## ATTESTATION ENGAGEMENT

Warren County
Pennsylvania
61-000
Liquid Fuels Tax Fund
for the Period
January 1, 2019 to December 31, 2023

July 2025



Commonwealth of Pennsylvania Department of the Auditor General

Timothy L. DeFoor • Auditor General



Commonwealth of Pennsylvania
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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 With Adjustments, of Warren County for the period January 1, 2019 to December 31, 2023 (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 opinion.

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

In our opinion, the Forms present, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund of Warren County for the period January 1, 2019 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*.

#### <u>Independent Auditor's Report (Continued)</u>

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; 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 over reporting on the Forms was for the limited purpose of expressing an opinion on whether the Forms 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.

As part of obtaining reasonable assurance about whether the Forms are free from material misstatement, we performed tests of Warren 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### <u>Independent Auditor's Report (Continued)</u>

The purpose of this report is to determine whether the county'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 Warren 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

July 16, 2025

#### CONTENTS

	<u>Page</u>
Background	1
Financial Section:	
2019 Form MS-991 With Adjustments	4
2020 Form MS-991 With Adjustments	6
2021 Form MS-991 With Adjustments	8
2022 Form MS-991 With Adjustments	10
2023 Form MS-991 With Adjustments	12
Auditor Description Of Select Transactions	14
Summary Of Onsite Closeout Meeting	15
Report Distribution	16

# WARREN COUNTY LIQUID FUELS TAX FUND BACKGROUND FOR THE PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2023

#### Background

The Vehicle Code makes provisions and provides funding for the County Liquid Fuels Program. 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).

#### 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.
    - Costs of property damages resulting from road and/or bridge construction, reconstruction, or maintenance; and compensation of viewers for services in eminent domain proceedings involving roads, highways, and bridges.

# WARREN COUNTY LIQUID FUELS TAX FUND BACKGROUND FOR THE PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2023

#### **Background** (Continued)

- Ferryboat operations, where applicable.
- Interest and principal payments on road or bridge loans and bonds or sinking fund charges for such bonds becoming due within that current calendar year.
- Acquisition, maintenance, repair, electrification, and operation of traffic signs and traffic signal control systems at intersections and/or railroad crossings.
- Erection of street name signs, traffic directing signs, and traffic control systems.
- Administrative costs, including benefits, 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.
- Indirect engineering and transportation planning costs, not to exceed 10 percent of the yearly allocation to the county.
- Other items as permitted by Department of Transportation Publications.
- (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. Additionally, 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.

# WARREN COUNTY LIQUID FUELS TAX FUND BACKGROUND FOR THE PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2023

#### **Background** (Continued)

#### Basis Of Presentation

In accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation, the Forms 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 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).
- G. The balance in the fund at the close of the report calendar year.
- H. Encumbered and unpaid county aid as of the close of the report calendar year.
- I. Encumbered and unencumbered balances on hand at the close of the report calendar year.

#### Basis Of Accounting

The accompanying Forms 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.

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

	 Reported	Adjustments		 Adjusted Amount
Actual balance in county Liquid				
Fuels Tax Fund on January 1, 2019	\$ 30,935.11	\$	-	\$ 30,935.11
Receipts: Liquid Fuels Tax Funds received from Commonwealth Interest Reimbursable agreements Miscellaneous	 150,447.99 64.73 -		- - - -	150,447.99 64.73 -
Total receipts	 150,512.72			 150,512.72
Total Liquid Fuels Tax Funds available for expenditures and encumbrances	 181,447.83			181,447.83
Expenditures:				
Administrative	105.90		_	105.90
Minor equipment purchases	_		-	_
County aid payments	173,031.43		_	173,031.43
Major equipment expenditures	- -		-	-
Street cleaning and gutters	_		_	_
Winter maintenance services	_		_	_
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	173,137.33			173,137.33
Remaining funds available as of				
December 31, 2019	\$ 8,310.50	\$		\$ 8,310.50

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

	]	Reported	Adjı	ustments		Adjusted Amount
Approved future year receipts and expenditures						
Accounts receivable	\$	-	\$	-	\$	-
Accounts payable		-		-		-
Unpaid encumbrances		-		-		-
Unpaid county aid grants				-		
Total approved future year receipts and expenditures				-	. <u> </u>	
Year end balance available for future years as of December 31, 2019	\$	8,310.50	\$	-	\$	8,310.50

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

	I	Reported	Adjus	tments	Adjusted Amount
Actual balance in county Liquid					
Fuels Tax Fund on January 1, 2020	\$	8,310.50	\$	-	\$ 8,310.50
Receipts:					
Liquid Fuels Tax Funds received					
from Commonwealth		130,696.43		-	130,696.43
Interest		5.29		-	5.29
Reimbursable agreements		-		-	-
Miscellaneous		16,085.00			 16,085.00
Total receipts		146,786.72			146,786.72
Total Liquid Fuels Tax Funds available					
for expenditures and encumbrances		155,097.22		_	155,097.22
of expenditures and encumbrances		155,077.22			133,077.22
Expenditures:					
Administrative		92.53		-	92.53
Minor equipment purchases		-		-	-
County aid payments		154,999.00		-	154,999.00
Major equipment expenditures		-		-	-
Street cleaning and gutters		-		-	-
Winter maintenance services		-		-	-
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					 <del>-</del>
Total expenditures		155,091.53			 155,091.53
Remaining funds available as of					
December 31, 2020	\$	5.69	\$		\$ 5.69

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

	Re	ported	Adju	stments	ljusted mount
Approved future year receipts and expenditures	•				
Accounts receivable	\$	-	\$	-	\$ -
Accounts payable		-		-	-
Unpaid encumbrances		-		-	-
Unpaid county aid grants		-		-	 
Total approved future year receipts and expenditures				_	 <u>-</u>
Year end balance available for future years as of December 31, 2020	\$	5.69	\$	-	\$ 5.69

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

	Reported		Adjustments		Reported Adjustments		Adjusted Amount
Actual balance in county Liquid							
Fuels Tax Fund on January 1, 2021	\$	5.69	\$	-	\$ 5.69		
Receipts: Liquid Fuels Tax Funds received from Commonwealth Interest Reimbursable agreements Miscellaneous	1	131,109.27 1.46 - -		- - - -	131,109.27 1.46 -		
Total receipts	1	131,110.73			131,110.73		
Total Liquid Fuels Tax Funds available for expenditures and encumbrances	1	31,116.42			131,116.42		
Expenditures:							
Administrative		1,023.00		-	1,023.00		
Minor equipment purchases		_		-	-		
County aid payments	1	23,045.00		-	123,045.00		
Major equipment expenditures		_		-	-		
Street cleaning and gutters		_		-	-		
Winter maintenance services		_		-	-		
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	1	24,068.00			124,068.00		
Remaining funds available as of							
December 31, 2021	\$	7,048.42	\$		\$ 7,048.42		

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

	]	Reported	Adjı	ıstments	Adjusted Amount
Approved future year receipts and expenditures					
Accounts receivable	\$	-	\$	-	\$ -
Accounts payable		-		-	-
Unpaid encumbrances		-		-	-
Unpaid county aid grants				-	 
Total approved future year receipts and expenditures					 
Year end balance available for future years as of December 31, 2021	\$	7,048.42	\$	-	\$ 7,048.42

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

	]	Reported	Adjustments			Adjusted Amount
Actual balance in county Liquid						
Fuels Tax Fund on January 1, 2022	\$	7,048.42	\$	-	\$	7,048.42
Receipts: Liquid Fuels Tax Funds received from Commonwealth		134,293.81 37.81		-		134,293.81 37.81
Interest		3/.81		-		3/.81
Reimbursable agreements Miscellaneous		_		-		_
1VI ESCRETICO ES						
Total receipts		134,331.62				134,331.62
Total Liquid Fuels Tax Funds available for expenditures and encumbrances		141,380.04				141,380.04
Expenditures:						
Administrative		88.83		_		88.83
Minor equipment purchases		_		-		-
County aid payments		118,958.00		-		118,958.00
Major equipment expenditures		-		-		-
Street cleaning and gutters		_		-		-
Winter maintenance services		-		-		-
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		119,046.83		<u>-</u>	_	119,046.83
Remaining funds available as of						
December 31, 2022	\$	22,333.21	\$		\$	22,333.21

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

	Reported		Adjustments		Adjusted Amount	
Approved future year receipts and expenditures						
Accounts receivable	\$	-	\$	-	\$	-
Accounts payable		-		-		-
Unpaid encumbrances		-		-		-
Unpaid county aid grants						
Total approved future year receipts and expenditures		_		-		_
Year end balance available for future years as of December 31, 2022	\$	22,333.21	\$	-	\$	22,333.21

#### WARREN COUNTY LIQUID FUELS TAX FUND 2023 FORM MS-991 WITH ADJUSTMENTS

	 Reported	Adjustments			Adjusted Amount
Actual balance in county Liquid					
Fuels Tax Fund on January 1, 2023	\$ 22,333.21	\$	-	\$	22,333.21
Receipts: Liquid Fuels Tax Funds received from Commonwealth Interest Reimbursable agreements Miscellaneous	138,354.74 304.31 -		- - - -		138,354.74 304.31 -
Total receipts	 138,659.05		_		138,659.05
Total Liquid Fuels Tax Funds available for expenditures and encumbrances	 160,992.26				160,992.26
Expenditures:					
Administrative	81.24		-		81.24
Minor equipment purchases	_		_		_
County aid payments	131,560.00		_		131,560.00
Major equipment expenditures	_		_		_
Street cleaning and gutters	_		_		_
Winter maintenance services	_		_		_
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	 131,641.24				131,641.24
Remaining funds available as of					
December 31, 2023	\$ 29,351.02	\$			29,351.02

#### WARREN COUNTY LIQUID FUELS TAX FUND 2023 FORM MS-991 WITH ADJUSTMENTS

	Reported		Adjustments		Adjusted Amount	
Approved future year receipts and expenditures						
Accounts receivable	\$	-	\$	-	\$	-
Accounts payable		-		-		-
Unpaid encumbrances		-		-		-
Unpaid county aid grants				_		
Total approved future year receipts and expenditures				-		
Year end balance available for future years as of December 31, 2023	\$	29,351.02	\$	-	\$	29,351.02

# WARREN COUNTY LIQUID FUELS TAX FUND AUDITOR DESCRIPTION OF SELECT TRANSACTIONS FOR THE PERIOD JANUARY 1, 2019 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.

#### Miscellaneous Receipts

On December 30, 2020, the county granted \$16,085.00 from its General Fund to its Liquid Fuels Tax Fund.

#### WARREN COUNTY LIQUID FUELS TAX FUND SUMMARY OF ONSITE CLOSEOUT MEETING FOR THE PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2023

An onsite closeout meeting was held December 19, 2024. Those participating were:

#### WARREN COUNTY

Ms. Pamela Matve, Chief Clerk

#### DEPARTMENT OF THE AUDITOR GENERAL

Mrs. Cynthia Stebick, Auditor

# WARREN COUNTY LIQUID FUELS TAX FUND REPORT DISTRIBUTION FOR THE PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2023

This report was initially distributed to:

#### The Honorable Michael Carroll

Secretary Department of Transportation

#### **Warren County**

Warren County Courthouse 204 Fourth Avenue Warren, PA 16365

#### The Honorable Kenneth Klakamp Chairman of the Board of Commissioners

The Honorable Lisa Barr

Treasurer

**Ms. Pamela Matve** Chief Clerk

This report is a matter of public record and is available online at <a href="www.PaAuditor.gov">www.PaAuditor.gov</a>. 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: <a href="mailto:news@PaAuditor.gov">news@PaAuditor.gov</a>.