

COMPLIANCE AUDIT

The Swatara Township Firemen's Relief Association of the Commonwealth of Pennsylvania Dauphin County For the Period January 1, 2017 to December 31, 2019

June 2020



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale Auditor General



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**EUGENE A. DePASQUALE
AUDITOR GENERAL**

Mr. Joseph Canulli, President
The Swatara Township Firemen's Relief
Association of the Commonwealth
of Pennsylvania
Dauphin County

We have conducted a compliance audit of The Swatara Township Firemen's Relief Association of the Commonwealth of Pennsylvania (relief association) pursuant to authority derived from Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania, Section 403 of The Fiscal Code, Act of April 9, 1929, (P.L. 343, No. 176), and mandated by the Volunteer Firefighters' Relief Association Act, as consolidated by the Act of November 23, 2010 (P.L. 1181, No. 118), at 35 Pa.C.S. § 7411 *et seq.*, for the period January 1, 2017 to December 31, 2019.

The objective of the audit was 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 objective identified above and was not required to be and was not 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 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 objective. 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 directly from one of the financial institutions. Therefore, while the relief association provided copies of bank statements that indicated that, as of December 31, 2019, the relief association had a cash balance of \$44,340, we were not able to verify a portion of this cash balance.


Due to a stay at home order issued by the Governor of the Commonwealth of Pennsylvania during the COVID-19 pandemic, we were unable to observe any of the relief association's equipment to verify its existence.

Based on our audit procedures, we conclude that, except for the effects, if any, of the matters described in the two preceding paragraphs, for the period January 1, 2017 to December 31, 2019, 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 supplementary financial information contained in this report is presented for purposes of additional disclosure and analysis. We performed only limited procedures on the supplementary financial information and, accordingly, express no form of assurance on it.

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.

June 4, 2020



EUGENE A. DEPASQUALE
Auditor General

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BACKGROUND

Pursuant to Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania, Section 403 of The Fiscal Code, Act of April 9, 1929, (P.L. 343, No. 176), and the Volunteer Firefighters' Relief Association Act, as consolidated by the Act of November 23, 2010, (P.L. 1181, No. 118), at 35 Pa.C.S. § 7411 *et seq.*, 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 Law, Act of December 18, 1984, (P.L. 1005, No. 205), as amended, 53 P.S. § 895.701 *et seq.* (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.

Act 118 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, Act 118 authorizes specific types of expenditures and prescribes appropriate volunteer firefighters' relief association investment options. Within the parameters established by Act 118, 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 association officers therefore have a responsibility to the public to conduct the association's financial affairs in a businesslike manner and to maintain sufficient financial records to support the propriety of all association transactions. Volunteer firefighters' relief association officers are also responsible for ensuring that the 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.

BACKGROUND – (Continued)

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

<u>Municipality</u>	<u>County</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Swatara Township	Dauphin	\$158,397	\$144,026	\$157,797

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

Bressler Friendship Fire Company

Chambers Hill Fire Company

Rutherford Fire Company

Swatara Township Volunteer Fire Company

THE SWATARA TOWNSHIP FIREMEN'S RELIEF ASSOCIATION OF THE
COMMONWEALTH OF PENNSYLVANIA
SUPPLEMENTARY FINANCIAL INFORMATION
CASH AND INVESTMENT BALANCES
AS OF DECEMBER 31, 2019

Cash	\$ 44,340
Fair Value of Investments	<u>672,906</u>
Total Cash and Investments	<u>\$ 717,246</u>

THE SWATARA TOWNSHIP FIREMEN'S RELIEF ASSOCIATION OF THE
COMMONWEALTH OF PENNSYLVANIA
SUPPLEMENTARY FINANCIAL INFORMATION
SUMMARY OF EXPENDITURES
FOR THE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2019

Expenditures:

Benefit Services:

Insurance premiums	\$ 69,716
Relief benefits	2,400
Total Benefit Services	<u>\$ 72,116</u>

Fire Services:

Equipment purchased	\$ 224,024
Equipment maintenance	118,356
Training expenses	10,361
Total Fire Services	<u>\$ 352,741</u>

Administrative Services:

Officer compensation	\$ 8,100
Other administrative expenses*	22,345
Bond premiums	2,065
Total Administrative Services	<u>\$ 32,510</u>

Total Investments Purchased	<u>\$ 472,797</u>
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Other Expenditures:

Payments on loan	<u>\$ 206,042</u>
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Total Expenditures	<u>\$ 1,136,206</u>
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* A portion of the other administrative expenditure represents monthly cell phone bills totaling \$9,477, \$6,000 for accounting services, and \$4,378 for a response package for the three year audit period.

THE SWATARA TOWNSHIP FIREMEN'S RELIEF ASSOCIATION OF THE
COMMONWEALTH OF PENNSYLVANIA
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

The Honorable Tom W. Wolf
Governor
Commonwealth of Pennsylvania

The Swatara Township Firemen's Relief Association of the Commonwealth of Pennsylvania
Governing Body:

Mr. Joseph Canulli
President

Mr. Dan Gorenc
Vice President

Mr. Shane Steele
Secretary

Mr. Rudolph Spoljaric, Jr.
Treasurer

Ms. Mary Klaus
Assistant Secretary

A report was also distributed to the following municipality, which allocated foreign fire insurance tax monies to this relief association:

Ms. Mary Kepp
Secretary
Swatara Township

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.

Karen Alleman

From: Dept of the Auditor General Bureau of Fire Audits
<Dept_of_the_Auditor_General_Bureau_of_Fire_Audits@paauditor.gov>
Sent: Wednesday, June 17, 2020 12:39 PM
To: Joe Canulli
Cc: 'govcorresp@pa.gov'; 'dgorenc@swataratwp.com'; Shane Steele; 'Tres41@comcast.net'; 'mklaus@swataratwp.com'; Swatara Township
Subject: The Swatara Township Firemen's Relief Association of the Commonwealth of Pennsylvania for the period January 1, 2017 to December 31, 2019
Attachments: FirSwataraTownshipDauphin061720.pdf

We are attaching an electronic copy of the compliance audit report of The Swatara Township Firemen's Relief Association of the Commonwealth of Pennsylvania for the period January 1, 2017 to December 31, 2019.

It is our opinion that this audit report is a public record which must be available for examination by all interested citizens as well as members of the relief association. The contents of this audit report may be released to the appropriate news media in the near future in line with the policy of this department to make a full disclosure to the taxpayers of the manner in which public funds of the Commonwealth are being spent.

If you have any questions or comments concerning this report, please do not hesitate to contact this office at the contact information provided below. **However, please do not reply to this e-mail.**

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