COMPLIANCE AUDIT

Treasurer

McKean County, Pennsylvania
For the Period
Hunting - July 1, 2017 to June 30, 2021
Fishing and Dog - January 1, 2018 to
December 31, 2021

April 2023



Commonwealth of Pennsylvania Department of the Auditor General

Timothy L. DeFoor • Auditor General



Commonwealth of Pennsylvania
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TIMOTHY L. DEFOOR AUDITOR GENERAL

The Honorable Melissa Jo Smith Treasurer

We have conducted a compliance audit of the Treasurer, McKean 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).

The objective of the audit was to determine whether all moneys collected on behalf of the Commonwealth have been correctly assessed, reported, and promptly remitted and to provide a report to the Pennsylvania Game Commission, Fish and Boat Commission, and the Department of Agriculture. Our audit was limited to areas related to the objective identified above and was not conducted, nor was it required to be, in accordance with Government Auditing Standards issued by the Comptroller General of the United States.

The County Officer is responsible for establishing and maintaining effective internal controls to provide reasonable assurance of compliance with state laws and regulations applicable to the collection of moneys on behalf of the Commonwealth, including whether they have been correctly assessed, reported, and promptly remitted. The County Officer is also responsible for complying with those laws and regulations. It is our responsibility to perform procedures to obtain sufficient, appropriate evidence to the extent necessary to satisfy the audit objective. We believe that our audit provides a reasonable basis for our conclusions.

Based on our audit procedures, we conclude that, for the license periods identified on the contents page, the County Officer, in all significant respects, complied with state laws and regulations applicable to the collection of moneys on behalf of the Commonwealth, including whether they have been correctly assessed, reported, and promptly remitted.

This report includes summaries of the County Officer's receipts and disbursements of funds collected on behalf of the Commonwealth (summaries). We obtained data representing the County Officer's receipts and disbursements from the Pennsylvania Game Commission, Fish and Boat Commission, and the Department of Agriculture, which obtains data from each of the Commonwealth's treasurer offices and used the data to create the summaries. We also evaluated the accuracy of the data as part of our audit to conclude on the County Officer's compliance with certain state laws and regulations as described in the previous paragraph. Any adjustments that we considered necessary based on our audit work are disclosed in the *Audit Adjustments* line of the summaries; however, the scope of our audit does not include the issuance of an opinion on the accuracy of the amounts reported in the summaries.

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.

The contents of this report were discussed with the management of the County Officer. We appreciate the courtesy extended by the Treasurer, McKean County, to us during the course of our audit. If you have any questions, please feel free to contact the Bureau of County Audits at 717-787-1363.

Timothy L. DeFoor

Timothy L. Detool

Auditor General

March 16, 2023

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TREASURER MCKEAN COUNTY BACKGROUND

FOR THE HUNTING LICENSE PERIOD JULY 1, 2017 TO JUNE 30, 2021 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2018 TO DECEMBER 31, 2021

The Department of Auditor General is mandated by Article IV, Section 401 (d) of *The Fiscal Code* (Act of April 9, 1929, P.L.343, No. 176), 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.

Treasurer receipts consist of monies collected on behalf of the licensing agency.

The proceeds from the sale of hunting licenses, sold electronically, for license years 2017 through 2020 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of fishing licenses, sold electronically, for license years 2018 through 2021 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of dog licenses for the license years 2018 through 2021 were remitted by check to the appropriate licensing agency with the monthly reports of sales.

The following schedule identifies the licensing agencies and the respective reporting period:

<u>License Type</u>	Licensing Agency	<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. The balances reflect the summary of monthly sales reports as settled by the appropriate licensing agency.

Mary Jo Sherwood served as Treasurer during the hunting license period July 1, 2017 to November 7, 2018 and during the fishing and dog license period January 1, 2018 to November 7, 2018.

Sherri Swanson served as acting Treasurer during the hunting, fishing and dog license period November 8, 2018 to January 6, 2020.

Melissa Jo Smith served as Treasurer during the hunting license period January 7, 2020 to June 30, 2021 and during the fishing and dog license period January 7, 2020 to December 31, 2021.

TREASURER MCKEAN COUNTY BACKGROUND

FOR THE HUNTING LICENSE PERIOD JULY 1, 2017 TO JUNE 30, 2021 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2018 TO DECEMBER 31, 2021

The summaries 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 summaries 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.

HUNTING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2017 TO JUNE 30, 2018

	Licenses	Amount Due Game
License Type	Sold	Commission
Resident		
Adult	70	\$ 1,393.00
Junior	1	5.90
Landowner	1	3.90
Junior combination	13	115.70
Senior	2	25.80
Senior Lifetime Combo	1	100.90
Senior Lifetime Hunting	1	50.90
M ilitary	23	51.70
Mentored Youth	5	9.50
Non-resident		
Adult	20	2,018.00
Junior	1	40.90
Archery - Resident and Non-resident	44	749.60
Muzzleloaders - Resident and Non-resident	22	239.80
Antlerless deer		
Resident	5,207	30,721.30
Resident landowners	37	218.30
Non-resident	399	10,334.10
Non-resident landowners	3	77.70
Armed forces	17	100.30
Disabled veterans	48	283.20
Elk - Antlered and Antlerless	7	76.30
Bobcat	21	123.90
Fisher	14	82.60
Adult Pheasant	6	155.40
Federal Duck Stamp	1	27.40
Furtaker		
Adult resident	8	159.20
Senior resident	1	12.90
Adult non-resident	1	80.90
Disabled veterans	2	5.80
Migratory - Resident and Non-resident	6	17.40
Bear - Resident and Non-resident	64	1,087.60
DMAP - Resident and Non-resident	23	252.70
Replacements	48	283.20
Hunting & Trapping Digest	25	125.00
Totals	6,142	49,030.80
Disbursements to Game Commission		(48,892.00)
Credits taken for licenses issued for Disabled Veterans and		
Senior Lifetime Hunt renewals		(138.80)
Balance due Game Commission (County)		
per settled reports		-
Audit adjustments		
Adjusted balance due Game Commission (County)		
for the license period July 1, 2017 to June 30, 2018		\$ -

HUNTING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2018 TO JUNE 30, 2019

License Type	Licenses Sold	Amount Du Game Commission	
Resident			
Adult	73	\$ 1,452	2.70
Landowner	3	· · · · · · · · · · · · · · · · · · ·	1.70
Junior combination	5	44	1.50
Senior	2	25	5.80
Senior Lifetime Hunting	1	50	0.90
Military	20	45	5.00
Spring Turkey	2	41	1.80
Mentored Adult	1	19	9.90
Non-resident			
Adult	19	1,917	7.10
Archery - Resident and Non-resident	53	862	2.70
Muzzleloaders - Resident and Non-resident	26	283	3.40
Antlerless deer			
Resident	5,403	31,877	7.70
Resident landowners	34	200	0.60
Non-resident	425	11,007	7.50
Non-resident landowners	4	103	3.60
Armed forces	14	82	2.60
Disabled veterans	50	295	5.00
Elk - Antlered and Antlerless	6	65	5.40
Bobcat	19	112	2.10
Fisher	14	82	2.60
Adult Pheasant	4	103	3.60
Federal Duck Stamp	1	27	7.40
Furtaker			
Adult resident	11		3.90
Migratory - Resident and Non-resident	12		7.80
Bear - Resident and Non-resident	65	1,113	
DMAP - Resident and Non-resident	41		0.90
Replacements	19		2.10
Hunting & Trapping Digest	15		5.00
Totals	6,342	50,701	1.80
Disbursements to Game Commission		(50,582	2.80)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals		(119	9.00)
Balance due Game Commission (County) per settled reports			-
Audit adjustments			
A first of below a day Cours C			
Adjusted balance due Game Commission (County) for the license period July 1, 2018 to June 30, 2019		\$	_
- r, -,, -		-	

HUNTING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2019 TO JUNE 30, 2020

License Type	Licenses Sold	Amount Due Game Commission
Resident		
Adult	66	\$ 1,341.40
Junior	2	11.80
Landowner	2	7.80
Junior combination	3	26.70
Senior	5	64.50
Military	18	43.20
Spring Turkey	2	41.80
Non-resident		
Adult	8	807.20
Seven day	1	30.90
Archery - Resident and Non-resident	46	761.40
Muzzleloaders - Resident and Non-resident	24	261.60
Antlerless deer		
Resident	5,116	30,184.40
Resident landowners	36	212.40
Non-resident	413	10,696.70
Non-resident landowners	2	51.80
Armed forces	14	82.60
Disabled veterans	51	300.90
Elk - Antlered and Antlerless	8	87.20
Bobcat	18	106.20
Fisher	13	76.70
Adult Pheasant	1	25.90
Federal Duck Stamp	2	54.80
Furtaker		
Adult resident	7	139.30
Senior resident	1	12.90
Adult non-resident	1	80.90
Migratory - Resident and Non-resident	9	26.10
Bear - Resident and Non-resident	55	924.50
DMAP - Resident and Non-resident	34	336.60
Replacements	28	161.20
Totals	5,986	46,959.40
Disbursements to Game Commission		(46,835.40)
Credits taken for licenses issued for Disabled Veterans and		
Senior Lifetime Hunt renewals		(124.00)
Balance due Game Commission (County)		
per settled reports		-
Audit adjustments		
Adjusted balance due Game Commission (County)		
for the license period July 1, 2019 to June 30, 2020		\$ -

HUNTING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2020 TO JUNE 30, 2021

License Type	Licenses Sold	mount Due Game ommission
Resident	50	1.154.00
Adult	58	\$ 1,154.20
Junior	2	11.80
Landowner	3	11.70
Junior combination	7	62.30
Senior	1	12.90
Senior Lifetime Combo	2	201.80
Military	14	33.60
Spring Turkey	2	41.80
Mentored Junior & Youth Non-resident	4	7.60
- 1	2	201.80
Adult		201.80
Archery - Resident and Non-resident Muzzleloaders - Resident and Non-resident	54 25	868.60
Antlerless deer	23	272.50
Resident	5,752	22 026 90
Resident landowners	3,732	33,936.80 200.60
Non-resident	470	
Non-resident landowners	470	12,173.00 51.80
Armed forces	17	100.30
Disabled veterans	51	300.90
Elk - Antlered and Antlerless	8	87.20
Bobcat	20	118.00
Fisher	16	94.40
River Otter	10	5.97
Adult Pheasant	7	181.30
Federal Duck Stamp	2	54.80
Furtaker	2	31.00
Adult resident	9	179.10
Disabled veterans	1	2.90
Migratory - Resident and Non-resident	15	43.50
Bear - Resident and Non-resident	56	890.40
DMAP - Resident and Non-resident	24	237.60
Replacements	19	112.10
Totals	6,678	 51,651.27
Totals	0,078	31,031.27
Disbursements to Game Commission		(51,518.27)
Credits taken for licenses issued for Disabled Veterans and		
Senior Lifetime Hunt renewals		 (133.00)
Balance due Game Commission (County)		
per settled reports		-
Audit adjustments		
Adjusted balance due Game Commission (County)		
for the license period July 1, 2020 to June 30, 2021		\$

FISHING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2018 TO DECEMBER 31, 2018

License Type	Licenses Sold	Fish	ount Due and Boat mmission
		•	
Resident	29	\$	635.10
3 Year Resident	2		127.80
Voluntary Youth	1		1.90
Replacements	1		5.90
Senior resident	1		10.90
Disabled Veterans	14		15.20
Non-resident	2		103.80
Senior lifetime	3		152.70
Lifetime Upgrade Card	4		43.60
Replacements	1		5.90
Lake Erie Stamp	2		17.80
Lake Erie And Trout/Salmon Combo Stamp	7		104.30
Trout/Salmon Stamp	27		240.30
1 Year Trout/Salmon	5		44.50
3 Year Trout/Salmon	3		74.70
10 Year Trout/Salmon	1_		80.90
Totals	103		1,665.30
Disbursements to Fish and Boat Commission			(1,665.30)
Balance due Fish and Boat Commission (County) per settled reports			-
Audit adjustments			
Adjusted balance due Fish and Boat Commission (Cofor the license period January 1, 2018 to December	• /	\$	_

FISHING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2019

License Type	Licenses Sold	Fish	ount Due and Boat nmission
<u>License Type</u>	Solu		IIIIIISSIOII
Resident	14	\$	306.60
3 Year Resident	2		127.80
Senior resident	3		32.70
Disabled Veterans	13		15.20
Replacements	1		-
Senior lifetime	1		39.10
Lifetime Upgrade Card	1		15.90
Replacements	4		23.60
Lake Erie And Trout/Salmon Combo Stamp	6		89.40
3 Year Lake Erie and Trout/Salmon	1		42.90
Trout/Salmon Stamp	17		151.30
1 Year Trout/Salmon	1		8.90
3 Year Trout/Salmon	1		24.90
Totals	65		878.30
Disbursements to Fish and Boat Commission			(878.30)
Balance due Fish and Boat Commission (County)			
per settled reports			-
Audit adjustments			
Adjusted balance due Fish and Boat Commission (Co for the license period January 1, 2019 to December	• /	\$	-

FISHING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2020 TO DECEMBER 31, 2020

License Type	Licenses Sold	Fish	ount Due and Boat nmission
License Type	Solu		11111881011
Resident	16	\$	350.40
Senior resident	1		10.90
Disabled Veterans	17		19.00
Replacements	3		-
Tourist			
Seven day	1		33.90
50 (31 Jan)	-		
Senior lifetime	2		101.80
Replacements	1		5.90
Lake Erie And Trout/Salmon Combo Stamp	6		89.40
Trout/Salmon Stamp	19		169.10
1 Year Trout/Salmon	4		35.60
3 Year Trout/Salmon	1		24.90
5 Year Trout/Salmon	1		40.90
Totals	72		881.80
Disbursements to Fish and Boat Commission			(881.80)
Balance due Fish and Boat Commission (County) per settled reports			-
Audit adjustments			
Adjusted balance due Fish and Boat Commission (Cofor the license period January 1, 2020 to December	* *	\$	

FISHING LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2021 TO DECEMBER 31, 2021

License Type	Licenses Sold	Fish	ount Due and Boat mmission
Electise Type			111111881011
Resident 3 Year Resident	20 2	\$	439.12 127.94
Senior resident	1		10.97
Disabled Veterans Replacements	12 3		15.76
Non-resident	1		51.97
Senior lifetime	4		203.81
Lake Erie Stamp	4		26.97
Lake Erie And Trout/Salmon Combo Stamp	8		119.62
Trout/Salmon Stamp	27		242.05
1 Year Trout/Salmon	1		8.90
3 Year Trout/Salmon	3		74.91
Launch Permits	1		12.97
Totals	87		1,334.99
Disbursements to Fish and Boat Commission			(1,334.99)
Balance due Fish and Boat Commission (County) per settled reports			-
Audit adjustments			
Adjusted balance due Fish and Boat Commission (C for the license period January 1, 2021 to December		\$	

TREASURER MCKEAN COUNTY DOG LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2018 TO DECEMBER 31, 2018

	Licenses	Amount Due Department of
<u>License Type</u>	Sold	Agriculture
Individual	4,167	\$ 23,591.00
Senior citizen	1,643	5,849.00
Lifetime	210	6,420.00
Totals	6,020	35,860.00
Disbursements to Department of Agriculture		(35,860.00)
Balance due Department of Agriculture (County) per settled reports		-
Audit adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2018 to December 31, 2018		\$ -

TREASURER MCKEAN COUNTY DOG LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2019

	Licenses	Amount Due Department of
<u>License Type</u>	Sold	Agriculture
Individual	3,537	\$ 19,951.00
Senior citizen	1,486	5,280.00
Lifetime	206	6,300.00
Totals	5,229	31,531.00
Disbursements to Department of Agriculture		(31,531.00)
Balance due Department of Agriculture (County) per settled reports		-
Audit adjustments		<u> </u>
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2019 to December 31, 2019		\$ -

DOG LICENSE SALES

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2020 TO DECEMBER 31, 2020

	Licenses	Amount Due Department of
License Type	Sold	Agriculture
Individual	3,019	\$ 17,031.00
Senior citizen	1,351	4,771.00
Lifetime	180	5,490.00
Totals	4,550	27,292.00
Disbursements to Department of Agriculture		(27,292.00)
Balance due Department of Agriculture (County) per settled reports		-
Audit adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2020 to December 31, 2020		\$ -

DOG LICENSE SALES SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JANUARY 1, 2021 TO DECEMBER 31, 2021

<u>License Type</u>	Licenses Sold	Amount Due Department of Agriculture
Individual	3,287	\$ 18,673.00
Senior citizen	1,585	5,623.00
Lifetime	227	6,630.00
Totals	5,099	30,926.00
Disbursements to Department of Agriculture		(30,926.00)
Balance due Department of Agriculture (County) per settled reports		-
Audit adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2021 to December 31, 2021		\$ -

TREASURER MCKEAN COUNTY REPORT DISTRIBUTION

FOR THE HUNTING LICENSE PERIOD JULY 1, 2017 TO JUNE 30, 2021 AND FOR THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2018 TO DECEMBER 31, 2021

This report was initially distributed to:

The Honorable Russell C. Redding

Secretary
Department of Agriculture

Ms. Linda Hansen

Administrative Officer I, Bureau of Dog Law Department of Agriculture

Ms. Tracee Gotwalt

Director, Division of Budget and Finance Administrative Services

Mr. John Howard

Chief Counsel
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Chief of Licensing and Registration Fish and Boat Commission

Mr. Bryan Burhans

Executive Director Pennsylvania Game Commission

The Honorable Melissa Jo Smith

Treasurer

The Honorable Jody Bloomquist

Controller

The Honorable Thomas Kreiner

Chairperson of the Board of Commissioners

This report is a matter of public record and is available online at www.@PaAuditor.gov. 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: news@PaAuditor.gov.