



TREASURER

BEDFORD COUNTY

EXAMINATION REPORT OF LICENSE SALES

HUNTING - JULY 1, 2007 TO JUNE 30, 2011

FISHING AND DOG - JANUARY 1, 2007 TO DECEMBER 31, 2010

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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 Paula K. Sheirer
Treasurer
Bedford County
Bedford, PA 15522

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

Independent Auditor's Report (Continued)

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.

Independent Auditor's Report (Continued)

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.

March 29, 2012

JACK WAGNER
Auditor General



TREASURER
BEDFORD COUNTY
HUNTING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING JUNE 30, 2008

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	120	\$ 2,280.00
Junior	14	70.00
Junior combination	10	80.00
Senior	37	444.00
Military	32	32.00
Non-resident		
Adult	37	3,700.00
Junior	5	200.00
Seven day	3	90.00
Archery - Resident and Non-resident	51	815.00
Muzzleloaders - Resident and Non-resident	59	650.00
Antlerless deer		
Resident	15,812	79,060.00
Resident landowners	26	130.00
Non-resident	642	16,050.00
Non-resident landowners	13	325.00
Armed forces	35	175.00
Disabled veterans	23	115.00
Furtaker		
Adult resident	9	171.00
Senior resident	1	12.00
Adult non-resident	4	320.00
Migratory - Resident and Non-resident	21	45.00
Bear - Resident and Non-resident	46	770.00
Replacements	22	110.00
Totals (Note 2)	<u>17,022</u>	<u>105,644.00</u>
Disbursements to Game Commission (Note 3)		(105,405.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(239.00)</u>
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, 2008		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
HUNTING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING JUNE 30, 2009

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	108	\$ 2,052.00
Junior	12	60.00
Junior combination	5	40.00
Senior	28	336.00
Senior Lifetime Hunting	1	50.00
Military	33	33.00
Non-resident		
Adult	45	4,500.00
Junior	6	240.00
Junior combination	1	50.00
Seven day	1	30.00
Archery - Resident and Non-resident	46	750.00
Muzzleloaders - Resident and Non-resident	61	690.00
Antlerless deer		
Resident	15,849	79,245.00
Resident landowners	23	115.00
Non-resident	711	17,775.00
Non-resident landowners	1	25.00
Armed forces	39	195.00
Disabled veterans	27	135.00
Furtaker		
Adult resident	10	190.00
Senior resident	2	24.00
Migratory - Resident and Non-resident	19	44.00
Bear - Resident and Non-resident	49	895.00
Replacements	36	180.00
Totals (Note 2)	<u>17,113</u>	<u>107,654.00</u>
Disbursements to Game Commission (Note 3)		(107,422.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(232.00)</u>
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, 2009		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
HUNTING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING JUNE 30, 2010

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	117	\$ 2,332.90
Junior	5	28.50
Landowner	2	7.40
Junior combination	4	34.80
Senior	23	292.10
Senior Lifetime Combo	10	1,007.00
Senior Lifetime Hunting	18	912.60
Military	35	59.50
Spring Turkey	10	207.00
Mentored Youth	10	17.00
Non-resident		
Adult	41	4,128.70
Junior	5	203.50
Junior combination	1	50.70
Archery - Resident and Non-resident	64	1,104.80
Muzzleloaders - Resident and Non-resident	67	806.90
Antlerless deer		
Resident	12,483	71,153.10
Resident landowners	28	159.60
Non-resident	800	20,560.00
Non-resident landowners	12	308.40
Armed forces	41	233.70
Disabled veterans	31	176.70
Elk - Antlered and Antlerless	7	74.90
Bobcat	4	22.80
Furtaker		
Adult resident	12	236.40
Senior resident	2	25.40
Migratory - Resident and Non-resident	22	65.40
Bear - Resident and Non-resident	53	872.10
DMAP - Resident and Non-resident	13	176.10
Replacements	66	376.20
Totals (Note 2)	<u>13,986</u>	<u>105,634.20</u>
Disbursements to Game Commission (Note 3)		(105,384.90)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(249.30)</u>
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		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
HUNTING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING JUNE 30, 2011

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	121	\$ 2,383.70
Junior	5	28.50
Landowner	3	11.10
Junior combination	9	78.30
Senior	16	203.20
Senior Lifetime Combo	8	805.60
Senior Lifetime Hunting	10	507.00
Senior Lifetime Upgrade Combo	2	101.40
Military	36	61.20
Reserves	1	1.70
Spring Turkey	13	269.10
Mentored Youth	10	17.00
Non-resident		
Adult	37	3,725.90
Junior	1	40.70
Junior combination	2	101.40
Archery - Resident and Non-resident	69	1,163.30
Muzzleloaders - Resident and Non-resident	62	713.40
Antlerless deer		
Resident	11,283	64,313.10
Resident landowners	26	148.20
Non-resident	597	15,342.90
Non-resident landowners	9	231.30
Armed forces	37	210.90
Disabled veterans	34	193.80
Elk - Antlered and Antlerless	7	74.90
Bobcat	10	57.00
Fisher	2	11.40
Furtaker		
Adult resident	11	216.70
Senior resident	3	38.10
Migratory - Resident and Non-resident	18	48.60
Bear - Resident and Non-resident	74	1,281.80
DMAP - Resident and Non-resident	6	58.20
Replacements	49	279.30
Totals (Note 2)	<u>12,571</u>	<u>92,718.70</u>
Disbursements to Game Commission (Note 3)		(92,455.40)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(263.30)</u>
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, 2011		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
FISHING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING DECEMBER 31, 2007

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	65	\$ 1,365.00
Replacements	1	4.25
Senior resident	6	60.00
National Guard/Armed Forces	3	3.00
Non-resident	4	204.00
Tourist		
Seven day	1	33.00
Senior lifetime	78	3,900.00
Lifetime Upgrade Card	2	10.00
Replacements	5	21.25
Lake Erie Stamp	2	16.00
Lake Erie And Trout/Salmon Combo Stamp	18	252.00
Trout/Salmon Stamp	111	888.00
	<hr/>	<hr/>
Totals (Note 2)	<u>296</u>	6,756.50
Disbursements to Fish and Boat Commission (Note 3)		<hr/> <u>(6,756.50)</u>
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		<hr/> -
Adjusted balance due Fish and Boat Commission (County) for the license period ending December 31, 2007		<hr/> <u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
FISHING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING DECEMBER 31, 2008

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	60	\$ 1,288.70
Senior resident	5	53.50
One day resident	1	10.70
National Guard/Armed Forces	3	5.10
Non-resident	3	153.70
Tourist		
Three day	1	25.70
Senior lifetime	46	2,316.80
Lifetime Upgrade Card	51	273.90
Replacements	9	49.85
Lake Erie Stamp	5	43.50
Lake Erie And Trout/Salmon Combo Stamp	24	343.70
Trout/Salmon Stamp	76	641.60
Totals (Note 2)	<u>284</u>	<u>5,206.75</u>
Disbursements to Fish and Boat Commission (Note 3)		<u>(5,201.05)</u>
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		5.70
Examination adjustment (Note 5)		<u>(5.70)</u>
Adjusted balance due Fish and Boat Commission (County) for the license period ending December 31, 2008		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
FISHING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING DECEMBER 31, 2009

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	49	\$ 1,063.30
Senior resident	5	53.50
National Guard/Armed Forces	4	6.80
Non-resident	3	155.10
Tourist		
Three day	1	25.70
Seven day	1	33.70
Senior lifetime	33	1,673.10
Lifetime Upgrade Card	50	335.00
Replacements	5	22.80
Lake Erie Stamp	1	8.70
Lake Erie And Trout/Salmon Combo Stamp	7	102.90
Trout/Salmon Stamp	67	582.90
Totals (Note 2)	<u>226</u>	<u>4,063.50</u>
Disbursements to Fish and Boat Commission (Note 3)		<u>(4,063.50)</u>
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Fish and Boat Commission (County) for the license period ending December 31, 2009		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
FISHING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING DECEMBER 31, 2010

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	47	\$ 1,019.90
Senior resident	6	64.20
National Guard/Armed Forces	4	6.80
Non-resident	4	206.80
Tourist		
Three day	1	25.70
Senior lifetime	12	608.40
Lifetime Upgrade Card	26	174.20
Replacements	4	17.10
Lake Erie Stamp	1	8.70
Lake Erie And Trout/Salmon Combo Stamp	8	117.60
Trout/Salmon Stamp	52	452.40
Totals (Note 2)	<u>165</u>	<u>2,701.80</u>
Disbursements to Fish and Boat Commission (Note 3)		<u>(2,701.80)</u>
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Fish and Boat Commission (County) for the license period ending December 31, 2010		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	5,141	\$ 31,241.00
Senior citizen	1,694	6,616.00
Lifetime	423	12,680.00
Totals (Note 2)	<u>7,258</u>	50,537.00
Disbursements to Department of Agriculture (Note 3)		<u>(50,537.00)</u>
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Department of Agriculture (County) for the license period ending December 31, 2007		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 BEDFORD COUNTY
 DOG LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 LICENSE PERIOD ENDING DECEMBER 31, 2008

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	5,597	\$ 34,139.00
Senior citizen	1,874	7,312.00
Lifetime	<u>423</u>	<u>12,520.00</u>
Totals (Note 2)	<u><u>7,894</u></u>	53,971.00
Disbursements to Department of Agriculture (Note 3)		<u>(53,971.00)</u>
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Department of Agriculture (County) for the license period ending December 31, 2008		<u><u>\$ -</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	5,149	\$ 31,393.00
Senior citizen	1,781	6,937.00
Lifetime	<u>459</u>	<u>13,600.00</u>
Totals (Note 2)	<u><u>7,389</u></u>	51,930.00
Disbursements to Department of Agriculture (Note 3)		<u>(51,930.00)</u>
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Department of Agriculture (County) for the license period ending December 31, 2009		<u><u>\$ -</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
DOG LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING DECEMBER 31, 2010

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	5,647	\$ 34,441.00
Senior citizen	1,950	7,620.00
Lifetime	<u>445</u>	<u>13,250.00</u>
Totals (Note 2)	<u><u>8,042</u></u>	55,311.00
Disbursements to Department of Agriculture (Note 3)		<u>(55,311.00)</u>
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Department of Agriculture (County) for the license period ending December 31, 2010		<u><u>\$ -</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
BEDFORD COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2007 TO JUNE 30, 2011 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2007 TO DECEMBER 31, 2010

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>	<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.

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 2007 through 2008 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 through 2010 were remitted weekly through an electronic funds transfer program.

TREASURER
BEDFORD COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2007 TO JUNE 30, 2011 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2007 TO DECEMBER 31, 2010

3. Disbursements (Continued)

The proceeds from the sale of paper fishing licenses for license year 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 2010 were remitted weekly through an electronic funds transfer program.

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

4. Balance Due Licensing Agency (County) Per Settled Reports

This balance reflects the summary of monthly sales reports as settled by the appropriate licensing agency.

5. Examination Adjustment - Fishing License Period Ending December 31, 2008

The amount of \$5.70 represents a manual adjustment made by the Fish And Boat Commission.

6. County Officer Serving During Examination Period

Paula K. Sheirer served as Treasurer during the hunting license period July 1, 2007 to June 30, 2011 and during the fishing and dog license period January 1, 2007 to December 31, 2010.

TREASURER
BEDFORD COUNTY
REPORT DISTRIBUTION
FOR THE HUNTING LICENSE PERIOD JULY 1, 2007 TO JUNE 30, 2011 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2007 TO DECEMBER 31, 2010

This report was initially distributed to:

The Honorable George D. Greig
Secretary
Department of Agriculture

Ms. Lynn M. Diehl
Director
Dog Law Enforcement Office
Department of Agriculture

Mr. John Arway
Executive Director
Fish and Boat Commission

Mr. Carl G. Roe
Executive Director
Pennsylvania Game Commission

The Honorable Paula K. Sheirer

Treasurer

The Honorable Michael J Herline

Chairperson 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.