

#### TREASURER

#### FULTON COUNTY

#### EXAMINATION REPORT OF LICENSE SALES

HUNTING - JULY 1, 2005 TO JUNE 30, 2010

FISHING AND DOG - JANUARY 1, 2006 TO DECEMBER 31, 2009

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#### Department of the Auditor General Commonwealth of Pennsylvania Harrisburg, Pennsylvania 17120-0018

JACK WAGNER AUDITOR GENERAL

**Independent Auditor's Report** 

The Honorable Monica Seville Treasurer Fulton County McConnellsburg, PA 17233

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

#### <u>Independent Auditor's Report (Continued)</u>

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.

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.

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 internal control over reporting on the Statements was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any significant deficiencies or material weaknesses, as defined above, in internal control over reporting on the Statements.

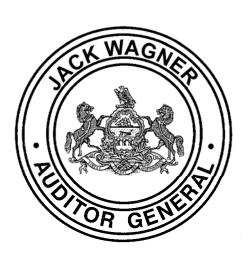
#### <u>Independent Auditor's Report (Continued)</u>

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.

January 27, 2011

JACK WAGNER Auditor General



#### HUNTING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS LICENSE PERIOD ENDING JUNE 30, 2006

<u>License Type</u>	Licenses Sold	Amount Due Game Commission
Resident		
Adult	504	\$ 9,576.00
Junior	24	120.00
Junior combination	25	200.00
Senior	87	1,044.00
Replacements	1	5.00
Military	9	9.00
Non-resident		
Adult	17	1,700.00
Seven day	3	90.00
Archery		
Resident	122	1,830.00
Non-resident	4	100.00
Muzzleloaders		
Resident	149	1,490.00
Non-resident	1	20.00
Antlerless deer		
Resident	8,546	42,730.00
Resident landowners	12	60.00
Non-resident	415	10,375.00
Armed forces	18	90.00
Disabled veterans	5	25.00
Replacements	9	45.00
Furtaker		
Adult resident	27	513.00
Senior resident	3	36.00
Adult non-resident	1	80.00
Migratory		
Resident	30	60.00
Bear		
Resident	83	1,245.00
Totals (Note 2)	10,095	71,443.00
Disbursements to Game Commission (Note 3)		(71,310.00)
Credits taken for licenses issued for Disabled Veterans and		
Senior Lifetime Hunt renewals		(133.00)
		· · ·
Balance due Game Commission (County)		
per settled reports (Note 4)		-
Examination adjustments		-
·		
Adjusted balance due Game Commission (County)		ф
for the license period ending June 30, 2006		\$ -

# TREASURER FULTON COUNTY HUNTING LICENSE SALES

#### STATEMENT OF RECEIPTS AND DISBURSEMENTS LICENSE PERIOD ENDING JUNE 30, 2007

<u>License Type</u>	Licenses Sold	(	ount Due Game nmission
Resident			
Adult	571	\$	10,849.00
Junior	24		120.00
Junior combination	33		264.00
Senior	88		1,056.00
Replacements	8		40.00
Military	11		11.00
Non-resident			
Adult	26		2,600.00
Junior	3		120.00
Junior combination	1		50.00
Archery			
Resident	143		2,145.00
Replacements	1		5.00
Muzzleloaders			
Resident	176		1,760.00
Non-resident	4		80.00
Antlerless deer			
Resident	7,208		36,040.00
Resident landowners	17		85.00
Non-resident	221		5,525.00
Armed forces	23		115.00
Disabled veterans	5		25.00
Furtaker	_		
Adult resident	23		437.00
Senior resident	5		60.00
Adult non-resident	1		80.00
Migratory	1		00.00
Resident	23		46.00
Bear	23		40.00
Resident	95		1,425.00
Non-resident	3		105.00
Non-resident			103.00
Totals (Note 2)	8,713		63,043.00
Disbursements to Game Commission (Note 3)			(62,887.00)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(160.00)
Sellor Lifetime Hunt renewals			(160.00)
Balance due Game Commission (County) per settled reports (Note 4)			(4.00)
Examination adjustments			
Adjusted balance due Game Commission (County)			
for the license period ending June 30, 2007		\$	(4.00)
for the needse period chang Julie 30, 2007		Ψ	(4.00)

#### **HUNTING LICENSE SALES**

#### STATEMENT OF RECEIPTS AND DISBURSEMENTS LICENSE PERIOD ENDING JUNE 30, 2008

License Type	Licenses Sold	Amour Gar Comm	ne
Resident			
Adult	491	\$	9,329.00
Junior	20		100.00
Junior combination	29		232.00
Senior	81		972.00
Replacements	6		30.00
Military	12		12.00
Non-resident			
Adult	26		2,600.00
Junior	2		80.00
Junior combination	2		100.00
Seven day	2		60.00
Archery			
Resident	145		2,175.00
Non-resident	1		25.00
Replacements	1		5.00
Muzzleloaders			
Resident	168		1,680.00
Non-resident	5		100.00
Replacements	3		15.00
Antlerless deer			
Resident	7,073	3	5,365.00
Resident landowners	9		45.00
Non-resident	182		4,550.00
Armed forces	13		65.00
Disabled veterans	6		30.00
Replacements	5		25.00
Furtaker			
Adult resident	31		589.00
Senior resident	2		24.00
Adult non-resident	1		80.00
Migratory			
Resident	30		60.00
Bear			
Resident	85		1,275.00
Non-resident	1		35.00
Totals (Note 2)	8,432	5	9,658.00
Disbursements to Game Commission (Note 3)		(5	9,483.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals			(175.00)
Semoi Eneume Hunt tenewais		1	(173.00)
Balance due Game Commission (County) per settled reports (Note 4)			_
Examination adjustments			-
Adjusted balance due Game Commission (County)			
for the license period ending June 30, 2008		\$	-
•			

#### HUNTING LICENSE SALES

#### STATEMENT OF RECEIPTS AND DISBURSEMENTS LICENSE PERIOD ENDING JUNE 30, 2009

License Type	Licenses Sold	mount Due Game ommission
Resident		 
Adult	479	\$ 9,101.00
Junior	17	85.00
Junior combination	31	248.00
Senior	79	948.00
Military	18	18.00
Non-resident	21	2 100 00
Adult	21	2,100.00
Seven day	1	30.00
Archery Resident	144	2 160 00
Non-resident	2	2,160.00
Muzzleloaders	2	50.00
Resident	165	1,650.00
Non-resident	6	120.00
Antlerless deer	O	120.00
Resident	7,010	35,050.00
Resident landowners	18	90.00
Non-resident	228	5,700.00
Armed forces	20	100.00
Disabled veterans	7	35.00
Furtaker		
Adult resident	17	323.00
Senior resident	2	24.00
Adult non-resident	1	80.00
Migratory		
Resident	32	64.00
Bear		
Resident	82	1,230.00
Replacements	11	55.00
Totals (Note 2)	8,391	59,261.00
Disbursements to Game Commission (Note 3)		(59,082.00)
Credits taken for licenses issued for Disabled Veterans and		
Senior Lifetime Hunt renewals		(184.00)
Balance due Game Commission (County) per settled reports (Note 4)		(5.00)
Examination adjustments		
Adjusted balance due Game Commission (County) for the license period ending June 30, 2009		\$ (5.00)

#### **HUNTING LICENSE SALES**

## STATEMENT OF RECEIPTS AND DISBURSEMENTS LICENSE PERIOD ENDING JUNE 30, 2010

T	Licenses		mount Due Game
<u>License Type</u> Resident	Sold		Commission
Adult	437	\$	8,510.90
Junior	23	Ψ	131.10
Landowner	1		3.70
Junior combination	29		252.30
Senior	58		736.60
Senior Lifetime Combo	20		2,014.00
Senior Lifetime Hunting	13		659.10
Senior Lifetime Upgrade Combo	1		50.70
Military	15		25.50
Spring Turkey	5		103.50
Mentored Youth	27		45.90
Non-resident			
Adult	13		1,214.10
Junior combination	1		50.70
Archery			
Resident	137		2,130.90
Non-resident	3		77.10
Muzzleloaders			
Resident	152		1,606.40
Antlerless deer			
Resident	5,613		32,005.50
Resident landowners	8		45.60
Non-resident	281		7,221.70
Armed forces	23		131.10
Disabled veterans	8		45.60
Elk			
Antlered	4		42.80
Other	5		53.50
Bobcat	1		5.70
Furtaker	1.1		202.70
Adult resident	11		202.70
Senior resident	2		25.40
Migratory Resident	37		99.90
Bear	31		99.90
Resident	104		1,632.80
Totals (Note 2)	7,032		59,124.80
Disbursements to Game Commission (Note 3)			(58,945.80)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals			(179.00)
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, 2010		\$	

#### FISHING LICENSE SALES

## STATEMENT OF RECEIPTS AND DISBURSEMENTS LICENSE PERIOD ENDING DECEMBER 31, 2006

	τ.	nount Due
License Type	Licenses Sold	n and Boat mmission
Resident	198	\$ 4,158.00
Replacements	1	4.25
Senior resident	8	80.00
One day resident	2	20.00
National Guard/Armed Forces	1	1.00
Non-resident	8	408.00
Tourist		
One day	1	25.00
Three day	1	25.00
Seven day	1	33.00
Senior lifetime	37	1,850.00
Replacements	2	8.50
Lake Erie Stamp	7	56.00
Lake Erie And Trout/Salmon Combo Stamp	4	56.00
Trout/Salmon Stamp	223	 1,784.00
Totals (Note 2)	494	8,508.75
Disbursements to Fish and Boat Commission (Note 3)		 (8,508.75)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		 
Adjusted balance due Fish and Boat Commission (Courfor the license period ending December 31, 2006	nty)	\$ 

#### FISHING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS LICENSE PERIOD ENDING DECEMBER 31, 2007

License Type	Licenses Sold	Amount Due Fish and Boat Commission
Resident	226	\$ 4,746.00
Replacements	4	17.00
Senior resident	9	90.00
One day resident	1	10.00
National Guard/Armed Forces	1	1.00
Non-resident	10	510.00
Tourist	2	75.00
Three day	3	75.00
Seven day	1	33.00
Senior lifetime	31	1,550.00
Replacements	1	4.25
Lake Erie Stamp	2	16.00
Lake Erie And Trout/Salmon Combo Stamp	11	154.00
Trout/Salmon Stamp	245	1,960.00
Totals (Note 2)	545	9,166.25
Disbursements to Fish and Boat Commission (Note 3)		(9,166.25)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Fish and Boat Commission (Coufor the license period ending December 31, 2007	inty)	\$ -

#### TREASURER FULTON COUNTY FISHING LICENSE SALES

#### STATEMENT OF RECEIPTS AND DISBURSEMENTS LICENSE PERIOD ENDING DECEMBER 31, 2008

		Amount Due
	Licenses	Fish and Boat
<u>License Type</u>	Sold	Commission
Resident	207	\$ 4,465.30
Replacements	3	17.10
Senior resident	3	32.10
National Guard/Armed Forces	5	8.50
Non-resident	7	361.90
Tourist		
Three day	4	102.80
Seven day	2	67.40
Senior lifetime	15	758.40
Replacements	7	22.80
Lake Erie Stamp	1	8.70
Lake Erie And Trout/Salmon Combo Stamp	18	259.00
Trout/Salmon Stamp	182	1,564.50
Totals (Note 2)	454	7,668.50
Disbursements to Fish and Boat Commission (Note 3)		(7,654.10)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		14.40
Examination adjustments		
Adjusted balance due Fish and Boat Commission (Coufor the license period ending December 31, 2008	inty)	\$ 14.40

#### TREASURER FULTON COUNTY FISHING LICENSE SALES

# STATEMENT OF RECEIPTS AND DISBURSEMENTS LICENSE PERIOD ENDING DECEMBER 31, 2009

		Amount Due
	Licenses	Fish and Boat
<u>License Type</u>	Sold	Commission
Resident	215	\$ 4,665.50
Replacements	1	5.70
Senior resident	9	96.30
National Guard/Armed Forces	7	11.90
Non-resident	10	517.00
Tourist		
Three day	1	25.70
Senior lifetime	29	1,470.30
Lifetime Upgrade Card	2	13.40
Replacements	1	5.70
Lake Erie And Trout/Salmon Combo Stamp	14	205.80
Trout/Salmon Stamp	225	1,957.50
Totals (Note 2)	514	8,974.80
Disbursements to Fish and Boat Commission (Note 3)		(8,974.80)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Fish and Boat Commission (Coufor the license period ending December 31, 2009	unty)	\$ -

# TREASURER FULTON COUNTY DOG LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS LICENSE PERIOD ENDING DECEMBER 31, 2006

Liganca Tupa	Licenses Sold	Amount Due Department of
<u>License Type</u>	Solu	Agriculture
Individual	2,249	\$ 13,641.00
Senior citizen	672	2,708.00
Lifetime	51	1,570.00
Totals (Note 2)	2,972	17,919.00
Disbursements to Department of Agriculture (Note 3)		(17,919.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period ending December 31, 2006		\$ -

# TREASURER FULTON COUNTY DOG LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS LICENSE PERIOD ENDING DECEMBER 31, 2007

License Type	Licenses Sold	Amount Due Department of		
Electise Type	Solu	Agriculture		
Individual	2,027	\$	12,335.00	
Senior citizen	604		2,410.00	
Lifetime	53		1,820.00	
Totals (Note 2)	2,684		16,565.00	
Disbursements to Department of Agriculture (Note 3)			(16,565.00)	
Balance due Department of Agriculture (County) per settled reports (Note 4)			-	
Examination adjustments				
Adjusted balance due Department of Agriculture (County) for the license period ending December 31, 2007		\$	<u>-</u>	

# TREASURER FULTON COUNTY DOG LICENSE SALES

## STATEMENT OF RECEIPTS AND DISBURSEMENTS LICENSE PERIOD ENDING DECEMBER 31, 2008

License Type	Licenses Sold		Amount Due Department of	
Electise Type	Solu	_	Agriculture	
Individual	2,125	9	\$	12,941.00
Senior citizen	677			2,655.00
Lifetime	63	_		2,030.00
Totals (Note 2)	2,865			17,626.00
Disbursements to Department of Agriculture (Note 3)		_	(	17,626.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)				-
Examination adjustments		_		
Adjusted balance due Department of Agriculture (County) for the license period ending December 31, 2008		<u>.</u>	\$	<u>-</u>

# TREASURER FULTON COUNTY DOG LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS LICENSE PERIOD ENDING DECEMBER 31, 2009

Linama Tuna	Licenses	Amount Due Department of
<u>License Type</u>	Sold	<u>Agriculture</u>
Individual	2,311	\$ 14,023.00
Senior citizen	809	3,235.00
Lifetime	52_	1,470.00
Totals (Note 2)	3,172	18,728.00
Disbursements to Department of Agriculture (Note 3)		(18,728.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period		
ending December 31, 2009		\$ -

# NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS FOR THE HUNTING LICENSE PERIOD JULY 1, 2005 TO JUNE 30, 2010 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2006 TO DECEMBER 31, 2009

#### 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>	Licensing Agency	<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 paper hunting licenses for license years 2005 through 2007 were remitted monthly by check with the monthly reports of sales. The proceeds from the sale of hunting licenses, sold electronically, for license years 2008 and 2009 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of paper fishing licenses for license years 2006 and 2007 were remitted monthly by check with the monthly reports of sales. The proceeds from the sale of fishing licenses, sold electronically, for license years 2007 through 2009 were remitted weekly through an electronic funds transfer program.

#### NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS FOR THE HUNTING LICENSE PERIOD JULY 1, 2005 TO JUNE 30, 2010 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2006 TO DECEMBER 31, 2009

#### 3. Disbursements (Continued)

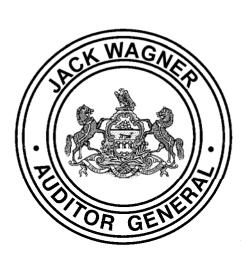
The proceeds from the sale dog licenses for the license years were remitted by check to the appropriate licensing agency with the monthly reports of sales.

#### 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>

Monica Seville served as Treasurer during the hunting license period July 1, 2005 to June 30, 2010 and during the fishing and dog license period January 1, 2006 to December 31, 2009.



#### REPORT DISTRIBUTION

FOR THE HUNTING LICENSE PERIOD JULY 1, 2005 TO JUNE 30, 2010 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2006 TO DECEMBER 31, 2009

This report was initially distributed to:

The Honorable George D. Greig Secretary Department of Agriculture

Ms. Susan L. West
Director
Bureau of Dog Law Enforcement
Department of Agriculture

Mr. John Arway
Executive Director
Fish and Boat Commission

Mr. Carl G. Roe Executive Director Pennsylvania Game Commission

The Honorable Monica Seville Treasurer

The Honorable Bonnie Mellott-Keefer Chairwoman 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.