OFFICE OF THE CONTROLLER

COUNTY OF MONROE
COMMONWEALTH OF PENNSYLVANIA
ONE QUAKER PLAZA, ROOM 206
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Marlo A. Merhige
Controller

Allison E. Stettler
Deputy Controller

David L. Horvath
Solicitor

PROTHONOTARY
2014 DEC 5 AM 10 17
MONROE COUNTY, PA

AUDIT OF

JUDI WARNER
HAMILTON TOWNSHIP
TAX COLLECTOR

For the period January 1, 2013 to December 31, 2013

For the 2013 County/Township taxes covering
A reporting period of January 1, 2013 through January 14, 2014

HAMILTON TOWNSHIP TAX COLLECTOR
JUDI WARNER
FOR THE PERIOD JANUARY 1, 2013 TO JANUARY 14, 2014

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Deputy Controller

David L. Horvath
Solicitor

November 24, 2014

Judi Warner
4009 Manor Drive
Stroudsburg, PA 18360

Dear Ms. Warner:

Transmitted herewith for your information is a copy of the audit of the Statement of Cash Receipts and Disbursements, and the Statement of Balance Outstanding of real estate taxes for the period of January 1, 2013 to January 14, 2014.

In line with the policy of this office under which all official audit reports are considered to be public information, this report has been filed with the records of the Prothonotary. Copies of this report are available upon request.

Should you have any questions or comments, please do not hesitate to contact my office.

Thank you for the assistance and cooperation you provided to our audit staff.

Marlo A. Merhige
Controller

Allison E. Stettler
Deputy Controller

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Deputy Controller

David L. Horvath
Solicitor

November 24, 2014

Monroe County Board of Commissioners
Monroe County Administrative Center
One Quaker Plaza
Stroudsburg, PA 18360

Dear Commissioners:

We have performed an internal audit of the Statement of Cash Receipts and Disbursements, and the Statement of Balance Outstanding, of the Hamilton Township Tax Collector, Judi Warner, for the period January 1, 2013 to January 14, 2014. The financial statements are the responsibility of the Tax Collector. Our responsibility is limited to the internal audit testing identified in the Scope of Internal Audit below.

As described in Note 3, the Tax Collector prepares its financial statements on the cash basis which is a comprehensive basis of accounting other than generally accepted accounting principles.

SCOPE OF INTERNAL AUDIT

- Agree the Statement of Cash Receipts and Disbursements, and the Statement of Balance Outstanding, of the Tax Collector for the period January 1, 2013 to January 14, 2014 to the books of record of the Tax Collector.
- Audit collections and remittances of real estate taxes.
- Document and review the system used by the Tax Collector to account for the collection and disbursement of real estate taxes.
- Confirmation of the uncollected balance of real estate taxes.
- Review compliance with the Pennsylvania *Tax Collectors Manual* for the collection and disbursement of real estate taxes.
    - Reconcile the tax duplicate.

CONCLUSIONS

Based upon the results of our internal audit, the Tax Collector has remitted Monroe County real estate tax collections to the Treasurer of the County of Monroe. The Tax Collector complied with the Pennsylvania *Tax Collectors Manual* of the County of Monroe that pertains to the collection of county real estate taxes in all material respects..

Marlo A. Merhige
Controller

Allison E. Stettler
Deputy Controller

Hamilton Township Tax Collector

Judi Warner

Statements of Cash Receipts and Disbursements
For the period March 1, 2013 to January 14, 2014

Receipts (Note 4):		Real Estate
	General Tax	$ 2,084,232.95
Disbursements (Note 4):		
	March	$ 213,816.41
	April	$ 516,296.37
	May	$ 1,032,636.65
	June	$ 36,793.59
	July	$ 163,678.35
	August	$ 13,680.64
	September	$ 7,751.25
	October	$ 23,409.23
	November	$ 9,012.17
	December	$ 41,417.61
	January	$ 25,740.68
		$ 2,084,232.95
Balance Due (Note 5):		$ (0.00)

Note: The accompanying notes are an integral part of this report.

Hamilton Township Tax Collector
Judi Warner
Statement of Balance Outstanding
For the period March 1, 2013 to January 14, 2014

		Real Estate
Amount Charged on Duplicate:		
General tax at face	$	2,267,404.83
Additions/Refunds	$	455.05
Upset Sale Exoneration	$	(395.60)
Deletions/Exonerations	$	(1,079.54)
Total amount available for collections at face (note 6)	$	2,266,384.74
Collections:		
General tax collected, net	**$**	**2,084,232.95**
Adjusted net collections to face amounts		
Discounts	$	35,555.66
Penalties	$	(11,579.57)
Total Amounts collected at face	$	2,108,209.04
Balance outstanding at face (note 7): Per Treasurer	$	158,175.70
Balance outstanding at face): Per Tax Claim	$	158,285.89
Variance	$	110.19
Unapplied	$	(110.19)
Adjusted Variance	**$**	**0.00**

Note: The accompanying notes are an integral part of this report.

Hamilton Township Tax Collector
Judi Warner
Statements of Cash Receipts and Disbursements
Interim Taxes
For the period January 1, 2013 to January 14, 2014

Receipts (Note 4):			Real Estate
	General Tax	$	3,624.85
Disbursements (Note 4):			
	January	$	-
	February	$	-
	March	$	69.88
	April	$	-
	May	$	-
	June	$	-
	July	$	718.85
	August	$	566.41
	September	$	1,382.10
	October	$	370.93
	November	$	10.73
	December	$	96.12
	January	$	409.83
		$	3,624.85
Balance Due (Note 5):		$	0.00

Note: The accompanying notes are an integral part of this report.

Hamilton Township Tax Collector
Judi Warner
Statement of Balance Outstanding For Interim Taxes
For the period January 1, 2013 to January 14, 2014

	Interim A	Interim B	TOTAL
Amount Charged on Duplicate:			
General tax at face	$ 124.29	$ 19,553.21	$ 19,677.50
Additions/Refunds	$ -	$ -	$ -
Deletions/Exonerations	$ -	$ (8,342.59)	$ (8,342.59)
Total amount available for collections at face (Note 6)	$ 124.29	$ 11,210.62	**$ 11,334.91**
Collections:			
General tax collected, net	$ 99.88	$ 3,524.97	$ 3,624.85
Adjusted net collections to face amount:			
Discounts:	$ 1.42	$ 54.48	$ 55.90
Penalties:	$ (2.72)	$ (44.51)	$ (47.23)
Total amount collected at face	$ 98.58	$ 3,534.94	**$ 3,633.52**
Balance outstanding at face Per Treasurer (Note 7):	$ 25.71	$ 7,675.68	**$ 7,701.39**
Balance outstanding at face Per Tax Claim:	$ 25.71	$ 7,675.68	**$ 7,701.39**
Variance	$ 0.00	$ -	**$ 0.00**

Note: The accompanying notes are an integral part of this report.

HAMILTON TOWNSHIP TAX COLLECTOR
JUDI WARNER
FOR THE PERIOD JANUARY 1, 2013 TO JANUARY 14, 2014

NOTES TO THE FINANCIAL STATEMENTS

Note 1 – Reporting Entity

The county-related activities of the Tax Collector is an operation, which is included in the entity of Monroe County (the "County"), the primary government. As such, all results of the County- related operations of the Tax Collector are reported in the accounts of the County operations.

Note 2 – Scope of the Examination

The scope of our audit did not include a sufficient examination with respect to the financial statements and records for the preceding period to enable us to, and we do not, express an opinion on the consistency of application of accounting principles for the prior period.

The Tax Collector is responsible for collecting various local taxes, as well as County real estate taxes and library taxes for the County library system. Our audit pertained only to the examination of real estate taxes and did not include a sufficient examination with respect to the overall function of the Tax Collector to enable us to, and we do not, express an opinion on the Tax Collector as a whole.

NOTE: Township, Library and County taxes are invoiced and usually paid at the same time. Therefore a County finding may correlate to a Township and Library finding.

This report pertains to the tax year which runs from January 1, 2013 to December 31, 2013. The Tax Collector's collections and disbursements for this tax year run from January 1, 2013 to January 14, 2014.

Note 3 – Summary of Significant Accounting Policies

Basis of Accounting – The books and records of the Tax Collector for County real estate taxes are maintained on the cash basis of accounting and, therefore, the financial statements presented herein do not purport to present the results of operations in conformity with generally accepted accounting principles.

Receipts, which include discounted, base, and penalized real estate taxes and interim real estate taxes, are recorded when received. Disbursements are recorded when they are actually paid. As previously stated, the cash basis of accounting differs from generally accepted accounting principles. Under generally accepted accounting principles, revenues are recognized in the period earned, and expenditures are recognized in the period incurred, which gives effect to accounts receivable, accounts payable and accrued items.

HAMILTON TOWNSHIP TAX COLLECTOR
JUDI WARNER
FOR THE PERIOD JANUARY 1, 2013 TO JANUARY 14, 2014

NOTES TO THE FINANCIAL STATEMENTS

Note 3 – Summary of Significant Accounting Policies (continued)

Basis of Presentation - The Monroe County Controller's Office uses the Statement of Cash Receipts and Disbursements and the Statement of Balance Outstanding to report the activities and balance outstanding of tax collector's County-related activities. These statements represent the collection of County tax monies as well as acknowledge receipt of the collections by the County and represent the balance of assessed taxes remaining to be collected for the tax year. These statements are not intended to present either financial results of operations or financial position in accordance with generally accepted accounting principles.

Note 4 – Receipts and Disbursements

Receipts are comprised of collections of taxpayer monies for the period audited.

Disbursements are comprised of remittances to the county of collected taxpayer monies.

Note 5 – Balance Due

This balance represents receipts collected by the tax collector but not yet disbursed to the County as of the end of the audit period. This is due primarily to timing differences between cash receipts and subsequent remittance to the County.

NOTE: A small miscellaneous difference may be noted in the Balance Due line, which is usually the result of rounding errors.

Note 6 – Total Amount Available for Collection (Face)

This balance represents the adjusted balance of taxes which the tax collector has been authorized to collect for the tax year, as of the end of the audit period. It is the result of the original tax established for the year (duplicate), adjusted for additions, refunds or exonerations, as authorized by the County.

HAMILTON TOWNSHIPTAX COLLECTOR
JUDI WARNER
FOR THE PERIOD JANUARY 1, 2013 TO JANUARY 14, 2014

NOTES TO THE FINANCIAL STATEMENTS

Note 7 – Balance Outstanding (Face)

This balance represents the total of authorized taxes remaining to be collected for the tax year by the tax collector.

Any outstanding taxes due were turned over to the Monroe County Tax Claim Bureau. Based on the Tax Collector's submittal to Monroe County, a listing of the unpaid taxes is prepared by the county. (The listing is hereinafter referred to as the "unpaid tax listing").

Note 8 – Elected Official

Judi Warner served as the Tax Collector for Hamilton Township for the period audited.

Note 9 – Real Estate Taxes

Real estate taxes attach as an enforceable lien on property as of January 1 and are levied on March 1. All county real estate taxes are collected by elected tax collectors. Taxes may be paid during three periods: discount, face and penalty. Taxes paid from March 1 through April 30, the discount period, receive a two percent discount. Taxes paid from May 1 through June 30 are paid at the face amount. Taxes paid after June 30 are assessed a ten percent penalty. All taxes outstanding at the end of the tax year are returned to the county by the tax collector and are collected by the County Tax Claim office.

For the audit period, real estate taxes were levied at the rate of 21.25 mills on every dollar of adjusted valuation for general and debt service purposes. An additional amount of 1.10 mills was levied for the County library system.

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David L. Horvath
Solicitor

November 24, 2014

Monroe County Board of Commissioners
Monroe County Administrative Center
One Quaker Plaza
Stroudsburg, PA 18360

Dear Board of Commissioners:

We have performed an audit of the Hamilton Township Tax Collector for the period January 1, 2013 to January 14, 2014 and have issued our report thereon dated November 24, 2014. In planning and performing our audit we considered the Tax Collector's internal control structure in order to determine the extent of our internal auditing procedures and not to provide assurance on the internal control structure.

During our audit, we noted no matters involving the internal control structure, compliance with the Pennsylvania *Tax Collectors Manual* and other operational matters.

We would like to note that at the end of this reporting period (January 1, 2013 to January 14, 2014) there was an unreconciled bank balance of $1,323.58. The Tax Collector is cognizant of this balance and will continue to work towards the disbursement of the same.

This report is intended for the information and use of the Hamilton Township Tax Collector, the Monroe County Controller's Office and the Monroe County Board of Commissioners. However, public policy dictates that this report is a matter of public record, and its distribution is not limited.

Marlo A. Merhige
Controller

Allison E. Stettler
Deputy Controller

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Hamilton Township Tax Collector
Judi Warner
Audit Distribution List

1. Judi Warner, Hamilton Township Tax Collector
2. Monroe County Commissioners
3. Monroe County Treasurer
4. Monroe County Prothonotary
5. Hamilton Township Supervisors
6. Monroe County Controller
7. Audit File