ATTESTATION ENGAGEMENT

Treasurer

Columbia County, Pennsylvania For the Period Hunting - July 1, 2014 to June 30, 2017 Fishing and Dog - January 1, 2014 to December 31, 2017

July 2018



Commonwealth of Pennsylvania Department of the Auditor General

Eugene A. DePasquale • Auditor General



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

EUGENE A. DEPASQUALE AUDITOR GENERAL

Independent Auditor's Report

The Honorable Cindy Creveling Treasurer Columbia County Columbia, PA 17815

We have examined the accompanying statements of receipts and disbursements (Statements) of the Treasurer, Columbia County, Pennsylvania (Treasurer), 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). The county office's management is responsible for presenting these Statements in accordance with the criteria set forth in Note 1. 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. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Statements are presented in accordance with the criteria described above, in all material respects. An examination involves performing procedures to obtain evidence about the statements of receipts and disbursements. The nature, timing and extent of the procedures selected depend on our judgement, including an assessment of the risks of material misstatement of the Statements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide 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, for the license periods identified on the contents page, are presented in accordance with the criteria set forth in Note 1, in all material respects.

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws or regulations that have a material effect on the Statements; and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements, and abuse that has a material effect on the Statements. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on whether the Statement is presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over reporting on the Statement or on compliance and other matters; accordingly, we express no such opinions.

A *deficiency in internal control* 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 and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose of expressing an opinion on whether the Statements are presented in accordance with the criteria described above and was not designed to identify all deficiencies in internal control over reporting on the Statement that might be material weaknesses or significant deficiencies. Given these limitations, during our engagement we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

As part of obtaining reasonable assurance about whether the Statements are free from material misstatement, we performed tests of the County Officer's compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of Statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our engagement, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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.

Independent Auditor's Report (Continued)

We appreciate the courtesy extended by the Treasurer, Columbia County, to us during the course of our examination. If you have any questions, please feel free to contact Michael B. Kashishian, CPA, CGAP, CFE, Director, Bureau of County Audits, at 717-787-1363.

Eugnt: O-Paspur

June 26, 2018

Eugene A. DePasquale Auditor General

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TREASURER COLUMBIA COUNTY HUNTING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2014 TO JUNE 30, 2015

License Type	Licenses Sold	Amount Due Game Commission
Resident		Commosion
Adult	261	\$ 5,141.70
Junior	10	57.00
Landowner	1	3.70
Junior combination	12	104.40
Senior	27	342.90
Senior Lifetime Combo	17	1,711.90
Senior Lifetime Hunting	12	608.40
Military	27	45.90
Reserves	3	5.10
Spring Turkey	22	455.40
Mentored Youth	20	34.00
Adult	12	1,208.40
Archery - Resident and Non-resident	185	2,934.50
Muzzleloaders - Resident and Non-resident	135	1,485.20
Resident	8,009	45,651.30
Resident landowners	8,009 20	43,031.30
Non-resident	129	3,315.30
Armed forces	30	,
		171.00
Disabled veterans Elk - Antlered and Antlerless	18 26	102.60
		278.20
Bobcat	30	171.00
Fisher	12	68.40
Adult resident	17	334.90
Senior resident	3	38.10
Migratory - Resident and Non-resident	46	124.20
Bear - Resident and Non-resident	176	2,763.20
DMAP - Resident and Non-resident	45	436.50
Replacements	57	324.90
Totals (Note 2)	9,363	68,032.10
Disbursements to Game Commission (Note 3)		(67,747.50)
Credits taken for licenses issued for Disabled Veterans and		
Senior Lifetime Hunt renewals		(284.60)
Balance due Game Commission (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Game Commission (County) for the license period July 1, 2014 to June 30, 2015		\$

TREASURER COLUMBIA COUNTY HUNTING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2015 TO JUNE 30, 2016

License Type	Licenses Sold		ount Due Game nmission
Resident	227	\$	1 ((9 00
Adult	237	\$	4,668.90
Junior	13		74.10
Landowner	1		3.70
Junior combination	12		104.40
Senior	26		330.20
Senior Lifetime Combo	10		1,007.00
Senior Lifetime Hunting	10		507.00
Senior Lifetime Upgrade Combo	3		152.10
Military	30		51.00
Spring Turkey	20		414.00
Mentored Youth	21		35.70
Adult	3		302.10
Archery - Resident and Non-resident	169		2,653.30
Muzzleloaders - Resident and Non-resident	107		1,144.90
Resident	8,090		46,113.00
Resident landowners	21		119.70
Non-resident	104		2,672.80
Non-resident landowners	1		25.70
Armed forces	32		182.40
Disabled veterans	29		165.30
Elk - Antlered and Antlerless	32		342.40
Bobcat	32		182.40
Fisher	14		79.80
River Otter	4		22.80
Federal Duck Stamp	5		136.00
Adult resident	20		394.00
Senior resident	1		12.70
Migratory - Resident and Non-resident	47		129.90
Bear - Resident and Non-resident	178		2,794.60
DMAP - Resident and Non-resident	40		388.00
Replacements	31		176.70
Totals (Note 2)	9,343		65,386.60
Disbursements to Game Commission (Note 3)			(65,090.70)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(295.90)
Balance due Game Commission (County) per settled reports (Note 4)			-
Examination adjustments		,	-
Adjusted balance due Game Commission (County) for the license period July 1, 2015 to June 30, 2016		\$	-

TREASURER COLUMBIA COUNTY HUNTING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2016 TO JUNE 30, 2017

Resident Adult Junior	259 8 1 26	\$ 5,154.10 47.20
Junior	8 1	
	1	47.20
T 1		2.00
Landowner	26	3.90
Junior combination	20	231.40
Senior	20	258.00
Senior Lifetime Combo	17	1,715.30
Senior Lifetime Hunting	11	559.90
Senior Lifetime Upgrade Combo	5	254.50
Military	19	36.10
Spring Turkey	13	271.70
Mentored Youth	14	26.60
Adult	4	403.60
Archery - Resident and Non-resident	183	2,909.70
Muzzleloaders - Resident and Non-resident	109	1,188.10
Resident	8,056	47,530.40
Resident landowners	18	106.20
Non-resident	121	3,133.90
Non-resident landowners	1	25.90
Armed forces	24	141.60
Disabled veterans	37	218.30
Elk - Antlered and Antlerless	24	261.60
Bobcat	28	165.20
Fisher	14	82.60
River Otter	2	11.80
Federal Duck Stamp	6	164.40
Adult resident	23	457.70
Senior resident	1	12.90
Migratory - Resident and Non-resident	61	176.90
Bear - Resident and Non-resident	185	2,971.50
DMAP - Resident and Non-resident	49	485.10
Replacements	40	236.00
Totals (Note 2)	9,379	69,242.10
Disbursements to Game Commission (Note 3)		(68,956.30)
Credits taken for licenses issued for Disabled Veterans and		
Senior Lifetime Hunt renewals		(285.80)
Balance due Game Commission (County) per settled reports (Note 4)		-
Examination adjustments		
Adjusted balance due Game Commission (County) for the license period July 1, 2016 to June 30, 2017		<u>\$</u>

TREASURER COLUMBIA COUNTY FISHING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2014 TO DECEMBER 31, 2014

		Ar	nount Due	
	Licenses	Fish and Boat		
License Type	Sold	Co	ommission	
Resident	114	\$	2,473.80	
3 Year Resident	5		318.50	
5 Year Resident	2		211.40	
Senior resident	7		74.90	
National Guard/Armed Forces	10		17.00	
Non-resident	1		51.70	
Seven day	1		33.70	
Senior lifetime	35		1,774.50	
Lifetime Upgrade Card	32		342.40	
Replacements	16		51.30	
Lake Erie And Trout/Salmon Combo Stamp	2		29.40	
Trout/Salmon Stamp	136		1,183.20	
3 Year Trout/Salmon	4		98.80	
5 Year Trout/Salmon	2		81.40	
Totals (Note 2)	367		6,742.00	
Disbursements to Fish and Boat Commission (Note	3)		(6,742.00)	
Balance due Fish and Boat Commission (County) per settled reports (Note 4)			-	
Examination adjustments				
Adjusted balance due Fish and Boat Commission (C for the license period January 1, 2014 to December	•	\$		

TREASURER COLUMBIA COUNTY FISHING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2015 TO DECEMBER 31, 2015

		An	nount Due
	Licenses	Fish and Boat	
License Type	Sold	Commission	
Resident	113	\$	2,339.10
3 Year Resident	12		755.40
Voluntary Youth	2		3.40
Replacements	3		17.10
Senior resident	9		87.30
National Guard/Armed Forces	10		17.00
Reduced Disabled Veterans	1		2.70
Non-resident	1		50.70
Three day	1		25.70
Senior lifetime	15		760.50
Lifetime Upgrade Card	10		107.00
Replacements	7		39.90
Lake Erie Stamp	2		17.40
Lake Erie And Trout/Salmon Combo Stamp	2		29.40
Trout/Salmon Stamp	102		887.40
1 Year Trout/Salmon	10		87.00
3 Year Trout/Salmon	11		271.70
Boat Launch Permit	48		376.80
Annual Fishing Button	15		60.00
Totals (Note 2)	374		5,935.50
Disbursements to Fish and Boat Commission (Note 3	3)		(5,935.50)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)			-
Examination adjustments			-
Adjusted balance due Fish and Boat Commission (C for the license period January 1, 2015 to December	•	\$	

TREASURER COLUMBIA COUNTY FISHING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2016 TO DECEMBER 31, 2016

	Licenses		nount Due 1 and Boat
License Type	Sold	Commission	
Resident	90	\$	1,956.00
3 Year Resident	5		318.50
5 Year Resident	1		105.70
Voluntary Youth	2		3.40
Replacements	1		5.70
Senior resident	6		64.80
3 Year Senior Resident	1		30.70
National Guard/Armed Forces	4		6.80
Reduced Disabled Veterans	1		1.70
Senior lifetime	20		1,059.60
Lifetime Upgrade Card	9		96.70
Replacements	3		17.50
Lake Erie And Trout/Salmon Combo Stamp	1		14.70
Trout/Salmon Stamp	71		619.10
1 Year Trout/Salmon	8		69.60
3 Year Trout/Salmon	9		222.30
5 Year Trout/Salmon	3		122.10
10 Year Trout/Salmon	1		80.70
Boat Launch Permit	737		6,474.00
Annual Fishing Button	11		44.00
Totals (Note 2)	984		11,313.60
Disbursements to Fish and Boat Commission (Note 2	3)		(11,313.60)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)			-
Examination adjustments		. <u> </u>	
Adjusted balance due Fish and Boat Commission (Conformation for the license period January 1, 2016 to December	- ·	\$	

TREASURER COLUMBIA COUNTY FISHING LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2017

	Licenses		nount Due n and Boat
License Type	Sold		ommission
Resident	85	\$	1,861.50
3 Year Resident	1	·	63.90
5 Year Resident	1		105.90
Voluntary Youth	3		5.70
Replacements	1		5.90
Senior resident	7		76.30
National Guard/Armed Forces	1		1.90
Reduced Disabled Veterans	1		1.90
Non-resident	1		51.90
Senior lifetime	11		559.90
Lifetime Upgrade Card	5		54.50
Replacements	2		11.80
Lake Erie And Trout/Salmon Combo Stamp	1		14.90
Trout/Salmon Stamp	75		667.50
1 Year Trout/Salmon	10		89.00
3 Year Trout/Salmon	3		74.70
5 Year Trout/Salmon	3		122.70
10 Year Trout/Salmon	2		161.80
Boat Launch Permit	568		5,083.60
Angler and Boater Magazine	1		12.90
Annual Fishing Button	31		124.00
Totals (Note 2)	813		9,152.20
Disbursements to Fish and Boat Commission (Note	3)		(9,152.20)
Balance due Fish and Boat Commission (County) per settled reports (Note 4)			-
Examination adjustments			-
Adjusted balance due Fish and Boat Commission (C for the license period January 1, 2017 to December		\$	_

TREASURER COLUMBIA COUNTY DOG LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2014 TO DECEMBER 31, 2014

		Am	ount Due
	Licenses	Depa	artment of
License Type	Sold	Ag	riculture
Individual	6,822	\$	39,486
Senior citizen	2,714		9,830
Lifetime	426		12,850
Totals (Note 2)	9,962		62,166
Disbursements to Department of Agriculture (Note 3)			(61,883)
Balance due Department of Agriculture (County)			
per settled reports (Note 4)			283
per seded reports (role 4)			205
Examination adjustments (Note 5)			(282)
Examination adjustments (Note 5)			(283)
Adjusted balance due Department of			
Agriculture (County) for the license period			
January 1, 2014 to December 31, 2014		\$	-

TREASURER COLUMBIA COUNTY DOG LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2015 TO DECEMBER 31, 2015

			Amount Due
	Licenses]	Department of
License Type	Sold		Agriculture
Individual	6,693	\$	38,781
Senior citizen	2,643		9,553
Lifetime	432		13,210
Totals (Note 2)	9,768		61,544
Disbursements to Department of Agriculture (Note 3)			(61,544)
Balance due Department of Agriculture (County)			
per settled reports (Note 4)			_
per seured reports (rivie 4)			_
Encycling a directory of			
Examination adjustments			
Adjusted balance due Department of			
Agriculture (County) for the license period			
January 1, 2015 to December 31, 2015		\$	

TREASURER COLUMBIA COUNTY DOG LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2016 TO DECEMBER 31, 2016

		An	ount Due
	Licenses	Dep	artment of
License Type	Sold	Ag	griculture
Individual	5,619	\$	32,475
Senior citizen	2,409		8,731
Lifetime	493		14,920
Totals (Note 2)	8,521		56,126
Disbursements to Department of Agriculture (Note 3)			(56,126)
Balance due Department of Agriculture (County)			
per settled reports (Note 4)			_
per sected reports (role -)			
Examination adjustments			
Examination adjustments			
Adjusted balance due Department of			
Agriculture (County) for the license period			
January 1, 2016 to December 31, 2016		\$	-

TREASURER COLUMBIA COUNTY DOG LICENSE SALES STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2017

	Licenses	Amount Due Department of	
License Type	Sold	Agriculture	
Individual	5,674	\$	32,572
Senior citizen	2,349		8,489
Lifetime	471		14,350
Totals (Note 2)	8,494		55,411
Disbursements to Department of Agriculture (Note 3)			(55,411)
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, 2017 to December 31, 2017		\$	

TREASURER COLUMBIA COUNTY NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS FOR THE HUNTING LICENSE PERIOD JULY 1, 2014 TO JUNE 30, 2017 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2014 TO DECEMBER 31, 2017

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 hunting licenses, sold electronically, for license years 2014 through 2016 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of fishing licenses, sold electronically, for license years 2014 through 2017 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of dog licenses for the license years 2014 through 2017 were remitted by check to the appropriate licensing agency with the monthly reports of sales.

TREASURER COLUMBIA COUNTY NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS FOR THE HUNTING LICENSE PERIOD JULY 1, 2014 TO JUNE 30, 2017 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2014 TO DECEMBER 31, 2017

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. Examination Adjustment-Dog License Statement January 1, 2014-December 31, 2014

This examination adjustment represents a credit given by the Department of Agriculture for postage costs incurred by the office.

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

Shirley A. Turner served as Treasurer during the hunting license period July 1, 2014 to December 31, 2015 and during the fishing and dog license period January 1, 2014 to December 31, 2015.

Cindy Creveling served as Treasurer during the hunting license period January 1, 2016 to June 30, 2017 and during the fishing and dog license period January 1, 2016 to December 31, 2017.

TREASURER COLUMBIA COUNTY REPORT DISTRIBUTION FOR THE HUNTING LICENSE PERIOD JULY 1, 2014 TO JUNE 30, 2017 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2014 TO DECEMBER 31, 2017

This report was initially distributed to:

The Honorable Russell C. Redding

Secretary Department of Agriculture

Ms. Tracee Gotwalt

Director Division of Budget and Finance Administrative Services

Ms. Linda Hansen

Administrative Officer I Bureau of Dog Law Department of Agriculture

Mr. John Arway

Executive Director Fish and Boat Commission

Mr. Bryan Burhans

Executive Director Pennsylvania Game Commission

The Honorable Cindy Creveling Treasurer

The Honorable Chris E. Young Chairperson 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>.