

ATTESTATION ENGAGEMENT

Treasurer

Blair County, Pennsylvania

For the Period

Hunting - July 1, 2012 to June 30, 2015

Fishing and Dog - January 1, 2012 to
December 31, 2015

June 2017



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale • Auditor General



Commonwealth of Pennsylvania
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EUGENE A. DePASQUALE
AUDITOR GENERAL

Independent Auditor's Report

The Honorable James R. Carothers
Treasurer
Blair County
Hollidaysburg, PA 16648

We have examined the accompanying statements of receipts and disbursements (Statements) of the Treasurer, Blair 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. 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 Statements are presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over reporting on the Statements or on compliance and other matters; accordingly, we express no such opinions.

Our consideration of internal control over reporting on the Statements 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 Statements that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

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 Statement will not be prevented, or detected and corrected on a timely basis. We consider the deficiency listed below to be a material weakness.

- Inadequate Internal Controls Over Computer System - Recurring.

As part of obtaining reasonable assurance about whether the Statements are free from material misstatement, we performed tests of the County Office'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*.

We are concerned that the County Office failed to correct a previously reported finding regarding inadequate internal controls over the computer system. This material weakness increases the risk for funds to be lost or misappropriated. The County Office should strive to implement the recommendations and corrective actions noted in this report.

Independent Auditor's Report (Continued)

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.

We appreciate the courtesy extended by the Treasurer, Blair 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 extending to the right.

May 3, 2017

Eugene A. DePasquale
Auditor General

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TREASURER
BLAIR 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	38	\$ 748.60
Junior	1	5.70
Junior combination	4	34.80
Senior	4	50.80
Senior Lifetime Combo	1	100.70
Senior Lifetime Hunting	2	101.40
Military	58	98.60
Reserves	3	5.10
Spring Turkey	3	62.10
Mentored Youth	2	3.40
Non-resident		
Adult	4	402.80
Archery - Resident and Non-resident	58	920.60
Muzzleloaders - Resident and Non-resident	46	502.20
Antlerless deer		
Resident	9,318	53,112.60
Non-resident	90	2,313.00
Armed forces	66	376.20
Disabled veterans	54	307.80
Elk - Antlered and Antlerless	3	32.10
Bobcat	5	28.50
Furtaker		
Adult resident	2	39.40
Migratory - Resident and Non-resident	11	29.70
Bear - Resident and Non-resident	35	549.50
DMAP - Resident and Non-resident	9	87.30
Replacements	50	285.00
Totals (Note 2)	<u>9,867</u>	<u>60,197.90</u>
Disbursements to Game Commission (Note 3)		(60,078.60)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(119.30)</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, 2012 to June 30, 2013		<u>\$ -</u>

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

TREASURER
BLAIR 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	44	\$ 866.80
Junior	1	5.70
Junior combination	2	17.40
Senior	5	63.50
Senior Lifetime Combo	2	201.40
Senior Lifetime Hunting	1	50.70
Military	37	58.90
Reserves	1	1.70
Spring Turkey	3	62.10
Mentored Youth	2	3.40
Non-resident		
Archery - Resident and Non-resident	55	873.50
Muzzleloaders - Resident and Non-resident	33	353.10
Antlerless deer		
Resident	8,616	49,111.20
Non-resident	66	1,696.20
Armed forces	35	199.50
Disabled veterans	50	285.00
Elk - Antlered and Antlerless	2	21.40
Bobcat	2	11.40
Fisher	1	5.70
Furtaker		
Adult resident	1	19.70
Migratory - Resident and Non-resident	13	35.10
Bear - Resident and Non-resident	26	408.20
DMAP - Resident and Non-resident	10	97.00
Replacements	41	229.70
Totals (Note 2)	<u>9,049</u>	<u>54,678.30</u>
Disbursements to Game Commission (Note 3)		(54,573.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(105.30)</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
BLAIR COUNTY
HUNTING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE LICENSE PERIOD JULY 1, 2014 TO JUNE 30, 2015

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	45	\$ 886.50
Junior	4	22.80
Junior combination	3	26.10
Senior	6	76.20
Senior Lifetime Combo	2	201.40
Senior Lifetime Hunting	1	50.70
Senior Lifetime Upgrade Combo	1	50.70
Military	33	56.10
Spring Turkey	5	103.50
Mentored Youth	5	8.50
Non-resident		
Archery - Resident and Non-resident	54	847.80
Muzzleloaders - Resident and Non-resident	26	278.20
Antlerless deer		
Resident	7,820	44,574.00
Non-resident	57	1,464.90
Armed forces	34	193.80
Disabled veterans	57	324.90
Elk - Antlered and Antlerless	2	21.40
Bobcat	3	17.10
Fisher	1	5.70
Furtaker		
Adult resident	2	39.40
Migratory - Resident and Non-resident	10	27.00
Bear - Resident and Non-resident	39	612.30
DMAP - Resident and Non-resident	6	58.20
Replacements	23	131.10
Totals (Note 2)	<u>8,239</u>	<u>50,078.30</u>
Disbursements to Game Commission (Note 3)		(49,971.30)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(107.00)</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, 2014 to June 30, 2015		<u>\$ -</u>

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

TREASURER
BLAIR 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	27	\$ 585.90
Senior resident	2	21.40
National Guard/Armed Forces	16	27.20
Non-resident	2	103.40
Senior lifetime	14	709.80
Lifetime Upgrade Card	10	67.00
Replacements	20	68.40
Lake Erie Stamp	1	8.70
Lake Erie And Trout/Salmon Combo Stamp	5	73.50
Trout/Salmon Stamp	<u>46</u>	<u>400.20</u>
Totals (Note 2)	<u>143</u>	2,065.50
Disbursements to Fish and Boat Commission (Note 3)		<u>(2,065.50)</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>

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

TREASURER
BLAIR 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	40	\$ 868.00
Replacements	1	5.70
Senior resident	1	10.70
National Guard/Armed Forces	10	17.00
Non-resident	2	103.40
Tourist		
Three day	2	51.40
Senior lifetime	14	709.80
Lifetime Upgrade Card	13	102.10
Replacements	10	39.90
Lake Erie Stamp	1	8.70
Lake Erie And Trout/Salmon Combo Stamp	7	102.90
Trout/Salmon Stamp	<u>50</u>	<u>435.00</u>
Totals (Note 2)	<u>151</u>	2,454.60
Disbursements to Fish and Boat Commission (Note 3)		<u>(2,454.60)</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, 2013 to December 31, 2013		<u>\$ -</u>

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

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	25	\$ 542.50
Senior resident	3	32.10
National Guard/Armed Forces	3	5.10
Non-resident	1	51.70
Tourist		
Three day	1	25.70
Senior lifetime	13	659.10
Lifetime Upgrade Card	29	310.30
Replacements	10	28.50
Lake Erie Stamp	2	17.40
Lake Erie And Trout/Salmon Combo Stamp	6	88.20
Trout/Salmon Stamp	<u>38</u>	<u>330.60</u>
Totals (Note 2)	<u>131</u>	2,091.20
Disbursements to Fish and Boat Commission (Note 3)		<u>(2,091.20)</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, 2014 to December 31, 2014		<u>\$ -</u>

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

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	34	\$ 703.80
Senior resident	2	19.40
National Guard/Armed Forces	5	8.50
Reduced Disabled Veterans	4	6.80
Non-resident	1	50.70
Tourist		
Seven day	2	67.40
Senior lifetime	8	405.60
Lifetime Upgrade Card	14	149.80
Replacements	3	17.10
Lake Erie Stamp	1	6.00
Lake Erie And Trout/Salmon Combo Stamp	4	58.80
Trout/Salmon Stamp	36	313.20
1 Year Trout/Salmon	9	78.30
Annual Fishing Button	2	8.00
	<hr/>	<hr/>
Totals (Note 2)	<u>125</u>	1,893.40
Disbursements to Fish and Boat Commission (Note 3)		<u>(1,893.40)</u>
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		<hr/> -
Adjusted balance due Fish and Boat Commission (County) for the license period January 1, 2015 to December 31, 2015		<hr/> <u>\$ -</u>

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

TREASURER
BLAIR 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	6,708	\$ 38,227.00
Senior citizen	2,309	8,393.00
Lifetime	<u>645</u>	<u>18,640.00</u>
Totals (Note 2)	<u>9,662</u>	65,260.00
Disbursements to Department of Agriculture (Note 3)		<u>(65,260.00)</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>

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

TREASURER
BLAIR 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	7,059	\$ 40,309.00
Senior citizen	2,472	9,000.00
Lifetime	<u>546</u>	<u>16,160.00</u>
Totals (Note 2)	<u><u>10,077</u></u>	65,469.00
Disbursements to Department of Agriculture (Note 3)		<u>(65,469.00)</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>

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

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	7,040	\$ 40,483.00
Senior citizen	2,494	9,078.00
Lifetime	<u>573</u>	<u>16,790.00</u>
Totals (Note 2)	<u><u>10,107</u></u>	66,351.00
Disbursements to Department of Agriculture (Note 3)		<u>(66,351.00)</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, 2014 to December 31, 2014		<u>\$ -</u>

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

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	6,380	\$ 36,448.00
Senior citizen	2,369	8,635.00
Lifetime	<u>489</u>	<u>14,190.00</u>
Totals (Note 2)	<u>9,238</u>	59,273.00
Disbursements to Department of Agriculture (Note 3)		<u>(59,273.00)</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, 2015 to December 31, 2015		<u>\$ -</u>

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

TREASURER
BLAIR COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2012 TO JUNE 30, 2015 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2012 TO DECEMBER 31, 2015

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 2012 through 2015 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of fishing licenses, sold electronically, for license years 2012 through 2015 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of dog licenses for the license years 2012 through 2015 were remitted by check to the appropriate licensing agency with the monthly reports of sales.

TREASURER
BLAIR COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2012 TO JUNE 30, 2015 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2012 TO DECEMBER 31, 2015

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

James R. Carothers served as Treasurer during the hunting license period July 1, 2012 to June 30, 2015 and during the fishing and dog license period January 1, 2012 to December 31, 2015.

TREASURER
BLAIR COUNTY
FINDING AND RECOMMENDATIONS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2012 TO JUNE 30, 2015 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2012 TO DECEMBER 31, 2015

Finding - Inadequate Internal Controls Over Computer System - Recurring

The Blair County Treasurer (County) uses software purchased from and supported by outside service organizations (Vendors) to account for sales transactions of dog licenses.

We cited the Blair County Treasurer for inadequate internal controls over the computer system in the prior examination report dated January 1, 2008 to December 31, 2011 for fishing and dog licenses and July 1, 2007 to June 30, 2012 for hunting licenses. Our current examination found that the office did not correct the issue.

We noted the following weaknesses with the County's computer systems recording sales of dog licenses:

- The Vendor has unmonitored access to the County's data. The County was not monitoring the Vendor's system accesses, nor were they receiving reports to show what data may have been altered and/or accessed.
- The County is using group user IDs and passwords instead of unique user IDs and passwords for each employee. Use of the group user IDs eliminates the ability to isolate and track the employees who entered the County's data.

This condition existed because the office failed to implement an adequate system of internal controls over its computer system as recommended in our prior examination report.

Effective security policy and practices require the County's approval of monitoring of any computer data changes made by the Vendor, particularly because of the Vendor's access to critical applications. Furthermore, to ensure confidentiality, passwords should be changed periodically and not exchanged between employees.

According to the Computer Emergency Response Team (CERT) of Carnegie Mellon University, inadequate contract security policies and practices may result in undetected intrusions of security violations, lack of data integrity, and loss of privacy.

TREASURER
BLAIR COUNTY
FINDING AND RECOMMENDATIONS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2012 TO JUNE 30, 2015 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2012 TO DECEMBER 31, 2015

Finding - Inadequate Internal Controls Over Computer System - Recurring (Continued)

Recommendations

We again recommend that the County:

- Establishes policies and procedures to periodically generate monitoring reports that include the date, time, reason for changes, changes made, and who made the changes. The County should routinely review these reports to determine that access was appropriate and that data was not improperly altered.
- Negotiates an updated contract and software maintenance agreement with the Vendor. During this process, the County's legal counsel should consider how to protect the County's interests in the event that errors or fraud occur as a result of Vendor employees accessing the County's data. Further, the following computer security issues should be considered for inclusion in the contract:
 - Assurances that vulnerabilities to known forms of attack have been addressed in the contractor software (i.e., all security patches have been updated and applied), assertions that the contractor software is installed and configured to operate securely, and warranties that no malicious code (i.e. Trojan Horses) or viruses exist in contractor software.
 - The ability to restrict system administrator-level access to authorized users, as well as the ability to log appropriate activities for purposes of detecting intrusions and attempted intrusions.
 - A recently completed security evaluation of the contractor encompassing the technology being selected.
 - A non-disclosure agreement if the contractor may encounter proprietary information on the County's systems.
- That the County office users be required to maintain unique User IDs and passwords for each employee and that passwords are periodically changed.

Management's Response

The Treasurer responded as follows:

My office will work on correcting the issues that resulted in the written finding herein presented.

TREASURER
BLAIR COUNTY
FINDING AND RECOMMENDATIONS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2012 TO JUNE 30, 2015 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2012 TO DECEMBER 31, 2015

Finding - Inadequate Internal Controls Over Computer System - Recurring (Continued)

Auditor's Conclusion

This is a recurring finding. It is imperative that the office take all steps necessary to comply with our recommendations. During our next examination, we will determine if the office complied with our recommendations.

TREASURER
BLAIR COUNTY
SUMMARY OF PRIOR EXAMINATION RECOMMENDATIONS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2012 TO JUNE 30, 2015 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2012 TO DECEMBER 31, 2015

Summary Of Prior Examination Recommendations

During our prior examination, we recommended:

- That the office establish an adequate system of internal controls over the bank account.
- That the County establishes policies and procedures to periodically generate monitoring reports that include the date, time, reason for changes, changes made, and who made the changes. The County should routinely review these reports to determine that access was appropriate and that data was not improperly altered.
- That the County negotiates an updated contract and software maintenance agreement with the Vendor. During this process the County's legal counsel should consider how to protect the County's interests in the event that errors or fraud occur as a result of Vendor employees accessing the County's data. Further, the following computer security issues should be considered for inclusion in the contract:
- That the County office users be required to maintain unique User IDs and passwords for each employee and that passwords are periodically changed.

During our current examination, we noted that the office complied with our first bulleted recommendation. However, the office did not comply with our second through fourth bulleted recommendations. Please see the current year finding for additional information.

TREASURER
BLAIR COUNTY
REPORT DISTRIBUTION
FOR THE HUNTING LICENSE PERIOD JULY 1, 2012 TO JUNE 30, 2015 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2012 TO DECEMBER 31, 2015

This report was initially distributed to:

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Secretary
Department of Agriculture

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Assistant Counsel
Governor's Office of General Counsel
Department of Agriculture

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Executive Director
Fish and Boat Commission

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Controller

The Honorable Bruce R. Erb
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