



SNYDER COUNTY

EXAMINATION REPORT OF LICENSE SALES

HUNTING JULY 1, 2007 TO DECEMBER 31, 2011

FISHING AND DOG JANUARY 1, 2008 TO DECEMBER 31, 2011

COMMONWEALTH OF PENNSYLVANIA

EUGENE A. DEPASQUALE - AUDITOR GENERAL

DEPARTMENT OF THE AUDITOR GENERAL





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EUGENE A. DEPASQUALE AUDITOR GENERAL

Independent Auditor's Report

The Honorable Debra A Kratzer Treasurer Snyder County Middleburg, PA 17842

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

Eugent: O-Pager

August 30, 2013

EUGENE A. DEPASQUALE Auditor General

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TREASURER SNYDER COUNTY HUNTING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2007 TO JUNE 30, 2008

License Type	Licenses Sold	nount Due Game ommission
Resident		
Adult	166	\$ 3,154.00
Junior	13	65.00
Junior combination	17	136.00
Senior	35	420.00
Military	20	20.00
Non-resident		
Adult	4	400.00
Seven day	4	120.00
Archery - Resident and Non-resident	68	1,020.00
Muzzleloaders - Resident and Non-resident	122	1,230.00
Antlerless deer		
Resident	5,387	26,935.00
Resident landowners	33	165.00
Non-resident	95	2,375.00
Armed forces	20	100.00
Disabled veterans	5	25.00
Furtaker		
Adult resident	13	247.00
Senior resident	3	36.00
Migratory - Resident and Non-resident	39	78.00
Bear - Resident and Non-resident	79	1,185.00
Replacements	10	50.00
Totals (Note 2)	6,133	37,761.00
Disbursements to Game Commission (Note 3)		(37,778.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		 (183.00)
Balance due Game Commission (County)		(200.00)
per settled reports (Note 4)		(200.00)
Examination adjustments (Note 5)		 200.00
Adjusted balance due Game Commission (County) for the license period July 1, 2007 to June 30, 2008		\$ _

TREASURER SNYDER COUNTY HUNTING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2008 TO JUNE 30, 2009

License Type	Licenses Sold	Amount Due Game Commission
Resident		
Adult	284	\$ 5,396.00
Junior	22	110.00
Junior combination	40	320.00
Senior	49	588.00
Military	9	9.00
Non-resident		
Adult	10	1,000.00
Seven day	4	120.00
Archery - Resident and Non-resident	111	1,665.00
Muzzleloaders - Resident and Non-resident	138	1,400.00
Antlerless deer		
Resident	4,907	24,535.00
Resident landowners	29	145.00
Non-resident	64	1,600.00
Armed forces	15	75.00
Disabled veterans	7	35.00
Furtaker		
Adult resident	22	418.00
Senior resident	4	48.00
Migratory - Resident and Non-resident	71	142.00
Bear - Resident and Non-resident	175	2,665.00
Replacements	15	75.00
Totals (Note 2)	5,976	40,346.00
Disbursements to Game Commission (Note 3)		(40,136.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		(210.00)
Balance due Game Commission (County) per settled reports (Note 4)		-
Examination adjustments		-
-		
Adjusted balance due Game Commission (County) for the license period July 1, 2008 to June 30, 2009		\$ -

TREASURER SNYDER COUNTY HUNTING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2009 TO JUNE 30, 2010

	Licenses	Amount Due Game
License Type	Sold	Commission
Resident		
Adult	219	\$ 4,314.30
Junior	8	45.60
Landowner	8	29.60
Junior combination	21	182.70
Senior	35	444.50
Senior Lifetime Combo	19	1,913.30
Senior Lifetime Hunting	19	963.30
Senior Lifetime Upgrade Combo	2	101.40
Military	16	27.20
Reserves	1	1.70
Spring Turkey	14	289.80
Mentored Youth	7	11.90
Non-resident		11.70
Adult	6	604.20
Seven day	2	61.40
Archery - Resident and Non-resident	84	1,318.80
Muzzleloaders - Resident and Non-resident	115	1,230.50
Antlerless deer	115	1,250.50
Resident	6,101	34,775.70
Resident landowners	37	210.90
Non-resident	15	385.50
Armed forces	21	119.70
Disabled veterans	7	39.90
Elk - Antlered and Antlerless	17	181.90
Bobcat	5	28.50
Furtaker	5	20.50
Adult resident	19	374.30
Junior resident	1	5.70
Senior resident	1	12.70
Migratory - Resident and Non-resident	55	151.50
Bear - Resident and Non-resident	146	2,292.20
DMAP - Resident and Non-resident	9	87.30
Replacements	30	167.00
1		
Totals (Note 2)	7,040	50,373.00
Disbursements to Game Commission (Note 3)		(50,152.00)
Credits taken for licenses issued for Disabled Veterans and		
Senior Lifetime Hunt renewals		(221.00)
Balance due Game Commission (County)		
per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Game Commission (County)		
for the license period July 1, 2009 to June 30, 2010		\$ -

TREASURER SNYDER COUNTY HUNTING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2010 TO DECEMBER 31, 2011

License Type	Licenses Sold		nount Due Game ommission
Resident			
Adult	178	\$	3,506.60
Junior	3	φ	17.10
Landowner	8		29.60
Junior combination	16		139.20
Senior	30		381.00
Senior Lifetime Combo	9		906.30
Senior Lifetime Hunting	6		304.20
Military	9		15.30
Spring Turkey	15		310.50
Mentored Youth	7		11.90
Non-resident	,		11.90
Adult	4		402.80
Seven day	2		61.40
Spring Turkey	1		40.70
Archery - Resident and Non-resident	61		957.70
Muzzleloaders - Resident and Non-resident	85		919.50
Antlerless deer			
Resident	5,389		30,717.30
Resident landowners	30		171.00
Non-resident	10		257.00
Armed forces	20		114.00
Disabled veterans	8		45.60
Elk - Antlered and Antlerless	13		139.10
Bobcat	18		102.60
Fisher	7		39.90
Furtaker			
Adult resident	20		394.00
Senior resident	2		25.40
Migratory - Resident and Non-resident	52		140.40
Bear - Resident and Non-resident	128		2,029.60
DMAP - Resident and Non-resident	7		67.90
Replacements	30		171.00
Totals (Note 2)	6,168		42,418.60
Disbursements to Game Commission (Note 3)			(42,182.60)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals			(236.00)
Balance due Game Commission (County) per settled reports (Note 4)			_
Examination adjustments			-
Adjusted balance due Game Commission (County) for the license period July 1, 2010 to June 30, 2011		\$	-

TREASURER SNYDER COUNTY HUNTING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2011 TO DECEMBER 31, 2011

	Licenses	Amount Due Game
License Type	Sold	Commission
Resident		
Adult	161	\$3,171.70
Junior	8	45.60
Landowner	10	37.00
Junior combination	16	139.20
Senior	22	279.40
Senior Lifetime Combo	13	1,309.10
Senior Lifetime Hunting	13	659.10
Military	7	11.90
Spring Turkey	11	227.70
Mentored Youth	7	11.90
Adult	2	201.40
Archery - Resident and Non-resident	45	706.50
Muzzleloaders - Resident and Non-resident	71	759.70
Antlerless deer		
Resident	5,961	33,977.70
Resident landowners	30	171.00
Non-resident	21	539.70
Armed forces	10	57.00
Disabled veterans	6	34.20
Elk - Antlered and Antlerless	12	128.40
Bobcat	12	68.40
Fisher	3	17.10
Furtaker	U	1,110
Adult resident	18	354.60
Senior resident	3	38.10
Migratory - Resident and Non-resident	49	132.30
Bear - Resident and Non-resident	121	1,899.70
DMAP - Resident and Non-resident	121	106.70
Replacements	25	142.50
Totals (Note 2)	6,668	45,227.60
Disbursements to Game Commission (Note 3)		(45,019.00)
Credits taken for licenses issued for Disabled Veterans and		
		(209, 0)
Senior Lifetime Hunt renewals		(208.60)
Balance due Game Commission (County)		
per settled reports (Note 4)		
per served reports (riole 4)		-
Examination adjustments		
Adjusted balance due Game Commission (County)		
for the license period July 1, 2011 to December 31, 2011		\$ -
for the needse period sury 1, 2011 to becember 51, 2011		Ψ -

TREASURER SNYDER COUNTY FISHING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2008 TO DECEMBER 31, 2008

License Type	Licenses Sold	Amount Fish and Commis	Boat
Resident Replacements	112 1	\$ 2,4	418.50 5.70
Senior resident	3		32.10
National Guard/Armed Forces	3		4.40
Non-resident	4	2	206.80
Tourist Three day Seven day	3 1		77.10 33.70
Senior lifetime Lifetime Upgrade Card Replacements	34 24 5		716.10 136.10 28.50
Lake Erie Stamp	2		17.40
Lake Erie And Trout/Salmon Combo Stamp	9		128.10
Trout/Salmon Stamp	119	1,	019.90
Totals (Note 2)	320	5,5	824.40
Disbursements to Fish and Boat Commission (Note 3)		(5,	824.40)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)			-
Examination adjustments			-
Adjusted balance due Fish and Boat Commission (Cou for the license period January 1, 2008 to December 3		\$	-

TREASURER SNYDER COUNTY FISHING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2009 TO DECEMBER 31, 2009

License Type	Licenses Sold	Amount Due Fish and Boat Commission
Resident Replacements	115 1	\$ 2,495.50 5.70
Senior resident	7	74.90
National Guard/Armed Forces	2	3.40
Non-resident	1	51.70
Tourist Three day	4	102.80
Senior lifetime Lifetime Upgrade Card	36 27	1,825.20 180.90
Replacements	7	39.90
Donations for the Fish and Boat Commission	3	20.00
Lake Erie Stamp	2	17.40
Lake Erie And Trout/Salmon Combo Stamp	15	220.50
Trout/Salmon Stamp	110	957.00
Totals (Note 2)	330	5,994.90
Disbursements to Fish and Boat Commission (Note 3)		(5,994.90)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Fish and Boat Commission (Cou for the license period January 1, 2009 to December 3	•	<u>\$ </u>

TREASURER SNYDER COUNTY FISHING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2010 TO DECEMBER 31, 2010

License Type	Licenses Sold	Amount Due Fish and Boat Commission
Resident	104	\$ 2,256.80
Senior resident	3	32.10
National Guard/Armed Forces	4	6.80
Non-resident	1	51.70
Senior lifetime Lifetime Upgrade Card Replacements	17 16 3	861.90 107.20 17.10
Lake Erie Stamp	3	26.10
Lake Erie And Trout/Salmon Combo Stamp	8	117.60
Trout/Salmon Stamp	97	843.90
Totals (Note 2)	256	4,321.20
Disbursements to Fish and Boat Commission (Note 3)		(4,321.20)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Fish and Boat Commission (Cou for the license period January 1, 2010 to December 3	•	\$ -

TREASURER SNYDER COUNTY FISHING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2011

License Type	Licenses Sold	Amount Due Fish and Boat Commission	
Resident Replacements	101 2	\$ 2,191.70 11.40	
National Guard/Armed Forces	2	3.40	0
Senior lifetime Lifetime Upgrade Card	23 26	1,166.10 174.20	
Lake Erie Stamp	1	8.70	0
Lake Erie And Trout/Salmon Combo Stamp	8	117.60	0
Trout/Salmon Stamp	92	800.40	0
Totals (Note 2)	255	4,473.50	0
Disbursements to Fish and Boat Commission (Note 3)		(4,473.50	0)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-	
Examination adjustments			
Adjusted balance due Fish and Boat Commission (Conformation for the license period January 1, 2011 to December 3	•	\$ -	

TREASURER SNYDER COUNTY DOG LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2008 TO DECEMBER 31, 2008

License Type	Licenses Sold	Amount Due Department of Agriculture
Individual	4,504	\$ 27,076.00
Senior citizen	1,112	4,294.00
Lifetime	141	4,210.00
Totals (Note 2)	5,757	35,580.00
Disbursements to Department of Agriculture (Note 3)		(35,580.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2008 to December 31, 2008		<u>\$ </u>

TREASURER SNYDER COUNTY DOG LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2009 TO DECEMBER 31, 2009

License Type	Licenses Sold	Amount Due Department of Agriculture
Individual	4,168	\$ 24,972.00
Senior citizen	1,135	4,351.00
Lifetime	141	4,450.00
Totals (Note 2)	5,444	33,773.00
Disbursements to Department of Agriculture (Note 3)		(33,773.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2009 to December 31, 2009		<u>\$ </u>

TREASURER SNYDER COUNTY DOG LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2010 TO DECEMBER 31, 2010

License Type	Licenses Sold	Amount Due Department of Agriculture
Individual	4,111	\$ 24,701.00
Senior citizen	1,126	4,238.00
Lifetime	133	3,940.00
Totals (Note 2)	5,370	32,879.00
Disbursements to Department of Agriculture (Note 3)		(32,879.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2010 to December 31, 2010		\$

TREASURER SNYDER COUNTY DOG LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2011

License Type	Licenses Sold	Amount Due Department of Agriculture
Individual	3,698	\$ 22,248.00
Senior citizen	1,081	4,057.00
Lifetime	128	4,010.00
Totals (Note 2)	4,907	30,315.00
Disbursements to Department of Agriculture (Note 3)		(30,315.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2011 to December 31, 2011		<u> </u>

TREASURER

SNYDER COUNTY NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS FOR THE HUNTING LICENSE PERIOD JULY 1, 2007 TO DECEMBER 31, 2011 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2008 TO DECEMBER 31, 2011

1. <u>Criteria</u>

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:

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.

2. <u>Receipts</u>

Receipts consist of monies collected on behalf of the licensing agency.

3. <u>Disbursements</u>

The proceeds from the sale of paper hunting licenses for license years 2007 and 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 2012 were remitted weekly through an electronic funds transfer program.

TREASURER SNYDER COUNTY NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS FOR THE HUNTING LICENSE PERIOD JULY 1, 2007 TO DECEMBER 31, 2011 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2008 TO DECEMBER 31, 2011

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 2012 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of dog licenses for the license years 2007 through 2012 were remitted by check to the appropriate licensing agency with the monthly reports of sales.

4. <u>Balance Due Licensing Agency (County) Per Settled Reports</u>

This balance reflects the summary of monthly sales reports as settled by the appropriate licensing agency. It does not reflect adjustments disclosed by our examination. Refer to Note 5.

5. Examination Adjustment - Hunting License Sales July 1, 2007 to June 30, 2008

Antlerless deer licenses number 35701 to number 35740 amounting to \$200 were sold in September 2007 but were not included on the monthly report.

6. <u>County Officer Serving During Examination Period</u>

Gale A. Jones served as Treasurer during the hunting license period July 1, 2007 to December 31, 2011 and during the fishing and dog license period January 1, 2008 to December 31, 2011.

TREASURER SNYDER COUNTY REPORT DISTRIBUTION FOR THE HUNTING LICENSE PERIOD JULY 1, 2007 TO DECEMBER 31, 2011 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2008 TO DECEMBER 31, 2011

This report was initially distributed to:

The Honorable George D. Greig Secretary Department of Agriculture

Mr. D. Holbrook Duer Assistant Counsel Governor's Office of General Counsel Department of Agriculture

> Mr. John Arway Executive Director Fish and Boat Commission

Mr. Carl G. Roe Executive Director Pennsylvania Game Commission

The Honorable Debra A Kratzer

Treasurer

The Honorable Joseph E. Kantz

Chairperson of the Board of Commissioners

This matter public record is available report is of and online a at http://www.auditorgen.state.pa.us. Media questions about the report can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 231 Finance Building, Harrisburg, PA 17120; via email to: <u>news@auditorgen.state.pa.us</u>.