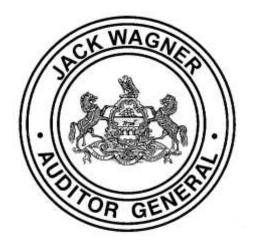
### TREASURER

### SOMERSET COUNTY

## EXAMINATION REPORT OF LICENSE SALES

## HUNTING - JULY 1, 2005 TO JUNE 30, 2010

# FISHING AND DOG - JANUARY 1, 2006 TO DECEMBER 31, 2009



## TREASURER

## SOMERSET COUNTY

## EXAMINATION REPORT OF LICENSE SALES

## HUNTING - JULY 1, 2005 TO JUNE 30, 2010

FISHING AND DOG - JANUARY 1, 2006 TO DECEMBER 31, 2009

## CONTENTS

Page

Independent Auditor's Report1
Financial Section:
Statements Of Receipts And Disbursements:
Hunting License Sales:
License Period Ending June 30, 2006
Fishing License Sales:
License Period Ending December 31, 2006
Dog License Sales:
License Period Ending December 31, 2006
Notes To The Statements Of Receipts And Disbursements
Report Distribution



Department of the Auditor General Commonwealth of Pennsylvania Harrisburg, Pennsylvania 17120-0018

JACK WAGNER AUDITOR GENERAL

## Independent Auditor's Report

The Honorable Donna M. Schmitt Treasurer Somerset County Somerset, PA 15501

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

Juch Wagner

September 10, 2012

JACK WAGNER Auditor General



License Type	Licenses Sold		mount Due Game ommission
		-	
Resident			
Adult	392	\$	7,448.00
Junior	45		225.00
Junior combination	32		256.00
Senior	51		612.00
Replacements	14		70.00
Military	77		77.00
Non-resident			
Adult	25		2,500.00
Junior	2		80.00
Junior combination	1		50.00
Seven day	3		90.00
Archery			
Resident	157		2,355.00
Muzzleloaders			
Resident	165		1,650.00
Non-resident	4		80.00
Replacements	3		15.00
Antlerless deer			
Resident	18,036		90,180.00
Resident landowners	107		535.00
Non-resident	330		8,250.00
Non-resident landowners	3		75.00
Armed forces	83		415.00
Disabled veterans	24		120.00
Replacements	19		95.00
Furtaker			
Adult resident	7		133.00
Senior resident	1		12.00
Migratory			
Resident	30		60.00
Bear			
Resident	112		1,680.00
Non-resident	1		35.00
Totals (Note 2)	19,724		117,098.00
Disbursements to Game Commission (Note 3)			(116,864.00)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(229.00)
Balance due Game Commission (County)			
per settled reports (Note 4)			5.00
			5.00
Examination adjustment (Note 5)			(5.00)
Adjusted balance due Game Commission (County)			
for the license period ending June 30, 2006		\$	-
		-	

License Type	Licenses Sold	Amount Due Game Commission	
	·		
Resident			
Adult	420	\$	7,980.00
Junior	40		200.00
Junior combination	37		296.00
Senior	40		480.00
Replacements	16		80.00
Military	81		81.00
Non-resident			
Adult	22		2,200.00
Junior	4		160.00
Junior combination	2		100.00
Seven day	3		90.00
Replacements	1		5.00
Archery	1.44		2 4 60 00
Resident	164		2,460.00
Non-resident	1		25.00
Replacements	1		5.00
Muzzleloaders	1.64		1 < 10 00
Resident	164		1,640.00
Non-resident	6		120.00
Replacements	4		20.00
Antlerless deer	1 < 505		00.075.00
Resident	16,595		82,975.00
Resident landowners	106		530.00
Non-resident	421		10,525.00
Non-resident landowners	3		75.00
Armed forces	79		395.00
Disabled veterans	24		120.00
Replacements	31		155.00
Furtaker			200.00
Adult resident	11		209.00
Senior resident	1		12.00
Migratory	2.6		53.00
Resident	26		52.00
Bear	107		2 055 00
Resident	137		2,055.00
Non-resident	4		140.00
Replacements	3		15.00
Totals (Note 2)	18,447		113,200.00
Disbursements to Game Commission (Note 3)			(112,948.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals			(242.00)
Balance due Game Commission (County) per settled reports (Note 4)			10.00
Examination adjustment (Note 6)			(10.00)
Adjusted balance due Game Commission (County)			
for the license period ending June 30, 2007		\$	_
tor the needse period ending Julie 30, 2007		ψ	-

License Type	Licenses Sold	Amount Due Game Commission	
Resident			
Adult	429	\$	8 151 00
Junior	429	φ	8,151.00 180.00
Junior combination	30		240.00
Senior	43		516.00
Replacements	14		70.00
Military	55		55.00
Non-resident	55		55.00
Adult	26		2,600.00
Junior combination	2		100.00
Seven day	1		30.00
Replacements	2		10.00
Archery			
Resident	144		2,160.00
Non-resident	2		50.00
Muzzleloaders			
Resident	158		1,580.00
Non-resident	5		100.00
Antlerless deer			
Resident	16,571		82,855.00
Resident landowners	92		460.00
Non-resident	210		5,250.00
Non-resident landowners	3		75.00
Armed forces	56		280.00
Disabled veterans	21		105.00
Replacements	21		105.00
Furtaker			
Adult resident	10		190.00
Senior resident	1		12.00
Migratory	•		<b>60.00</b>
Resident	30		60.00
Bear	100		1 00 5 00
Resident	133		1,995.00
Non-resident	4		140.00
Replacements	1		5.00
Totals (Note 2)	18,100		107,374.00
Disbursements to Game Commission (Note 3)			(107,139.00)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(225,00)
Senior Lifetime Hunt renewals			(235.00)
Balance due Game Commission (County)			
per settled reports (Note 4)			-
Examination adjustments			-
Adjusted balance due Game Commission (County)			
for the license period ending June 30, 2008		\$	-

License Type	Licenses Sold		mount Due Game ommission
<u>Excense Type</u>	Bold		011111331011
Resident			
Adult	407	\$	7,733.00
Junior	25		125.00
Junior combination	42		336.00
Senior	36		432.00
Military	41		41.00
Non-resident			
Adult	17		1,700.00
Junior combination	2		100.00
Seven day	2		60.00
Archery			
Resident	154		2,310.00
Non-resident	1		25.00
Muzzleloaders			
Resident	162		1,620.00
Non-resident	3		60.00
Antlerless deer			
Resident	16,760		83,800.00
Resident landowners	90		450.00
Non-resident	296		7,400.00
Non-resident landowners	3		75.00
Armed forces	45		225.00
Disabled veterans	25		125.00
Furtaker	17		222.00
Adult resident	17		323.00
Senior resident	1		12.00
Migratory	20		79.00
Resident	39		78.00
Bear	140		2 1 20 00
Resident	142		2,130.00
Non-resident	7		245.00
Replacements	74		370.00
Totals (Note 2)	18,391		109,775.00
Disbursements to Game Commission (Note 3)			(109,540.00)
Credits taken for licenses issued for Disabled Veterans and			
			(225,00)
Senior Lifetime Hunt renewals			(235.00)
Balance due Game Commission (County)			
per settled reports (Note 4)			
per senteu reports (riote 4)			-
Examination adjustments			-
Adjusted balance due Game Commission (County)			
for the license period ending June 30, 2009		\$	-
		Ŧ	

License Type	Licenses Sold		nount Due Game ommission
Resident			
	446	\$	9 796 20
Adult		Ф	8,786.20
Junior	15		85.50
Landowner	9		33.30
Junior combination	44		382.80
Senior	34		431.80
Senior Lifetime Combo	16		1,611.20
Senior Lifetime Hunting	11		557.70
Senior Lifetime Upgrade Combo	1		50.70
Military	51		86.70
Reserves	1		1.70
Spring Turkey	6		124.20
Mentored Youth	19		32.30
Non-resident			
Adult	19		1,913.30
Junior	1		40.70
Seven day	1		30.70
Archery - Resident and Non-resident	177		2,788.90
Muzzleloaders - Resident and Non-resident	187		2,060.90
Antlerless deer	107		2,000.90
Resident	14,343		81 755 10
Resident landowners	14,343		81,755.10
			450.30
Non-resident	380		9,766.00
Non-resident landowners	1		25.70
Armed forces	56		319.20
Disabled veterans	35		199.50
Elk - Antlered and Antlerless	10		107.00
Bobcat	5		28.50
Furtaker			
Adult resident	15		295.50
Migratory - Resident and Non-resident	36		97.20
Bear - Resident and Non-resident	155		2,473.50
DMAP - Resident and Non-resident	4		38.80
Replacements	55		313.50
Donations for the Game Commission			14.00
Totals (Note 2)	16,212		114,902.40
Disbursements to Game Commission (Note 3)			(114,654.80)
Credits taken for licenses issued for Disabled Veterans and			
			(2.17. (0))
Senior Lifetime Hunt renewals			(247.60)
Balance due Game Commission (County)			
per settled reports (Note 4)			-
Examination adjustments			_
Examination aujustinents			-
Adjusted balance due Game Commission (County)			
for the license period ending June 30, 2010		\$	-
······································			

License Type	Licenses Sold	Amount Due Fish and Boat Commission
Resident Replacements	90 5	\$ 1,890.00 21.25
Senior resident	3	30.00
National Guard/Armed Forces	7	7.00
Non-resident	4	204.00
Tourist Three day Seven day	1 1	25.00 33.00
Senior lifetime Replacements	78 5	3,900.00 21.25
Lake Erie Stamp	3	24.00
Lake Erie And Trout/Salmon Combo Stamp	41	574.00
Trout/Salmon Stamp	123	984.00
Totals (Note 2)	361	7,713.50
Disbursements to Fish and Boat Commission (Note 3)		(7,713.50)
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 ending December 31, 2006	inty)	<u>\$                                    </u>

License Type	Licenses Sold	Amount Due Fish and Boat Commission
Resident Replacements	104 1	\$ 2,184.00 4.25
Senior resident	4	40.00
One day resident	1	10.00
National Guard/Armed Forces	10	10.00
Non-resident	2	102.00
Tourist Three day	1	25.00
Senior lifetime	71	3,550.00
Lifetime Upgrade Card Replacements	58 8	290.00 34.00
Lake Erie Stamp	5	40.00
Lake Erie And Trout/Salmon Combo Stamp	34	476.00
Trout/Salmon Stamp	141	1,128.00
Totals (Note 2)	440	7,893.25
Disbursements to Fish and Boat Commission (Note 3)		(7,893.25)
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 ending December 31, 2007	nty)	\$ -

License Type	Licenses Sold	Amount Due Fish and Boat Commission
Resident	110	\$ 2,371.60
Senior resident	3	31.40
National Guard/Armed Forces	9	15.30
Non-resident	3	155.10
Tourist Three day	1	25.70
Seven day	1	33.70
Senior lifetime Lifetime Upgrade Card Replacements	43 38 4	2,175.20 213.80 17.10
Lake Erie Stamp	1	8.70
Lake Erie And Trout/Salmon Combo Stamp	23	333.20
Trout/Salmon Stamp	121	1,040.10
Totals (Note 2)	357	6,420.90
Disbursements to Fish and Boat Commission (Note 3)		(6,420.90)
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 ending December 31, 2008	nty)	<u>\$                                    </u>

License Type	Licenses Sold	Amour Fish an Comm	d Boat
Resident Replacements	88 2	\$ 1	,909.60 11.40
Senior resident	3		32.10
National Guard/Armed Forces	2		3.40
Non-resident	2		103.40
Tourist Three day	2		51.40
Senior lifetime Lifetime Upgrade Card Replacements	21 24 4	1	,064.70 160.80 22.80
Donations for the Fish and Boat Commission			15.00
Lake Erie And Trout/Salmon Combo Stamp	25		367.50
Trout/Salmon Stamp	82		713.40
Totals (Note 2)	255	4	,455.50
Disbursements to Fish and Boat Commission (Note 3)		(4	,455.50)
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 ending December 31, 2009	nty)	\$	-

License Type	Licenses Sold	Amount Due Department of Agriculture
Individual	12,101	\$ 71,415.00
Senior citizen	3,187	12,129.00
Lifetime	172	5,230.00
Totals (Note 2)	15,460	88,774.00
Disbursements to Department of Agriculture (Note 3)		(88,774.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period ending December 31, 2006		<u>\$                                    </u>

License Type	Licenses Sold	Amount Due Department of Agriculture
Individual	11,875	\$ 69,875.00
Senior citizen	3,154	11,888.00
Lifetime	170	5,220.00
Totals (Note 2)	15,199	86,983.00
Disbursements to Department of Agriculture (Note 3)		(86,983.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period ending December 31, 2007		<u>\$</u>

License Type	Licenses Sold	Amount Due Department of Agriculture
Individual	12,064	\$ 70,932.00
Senior citizen	3,280	12,462.00
Lifetime	182	5,480.00
Totals (Note 2)	15,526	88,874.00
Disbursements to Department of Agriculture (Note 3)		(88,876.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		(2.00)
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period ending December 31, 2008		\$ (2.00)

License Type	Licenses Sold	Amount Due Department of Agriculture
Individual	12,018	\$ 70,486.00
Senior citizen	3,372	12,812.00
Lifetime	203	6,220.00
Totals (Note 2)	15,593	89,518.00
Disbursements to Department of Agriculture (Note 3)		(89,518.00)
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Department of Agriculture (County) for the license period ending December 31, 2009		<u>\$                                    </u>

#### TREASURER SOMERSET COUNTY NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS FOR THE HUNTING LICENSE PERIOD JULY 1, 2005 TO JUNE 30, 2010 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2006 TO DECEMBER 31, 2009

#### 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 2005 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 and 2009 were remitted weekly through an electronic funds transfer program.

### TREASURER SOMERSET COUNTY NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS FOR THE HUNTING LICENSE PERIOD JULY 1, 2005 TO JUNE 30, 2010 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2006 TO DECEMBER 31, 2009

#### 3. <u>Disbursements (Continued)</u>

The proceeds from the sale of paper fishing licenses for license years 2006 and 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 2009 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. <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.

#### 5. <u>Examination Adjustment – Hunting License Period Ending June 30, 2006</u>

The \$5 adjustment represents one Antlerless Deer License reported as sold in August 2006. The check for this license was returned for insufficient funds in September 2006. The license was voided and never sent out.

#### 6. Examination Adjustment – Hunting License Period Ending June 30, 2007

The \$10 adjustment represents two Antlerless Deer Licenses reported as sold in August 2007. The checks for these licenses were returned for insufficient funds in September 2007 and October 2007, respectively. These licenses were voided and never sent out.

#### 7. County Officer Serving During Examination Period

Donna M. Schmitt served as Treasurer during the hunting license period July 1, 2005 to June 30, 2010 and during the fishing and dog license period January 1, 2006 to December 31, 2009.



#### TREASURER SOMERSET COUNTY REPORT DISTRIBUTION FOR THE HUNTING LICENSE PERIOD JULY 1, 2005 TO JUNE 30, 2010 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2006 TO DECEMBER 31, 2009

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 Donna M. Schmitt

Treasurer

The Honorable John Vatavuk

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.