COMPLIANCE AUDIT

Treasurer

Pike County, Pennsylvania
For the Period
Hunting - July 1, 2017 to June 30, 2021
Fishing and Dog - January 1, 2017 to
December 31, 2021

November 2022



Commonwealth of Pennsylvania Department of the Auditor General

Timothy L. DeFoor • Auditor General



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TIMOTHY L. DEFOOR AUDITOR GENERAL

The Honorable John Gilpin Treasurer Pike County Milford, PA 18337

We have conducted a compliance audit of the Treasurer, Pike 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 objective of the audit was to determine whether all moneys collected on behalf of the Commonwealth have been correctly assessed, reported, and promptly remitted and to provide a report to the Pennsylvania Game Commission, Fish and Boat Commission and the Department of Agriculture. Our audit was limited to areas related to the objective identified above and was not conducted, nor was it required to be, in accordance with Government Auditing Standards issued by the Comptroller General of the United States.

The County Officer is responsible for establishing and maintaining effective internal controls to provide reasonable assurance of compliance with state laws and regulations applicable to the collection of moneys on behalf of the Commonwealth, including whether they have been correctly assessed, reported, and promptly remitted. The County Officer is also responsible for complying with those laws and regulations. It is our responsibility to perform procedures to obtain sufficient, appropriate evidence to the extent necessary to satisfy the audit objective. We believe that our audit provides a reasonable basis for our conclusions.

Based on our audit procedures, we conclude that, for the license periods identified on the contents page, the County Officer, in all significant respects, complied with state laws and regulations applicable to the collection of moneys on behalf of the Commonwealth, including whether they have been correctly assessed, reported, and promptly remitted.

This report includes summaries of the County Officer's receipts and disbursements of funds collected on behalf of the Commonwealth (summaries). We obtained data representing the County Officer's receipts and disbursements from the Pennsylvania Game Commission, Fish and Boat Commission, and the Department of Agriculture, which obtains data from each of the Commonwealth's treasurer offices and used the data to create the summaries. We also evaluated the accuracy of the data as part of our audit to conclude on the County Officer's compliance with certain state laws and regulations as described in the previous paragraph. Any adjustments that we considered necessary based on our audit work are disclosed in the *Audit Adjustments* line of the summaries; however, the scope of our audit does not include the issuance of an opinion on the accuracy of the amounts reported in the summaries.

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.

The contents of this report were discussed with the management of the County Officer. We appreciate the courtesy extended by the Treasurer, Pike County, to us during the course of our audit. If you have any questions, please feel free to contact the Bureau of County Audits at 717-787-1363.

Timothy L. DeFoor

Timothy L. Detool

Auditor General

October 28, 2022

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TREASURER PIKE COUNTY BACKGROUND

FOR THE HUNTING LICENSE PERIOD JULY 1, 2017 TO JUNE 30, 2021 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2021

The Department of Auditor General is mandated by Article IV, Section 401 (d) of *The Fiscal Code* (Act of April 9, 1929, P.L.343, No. 176), 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.

Treasurer receipts consist of monies collected on behalf of the licensing agency.

The proceeds from the sale of hunting licenses, sold electronically, for license years 2017 through 2020 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of fishing licenses, sold electronically, for license years 2017 through 2021 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of dog licenses for the license years 2017 through 2021 were remitted by check to the appropriate licensing agency with the monthly reports of sales.

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. The balances reflect the summary of monthly sales reports as settled by the appropriate licensing agency.

John Gilpin served as Treasurer during the hunting license period July 1, 2017 to June 30, 2021 and during the fishing and dog license period January 1, 2017 to December 31, 2021.

The summaries 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.

TREASURER PIKE COUNTY BACKGROUND

FOR THE HUNTING LICENSE PERIOD JULY 1, 2017 TO JUNE 30, 2021 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2021

The summaries 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.

Audit Adjustment - 2021 Fishing License Summary

The audit adjustment of \$51.77 is comprised of two Electronic Funds Transfers. The first adjustment of \$28.80 was erroneously transferred twice in 2020 and 2021. The second adjustment of \$22.97 was recorded by the office but not reflected on the bank statement.

HUNTING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2017 TO JUNE 30, 2018

License Type	Licenses Sold	Amount Due Game Commission
Resident		
Adult	77	\$ 1,532.30
Junior	2	11.80
Junior combination	4	35.60
Senior	11	141.90
Senior Lifetime Combo	2	201.80
Senior Lifetime Hunting	3	152.70
Military	8	22.20
Spring Turkey	13	271.70
Mentored Youth	2	3.80
Non-resident	_	2.00
Adult	27	2,724.30
Seven day	1	30.90
Spring Turkey	1	40.90
Archery - Resident and Non-resident	68	1,151.20
Muzzleloaders - Resident and Non-resident	25	342.50
Antlerless deer		
Resident	4,230	24,957.00
Non-resident	576	14,918.40
Armed forces	2	11.80
Disabled veterans	28	165.20
Elk - Antlered and Antlerless	8	87.20
Bobcat	13	76.70
Fisher	8	47.20
River Otter	3	17.70
Adult Pheasant	24	621.60
Federal Duck Stamp	5	137.00
Furtaker		
Adult resident	10	199.00
Migratory - Resident and Non-resident	34	113.60
Bear - Resident and Non-resident	70	1,233.00
DMAP - Resident and Non-resident	10	124.00
Replacements	8	47.20
Hunting & Trapping Digest	8	40.00
Totals	5,281	49,460.20
Disbursements to Game Commission		(49,348.20)
Credits taken for licenses issued for Disabled Veterans and		
Senior Lifetime Hunt renewals		(112.00)
Balance due Game Commission (County) per settled reports		-
Audit adjustments		
A limetally large day Come Commission (Co. 1)		
Adjusted balance due Game Commission (County) for the license period July 1, 2017 to June 30, 2018		\$ -

HUNTING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2018 TO JUNE 30, 2019

	Licenses		ount Due Game
<u>License Type</u>	Sold	Cor	nmission
Resident			
Adult	63	\$	1,253.70
Junior combination	6	Ψ	53.40
Senior	12		154.80
Senior Lifetime Combo	1		95.00
Senior Lifetime Hunting	4		203.60
Military	15		36.50
Spring Turkey	12		250.80
Mentored Youth	4		7.60
Non-resident			
Adult	26		2,623.40
Spring Turkey	1		40.90
Archery - Resident and Non-resident	62		1,045.80
Muzzleloaders - Resident and Non-resident	26		343.40
Antlerless deer			
Resident	4,066		23,989.40
Non-resident	529		13,701.10
Armed forces	6		35.40
Disabled veterans	33		194.70
Elk - Antlered and Antlerless	9		98.10
Bobcat	9		53.10
Fisher	5		29.50
River Otter	2		11.80
Adult Pheasant	17		440.30
Federal Duck Stamp	6		164.40
Furtaker			
Adult resident	8		159.20
Senior resident	1		12.90
Disabled veterans	1		2.90
Migratory - Resident and Non-resident	32		107.80
Bear - Resident and Non-resident	61		1,059.90
DM AP - Resident and Non-resident	12		143.80
Replacements	21		123.90
Hunting & Trapping Digest	8		40.00
Totals	5,058		46,477.10
Disbursements to Game Commission			(46,372.10)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(105.00)
Balance due Game Commission (County)			
per settled reports			-
Audit adjustments			
Adjusted balance due Game Commission (County)			
for the license period July 1, 2018 to June 30, 2019		\$	_
- · · · · · · · · · · · · · · · · · · ·			

HUNTING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2019 TO JUNE 30, 2020

License Type	Licenses Sold	Amount Due Game Commission	
Resident			
Adult	77	\$ 1,546.30	
Junior combination	7	62.30	
Senior	11	141.90	
Senior Lifetime Combo	3	302.70	
Senior Lifetime Hunting	2	101.80	
Military	10	25.00	
Spring Turkey	12	250.80	
Mentored Junior & Youth	3	5.70	
Non-resident	5	3.70	
Adult	23	2,320.70	
Archery - Resident and Non-resident	74	1,256.60	
Muzzleloaders - Resident and Non-resident	22	279.80	
Antlerless deer		277.00	
Resident	4,119	24,302.10	
Non-resident	587	15,203.30	
Armed forces	3	17.70	
Disabled veterans	30	177.00	
Elk - Antlered and Antlerless	15	163.50	
Bobcat	10	59.00	
Fisher	5	29.50	
River Otter	3	17.70	
Adult Pheasant	24	621.60	
Federal Duck Stamp	5	137.00	
Furtaker			
Adult resident	11	218.90	
Senior resident	1	12.90	
Disabled veterans	1	2.90	
Migratory - Resident and Non-resident	26	90.40	
Bear - Resident and Non-resident	75	1,292.50	
DM AP - Resident and Non-resident	9	89.10	
Replacements	34	200.60	
Totals	5,202	48,929.30	
		,	
Disbursements to Game Commission		(48,832.30)	
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals		(97.00)	
Balance due Game Commission (County) per settled reports		-	
Audit adjustments			
Adjusted balance due Game Commission (County) for the license period July 1, 2019 to June 30, 2020		\$ -	
for the needse period July 1, 2017 to Julie 30, 2020		Ψ -	

HUNTING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2020 TO JUNE 30, 2021

License Type	Licenses Sold	Amount Due Game Commission	
Resident			
Adult	52	\$ 1,034.87	
Junior	1	5.90	
Junior combination	7	62.30	
Senior	8	103.20	
Senior Lifetime Hunting	1 14	50.90 36.60	
M ilitary Spring Turkey	8	167.48	
Mentored Junior & Youth	6	11.40	
Non-resident	O	11.10	
Adult	25	2,522.50	
Junior combination	1	50.90	
Spring Turkey	1	40.90	
Archery - Resident and Non-resident	76	1,308.40	
Muzzleloaders - Resident and Non-resident	23	340.70	
Antlerless deer			
Resident	5,339	31,500.10	
Non-resident	766	19,839.40	
Armed forces	6	35.40	
Disabled veterans	30	177.00	
Elk - Antlered and Antlerless	12	130.80	
Bobcat	11	64.90	
Fisher	9	53.10	
River Otter	5	29.50	
Adult Pheasant	23	595.70	
Federal Duck Stamp Furtaker	2	54.80	
Adult resident	8	159.20	
Senior resident	1	12.90	
Migratory - Resident and Non-resident	29	96.10	
Bear - Resident and Non-resident	63	1,141.70	
DMAP - Resident and Non-resident	18	203.20	
Replacements	38	224.20	
PGC Shooting Range Permit	7	216.51	
Totals	6,590	60,270.56	
Disbursements to Game Commission		(60,169.56)	
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals		(101.00)	
Balance due Game Commission (County) per settled reports		-	
Audit adjustments			
Adjusted balance due Game Commission (County)			
for the license period July 1, 2020 to June 30, 2021		\$ -	

FISHING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2017

<u>License Type</u>	Licenses Sold	Fisl	nount Due h and Boat ommission
Resident	52	\$	1,138.80
Replacements	1		5.90
Senior resident	5		54.50
One day resident	1		10.90
Disabled Veterans	15		11.40
Non-resident	7		363.30
Three day	2		51.80
Seven day	1		33.90
Senior lifetime	8		407.20
Replacements	3		17.70
Trout/Salmon Stamp	41		364.90
1 Year Trout/Salmon	6		53.40
3 Year Trout/Salmon	1		24.90
Launch Permits	12		87.40
Annual Fishing Button	2		8.00
Totals	157		2,634.00
Disbursements to Fish and Boat Commission			(2,634.00)
Balance due Fish and Boat Commission (County) per settled reports			-
Audit adjustments			
Adjusted balance due Fish and Boat Commission (C for the license period January 1, 2017 to December	• /	\$	

FISHING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2018 TO DECEMBER 31, 2018

<u>License Type</u>	Licenses Sold		and Boat
Resident	39	\$	854.10
3 Year Resident	1		63.90
Senior resident	5		54.50
Disabled Veterans	21		15.20
Non-resident	5		259.50
Senior lifetime	7		356.30
Replacements	2		11.80
3 Year Lake Erie and Trout/Salmon	1		42.90
Trout/Salmon Stamp	43		382.70
1 Year Trout/Salmon	7		62.30
Launch Permits	8		79.60
Annual Fishing Button	6		24.00
Totals	145		2,206.80
Disbursements to Fish and Boat Commission			(2,206.80)
Balance due Fish and Boat Commission (County) per settled reports			-
Audit adjustments			-
Adjusted balance due Fish and Boat Commission (Coufor the license period January 1, 2018 to December 3	• /	\$	

FISHING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2019

<u>License Type</u>	Licenses Sold	Fish	ount Due and Boat mmission
Resident	38	\$	832.20
3 Year Resident	1		63.90
Venomous Snake	1		30.90
Senior resident	6		65.40
Disabled Veterans	23		13.30
Replacements	1		-
Non-resident	5		259.50
Senior lifetime	4		203.60
Lifetime Upgrade Card	2		31.80
Replacements	5		29.50
Trout/Salmon Stamp	38		338.20
1 Year Trout/Salmon	2		17.80
3 Year Trout/Salmon	3		74.70
5 Year Trout/Salmon	2		81.80
Launch Permits	6		64.70
Timber Rattlesnake Tag	1		-
PA Fishing Summary Booklet	16		32.00
Annual Fishing Button	2		18.00
Totals	156		2,157.30
Disbursements to Fish and Boat Commission			(2,157.30)
Balance due Fish and Boat Commission (County) per settled reports			-
Audit adjustments			
Adjusted balance due Fish and Boat Commission (C for the license period January 1, 2019 to December	- ·	\$	

FISHING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2020 TO DECEMBER 31, 2020

License Type	Licenses Sold	Amount Due Fish and Boat Commission	
Resident	25	\$	547.50
Replacements	1		5.90
Senior resident	3		32.70
Disabled Veterans	16		11.40
Replacements	1		-
Non-resident	4		207.60
Three day	3		77.70
Replacements	1		5.90
Trout/Salmon Stamp	28		249.20
Annual Fishing Button	4		36.00
Totals	86		1,173.90
Disbursements to Fish and Boat Commission			(1,173.90)
Balance due Fish and Boat Commission (County) per settled reports			-
Audit adjustments			-
Adjusted balance due Fish and Boat Commission (C for the license period January 1, 2020 to December	• /	\$	

FISHING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2021 TO DECEMBER 31, 2021

Licenses Sold Sold		Amount Due Fish and Boat Commission	
Resident	30	\$	636.71
Mentored Youth	1		-
Venomous Snake	2		30.97
Senior resident	5		54.78
Disabled Veterans	20		13.79
Replacements	2		-
Non-resident	8		415.69
Seven day	1		33.97
Senior lifetime	4		203.88
Lake Erie And Trout/Salmon Combo Stamp	2		-
Trout/Salmon Stamp	46		403.16
5 Year Trout/Salmon	2		81.80
Launch Permits	5		104.85
Annual Fishing Button	1	-	9.00
Totals	129		1,988.60
Disbursements to Fish and Boat Commission		-	(1,991.64)
Balance due Fish and Boat Commission (County) per settled reports			(3.04)
per settied reports			(3.04)
Audit adjustments			(51.77)
Adjusted balance due Fish and Boat Commission (C	• /	Φ.	(7
for the license period January 1, 2021 to Decembe	r 31, 2021	\$	(54.81)

DOG LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2017

	Licenses	Amount Due Department of	
<u>License Type</u>	Sold	Agriculture	
Individual	3,588	\$ 19,674.00	
Senior citizen	1,287	4,327.00	
Lifetime	241_	7,270.00	
Totals	5,116	31,271.00	
Disbursements to Department of Agriculture		(31,271.00)	
Balance due Department of Agriculture (County) per settled reports		-	
Audit adjustments		-	
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2017 to December 31, 2017		\$ -	

DOG LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2018 TO DECEMBER 31, 2018

		Amount Due
	Licenses	Department of
<u>License Type</u>	Sold	Agriculture
Individual	3,659	\$ 20,231.00
Senior citizen	1,340	4,512.00
Lifetime	228	6,730.00
Totals	5,227	31,473.00
Disbursements to Department of Agriculture		(31,473.00)
Balance due Department of Agriculture (County) per settled reports		-
Audit adjustments		<u> </u>
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2018 to December 31, 2018		<u>\$</u> -

DOG LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2019

	Licenses	Amount Due Department of
<u>License Type</u>	Sold	Agriculture
Individual	3,178	\$ 17,532.00
Senior citizen	1,183	3,929.00
Lifetime	231	6,920.00
Totals	4,592	28,381.00
Disbursements to Department of Agriculture		(28,381.00)
Balance due Department of Agriculture (County) per settled reports		-
Audit adjustments		
Adjusted balance due Department of		
Agriculture (County) for the license period		
January 1, 2019 to December 31, 2019		\$ -

DOG LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2020 TO DECEMBER 31, 2020

	Licenses	Amount Due Department of
<u>License Type</u>	Sold	Agriculture
Individual	3,008	\$ 16,622.00
Senior citizen	1,171	3,931.00
Lifetime	176	5,170.00
Totals	4,355	25,723.00
Disbursements to Department of Agriculture		(25,723.00)
Balance due Department of Agriculture (County) per settled reports		-
Audit adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2020 to December 31, 2020		<u>\$</u> -

DOG LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2021 TO DECEMBER 31, 2021

		Amount Due
	Licenses	Department of
<u>License Type</u>	Sold	Agriculture
Individual	2,857	\$ 15,855.00
Senior citizen	1,152	3,894.00
Lifetime	197_	6,040.00
Totals	4,206	25,789.00
Disbursements to Department of Agriculture		(25,789.00)
Balance due Department of Agriculture (County) per settled reports		-
Audit adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2021 to December 31, 2021		<u>\$</u> -

REPORT DISTRIBUTION

FOR THE HUNTING LICENSE PERIOD JULY 1, 2017 TO JUNE 30, 2021 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2021

This report was initially distributed to:

The Honorable Russell C. Redding

Secretary
Department of Agriculture

Ms. Linda Hansen

Administrative Officer I
Bureau of Dog Law
Department of Agriculture

Ms. Tracee Gotwalt

Director Division of Budget and Finance Administrative Services

Mr. John Howard

Chief Counsel
Department of Agriculture

Mr. Timothy D. Schaeffer

Executive Director Fish and Boat Commission

Mr. Bryan Burhans

Executive Director Pennsylvania Game Commission

The Honorable John Gilpin

Treasurer

The Honorable Matthew M. Osterberg

Chairperson of the Board of Commissioners

This report is a matter of public record and is available online at www.a.PaAuditor.gov. 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: newsa.paAuditor.gov.