

TREASURER

LEBANON COUNTY

EXAMINATION REPORT OF LICENSE SALES

HUNTING JULY 1, 2007 TO JUNE 30, 2011

FISHING AND DOG JANUARY 1, 2007 TO DECEMBER 31, 2011

COMMONWEALTH OF PENNSYLVANIA

EUGENE A. DEPASQUALE - AUDITOR GENERAL

DEPARTMENT OF THE AUDITOR GENERAL





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EUGENE A. DEPASQUALE AUDITOR GENERAL

Independent Auditor's Report

The Honorable Sallie A. Neuin Treasurer Lebanon County Lebanon, PA 17042

We have examined the accompanying statements of receipts and disbursements (Statements) of the Treasurer, Lebanon County, Pennsylvania (County Officer), for the license period identified on the contents page, pursuant to the requirements of Section 401(d) of *The Fiscal Code*, 72 P.S § 401(d). These Statements are the responsibility of the county office's management. Our responsibility is to express an opinion on these Statements 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. An examination includes examining, on a test basis, evidence supporting the Statements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

We are mandated by Section 401(d) of *The Fiscal Code* to audit the accounts of each county officer to determine whether all moneys collected on behalf of the Commonwealth have been correctly assessed, reported and promptly remitted. *Government Auditing Standards* issued by the Comptroller General of the United States include attestation engagements as a separate type of audit. An attestation engagement performed pursuant to *Government Auditing Standards* involves additional standards that exceed the standards provided by the American Institute of Certified Public Accountants. Accordingly, this attestation engagement complies with both *Government Auditing Standards* and Section 401(d) of *The Fiscal Code*.

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

In our opinion, the Statements referred to above present, in all material respects, the operations of the County Officer as it pertains to receipts made on behalf of the of the licensing agencies, for the license period identified on the contents page, in conformity with the criteria set forth in Note 1.

In accordance with *Government Auditing Standards*, we are required to report findings of significant deficiencies in internal control, violations of provisions of contracts or grant agreements, and abuse that are material to the Statements and any fraud and illegal acts that are more than inconsequential that come to our attention during our examination. We are also required to obtain the views of management on those matters. We performed our examination to express an opinion on whether the Statements are presented in accordance with the criteria described above and not for the purpose of expressing an opinion on the internal control over reporting on the Statements or on compliance and other matters; accordingly, we express no such opinions.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the County Officer's ability to initiate, authorize, record, process, or report data reliably in accordance with the applicable criteria such that there is more than a remote likelihood that a misstatement of the County Officer's Statements that is more than inconsequential will not be prevented or detected by the County Officer's internal control.

A material weakness is a significant deficiency or combination of significant deficiencies that results in more than a remote likelihood that a material misstatement of the Statements will not be prevented or detected by the County Officer's internal control.

Our consideration of internal control over reporting on the Statements was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any significant deficiencies or material weaknesses, as defined above, in internal control over reporting on the Statements.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Pennsylvania Game Commission, Pennsylvania Fish and Boat Commission, Pennsylvania Department of Agriculture, and the County Officer and is not intended to be and should not be used by anyone other than these specified parties.

EUGENE A. DEPASQUALE

Eugent O-Pager

Auditor General

January 18, 2013

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HUNTING LICENSE SALES

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2007 TO JUNE 30, 2008

<u>License Type</u>	Licenses Sold		mount Due Game ommission
Resident			
Adult	124	\$	2,356.00
Junior	8		40.00
Junior combination	3		24.00
Senior	20		240.00
Military	35		35.00
Non-resident			
Adult	4		400.00
Junior	1		40.00
Archery - Resident and Non-resident	83		1,245.00
Muzzleloaders - Resident and Non-resident	64		640.00
Antlerless deer			
Resident	6,947		34,735.00
Non-resident	92		2,300.00
Armed forces	76		380.00
Disabled veterans	13		65.00
Furtaker			
Adult resident	10		190.00
Migratory - Resident and Non-resident	67		134.00
Bear - Resident and Non-resident	67		1,025.00
Replacements	17		85.00
Totals (Note 2)	7,631		43,934.00
Disbursements to Game Commission (Note 3)			(43,759.00)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(100.00)
Senior Lifetime Hunt renewals			(180.00)
Balance due Game Commission (County)			(5.00)
per settled reports (Note 4)			(3.00)
Examination adjustments (Note 5)			5.00
Adjusted balance due Game Commission (County) for the license period July 1, 2007 to June 30, 2008		\$	_
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HUNTING LICENSE SALES

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2008 TO JUNE 30, 2009

License Type	Licenses Sold		mount Due Game ommission
Resident			
Adult	97	\$	1,843.00
Junior	6		30.00
Junior combination	1		8.00
Senior	15		180.00
Senior Lifetime Hunting	1		50.00
Military	21		21.00
Seven day	2		60.00
Archery - Resident and Non-resident	69		1,035.00
Muzzleloaders - Resident and Non-resident	57		570.00
Antlerless deer			
Resident	6,866		34,330.00
Non-resident	28		700.00
Armed forces	57		285.00
Disabled veterans	10		50.00
Furtaker			
Adult resident	8		152.00
Senior resident	2		24.00
Migratory - Resident and Non-resident	52		104.00
Bear - Resident and Non-resident	62		930.00
Replacements	25		125.00
Totals (Note 2)	7,379	-	40,497.00
(- 1,012		,.,
Disbursements to Game Commission (Note 3)			(40,321.00)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(176.00)
		-	(,
Balance due Game Commission (County) per settled reports (Note 4)			_
Examination adjustments			
Examination adjustificities			
Adjusted balance due Game Commission (County)			
for the license period July 1, 2008 to June 30, 2009		\$	-
•			

HUNTING LICENSE SALES

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2009 TO JUNE 30, 2010

License Type	Licenses Sold	Amount Due Game Commission
Resident		
Adult	101	\$ 1,989.70
Junior	2	11.40
Junior combination	1	8.70
Senior	13	165.10
Senior Lifetime Combo	8	805.60
Senior Lifetime Combo	4	202.80
Senior Lifetime Upgrade Combo	2	101.40
Military	52	88.40
Spring Turkey	2	41.40
Mentored Youth	4	6.80
Non-resident	4	0.00
	1	100.70
Adult	1	100.70
Archery - Resident and Non-resident	82	1,287.40
Muzzleloaders - Resident and Non-resident	58	620.60
Antlerless deer	0.200	46.740.00
Resident	8,200	46,740.00
Resident landowners	1	5.70
Non-resident	12	308.40
Armed forces	94	535.80
Disabled veterans	16	91.20
Elk - Antlered and Antlerless	7	74.90
Bobcat	10	57.00
Furtaker		
Adult resident	9	177.30
Migratory - Resident and Non-resident	77	207.90
Bear - Resident and Non-resident	71	1,114.70
DMAP - Resident and Non-resident	13	126.10
Replacements	46	262.20
Donations for the Game Commission	2	2.20
Totals (Note 2)	8,888	55,133.40
Disbursements to Game Commission (Note 3)		(54,957.80)
Credits taken for licenses issued for Disabled Veterans and		
		(177.60)
Senior Lifetime Hunt renewals		(175.60)
Balance due Game Commission (County)		
per settled reports (Note 4)		
per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Game Commission (County)		
for the license period July 1, 2009 to June 30, 2010		\$ -
		<u> </u>

HUNTING LICENSE SALES

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2010 TO JUNE 30, 2011

License Type	Licenses Sold		mount Due Game ommission
Resident			
Adult	106	\$	2,088.20
Junior	2	Ψ	11.40
Junior combination	7		60.90
Senior	8		101.60
Senior Lifetime Combo	1		100.70
Senior Lifetime Hunting	5		253.50
Military	52		88.40
Spring Turkey	2		41.40
Mentored Youth	1		1.70
Non-resident			
Adult	2		201.40
Archery - Resident and Non-resident	95		1,491.50
Muzzleloaders - Resident and Non-resident	58		620.60
Antlerless deer			
Resident	7,800		44,460.00
Resident landowners	2		11.40
Non-resident	14		359.80
Armed forces	102		581.40
Disabled veterans	19		108.30
Elk - Antlered and Antlerless	3		32.10
Bobcat	12		68.40
Fisher	5		28.50
Furtaker			
Adult resident	5		98.50
Senior resident	1		12.70
Migratory - Resident and Non-resident	60		162.00
Bear - Resident and Non-resident	100		1,570.00
DMAP - Resident and Non-resident	10		97.00
Replacements	40		228.00
Totals (Note 2)	8,512		52,879.40
Totals (Note 2)	0,312		32,877.40
Disbursements to Game Commission (Note 3)			(52,686.40)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(193.00)
Selioi Litetilie Huit leliewais			(193.00)
Balance due Game Commission (County) per settled reports (Note 4)			_
Examination adjustments			_
		-	
Adjusted balance due Game Commission (County)		¢	
for the license period July 1, 2010 to June 30, 2011		\$	-

FISHING LICENSE SALES

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2007 TO DECEMBER 31, 2007

<u>License Type</u>	Licenses Sold	Amount Due Fish and Boat Commission	
Resident Replacements	60 2	\$ 1,260.0 8.5	
Senior resident	5	50.0	0
National Guard/Armed Forces	12	12.0	0
Non-resident	1	51.0	0
Tourist Three day	2	50.0	00
Senior lifetime	95 66	4,750.0 330.0	
Lifetime Upgrade Card Replacements	6	25.5	
Lake Erie And Trout/Salmon Combo Stamp	12	168.0	0
Trout/Salmon Stamp	145	1,160.0	0
Totals (Note 2)	406	7,865.0	0
Disbursements to Fish and Boat Commission (Note 3)		(7,865.0	00)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-	
Examination adjustments			
Adjusted balance due Fish and Boat Commission (Coufor the license period January 1, 2007 to December 3		\$ -	

FISHING LICENSE SALES

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2008 TO DECEMBER 31, 2008

License Type	Licenses Sold	Amount Due Fish and Boat Commission
Resident	53	\$ 1,140.30
Senior resident	7	74.20
National Guard/Armed Forces	8	12.20
Non-resident	2	103.40
Senior lifetime Lifetime Upgrade Card Replacements	50 60 5	2,530.80 337.80 27.05
Lake Erie Stamp	1	8.00
Lake Erie And Trout/Salmon Combo Stamp	7	102.20
Trout/Salmon Stamp	96	820.50
Totals (Note 2)	289	5,156.45
Disbursements to Fish and Boat Commission (Note 3)		(5,156.45)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Fish and Boat Commission (Confor the license period January 1, 2008 December 31,	• .	\$ -

FISHING LICENSE SALES

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2009 TO DECEMBER 31, 2009

License Type	Licenses Sold	Amount Due Fish and Boat Commission
Resident	45	\$ 976.50
Senior resident	4	42.80
National Guard/Armed Forces	7	11.90
Non-resident	2	103.40
Senior lifetime Lifetime Upgrade Card Replacements	32 34 3	1,622.40 227.80 17.10
Donations for the Fish and Boat Commission		13.30
Lake Erie And Trout/Salmon Combo Stamp	7	102.90
Trout/Salmon Stamp	76	661.20
Totals (Note 2)	210	3,779.30
Disbursements to Fish and Boat Commission (Note 3))	(3,779.30)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Fish and Boat Commission (Co for the license period January 1, 2009 to December 3	• *	\$ -

FISHING LICENSE SALES

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2010 TO DECEMBER 31, 2010

<u>License Type</u>	Licenses Sold	Fish a	unt Due and Boat mission
Resident	39	\$	846.30
Senior resident	4		42.80
National Guard/Armed Forces	30		51.00
Non-resident	5		258.50
Tourist Three day	1		25.70
Senior lifetime Lifetime Upgrade Card Replacements	17 17 9		861.90 113.90 51.30
Lake Erie And Trout/Salmon Combo Stamp	3		44.10
Trout/Salmon Stamp	82		713.40
Totals (Note 2)	207		3,008.90
Disbursements to Fish and Boat Commission (Note 3)			(3,008.90)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)			-
Examination adjustments			
Adjusted balance due Fish and Boat Commission (Confor the license period January 1, 2010 to December 3	• •	\$	-

FISHING LICENSE SALES

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2011

License Type	Licenses Sold	Amount Due Fish and Boat Commission	
Resident	32	\$ 694.40	0
Senior resident	4	42.80	0
National Guard/Armed Forces	24	40.80	O
Non-resident	1	51.70	O
Senior lifetime Lifetime Upgrade Card Replacements	11 16 1	557.70 107.20 5.70	0
Lake Erie Stamp	1	8.70	O
Lake Erie And Trout/Salmon Combo Stamp	4	58.80	O
Trout/Salmon Stamp	57	495.90	<u>)</u>
Totals (Note 2)	151	2,063.70	O
Disbursements to Fish and Boat Commission (Note 3))	(2,063.70))
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-	
Examination adjustments			_
Adjusted balance due Fish and Boat Commission (Co for the license period January 1, 2011 to December 3	• *	\$ -	

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2007 TO DECEMBER 31, 2007

<u>License Type</u>	Licenses Sold	Amount Due Department of Agriculture
Individual	8,315	\$ 46,577.00
Senior citizen	1,118	3,820.00
Lifetime	500	14,990.00
Totals (Note 2)	9,933	65,387.00
Disbursements to Department of Agriculture (Note 3)		(65,387.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2007 to December 31, 2007		\$ -

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2008 TO DECEMBER 31, 2008

<u>License Type</u>	Licenses Sold	Amount Due Department of Agriculture
Individual	9,228	\$ 51,544.00
Senior citizen	1,230	4,220.00
Lifetime	575	17,880.00
Totals (Note 2)	11,033	73,644.00
Disbursements to Department of Agriculture (Note 3)		(73,644.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2008 to December 31, 2008		\$ -

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2009 TO DECEMBER 31, 2009

License Type	Licenses Sold	Amount Due Department of Agriculture
Individual	8,598	\$ 47,832.00
Senior citizen	1,294	4,398.00
Lifetime	653	19,610.00
Totals (Note 2)	10,545	71,840.00
Disbursements to Department of Agriculture (Note 3)		(71,840.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2009 to December 31, 2009		<u>\$</u>

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2010 TO DECEMBER 31, 2010

License Type	Licenses Sold	Amount Due Department of Agriculture
Individual	8,306	\$ 46,186.00
Senior citizen	1,286	4,352.00
Lifetime	582	17,410.00
Totals (Note 2)	10,174	67,948.00
Disbursements to Department of Agriculture (Note 3)		(67,948.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2010 to December 31, 2010		<u>\$</u>

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2011

<u>License Type</u>	Licenses Sold	Amount Due Department of Agriculture
Individual	8,362	\$ 46,440.00
Senior citizen	1,834	6,174.00
Lifetime	641	19,210.00
Totals (Note 2)	10,837	71,824.00
Disbursements to Department of Agriculture (Note 3)		(71,824.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2011 to December 31, 2011		\$ -

NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS FOR THE HUNTING LICENSE PERIOD JULY 1, 2007 TO JUNE 30, 2011 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2007 TO DECEMBER 31, 2011

1. Criteria

The Statements of Receipts and Disbursements provide a summary of receipts and disbursements by category. The categories and the costs of licenses are based on Pennsylvania laws and regulations.

The Statements were prepared in accordance with reporting requirements prescribed by the licensing agencies. Under this method, only the Commonwealth portion of cash receipts and disbursements are presented, revenues are recognized when received, and expenditures are recognized when paid.

The following schedule identifies the licensing agencies and the respective reporting period:

<u>License Type</u>	<u>Licensing Agency</u>	<u>License Period</u>
Hunting	Game Commission	July 1 to June 30
Fishing	Fish and Boat Commission	January 1 to December 31
Dog	Department of Agriculture	January 1 to December 31

With all of the license types listed above, there are licenses that are sold the month prior to the official license period beginning date. For our reporting purposes, these sales are included in the official first month of the license period.

2. Receipts

Receipts consist of monies collected on behalf of the licensing agency.

3. Disbursements

The proceeds from the sale of paper hunting licenses for license years 2007 and 2008 were remitted monthly by check with the monthly reports of sales. The proceeds from the sale of hunting licenses, sold electronically, for license years 2008 through 2011 were remitted weekly through an electronic funds transfer program.

NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS FOR THE HUNTING LICENSE PERIOD JULY 1, 2007 TO JUNE 30, 2011 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2007 TO DECEMBER 31, 2011

3. <u>Disbursements (Continued)</u>

The proceeds from the sale of paper fishing licenses for license year 2007 were remitted monthly by check with the monthly reports of sales. The proceeds from the sale of fishing licenses, sold electronically, for license years 2007 through 2011 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of dog licenses for the license years 2007 through 2011 were remitted by check to the appropriate licensing agency with the monthly reports of sales.

4. <u>Balance Due Licensing Agency (County) Per Settled Reports</u>

This balance reflects the summary of monthly sales reports as settled by the appropriate licensing agency.

5. Examination Adjustment - Hunt License Sales

In November 2007 the Treasurer listed a Senior Resident Life Hunt Renewal replacement license as a voided license in error.

6. Prior Examination Period Balance Due

We noted that there was a prior examination balance due the Commonwealth of \$8.00 which was not paid as of the end of our current examination period.

7. County Officer Serving During Examination Period

Sallie A. Neuin served as Treasurer during the hunting license period July 1, 2007 to June 30, 2011 and during the fishing and dog license period January 1, 2007 to December 31, 2011.

REPORT DISTRIBUTION

FOR THE HUNTING LICENSE PERIOD JULY 1, 2007 TO JUNE 30, 2011 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2007 TO DECEMBER 31, 2011

This report was initially distributed to:

The Honorable George D. Greig Secretary Department of Agriculture

Mr. D. Holbrook Duer Assistant Counsel Governor's Office of General Counsel Department of Agriculture

Mr. John Arway
Executive Director
Fish and Boat Commission

Mr. Carl G. Roe Executive Director Pennsylvania Game Commission

The Honorable Sallie A. Neuin Treasurer

The Honorable Robert M. Mettley Controller

The Honorable Jo Ellen Litz Chairperson of the Board of Commissioners

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