ATTESTATION ENGAGEMENT

Treasurer

Cambria County, Pennsylvania For the Period Hunting - July 1, 2012 to June 30, 2016 Fishing and Dog - January 1, 2013 to December 31, 2016

October 2017



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 Lisa M. Kozorosky Treasurer Cambria County Ebensburg, PA 15931

We have examined the accompanying statements of receipts and disbursements (Statements) of the Treasurer, Cambria 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 presenting these Statements in accordance with the criteria set forth in Note 1. 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. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Statements presented in accordance with the criteria described above, in all material respects. An examination involves performing procedures to obtain evidence about the statements of receipts and disbursements. The nature, timing and extent of the procedures selected depend on our judgement, including an assessment of the risks of material misstatement of the Statements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide 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*.

Independent Auditor's Report (Continued)

In our opinion, the Statements referred to above, for the license period identified on the contents page, are presented in accordance with the criteria set forth in Note 1, in all material respects.

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*.

The purpose of this report is to determine whether all moneys collected on behalf of the Commonwealth have been correctly assessed, reported and promptly remitted. This report is not suitable for any other purposes.

Independent Auditor's Report (Continued)

We appreciate the courtesy extended by the Treasurer, Cambria 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-Pager

September 12, 2017

Eugene A. DePasquale Auditor General

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TREASURER CAMBRIA 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	-	٩	1 50 5 50
Adult	78	\$	1,536.60
Junior	2		11.40
Landowner	5		18.50
Junior combination	5		43.50
Senior	4		50.80
Senior Lifetime Combo	6		604.20
Senior Lifetime Hunting	5		253.50
Military	56		95.20
Reserves	3		5.10
Mentored Youth	8		13.60
Non-resident			
Adult	5		503.50
Archery - Resident and Non-resident	76		1,223.20
Muzzleloaders - Resident and Non-resident	63		674.10
Antlerless deer			
Resident	14,065		80,170.50
Resident landowners	18		102.60
Non-resident	151		3,880.70
Non-resident landowners	1		25.70
Armed forces	61		347.70
Disabled veterans	60		342.00
Elk - Antlered and Antlerless	3		32.10
Bobcat	1		5.70
Fisher	2		11.40
Furtaker			
Adult resident	3		59.10
Migratory - Resident and Non-resident	9		24.30
Bear - Resident and Non-resident	28		439.60
DMAP - Resident and Non-resident	6		58.20
Replacements	91		518.70
Totals (Note 2)	14,815		91,051.50
Disbursements to Game Commission (Note 3)			(90,922.90)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(128.60)
			· · · · ·
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 CAMBRIA COUNTY HUNTING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2013 TO JUNE 30, 2014

License Type	Licenses Sold	Amount Due Game Commission	
Resident			
Adult	68	\$	1,339.60
Landowner	9		33.30
Junior combination	2		17.40
Senior	5		63.50
Senior Lifetime Combo	4		402.80
Senior Lifetime Hunting	8		405.60
Military	78		132.60
Mentored Youth	7		11.90
Non-resident			
Adult	5		503.50
Archery - Resident and Non-resident	90		1,423.00
Muzzleloaders - Resident and Non-resident	69		748.30
Antlerless deer			
Resident	12,534		71,443.80
Resident landowners	26		148.20
Non-resident	115		2,955.50
Non-resident landowners	1		25.70
Armed forces	95		541.50
Disabled veterans	67		381.90
Elk - Antlered and Antlerless	4		42.80
Bobcat	2		11.40
Fisher	2		11.40
Furtaker	-		11110
Adult resident	6		118.20
Migratory - Resident and Non-resident	12		32.40
Bear - Resident and Non-resident	36		565.20
DMAP - Resident and Non-resident	1		9.70
Replacements	63		359.10
Repacements	05		557.10
Totals (Note 2)	13,309		81,728.30
Disbursements to Game Commission (Note 3)			(81,614.10)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(114.20)
Senior Lifetime Hunt renewals			(114.20)
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, 2013 to June 30, 2014		\$	
for the neerise period july 1, 2015 to julie 50, 2014		¢	-

TREASURER CAMBRIA COUNTY HUNTING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2014 TO JUNE 30, 2015

License Type	Licenses Sold	Amount Due Game Commission	
Resident			
Adult	73	\$	1,438.10
Junior	2	φ	1,438.10
Landowner	8		29.60
Junior combination	7		60.90
Senior	6		76.20
Senior Lifetime Combo	3		302.10
Senior Lifetime Hunting	5		253.50
Military	97		164.90
Reserves	1		1.70
Mentored Youth	3		5.10
Non-resident	5		5.10
Adult	5		503.50
Archery - Resident and Non-resident	92		1,464.40
Muzzleloaders - Resident and Non-resident	58		625.60
Antlerless deer	58		025.00
Resident	12,608		71,865.60
Resident landowners	12,000		102.60
Non-resident	127		3,263.90
Non-resident landowners	127		25.70
Armed forces	108		615.60
Disabled veterans	74		421.80
Elk - Antlered and Antlerless	8		421.80 85.60
Bobcat	2		11.40
Fisher	1		5.70
Furtaker	1		5.70
Adult resident	14		275.80
Migratory - Resident and Non-resident	14		43.20
Bear - Resident and Non-resident	31		486.70
DMAP - Resident and Non-resident	5		48.50
Replacements	85		484.50
Replacements			404.30
Totals (Note 2)	13,458		82,673.60
Disbursements to Game Commission (Note 3)			(82,542.00)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(121.60)
Senior Lifetime Hunt renewais			(131.60)
Balance due Game Commission (County)			
per settled reports (Note 4)			-
Examination adjustments			-
Adjusted balance due Game Commission (County)			
		\$	
for the license period July 1, 2014 to June 30, 2015		Φ	

TREASURER CAMBRIA COUNTY HUNTING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2015 TO JUNE 30, 2016

	Licenses	Amount Due Game	
License Type	Sold	Commission	
Resident			
Adult	70	\$ 1.37	9.00.9
Junior	4	, j- ·	2.80
Landowner	7		5.90
Junior combination	11		5.70
Senior	11		9.70
Senior Lifetime Combo	3		2.10
Senior Lifetime Hunting	1		0.70
Military	70		9.00
Spring Turkey	2		9.00 1.40
Mentored Youth	6		0.20
Non-resident	0	1	0.20
	2	20	2 10
Adult	3		2.10
Archery - Resident and Non-resident	96 70	1,50	
Muzzleloaders - Resident and Non-resident	72	//	0.40
Antlerless deer	12.020	(1)	0.00
Resident	12,028	68,55	
Resident landowners	21		9.70
Non-resident	98	2,51	
Non-resident landowners	1		5.70
Armed forces	97		2.90
Disabled veterans	81		1.70
Elk - Antlered and Antlerless	3	3	2.10
Bobcat	7	3	9.90
Fisher	4	2	2.80
River Otter	1		5.70
Federal Duck Stamp	5	13	6.00
Furtaker			
Adult resident	8	15	7.60
Migratory - Resident and Non-resident	15	4	0.50
Bear - Resident and Non-resident	29	45	5.30
DMAP - Resident and Non-resident	3	2	9.10
Replacements	72	41	0.40
I			
Totals (Note 2)	12,829	78,33	3.80
Disbursements to Game Commission (Note 3)		(78,21	6.00)
		()	,
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals		(11	7.80)
Balance due Game Commission (County)			
•			
per settled reports (Note 4)			-
Examination adjustments			-
Adjusted balance due Game Commission (County)			
for the license period July 1, 2015 to June 30, 2016		\$	_
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TREASURER CAMBRIA COUNTY FISHING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2013 TO DECEMBER 31, 2013

	Licenses		ount Due and Boat
License Type	Sold	Commission	
Resident	74	\$	1,605.80
3 Year Resident	1		63.70
5 Year Resident	2		211.40
Senior resident	1		10.70
National Guard/Armed Forces	19		32.30
Non-resident	1		51.70
Senior lifetime	25		1,267.50
Lifetime Upgrade Card	4		26.80
Replacements	12		39.90
Lake Erie Stamp	2		17.40
Lake Erie And Trout/Salmon Combo Stamp	24		352.80
5 Year Lake Erie and Trout/Salmon	1		70.70
Trout/Salmon Stamp	79		687.30
3 Year Trout/Salmon	1		24.70
5 Year Trout/Salmon	1		40.70
Totals (Note 2)	247		4,503.40
Disbursements to Fish and Boat Commission (Note 3)			(4,503.40)
Balance due Fish and Boat Commission (County)			
per settled reports (Note 4)			-
Examination adjustments			
Adjusted balance due Fish and Boat Commission (County)			
for the license period January 1, 2013 to December 31, 2013		\$	-

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

	Licenses	Amount Due Fish and Boat	
License Type	Sold	Co	mmission
Resident	66	\$	1,432.20
Replacements	1		5.70
Senior resident	2		21.40
National Guard/Armed Forces	29		49.30
Replacements	1		5.70
Tourist			
Three day	1		25.70
Senior lifetime	19		963.30
Replacements	14		39.90
Lake Erie And Trout/Salmon Combo Stamp	18		264.60
Trout/Salmon Stamp	69		600.30
Totals (Note 2)	220		3,408.10
Disbursements to Fish and Boat Commission (Note 3)			(3,408.10)
Balance due Fish and Boat Commission (County)			
per settled reports (Note 4)			-
Examination adjustments			
Adjusted balance due Fish and Boat Commission (County)			
for the license period January 1, 2014 to December 31, 2014		\$	

TREASURER CAMBRIA COUNTY FISHING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2015 TO DECEMBER 31, 2015

	Licenses	ount Due and Boat
License Type	Sold	mmission
Resident	64	\$ 1,324.80
3 Year Resident	1	60.70
Voluntary Youth	2	3.40
Senior resident	5	48.50
National Guard/Armed Forces	36	61.20
Reduced Disabled Veterans	5	13.50
Non-resident	2	101.40
Senior lifetime	14	709.80
Replacements	7	39.90
Lake Erie And Trout/Salmon Combo Stamp	18	264.60
3 Year Lake Erie and Trout/Salmon	1	42.70
Trout/Salmon Stamp	71	617.70
1 Year Trout/Salmon	8	69.60
Boat Launch Permit	12	80.20
Annual Fishing Button	6	 24.00
Totals (Note 2)	252	3,462.00
Disbursements to Fish and Boat Commission (Note 3)		 (3,462.00)
Balance due Fish and Boat Commission (County)		
per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Fish and Boat Commission (County)		
for the license period January 1, 2015 to December 31, 2015		\$ -

TREASURER CAMBRIA COUNTY FISHING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2016 TO DECEMBER 31, 2016

	Licenses		nount Due h and Boat
License Type	Sold	Commission	
Resident	71	\$	1,541.30
Senior resident	4		43.00
National Guard/Armed Forces	25		43.50
Reduced Disabled Veterans	15		26.30
Senior lifetime	24		1,217.60
Lifetime Upgrade Card	2		21.40
Replacements	6		34.40
Lake Erie Stamp	5		35.60
Lake Erie And Trout/Salmon Combo Stamp	21		309.10
Trout/Salmon Stamp	72		627.60
1 Year Trout/Salmon	20		174.60
3 Year Trout/Salmon	4		98.80
5 Year Trout/Salmon	2		81.40
Boat Launch Permit	22		153.10
Annual Fishing Button	9		36.00
Totals (Note 2)	302		4,443.70
Disbursements to Fish and Boat Commission (Note 3)			(4,443.70)
Balance due Fish and Boat Commission (County)			
per settled reports (Note 4)			-
Examination adjustments			
Adjusted balance due Fish and Boat Commission (County)			
for the license period January 1, 2016 to December 31, 2016		\$	

TREASURER CAMBRIA 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	14,113	\$ 80,529.00
Senior citizen	4,835	17,577.00
Lifetime	768	23,190.00
Totals (Note 2)	19,716	121,296.00
Disbursements to Department of Agriculture (Note 3)		(121,293.55)
Balance due Department of Agriculture (County) per settled reports (Note 4)		2.45
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2013 to December 31, 2013		<u>\$ 2.45</u>

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

	Licenses	Amount Due Department of
License Type	Sold	Agriculture
Individual	14,576	\$ 82,814.00
Senior citizen	5,109	18,567.00
Lifetime	790	23,850.00
Totals (Note 2)	20,475	125,231.00
Disbursements to Department of Agriculture (Note 3)		(125,231.00)
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 CAMBRIA COUNTY DOG LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2015 TO DECEMBER 31, 2015

	Licenses	Amount Due Department of
License Type	Sold	Agriculture
Individual	13,138	\$ 74,248.00
Senior citizen	4,957	17,903.00
Lifetime	859	25,990.00
Totals (Note 2)	18,954	118,141.00
Disbursements to Department of Agriculture (Note 3)		(118,141.00)
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, 2015 to December 31, 2015		\$ -

TREASURER CAMBRIA COUNTY DOG LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2016 TO DECEMBER 31, 2016

	Licenses	Amount Due
License Type	Sold	Department of Agriculture
Individual	13,226	\$ 74,574.00
Senior citizen	5,036	18,122.00
Lifetime	873	25,890.00
Totals (Note 2)	19,135	118,586.00
Disbursements to Department of Agriculture (Note 3)		(118,584.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		2.00
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2016 to December 31, 2016		\$ 2.00
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TREASURER CAMBRIA COUNTY NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS FOR THE HUNTING LICENSE PERIOD JULY 1, 2012 TO JUNE 30, 2016 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2013 TO DECEMBER 31, 2016

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 2012 through 2016 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of fishing licenses, sold electronically, for license years 2013 through 2016 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of dog licenses for the license years 2013 through 2016 were remitted by check to the appropriate licensing agency with the monthly reports of sales.

TREASURER CAMBRIA COUNTY NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS FOR THE HUNTING LICENSE PERIOD JULY 1, 2012 TO JUNE 30, 2016 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2013 TO DECEMBER 31, 2016

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

Lisa Kozorosky served as Treasurer during the hunting license period July 1, 2012 to June 30, 2016 and during the fishing and dog license period January 1, 2013 to December 31, 2016.

TREASURER CAMBRIA COUNTY REPORT DISTRIBUTION FOR THE HUNTING LICENSE PERIOD JULY 1, 2012 TO JUNE 30, 2016 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2013 TO DECEMBER 31, 2016

This report was initially distributed to:

The Honorable Russell C. Redding

Secretary Department of Agriculture

Mr. D. Holbrook Duer

Chief 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 Lisa M. Kozorosky Treasurer

The Honorable Ed Cernic, Jr. Controller

The Honorable Thomas C. Chernisky President 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>.