part of the National Bridge Inspection Standards Program.

The Vehicle Code, as amended by Act 89 of 2013 (November 25, 2013, P.L. 974, No.89) provides for semi-annual allocations to all counties that own public bridges (75 Pa. C.S. § 9502(a)(2)(iv)). These allocations are made on the first business day of June and December each year. The Commonwealth allocates the funds available through Act 89 to counties based upon the ratio of square footage of deck area of a county's county-owned bridges to the total square footage of deck area of county-owned bridges throughout the Commonwealth. The reporting of the square footage of deck area of a county's county-owned bridges is required as part of the National Bridge Inspection Standards Program.

The Vehicle Code, as amended by Act 89 of 2013 (November 25, 2013, P.L. 974, No.89), permits counties to impose a \$5 fee for local use on nonexempt vehicles registered to an address located in the county (75 Pa. C.S. § 1935 (b)). This fee is collected by the Department of Transportation and is distributed to counties that impose the fee on the first business day of June and December each year.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Background (Continued)

Criteria

A. *The Vehicle Code* prescribes criteria for liquid fuels program funds (75 Pa C.S. § 9010). The Pennsylvania Department of Transportation's *Publication 9* provides more specific policies and procedures to counties for the administration and reporting of the liquid fuels program funds. In the event of any discrepancies between the two, the legislation governs.

(1) Funds received by the counties must be deposited in a special fund designated as the County Liquid Fuels Tax Fund and no other money may be deposited and commingled. Money should be invested to earn interest until expended.

- For purposes of payments under (2), below, the county may borrow and place in the special fund money not in excess of the liquid fuels tax funds to be received during the current calendar year.

(2) Payments from the special fund may be used for:

- Construction, reconstruction, maintenance and repair of roads, highways, bridges and curb ramps from a road or highway to provide for access by individuals with disabilities consistent with Federal and State law.
- Property damages and compensation of viewers for services in eminent domain proceedings involving roads, highways, and bridges.
- Construction, reconstruction, operation and maintenance of publicly owned ferryboat operations.
- Interest and principal payments on road, bridge, or publicly owned ferryboat operation bonds or sinking fund charges.
- Acquisition, maintenance, repair and operation of traffic signs and signals.
- Erection and maintenance of stop and go signal lights, blinkers and other like traffic control devices.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Background (Continued)

- Indirect costs, including benefit costs, overhead and other administrative charges for those county employees directly engaged in eligible projects, not to exceed 10 percent of the yearly allocation to the county.
 - Individual vehicle liability insurance for equipment purchased under the fund, not to exceed 10 percent of the yearly allocation to the county.
- (3) Counties may not make expenditures from the special fund for new construction on roads, bridges, curb ramps, or publicly owned ferryboat operations without the approval of the plans for construction by the Pennsylvania Department of Transportation. And, counties may not allocate money from the special fund to political subdivisions within the county until the application and the contracts or plans for the proposed expenditures have been made on a form prescribed by the Pennsylvania Department of Transportation.
- (4) Counties may encumber current funds for future road and bridge construction, reconstruction, and maintenance projects including viable municipal projects. Counties must redistribute any unencumbered balance in the special fund to political subdivisions if the unencumbered balance is more than the county's receipts during the preceding twelve month period.
- (5) Counties must submit a report to the Pennsylvania Department of Transportation by January 31 for the period ending December 31 on prescribed Form MS-991, The Report of County Liquid Fuels Tax Fund, showing the receipts and expenditures of the money received by the county from the Commonwealth. Upon failure to file the report or instances of any non-compliant payments, allocations, or expenditures, the Pennsylvania Department of Transportation may withhold further funding until the delinquent report is filed, the money is allocated, or the expenditures for the prior 12 months are approved.
- B. *The Vehicle Code*, as amended by Act 44 of 2007 (July 18, 2007, P.L. 169) and Act 89 of 2013 (November 25, 2013, P.L. 169), prescribes the Pennsylvania Department of Transportation with oversight authority of the Act 44 funds distributed to the counties from the Commonwealth's Motor License Fund. The County's Act 44 Tax Fund is used to account for the distribution made to the county from the Department of Transportation and the payments made for construction and maintenance of county-owned bridges.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Background (Continued)

(1) Funds received by the counties must be deposited in a special fund designated as the County Act 44 Fund and no other money may be deposited and commingled. (Note: Act 44 and Act 89 Funds may be deposited in a single account. However, the county must account for these funds independently for auditing). Money should be invested to earn interest until expended.

- For purposes of payments under (2), below, the county may borrow and place in the special fund money not in excess of the Act 44 Tax Fund money to be received during the current calendar year.

(2) Payments from the special fund may be used for:

- Construction, reconstruction, maintenance, and repair of public bridges for which the county is legally responsible.
- Interest and principal payments on bridge loans and bonds or sinking fund charges for such bonds becoming due within that current calendar year.
- County Engineer's salary and benefit costs for bridge work (that portion of the total calculated to be relevant to bridge work only).
- Engineering fees related to bridge work (fees in excess of 10% of the total contract price must be documented and justified to the satisfaction of the District Municipal Services Office).
- Liability insurance for bridge equipment and vehicles when the named beneficiary is the entity's Act 44 Fund.
- Inspection costs associated with bridges.
- Purchase of right-of-way for bridge construction, reconstruction, or maintenance.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Background (Continued)

- (3) For bridge maintenance/preservation activities, the county must confer with a District Municipal Services Representative to determine if Department of Transportation approval is required. All rehabilitations, replacements or any other work that affects the carrying capacity of the structure or the waterway areas requires the approval of the Department of Transportation.
 - (4) In order to receive Act 44 funds as scheduled, each county must submit an annual report showing the receipts and expenditures for the preceding 12 months. The use of the funds must be in compliance with the Act. Failure to do so may result in the county's not receiving allocations until such deficiencies are resolved.
- C. *The Vehicle Code*, as amended by Act 89 of 2013 (November 25, 2013, P.L. 169), prescribes the Pennsylvania Department of Transportation with oversight authority of the Act 89 funds distributed to the counties from the Department of Transportation. The County's Act 89 Tax Fund is used to account for the distribution made to the county from the Department of Transportation and the payments made for construction and maintenance of county-owned bridges.
- (1) Funds received by the counties must be deposited in a special fund designated as the County Act 89 Fund and no other money may be deposited and commingled. (Note: Act 89 and Act 44 Funds may be deposited in a single account. However, the county must account for these funds independently for auditing). Money should be invested to earn interest until expended.
 - For purposes of payments under (2), below, the county may borrow and place in the special fund money not in excess of the Act 89 Tax Fund money to be received during the current calendar year.
 - (2) Payments from the special fund may be used for:
 - Construction, reconstruction, maintenance, and repair of public bridges for which the county is legally responsible.
 - Interest and principal payments on bridge loans and bonds or sinking fund charges for such bonds becoming due within that current calendar year.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Background (Continued)

- County Engineer's salary and benefit costs for bridge work (that portion of the total calculated to be relevant to bridge work only).
 - Engineering fees related to bridge work (fees in excess of 10% of the total contract price must be documented and justified to the satisfaction of the District Municipal Services Office).
 - Liability insurance for bridge equipment and vehicles when the named beneficiary is the entity's Act 89 Fund.
 - Inspection costs associated with bridges.
 - Purchase of right-of-way for bridge construction, reconstruction, or maintenance.
- (3) For bridge maintenance/preservation activities, the county must confer with a District Municipal Services Representative to determine if Department of Transportation approval is required. All rehabilitations, replacements or any other work that affects the carrying capacity of the structure or the waterway areas requires the approval of the Department of Transportation.
- (4) In order to receive Act 89 funds as scheduled, each county must submit an annual report showing the receipts and expenditures for the preceding 12 months. The use of the funds must be in compliance with the Act. Failure to do so may result in the county's not receiving allocations until such deficiencies are resolved.
- D. *The Vehicle Code*, as amended by Act 89 of 2013 (November 25, 2013, P.L. 169), prescribes the Pennsylvania Department of Transportation with oversight authority of the County Fee for Local Use funds distributed to the counties from the Department of Transportation. The County Fee for Local Use Fund is used to account for the distribution made to the county from the Department of Transportation and the payments made for construction and maintenance of county-owned bridges.
- (1) Funds received by the counties must be deposited in a special fund. No other money may be deposited and commingled in this fund. Money should be invested to earn interest until expended.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Background (Continued)

(2) Payments from the special fund may be used for:

- Construction, reconstruction, maintenance, and repair of public roads/streets, or bridges for which the county is legally responsible including a roadway open to the use of the public for vehicular traffic on the grounds of a college or university, public or private school, or public or historical park.
- Curb ramps from to provide for access by individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and Department of Transportation Standards.
- Property damages and compensation of viewers for services in eminent domain proceedings involving roads, highways, and bridges.
- Ferry boat operations, where applicable.
- Acquisition, maintenance, repair and operation of traffic signs and signals.
- Erection and maintenance of stop and go signal lights, blinkers and other like traffic control devices.
- Indirect costs, including benefit costs, overhead and other administrative charges for those county employees directly engaged in eligible projects, not to exceed 10 percent of the yearly allocation to the county.
- Transportation related safety studies or safety projects on public highways.
- The construction of sounds walls if included in a highway project as a mitigation measure for environmental purposes and all warrants are met.
- Other expenditures determined, on a case-by-case basis, to be consistent with the requirements and restrictions of Article 8, Section 11 of the Pennsylvania Constitution.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Background (Continued)

- (3) Counties may not make expenditures from the special fund for new construction on roads, bridges, curb ramps, or publicly owned ferryboat operations without the approval of the plans for construction by the Pennsylvania Department of Transportation.
- (4) Each county that has adopted a fee for local use ordinance must submit a set of annual reports showing the receipts and expenditures of all fee for local use funds received from the Commonwealth on forms supplied by the Center for Program Development and Management.

Basis Of Presentation

In accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation, the Forms MS-991 With Adjustments and, the Reports of Act 44 and Act 89 Tax Funds With Adjustments, and the Report of County Fee For Local Use Funds do not constitute complete financial presentations of the county's assets, liabilities, expenses, and fund balance but include the receipts, expenditures, and fund balances of the County Liquid Fuels Tax Fund, the County Act 44 Tax Fund and, the County Act 89 Tax Fund, and the County Fee For Local Use Fund, respectively.

The Pennsylvania Department of Transportation prescribes that the county report the following on the Form MS-991, *Report of County Liquid Fuels Tax Fund*:

- A. The balance in the County Liquid Fuels Tax Fund at the beginning of the report calendar year.
- B. Receipts which must be itemized and include the County's Liquid Fuels Tax Fund allocations, interest, reimbursable agreements, and miscellaneous items such as loans, sale of salvageable material, and damage claims to road or bridge property.
- C. Accounts receivable (to be realized within 60 days of the year end).
- D. Total Liquid Fuels Tax funds available for expenditure and encumbrances.
- E. Expenditures for county-owned roads, highways, and bridges.
- F. Accounts payable (accrued wages, accrued payroll taxes, and accounts payable vendors to be realized within 60 days of the year end)

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Background (Continued)

- G. The balance in the fund at the close of the report calendar year.
- H. Encumbered and unencumbered balances on hand at the close of the report calendar year.

The Pennsylvania Department of Transportation prescribes that the county report the following on the Reports Of Act 44 Tax Fund and Act 89 Tax Fund:

- A. The balance in the County Act 44 and Act 89 Tax Fund at the beginning of the report calendar year.
- B. Receipts which must be itemized and include the County's Act 44 and Act 89 allocations, interest, reimbursable agreements, and miscellaneous items such as loans, sale of salvageable material, and damage claims to road or bridge property.
- C. Total Act 44 and Act 89 funds available for expenditure.
- D. Expenditures for county-owned bridges.
- E. The balance in the fund at the close of the report calendar year.

The Pennsylvania Department of Transportation prescribes that the county report the following on the Reports of County Fee for Local Use Funds:

- A. The balance in the County Fee for Local Use Fund at the beginning of the report calendar year.
- B. Receipts which must be itemized and include the County's Fee for Local Use Fund allocations, interest, reimbursable agreements, and miscellaneous items such as loans, sale of salvageable material, and damage claims to road or bridge property.
- C. Total County Fee for Local Use funds available for expenditure.
- D. Expenditures.
- E. The balance in the fund at the close of the report calendar year.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Background (Continued)

Basis Of Accounting

The accompanying Forms MS-991 With Adjustments, Report of Act 44 Tax Fund With Adjustments, Report of Act 89 Tax Fund With Adjustments, and Report of County Fee For Local Use Funds With Adjustments are 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.

UNION COUNTY
LIQUID FUELS TAX FUND
2019 FORM MS-991 WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2019	\$ 599,762.08	\$ -	\$ 599,762.08
<u>Receipts:</u>			
State allocations	51,139.01	-	51,139.01
Interest	9,446.95	-	9,446.95
Reimbursable agreements	154,298.34	-	154,298.34
Miscellaneous	-	-	-
Total receipts	<u>214,884.30</u>	<u>-</u>	<u>214,884.30</u>
Total funds available	<u>814,646.38</u>	<u>-</u>	<u>814,646.38</u>
<u>Expenditures:</u>			
Construction	199,332.11	160,492.80	359,824.91
Maintenance and repair	183,517.95	(160,492.80)	23,025.15
Administrative	-	-	-
Grants to political subdivisions	-	-	-
Miscellaneous	-	-	-
Total expenditures	<u>382,850.06</u>	<u>-</u>	<u>382,850.06</u>
Balance, December 31, 2019	431,796.32	-	431,796.32
Unpaid encumbrances	<u>417,807.07</u>	<u>(27,807.07)</u>	<u>390,000.00</u>
Unencumbered balance, December 31, 2019	<u>\$ 13,989.25</u>	<u>\$ 27,807.07</u>	<u>\$ 41,796.32</u>

UNION COUNTY
LIQUID FUELS TAX FUND
2020 FORM MS-991 WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2020	\$ 431,796.32	\$ -	\$ 431,796.32
<u>Receipts:</u>			
State allocations	34,517.52	-	34,517.52
Interest	4,447.20	(410.29)	4,036.91
Reimbursable agreements	7,926.85	-	7,926.85
Miscellaneous	-	44,695.87	44,695.87
Total receipts	<u>46,891.57</u>	<u>44,285.58</u>	<u>91,177.15</u>
Total funds available	<u>478,687.89</u>	<u>44,285.58</u>	<u>522,973.47</u>
<u>Expenditures:</u>			
Construction	-	59,098.70	59,098.70
Maintenance and repair	78,874.42	(64,895.19)	13,979.23
Administrative	-	-	-
Grants to political subdivisions	-	-	-
Miscellaneous	-	44,695.87	44,695.87
Total expenditures	<u>78,874.42</u>	<u>38,899.38</u>	<u>117,773.80</u>
Balance, December 31, 2020	399,813.47	5,386.20	405,199.67
Unpaid encumbrances	<u>364,691.72</u>	<u>(34,098.70)</u>	<u>330,593.02</u>
Unencumbered balance, December 31, 2020	<u>\$ 35,121.75</u>	<u>\$ 39,484.90</u>	<u>\$ 74,606.65</u>

UNION COUNTY
LIQUID FUELS TAX FUND
2021 FORM MS-991 WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2021	\$ 399,813.47	\$ 5,386.20	\$ 405,199.67
<u>Receipts:</u>			
State allocations	43,442.52	-	43,442.52
Interest	1,076.41	501.13	1,577.54
Reimbursable agreements	162,853.93	-	162,853.93
Miscellaneous	-	43,677.87	43,677.87
Total receipts	<u>207,372.86</u>	<u>44,179.00</u>	<u>251,551.86</u>
Total funds available	<u>607,186.33</u>	<u>49,565.20</u>	<u>656,751.53</u>
<u>Expenditures:</u>			
Construction	394,606.94	-	394,606.94
Maintenance and repair	3,466.24	5,786.09	9,252.33
Administrative	-	-	-
Grants to political subdivisions	-	-	-
Miscellaneous	-	43,677.87	43,677.87
Total expenditures	<u>398,073.18</u>	<u>49,463.96</u>	<u>447,537.14</u>
Balance, December 31, 2021	209,113.15	101.24	209,214.39
Unpaid encumbrances	<u>209,113.15</u>	<u>69,243.70</u>	<u>278,356.85</u>
Unencumbered balance, December 31, 2021	<u>\$ -</u>	<u>\$ (69,142.46)</u>	<u>\$ (69,142.46)</u>

UNION COUNTY
LIQUID FUELS TAX FUND
2022 FORM MS-991 WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2022	\$ 209,113.15	\$ 101.24	\$ 209,214.39
<u>Receipts:</u>			
State allocations	37,900.48	-	37,900.48
Interest	1,740.52	(101.24)	1,639.28
Reimbursable agreements	22,551.13	-	22,551.13
Miscellaneous	16,606.28	29,364.63	45,970.91
Total receipts	<u>78,798.41</u>	<u>29,263.39</u>	<u>108,061.80</u>
Total funds available	<u>287,911.56</u>	<u>29,364.63</u>	<u>317,276.19</u>
<u>Expenditures:</u>			
Construction	23,738.04	4,420.00	28,158.04
Maintenance and repair	7,392.66	(4,420.00)	2,972.66
Administrative	-	-	-
Grants to political subdivisions	-	-	-
Miscellaneous	-	29,364.63	29,364.63
Total expenditures	<u>31,130.70</u>	<u>29,364.63</u>	<u>60,495.33</u>
Balance, December 31, 2022	256,780.86	-	256,780.86
Unpaid encumbrances	<u>208,741.45</u>	<u>10,671.29</u>	<u>219,412.74</u>
Unencumbered balance, December 31, 2022	<u>\$ 48,039.41</u>	<u>\$ (10,671.29)</u>	<u>\$ 37,368.12</u>

UNION COUNTY
2019 REPORT OF ACT 44 TAX FUND
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2019	\$ 331,467.26	\$ -	\$ 331,467.26
<u>Receipts:</u>			
Act 44 Funds	30,155.69	-	30,155.69
Interest	166.71	-	166.71
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>30,322.40</u>	<u>-</u>	<u>30,322.40</u>
Total funds available	<u>361,789.66</u>	<u>-</u>	<u>361,789.66</u>
<u>Expenditures:</u>			
Administrative	-	-	-
Minor Equipment Purchases	-	-	-
Major Equipment Purchases	-	-	-
Street Cleaning and Gutters	-	-	-
Traffic Control Devices	-	-	-
Street Lighting	-	-	-
Storm Sewers and Drains	-	-	-
Repairs of Tools and Machinery	-	-	-
Maintenance and Repairs- Roads and Bridges	-	-	-
Highway Construction and Rebuilding Projects	-	-	-
Miscellaneous	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Balance, December 31, 2019	<u><u>\$ 361,789.66</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 361,789.66</u></u>

UNION COUNTY
2021 REPORT OF ACT 44 TAX FUND
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2020	\$ 361,789.66	\$ -	\$ 361,789.66
<u>Receipts:</u>			
Act 44 Funds	30,626.72	-	30,626.72
Interest	326.53	-	326.53
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>30,953.25</u>	<u>-</u>	<u>30,953.25</u>
Total funds available	<u>392,742.91</u>	<u>-</u>	<u>392,742.91</u>
<u>Expenditures:</u>			
Administrative	-	-	-
Minor Equipment Purchases	-	-	-
Major Equipment Purchases	-	-	-
Street Cleaning and Gutters	-	-	-
Traffic Control Devices	-	-	-
Street Lighting	-	-	-
Storm Sewers and Drains	-	-	-
Repairs of Tools and Machinery	-	-	-
Maintenance and Repairs-			
Roads and Bridges	-	-	-
Highway Construction and			
Rebuilding Projects	-	-	-
Miscellaneous	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Balance, December 31, 2020	<u><u>\$ 392,742.91</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 392,742.91</u></u>

UNION COUNTY
2021 REPORT OF ACT 44 TAX FUND
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2021	\$ 392,742.91	\$ -	\$ 392,742.91
<u>Receipts:</u>			
Act 44 Funds	31,160.63	-	31,160.63
Interest	1,779.84	-	1,779.84
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>32,940.47</u>	<u>-</u>	<u>32,940.47</u>
Total funds available	<u>425,683.38</u>	<u>-</u>	<u>425,683.38</u>
<u>Expenditures:</u>			
Administrative	-	-	-
Minor Equipment Purchases	-	-	-
Major Equipment Purchases	-	-	-
Street Cleaning and Gutters	-	-	-
Traffic Control Devices	-	-	-
Street Lighting	-	-	-
Storm Sewers and Drains	-	-	-
Repairs of Tools and Machinery	-	-	-
Maintenance and Repairs- Roads and Bridges	-	-	-
Highway Construction and Rebuilding Projects	-	-	-
Miscellaneous	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Balance, December 31, 2021	<u><u>\$ 425,683.38</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 425,683.38</u></u>

UNION COUNTY
2022 REPORT OF ACT 44 TAX FUND
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2022	\$ 425,683.38	\$ -	\$ 425,683.38
<u>Receipts:</u>			
Act 44 Funds	31,764.94	-	31,764.94
Interest	2,975.76	-	2,975.76
Reimbursable agreements	-	-	-
Miscellaneous	-	30,599.16	30,599.16
Total receipts	<u>34,740.70</u>	<u>30,599.16</u>	<u>65,339.86</u>
Total funds available	<u>460,424.08</u>	<u>30,599.16</u>	<u>491,023.24</u>
<u>Expenditures:</u>			
Administrative	-	-	-
Minor Equipment Purchases	-	-	-
Major Equipment Purchases	-	-	-
Street Cleaning and Gutters	-	-	-
Traffic Control Devices	-	-	-
Street Lighting	-	-	-
Storm Sewers and Drains	-	-	-
Repairs of Tools and Machinery	-	-	-
Maintenance and Repairs-			
Roads and Bridges	-	-	-
Highway Construction and			
Rebuilding Projects	-	-	-
Miscellaneous	-	30,599.16	30,599.16
Total expenditures	<u>-</u>	<u>30,599.16</u>	<u>30,599.16</u>
Balance, December 31, 2022	<u><u>\$ 460,424.08</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 460,424.08</u></u>

UNION COUNTY
2019 REPORT OF ACT 89 TAX FUND
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2019	\$ 220,124.95	\$ -	\$ 220,124.95
<u>Receipts:</u>			
Act 89 Funds	58,303.95	-	58,303.95
Interest	119.89	-	119.89
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>58,423.84</u>	<u>-</u>	<u>58,423.84</u>
Total funds available	<u>278,548.79</u>	<u>-</u>	<u>278,548.79</u>
<u>Expenditures:</u>			
Administrative	-	-	-
Minor Equipment Purchases	-	-	-
Major Equipment Purchases	-	-	-
Street Cleaning and Gutters	-	-	-
Traffic Control Devices	-	-	-
Street Lighting	-	-	-
Storm Sewers and Drains	-	-	-
Repairs of Tools and Machinery	-	-	-
Maintenance and Repairs- Roads and Bridges	-	-	-
Highway Construction and Rebuilding Projects	-	-	-
Miscellaneous	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Balance, December 31, 2019	<u><u>\$ 278,548.79</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 278,548.79</u></u>

UNION COUNTY
2020 REPORT OF ACT 89 TAX FUND
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2020	\$ 278,548.79	\$ -	\$ 278,548.79
<u>Receipts:</u>			
Act 89 Funds	54,371.17	-	54,371.17
Interest	270.02	-	270.02
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>54,641.19</u>	<u>-</u>	<u>54,641.19</u>
Total funds available	<u>333,189.98</u>	<u>-</u>	<u>333,189.98</u>
<u>Expenditures:</u>			
Administrative	-	-	-
Minor Equipment Purchases	-	-	-
Major Equipment Purchases	-	-	-
Street Cleaning and Gutters	-	-	-
Traffic Control Devices	-	-	-
Street Lighting	-	-	-
Storm Sewers and Drains	-	-	-
Repairs of Tools and Machinery	-	-	-
Maintenance and Repairs- Roads and Bridges	-	-	-
Highway Construction and Rebuilding Projects	-	-	-
Miscellaneous	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Balance, December 31, 2020	<u><u>\$ 333,189.98</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 333,189.98</u></u>

UNION COUNTY
2021 REPORT OF ACT 89 TAX FUND
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2021	\$ 333,189.98	\$ -	\$ 333,189.98
<u>Receipts:</u>			
Act 89 Funds	59,977.87	-	59,977.87
Interest	1,382.20	-	1,382.20
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>61,360.07</u>	<u>-</u>	<u>61,360.07</u>
Total funds available	<u>394,550.05</u>	<u>-</u>	<u>394,550.05</u>
<u>Expenditures:</u>			
Administrative	-	-	-
Minor Equipment Purchases	-	-	-
Major Equipment Purchases	-	-	-
Street Cleaning and Gutters	-	-	-
Traffic Control Devices	-	-	-
Street Lighting	-	-	-
Storm Sewers and Drains	-	-	-
Repairs of Tools and Machinery	-	-	-
Maintenance and Repairs-			
Roads and Bridges	-	-	-
Highway Construction and			
Rebuilding Projects	119,574.80	-	119,574.80
Miscellaneous	-	-	-
Total expenditures	<u>119,574.80</u>	<u>-</u>	<u>119,574.80</u>
Balance, December 31, 2021	<u>\$ 274,975.25</u>	<u>\$ -</u>	<u>\$ 274,975.25</u>

UNION COUNTY
2022 REPORT OF ACT 89 TAX FUND
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2022	\$ 274,975.25	\$ -	\$ 274,975.25
<u>Receipts:</u>			
Act 89 Funds	59,963.79	-	59,963.79
Interest	2,009.48	-	2,009.48
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>61,973.27</u>	<u>-</u>	<u>61,973.27</u>
Total funds available	<u>336,948.52</u>	<u>-</u>	<u>336,948.52</u>
<u>Expenditures:</u>			
Administrative	-	-	-
Minor Equipment Purchases	-	-	-
Major Equipment Purchases	-	-	-
Street Cleaning and Gutters	-	-	-
Traffic Control Devices	-	-	-
Street Lighting	-	-	-
Storm Sewers and Drains	-	-	-
Repairs of Tools and Machinery	-	-	-
Maintenance and Repairs-			
Roads and Bridges	-	-	-
Highway Construction and			
Rebuilding Projects	15,406.40	-	15,406.40
Miscellaneous	-	-	-
Total expenditures	<u>15,406.40</u>	<u>-</u>	<u>15,406.40</u>
Balance, December 31, 2022	<u>\$ 321,542.12</u>	<u>\$ -</u>	<u>\$ 321,542.12</u>

UNION COUNTY
2019 REPORT OF COUNTY FEE FOR LOCAL USE FUNDS
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2019	\$ 116,680.19	\$ -	\$ 116,680.19
<u>Receipts:</u>			
Local Use Funds	196,865.00	-	196,865.00
Interest	85.52	-	85.52
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
	<u>196,950.52</u>	<u>-</u>	<u>196,950.52</u>
Total receipts	<u>196,950.52</u>	<u>-</u>	<u>196,950.52</u>
Total funds available	<u>313,630.71</u>	<u>-</u>	<u>313,630.71</u>
<u>Expenditures:</u>			
County-Owned road maintenance			-
County-Owned road construction	-	-	-
County-Owned bridge maintenance	-	-	-
County-Owned bridge construction	-	-	-
Administrative expenditures	-	-	-
Miscellaneous	-	-	-
Grants to political subdivisions	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Balance, December 31, 2019	<u><u>\$ 313,630.71</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 313,630.71</u></u>

UNION COUNTY
2020 REPORT OF COUNTY FEE FOR LOCAL USE FUNDS
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2020	\$ 313,630.71	\$ -	\$ 313,630.71
<u>Receipts:</u>			
Local Use Funds	198,945.00	-	198,945.00
Interest	205.33	-	205.33
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>199,150.33</u>	<u>-</u>	<u>199,150.33</u>
Total funds available	<u>512,781.04</u>	<u>-</u>	<u>512,781.04</u>
<u>Expenditures:</u>			
County-Owned road maintenance	-	-	-
County-Owned road construction	-	-	-
County-Owned bridge maintenance	-	-	-
County-Owned bridge construction	225,733.79	-	225,733.79
Administrative expenditures	-	-	-
Miscellaneous	-	5.00	5.00
Grants to political subdivisions	-	-	-
Total expenditures	<u>225,733.79</u>	<u>5.00</u>	<u>225,738.79</u>
Balance, December 31, 2020	<u>\$ 287,047.25</u>	<u>\$ (5.00)</u>	<u>\$ 287,042.25</u>

UNION COUNTY
2021 REPORT OF COUNTY FEE FOR LOCAL USE FUNDS
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2021	\$ 287,045.08	\$ (2.83)	\$ 287,042.25
<u>Receipts:</u>			
Local Use Funds	205,980.00	-	205,980.00
Interest	1,197.88	(140.29)	1,057.59
Reimbursable agreements	-	-	-
Miscellaneous	-	5.00	5.00
Total receipts	<u>207,177.88</u>	<u>(135.29)</u>	<u>207,042.59</u>
Total funds available	<u>494,222.96</u>	<u>(138.12)</u>	<u>494,084.84</u>
<u>Expenditures:</u>			
County-Owned road maintenance	-	-	-
County-Owned road construction	-	-	-
County-Owned bridge maintenance	-	-	-
County-Owned bridge construction	228,270.12	-	228,270.12
Administrative expenditures	-	-	-
Miscellaneous	-	-	-
Grants to political subdivisions	-	-	-
Total expenditures	<u>228,270.12</u>	<u>-</u>	<u>228,270.12</u>
Balance, December 31, 2021	<u>\$ 265,952.84</u>	<u>\$ (138.12)</u>	<u>\$ 265,814.72</u>

UNION COUNTY
2022 REPORT OF COUNTY FEE FOR LOCAL USE FUNDS
WITH ADJUSTMENTS

	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Balance, January 1, 2022	\$ 265,952.84	\$ (138.12)	\$ 265,814.72
<u>Receipts:</u>			
Local Use Funds	202,180.00	-	202,180.00
Interest	1,279.35	138.12	1,417.47
Reimbursable agreements	-	-	-
Miscellaneous	-	-	-
Total receipts	<u>203,459.35</u>	<u>138.12</u>	<u>203,597.47</u>
Total funds available	<u>469,412.19</u>	<u>-</u>	<u>469,412.19</u>
<u>Expenditures:</u>			
County-Owned road maintenance	-	-	-
County-Owned road construction	-	-	-
County-Owned bridge maintenance	-	-	-
County-Owned bridge construction	228,270.12	-	228,270.12
Administrative expenditures	-	-	-
Miscellaneous	-	-	-
Grants to political subdivisions	-	-	-
Total expenditures	<u>228,270.12</u>	<u>-</u>	<u>228,270.12</u>
Balance, December 31, 2022	<u>\$ 241,142.07</u>	<u>\$ -</u>	<u>\$ 241,142.07</u>

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
AND COUNTY FEE FOR LOCAL USE FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

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

Adjustments

2019 Form MS-991

Adjustments were made to “Construction” and “Maintenance and repair” because expenditures of \$160,492.80 were misclassified.

An adjustment of \$(27,807.07) was made to “Unpaid encumbrances” because the balances of the following encumbrances were reported incorrectly:

<u>Encumbrance No.</u>	<u>Actual Amount</u>	<u>Reported Amount</u>	<u>Adjustment</u>
06-59000-01	\$-	\$21,042.00	\$(21,042.00)
07-59000-04	-	6,765.07	(6,765.07)
Totals	<u>\$-</u>	<u>\$27,807.07</u>	<u>\$(27,807.07)</u>

2020 Form MS-991

An adjustment of \$(410.29) was made to “Interest” because interest earned was overstated.

An adjustment of \$44,695.87 was made to “Miscellaneous” because these receipts were understated.

An adjustment of \$59,098.70 was made to “Construction” because these expenditures were misclassified as maintenance and repair.

An adjustment of \$(64,895.19) was made to “Maintenance and repair” because expenditures of \$59,098.70 for construction were misclassified and expenditures of \$5,796.49 that were paid during 2021 were incorrectly reported as paid during 2020.

An adjustment of \$44,695.87 was made to “Miscellaneous” because these expenditures were not reported.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
AND COUNTY FEE FOR LOCAL USE FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Adjustments (Continued)

2020 Form MS-991 (Continued)

An adjustment of \$(34,098.70) was made to “Unpaid encumbrances” because the balances of the following encumbrances were reported incorrectly:

<u>Encumbrance No.</u>	<u>Actual Amount</u>	<u>Reported Amount</u>	<u>Adjustment</u>
19-59000-009	\$50,000.00	\$ -	\$50,000.00
19-59000-007	15,901.30	-	15,901.30
21-59000-001	-	100,000.00	(100,000.00)
Totals	<u>\$65,901.30</u>	<u>\$100,000.00</u>	<u>\$(34,098.70)</u>

2021 Form MS-991

An adjustment of \$5,386.20 was made to “Balance, January 1, 2021” to reflect the adjustment made to the fund balance on the 2021 Form MS-991.

An adjustment of \$501.13 was made to “Interest” because interest earned was understated.

An adjustment of \$43,677.87 was made to “Miscellaneous” because these receipts were not reported.

An adjustment of \$5,786.09 was made to “Maintenance and repair” because these expenditures were understated.

An adjustment of \$43,677.87 was made to “Miscellaneous” because these expenditures were not reported.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
AND COUNTY FEE FOR LOCAL USE FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Adjustments (Continued)

2021 Form MS-991 (Continued)

An adjustment of \$69,243.70 was made to “Unpaid encumbrances” because the balances of the following encumbrances were reported incorrectly:

<u>Encumbrance No.</u>	<u>Actual Amount</u>	<u>Reported Amount</u>	<u>Adjustment</u>
18-59000-001	\$50,000.00	\$ -	\$50,000.00
19-59000-009	27,130.88	7,887.18	19,243.70
Totals	<u>\$77,130.88</u>	<u>\$7,887.18</u>	<u>\$69,243.70</u>

2022 Form MS-991

An adjustment of \$101.24 was made to “Balance, January 1, 2022” to reflect the adjustment made to the fund balance on the 2021 Form MS-991.

An adjustment of \$(101.24) was made to “Interest” because interest earned was overstated.

An adjustment of \$29,364.63 was made to “Miscellaneous” because these receipts were understated.

Adjustments were made to “Construction” and “Maintenance and repair” because expenditures of \$4,420.00 were misclassified.

An adjustment of \$29,364.63 was made to “Miscellaneous” because these expenditures were not reported.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
AND COUNTY FEE FOR LOCAL USE FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Adjustments (Continued)

2022 Form MS-991 (Continued)

An adjustment of \$10,671.29 was made to “Unpaid encumbrances” because the balances of the following encumbrances were reported incorrectly:

<u>Encumbrance No.</u>	<u>Actual Amount</u>	<u>Reported Amount</u>	<u>Adjustment</u>
19-59000-009	\$27,130.88	\$ -	\$27,130.88
19-59000-004	854.26	1,907.45	(1,053.19)
21-59000-001	41,427.60	56,834.00	(15,406.40)
Totals	<u>\$69,412.74</u>	<u>\$58,741.45</u>	<u>\$10,671.29</u>

2022 Act 44 Report

An adjustment of \$30,599.16 was made to “Miscellaneous” because the correction of a deposit in error was not reported.

Adjustments were made to “Miscellaneous” because a deposit in error of \$30,599.16 was not reported.

2020 Report of County Fee For Local Use Funds

An adjustment of \$5.00 was made to “Miscellaneous” because a bank service charge was not reported.

2021 Report of County Fee for Local Use Funds

An adjustment of \$(2.83) was made to “Balance, January 1, 2021” because an incorrect fund balance was reported.

An adjustment of \$(140.29) was made to “Interest” because interest earned was overstated.

An adjustment of \$5.00 was made to “Miscellaneous” because a reimbursement for a bank service charge was not reported.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
AND COUNTY FEE FOR LOCAL USE FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Adjustments (Continued)

2022 Report of County Fee For Local Use Funds

An adjustment of \$(138.12) was made to “Balance, January 1, 2022” to reflect the adjustment made to the fund balance on the 2021 Report of County Fee For Local Use Funds.

An adjustment of \$138.12 was made to “Interest” because interest earned was understated.

Reimbursable Agreements

During our examination, we noted that the county entered into reimbursable agreements with the Commonwealth of Pennsylvania for bridge construction. During our current examination period, the county received \$347,630.25 as a result of these agreements and deposited this money into its Liquid Fuels Tax Fund. As of December 31, 2022, \$77,951.48 is due the Liquid Fuels Tax Fund.

Miscellaneous Receipts

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

Source	Description	2020	2021	2022
General Fund	Correction of payment in error	\$ 1,000.00	\$ -	\$ -
General Fund	Correction of transfer in error	43,677.87		
General Fund	Transfers in error	18.00	43,677.87	
Commonwealth of Pennsylvania	Reimbursement for bridges expenditures	-	-	16,606.28
Commonwealth of Pennsylvania	Deposit in error	-	-	29,364.63
Totals		<u>\$44,695.87</u>	<u>\$43,677.87</u>	<u>\$45,970.91</u>

On January 4, 2021, the county financial institution deposited \$5.00 into the county’s County Fee For Local Use Fund to reimburse a bank service charge.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
AND COUNTY FEE FOR LOCAL USE FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Miscellaneous Expenditures

The following miscellaneous expenditures were paid from the Liquid Fuels Tax Fund during the examination period:

<u>Source</u>	<u>Description</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Vendor	Payment in error	\$ 1,000.00	\$ -	\$ -
General Fund	Transfer in error	43,677.87	-	-
General Fund	Correction of transfer in error	18.00	43,677.87	-
General Fund Act 89 Tax Fund	Correction of deposit in error	-	-	29,364.63
		<u>\$44,695.87</u>	<u>\$43,677.87</u>	<u>\$29,364.63</u>

On December 31, 2020, the county expended \$5.00 from the County Fee For Local Use Fund for a bank service charge.

Deposits In Error

On June 6, 2022, the Act 89 allocation of \$29,364.63 was deposited into the Liquid Fuels Tax Fund in error. On August 2, 2022, the Liquid Fuel Tax Fund transferred the Act 89 allocation to the Act 89 Tax Fund to correct the deposit in error.

On December 6, 2022, the municipality deposited \$30,599.16 into its Act 44 Tax Fund in error. On December 6, 2022, the municipality transferred this amount from its Act 44 Tax Fund to its General Fund to correct the deposit in error.

Payment In Error

On June 8, 2020, the county wrote check No. 276 in the amount of \$1,000.00 from its Liquid Fuels Tax Fund in error. On July 22, 2020, the county transferred \$1,000.00 from its General Fund to its Liquid Fuels Tax Fund to correct the payment in error.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89 TAX FUNDS
AND COUNTY FEE FOR LOCAL USE FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Transfers In Error

On November 18, 2020, the county transferred \$43,677.87 from its Liquid Fuels Tax Fund to its General Fund as reimbursement for Bridge No. 11 construction invoice No. 1. The county transferred \$43,677.87 from its Liquid Fuels Tax Fund to its General Fund again on December 18, 2020, for the reimbursement of the same invoice. The county transferred that amount from its General Fund to its Liquid Fuels Tax Fund on both December 29, 2020 and January 8, 2021. On January 13, 2021, the county transferred \$43,677.87 from its Liquid Fuels Tax Fund to the General Fund to correct the errors.

On December 18, 2020, the county transferred \$18.00 from its General Fund to its Liquid Fuels Tax Fund in error. On December 21, 2020, the Liquid Fuels Tax Fund reimbursed the \$18.00 to the General Fund.

Encumbrances

As of December 31, 2022, \$219,412.74 was encumbered for county projects.

PIB Bank Loan

On January 1, 2020, the municipality borrowed \$2,000,000.00 from Pennsylvania Infrastructure Bank for a bridge bundle. The term of the loan was for ten years at an interest rate of 2.625 percent. The initial principal and interest payment was \$54,531.20. After that principal and interest payments of \$57,067.53 are due annually.

During the current examination period, the municipality paid principal of \$546,588.15 and interest of \$135,685.88 from the County Fee For Local Use Fund. These amounts are reflected in highway construction and rebuilding projects on the 2020, 2021, and 2022 Reports Of County Fee For Local Use Funds. The outstanding balance of the loan as of December 31, 2022 was \$1,453,411.85, plus interest.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Finding No. 1 - County Encumbered More Than Its Fund Balance

Our examination disclosed that the county’s obligations for the expenditure of estimated receipts exceeded its fund balance by \$69,142.46 as of December 31, 2021. The only time this condition should occur is with the prior approval of the Department of Transportation. The obligations exceeded the fund balance as follows:

	Actual
Fund balance	\$209,214.39
Add: Amount due from the Department of Transportation	
Total money available	209,214.39
Less: Unpaid encumbrances	278,356.85
Excess amount encumbered	\$(69,142.46)

The Department of Transportation’s *Publication 9*, Chapter One, Section 1.10, states:

. . . that a county’s handling of its County Liquid Fuels Tax Fund is normally on a year-to-year basis. However, in an emergency, and with the prior approval of the Municipal Services district office, a county may obligate itself for the expenditure of estimated receipts from the State Liquid Fuels Tax Fund for a period of two years. The county will then receive a credit for such expenditures against such subsequent receipts. Except for this, no county may carryover a credit balance against future receipts from the state from one year to the next.

The county did not obtain approval from the Department of Transportation for the credit balance of \$69,142.46. Therefore, the county should not have carried over a credit balance against future receipts from the state as indicated above.

We were unable to determine the cause of this condition.

The failure to comply with the Department of Transportation’s *Publication 9* could result in the county having to transfer \$69,142.46 from its General Fund to its Liquid Fuels Tax Fund to pay for future Liquid Fuels Tax Fund obligations.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Finding No. 1 - County Encumbered More Than Its Fund Balance (Continued)

Recommendations

We recommend that the county transfer \$69,142.46 from its General Fund to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that the county comply with the policies and procedures outlined in the Department of Transportation's *Publication 9*.

Management's Response

The county officials stated:

The county officials offered no formal response at this time.

Auditor's Conclusion

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

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Finding No. 2 - Liquid Fuels Money Over Expended On Project

Our examination disclosed that the county expended \$18,958.00, and \$59,098.70 of Liquid Fuels Tax Fund money on construction projects No. 06-59000-01 and No. 19-59000-07, respectively. However, the amount of Liquid Fuels Tax Fund money approved by the Department of Transportation to be expended from the Liquid Fuels Tax Fund for these projects was \$8,628.00 for project No. 06-59000-01 and \$26,071.83 for project No. 19-59000-07. The differences of \$10,330.00 and \$33,026.87, respectively, should have been paid directly from the General Fund.

The Department of Transportation's Regulations do not permit a county to expend Liquid Fuels Tax Fund money in excess of the amount approved on Municipal Services Completion Report Form MS-999.

We were unable to determine the cause of this condition.

The failure to comply with the Department of Transportation's Regulations could result in the county having to reimburse \$43,356.87 to its Liquid Fuels Tax Fund.

Recommendations

We recommend that the county reimburse \$43,356.87 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that the county expend only the approved amount of Liquid Fuels Tax Fund money on road construction projects.

Management's Response

The county officials stated:

The county received approval on December 3, 2019, from the Pennsylvania Department of Transportation District 3-0 via a MS-329 Form for Project 19-59000-07 (Bridge #11) in the amount of \$75,000.00. The expenditures on the project did not exceed the approved amount of \$75,000.00. As you noted the total expenditures equaled \$59,098.70. However, the county did make an error by underreporting the total expenditures on the project closeout report. We will consult with the Department of Transportation District 3-0 to determine if they will accept a revised closeout report

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

Finding No. 2 - Liquid Fuels Money Over Expended On Project (Continued)

Auditor's Conclusion

To determine if these projects were over expended, we compared the amounts reported by the county and approved by The Department of Transportation on Municipal Services Completion Report Form MS-999 to actual expenses. The Department of Transportation's Regulations do not permit a county to expend Liquid Fuels Tax Fund money in excess of the amount approved on Municipal Services Completion Report Form MS-999. During our next examination we will determine if the municipality complied with our recommendations.

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
SUMMARY OF ONSITE CLOSEOUT MEETING
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

An onsite closeout meeting was held October 21, 2024. Those participating were:

UNION COUNTY

Mr. Shawn McLaughlin, Planning and Economic Development

Mr. Jeffrey McClintock, Finance Director

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Brian P. Dries, Auditor

UNION COUNTY
LIQUID FUELS, ACT 44, AND ACT 89
TAX FUNDS AND COUNTY FEE
FOR LOCAL USE FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2022

This report was initially distributed to:

The Honorable Michael Carroll
Secretary
Department of Transportation

Union County
155 North 15th Street
Lewisburg, PA 17837

The Honorable Preston Boop
Chairman of the Board of Commissioners

Mr. Shawn McLaughlin
Planning and Economic Development

The Honorable Cheryl Kahl
Treasurer

Mr. Jeffrey McClintock
Finance Director

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.