

COMPLIANCE AUDIT

United Hook & Ladder Company #33 Relief Association Adams County, Pennsylvania For the Period January 1, 2021, to December 31, 2023

September 2024



Commonwealth of Pennsylvania
Department of the Auditor General

Timothy L. DeFoor • Auditor General



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TIMOTHY L. DEFOOR
AUDITOR GENERAL

Mr. Kenneth Kuhn, President
United Hook & Ladder Company #33
Relief Association
Adams County

We have conducted a compliance audit of the United Hook & Ladder Company #33 Relief Association (relief association) for the period January 1, 2021, to December 31, 2023. The audit was conducted pursuant to authority derived from Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania; Section 403 of The Fiscal Code, 72 P.S. § 403; and the Volunteer Firefighters' Relief Association Act ("VFRA Act"), see 35 Pa.C.S. § 7418.

The objectives of the audit were:

1. To determine if the relief association took appropriate corrective action to address the finding contained in our prior audit report.
2. To determine if the relief association complied with applicable state laws, contracts, bylaws, and administrative procedures as they relate to the receipt of state aid and the expenditure of relief association funds.

Our audit was limited to the areas related to the objectives identified above and was not, nor was it required to be, conducted in accordance with Government Auditing Standards issued by the Comptroller General of the United States.

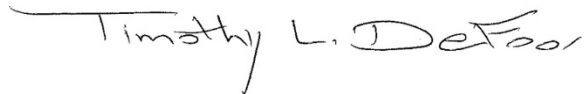
Relief association officers are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the relief association's administration of state aid and accumulated relief association funds complies with applicable state laws, contracts, bylaws, and administrative procedures, including the safeguarding of assets. Relief association officers are responsible for complying with applicable state laws, contracts, bylaws, and administrative procedures. It is our responsibility to perform procedures to obtain sufficient, appropriate evidence to the extent necessary to satisfy the audit objectives. We believe that our audit provides a reasonable basis for our conclusions.

We were not able to obtain an independent confirmation of a portion of the cash balance and a portion of the investment balance directly from the financial institution. Therefore, while the relief association provided bank and investment statements that indicated that, as of December 31, 2023, the relief association had a cash balance of \$199,150 and an investment balance with a fair value of \$204,408, we were not able to verify portions of those cash and investment balances.

Based on our audit procedures, we conclude that, except for the effects, if any, of the matter described in the preceding paragraph, for the period January 1, 2021, to December 31, 2023:

- The relief association took appropriate corrective action to address the finding contained in our prior audit report.
- The relief association, in all significant respects, complied with applicable state laws, contracts, bylaws, and administrative procedures as they relate to the receipt of state aid and the expenditure of relief association funds.

The contents of this report were discussed with the management of the relief association. We would like to thank the relief association officials for the cooperation extended to us during the conduct of the audit.

A handwritten signature in black ink that reads "Timothy L. DeFoor". The signature is written in a cursive style with a horizontal line above the first few letters.

Timothy L. DeFoor
Auditor General
September 5, 2024

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BACKGROUND

Pursuant to Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania, Section 403 of The Fiscal Code¹, and the Volunteer Firefighters' Relief Association Act² ("VFRA Act"), the Department of the Auditor General's duty is to audit the accounts and records of every volunteer firefighters' relief association to determine that funds received under the Foreign Fire Insurance Tax Distribution Law³ (commonly referred to as Act 205) are properly expended.

The relief association is a charitable organization that was formed primarily to afford financial protection to volunteer firefighters and to encourage individuals to participate in volunteer fire service.

The VFRA Act governs the overall operation of volunteer firefighters' relief associations. Relief association bylaws define the specific operational procedures by which relief associations conduct business. To fulfill its primary purpose, the VFRA Act authorizes specific types of expenditures and prescribes appropriate volunteer firefighters' relief association investment options. Within the parameters established by the VFRA Act, it is the responsibility of relief associations to choose investments in a proper and prudent manner.

Volunteer firefighters' relief associations receive public tax monies, and the relief association officers therefore have a responsibility to the public to conduct the relief association's financial affairs in a businesslike manner and to maintain sufficient financial records to support the propriety of all relief association transactions. Volunteer firefighters' relief association officers are also responsible for ensuring that the relief association operates in accordance with applicable state laws, contracts, bylaws, and administrative procedures.

Act 205 sets forth the computation of the Foreign Fire Insurance Tax Distribution paid to each applicable municipality throughout the Commonwealth of Pennsylvania. The amount of the distribution is based upon the population of each municipality and the market value of real estate within the municipality. Upon receipt of this distribution, the municipality must allocate the funds to the volunteer firefighters' relief association of the fire service organization or fire service organizations that is or are recognized as providing the service to the municipality.

¹ 72 P.S. § 403 (as last amended by Act 44 of 2017).

² 35 Pa.C.S. § 7411 *et seq.* See specifically, 35 Pa.C.S. § 7418 (amended by Act 91 of 2020).

³ 53 P.S. § 895.701 *et seq.* (Act 205 of 1984, as amended by Act 119 of 1990).

BACKGROUND – (Continued)

The relief association was allocated state aid from the following municipalities:

<u>Municipality</u>	<u>County</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Abbottstown Borough	Adams	\$ 4,402	\$ 5,433	\$ 5,370
Berwick Township	Adams	\$12,707	\$15,742	\$15,934
Bonneauville Borough	Adams	\$ 7,827	\$ 9,442	\$ 9,362
Hamilton Township	Adams	\$12,693	\$16,121	\$15,998
Mount Joy Township	Adams	\$ 1,290	\$ 1,610	\$ 1,586
Mount Pleasant Township	Adams	\$16,599	\$20,275	\$20,089
New Oxford Borough	Adams	\$ 8,079	\$10,247	\$10,130
Oxford Township	Adams	\$19,394	\$24,915	\$24,905
Reading Township	Adams	\$12,375	\$15,262	\$15,167
Straban Township	Adams	\$ 4,397	\$ 5,388	\$ 5,536
Paradise Township	York	\$ 8,242	\$10,467	\$10,531

Based on the relief association’s records, its total cash and investments as of December 31, 2023, were \$403,558, as illustrated below:

Cash	\$ 199,150
Fair Value of Investments	<u>204,408</u>
Total Cash and Investments	<u><u>\$ 403,558</u></u>

BACKGROUND – (Continued)

Based on the relief association’s records, its total expenditures for the period January 1, 2021, to December 31, 2023, were \$389,578, as noted below. The accuracy of these expenditures was evaluated as part of the Department’s audit to conclude on the relief association’s compliance with applicable state laws, contracts, bylaws, and administrative procedures as they relate to the receipt of state aid and the expenditure of relief association funds.⁴ **The scope of the Department’s audit does not include the issuance of an opinion on the accuracy of these amounts.**

Expenditures:

Benefit Services:

Insurance premiums	\$ 26,130
Relief benefits	23,600
Total Benefit Services	<u>\$ 49,730</u>

Fire Services:

Equipment purchased	\$ 212,403
Equipment maintenance	60,154
Training expenses	22,290
Fire prevention materials	4,945
Total Fire Services	<u>\$ 299,792</u>

Administrative Services:

Bond premiums	\$ 687
Other administrative expenses *	19,369
Total Administrative Services	<u>\$ 20,056</u>

Total Investments Purchased	<u>\$ 20,000</u>
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Total Expenditures	<u><u>\$ 389,578</u></u>
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* A majority of the other administrative expenses represent annual subscriptions in the amount of \$8,569 and rental expenses in the amount of \$10,800.

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

United Hook & Ladder Company #33

⁴ Accuracy was evaluated for a selection of transactions based on dollar amount, category, and/or random selection.

UNITED HOOK & LADDER COMPANY #33 RELIEF ASSOCIATION
STATUS OF PRIOR FINDING

COMPLIANCE WITH PRIOR AUDIT FINDING AND RECOMMENDATION

The relief association has complied with the prior audit finding and recommendation, as follows:

- Inadequate Minutes Of Meetings

By maintaining detailed minutes of all relief association meetings held during the period.

We commend the relief association management for its efforts in complying with the finding and recommendation contained in the prior audit report. The relief association management should strive to remain in compliance with all applicable state laws, contracts, bylaws, and administrative procedures.

UNITED HOOK & LADDER COMPANY #33 RELIEF ASSOCIATION
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

The Honorable Joshua D. Shapiro
Governor
Commonwealth of Pennsylvania

United Hook & Ladder Company #33 Relief Association Governing Body:

Mr. Kenneth Kuhn
President

Mr. Brad Kuhn
Vice President

Ms. Alyson Seighman
Secretary

Mr. Kevin Moul
Treasurer

UNITED HOOK & LADDER COMPANY #33 RELIEF ASSOCIATION
REPORT DISTRIBUTION LIST

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

Mr. David W. Bolton
Secretary
Abbottstown Borough

Ms. Jean A. Hawbaker
Secretary
Berwick Township

Ms. Christina Busbey
Secretary
Bonneauville Borough

Ms. Megan Carper
Secretary
Hamilton Township

Ms. Sandra Yerger
Secretary
Mount Joy Township

Ms. Jennifer S. Day
Secretary
Mount Pleasant Township

Ms. Tania K. Kepner
Secretary
New Oxford Borough

Ms. Sandra Brenneman
Secretary
Oxford Township

Ms. Kimberly Beard
Secretary
Reading Township

UNITED HOOK & LADDER COMPANY #33 RELIEF ASSOCIATION
REPORT DISTRIBUTION LIST

Ms. Robin Crushong

Secretary
Straban Township

Mr. Ellwood Miller

Secretary
Paradise Township

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