

ATTESTATION ENGAGEMENT

Treasurer

Bedford County, Pennsylvania

For the Period

Hunting – July 1, 2011 to June 30, 2014

Fishing and Dog – January 1, 2011 to December 31, 2013

June 2015



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale • Auditor General



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EUGENE A. DEPASQUALE
AUDITOR GENERAL

Independent Auditor's Report

The Honorable Paula K. Sheirer
Treasurer
Bedford County
Bedford, PA 15522

We have examined the accompanying statements of receipts and disbursements (Statements) of the Treasurer, Bedford 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). The county office's management is the responsible for these Statements. 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 and, accordingly, included 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*.

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 licensing agencies, for the license period identified on the contents page, in conformity with the criteria set forth in Note 1.

Independent Auditor's Report (Continued)

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 Statements; 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 Statements. 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 Statement is presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over reporting on the Statement 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 a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Statements 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 Statements are presented in accordance with the criteria described above and was not designed to identify all deficiencies in internal control over reporting on the Statement 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 Statements are free from material misstatement, we performed tests of the County Officer'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 Statement amounts. 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*.

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.

Independent Auditor's Report (Continued)

We appreciate the courtesy extended by the Treasurer, Bedford County, to us during the course of our examination. If you have any questions, please feel free to contact Michael B. Kashishian, CPA, CGAP, CFE, Director, Bureau of County Audits, at 717-787-1363.

A handwritten signature in black ink, appearing to read "Eugene A. DePasquale". The signature is fluid and cursive, with a long horizontal stroke at the end.

Eugene A. DePasquale
Auditor General

May 1, 2015

CONTENTS

Page

Financial Section:

Statements Of Receipts And Disbursements:

For The License Period July 1, 2011 To June 30, 20121
For The License Period July 1, 2012 To June 30, 20132
For The License Period July 1, 2013 To June 30, 20143

Fishing License Sales:

For The License Period January 1, 2011 To December 31, 2011.....4
For The License Period January 1, 2012 To December 31, 2012.....5
For The License Period January 1, 2013 To December 31, 2013.....6

Dog License Sales:

For The License Period January 1, 2011 To December 31, 2011.....7
For The License Period January 1, 2012 To December 31, 2012.....8
For The License Period January 1, 2013 To December 31, 2013.....9

Notes To The Statements Of Receipts And Disbursements10

Report Distribution12

TREASURER
BEDFORD COUNTY
HUNTING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE LICENSE PERIOD JULY 1, 2011 TO JUNE 30, 2012

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	109	\$2,147.30
Junior	12	68.40
Landowner	5	18.50
Junior combination	15	130.50
Senior	21	266.70
Senior Lifetime Combo	9	906.30
Senior Lifetime Hunting	10	507.00
Senior Lifetime Upgrade Combo	1	50.70
Military	43	73.10
Reserves	4	6.80
Spring Turkey	13	269.10
Mentored Youth	9	15.30
Non-resident		
Adult	33	3,323.10
Junior combination	1	50.70
Archery - Resident and Non-resident	69	1,143.30
Muzzleloaders - Resident and Non-resident	68	807.60
Antlerless deer		
Resident	13,125	74,812.50
Resident landowners	23	131.10
Non-resident	716	18,401.20
Non-resident landowners	9	231.30
Armed forces	41	233.70
Disabled veterans	39	222.30
Elk - Antlered and Antlerless	7	74.90
Bobcat	8	45.60
Fisher	1	5.70
Furtaker		
Adult resident	8	157.60
Senior resident	2	25.40
Migratory - Resident and Non-resident	17	51.90
Bear - Resident and Non-resident	76	1,253.20
DMAP - Resident and Non-resident	3	29.10
Replacements	67	381.90
Totals (Note 2)	<u>14,564</u>	<u>105,841.80</u>
Disbursements to Game Commission (Note 3)		(105,567.50)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(274.30)</u>
Balance due Game Commission (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Game Commission (County) for the license period July 1, 2011 to June 30, 2012		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
HUNTING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE LICENSE PERIOD JULY 1, 2012 TO JUNE 30, 2013

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	131	\$ 2,580.70
Junior	8	45.60
Landowner	3	11.10
Junior combination	8	69.60
Senior	24	304.80
Senior Lifetime Combo	1	100.70
Senior Lifetime Hunting	8	405.60
Senior Lifetime Upgrade Combo	2	101.40
Military	29	49.30
Reserves	2	3.40
Spring Turkey	16	331.20
Mentored Youth	9	15.30
Non-resident		
Adult	35	3,524.50
Archery - Resident and Non-resident	77	1,258.90
Muzzleloaders - Resident and Non-resident	69	768.30
Antlerless deer		
Resident	12,772	72,800.40
Resident landowners	21	119.70
Non-resident	689	17,727.30
Non-resident landowners	9	231.30
Armed forces	32	182.40
Disabled veterans	37	210.90
Elk - Antlered and Antlerless	5	53.50
Bobcat	14	79.80
Fisher	4	22.80
Furtaker		
Adult resident	8	157.60
Senior resident	3	38.10
Migratory - Resident and Non-resident	21	56.70
Bear - Resident and Non-resident	73	1,186.10
DMAP - Resident and Non-resident	4	38.80
Replacements	52	296.40
Totals (Note 2)	<u>14,166</u>	<u>102,772.20</u>
Disbursements to Game Commission (Note 3)		(102,506.30)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(265.90)</u>
Balance due Game Commission (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Game Commission (County) for the license period July 1, 2012 to June 30, 2013		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
HUNTING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE LICENSE PERIOD JULY 1, 2013 TO JUNE 30, 2014

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	130	\$ 2,561.00
Junior	11	62.70
Landowner	5	18.50
Junior combination	12	104.40
Senior	18	228.60
Senior Lifetime Combo	12	1,208.40
Senior Lifetime Hunting	7	354.90
Military	25	42.50
Reserves	1	1.70
Spring Turkey	21	434.70
Mentored Youth	13	22.10
Non-resident		
Adult	37	3,725.90
Junior combination	1	50.70
Archery - Resident and Non-resident	84	1,348.80
Muzzleloaders - Resident and Non-resident	75	842.50
Antlerless deer		
Resident	12,052	68,696.40
Resident landowners	22	125.40
Non-resident	647	16,627.90
Non-resident landowners	9	231.30
Armed forces	31	176.70
Disabled veterans	50	285.00
Elk - Antlered and Antlerless	11	117.70
Bobcat	16	91.20
Fisher	8	45.60
Furtaker		
Adult resident	17	334.90
Senior resident	2	25.40
Adult non-resident	1	80.70
Migratory - Resident and Non-resident	23	62.10
Bear - Resident and Non-resident	80	1,336.00
DMAP - Resident and Non-resident	6	58.20
Replacements	50	285.00
Totals (Note 2)	<u>13,477</u>	<u>99,586.90</u>
Disbursements to Game Commission (Note 3)		(99,295.60)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(291.30)</u>
Balance due Game Commission (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Game Commission (County) for the license period July 1, 2013 to June 30, 2014		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
FISHING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE LICENSE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2011

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	41	\$ 889.70
Senior resident	4	42.80
National Guard/Armed Forces	5	8.50
Non-resident	3	155.10
Tourist		
Three day	3	77.10
Senior lifetime	11	557.70
Lifetime Upgrade Card	16	107.20
Replacements	7	39.90
Lake Erie And Trout/Salmon Combo Stamp	7	102.90
Trout/Salmon Stamp	<u>45</u>	<u>391.50</u>
Totals (Note 2)	<u><u>142</u></u>	2,372.40
Disbursements to Fish and Boat Commission (Note 3)		<u>(2,372.40)</u>
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Fish and Boat Commission (County) for the license period January 1, 2011 to December 31, 2011		<u><u>\$ -</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
FISHING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE LICENSE PERIOD JANUARY 1, 2012 TO DECEMBER 31, 2012

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	39	\$ 846.30
Senior resident	4	42.80
National Guard/Armed Forces	2	3.40
Non-resident	4	206.80
Tourist		
Three day	4	102.80
Senior lifetime	13	659.10
Lifetime Upgrade Card	14	93.80
Replacements	5	28.50
Lake Erie Stamp	1	8.70
Lake Erie And Trout/Salmon Combo Stamp	2	29.40
Trout/Salmon Stamp	<u>50</u>	<u>435.00</u>
Totals (Note 2)	<u><u>138</u></u>	2,456.60
Disbursements to Fish and Boat Commission (Note 3)		<u>(2,456.60)</u>
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Fish and Boat Commission (County) for the license period January 1, 2012 to December 31, 2012		<u><u>\$ -</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
FISHING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE LICENSE PERIOD JANUARY 1, 2013 TO DECEMBER 31, 2013

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	58	\$ 1,258.60
3 Year Resident	2	127.40
5 Year Resident	2	211.40
Senior resident	5	53.50
Replacements	1	5.70
National Guard/Armed Forces	2	3.40
Non-resident	3	155.10
Tourist		
Three day	4	102.80
Senior lifetime	19	963.30
Lifetime Upgrade Card	17	128.90
Replacements	2	11.40
Lake Erie And Trout/Salmon Combo Stamp	9	132.30
Trout/Salmon Stamp	62	539.40
3 Year Trout/Salmon	2	49.40
5 Year Trout/Salmon	2	81.40
Totals (Note 2)	<u>190</u>	3,824.00
Disbursements to Fish and Boat Commission (Note 3)		<u>(3,821.00)</u>
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		3.00
Examination adjustments		<u>-</u>
Adjusted balance due Fish and Boat Commission (County) for the license period January 1, 2013 to December 31, 2013		<u>\$ 3.00</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 BEDFORD COUNTY
 DOG LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2011

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	6,133	\$ 37,165.00
Senior citizen	2,094	8,083.00
Lifetime	<u>431</u>	<u>12,240.00</u>
Totals (Note 2)	<u><u>8,658</u></u>	57,488.00
Disbursements to Department of Agriculture (Note 3)		<u>(57,488.00)</u>
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2011 to December 31, 2011		<u><u>\$ -</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 BEDFORD COUNTY
 DOG LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JANUARY 1, 2012 TO DECEMBER 31, 2012

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	4,948	\$ 29,800.00
Senior citizen	1,967	7,624.00
Lifetime	<u>355</u>	<u>10,160.00</u>
Totals (Note 2)	<u><u>7,270</u></u>	47,584.00
Disbursements to Department of Agriculture (Note 3)		<u>(47,584.00)</u>
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2012 to December 31, 2012		<u><u>\$ -</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
DOG LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE LICENSE PERIOD JANUARY 1, 2013 TO DECEMBER 31, 2013

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	5,340	\$ 32,286.00
Senior citizen	2,137	8,270.00
Lifetime	<u>362</u>	<u>10,470.00</u>
Totals (Note 2)	<u><u>7,839</u></u>	51,026.00
Disbursements to Department of Agriculture (Note 3)		<u>(51,026.00)</u>
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2013 to December 31, 2013		<u><u>\$ -</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2011 TO JUNE 30, 2014 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2013

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 hunting licenses, sold electronically, for license years 2011 through 2014 were remitted weekly through an electronic funds transfer program.

TREASURER
BEDFORD COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2011 TO JUNE 30, 2014 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2013

3. Disbursements (Continued)

The proceeds from the sale of fishing licenses, sold electronically, for license years 2011 through 2013 were remitted weekly through an electronic funds transfer program.

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

4. Balance Due Licensing Agency (County) Per Settled Reports

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

5. County Officer Serving During Examination Period

Paula K. Sheirer served as Treasurer during the hunting license period July 1, 2011 to June 30, 2014 and during the fishing and dog license period January 1, 2011 to December 31, 2013.

TREASURER
BEDFORD COUNTY
REPORT DISTRIBUTION
FOR THE HUNTING LICENSE PERIOD JULY 1, 2011 TO JUNE 30, 2014 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2013

This report was initially distributed to:

The Honorable Russell C. Redding
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. R. Matthew Hough
Executive Director
Pennsylvania Game Commission

Ms. Dorothy R. Derr
Director
Bureau of Administration Services
Pennsylvania Game Commission

The Honorable Paula K. Sheirer

Treasurer

The Honorable Kirk B. Morris

Chairperson of the Board of Commissioners

This report is a matter of public record and is available online at <http://www.PaAuditor.gov>.
Media questions about the report can be directed to the Pennsylvania Department of the Auditor
General, Office of Communications, 231 Finance Building, Harrisburg, PA 17120; via email to:
news@PaAuditor.gov.