



# CONTROLLER'S OFFICE

COUNTY OF BUCKS

Administration Building  
55 East Court Street, Doylestown, PA 18901-4318  
(215) 348-6435 • Fax (215) 348-6107

December 21, 2017

Commissioner Charles H. Martin, Chairman  
County of Bucks  
Commissioners' Office  
55 East Court Street  
Doylestown, PA 18901

Re: Audit of Anna Larrisey, Bristol Borough Tax Collector

Dear Chairman Martin:

Enclosed is the report for the audit of the Settlement of Duplicates for the Bucks County real estate taxes of the Bristol Borough Tax Collector, Anna Larrisey, for the tax years ended January 15, 2017, 2016 and 2015. The January 15<sup>th</sup> dates reflect the settlement dates for the three tax years included in the audit period. The section of the report titled Report to Management includes our findings and recommendations.

This examination was made in order to ascertain that Bucks County real estate tax collections were properly processed, that adequate and accurate financial records were maintained by the Tax Collector to reflect compliance to the *Tax Collector's Manual*, the *Local Tax Collection Law* and County policies and that the said collections were properly forwarded to the County. The audit was conducted in accordance with U.S. generally accepted auditing standards and included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

We express our appreciation for the courtesies extended to our auditors and acknowledge the cooperative assistance we received from the Tax Collector.

Should you have any questions regarding this audit, please call us at (215) 348-6556 between 7:00 a.m. and 5:00 p.m.

Sincerely,

Michael J. Gallagher  
Bucks County Controller

17-09  
MJG/mkw

cc: Anna Larrisey, Bristol Borough Tax Collector  
Brian Hessenthaler, CPA, Chief Operating Officer, Commissioners' Office, County of Bucks  
David P. Boscola, Director, Finance Department, County of Bucks

COUNTY OF BUCKS  
ANNA LARRISEY  
BRISTOL BOROUGH TAX COLLECTOR  
For the Period  
January 16, 2014 through January 15, 2017

County of Bucks  
Anna Larrisey  
Bristol Borough Tax Collector  
For the Period January 16, 2014 through January 15, 2017

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## INDEPENDENT AUDITORS' REPORT

To Commissioner Charles H. Martin, Chairman  
County of Bucks  
Commissioners' Office  
55 East Court Street  
Doylestown, PA 18901

We have audited the accompanying Settlement of Duplicates – cash basis, applicable to Bucks County (County) real estate taxes of the Bristol Borough Tax Collector (Tax Collector), for the tax years ended January 15, 2017, 2016 and 2015, and the related notes to the Settlement of Duplicates.

### **Management's Responsibility for the Settlement of Duplicates**

The Tax Collector is responsible for the preparation and fair presentation of the Monthly Report to Taxing Districts (MRTD) sheets, which are the basis for the preparation of the Settlement of Duplicates in accordance with the cash basis of accounting described in Note 1.D. This includes determining that the cash basis of accounting is an acceptable basis for the preparation of the Settlement of Duplicates in the circumstances. The Tax Collector is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Settlement of Duplicates that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on the Settlement of Duplicates based on our audit. We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Settlement of Duplicates are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Settlement of Duplicates. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Settlement of Duplicates, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Tax Collector's preparation and fair presentation of the Settlement of Duplicates in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Tax Collector's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by the Tax Collector, if any, as well as evaluating the overall presentation of the Settlement of Duplicates.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Continued...*

## Opinion

In our opinion, the Settlement of Duplicates referred to in the first paragraph present fairly, in all material respects, the total amount the Tax Collector is responsible to collect and the total amount reported by the Tax Collector, for the tax years ended January 15, 2017, 2016 and 2015, in accordance with the cash basis of accounting as described in Note 1.D.

## Emphasis of Matter and Basis of Accounting

We draw attention to Note 1.C. to the Settlement of Duplicates, which describes that the settlement is prepared to present a reconciliation between the amount of County real estate taxes the Tax Collector is responsible to collect and the reported collection, liened and non-lienable amounts, and is not intended to be a complete presentation of the Tax Collector's financial activities. The County has accepted the Settlement of Duplicate format as a means for presenting this reconciliation.

We also draw attention to Note 1.D. to the Settlement of Duplicates, which describes the basis of accounting. The Settlement of Duplicates are prepared on the cash basis of accounting, which is a basis of accounting other than U.S. generally accepted accounting principles.

Our opinion is not modified with respect to either matter.

## Restriction on Use

This report is intended solely for the information and use of the Tax Collector and the County. This restriction is not intended to limit the distribution of this report, which is a matter of public record.



Kimberly S. Doran, CPA, Bucks County Deputy Controller  
Doylestown, Pennsylvania

December 7, 2017  
17-09

County of Bucks  
Bristol Borough Tax Collector

Settlement of Duplicate  
For the Tax Year Ended January 15, 2017  
Tax Year 2016  
(Cash Basis)

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Amount the Tax Collector is Responsible to Collect

Amount to be Collected in Current Year:

Total Carried Forward from Prior Year	\$	135
2016 Tax Year - Original Duplicate		1,767,756
2016 Tax Year - Interim Billings		12,659
2015 Tax Year - Interim Billings		<u>406</u>

Total Amount the Tax Collector is Responsible to Collect \$ 1,780,956

Amount Reported by Tax Collector

Amount Collected from Taxpayers as Reported to the County	\$	1,682,077
Add: Discounts taken by Taxpayers		28,465
Less: Penalties paid by Taxpayers		<u>(6,309)</u>
Amount Collected at Face Value of Tax Bills	\$	1,704,233
Unpaid Taxes to be Liened as Reported to the County:		
2016 Tax Year - Original Duplicate/Interim Billings		76,411
2015 Tax Year - Interim Billings		<u>238</u>
Total Unpaid Taxes before Lien Removals		76,649
Less: Lien Removals from January 16, 2017 to December 7, 2017		<u>( - )</u>
Net Unpaid Taxes to be Liened as Reported to the County		76,649
Less: Refunds at Face Value made by Finance Department from January 16, 2016 to December 7, 2017		( - )
Total Non-Lienables Carried Forward:		
2016 Tax Year - Interim Billings		<u>74</u>
Total Amount Reported by Tax Collector	\$	<u>1,780,956</u>
Variance - Net Amount Under/(Over) Reported to the County	\$	<u>-</u>

See Notes to the Settlement of Duplicates.

County of Bucks  
Bristol Borough Tax Collector

Settlement of Duplicate  
For the Tax Year Ended January 15, 2016  
Tax Year 2015  
(Cash Basis)

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Amount the Tax Collector is Responsible to Collect

Amount to be Collected in Current Year:

Total Carried Forward from Prior Year	\$	35
2015 Tax Year - Original Duplicate		1,757,484
2015 Tax Year - Interim Billings		1,112
2014 Tax Year - Interim Billings		1,239
2013 Tax Year - Interim Billings		<u>761</u>

Total Amount the Tax Collector is Responsible to Collect \$ 1,760,631

Amount Reported by Tax Collector

Amount Collected from Taxpayers as Reported to the County	\$	1,654,417
Add: Discounts taken by Taxpayers		29,147
Less: Penalties paid by Taxpayers		<u>(5,958)</u>
Amount Collected at Face Value of Tax Bills	\$	1,677,606
Unpaid Taxes to be Liened as Reported to the County:		
2015 Tax Year - Original Duplicate/Interim Billings		80,890
2014 Tax Year - Interim Billings		<u>478</u>
Total Unpaid Taxes before Lien Removals		81,368
Less: Lien Removals from January 16, 2016 to December 7, 2017		<u>( - )</u>
Net Unpaid Taxes to be Liened as Reported to the County		81,368
Less: Refunds at Face Value made by Finance Department from January 16, 2015 to December 7, 2017		( - )
Total Non-Lienables Carried Forward:		
2015 Tax Year - Interim Billings		<u>135</u>
Total Amount Reported by Tax Collector	\$	<u>1,759,109</u>
Variance - Net Amount Under/(Over) Reported to the County	\$	<u>1,522</u>

See Notes to the Settlement of Duplicates.

County of Bucks  
Bristol Borough Tax Collector

Settlement of Duplicate  
For the Tax Year Ended January 15, 2015  
Tax Year 2014  
(Cash Basis)

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Amount the Tax Collector is Responsible to Collect

Amount to be Collected in Current Year:

Total Carried Forward from Prior Year	\$ 734
2014 Tax Year - Original Duplicate	1,764,489
2014 Tax Year - Interim Billings	38
2013 Tax Year - Interim Billings	<u>464</u>

Total Amount the Tax Collector is Responsible to Collect \$ 1,765,725

Amount Reported by Tax Collector

Amount Collected from Taxpayers as Reported to the County	\$ 1,671,987
Add: Discounts taken by Taxpayers	27,097
Less: Penalties paid by Taxpayers	<u>(6,116)</u>
Amount Collected at Face Value of Tax Bills	\$ 1,692,968
Unpaid Taxes to be Liened as Reported to the County:	
2014 Tax Year - Original Duplicate/Interim Billings	71,988
2013 Tax Year - Interim Billings	<u>734</u>
Total Unpaid Taxes before Lien Removals	72,722
Less: Lien Removals from January 16, 2015 to December 7, 2017	<u>( - )</u>
Net Unpaid Taxes to be Liened as Reported to the County	72,722
Less: Refunds at Face Value made by Finance Department from January 16, 2014 to December 7, 2017	( - )
Total Non-Lienables Carried Forward:	
2014 Tax Year - Interim Billings	<u>35</u>
Total Amount Reported by Tax Collector	<u>\$ 1,765,725</u>
Variance - Net Amount Under/(Over) Reported to the County	<u>\$ -</u>

See Notes to the Settlement of Duplicates.



NOTES TO THE SETTLEMENT OF DUPLICATES

**1. Summary of Significant Accounting Policies**

The major accounting principles and practices followed by the Tax Collector and the County are presented below to assist the reader in understanding the Settlement of Duplicates. The accounting principles and practices are presented in conformity with a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

A. Nature of Operations

The Tax Collector is an elected official designated to collect County real estate taxes as well as other taxes. In this jurisdiction, the Tax Collector is an elected official that serves a four (4) year term.

B. Reporting Entity

The accompanying Settlement of Duplicates are presented from only the financial transactions/records directly related to the County real estate taxes handled by the Tax Collector. The financial transactions consist primarily of real estate taxes collected, discounts taken and penalties paid. The Settlement of Duplicates do not present the financial activities of the Tax Collector or the County taken as a whole.

C. Basis of Presentation

The County requires Tax Collectors to settle County real estate taxes on or before January 15<sup>th</sup> of the succeeding year. As such, the County accepted the Settlement of Duplicate format to reflect the activities associated with the settlement of County real estate tax duplicates in the Tax Collector's possession during the period under audit. Specifically, the Settlement of Duplicate presents a reconciliation between the amount of County real estate taxes the Tax Collector is responsible to collect and the collection, lien and non-lienable amounts reported by the Tax Collector.

Section 25 (Collection and Payment Over of Taxes) of the *Local Tax Collection Law* requires the Tax Collector to report the monthly real estate tax activities to the County on a standardized form commonly known as the MRTD sheet. Except for the "Refunds at Face Value made by Finance Department" amount, the amounts presented under the "Amount Reported by Tax Collector" section of the Settlement of Duplicate is an accumulation of information reported on the MRTD sheets for the given tax year.

D. Basis of Accounting

The Tax Collector prepares the required MRTD sheets in accordance with the financial reporting provisions prescribed by the Pennsylvania Department of Community and Economic Development, which is essentially the cash basis of accounting. Since the accompanying Settlement of Duplicates are primarily summaries of amounts reported on the MRTD sheets for the given tax years, the Settlement of Duplicates are prepared and presented on the same basis. Under the cash basis, the only asset recognized is cash, and no liabilities are recognized. Unless otherwise noted, the County portion of

*Continued...*

NOTES TO THE SETTLEMENT OF DUPLICATES

**1. Summary of Significant Accounting Policies (Continued)**

**D. Basis of Accounting (Continued)**

the real estate tax revenue collected and disbursed by the Tax Collector during a given tax year is presented on the accompanying Settlement of Duplicates as the "Amount Collected from Taxpayers as Reported to the County". The cash basis differs from U.S. generally accepted accounting principles primarily because the effects of accounts receivable and accounts payable are not reflected in the accompanying Settlement of Duplicates. The cash basis of accounting is an acceptable basis of accounting for the Settlement of Duplicates.

**E. Amount to be Collected**

Upon successful settlement of a prior year duplicate, on February 1<sup>st</sup> of each year the County issues to the Tax Collector the current year's tax duplicate, which represents County real estate taxes to be collected. In addition to the duplicate, the County may issue, throughout the year, interim adjustments. Therefore, the total amount of County real estate taxes to be collected in a tax year is the duplicate amount plus and/or minus any interim adjustment amounts.

**F. Cash**

Deposits in the banking institutions are insured by the Federal Deposit Insurance Corporation and/or are fully collateralized by a pledge or assignment of assets pursuant to Act No. 72 of the General Assembly.

**G. Original Duplicate/Interim Billings**

The Original Duplicate/Interim Billings amounts presented under the "Amount the Tax Collector is Responsible to Collect" on the accompanying Settlement of Duplicates represent the total original duplicate plus and/or minus all applicable interim adjustments issued for the period indicated.

**2. Net Amount Under Reported to the County**

As indicated on the accompanying Settlement of Duplicate for the tax year ended January 15, 2016, the Tax Collector under reported \$1,522. The specific cause of this variance is further analyzed in the Report to Management.

**3. Remittances to the County of Bucks**

The \$1,671,987 reported on the accompanying Settlement of Duplicate for the tax year ended January 15, 2015, as the "Amount Collected from Taxpayers as Reported to the County" is derived from the MRTD sheets submitted by the Tax Collector to the County. A comparison of the amount reported to be collected to the \$1,668,987 actually collected disclosed a \$3,000 understatement of the reported amount as of the January 15, 2015 settlement date. As further discussed in the Report to Management, this variance stems from a reporting error.



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## REPORT ON SIGNIFICANT DEFICIENCIES AND MATERIAL WEAKNESSES

To Commissioner Charles H. Martin, Chairman  
County of Bucks  
Commissioners' Office  
55 East Court Street  
Doylestown, PA 18901

In planning and performing our audit of the Settlement of Duplicates, for the tax years ended January 15, 2017, 2016 and 2015, in accordance with U.S. generally accepted auditing standards, we considered the Tax Collector's internal control over the financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Settlement of Duplicates, but not for the purpose of expressing an opinion on the effectiveness of the Tax Collector's internal control. Accordingly, we do not express an opinion on the effectiveness of the Tax Collector's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management's override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

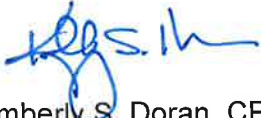
A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Tax Collector's Settlement of Duplicates will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

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. We consider the deficiencies described in F1. of the Internal Control and Settlement of Duplicate sections of the Report to Management to be significant deficiencies.

The Tax Collector's written response to the findings identified in our audit and presented in the Report to Management was not subjected to the audit procedures applied in the audit of the Settlement of Duplicates and, accordingly, we express no opinion on it.

*Continued...*

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Kimberly S. Doran, CPA, Bucks County Deputy Controller  
Doylestown, Pennsylvania

December 7, 2017  
17-09

REPORT TO MANAGEMENT

COVER LETTER

We have audited the Settlement of Duplicates, applicable to County real estate taxes of the Tax Collector, for the tax years ended January 15, 2017, 2016 and 2015. Professional standards require that we provide the Tax Collector with information about our responsibilities under U.S. generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to the Tax Collector dated March 29, 2017. Professional standards also require that we communicate the following information related to our audit.

Audit Findings Overview

*Qualitative Aspects of Accounting Practices*

The Tax Collector is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Tax Collector are described in Note 1 to the Settlement of Duplicates. No new accounting policies were adopted and the application of existing policies was not changed during the audit period. We noted no transactions entered into by the Tax Collector during the audit period for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the Settlement of Duplicates in the proper period.

The Settlement of Duplicate disclosures are neutral, consistent and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with the Tax Collector in performing and completing our audit.

*Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. As a result of the audit procedures, we did not detect any misstatements that were not trivial applicable to the Settlement of Duplicate for the tax years ended January 15, 2017 and 2016. However, the Settlement of Duplicate section of the Report to Management provides details of the uncorrected misstatements to the Settlement of Duplicate for the tax year ended January 15, 2015. The Tax Collector has determined that the effects of the uncorrected misstatements are immaterial, both individually and in the aggregate, to the Settlement of Duplicate taken as a whole for that tax year.

*Disagreements with the Tax Collector*

For purposes of this letter, a disagreement with the Tax Collector is a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, that could be significant to the Settlement of Duplicates or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

*Continued...*

Bristol Borough Tax Collector

REPORT TO MANAGEMENT

COVER LETTER

*Representations from the Tax Collector*

We have requested certain representations from the Tax Collector that are included in the management representation letter dated December 7, 2017.

Purpose

In reviewing this report, it is important to remember that this letter addresses those conditions that we believe should be brought to the attention of the Tax Collector, and accordingly, does not recite the many sound controls that presently exist. Furthermore, our suggestions should not be construed as a criticism of or a reflection on the integrity of the Tax Collector.

Report Distribution

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REPORT TO MANAGEMENT

FINDINGS AND RECOMMENDATIONS

Legend:

F – Finding

R – Recommendation

The Tax Collector's Office consisted of one (1) Tax Collector and three (3) Assistants.

During our audit, we became aware of significant deficiencies in internal control that have been identified as such in the separate report titled "Report on Significant Deficiencies and Material Weaknesses" dated December 7, 2017. The Internal Control and Settlement of Duplicate sections of the Report to Management detail the significant deficiencies noted in the Tax Collector's control environment and our recommendations for improvement. The Report to Management does not affect our "Independent Auditors' Report" dated December 7, 2017, on the Tax Collector's Settlement of Duplicates.

Internal Control

A review of the internal control environment disclosed the following:

- F1. A review of the financial transactions recorded and the procedures performed by the Tax Collector revealed that there was a general lack of segregation of duties among the authorization, execution and recording of the County real estate tax transactions and the related assets.
- R1. Although the small size of the office staff limits the extent of separation of duties, certain steps should be taken to separate incompatible duties. The basic premise to any internal controls structure is that no one (1) individual should have access to both physical assets and the related accounting records or to all phases of a transaction.

Auditee's Response:

- F1. I will undertake the re-assigning of various procedures in attempt to eliminate incompatible duties.

Compliance

In order to determine whether the Tax Collector was in compliance with certain provisions of the *Tax Collector's Manual*, *Local Tax Collection Law* and County policies, we reviewed MRTD sheets, tax notices, disbursement practices and other appropriate documentation.

- F1. A review of the debit interim adjustments, which are issued by the Board of Assessment, disclosed that interim tax notices were not issued in a timely manner 33% of the nine (9) applicable interim tax notices examined.
- R1. The Tax Collector should be reminded of the importance of issuing interim and adjusted tax notices in accordance with the guidelines established in the *Tax Collector's Manual*.

Continued...

REPORT TO MANAGEMENT

FINDINGS AND RECOMMENDATIONS

Compliance (Continued)

- F2. During the audit period, the Tax Collector did not have a deputy Tax Collector in place as required under the amended Section 22 (Deputy Tax Collectors) of the *Local Tax Collection Law*.
- R2. If this condition still exists, the Tax Collector should take the necessary steps to have an appropriate person approved to serve as a deputy.

Auditee's Response:

- F1. Going forward, interim and adjusted tax notices will be issued within the guidelines established in the *Tax Collector's Manual*.
- F2. Aforementioned condition has been rectified and a Deputy Tax Collector has been appointed by me.

Settlement of Duplicate

In order to determine whether the Settlement of Duplicates were accurately presented, we reviewed the MRTD sheets submitted to the Finance Department. The review included a verification of the cash collected, discounts taken, penalties paid and debit and credit interims including lienable and non-lienable amounts.

- F1. Although we determined that the combined Settlement of Duplicates as of the applicable lien dates were fairly presented, in all material respects, we noted the following variances within the individual settlements for the tax year ended January 15, 2016:

Item to be Settled	Under/(Over) Reported to the County
2013 Tax Year – Interim Billings	\$ 761
2014 Tax Year – Interim Billings	761
2015 Tax Year – Original Duplicate/Interim Billings	-
Variance – Net Amount Under Reported to the County	\$ <u>1,522</u>

Upon analyzing the net under reported variance, we believe the following conditions attributed to the variances:

Net Variance – Net Amount Under Reported to the County	\$ 1,522
Less: One (1) Debit and one (1) Credit Interim Adjustment applicable to the 2013 Tax Year not properly accounted for on the applicable MRTD sheets	(761) (a)
One (1) Debit and one (1) Credit Interim Adjustment applicable to 2014 Tax Year not properly accounted for on the applicable MRTD sheets	<u>(761) (a)</u>
Unidentified Net Variance	\$ <u>-</u>

Continued...



REPORT TO MANAGEMENT

FINDINGS AND RECOMMENDATIONS

Settlement of Duplicate (Continued)

(a) Subsequent to the Tax Collector properly informing the Finance Department of the payment status of two (2) credit interim adjustments applicable to one (1) parcel, two (2) debit interim adjustments were issued to cancel the prior credit interim adjustments that were issued in error. However, since the Tax Collector did not resubmit an updated status to the Finance Department or utilize the two (2) debit and credit interim adjustments, the taxpayer was inappropriately issued a refund that was associated with the two (2) erroneous credit interim adjustments. The effect of this condition on the accompanying Settlement of Duplicate for the tax year ended January 15, 2016 was a \$1,522 understatement to the "Total Amount Reported by Tax Collector". Additionally, since a refund was issued to the taxpayer and the Tax Collector did not rebill and collect the real estate tax amounts associated with these two (2) debit interim adjustments, the Tax Collector is both underreported and under remitted for the tax year ended January 15, 2016 by \$1,522. Upon notification of this oversight, the Tax Collector took the necessary corrective action by generating and mailing the interim tax notices.

R1. The Tax Collector should be reminded of the importance of utilizing all debit interim adjustments and of timely informing the County of payment status changes affecting credit interim adjustments.

F2. As indicated in Note 3 to the Settlement of Duplicates, the amount of County real estate taxes actually remitted to the County did not agree to the amount reported to be collected for the tax year ended January 15, 2015, which resulted in the reported amount being overstated by \$3,000. Upon review of this discrepancy, it was determined that the Tax Collector erroneously understated the reported discount amount by \$3,000 on the April 2014 MRTD sheet, which resulted in a \$3,000 overstatement of the total collections for that month. Since the Settlement of Duplicate is based on the face value of the real estate tax amount, this error had no effect on the "Total Amount Reported by Tax Collector" as shown below:

	<u>Amount Reported</u>	<u>Amount that should have been Reported</u>
Amount Collected from Taxpayers as Reported to the County	\$1,671,987	\$1,668,987
Add: Discounts taken by Taxpayers	27,097	30,097
Less: Penalties paid by Taxpayers	<u>(6,116)</u>	<u>(6,116)</u>
Amount Collected at Face Value of Tax Bills	<u>\$1,692,968</u>	<u>\$1,692,968</u>

Continued...

REPORT TO MANAGEMENT

FINDINGS AND RECOMMENDATIONS

Settlement of Duplicate (Continued)

However, the effect of this condition on the accompanying Settlement of Duplicate for the tax year ended January 15, 2015 was an overstatement to the "Amount Collected from Taxpayers as Reported to the County" and an understatement to the "Discounts taken by Taxpayers" amount by \$3,000.

- R2. It is the Tax Collector's responsibility to prepare and maintain accurate accounting records to support all transactions involving the collection and disbursement of County real estate taxes and to settle all duplicates to zero. The Tax Collector should be reminded of the importance of filing all necessary amendments with the County when applicable.

Auditee's Response:

F1. & F2.

Necessary steps will be taken to prepare, maintain and report accurate accounting records in support of all transactions involving the collection and disbursement of County Real Estate Taxes and further, to settle all Duplicates to zero.

SUMMARY OF THE EXIT CONFERENCE

An exit conference was not held. The Tax Collector chose to respond by email, which was received on December 7, 2017.