

OFFICE OF THE CONTROLLER
COUNTY OF MONROE
COMMONWEALTH OF PENNSYLVANIA
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Erik A. Diemer
Controller

Anne Howard
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AUDIT OF
MT. POCONO BOROUGH TAX COLLECTOR
ANN MARIE HARRIS

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
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MT. POCONO BOROUGH TAX COLLECTOR
ANN MARIE HARRIS
FOR THE PERIOD JANUARY 1, 2025, TO JANUARY 15, 2026

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Erik A. Diemer
Controller

Anne Howard
Deputy Controller

July 9, 2026

Jason R. Costanzo, Esq.
Solicitor

Ann Marie Harris
236 Winona Rd
Mt Pocono, PA 18344

Dear Ms. Harris:

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 December 31, 2025.

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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Anne Howard
Deputy Controller

July 9, 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 Mt. Pocono Borough Tax Collector, Ann Marie Harris, 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 a 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 December 31, 2025, 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 remitted all Monroe County real estate tax collections to the Treasurer of the County of Monroe as required by the Monroe County Tax Collectors Resolution. The Tax Collector has not complied with the *Pennsylvania Tax Collectors Manual* and the Tax Collector Resolution of the County of Monroe that pertains to the collection of county real estate taxes in all respects.



Erik A. Diemer
Controller



Andrea Gussett
Auditor

Mount Pocono
Ann Marie Harris
Statements of Cash Receipts and Disbursements
For the period March 1, 2025 to January 15, 2026

Receipts (Note 4):	Real Estate
General Tax	\$ 1,545,604.84

Disbursements (Note 4):

March	\$ 144,521.76
April	\$ 515,547.67
May	\$ 296,153.08
June	\$ 388,910.72
July	\$ 100,750.47
August	\$ -
September	\$ 926.15
October	\$ 8,640.06
November	\$ 37,959.46
December	\$ 9,122.34
January	\$ 43,073.13
	\$ 1,545,604.84

*Balance Due (Note 5):	<u><u>\$ 0.00</u></u>
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Note: The accompanying notes are an integral part of this report.

Mount Pocono
Ann Marie Harris
Statement of Balance Outstanding
For the period March 1, 2025 to January 15, 2026

Real Estate

Amount Charged on Duplicate:

General tax at face	\$	1,658,620.78
Additions/Refunds	\$	-
Upset Sale Exoneration	\$	(4,518.40)
Deletions/Exonerations	\$	-
Total amount available for collections at face (note 6)	\$	1,654,102.38

Collections:

General tax collected, net	\$	1,376,535.54
Adjusted net collections to face amounts		
Discounts	\$	95,802.54
Penalties	\$	91,813.58
Total Amounts collected at face	\$	1,564,151.66
Balance outstanding at face (note 7):		
Per Treasurer	\$	89,950.72
Balance outstanding at face):		
Per Tax Claim	\$	89,950.72
Variance	\$	-

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

**Mount Pocono
Ann Marie Harris
Statements of Cash Receipts and Disbursements
Interim Taxes
For the period January 1, 2025 to January 15, 2026**

Receipts (Note 4):

Real Estate

General Tax	\$ 34,497.86
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Disbursements (Note 4):

January	\$ -
February	\$ 31,196.12
March	\$ -
April	\$ -
May	\$ -
June	\$ -
July	\$ 88.51
August	\$ -
September	\$ 972.93
October	\$ 1,569.94
November	\$ 670.36
December	\$ -
January	\$ -
	\$ 34,497.86

Balance Due (Note 5):

\$ -

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

Mount Pocono
Ann Marie Harris
Statement of Balance Outstanding For Interim Taxes
For the period January 1, 2025 to January 15, 2026

	Interim A	Interim B	TOTAL
<u>Amount Charged on Duplicate:</u>			
General tax at face	\$ 31,955.04	\$ 3,881.25	\$ 35,836.29
Additions/Refunds	\$ -	\$ -	\$ -
Deletions/Exonerations	\$ -	\$ -	\$ -
Total amount available for collections at face (Note 6)	\$ 31,955.04	\$ 3,881.25	\$ 35,836.29
<u>Collections:</u>			
General tax collected, net	\$ 31,832.77	\$ 1,961.95	\$ 33,794.72
Adjusted net collections to face amount:			
Discounts:	\$ 88.51	\$ 1,290.52	\$ 1,379.03
Penalties:	\$ 23.22	\$ -	\$ 23.22
Total amount collected at face	\$ 31,944.50	\$ 3,252.47	\$ 35,196.97
Balance outstanding at face Per Treasurer (Note 7):	\$ 10.54	\$ 628.78	\$ 639.32
Balance outstanding at face Per Tax Claim:	\$ 10.54	\$ 628.78	\$ 639.32
Variance	\$ 0.00	\$ (0.00)	\$ 0.00

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

MT. POCONO BOROUGH TAX COLLECTOR
ANN MARIE HARRIS
FOR THE PERIOD MARCH 1, 2025, TO JANUARY 15, 2026

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

MT. POCONO BOROUGH TAX COLLECTOR
ANN MARIE HARRIS
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 taxpayers 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 may be 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.

MT. POCONO BOROUGH TAX COLLECTOR
ANN MARIE HARRIS
FOR THE PERIOD MARCH 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

Ann Marie Harris served as the Tax Collector for Mt. Pocono Borough 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 as 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.

MT. POCONO BOROUGH TAX COLLECTOR
ANN MARIE HARRIS
FOR THE PERIOD MARCH 1, 2025, TO JANUARY 15, 2026

FINDINGS AND RECOMMENDATIONS

Finding #1: – Year-End Certification Did Not Reconcile to County Records.

Condition:

At the completion of the annual certification process, the Tax Collector's records did not reconcile to the records maintained by the Monroe County Treasurer's Office and the Monroe County Tax Claim Bureau.

Audit procedures were required to identify and resolve the differences.

Criteria:

The Pennsylvania Tax Collector Manual and Monroe County Tax Collector Resolution require the Tax Collector to maintain complete and accurate records and to properly account for all taxes collected, remitted and returned.

Cause:

Adequate reconciliation procedures were not performed, or discrepancies were not investigated and resolved before certification.

Effect:

Failure to reconcile records increases the risk of errors remaining undetected, delays completion of the certification process, and reduces assurance that all tax collections have been properly accounted for.

Recommendation:

The Tax Collector should reconcile the tax duplicate, Treasurer's records, Tax Claim Bureau records, and bank account before completing the annual certification. Any discrepancies should be investigated and resolved prior to submission of the final settlement.

Finding #2: – Inadequate Recordkeeping and Reconciliation Procedures Resulted in an Unidentified Overage.

Criteria:

The Pennsylvania Tax Collector Manual and generally accepted accounting practices require tax collectors to maintain complete and accurate accounting records so that all funds collected and disbursed can be fully accounted for.

Cause:

Due to inadequate recordkeeping and reconciliation procedures, the source of the excess funds could not be determined.

Effect:

Because the funds could not be attributed to a specific taxing authority or taxpayer, the account balance did not reconcile to the collector's records. Unidentified balances increase the risk that public funds are not properly accounted for.

Recommendation:

We recommend that the unidentified overage of \$788.13 be distributed proportionately to the applicable taxing authorities prior to closure of the tax collection account. Because the source of the funds cannot be identified, the balance should not remain in the account indefinitely. Documentation supporting the allocation should be retained with the final accounting records to provide a complete audit trail.

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Anne Howard
Deputy Controller

July 9, 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 Mt. Pocono Borough Tax Collector for the period January 1, 2025, to January 15, 2026, and have issued our report thereon dated July 9, 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 matters involving the Tax Collector's internal control structure and compliance with the Pennsylvania Tax Collector's Manual. Specifically, The Tax Collector's records did not reconcile to the records maintained by the Monroe County Treasurer's Office and the Monroe County Tax Claim Bureau during the annual certification process. Audit procedures were required to identify and resolve those discrepancies. We also identified deficiencies in recordkeeping and reconciliation procedures that resulted in an unresolved unidentified overage of \$788.13 remaining in the tax collection account. In addition, delays in providing requested records delayed completion of the audit. These matters are discussed in detail together in the report.

This report is intended for the information and use of the Mount Pocono Borough Tax Collector, the Borough of Mount Pocono, 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

Mt. Pocono Borough Tax Collector
Ann Marie Harris
Audit Distribution List

1. Ann Marie Harris, Mt. Pocono Borough Tax Collector
2. Monroe County Commissioners
3. Monroe County Prothonotary
4. Monroe County Treasurer
5. Mt. Pocono Borough Council
6. Monroe County Controller
7. Audit File