

OFFICE OF THE CONTROLLER
COUNTY OF MONROE
COMMONWEALTH OF PENNSYLVANIA
ONE QUAKER PLAZA, ROOM 206
STROUDSBURG, PENNSYLVANIA 18360-2162
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Erik A. Diemer
Controller

Anne Howard
Deputy Controller

Jason R. Costanzo, Esq.
Solicitor

AUDIT OF

POCONO TOWNSHIP
TAX COLLECTOR
PATRICIA J. MICHAEL

For the period January 1, 2025, to December 31, 2025

For the 2025 County/Township taxes covering
A reporting period of January 1, 2025, through January 15, 2026

Monroe County PA Prothonotary
SEP 17 '26 PM 2:52

POCONO TOWNSHIP TAX COLLECTOR
PATRICIA J. MICHAEL
FOR THE PERIOD JANUARY 1, 2025, TO JANUARY 15, 2026

TABLE OF CONTENTS

Transmittal letter	1
Audit Report	2
Financial Statements - 2025	
Statement of Cash Receipts and Disbursements	4
Statement of Balance Outstanding	5
Statement of Cash Receipts and disbursements – Interim taxes	6
Statement of Balance Outstanding – Interim taxes	7
Notes to the Financial Statements	8
Management Letter	11
Audit Distribution List	12

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Erik A. Diemer
Controller

Anne Howard
Deputy Controller

September 11, 2026

Jason R. Costanzo, Esq.
Solicitor

Patricia Michael
P.O. Box 71
Tannersville, PA 18372

Dear Ms. Michael:

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, 2025, to January 15, 2026.

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.



Erik A. Diemer
Controller



Andrea Gussett
Auditor

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Erik A. Diemer
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Anne Howard
Deputy Controller

September 11, 2026

Jason R. Costanzo, Esq.
Solicitor

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 Pocono Township Tax Collector, Patricia J. Michael, for the period January 1, 2025, to January 15, 2026. 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.

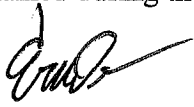
SCOPE OF INTERNAL AUDIT

- Agree the Statement of Cash Receipts and Disbursements, and the Statement of Balance Outstanding, of the Tax Collector for the period January 1, 2025, to January 15, 2026, 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. However, the Tax Collector did not comply with certain provisions of the Pennsylvania *Tax Collectors Manual* pertaining to the collection, accounting, reconciliation, recordkeeping and disbursement of county real estate taxes. The noncompliance identified during the audit is discussed in the findings contained in this report.



Erik A. Diemer
Controller



Andrea Gussett
Auditor

POCONO TOWNSHIP
PATRICIA J. MICHAEL
Statements of Cash Receipts and Disbursements
For the period March 1, 2025 to January 15, 2026

Receipts (Note 4):

Real Estate

General Tax	\$	7,780,185.35
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Disbursements (Note 4):

March	\$	998,465.84
April	\$	2,431,539.36
May	\$	3,779,402.38
June	\$	85,673.98
July	\$	192,342.70
August	\$	37,936.54
September	\$	12,464.01
October	\$	26,100.02
November	\$	24,806.54
December	\$	53,504.67
January	\$	137,949.31

	\$	7,780,185.35
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*Balance Due (Note 5):

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

POCONO TOWNSHIP
PATRICIA J. MICHAEL
Statement of Balance Outstanding
For the period March 1, 2025 to January 15, 2026

Real Estate

Amount Charged on Duplicate:

General tax at face	\$	8,246,092.82
Additions/Refunds	\$	7,079.92
Upset Sale Exoneration	\$	-
Deletions/Exonerations	\$	(36,543.67)

Total amount available for collections at face (note 6)	\$	8,216,629.07
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Collections:

General tax collected, net	\$	7,404,751.89
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Adjusted net collections to face amounts

Discounts	\$	230,321.10
Penalties	\$	268,527.62

Total Amounts collected at face	\$	7,903,600.61
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Balance outstanding at face (note 7):

Per Treasurer	\$	313,028.46
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Balance outstanding at face):

Per Tax Claim	\$	313,028.46
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Variance	\$	(0.00)
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Note: The accompanying notes are an integral part of this report.

POCONO TOWNSHIP
PATRICIA J. MICHAEL
Statements of Cash Receipts and Disbursements
Interim Taxes
For the period March 1, 2025 to January 15, 2026

Receipts (Note 4):

	Real Estate
General Tax	\$ 24,871.97

Disbursements (Note 4):

January	\$ -
February	\$ 269.51
March	\$ 12,499.39
April	\$ -
May	\$ 1,530.63
June	\$ -
July	\$ -
August	\$ -
September	\$ -
October	\$ 8,068.26
November	\$ -
December	\$ 46.69
January	\$ 2,457.49
	\$ 24,871.97

Balance Due (Note 5):

	\$ -

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

POCONO TOWNSHIP
PATRICIA J. MICHAEL
Statement of Balance Outstanding For Interim Taxes
For the period March 1, 2025 to January 15, 2026

	Interim A	Interim B	TOTAL
<u>Amount Charged on Duplicate:</u>			
General tax at face	\$ 17,169.35	\$ 8,530.05	\$ 25,699.40
Additions/Refunds	\$ -	\$ -	\$ -
Deletions/Exonerations	\$ -	\$ -	\$ -
Total amount available for collections at face (Note 6)	\$ 17,169.35	\$ 8,530.05	\$ 25,699.40
<u>Collections:</u>			
General tax collected, net	\$ 13,029.50	\$ -	\$ 13,029.50
Adjusted net collections to face amount:	\$ 1,530.63	\$ 8,068.26	\$ 9,598.89
Discounts:	\$ -	\$ -	\$ -
Penalties:	\$ 2,132.32	\$ 144.19	\$ 2,276.51
Total amount collected at face	\$ 16,692.45	\$ 8,212.45	\$ 24,904.90
Balance outstanding at face			
Per Treasurer (Note 7):	\$ 476.90	\$ 317.60	\$ 794.50
Balance outstanding at face			
Per Tax Claim:	\$ 476.90	\$ 317.60	\$ 794.50
Variance	\$ (0.00)	\$ (0.00)	\$ (0.00)

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

POCONO TOWNSHIP TAX COLLECTOR
PATRICIA J. MICHAEL
FOR THE PERIOD JANUARY 1, 2025, TO JANUARY 15, 2026

NOTES TO THE FINANCIAL STATEMENTS

Note 1 – Reporting Entity

The county-related activities of the Tax Collector are operations included in the entity of Monroe County (the “County”), 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, 2025, to December 31, 2025. The Tax Collector’s collections and disbursements for this tax year run from March 1, 2025, to January 15, 2026.

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.

POCONO TOWNSHIP TAX COLLECTOR
PATRICIA J. MICHAEL
FOR THE PERIOD JANUARY 1, 2025, TO JANUARY 15, 2026

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.

POCONO TOWNSHIP TAX COLLECTOR
PATRICIA J. MICHAEL
FOR THE PERIOD JANUARY 1, 2025, TO JANUARY 15, 2026

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

Patricia J. Michael served as the Tax Collector for Pocono 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 Claims office.

For the audit period, real estate taxes were levied at the rate of 5.4773 mills on every dollar of adjusted valuation for general and debt service purposes. An additional amount of .185914 mills was levied for the County library system.

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Anne Howard
Deputy Controller

September 11, 2026

Jason R. Costanzo, Esq.
Solicitor

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

Dear Board of Commissioners:

We have conducted an audit of the Pocono Township Tax Collector for the period January 1, 2025, to January 15, 2026, and have issued our report thereon dated September 11, 2026. 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 certain matters involving the internal control structure, compliance with the Pennsylvania *Tax Collectors Manual* and other operational matters.

At the conclusion of the tax collector's term, **\$ 24,550.42** remained in the tax collector's account that could not be identified or reconciled to specific taxpayers, tax accounts, taxing entities or other legitimate transactions. The tax collector's records did not contain sufficient supporting documentation to determine the source or proper disposition of the funds. Because adequate supporting records were not maintained and retained, the funds could not be fully researched or attributed to the appropriate parties after the conclusion of the tax collector's term.

Criteria:

A tax collector is responsible for maintaining complete and accurate records of taxes collected and disbursed and for ensuring that funds received are properly accounted for and remitted to the appropriate taxing authorities. Adequate records should be maintained to provide an audit trail from the collection of taxes through deposit, reconciliation, and final distribution.

Cause:

The unidentified balance resulted from inadequate recordkeeping and reconciliation procedures during the tax collector's term. Records were not maintained in sufficient detail to establish the source and intended disposition of all funds held in the tax collector's account.

Effect:

As a result, the County Controller's Office was unable to determine the proper disposition of the unidentified funds based on the records available at the conclusion of the tax collector's term. The lack of an adequate audit trail increases the risk that taxpayer or taxing-entity funds may not be properly accounted for, distributed, or safeguarded.

Recommendation:

Future tax collectors should maintain complete and accurate records supporting all receipts, deposits, refunds, transfers, distributions, and other activity in the tax collector account. The account should be reconciled regularly to the tax collector's records and to the records of the appropriate taxing authorities. Prior to the conclusion of the tax collector's term, all outstanding balances should be reviewed and reconciled, and any unidentified or unresolved funds should be documented and investigated.

Pocono Township should establish an end-of-term reconciliation and closeout procedure requiring the tax collector to reconcile all funds remaining in the tax collector account and provide adequate supporting documentation prior to the conclusion of the tax collector's term.

Auditor's Conclusion:

Due to the significance of the unexplained cash overage, the lack of adequate supporting documentation, and the inability to determine the proper ownership and disposition of the unidentified funds, this condition constitutes a material weakness in internal control over cash management and recordkeeping.

This report is intended for the information and use of the Pocono Township Tax Collector, Pocono Township, 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.



Erik A. Diemer
Controller



Andrea Gussett
Auditor

Pocono Township Tax Collector
Patricia J. Michael
Audit Distribution List

1. Patricia J. Michael, Pocono Township Tax Collector
2. Monroe County Commissioners
3. Monroe County Treasurer
4. Monroe County Prothonotary
5. Pocono Township Supervisors
6. Monroe County Controller
7. Audit File