

TREASURER

FOREST COUNTY

EXAMINATION REPORT OF LICENSE SALES

HUNTING - JULY 1, 2004 TO JUNE 30, 2008

FISHING AND DOG - JANUARY 1, 2005 TO DECEMBER 31, 2007

CONTENTS

	<u>Page</u>
Independent Auditor's Report.....	1
Financial Section:	
Statements Of Receipts And Disbursements:	
Hunting License Sales:	
License Period Ending June 30, 2005.....	5
License Period Ending June 30, 2006.....	6
License Period Ending June 30, 2007.....	7
License Period Ending June 30, 2008.....	8
Fishing License Sales:	
License Period Ending December 31, 2005.....	9
License Period Ending December 31, 2006.....	10
License Period Ending December 31, 2007.....	11
Dog License Sales:	
License Period Ending December 31, 2005.....	12
License Period Ending December 31, 2006.....	13
License Period Ending December 31, 2007.....	14
Notes To The Statements Of Receipts And Disbursements	15
Report Distribution	17

Independent Auditor's Report

The Honorable Pamela F. Millin
Treasurer
Forest County
Tionesta, PA 16353

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

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.

Independent Auditor's Report (Continued)

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.

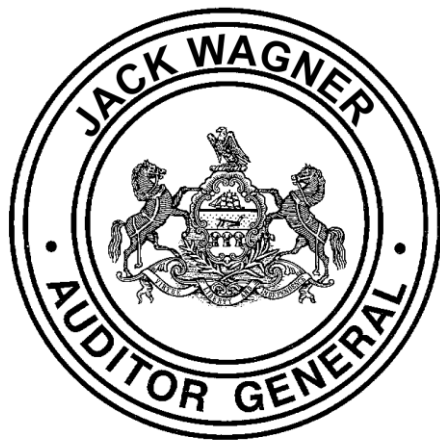
The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Independent Auditor's Report (Continued)

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.

February 18, 2009

JACK WAGNER
Auditor General



TREASURER
FOREST COUNTY
HUNTING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING JUNE 30, 2005

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Game Commission</u>
Resident			
Adult	99	\$ 19.00	\$ 1,881.00
Military	10	1.00	10.00
Junior	5	5.00	25.00
Junior combination	8	8.00	64.00
Senior	29	12.00	348.00
Replacements	2	5.00	10.00
Non-resident			
Adult	68	100.00	6,800.00
Junior	2	40.00	80.00
Junior combination	2	50.00	100.00
Seven day	5	30.00	150.00
Replacements	3	5.00	15.00
Archery			
Resident	30	15.00	450.00
Non-resident	10	25.00	250.00
Muzzleloaders			
Resident	58	10.00	580.00
Non-resident	20	20.00	400.00
Replacements	1	5.00	5.00
Antlerless deer			
Resident	6,966	5.00	34,830.00
Resident landowners	13	5.00	65.00
Non-resident	738	25.00	18,450.00
Armed forces	20	5.00	100.00
Disabled veterans	10	5.00	50.00
Replacements	6	5.00	30.00
Furtaker			
Adult resident	7	19.00	133.00
Replacements	1	5.00	5.00
Migratory			
Resident	14	2.00	28.00
Non-resident	1	5.00	5.00
Bear			
Resident	42	15.00	630.00
Non-resident	7	35.00	245.00
Totals (Note 2)	<u>8,177</u>		<u>65,739.00</u>
Disbursements to Game Commission (Note 3)			(65,646.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals			<u>(93.00)</u>
Balance due Game Commission (County) per settled reports (Note 4)			-
Examination adjustments			<u>-</u>
Adjusted balance due Game Commission (County) for the license year ending June 30, 2005			<u>\$ -</u>

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

TREASURER
FOREST COUNTY
HUNTING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING JUNE 30, 2006

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Game Commission</u>
Resident			
Adult	98	\$ 19.00	\$ 1,862.00
Junior	8	5.00	40.00
Junior combination	5	8.00	40.00
Senior	22	12.00	264.00
Replacements	3	5.00	15.00
Military	7	1.00	7.00
Non-resident			
Adult	40	100.00	4,000.00
Junior	2	40.00	80.00
Seven day	5	30.00	150.00
Replacements	4	5.00	20.00
Archery			
Resident	35	15.00	525.00
Non-resident	1	25.00	25.00
Muzzleloaders			
Resident	45	10.00	450.00
Non-resident	7	20.00	140.00
Antlerless deer			
Resident	5,199	5.00	25,995.00
Resident landowners	14	5.00	70.00
Armed forces	15	5.00	75.00
Disabled veterans	10	5.00	50.00
Replacements	2	5.00	10.00
Furtaker			
Adult resident	7	19.00	133.00
Migratory			
Resident	13	2.00	26.00
Non-resident	2	5.00	10.00
Bear			
Resident	40	15.00	600.00
Non-resident	4	35.00	140.00
Totals (Note 2)	<u>5,588</u>		<u>34,727.00</u>
Disbursements to Game Commission (Note 3)			(34,636.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals			<u>(91.00)</u>
Balance due Game Commission (County) per settled reports (Note 4)			-
Examination adjustments			<u>-</u>
Adjusted Balance due Game Commission (County) for the license year ending June 30, 2006			<u>\$ -</u>

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

TREASURER
FOREST COUNTY
HUNTING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING JUNE 30, 2007

<u>LiDense Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Game Dommission</u>
Resident			
Adult	84	\$ 19.00	\$ 1,596.00
Junior	9	5.00	45.00
Junior combination	6	8.00	48.00
Senior	26	12.00	312.00
Military	13	1.00	13.00
Non-resident			
Adult	22	100.00	2,200.00
Junior	1	40.00	40.00
Seven day	7	30.00	210.00
Resident	33	15.00	495.00
Muzzleloaders			
Resident	49	10.00	490.00
Non-resident	6	20.00	120.00
Antlerless deer			
Resident	4,975	5.00	24,875.00
Resident landowners	13	5.00	65.00
Armed forces	19	5.00	95.00
Disabled veterans	9	5.00	45.00
Replacements	3	5.00	15.00
Furtaker			
Adult resident	9	19.00	171.00
Migratory			
Resident	9	2.00	18.00
Bear			
Resident	41	15.00	615.00
Non-resident	2	35.00	70.00
Totals (Note 2)	<u>5,336</u>		<u>31,538.00</u>
DisCursements to Game Commission (Note 3)			(31,444.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals			<u>(94.00)</u>
Calance due Game Commission (County) per settled reports (Note 4)			-
Examination adjustments			<u>-</u>
Adjusted Calance due Game Commission (County) for the license year ending June 30, 2007			<u>\$ -</u>

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

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Game Commission</u>
Resident			
Adult	88	\$ 19.00	\$ 1,672.00
Junior	4	5.00	20.00
Junior combination	4	8.00	32.00
Senior	25	12.00	300.00
Military	7	1.00	7.00
Replacements	3	5.00	15.00
Non-resident			
Adult	19	100.00	1,900.00
Junior	3	40.00	120.00
Junior combination	1	50.00	50.00
Seven day	7	30.00	210.00
Archery			
Resident	42	15.00	630.00
Non-resident	3	25.00	75.00
Muzzleloaders			
Resident	42	10.00	420.00
Non-resident	4	20.00	80.00
Antlerless deer			
Resident	4,939	5.00	24,695.00
Resident landowners	15	5.00	75.00
Non-resident landowners	1	25.00	25.00
Armed forces	10	5.00	50.00
Disabled veterans	10	5.00	50.00
Replacements	13	5.00	65.00
Furtaker			
Adult resident	8	19.00	152.00
Senior Lifetime Renewal replacement	1	5.00	5.00
Migratory			
Resident	17	2.00	34.00
Non-resident	5	5.00	25.00
Bear			
Resident	40	15.00	600.00
Non-resident	2	35.00	70.00
Replacements	1	5.00	5.00
Totals (Note 2)	<u>5,314</u>		<u>31,382.00</u>
Disbursements to Game Commission (Note 3)			(31,296.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals			<u>(95.00)</u>
Balance due Game Commission (County) per settled reports (Note 4)			(9.00)
Examination adjustments			<u>-</u>
Adjusted balance due Game Commission (County) for the license period ending June 30, 2008			<u>\$ (9.00)</u>

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

TREASURER
FOREST COUNTY
FISHING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING DECEMBER 31, 2005

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	29	\$ 21.00	\$ 609.00
Senior resident	7	10.00	70.00
Non-resident	5	51.00	255.00
Tourist			
Three day	4	25.00	100.00
Seven day	1	33.00	33.00
Senior lifetime	30	50.00	1,500.00
Replacements	5	4.25	21.25
Lake Erie Stamp	11	8.00	88.00
Lake Erie And Trout/Salmon Combo Stamp	11	14.00	154.00
Trout/Salmon Stamp	47	8.00	376.00
Totals (Note 2)	<u>150</u>		<u>3,206.25</u>
Disbursements to Fish and Boat Commission (Note 3)			<u>(3,206.25)</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, 2005			<u>\$ -</u>

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

TREASURER
FOREST COUNTY
FISHING LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING DECEMBER 31, 2006

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	37	\$ 21.00	\$ 777.00
Replacements	1	4.25	4.25
Senior resident	4	10.00	40.00
National Guard/Armed Forces	1	1.00	1.00
Non-resident	5	51.00	255.00
Tourist			
Three day	6	25.00	150.00
Seven day	1	33.00	33.00
Senior lifetime	25	50.00	1,250.00
Replacements	5	4.25	21.25
Lake Erie Stamp	6	8.00	48.00
Lake Erie And Trout/Salmon Combo Stamp	10	14.00	140.00
Trout/Salmon Stamp	58	8.00	464.00
Totals (Note 2)	<u>159</u>		<u>3,183.50</u>
Disbursements to Fish and Boat Commission (Note 3)			<u>(3,183.50)</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, 2006			<u>\$ -</u>

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

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

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	31	\$ 21.00	\$ 651.00
Replacements	2	4.25	8.50
Senior resident	2	10.00	20.00
National Guard/Armed Forces	1	1.00	1.00
Non-resident	2	51.00	102.00
Tourist			
Three day	2	25.00	50.00
Senior lifetime	34	50.00	1,700.00
Replacements	8	4.25	34.00
Lake Erie Stamp	11	8.00	88.00
Lake Erie And Trout/Salmon Combo Stamp	28	14.00	392.00
Trout/Salmon Stamp	37	8.00	296.00
	<u>158</u>		<u>3,342.50</u>
Totals (Note 2)			3,342.50
Disbursements to Fish and Boat Commission (Note 3)			<u>(3,342.50)</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, 2007			<u>\$ -</u>

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

TREASURER
FOREST COUNTY
DOG LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING DECEMBER 31, 2005

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	741	\$ 4,361.00
Senior citizen	353	1,353.00
Lifetime	30	890.00
Duplicates	<u>1</u>	<u>5.00</u>
Totals (Note 2)	<u><u>1,125</u></u>	6,609.00
Disbursements to Department of Agriculture (Note 3)		<u>(6,609.00)</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 year ending December 31, 2005		<u><u>\$ -</u></u>

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

TREASURER
FOREST COUNTY
DOG LICENSE SALES
STATEMENT OF RECEIPTS AND DISBURSEMENTS
LICENSE PERIOD ENDING DECEMBER 31, 2006

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	740	\$ 4,370.00
Senior citizen	333	1,269.00
Lifetime	28	850.00
Duplicates	<u>1</u>	<u>5.00</u>
Totals (Note 2)	<u>1,102</u>	6,494.00
Disbursements to Department of Agriculture (Note 3)		<u>(6,494.00)</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 year ending December 31, 2006		<u>\$ -</u>

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

TREASURER
FOREST 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	725	\$ 4,263.00
Senior citizen	365	1,435.00
Lifetime	<u>30</u>	<u>860.00</u>
Totals (Note 2)	<u><u>1,120</u></u>	6,558.00
Disbursements to Department of Agriculture (Note 3)		<u>(6,558.00)</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 year ending December 31, 2007		<u><u>\$ -</u></u>

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

TREASURER
FOREST COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2004 TO JUNE 30, 2008 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2005 TO DECEMBER 31, 2007

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 hunting and dog licenses for the license years were remitted by check to the appropriate licensing agency with the monthly reports of sales.

The proceeds from the sale of paper fishing licenses for license years 2005 through 2007 were remitted monthly by check with the monthly reports of sales. The proceeds from the sale of fishing licenses, sold electronically, for license year 2007 was remitted weekly through an electronic funds transfer program.

TREASURER
FOREST COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2004 TO JUNE 30, 2008 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2005 TO DECEMBER 31, 2007

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. County Officer Serving During Examination Period

Pamela F. Millin served as Treasurer during the hunting license period July 1, 2004 to June 30, 2008 and during the fishing and dog license period January 1, 2005 to December 31, 2007.

TREASURER
FOREST COUNTY
REPORT DISTRIBUTION
FOR THE HUNTING LICENSE PERIOD JULY 1, 2004 TO JUNE 30, 2008 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2005 TO DECEMBER 31, 2007

This report was initially distributed to:

Mr. Russell Redding
Acting Secretary
Department of Agriculture

Ms. Susan L. West
Director
Bureau of Dog Law Enforcement
Department of Agriculture

Dr. Douglas J. Austen
Executive Director
Fish and Boat Commission

Mr. Carl G. Roe
Executive Director
Pennsylvania Game Commission

Treasurer
Forest County
Courthouse
526 Elm Street # 11
Tionesta, PA 16353

The Honorable Pamela F. Millin

Treasurer

The Honorable R. James Parrett

Chairman 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.