

TREASURER

FRANKLIN COUNTY

EXAMINATION REPORT OF LICENSE SALES

HUNTING - JULY 1, 2003 TO DECEMBER 31, 2005

FISHING AND DOG - JANUARY 1, 2004 TO DECEMBER 31, 2005

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Independent Auditor's Report

The Honorable Chris Bender
Treasurer
Franklin County
Chambersburg, PA 17201

We have examined the accompanying statements of receipts and disbursements (Statements) of the Treasurer, Franklin County, Pennsylvania (County Officer), for the license period identified on the contents page, pursuant to the requirements of Section 401(d) of *The Fiscal Code*, 72 P.S. § 401(d). These Statements are the responsibility of the county office's management. Our responsibility is to express an opinion on these Statements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. An examination includes examining, on a test basis, evidence supporting the Statements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

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

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

Independent Auditor's Report (Continued)

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

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the County Officer's ability to initiate, authorize, record, process, or report data reliably in accordance with the applicable criteria such that there is more than a remote likelihood that a misstatement of the County Officer's Statements that is more than inconsequential will not be prevented or detected by the County Officer's internal control. We consider the deficiencies described in the findings below to be significant deficiencies in internal control over the reporting on the Statements:

- Receipts Were Not Always Deposited On The Same Day As Collected.
- Certain Dog Licenses That The Treasurer's Office Considered Unissued Were Not Available For Examination.

A material weakness is a significant deficiency or combination of significant deficiencies that results in more than a remote likelihood that a material misstatement of the Statements will not be prevented or detected by the County Officer's internal control. Our consideration of the internal control over reporting on the Statements would not necessarily disclose all matters in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. We consider all the significant deficiencies described above to be material weaknesses.

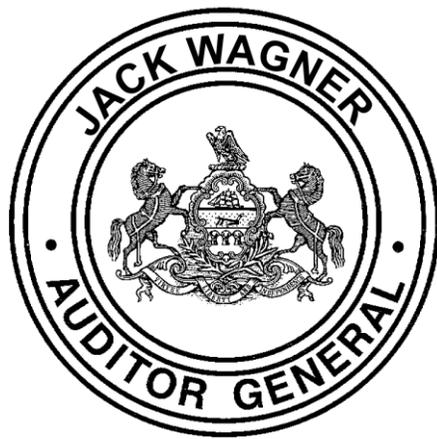
Independent Auditor's Report (Continued)

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.

December 3, 2009

JACK WAGNER
Auditor General



TREASURER
FRANKLIN COUNTY
HUNTING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING JUNE 30, 2004

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Game Commission</u>
Resident			
Adult	197	\$ 19.00	\$ 3,743.00
Junior	21	5.00	105.00
Junior combination	9	8.00	72.00
Senior	60	12.00	720.00
Replacements	10	5.00	50.00
Non-resident			
Adult	12	100.00	1,200.00
Junior	3	40.00	120.00
Junior combination	1	50.00	50.00
Seven day	3	30.00	90.00
Replacements	2	5.00	10.00
Archery			
Resident	57	15.00	855.00
Muzzleloaders			
Resident	88	10.00	880.00
Antlerless deer			
Resident	16,314	5.00	81,570.00
Resident landowners	48	5.00	240.00
Non-resident	305	25.00	7,625.00
Armed forces	43	5.00	215.00
Disabled veterans	28	5.00	140.00
Replacements	20	5.00	100.00
Furtaker			
Adult resident	4	19.00	76.00
Senior resident	1	12.00	12.00
Replacements	1	5.00	5.00
Migratory			
Resident	45	2.00	90.00
Bear			
Resident	29	15.00	435.00
Totals (Note 2)	<u>17,301</u>		98,403.00
Disbursements to Game Commission (Note 3)			(98,136.70)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals			<u>(261.00)</u>
Balance due Game Commission (County) per settled reports (Note 4)			5.30
Examination adjustments (Note 5)			<u>(5.30)</u>
Adjusted balance due Game Commission (County) for the license period ending June 30, 2004			<u>\$ -</u>

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

TREASURER
FRANKLIN COUNTY
HUNTING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING JUNE 30, 2005

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Game Commission</u>
Resident			
Adult	184	\$ 19.00	\$ 3,496.00
Junior	15	5.00	75.00
Junior combination	10	8.00	80.00
Senior	55	12.00	660.00
Replacements	8	5.00	40.00
Military	30	1.00	30.00
Non-resident			
Adult	8	100.00	800.00
Junior	1	40.00	40.00
Junior combination	1	50.00	50.00
Seven day	6	30.00	180.00
Archery			
Resident	70	15.00	1,050.00
Replacements	1	5.00	5.00
Muzzleloaders			
Resident	92	10.00	920.00
Non-resident	2	20.00	40.00
Replacements	2	5.00	10.00
Antlerless deer			
Resident	20,066	5.00	100,330.00
Resident landowners	40	5.00	200.00
Non-resident	292	25.00	7,300.00
Armed forces	41	5.00	205.00
Disabled veterans	31	5.00	155.00
Replacements	23	5.00	115.00
Furtaker			
Adult resident	13	19.00	247.00
Replacements	1	5.00	5.00
Migratory			
Resident	54	2.00	108.00
Non-resident	3	5.00	15.00
Bear			
Resident	36	15.00	540.00
Totals (Note 2)	<u>21,085</u>		116,696.00
Disbursements to Game Commission (Note 3)			(116,432.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals			<u>(264.00)</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 ending June 30, 2005			<u>\$ -</u>

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

TREASURER
FRANKLIN COUNTY
HUNTING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD JULY 1, 2005 TO DECEMBER 31, 2005

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Game Commission</u>
Resident			
Adult	158	\$ 19.00	\$ 3,002.00
Junior	5	5.00	25.00
Junior combination	4	8.00	32.00
Senior	44	12.00	528.00
Replacements	6	5.00	30.00
Military	38	1.00	38.00
Non-resident			
Adult	10	100.00	1,000.00
Junior	2	40.00	80.00
Seven day	2	30.00	60.00
Archery			
Resident	53	15.00	795.00
Non-resident	2	25.00	50.00
Muzzleloaders			
Resident	83	10.00	830.00
Non-resident	1	20.00	20.00
Antlerless deer			
Resident	16,255	5.00	81,275.00
Non-resident	267	25.00	6,675.00
Armed forces	40	5.00	200.00
Disabled veterans	25	5.00	125.00
Replacements	20	5.00	100.00
Furtaker			
Adult resident	5	19.00	95.00
Migratory			
Resident	43	2.00	86.00
Non-resident	1	5.00	5.00
Bear			
Resident	35	15.00	525.00
Non-resident	1	35.00	35.00
Totals (Note 2)	<u>17,100</u>		<u>95,611.00</u>
Disbursements to Game Commission (Note 3)			(95,344.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals			<u>(267.00)</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, 2005 to December 31, 2005			<u>\$ -</u>

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

TREASURER
FRANKLIN COUNTY
FISHING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING DECEMBER 31, 2004

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	82	\$ 16.25	\$ 1,332.50
Senior resident	3	3.25	9.75
Non-resident	3	34.25	102.75
Tourist			
Three day	1	14.25	14.25
Senior lifetime	170	15.25	2,592.50
Replacements	12	4.25	51.00
Trout/Salmon Stamp	<u>258</u>	5.00	<u>1,290.00</u>
Totals (Note 2)	<u><u>529</u></u>		5,392.75
Disbursements to Fish and Boat Commission (Note 3)			<u>(5,392.75)</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 ending December 31, 2004			<u><u>\$ -</u></u>

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

TREASURER
FRANKLIN COUNTY
FISHING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING DECEMBER 31, 2005

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	51	\$ 21.00	\$ 1,071.00
Senior resident	7	10.00	70.00
Non-resident	13	51.00	663.00
Senior lifetime	124	50.00	6,200.00
Replacements	13	4.25	55.25
Lake Erie Stamp	2	8.00	16.00
Lake Erie And Trout/Salmon Combo Stamp	4	14.00	56.00
Trout/Salmon Stamp	<u>195</u>	8.00	<u>1,560.00</u>
Totals (Note 2)	<u><u>409</u></u>		9,691.25
Disbursements to Fish and Boat Commission (Note 3)			<u>(9,691.25)</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 ending December 31, 2005			<u><u>\$ -</u></u>

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

TREASURER
FRANKLIN COUNTY
DOG LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING DECEMBER 31, 2004

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	14,106	\$ 79,856.00
Senior citizen	2,989	10,665.00
Lifetime	266	8,380.00
Duplicates	<u>6</u>	<u>30.00</u>
Totals (Note 2)	<u><u>17,367</u></u>	98,931.00
Disbursements to Department of Agriculture (Note 3)		<u>(98,931.00)</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 ending December 31, 2004		<u><u>\$ -</u></u>

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

TREASURER
FRANKLIN COUNTY
DOG LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING DECEMBER 31, 2005

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	14,128	\$ 80,006.00
Senior citizen	2,974	10,582.00
Lifetime	296	9,270.00
Duplicates	<u>5</u>	<u>25.00</u>
Totals (Note 2)	<u><u>17,403</u></u>	99,883.00
Disbursements to Department of Agriculture (Note 3)		<u>(99,883.00)</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 ending December 31, 2005		<u><u>\$ -</u></u>

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

TREASURER
FRANKLIN COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2003 TO DECEMBER 31, 2005 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2004 TO DECEMBER 31, 2005

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, 2003 to December 30, 2005
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

License proceeds are remitted to the various licensing agencies with 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

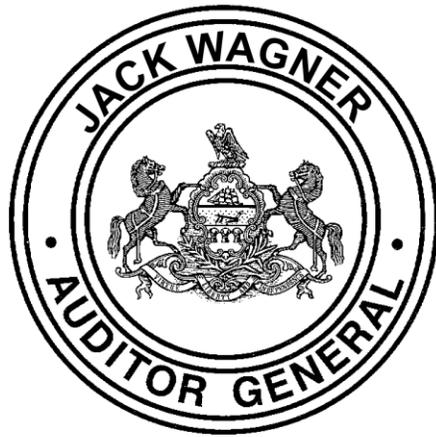
TREASURER
FRANKLIN COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2003 TO DECEMBER 31, 2005 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2004 TO DECEMBER 31, 2005

5. Examination Adjustment – Hunting License For The Period Ending June 30, 2004

The amount of \$5.30 represents an adjustment approved by the Game Commission for fees.

6. County Officer Serving During Examination Period

Chris A. Bender served as Treasurer during the hunting license period July 1, 2003 to December 31, 2005 and during the fishing and dog license period January 1, 2004 to December 31, 2005.



TREASURER
FRANKLIN COUNTY
FINDINGS AND RECOMMENDATIONS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2003 TO DECEMBER 31, 2005 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2004 TO DECEMBER 31, 2005

Finding No. 1 - Receipts Were Not Always Deposited On The Same Day As Collected

Our examination disclosed that receipts were not always deposited on the same day as collected. Of 12 receipts tested, 5 were not deposited on the same day as collected. The time lapse from the date of receipt to the subsequent date of deposit ranged from 3 days to 7 days.

This condition existed because the office failed to establish and implement an adequate system of internal controls over receipts.

Good internal accounting controls ensure that all monies collected are deposited intact on the same day as collected.

Without a good system of internal controls over funds received by the office, the potential is increased that funds could be lost or misappropriated.

Recommendation

We recommend that the office deposit all receipts at the end of each day as required by good internal accounting controls.

Management's Response

The current Treasurer, David M. Secor, responded as follows:

Audit findings were corrected prior to this report after verbal notification by the auditor. Findings relative to the preceding Treasurer were unknown to me prior to this report.

Auditor's Conclusion

During our next examination we will determine if the office complied with our recommendation.

TREASURER
FRANKLIN COUNTY
FINDINGS AND RECOMMENDATIONS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2003 TO DECEMBER 31, 2005 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2004 TO DECEMBER 31, 2005

Finding No. 2 - Certain Dog Licenses Were Not Available For Examination

The office is authorized to sell dog licenses as an agent for the Commonwealth. In performing our examination, we noted that 1 Individual license and 102 Senior Citizen/Disabled licenses were not available for our examination.

Good internal accounting controls ensure that all licenses are properly accounted for and maintained. In addition, all documentation should be kept until audited by the Department of the Auditor General.

Without a good system of internal controls over licenses, the potential is increased that collections associated with licenses could be misappropriated.

This condition existed because the office failed to establish and implement an adequate system of internal controls over licenses.

Recommendation

We recommend that the office establish and implement procedures to ensure that all unissued licenses are safeguarded and available for examination.

Management's Response

The current Treasurer, David M. Secor, responded as follows:

Audit findings were corrected prior to this report after verbal notification by the auditor. Findings relative to the preceding Treasurer were unknown to me prior to this report.

Auditor's Conclusion

During our next examination we will determine if the office complied with our recommendation.

TREASURER
FRANKLIN COUNTY
REPORT DISTRIBUTION
FOR THE HUNTING LICENSE PERIOD JULY 1, 2003 TO DECEMBER 31, 2005 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2004 TO DECEMBER 31, 2005

This report was initially distributed to:

The Honorable Russell C. Redding
Secretary
Department of Agriculture

Ms. Mary DeLutis
Comptroller
Department of Agriculture

Mr. John Arway
Executive Director
Fish and Boat Commission

Mr. Carl G. Roe
Executive Director
Pennsylvania Game Commission

The Honorable David M. Secor	Treasurer
The Honorable Carol Fix Diller	Controller
The Honorable Robert Thomas	Chairman of the Board of Commissioners

This report is a matter of public record. Copies of this report may be obtained from the Pennsylvania Department of the Auditor General, Office of Communications, 318 Finance Building, Harrisburg, PA 17120. To view this report online or to contact the Department of the Auditor General, please access our web site at www.auditorgen.state.pa.us.