COMPLIANCE AUDIT

Treasurer

Somerset County, Pennsylvania For the Period Hunting – July 1, 2016 to June 30, 2020 Fishing and Dog – January 1, 2017 to December 31, 2020

August 2021



Commonwealth of Pennsylvania Department of the Auditor General

Timothy L. DeFoor • Auditor General



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TIMOTHY L. DEFOOR AUDITOR GENERAL

The Honorable Donna M. Schmitt Treasurer Somerset County Somerset, PA 15501

We have conducted a compliance audit of the Treasurer, Somerset 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, Somerset 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.

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July 9, 2021

Timothy L. DeFoor Auditor General

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TREASURER SOMERSET COUNTY BACKGROUND FOR THE HUNTING LICENSE PERIOD JULY 1, 2016 TO JUNE 30, 2020 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2020

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 2016 through 2019 were remitted weekly through an electronic funds transfer program.

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

The proceeds from the sale of dog licenses for the license years 2017 through 2020 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:

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

Donna M. Schmitt served as Treasurer during the hunting license period July 1, 2016 to June 30, 2020, and during the fishing and dog license period January 1, 2017 to December 31, 2020.

TREASURER SOMERSET COUNTY BACKGROUND FOR THE HUNTING LICENSE PERIOD JULY 1, 2016 TO JUNE 30, 2020 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2020

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.

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.

TREASURER SOMERSET COUNTY HUNTING LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2016 TO JUNE 30, 2017

	Licenses	Ar	nount Due Game
License Type	Sold	Co	ommission
Resident			
Adult	318	\$	6,328.20
Junior	10		59.00
Landowner	21		81.90
Junior combination	31		275.90
Senior	14		180.60
Senior Lifetime Combo	12		1,210.80
Senior Lifetime Hunting	8		407.20
Military	29		61.10
Spring Turkey	22		459.80
Mentored Youth	13		24.70
Non-resident			
Adult	16		1,614.40
Junior combination	2		101.80
Seven day	1		30.90
Archery - Resident and Non-resident	192		3,072.80
Muzzleloaders - Resident and Non-resident	139		1,525.10
Antlerless deer	155		1,020.10
Resident	10,611		62,604.90
Resident landowners	68		401.20
Non-resident	155		4,014.50
Non-resident landowners	2		51.80
Armed forces	33		194.70
Disabled veterans	54		318.60
Elk - Antlered and Antlerless	15		163.50
Bobcat	6		35.40
Fisher	7		41.30
River Otter	1		5.90
	10		274.00
Federal Duck Stamp Furtaker	10		274.00
Adult resident	13		258.70
Migratory - Resident and Non-resident	36		104.40
Bear - Resident and Non-resident			
DM AP - Resident and Non-resident	164		2,647.60
	7		69.30
Replacements	57		336.30
Donations for the Game Commission	161		563.80
Totals	12,228		87,520.10
Disbursements to Game Commission			(87,183.10)
Credits taken for licenses issued for Disabled Veterans and			
			(227.00)
Senior Lifetime Hunt renewals			(337.00)
Balance due Game Commission (County)			
per settled reports			-
Audit adjustments			-
A directed halower has $C_{\text{cons}} C_{\text{cons}} = (C_{\text{cons}} + C_{\text{cons}})$			
Adjusted balance due Game Commission (County)		¢	
for the license period July 1, 2016 to June 30, 2017		\$	-

TREASURER SOMERSET COUNTY HUNTING LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2017 TO JUNE 30, 2018

т. — — — — — — — — — — — — — — — — — — —	Licenses	Amount Due Game	
License Type Resident	Sold	Commission	
Adult	320	\$ 6,368.00	
Junior	13	\$ 0,308.00 76.70	
Landowner	26	101.40	
Junior combination	20 30	267.00	
Senior	30 22	283.80	
Senior Lifetime Combo	12	1,210.80	
Senior Lifetime Hunting	8	407.20	
Military	30	67.00	
Reserves	30 1	1.90	
Spring Turkey	17	355.30	
Mentored Youth	17		
Non-resident	15	28.50	
	1.0	1.01(20	
Adult	18	1,816.20	
Seven day	1	30.90	
Archery - Resident and Non-resident	196	3,126.40	
Muzzleloaders - Resident and Non-resident	143	1,568.70	
Antlerless deer	10 700	(2 102 10	
Resident	10,709	63,183.10	
Resident landowners	70	413.00	
Non-resident	232	6,028.80	
Non-resident landowners	2	51.80	
Armed forces	29	171.10	
Disabled veterans	52	306.80	
Elk - Antlered and Antlerless	14	152.60	
Bobcat	7	41.30	
Fisher	9	53.10	
River Otter	1	5.90	
Adult Pheasant	38	984.20	
Federal Duck Stamp	8	219.20	
Furtaker			
Adult resident	17	338.30	
Senior resident	1	12.90	
Migratory - Resident and Non-resident	37	107.30	
Bear - Resident and Non-resident	179	2,886.10	
DMAP - Resident and Non-resident	4	39.60	
Replacements	48	283.20	
Hunting & Trapping Digest	39	195.00	
Donations for the Game Commission	151	434.00	
Totals	12,499	91,617.10	
Disbursements to Game Commission Credits taken for licenses issued for Disabled Veterans and		(91,292.10)	
Senior Lifetime Hunt renewals		(325.00)	
Balance due Game Commission (County)			
per settled reports		-	
Audit adjustments			
Adjusted balance due Game Commission (County)			
for the license period July 1, 2017 to June 30, 2018		\$ -	

TREASURER SOMERSET COUNTY HUNTING LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2018 TO JUNE 30, 2019

	Licenses	Amount Due Game	
License Type	Sold	Commission	
Resident		<u>.</u>	
Adult	294	\$ 5,850.60	
Junior	9	53.10	
Landowner	27	105.30	
Junior combination	30	267.00	
Senior	23	296.70	
Senior Lifetime Combo	10	1,009.00	
Senior Lifetime Hunting	6	305.40	
Military	31	69.90	
Spring Turkey	20	418.00	
Mentored Youth	22	41.80	
Non-resident			
Adult	19	1,917.10	
Archery - Resident and Non-resident	196	3,136.40	
Muzzleloaders - Resident and Non-resident	135	1,481.50	
Antlerless deer)	
Resident	15,128	89,255.20	
Resident landowners	69	407.10	
Non-resident	354	9,168.60	
Non-resident landowners	1	25.90	
Armed forces	25	147.50	
Disabled veterans	57	336.30	
Elk - Antlered and Antlerless	19	207.10	
Bobcat	6	35.40	
Fisher	7	41.30	
River Otter	1	5.90	
Adult Pheasant	27	699.30	
Federal Duck Stamp	6	164.40	
Furtaker	Ŭ	101.10	
Adult resident	9	179.10	
Senior resident	1	12.90	
Migratory - Resident and Non-resident	31	89.90	
Bear - Resident and Non-resident	155	2,544.50	
DM AP - Resident and Non-resident	9	89.10	
Replacements	63	371.70	
Hunting & Trapping Digest	29	145.00	
Donations for the Game Commission	145	492.40	
Totals			
Totals	16,964	119,370.40	
Disbursements to Game Commission		(119,027.40)	
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		(343.00)	
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		\$ -	
for the needse period July 1, 2016 to Julie 30, 2019		Ψ -	

TREASURER SOMERSET COUNTY HUNTING LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2019 TO JUNE 30, 2020

<u>License Type</u> Resident	Licenses Sold	Amount Due Game Commission
Adult	338	\$ 6,726.20
	338 9	,
Junior L on down on	19	53.10
Landowner Junior combination		74.10
	37	329.30
Senior Senior Lifetime Comba	24	309.60
Senior Lifetime Combo	9	908.10
Senior Lifetime Hunting	4	203.60
Senior Lifetime Up grade Combo	1	50.90
Military	27	64.30
Spring Turkey	19	397.10
Mentored Junior & Youth	18	38.20
Non-resident	•	• • • • • •
Adult	20	2,018.00
Archery - Resident and Non-resident	243	3,923.70
Muzzleloaders - Resident and Non-resident	165	1,848.50
Antlerless deer		
Resident	17,551	103,550.90
Resident landowners	62	365.80
Non-resident	441	11,421.90
Non-resident landowners	1	25.90
Armed forces	20	118.00
Disabled veterans	64	377.60
Elk - Antlered and Antlerless	29	316.10
Bobcat	13	76.70
Fisher	10	59.00
River Otter	1	5.90
Adult Pheasant	29	751.10
Federal Duck Stamp	7	191.80
Furtaker		
Adult resident	19	378.10
Senior resident	2	25.80
Disabled veterans	1	2.90
Migratory - Resident and Non-resident	38	110.20
Bear - Resident and Non-resident	185	3,061.50
DMAP - Resident and Non-resident	26	257.40
Replacements	99	584.10
PGC Shooting Range Permit	1	30.90
Donations for the Game Commission	173	559.20
Totals	19,705	139,215.50
Disbursements to Game Commission		(138,863.50)
Credits taken for licenses issued for Disabled Veterans and		
		/
Senior Lifetime Hunt renewals		(352.00)
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		s -
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TREASURER SOMERSET COUNTY FISHING LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2017

	Licenses		nount Due 1 and Boat
License Type	Sold	Co	ommission
Resident	75	\$	1,620.60
3 Year Resident	4		255.60
Voluntary Youth	3		5.70
Replacements	2		11.80
Senior resident	3		32.70
Disabled Veterans	12		9.50
Replacements	2		-
Tourist			
Three day	1		25.90
Senior lifetime	16		814.40
Lifetime Upgrade Card	12		130.80
Replacements	3		17.70
Donations for the Fish and Boat Commission	14		35.70
Lake Erie Stamp	3		18.00
Lake Erie And Trout/Salmon Combo Stamp	14		208.60
3 Year Lake Erie and Trout/Salmon	1		42.90
Trout/Salmon Stamp	52		453.90
1 Year Trout/Salmon	11		97.90
3 Year Trout/Salmon	8		199.20
5 Year Trout/Salmon	6		245.40
10 Year Trout/Salmon	1		80.90
Launch Permits	64		556.80
Angler and Boater Magazine	1		12.90
Annual Fishing Button	10		40.00
Totals	318		4,916.90
Disbursements to Fish and Boat Commission			(4,916.90)
Balance due Fish and Boat Commission (County) per settled reports			_
Audit adjustments			-
Adjusted balance due Fish and Boat Commission (Co	ounty)		
for the license period January 1, 2017 to December		\$	-

TREASURER SOMERSET COUNTY FISHING LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2018 TO DECEMBER 31, 2018

	T .		nount Due
T. T	Licenses		and Boat
License Type	Sold		mmission
Resident	73	\$	1,576.80
3 Year Resident	4		255.60
5 Year Resident	1		105.90
Mentored Youth	3		-
Voluntary Youth	1		1.90
Replacements	1		5.90
Senior resident	8		87.20
Disabled Veterans	16		11.40
Replacements	2		5.90
Non-resident	3		155.70
Senior lifetime	14		712.60
Lifetime Upgrade Card	7		76.30
Multi Year Upgrade Card	1		10.90
Replacements	1		5.90
Donations for the Fish and Boat Commission	10		17.30
Lake Erie Stamp	6		50.50
Lake Erie And Trout/Salmon Combo Stamp	17		238.40
3 Year Lake Erie and Trout/Salmon	1		42.90
5 Year Lake Erie and Trout/Salmon	1		70.90
Trout/Salmon Stamp	57		507.30
1 Year Trout/Salmon	17		151.30
3 Year Trout/Salmon	8		199.20
10 Year Trout/Salmon	1		80.90
Launch Permits	78		688.10
Angler and Boater Magazine	1		12.90
Annual Fishing Button	13		57.00
Totals	345		5,128.70
Disbursements to Fish and Boat Commission			(5,128.70)
Balance due Fish and Boat Commission (County)			
per settled reports			-
Audit adjustments			-
Adjusted balance due Fish and Boat Commission (Co		¢	
for the license period January 1, 2018 to December	51, 2018	\$	-

TREASURER SOMERSET COUNTY FISHING LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2019

License Type	Licenses Sold	Amount Due Commission
Resident	73	\$ 1,598.70
3 Year Resident	8	511.20
5 Year Resident	5	529.50
Mentored Youth	10	-
Voluntary Youth	4	7.60
Venomous Snake	2	61.80
Replacements	1	5.90
Senior resident	3	32.70
Disabled Veterans	17	17.10
Replacements	2	-
Non-resident	3	155.70
Replacements	1	5.90
Senior lifetime	12	610.80
Lifetime Upgrade Card	3	47.70
Multi Year Upgrade Card	4	48.60
Replacements	2	11.80
Donations for the Fish and Boat Commission	10	30.30
Lake Erie Stamp	3	26.70
Lake Erie And Trout/Salmon Combo Stamp	10	149.00
5 Year Lake Erie and Trout/Salmon	3	212.70
Trout/Salmon Stamp	69	614.10
1 Year Trout/Salmon	10	89.00
3 Year Trout/Salmon	8	199.20
5 Year Trout/Salmon	3	122.70
10 Year Trout/Salmon	1	80.90
Voluntary Permits	3	32.70
Launch Permits	72	756.40
Timber Rattlesnake Tag	2	-
Annual Fishing Button	6	54.00
Totals	350	6,012.70
Disbursements to Fish and Boat Commission		(6,012.70)
Balance due Fish and Boat Commission (County) per settled reports		-
Audit adjustments		
Adjusted balance due Fish and Boat Commission (C	ounty)	
for the license period January 1, 2019 to December	r 31, 2019	\$ -

TREASURER SOMERSET COUNTY FISHING LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2020 TO DECEMBER 31, 2020

License Type	Licenses Sold	Fish	ount Due and Boat nmission
Resident	44	\$	963.60
3 Year Resident	1		63.90
Mentored Youth	2		-
Replacements	2		11.80
Senior resident	6		65.40
Disabled Veterans	15		13.30
Senior lifetime	7		356.30
Replacements	2		11.80
Donations for the Fish and Boat Commission	10		54.30
Lake Erie Stamp	3		23.80
Lake Erie And Trout/Salmon Combo Stamp	9		134.10
1 Year Lake Erie and Trout/Salmon	1		14.90
Trout/Salmon Stamp	38		338.20
1 Year Trout/Salmon	7		62.30
5 Year Trout/Salmon	3		122.70
Voluntary Permits	2		51.80
Launch Permits	120		1,304.00
Annual Fishing Button	4		36.00
Totals =	276		3,628.20
Disbursements to Fish and Boat Commission			(3,628.20)
Balance due Fish and Boat Commission (County) per settled reports			-
Audit adjustments			
Adjusted balance due Fish and Boat Commission (Co for the license period January 1, 2020 to December	• /	\$	

TREASURER SOMERSET COUNTY DOG LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2017

License Type	Licenses Sold	Amount Due Department of Agriculture
Individual	9,573	\$ 55,157.00
Senior citizen	3,895	14,179.00
Lifetime	368	11,730.00
Totals	13,836	81,066.00
Disbursements to Department of Agriculture		(81,066.00)
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, 2017 to December 31, 2017		<u>\$ </u>

TREASURER SOMERSET COUNTY DOG LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2018 TO DECEMBER 31, 2018

	Licenses	Amount Due Department of
License Type	Sold	Agriculture
Individual	9,422	\$ 54,268.00
Senior citizen	3,861	13,985.00
Lifetime	402	12,610.00
Totals	13,685	80,863.00
Disbursements to Department of Agriculture		(80,863.00)
Balance due Department of Agriculture (County) per settled reports		-
Audit adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2018 to December 31, 2018		<u>\$ -</u>

TREASURER SOMERSET COUNTY DOG LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2019

Liconce Trace	Licenses Sold	Amount Due Department of
<u>License Type</u>	3010	Agriculture
Individual	8,448	\$ 48,618.00
Senior citizen	3,599	12,939.00
Lifetime	424	13,470.00
Totals	12,471	75,027.00
Disbursements to Department of Agriculture		(75,027.00)
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, 2019 to December 31, 2019		<u>\$ -</u>

TREASURER SOMERSET COUNTY DOG LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2020 TO DECEMBER 31, 2020

	Licenses	Amount Due Department of
License Type	Sold	Agriculture
Individual	7,216	\$ 41,302.00
Senior citizen	3,236	11,554.00
Lifetime	449	14,080.00
Totals	10,901	66,936.00
Disbursements to Department of Agriculture		(66,936.00)
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, 2020 to December 31, 2020		<u>\$ </u>

TREASURER SOMERSET COUNTY REPORT DISTRIBUTION FOR THE HUNTING LICENSE PERIOD JULY 1, 2016 TO JUNE 30, 2020 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2020

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 Donna M. Schmitt Treasurer

The Honorable Gerald Walker Chairperson 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>.