## **COMPLIANCE AUDIT**

## Treasurer

Westmoreland County, Pennsylvania

For the Period

Hunting - July 1, 2017 to June 30, 2022

Fishing and Dog - January 1, 2018 to

December 31, 2021

## March 2023



Commonwealth of Pennsylvania Department of the Auditor General

Timothy L. DeFoor • Auditor General



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TIMOTHY L. DEFOOR AUDITOR GENERAL

The Honorable Jared Squires Treasurer Westmoreland County Greensburg, PA 15601

We have conducted a compliance audit of the Treasurer, Westmoreland County, Pennsylvania for the license periods 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, Westmoreland 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

Auditor General

February 15, 2023

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### TREASURER WESTMORELAND COUNTY BACKGROUND

FOR THE HUNTING LICENSE PERIOD JULY 1, 2017 TO JUNE 30, 2022 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 2021 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. It does not reflect adjustments disclosed by our audit.

Jared Squires served as Treasurer during the hunting license period July 1, 2017 to June 30, 2022, and during the fishing and dog license period January 1, 2018 to December 31, 2021.

# TREASURER WESTMORELAND COUNTY BACKGROUND

FOR THE HUNTING LICENSE PERIOD JULY 1, 2017 TO JUNE 30, 2022 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.

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

License Type	Licenses Sold	Amount Due Game Commission	
Resident			
Adult	167	\$	3,323.30
Junior	12	Ψ	70.80
Junior combination	14		124.60
Senior	2		25.80
Senior Lifetime Combo	3		302.70
	3		
Senior Lifetime Hunting	5 55		152.70
Military			119.50
Reserves	2 2		3.80
Spring Turkey			41.80
Mentored Adult	1		19.90
Mentored Youth	6		11.40
Non-resident	2		201.00
Adult	2		201.80
Archery - Resident and Non-resident	137		2,188.30
Muzzleloaders - Resident and Non-resident	51		555.90
Antlerless deer			
Resident	25,895		152,780.50
Resident landowners	1		5.90
Non-resident	161		4,169.90
Armed forces	59		348.10
Disabled veterans	51		300.90
Elk - Antlered and Antlerless	3		32.70
Bobcat	1		5.90
Fisher	1		5.90
Adult Pheasant	13		336.70
Federal Duck Stamp	9		246.60
Furtaker			
Adult resident	4		79.60
Disabled veterans	3		8.70
Migratory - Resident and Non-resident	25		72.50
Bear - Resident and Non-resident	53		842.70
DM AP - Resident and Non-resident	6		59.40
Replacements	71		418.90
Hunting & Trapping Digest	26		130.00
Totals	26,839		166,987.20
Totals	20,637		100,767.20
Disbursements to Game Commission			(166,882.20)
Credits taken for licenses issued for Disabled Veterans and			
			(105.00)
Senior Lifetime Hunt renewals			(105.00)
Balance due Game Commission (County)			
per settled reports			-
Andia diadanana			
Audit adjustments			
Adirected below a dear Course Course Course Course			
Adjusted balance due Game Commission (County)		4	
for the license period July 1, 2017 to June 30, 2018		\$	-

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

License Type	Licenses Sold		mount Due Game ommission
Resident			
Adult	161	\$	3,203.90
Junior	7	Ψ	41.30
Junior combination	14		124.60
Senior	5		64.50
Senior Lifetime Combo	3		302.70
Senior Lifetime Hunting	4		203.60
Military	36		82.40
Reserves	3		5.70
Spring Turkey	2		41.80
Mentored Youth	4		7.60
Non-resident	•		7.00
Adult	3		302.70
Archery - Resident and Non-resident	153		2,432.70
Muzzleloaders - Resident and Non-resident	51		555.90
Antlerless deer	31		333.70
Resident	26,785		158,031.50
Resident landowners	20,783		5.90
Non-resident	225		5,827.50
Armed forces	35		206.50
Disabled veterans	55		324.50
Elk - Antlered and Antlerless	6		65.40
Bobcat	1		5.90
Fisher	1		5.90
Adult Pheasant	16		414.40
Federal Duck Stamp	10		274.00
Furtaker	10		274.00
Adult resident	5		99.50
Senior resident	1		12.90
Disabled veterans	2		5.80
Migratory - Resident and Non-resident	19		55.10
Bear - Resident and Non-resident	47		747.30
DM AP - Resident and Non-resident	7		69.30
Replacements	60		354.00
Hunting & Trapping Digest	35		175.00
Totals	27,757		174,049.80
Disbursements to Game Commission			(173,916.80)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(133.00)
Balance due Game Commission (County)			
per settled reports			_
L			
Audit adjustments			
Adjusted balance due Game Commission (County)			
for the license period July 1, 2018 to June 30, 2019		\$	_

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

<u>License Type</u>	Licenses Sold		mount Due Game ommission
Resident			
Adult	171	\$	3,402.90
Junior	7		41.30
Junior combination	10		89.00
Senior	10		129.00
Senior Lifetime Combo	3		302.70
Senior Lifetime Hunting	4		203.60
Military	37		83.30
Spring Turkey	4		83.60
Mentored Junior & Youth	6		19.40
Non-resident			
Adult	3		302.70
Archery - Resident and Non-resident	148		2,363.20
Muzzleloaders - Resident and Non-resident	50		555.00
Antlerless deer			
Resident	28,633		168,934.70
Non-resident	252		6,526.80
Armed forces	35		206.50
Disabled veterans	66		389.40
Elk - Antlered and Antlerless	3		32.70
Bobcat	2		11.80
Fisher	1		5.90
River Otter	1		5.90
Adult Pheasant	17		440.30
Federal Duck Stamp	6		164.40
Furtaker			
Adult resident	5		99.50
Senior resident	1		12.90
Migratory - Resident and Non-resident	19		55.10
Bear - Resident and Non-resident	55		874.50
DMAP - Resident and Non-resident	9		89.10
Replacements	57		336.30
Totals	29,615		185,761.50
Disbursements to Game Commission			(185,633.50)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(128.00)
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		\$	

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

License Type	Licenses Sold	Amount Due Game Commission	
Resident			
Adult	137	\$	2,726.30
Junior	3	Ψ	17.70
Junior combination	11		97.90
Senior	3		38.70
Senior Lifetime Combo	4		403.60
Senior Lifetime Hunting	4		203.60
Senior Lifetime Up grade Combo	i		50.90
Military	26		63.40
Reserves	1		1.90
Spring Turkey	1		20.90
Mentored Junior & Youth	10		27.00
Non-resident	10		27.00
Adult	3		302.70
Archery - Resident and Non-resident	141		2,261.90
Muzzleloaders - Resident and Non-resident	57		631.30
Antlerless deer	37		031.30
Resident	30,556		180,280.40
Non-resident	262		6,785.80
Armed forces	202		123.90
Disabled veterans	31		
Elk - Antlered and Antlerless	15		182.90
			163.50
Bobcat	5		29.50
Fisher	1		5.90
Adult Pheasant	14		362.60
Federal Duck Stamp	3		82.20
Furtaker	2		50.50
Adult resident	3		59.70
Senior resident	1		12.90
Disabled veterans	2		5.80
Migratory - Resident and Non-resident	32		92.80
Bear - Resident and Non-resident	55		874.50
DM AP - Resident and Non-resident	10		99.00
Replacements	90		531.00
Totals	31,503		196,540.20
Disbursements to Game Commission			(196,433.20)
Credits taken for licenses issued for Disabled Veterans and			
Senior Lifetime Hunt renewals			(107.00)
Schiol Elictime Hunt Teliewais			(107.00)
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		\$	

## SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE LICENSE PERIOD JULY 1, 2021 TO JUNE 30, 2022

<u>License Type</u>	Licenses Sold	Amount Due Game Commission
Resident		
Adult	184	\$ 3,674.48
Junior	2	11.94
Junior combination	19	170.43
Senior	3	38.91
Senior Lifetime Hunting	2	101.94
Senior Lifetime Combo	3	302.91
M ilitary	49	96.53
Spring Turkey	1	20.97
Mentored Junior & Youth	18	39.46
Non-resident	16	39.40
Adult	6	605.82
Junior combination	2	101.94
Mentored Adult	1	101.94
Archery - Resident and Non-resident	_	
5	169	2,708.93
Muzzleloaders - Resident and Non-resident	68	745.96
Antlerless deer	21.527	100 217 10
Resident	31,527	188,216.19
Non-resident	325	8,440.25
Armed forces	33	197.01
Disabled veterans	42	250.74
Elk - Antlered and Antlerless	13	142.61
Bobcat	6	35.82
Fisher	1	5.97
Adult Pheasant	22	571.34
Federal Duck Stamp	6	167.82
Furtaker		
Adult resident	9	179.73
Disabled veterans	1	1.97
Migratory - Resident and Non-resident	33	98.01
Bear - Resident and Non-resident	72	1,149.84
DM AP - Resident and Non-resident	10	124.70
Replacements	183	610.88
Totals	32,810	208,914.07
		,
Disbursements to Game Commission		(208,790.07)
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, 2021 to June 30, 2022		\$ -
110 1100 p 11100 t u.j 1, 2021 to t uite 50, 2022		<del>-</del>

## FISHING LICENSE SALES

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

License Type	Licenses Sold	Fis	nount Due h and Boat ommission
Resident	54	\$	1,182.60
3 Year Resident	1		63.90
10 Year Resident	1		210.90
Mentored Youth	2		5.90
Replacements	1		3.90
Senior resident	1		10.90
National Guard/Armed Forces	3		5.70
Disabled Veterans	27		24.70
Replacements	7		-
Senior lifetime	10		509.00
Lifetime Up grade Card	12		130.80
Multi Year Up grade Card	2		21.80
Replacements	1		5.90
	_		
Donations for the Fish and Boat Commission	1		1.00
Lake Erie Stamp	4		24.00
Lake Erie And Trout/Salmon Combo Stamp	16		238.40
3 Year Lake Erie and Trout/Salmon	1		42.90
Trout/Salmon Stamp	39		347.10
1 Year Trout/Salmon	6		53.40
3 Year Trout/Salmon	1		24.90
5 Year Trout/Salmon	1		40.90
10 Year Trout/Salmon	1		80.90
T 10 %	10		00.50
Launch Permits	10		99.50
Annual Fishing Button	1 202		4.00
Totals	203		3,129.10
Disbursements to Fish and Boat Commission			(3,129.10)
Balance due Fish and Boat Commission (County) per settled reports			-
Audit adjustments			
Adjusted balance due Fish and Boat Commission (Count for the license period January 1, 2018 to December 31,		\$	

## FISHING LICENSE SALES

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

License Type	Licenses Sold	Fisl	nount Due n and Boat mmission
Resident	46	\$	1 007 40
3 Year Resident	1	Ф	1,007.40 63.90
10 Year Resident	1		210.90
Voluntary Youth	2		3.80
Senior resident	5		54.50
National Guard/Armed Forces	2		3.80
1 (41)	_		2.00
Disabled Veterans	33		26.60
Replacements	3		-
Senior lifetime	11		649.90
Lifetime Up grade Card	12		190.80
Replacements	7		41.30
Donations for the Fish and Boat Commission	1		(2.00)
Lake Erie Stamp	11		74.70
Lake Erie And Trout/Salmon Combo Stamp	21		312.90
3 Year Lake Erie and Trout/Salmon	1		42.90
10 Year Lake Erie and Trout/Salmon	1		140.90
Trout/Salmon Stamp	26		231.40
1 Year Trout/Salmon	11		97.90
3 Year Trout/Salmon	4		99.60
5 Year Trout/Salmon	1		40.90
10 Year Trout/Salmon	1		80.90
Voluntary Permits	2		86.80
Launch Permits	12		119.40
PA Fishing Summary Booklet	17		34.00
Annual Fishing Button	3		27.00
Totals	235		3,640.20
Disbursements to Fish and Boat Commission			(3,640.20)
Balance due Fish and Boat Commission (County) per settled reports			-
Audit adjustments			
Adjusted balance due Fish and Boat Commission (County) for the license period January 1, 2019 to December 31, 2019		\$	

## FISHING LICENSE SALES

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

<u>License Type</u>	Licenses Sold	Amount Due Fish and Boat Commission
Resident 3 Year Resident Voluntary Youth Replacements	27 1 2 1	\$ 591.30 63.90 3.80 5.90
Senior resident	2	21.80
Disabled Veterans Replacements	17 2	20.90
Senior lifetime Lifetime Up grade Card Replacements	7 1 3	401.30 15.90 17.70
Lake Erie Stamp 1 Year Lake Erie	3 1	20.90 8.90
Lake Erie And Trout/Salmon Combo Stamp	18	268.20
Trout/Salmon Stamp 1 Year Trout/Salmon 3 Year Trout/Salmon 5 Year Trout/Salmon	10 8 2 2	89.00 71.20 49.80 81.80
Launch Permits Annual Fishing Button Totals	14 1 122	147.30 9.00 1,888.60
Disbursements to Fish and Boat Commission		(1,888.60)
Balance due Fish and Boat Commission (County) per settled reports		-
Audit adjustments		
Adjusted balance due Fish and Boat Commission (County) for the license period January 1, 2020 to December 31, 2020		\$ -

## FISHING LICENSE SALES

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

License Type	Licenses Sold	Amount Due Fish and Boat Commission
Resident	32	\$ 702.90
3 Year Resident	1	63.97
Voluntary Youth	1	1.97
Replacements	1	5.97
Senior resident	2	21.94
Disabled Veterans	33	19.63
Replacements	3	5.97
Senior lifetime	12	611.36
Replacements	5	29.78
Lake Erie Stamp	9	56.90
Lake Erie And Trout/Salmon Combo Stamp	20	254.42
3 Year Lake Erie and Trout/Salmon	1	42.97
10 Year Lake Erie and Trout/Salmon	2	281.94
Trout/Salmon Stamp	23	206.24
1 Year Trout/Salmon	3	26.70
3 Year Trout/Salmon	1	24.97
5 Year Trout/Salmon	2	81.87
10 Year Trout/Salmon	3	242.84
Launch Permits	5	94.85
Totals	159	2,777.19
Disbursements to Fish and Boat Commission		(2,777.19)
Balance due Fish and Boat Commission (County) per settled reports		-
Audit adjustments		
Adjusted balance due Fish and Boat Commission (County) for the license period January 1, 2021 to December 31, 2021		\$ -

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

		Amount Due
Liaanga Treas	Licenses	Department of
<u>License Type</u>	Sold	Agriculture
Individual	30,794	\$ 171,408.00
Senior citizen	8,881	31,087.00
Lifetime	2,843	86,180.00
Totals	42,518	288,675.00
Disbursements to Department of Agriculture		(288,675.00)
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		\$ -

## 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	28,877	\$ 160,391.00
Senior citizen	8,418	29,468.00
Lifetime	3,022	90,940.00
Totals	40,317	280,799.00
Disbursements to Department of Agriculture		(280,799.00)
Balance due Department of Agriculture (County) per settled reports		-
Audit adjustments		
Adjusted balance due Department of Agriculture (County) for the license period January 1, 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
<u>License Type</u>	Sold	Agriculture
Individual	23,313	\$ 129,083.00
Senior citizen	7,592	26,400.00
Lifetime	2,473	74,390.00
Totals	33,378	229,873.00
Disbursements to Department of Agriculture		(229,873.00)
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		\$ -

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

		Amount Due
	Licenses	Department of
<u>License Type</u>	Sold	<u>Agriculture</u>
Individual	22,944	\$ 127,842.00
Senior citizen	7,230	25,298.00
Lifetime	2,697	82,720.00
Totals	32,871	235,860.00
Disbursements to Department of Agriculture		(235,860.00)
Balance due Department of Agriculture (County) per settled reports		-
Audit adjustments		
Adjusted balance due Department of		
Agriculture (County) for the license period		
January 1, 2021 to December 31, 2021		\$ -

# TREASURER WESTMORELAND COUNTY REPORT DISTRIBUTION

## FOR THE HUNTING LICENSE PERIOD JULY 1, 2017 TO JUNE 30, 2022 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
Department of Agriculture

### Mr. Timothy D. Schaeffer

Executive Director Fish and Boat Commission

### Ms. Brenda Verner-Sterling

Chief of Licensing and Registration Fish and Boat Commission

### Mr. Bryan Burhans

Executive Director Pennsylvania Game Commission

### The Honorable Jared Squires

Treasurer

#### The Honorable Jeffrey Balzer

Controller

#### The Honorable Sean Kertes

Chairperson of the Board of Commissioners

This report is a matter of public record and is available online at <a href="www.aPaAuditor.gov">www.aPaAuditor.gov</a>. 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: <a href="mailto:newsaPaAuditor.gov">newsaPaAuditor.gov</a>.