COMPLIANCE AUDIT

Treasurer

Warren County, Pennsylvania For the Period Hunting - July 1, 2018 to June 30, 2022 Fishing and Dog - January 1, 2019 to December 31, 2022

November 2023



Commonwealth of Pennsylvania Department of the Auditor General

Timothy L. DeFoor • Auditor General



Commonwealth of Pennsylvania Department of the Auditor General Harrisburg, PA 17120-0018 Facebook: Pennsylvania Auditor General Twitter: @PAAuditorGen www.PaAuditor.gov

TIMOTHY L. DEFOOR AUDITOR GENERAL

The Honorable Dennis Munksgard Treasurer Warren County Warren, PA 16365

We have conducted a compliance audit of the Treasurer, Warren 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, 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, Warren 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. Detoor

Timothy L. DeFoor Auditor General October 24, 2023

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TREASURER WARREN COUNTY BACKGROUND FOR THE HUNTING LICENSE PERIOD JULY 1, 2018 TO JUNE 30, 2022 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2022

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 2019 through 2022 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of dog licenses for the license years 2019 through 2022 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.

Dennis Munksgard served as Treasurer during the hunting license period July 1, 2018 to June 30, 2022, and during the fishing and dog license period January 1, 2019 to December 31, 2022.

TREASURER WARREN COUNTY BACKGROUND FOR THE HUNTING LICENSE PERIOD JULY 1, 2018 TO JUNE 30, 2022 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2022

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

<u>License Type</u> Resident	Licenses Sold	Amount Due Game Commission
	222	¢ 1.626.70
Adult	233	\$ 4,636.70
Junior	10	59.00
Landowner	6	23.40
Junior combination	39	347.10
Senior	14	180.60
Senior Lifetime Combo	4	403.60
Senior Lifetime Hunting	10	509.00
Senior Lifetime Upgrade Combo	1	50.90
Military	27	61.30
Reserves	1	1.90
Spring Turkey	3	62.70
Mentored Youth	12	22.80
Non-resident		
Adult	9	908.10
Junior	1	40.90
	196	
Archery - Resident and Non-resident Muzzleloaders - Resident and Non-resident		3,136.40
	63	696.70
Antlerless deer	6.504	20.252.00
Resident	6,504	38,373.60
Resident landowners	121	713.90
Non-resident	302	7,821.80
Non-resident landowners	5	129.50
Armed forces	22	129.80
Disabled veterans	55	324.50
Elk - Antlered and Antlerless	17	185.30
Bobcat	7	41.30
Fisher	10	59.00
Adult Pheasant	21	543.90
Federal Duck Stamp	4	109.60
Furtaker		
Adult resident	21	417.90
Senior resident	1	12.90
Disabled veterans	1	2.90
Migratory - Resident and Non-resident	60	174.00
Bear - Resident and Non-resident	140	
DMAP - Resident and Non-resident		2,246.00
	89 52	906.10
Replacements	53	312.70
Hunting & Trapping Digest	38	190.00
Totals	8,100	63,835.80
Disbursements to Game Commission		(63,566.80)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		(269.00)
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, 2018 to Julie 30, 2019		\$ -

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

	Licenses	Amount Due Game
License Type Braident	Sold	Commission
Resident Adult	243	\$ 4,835.70
Junior	243	\$ 4,835.70 53.10
Landowner	9 7	
Junior combination		27.30
Senior	34	302.60
Senior Lifetime Combo	13 6	167.70
	6 4	$605.40 \\ 203.60$
Senior Lifetime Hunting Military	33	203.00 77.70
Spring Turkey	5	104.50
Mentored Junior & Youth	19	36.10
Non-resident	19	50.10
Adult	10	1,009.00
Junior	10	40.90
Junior combination	2	101.80
Archery - Resident and Non-resident	191	3,056.90
Muzzleloaders - Resident and Non-resident	69	752.10
Antlerless deer	09	752.10
Resident	7 202	42 407 70
Resident landowners	7,203	42,497.70
Non-resident	116 473	684.40
Non-resident landowners		12,250.70
	5	129.50
Armed forces	19	112.10
Disabled veterans	69 22	407.10
Elk - Antlered and Antlerless	22	239.80
Bobcat Dieler	12	70.80
Fisher River Otter	15	88.50
Adult Pheasant	2 22	11.80
	3	569.80
Federal Duck Stamp Furtaker	3	82.20
Adult resident	22	127.90
Disabled veterans	22	437.80
	1 45	2.90 130.50
Migratory - Resident and Non-resident Bear - Resident and Non-resident	43 146	
DMAP - Resident and Non-resident	123	2,361.40 1,292.70
Replacements		
-	53	312.70
Totals	8,997	73,056.80
Disbursements to Game Commission		(72,774.80)
Credits taken for licenses issued for Disabled Veterans and		
Senior Lifetime Hunt renewals		(282.00)
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		\$ -

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

<u>License Type</u>	Licenses Sold	Amount Due Game Commission
Resident	5010	Commission
Adult	231	\$ 4,596.90
Junior	6	35.40
Landowner	11	42.90
Junior combination	35	311.50
Senior	9	116.10
Senior Lifetime Combo	15	1,513.57
Senior Lifetime Hunting	9	458.10
Military	13	28.70
Reserves	2	3.80
Spring Turkey	- 9	188.17
Mentored Junior & Youth	24	49.60
Non-resident		
Adult	12	1,210.80
Junior combination	2	101.80
Archery - Resident and Non-resident	209	3,353.10
Muzzleloaders - Resident and Non-resident	74	856.81
Antlerless deer		
Resident	8,205	48,409.50
Resident landowners	111	654.90
Non-resident	616	15,954.40
Non-resident landowners	5	129.50
Armed forces	15	88.50
Disabled veterans	75	442.50
Elk - Antlered and Antlerless	42	457.80
Bobcat	14	82.60
Fisher	19	112.10
River Otter	9	53.17
Adult Pheasant	28	725.27
Federal Duck Stamp	1	27.40
Furtaker		
Adult resident	25	497.50
Migratory - Resident and Non-resident	36	104.47
Bear - Resident and Non-resident	161	2,619.90
DMAP - Resident and Non-resident	142	1,530.80
Replacements	28	165.27
Hunting & Trapping Digest	2	-
Donations for the Game Commission	-	-
Totals	10,195	84,922.83
Disbursements to Game Commission		(01 c2c 00)
		(84,636.80)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		(286.02)
Senior Literine Funt renewals		(286.03)
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		\$ -

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

Resident 206 \$ 4,113.82 Adult 206 \$ 4,113.82 Junior 9 53.73 Landowner 8 31.76 Junior combination 28 251.16 Senior Lifetime Hunting 3 152.91 Senior Lifetime Combo 11 1,110.67 Senior Lifetime Upgrade Combo 1 50.97 Military 18 35.46 Reserves 4 7.88 Spring Turkey 14 293.58 Mentored Junior & Youth 26 55.22 Non-resident 20 3,393.85 Muzzleoaders - Resident and Non-resident 20 3,393.85 Muzzleoaders - Resident and Non-resident 70 797.90 Antleress deer 7 41.282.55 Resident landowners 126 752.22 Non-resident landowners 5 129.85 Archery - Resident and Non-resident 7 41.79 Adult thaesant 81 483.57 Disabled vetrans <	License Type	Licenses Sold	Amount Due Game Commission
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Totals9,08380,004.80Disbursements to Game Commission(79,755.62)Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals(290.00)Balance due Game Commission (County) per settled reports(40.82)Audit adjustments			
Disbursements to Game Commission(79,755.62)Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals(290.00)Balance due Game Commission (County) per settled reports(40.82)Audit adjustments	Replacements	93	298.50
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals (290.00) Balance due Game Commission (County) per settled reports (40.82) Audit adjustments	Totals	9,083	80,004.80
Senior Lifetime Hunt renewals(290.00)Balance due Game Commission (County) per settled reports(40.82)Audit adjustments	Disbursements to Game Commission		(79,755.62)
Senior Lifetime Hunt renewals(290.00)Balance due Game Commission (County) per settled reports(40.82)Audit adjustments	Credits taken for licenses issued for Disabled Veterans and		
per settled reports (40.82) Audit adjustments			(290.00)
per settled reports (40.82) Audit adjustments	Balance due Game Commission (County)		
Audit adjustments			(10.00)
·	per settled reports		(40.82)
A diusted balance due Came Commission (County)	Audit adjustments		
	Adjusted balance due Game Commission (County)		
for the license period July 1, 2021 to June 30, 2022 \$ (40.82)			\$ (40.82)

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

License Type	Licenses Sold	Fis	nount Due h and Boat ommission
Resident	63	\$	1,379.70
Venomous Snake	4		61.80
Senior resident	4		43.60
National Guard/Armed Forces	1		1.90
Disabled Veterans Replacements	13 2		13.30
Non-resident	1		51.90
Tourist			
Three day	2		51.80
Seven day	1		33.90
Senior lifetime	10		509.00
Lifetime Upgrade Card	1		15.90
Replacements	5		29.50
Lake Erie Stamp	14		110.10
Lake Erie And Trout/Salmon Combo Stamp	30		432.10
1 Year Lake Erie and Trout/Salmon	1		14.90
Trout/Salmon Stamp	26		231.40
1 Year Trout/Salmon	14		124.60
3 Year Trout/Salmon	1		24.90
5 Year Trout/Salmon	2		81.80
Launch Permits	174		1,899.30
PA Fishing Summary Booklet	13		26.00
Annual Fishing Button	5		45.00
Totals	387		5,182.40
Disbursements to Fish and Boat Commission			(5,185.40)
Balance due Fish and Boat Commission (County) per settled reports			(3.00)
Audit adjustments			-
Adjusted balance due Fish and Boat Commission (Co for the license period January 1, 2019 to December		\$	(3.00)

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

License Type	Licenses Sold	Fisl	nount Due 1 and Boat ommission
Resident	57	\$	1,160.70
3 Year Resident	2		127.80
Mentored Youth	3		-
Voluntary Youth	2		3.80
Venomous Snake	8		123.60
Replacements	1		5.90
Senior resident	7		76.30
Disabled Veterans	19		11.40
Replacements	6		-
Non-resident	1		51.90
Tourist - Three day	4		103.60
Tourist - Seven day	1		33.90
Senior lifetime	6		305.40
Lifetime Upgrade Card	1		15.90
Replacements	4		23.60
Lake Erie Stamp	9		68.50
Lake Erie And Trout/Salmon Combo Stamp	25		342.70
3 Year Lake Erie and Trout/Salmon	2		85.80
Trout/Salmon Stamp	30		249.20
1 Year Trout/Salmon	9		80.10
5 Year Trout/Salmon	3		122.70
10 Year Trout/Salmon	1		80.90
Launch Permits	264		2,904.80
Annual Fishing Button	4		36.00
Totals	469		6,014.50
Disbursements to Fish and Boat Commission			(6,014.50)
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 WARREN COUNTY FISHING LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2021 TO DECEMBER 31, 2021

License Type	Licenses Sold	Fisl	nount Due n and Boat ommission
Resident 3 Year Resident	49 2	\$	1,054.42 127.87
Mentored Youth	15		-
Venomous Snake	2		30.97
Senior resident	5		54.85
National Guard/Armed Forces	1		1.97
Disabled Veterans	15		15.69
Replacements	1		-
Non-resident	6		311.82
Tourist			
Seven day	1		33.97
Senior lifetime	10		509.63
Replacements	3		17.91
Lake Erie Stamp	7		44.97
Lake Erie And Trout/Salmon Combo Stamp	29		404.05
3 Year Lake Erie and Trout/Salmon	1		42.90
Trout/Salmon Stamp	26		224.18
1 Year Trout/Salmon	1		8.90
3 Year Trout/Salmon	2		49.87
5 Year Trout/Salmon	1		40.97
Launch Permits	98		1,921.06
Annual Fishing Button	1		9.00
Totals	276		4,905.00
Disbursements to Fish and Boat Commission			(5,011.68)
Balance due Fish and Boat Commission (County) per settled reports			(106.68)
Audit adjustments			-
Adjusted balance due Fish and Boat Commission (Co for the license period January 1, 2021 to December	• ·	\$	(106.68)

TREASURER WARREN COUNTY FISHING LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2022 TO DECEMBER 31, 2022

License Type	Licenses Sold	Fisl	nount Due h and Boat ommission
Resident	65	\$	1,406.08
3 Year Resident	5		319.85
Mentored Youth	6		-
Voluntary Youth	1		1.97
Replacements	5		29.85
Senior resident	5		54.85
One day resident	3		32.91
National Guard/Armed Forces	1		1.97
Disabled Veterans	13		9.85
Replacements	6		-
Non-resident	4		207.88
Senior lifetime	5		254.85
Replacements	5		29.85
Lake Erie Stamp	7		59.82
3 Year Lake Erie	1		24.97
Lake Erie And Trout/Salmon Combo Stamp	38		508.98
3 Year Lake Erie and Trout/Salmon	2		85.94
Trout/Salmon Stamp	34		296.01
3 Year Trout/Salmon	4		99.88
Launch Permits	102		2,142.94
Totals	312		5,568.45
Disbursements to Fish and Boat Commission			(5,585.68)
Balance due Fish and Boat Commission (County) per settled reports			(17.23)
Audit adjustments			-
Adjusted balance due Fish and Boat Commission (C	County)		
for the license period January 1, 2022 to Decembe	• /	\$	(17.23)

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

	.	Amount Due
I' T	Licenses	Department of
License Type	Sold	Agriculture
Individual	3,015	\$ 17,393.00
Senior citizen	1,421	5,211.00
Lifetime	438	12,900.00
Totals	4,874	35,504.00
Disbursements to Department of Agriculture		(35,504.00)
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		\$ -

TREASURER WARREN 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	2,716	\$ 15,638.00
Senior citizen	1,341	4,901.00
Lifetime	304	9,050.00
Totals	4,361	29,589.00
Disbursements to Department of Agriculture		(29,589.00)
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>

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

	Licenses	Amount Due
License Type	Sold	Department of
Individual	2,634	\$ 15,168.00
Senior citizen	1,329	4,897.00
Lifetime	403	11,570.00
Totals	4,366	31,635.00
Disbursements to Department of Agriculture		(31,635.00)
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>

TREASURER WARREN COUNTY DOG LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2022 TO DECEMBER 31, 2022

	Licenses	Amount Due
License Type	Sold	Department ofAgriculture
Individual	2,442	\$ 13,992.00
Senior citizen	1,218	4,478.00
Lifetime	401	11,420.00
Totals	4,061	29,890.00
Disbursements to Department of Agriculture		(29,890.00)
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, 2022 to December 31, 2022		<u>\$ </u>

TREASURER WARREN 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, 2019 TO DECEMBER 31, 2022

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

The Honorable Dennis Munksgard Treasurer

The Honorable Tricia Durbin Chair 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>.