

AUDIT FINDINGS AND RECOMMENDATIONS

1. TAX COLLECTORS

Statement of Findings

- A. **Tax Collectors** – The Tax Collectors books were audited for the year 2012. Amount owed to the County was \$254.16; amount refunded to Tax Collectors for overpayment was \$210.39.

2. RETIREMENT

Statement of Findings

- A. As of December 21, 2012, the employees' contribution (money deducted from the employee's pay) had not been deposited into the retirement account since June of 2012.

Recommendation – We continue to recommend that this money be deposited in a timely manner.

- B. As of December 31, 2012, the total required County contribution determined by the actuary had not been deposited into the retirement fund.

Recommendation – To ensure that the retirement fund is actuarially sound and to comply with Act 96 of 1971 of the County Pension Law, we continue to recommend that the contributions be made in a timely manner.

3. PROBATION

Statement of Findings

- A. By order of Judge Thomas Ling, the following funds were held from November 2011 through September 2012. The funds were released on October 19, 2012.

County General Fund - \$280,213.77
Prothonotary - \$2,343.32
Liquid Fuels - \$2,300.00
Jail - \$1,450.00

Recommendation – We recommend that fees collected by the department should be turned over on a monthly basis to ensure the County's General Fund remains sound.

4. PROBATION FUND - SUPERVISION FUND

Statement of Findings

As of December 31, 2012, the balance owed to the County for Salary and Benefit reimbursements for the year 2012 was as follows;

Assistant to the Director – Salary and Benefits - \$32,802.27.

Employee on-call and overtime with benefits owed to the County - \$35,590.88

Payroll deductions and the Employers share of taxes still owed to the County - \$2,922.72

Total Salary Reimbursements due to the County for 2012 - \$71,315.87

Note: Salary reimbursements still owed to the County for 2010 & 2011 - \$179,765.28

GRAND TOTAL OWED TO THE COUNTY FOR 2010 – 2012 - \$251,081.15

Recommendation - We continue to recommend that Salary Reimbursement be paid in a timely manner and that the past due amounts be paid immediately.

5. PROBATION – Bedford County Counter DUI Program Account

Statement of Findings

A. Salary reimbursements for DUI School and CRN Evaluations totaling \$24,547.92 were held for the year 2011 and from January until May of 2012. These funds were paid to the County by order of Judge Thomas Ling on October 19, 2012.

B. By order of Judge Thomas Ling on June 14, 2012, the DUI account opened using the County EIN number was closed and reopened under another EIN number. In addition, the Bedford County DUI Program has retained the services of an accounting service to prepare tax forms and payroll.

Recommendation – Based on Section 1601 of the County Code which states that all fees limited and appointed by law to be received by any County officer, shall belong to the County, we continue to recommend that this account and all fees associated with this account be turned over to the County General Fund. We further recommend that payroll and tax reporting be handled through the County Payroll Department and all salaries be approved by the Salary Board. We also recommend that all auditing requirements be handled by the County Auditors, who by Section 1721 of the County Code are required to audit, adjust and settle the accounts of all county officers.

2011 Repeat & Additional Findings

2011-1B Rainsburg Borough – Colleen Peake, Tax Collector (Former)

Statement of Findings

- 1) The Tax Collector failed to turn over the 2010 Tax Duplicate; therefore we were unable to complete the audit of the 2010 tax collections.
- 2) The Tax Collector failed to turn over any money to the County for taxes collected in 2011.

Additional Findings – The Tax Collector failed to turn over monthly collection reports for 2011. She also failed to turn over the 2011 Tax Duplicate and final reports to close her books for 2011.

2011-1C Manns Choice Borough -Emily Pravata , Tax Collector (Former)

- 1) An audit of this account revealed transactions totaling \$4,206.59 were made within the Tax Collectors' checking account that is not in accordance with the Local Tax Collection Law. Monies were transferred from this account to a personal account and debit card transactions were made.

2011– 1D New Paris Borough – Kerri Mickel, Tax Collector

- 1) An audit of this account revealed transactions of an undetermined amount were made with the Tax Collectors' checking account that are not in accordance with the Local Tax Collection Law. Monies were used for personal and personal bill payments.

Additional Findings – Additional information was presented to the Auditors Office for review following the close of the 2011 Audit. It was determined that transactions totaling \$12,729.34 were made that were not in accordance with the Local Tax Collection Law. It was also discovered that the Tax Collector was using multiple bank accounts.

NOTE: The above findings were turned over to the District Attorney's office and are currently under investigation.

2011-2B Mileage Reimbursement – Commissioner Michael Herline

Statement of Findings

Mileage reimbursements were made to Commissioner Herline totaling \$325.50 for the year 2011 was paid to Commissioner Herline for travel within the county. This is in addition to the 2010 finding from 2010 in the amount of \$1,441.80

NOTE: This finding violates the policy established in November 2007, which states that Elected Officials will be reimbursed for mileage driven out of county and while on official business.

Recommendation

- 1) We recommend that the elected officials reimburse the County General Fund.
- 2) We continue to recommend development of a policy that requires reimbursement requests be submitted within the same year that the expense was incurred.

NOTE: 2011 -2A – Commissioner Ebersole reimbursed the county for mileage received.