

COMPLIANCE AUDIT

Treasurer

Venango County, Pennsylvania

For the Period

Hunting - July 18, 2018 to June 30, 2022

Fishing and Dog - January 1, 2018 to
December 31, 2021

October 2023



Commonwealth of Pennsylvania
Department of the Auditor General

Timothy L. DeFoor • Auditor General



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**TIMOTHY L. DEFOOR
AUDITOR GENERAL**

Ms. Jeannie L. Ritchey
Acting Treasurer
Venango County
Franklin, PA 16323

We have conducted a compliance audit of the Treasurer, Venango County, Pennsylvania (County Officer), for the license periods 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, the 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, the 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 monies 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, Venango 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
Auditor General
September 15, 2023

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TREASURER
VENANGO COUNTY
BACKGROUND

FOR THE HUNTING LICENSE PERIOD JULY 1, 2018 TO JUNE 30, 2022 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2018 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 2018 through 2021 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of fishing licenses, sold electronically, for license years 2018 through 2021 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of dog licenses for the license years 2018 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>	<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. The balances reflect the summary of monthly sales reports as settled by the appropriate licensing agency.

Deborah H. Sharpe served as Treasurer during the hunting license period July 1, 2018 to October 15, 2021, and during the fishing and dog license period January 1, 2018 to October 15, 2021.

Jeannie L. Ritchey served as Treasurer during the hunting license period October 21, 2021 to June 30, 2022, and during the fishing and dog licensing period October 21, 2021 to December 31, 2021.

TREASURER
VENANGO COUNTY
BACKGROUND

FOR THE HUNTING LICENSE PERIOD JULY 1, 2018 TO JUNE 30, 2022 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2018 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.

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	168	\$ 3,371.20
Junior	9	53.10
Landowner	8	31.20
Junior combination	28	249.20
Senior	7	90.30
Senior Lifetime Combo	10	1,009.00
Senior Lifetime Hunting	2	101.80
Senior Lifetime Upgrade Combo	2	101.80
Military	43	98.70
Spring Turkey	8	167.20
Mentored Youth	13	24.70
Non-resident		
Adult	5	504.50
Archery - Resident and Non-resident	128	2,065.20
Muzzleloaders - Resident and Non-resident	50	545.00
Antlerless deer		
Resident	11,881	70,097.90
Resident landowners	63	371.70
Non-resident	351	9,090.90
Non-resident landowners	3	77.70
Armed forces	36	212.40
Disabled veterans	58	342.20
Elk - Antlered and Antlerless	20	218.00
Bobcat	3	17.70
Fisher	3	17.70
Adult Pheasant	15	388.50
Federal Duck Stamp	12	328.80
Furtaker		
Adult resident	9	179.10
Migratory - Resident and Non-resident	34	98.60
Bear - Resident and Non-resident	75	1,232.50
DMAP - Resident and Non-resident	8	79.20
Replacements	44	259.60
Hunting & Trapping Digest	42	210.00
Totals	<u>13,138</u>	<u>91,635.40</u>
Disbursements to Game Commission		(91,431.40)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(204.00)</u>
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		<u>\$ -</u>

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	168	\$ 3,343.20
Junior	8	47.20
Landowner	8	31.20
Junior combination	25	222.50
Senior	14	180.60
Senior Lifetime Combo	7	706.30
Senior Lifetime Hunting	3	152.70
Military	40	93.00
Spring Turkey	9	188.10
Mentored Junior & Youth	17	36.30
Non-resident		
Adult	11	1,109.90
Junior	3	122.70
Archery - Resident and Non-resident	140	2,266.00
Muzzleloaders - Resident and Non-resident	63	686.70
Antlerless deer		
Resident	12,754	75,248.60
Resident landowners	64	377.60
Non-resident	422	10,929.80
Non-resident landowners	3	77.70
Armed forces	32	188.80
Disabled veterans	60	354.00
Elk - Antlered and Antlerless	18	196.20
Bobcat	5	29.50
Fisher	5	29.50
Adult Pheasant	19	492.10
Federal Duck Stamp	13	356.20
Furtaker		
Adult resident	13	258.70
Migratory - Resident and Non-resident	34	98.60
Bear - Resident and Non-resident	103	1,657.70
DMAP - Resident and Non-resident	15	148.50
Replacements	43	253.70
Totals	<u>14,119</u>	<u>99,883.60</u>
Disbursements to Game Commission		(99,664.60)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(219.00)</u>
Balance due Game Commission (County) per settled reports		-
Audit adjustments		<u>-</u>
Adjusted balance due Game Commission (County) for the license period July 1, 2019 to June 30, 2020		<u>\$ -</u>

TREASURER
VENANGO COUNTY
HUNTING LICENSE SALES
SUMMARY OF RECEIPTS AND DISBURSEMENTS
FOR THE LICENSE PERIOD JULY 1, 2020 TO JUNE 30, 2021

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	164	\$ 3,263.60
Junior	9	53.10
Landowner	9	35.10
Junior combination	14	124.60
Senior	8	103.20
Senior Lifetime Combo	5	504.50
Senior Lifetime Hunting	6	305.40
Military	37	84.30
Spring Turkey	10	209.21
Mentored Junior & Youth	13	24.70
Non-resident		
Adult	12	1,210.80
Junior	1	40.90
Archery - Resident and Non-resident	154	2,488.60
Muzzleloaders - Resident and Non-resident	61	664.90
Antlerless deer		
Resident	13,628	80,405.20
Resident landowners	57	336.30
Non-resident	495	12,820.50
Non-resident landowners	3	77.70
Armed forces	36	212.40
Disabled veterans	70	413.00
Elk - Antlered and Antlerless	24	261.60
Bobcat	5	29.50
Fisher	5	29.50
River Otter	2	11.80
Adult Pheasant	16	414.40
Federal Duck Stamp	18	493.20
Furtaker		
Adult resident	9	179.10
Migratory - Resident and Non-resident	33	95.70
Bear - Resident and Non-resident	99	1,594.10
DMAP - Resident and Non-resident	18	178.20
Replacements	65	383.50
Totals	<u>15,086</u>	<u>107,048.61</u>
Disbursements to Game Commission		(106,838.61)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(210.00)</u>
Balance due Game Commission (County) per settled reports		-
Audit adjustments		<u>-</u>
Adjusted balance due Game Commission (County) for the license period July 1, 2020 to June 30, 2021		<u>\$ -</u>

TREASURER
VENANGO COUNTY
HUNTING LICENSE SALES
SUMMARY OF RECEIPTS AND DISBURSEMENTS
FOR THE LICENSE PERIOD JULY 1, 2021 TO JUNE 30, 2022

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	172	\$ 3,434.84
Junior	3	17.91
Landowner	9	35.73
Junior combination	11	98.67
Senior	10	129.70
Senior Lifetime Hunting	3	152.91
Senior Lifetime Combo	6	605.82
Senior Lifetime Upgrade Combo	1	50.97
Military	43	84.71
Reserves	2	3.94
Spring Turkey	8	167.76
Mentored Adult	1	19.97
Mentored Junior & Youth	12	27.64
Non-resident		
Adult	6	605.82
Archery - Resident and Non-resident	162	2,607.14
Muzzleloaders - Resident and Non-resident	64	702.08
Antlerless deer		
Resident	13,114	78,290.58
Resident landowners	52	310.44
Non-resident	611	15,867.67
Non-resident landowners	3	77.91
Armed forces	35	208.95
Disabled veterans	86	513.42
Elk - Antlered and Antlerless	32	351.04
Bobcat	5	29.85
Fisher	8	47.76
River Otter	2	11.94
Adult Pheasant	19	493.43
Federal Duck Stamp	19	531.43
Furtaker		
Adult resident	11	219.67
Disabled veterans	1	1.97
Migratory - Resident and Non-resident	39	115.83
Bear - Resident and Non-resident	102	1,628.94
DMAP - Resident and Non-resident	12	119.64
Replacements	80	232.83
Totals	<u>14,744</u>	<u>107,798.91</u>
Disbursements to Game Commission		(107,626.76)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(223.00)</u>
Balance due Game Commission (County) per settled reports		(50.85)
Audit adjustments		<u>-</u>
Adjusted balance due Game Commission (County) for the license period July 1, 2021 to June 30, 2022		<u>\$ (50.85)</u>

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	77	\$ 1,686.30
3 Year Resident	2	127.80
5 Year Resident	1	105.90
Mentored Youth	5	-
Voluntary Youth	2	3.80
Senior resident	8	87.20
One day resident	1	10.90
National Guard/Armed Forces	7	13.30
Disabled Veterans	17	19.00
Replacements	2	-
Non-resident	3	155.70
Senior lifetime	13	796.70
Lifetime Upgrade Card	5	54.50
Replacements	7	41.30
Lake Erie Stamp	15	130.60
Lake Erie And Trout/Salmon Combo Stamp	22	327.80
Trout/Salmon Stamp	34	302.60
1 Year Trout/Salmon	16	142.40
3 Year Trout/Salmon	7	174.30
5 Year Trout/Salmon	2	81.80
10 Year Trout/Salmon	1	80.90
Launch Permits	396	3,380.20
Annual Fishing Button	10	40.00
Totals	<u>653</u>	<u>7,763.00</u>
Disbursements to Fish and Boat Commission		<u>(7,763.00)</u>
Balance due Fish and Boat Commission (County) per settled reports		-
Audit adjustments		-
Adjusted balance due Fish and Boat Commission (County) for the license period January 1, 2018 to December 31, 2018		<u>\$ -</u>

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	65	\$ 1,423.50
3 Year Resident	2	127.80
5 Year Resident	3	317.70
Mentored Youth	2	-
Voluntary Youth	2	3.80
Venomous Snake	8	123.60
Senior resident	10	109.00
National Guard/Armed Forces	5	9.50
Disabled Veterans	19	22.80
Replacements	1	-
Non-resident	1	51.90
Tourist		
Three day	2	51.80
Senior lifetime	9	503.10
Lifetime Upgrade Card	5	79.50
Replacements	7	41.30
Lake Erie Stamp	15	119.00
Lake Erie And Trout/Salmon Combo Stamp	28	417.20
1 Year Lake Erie and Trout/Salmon	1	14.90
3 Year Lake Erie and Trout/Salmon	1	42.90
Trout/Salmon Stamp	28	249.20
1 Year Trout/Salmon	21	186.90
3 Year Trout/Salmon	2	49.80
5 Year Trout/Salmon	4	163.60
Voluntary Permits	1	25.90
Launch Permits	506	4,846.70
PA Fishing Summary Booklet	35	70.00
Annual Fishing Button	6	54.00
Totals	<u>789</u>	<u>9,105.40</u>
Disbursements to Fish and Boat Commission		<u>(9,105.40)</u>
Balance due Fish and Boat Commission (County) per settled reports		-
Audit adjustments		-
Adjusted balance due Fish and Boat Commission (County) for the license period January 1, 2019 to December 31, 2019		<u>\$ -</u>

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	55	\$ 1,204.50
Voluntary Youth	1	1.90
Venomous Snake	4	61.80
Replacements	1	5.90
Senior resident	8	87.20
National Guard/Armed Forces	2	3.80
Disabled Veterans	14	20.90
Replacements	1	5.90
Tourist		
Three day	1	25.90
Seven day	1	33.90
Senior lifetime	11	604.90
Lifetime Upgrade Card	1	15.90
Replacements	5	29.50
Lake Erie Stamp	8	62.50
1 Year Lake Erie	1	8.90
Lake Erie And Trout/Salmon Combo Stamp	27	402.30
Trout/Salmon Stamp	19	169.10
1 Year Trout/Salmon	10	89.00
3 Year Trout/Salmon	3	74.70
10 Year Trout/Salmon	2	161.80
Launch Permits	468	4,572.60
Annual Fishing Button	3	27.00
Totals	<u>646</u>	<u>7,669.90</u>
Disbursements to Fish and Boat Commission		<u>(7,675.80)</u>
Balance due Fish and Boat Commission (County) per settled reports		(5.90)
Audit adjustments		<u>-</u>
Adjusted balance due Fish and Boat Commission (County) for the license period January 1, 2020 to December 31, 2020		<u>\$ (5.90)</u>

TREASURER
VENANGO COUNTY
FISHING LICENSE SALES
SUMMARY OF RECEIPTS AND DISBURSEMENTS
FOR THE LICENSE PERIOD JANUARY 1, 2021 TO DECEMBER 31, 2021

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	78	\$ 1,712.96
3 Year Resident	1	63.97
Mentored Youth	4	-
Voluntary Youth	1	1.97
Venomous Snake Replacements	6	92.91
Senior resident	2	21.87
National Guard/Armed Forces	2	3.94
Disabled Veterans	16	21.67
Non-resident	2	103.94
Tourist		
Three day	2	51.94
Seven day	1	33.97
Senior lifetime	9	458.73
Replacements	3	17.91
Lake Erie Stamp	6	50.78
Lake Erie And Trout/Salmon Combo Stamp	29	418.81
1 Year Lake Erie and Trout/Salmon	1	14.90
Trout/Salmon Stamp	43	385.64
1 Year Trout/Salmon	2	17.80
3 Year Trout/Salmon	2	49.94
5 Year Trout/Salmon	1	40.97
10 Year Trout/Salmon	1	80.90
Launch Permits	193	3,623.21
Annual Fishing Button	2	18.00
Totals	<u>409</u>	<u>7,298.67</u>
Disbursements to Fish and Boat Commission		<u>(7,298.67)</u>
Balance due Fish and Boat Commission (County) per settled reports		-
Audit adjustments		-
Adjusted balance due Fish and Boat Commission (County) for the license period January 1, 2021 to December 31, 2021		<u>\$ -</u>

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	4,373	\$ 25,517.00
Senior citizen	2,260	8,408.00
Lifetime	<u>418</u>	<u>12,980.00</u>
Totals	<u><u>7,051</u></u>	46,905.00
Disbursements to Department of Agriculture		<u>(46,905.00)</u>
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>\$ -</u></u>

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	4,091	\$ 23,939.00
Senior citizen	2,094	7,738.00
Lifetime	<u>453</u>	<u>13,350.00</u>
Totals	<u><u>6,638</u></u>	45,027.00
Disbursements to Department of Agriculture		<u>(45,027.00)</u>
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>\$ -</u></u>

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	3,593	\$ 21,013.00
Senior citizen	1,946	7,194.00
Lifetime	<u>359</u>	<u>11,300.00</u>
Totals	<u><u>5,898</u></u>	39,507.00
Disbursements to Department of Agriculture		<u>(39,507.00)</u>
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>\$ -</u></u>

TREASURER
 VENANGO COUNTY
 DOG LICENSE SALES
 SUMMARY OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JANUARY 1, 2021 TO DECEMBER 31, 2021

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	3,500	\$ 20,650.00
Senior citizen	1,925	7,197.00
Lifetime	<u>457</u>	<u>14,450.00</u>
Totals	<u><u>5,882</u></u>	42,297.00
Disbursements to Department of Agriculture		<u>(42,297.00)</u>
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, 2021 to December 31, 2021		<u><u>\$ -</u></u>

TREASURER
VENANGO COUNTY
REPORT DISTRIBUTION
FOR THE HUNTING LICENSE PERIOD JULY 1, 2018 TO JUNE 30, 2022 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2018 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

Ms. Brenda Verner-Sterling

Chief of Licensing and Registration Fish and Boat Commission

Mr. Bryan Burhans

Executive Director Pennsylvania Game Commission

Ms. Jeannie L. Ritchey

Acting Treasurer

The Honorable Sam Breene

Chairman of the Board of Commissioners

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