## ATTESTATION ENGAGEMENT

## Treasurer Union County, Pennsylvania

Hunting - July 1, 2010 to June 30, 2014 Fishing and Dog - January 1, 2011 to December 31, 2014

January 2016



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 Diana Weikel Treasurer Union County Lewisburg, PA 17837

We have examined the accompanying statements of receipts and disbursements (Statements) of the Treasurer, Union 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 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, Union 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.

Eugnt: O-Pasper

November 20, 2015

Eugene A. DePasquale Auditor General

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#### TREASURER UNION COUNTY HUNTING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2010 TO JUNE 30, 2011

License Type	Licenses Sold	Amount Due Game Commission	
Resident			
Adult	64	\$	1,274.80
Junior	4	Ψ	22.80
Landowner	6		22.20
Junior combination	5		43.50
Senior	10		127.00
Senior Lifetime Combo	10		100.70
Senior Lifetime Hunting	2		101.40
Military	21		35.70
Spring Turkey	5		103.50
Mentored Youth	1		1.70
Non-resident			
Archery - Resident and Non-resident	37		580.90
Muzzleloaders - Resident and Non-resident	41		438.70
Antlerless deer			
Resident	4,071		23,204.70
Resident landowners	16		91.20
Non-resident	17		436.90
Armed forces	23		131.10
Disabled veterans	7		39.90
Elk - Antlered and Antlerless	6		64.20
Bobcat	8		45.60
Fisher	1		5.70
Furtaker			
Adult resident	7		137.90
Senior resident	2		25.40
Migratory - Resident and Non-resident	27		72.90
Bear - Resident and Non-resident	54		847.80
DMAP - Resident and Non-resident	4		38.80
Replacements	32		182.40
Donations for the Game Commission	19		53.40
Totals (Note 2)	4,491		28,230.80
Disbursements to Game Commission (Note 3)			(28,145.80)
Credits taken for licenses issued for Disabled Veterans and			
			(05.00)
Senior Lifetime Hunt renewals			(85.00)
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		\$	-

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

License Type	Licenses Sold	Amount Due Game Commission
<u>Elcense Type</u>	5010	Commission
Resident		
Adult	66	\$1,300.20
Junior	5	28.50
Landowner	5	18.50
Junior combination	7	60.90
Senior	9	114.30
Senior Lifetime Combo	3	302.10
Senior Lifetime Hunting	3	152.10
Military	18	30.60
Reserves	1	1.70
Spring Turkey	8	165.60
Mentored Youth	7	11.90
Non-resident	,	11.90
Archery - Resident and Non-resident	40	628.00
Muzzleloaders - Resident and Non-resident	43	460.10
Antlerless deer	-15	400.10
Resident	4,519	25,758.30
Resident landowners	13	74.10
Non-resident	13	359.80
Armed forces	14	96.90
Disabled veterans	9	51.30
Elk - Antlered and Antlerless	6	64.20
Bobcat	6	34.20
Fisher	1	5.70
Fusier	1	5.70
Adult resident	7	137.90
Senior resident	1	137.90
	29	78.30
Migratory - Resident and Non-resident Bear - Resident and Non-resident		
DMAP - Resident and Non-resident	57 11	894.90
		106.70
Replacements Donations for the Game Commission	16 23	87.20
		96.20
Totals (Note 2)	4,944	31,132.90
Disbursements to Game Commission (Note 3)		(31,045.90)
Credits taken for licenses issued for Disabled Veterans and		
Senior Lifetime Hunt renewals		(87.00)
Balance due Game Commission (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Game Commission (County)		
for the license period July 1, 2011 to June 30, 2012		\$
for the ficelise period July 1, 2011 to Julie 50, 2012		\$ -

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

License Type	Licenses Sold	Amount Due Game Commission	
Resident			
Adult	63	\$	1,241.10
Junior	2		11.40
Landowner	5		18.50
Junior combination	6		52.20
Senior	7		88.90
Senior Lifetime Combo	3		302.10
Senior Lifetime Hunting	2		101.40
Senior Lifetime Upgrade Combo	1		50.70
Military	15		25.50
Spring Turkey	14		289.80
Mentored Youth	5		8.50
Non-resident Adult	1		100.70
Archery - Resident and Non-resident	39		612.30
Muzzleloaders - Resident and Non-resident	44		470.80
Antlerless deer			+70.00
Resident	4,506		25,684.20
Resident landowners	13		74.10
Non-resident	16		411.20
Armed forces	15		85.50
Disabled veterans	10		57.00
Elk - Antlered and Antlerless	8		85.60
Bobcat	8		45.60
Fisher	1		5.70
Furtaker			
Adult resident	9		177.30
Senior resident	1		12.70
Migratory - Resident and Non-resident	35		94.50
Bear - Resident and Non-resident	52		836.40
DMAP - Resident and Non-resident	9		87.30
Replacements Donations for the Game Commission	28		159.60
	31		129.00
Totals (Note 2)	4,949		31,319.60
Disbursements to Game Commission (Note 3)			(31,236.60)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(83.00)
Balance due Game Commission (County)			
per settled reports (Note 4)			-
Examination adjustments			
Adjusted balance due Game Commission (County)		¢	
for the license period July 1, 2012 to June 30, 2013		\$	-

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

License Type	Licenses Sold		nount Due Game ommission
Resident			
Adult	69	\$	1,359.30
Junior	1	Ψ	5.70
Landowner	6		22.20
Junior combination	7		63.90
Senior	6		76.20
Senior Lifetime Combo	2		201.40
Senior Lifetime Hunting	1		50.70
Military	16		27.20
Reserves	2		3.40
Spring Turkey	11		227.70
Mentored Youth	4		6.80
Archery - Resident and Non-resident	49		769.30
Muzzleloaders - Resident and Non-resident	36		385.20
Antlerless deer			
Resident	4,294		24,475.80
Resident landowners	11		62.70
Non-resident	17		436.90
Armed forces	21		119.70
Disabled veterans	12		68.40
Elk - Antlered and Antlerless	12		128.40
Bobcat	6		34.20
Fisher	2		11.40
Furtaker	2		
Adult resident	8		157.60
Senior resident	1		12.70
Migratory - Resident and Non-resident	20		54.00
Bear - Resident and Non-resident	52		816.40
DMAP - Resident and Non-resident	14		135.80
Replacements	35		199.50
Donations for the Game Commission	34		109.40
Totals (Note 2)	4,749		30,021.90
Disbursements to Game Commission (Note 3)			(29,940.90)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(91.00)
Senior Lifetime Hunt renewals			(81.00)
Balance due Game Commission (County)			
per settled reports (Note 4)			_
			_
Examination adjustments			-
Adjusted balance due Game Commission (County)			
for the license period July 1, 2013 to June 30, 2014		\$	-

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

License Type	Licenses Sold	Fish a	unt Due and Boat mission
Resident	35	\$	759.50
Senior resident	1		10.70
National Guard/Armed Forces	3		5.10
Non-resident	1		51.70
Tourist One day	1		25.70
Senior lifetime Lifetime Upgrade Card Replacements	10 15 1		507.00 100.50 5.70
Donations for the Fish and Boat Commission			27.10
Lake Erie Stamp	1		8.70
Lake Erie And Trout/Salmon Combo Stamp	4		58.80
Trout/Salmon Stamp	40		348.00
Totals (Note 2)	112		1,908.50
Disbursements to Fish and Boat Commission (Note 3)			(1,908.50)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)			-
Examination adjustments			-
Adjusted balance due Fish and Boat Commission (Cou for the license period January 1, 2011 to December 3		\$	_

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

License Type	Licenses Sold	Fish	ount Due and Boat mission
Resident	43	\$	933.10
Senior resident	2		21.40
National Guard/Armed Forces	3		5.10
Non-resident	1		51.70
Tourist Three day	1		25.70
Senior lifetime Lifetime Upgrade Card Replacements	11 11 1		557.70 73.70 5.70
Donations for the Fish and Boat Commission			15.20
Lake Erie Stamp	2		17.40
Lake Erie And Trout/Salmon Combo Stamp	5		73.50
Trout/Salmon Stamp	44		382.80
Angler and Boater Magazine	1		12.70
Totals (Note 2)	125		2,175.70
Disbursements to Fish and Boat Commission (Note 3)			(2,175.70)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)			-
Examination adjustments			
Adjusted balance due Fish and Boat Commission (Cou for the license period January 1, 2012 to December 3		\$	-

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

License Type	Licenses Sold	Fish	ount Due and Boat mission
Resident 5 Year Resident Replacements	42 1 1	\$	911.40 105.70 5.70
Senior resident	1		10.70
National Guard/Armed Forces	2		3.40
Tourist Seven day	1		33.70
Senior lifetime Lifetime Upgrade Card Replacements	9 8 1		456.30 58.60 5.70
Donations for the Fish and Boat Commission			11.00
Lake Erie Stamp	1		8.70
Lake Erie And Trout/Salmon Combo Stamp	3		44.10
Trout/Salmon Stamp 5 Year Trout/Salmon	44 1		382.80 40.70
Totals (Note 2)	115		2,078.50
Disbursements to Fish and Boat Commission (Note 3)			(2,078.50)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)			-
Examination adjustments			-
Adjusted balance due Fish and Boat Commission (Cou for the license period January 1, 2013 to December 3		\$	-

#### TREASURER UNION COUNTY FISHING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2014 TO DECEMBER 31, 2014

License Type	Licenses Sold	Amount Due Fish and Boat Commission
Resident 3 Year Resident	29 2	\$ 629.30 127.40
National Guard/Armed Forces	3	5.10
Senior lifetime Lifetime Upgrade Card Replacements	7 5 2	354.90 58.50 11.40
Donations for the Fish and Boat Commission		21.50
Lake Erie And Trout/Salmon Combo Stamp	2	29.40
Trout/Salmon Stamp 3 Year Trout/Salmon	34 2	295.80 49.40
Angler and Boater Magazine	1	12.70
Totals (Note 2)	87	1,595.40
Disbursements to Fish and Boat Commission (Note 3)		(1,595.40)
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, 2014 to December 3		\$ -

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

License Type	Licenses Sold	Amount Due Department of Agriculture
Individual	3,481	\$20,065.00
Senior citizen	952	\$3,406.00
Lifetime	148	\$4,600.00
Totals (Note 2)	4,581	28,071.00
Disbursements to Department of Agriculture (Note 3)		(28,071.00)
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		<u>\$                                    </u>

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

License Type	Licenses Sold	Amount Due Department of Agriculture
Individual	3,706	\$21,362.00
Senior citizen	1,028	\$3,668.00
Lifetime	139	\$4,230.00
Totals (Note 2)	4,873	29,260.00
Disbursements to Department of Agriculture (Note 3)		(29,260.00)
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, 2012 to December 31, 2012		<u>\$</u>

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

License Type	Licenses Sold	Amount Due Department of Agriculture
Individual	3,781	\$21,811.00
Senior citizen	1,058	\$3,778.00
Lifetime	155	\$4,590.00
Totals (Note 2)	4,994	30,179.00
Disbursements to Department of Agriculture (Note 3)		(30,179.00)
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, 2013 to December 31, 2013		<u>\$                                    </u>

#### TREASURER UNION COUNTY DOG LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2014 TO DECEMBER 31, 2014

License Type	Licenses Sold	Amount Due Department of Agriculture
Individual	3,917	\$22,593.00
Senior citizen	1,058	\$3,766.00
Lifetime	168	\$5,140.00
Totals (Note 2)	5,143	31,499.00
Disbursements to Department of Agriculture (Note 3)		(31,499.00)
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, 2014 to December 31, 2014		<u>\$                                    </u>

### TREASURER

#### UNION COUNTY NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS FOR THE HUNTING LICENSE PERIOD JULY 1, 2010 TO JUNE 30, 2014 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2014

1. <u>Criteria</u>

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:

License Type	Licensing Agency	License Period
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. <u>Receipts</u>

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

#### 3. <u>Disbursements</u>

The proceeds from the sale of hunting licenses, sold electronically, for license years 2010 through 2014 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of fishing licenses, sold electronically, for license years 2011 through 2014 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of dog licenses for the license years 2011 through 2014 were remitted by check to the appropriate licensing agency with the monthly reports of sales.

#### TREASURER UNION COUNTY NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS FOR THE HUNTING LICENSE PERIOD JULY 1, 2010 TO JUNE 30, 2014 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2014

#### 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. <u>County Officer Serving During Examination Period</u>

Diana L. Weikel served as Treasurer during the hunting license period July 1, 2010 to June 30, 2014 and during the fishing and dog license period January 1, 2011 to December 31, 2014.

#### TREASURER UNION COUNTY REPORT DISTRIBUTION FOR THE HUNTING LICENSE PERIOD JULY 1, 2010 TO JUNE 30, 2014 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2014

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

The Honorable Diana L. Weikel

Treasurer

#### The Honorable Preston R. Boop

Chairman of the Board of Commissioners

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