

Akron Borough Tax Collector Audit Report

For the period of January 1, 2016 through January 15, 2017
covering the 2016 tax year



Brian K. Hurter, CPA
Lancaster County Controller

Akron Borough Tax Collector Audit
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Controller
Brian K. Hurter, CPA

December 29, 2017

Ann S. Nolt, Tax Collector
Akron Borough
117 South 7th St. P.O. Box 130
Akron, PA 17501

Dear Akron Borough Tax Collector:

Attached is the audit report of your tax collection records for the County of Lancaster, prepared by the Lancaster County Controller's Office. Our examination procedures were performed covering the period of January 1, 2016 through January 15, 2017, which includes settlement for the 2016 tax year.

The purpose of this audit is to ensure compliance with Section 26 (b) (1) of the Local Tax Collection Law, Act of May 25, 1945, P.L. 1050, No. 394 Cl. 53 ("Local Tax Collection Law"). The Local Tax Collection Law contains guidance and procedures for the elected tax collectors. Based upon the audit, we have issued this report.

We conducted our audit to obtain a reasonable understanding about whether the tax collections are free of material misstatement and to determine the accuracy of the timeliness of the County real estate taxes collected, among other procedures. During our review we discovered findings and observations which are listed on page 3 and summarized on page 5.

The financials we have audited are attached as **Exhibit A** and will be included in a summary report issued to the Lancaster County Board of Commissioners, along with the findings and observations. This report is intended for the information and use of the Akron Borough Tax Collector and the Lancaster County Board of Commissioners, and is not intended and should not be used by anyone other than these specified parties without consent. However, public policy dictates that this report is a matter of public record and its distribution is not limited.

Sincerely,

Brian K. Hurter, CPA
Lancaster County Controller
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**Akron Borough Tax Collector
Relevant Audit Notes
For the period January 1, 2016 through January 15, 2017**

Note A – DESCRIPTION OF TAX COLLECTOR AND TAXING DISTRICT

Ann S. Nolt, (“Ms. Nolt”), was elected to the position of Akron Borough Tax Collector on or about November 5, 2013, to take office on January 1, 2014. Each elected tax collector’s position is a four year term.

In Lancaster County, elected or appointed tax collectors are responsible to collect real estate taxes for the County and municipalities. According to Section 25 of the Local Tax Collection Law, by the tenth day of the immediate following month, the tax collector is required to submit a tax collector report approved by the Department of Community and Economic Development (DCED) and all monies collected in the prior month to the Lancaster County Treasurer and the municipality in which they are elected. When settlement of tax records is completed by January 15 of the subsequent year, the tax collector submits unpaid tax parcels to the Lancaster County Tax Claim Bureau.

In 2016, Akron Borough was the 14th smallest taxing district by total assessed value in Lancaster County with an assessed total of \$219,752,200. Akron Borough was the 16th smallest taxing district by taxable accounts with a total of 1,381 parcels. Lancaster County is comprised of 60 taxing districts.

Note B – SCOPE AND PROCEDURES OF AUDIT

The period of review is January 1, 2016 through January 15, 2017, which covers the 2016 tax year.

The following procedures were performed during the audit:

- Ensure Monthly Ledger Report or Distribution Summary Report is submitted monthly
- Ensure accurate commissions were paid to tax collector
- Ensure monies due to Lancaster County were properly receipted
- Ensure Lancaster County received the correct amount owed
- Ensure collections were properly paid in correct payment period
- Ensure correct number of parcels were sent to Tax Claim Bureau

Akron Borough Tax Collector
Relevant Audit Notes (*Continued*)
For the period January 1, 2016 through January 15, 2017

Note C – TAX COLLECTION SYSTEM

The Treasurer's Office purchased and utilized a new tax collection software for the 2016 tax year. The tax collection software, referred to as DEVNET, replaced the previous software, M.R. ETC. The Treasurer's Office no longer supported the M.R. ETC software, and requested the elected tax collectors to utilize DEVNET or another software of their choosing. Ms. Nolt chose to utilize DEVNET for tax collections.

**Akron Borough Tax Collector
Audit Findings and Observations
For the period January 1, 2016 through January 15, 2017**

This section of the report presents the findings and observations that resulted from our annual examination of the financial records. Following any of the findings and observations noted, we provide recommendations to correct or better the described occurrence.

Lancaster County provides taxpayers with a 2% discount until April 30 and allows base collections until June 30 of each year so that Lancaster County can use the tax dollars to best serve the residents of Lancaster County as a whole.

Finding 1: Tax Collector Overpaid for Commission Payments

Description:

The County of Lancaster pays the elected tax collectors \$0.75 per parcel collected of County real estate taxes. Throughout the tax year, the elected tax collector will submit a parcel count for commission payments to be made by the County of Lancaster. During 2016, Ms. Nolt requested payment for 1,435 parcels, but according to DEVNET, only collected 1,365 parcels. Akron Borough is only comprised of 1,381 total taxable parcels. This resulted in a commission overpayment of 70 parcels or \$52.50.

Tax Collector's Explanation:

The Tax Collector explained that the DEVNET report used to request commission payments was showing each parcel twice, which doubled the commission requests for two months. The Tax Collector is sending payment for the difference so that the County of Lancaster will be made whole for the overpayment.

Auditor's Conclusion:

This occurrence was listed as a finding because of the number of parcels that were overpaid. We believe the DEVNET report has been corrected and additional features have been added to other reports available on DEVNET to show a correct number of parcels to be paid commission on.

Akron Borough Tax Collector
Audit Recommendations
For the period January 1, 2016 through January 15, 2017

In the preceding section of this report, we listed any findings and observations from our examination. This section of the report presents recommendations to correct or better the described occurrences listed in the Audit Findings and Observations section.

1. The tax collector should complete a monthly reconciliation to determine the accurate number of parcels they should receive commission payments for. This reconciliation should be compared to the total taxable parcels for the taxing district. A suggested report to reconcile to would be the DEVNET Detailed Tax Collection Report.

Akron Borough Tax Collector
Audit Summary of Facts
For the period January 1, 2016 through January 15, 2017

We have performed the procedures explained in Note B to assist in evaluating compliance for the 2016 tax year ending January 15, 2017 for the Akron Borough Tax Collector. Our procedures described follow specific requirements of the Local Tax Collection Law. The purpose of this audit is to ensure our compliance with Section 26 (b) (1) of the Local Tax Collection Law. The Local Tax Collection Law contains guidance and procedures for the elected tax collectors.

Reportable conditions involved issues coming to our attention relating to significant deficiencies or non-compliance that could adversely affect the tax collector's ability to show a true representation of the monies collected. While conducting our audit, we reported findings and observations along with recommendations to correct or better the described occurrences. During the examination, we noted that the elected tax collector was overpaid for commission payments. We believe this was an isolated instance. Any audits of this tax collector dated beyond the date of this report, will encompass further reviews of such occurrences to verify the tax collector is in compliance with applicable policies and procedures.

We conducted our audit to obtain reasonable understanding about whether the tax collections are free of material misstatement and to determine the accuracy of the timeliness of the County real estate taxes collected. The financial affairs and compliance with the applicable law are the responsibility of the Akron Borough Tax Collector. It is our opinion that the taxes collected by the Akron Borough Tax Collector appear properly collected, accounted for, and remitted to Lancaster County in a timely manner. It is also our opinion that the tax collections by the Akron Borough Tax Collector appear to be in compliance with those generally accepted policies and procedures for tax collectors. We further believe the monthly tax balances recorded on the Tax Collection Reports are accurately stated.

The tax monies collected for Akron Borough in 2016 are shown in **Exhibit A: Financial Statements of Tax Duplicate Collections.**

Exhibit A

AKRON BOROUGH DUPLICATE TAX COLLECTIONS - 2016

Month	Prev Balance	Excess/Refunds	Exons	Collected @ Disc	Disc	Collected @ Base	Collected @ Pnlty	Penalty	Total Tax Rcvd	Ending Balance	If Collected @ Base
FEBRUARY	\$ 728,759.00		\$ 20.92	\$ 84,315.89	\$ 1,686.35				\$ 82,629.54	\$ 644,422.19	\$ 84,315.89
MARCH	644,422.19			67,430.56	1,348.64				66,081.92	576,991.63	67,430.56
APRIL	576,991.63			456,760.81	9,135.22				447,625.59	120,230.82	456,760.81
MAY	120,230.82			44,132.76	882.74	9,440.59			52,690.61	66,657.47	53,573.35
JUNE	66,657.47					33,819.72			33,819.72	32,837.75	33,819.72
JULY	32,837.75					8,399.26	3,797.01	379.70	12,575.97	20,641.48	12,196.27
AUGUST	20,641.48						1,291.57	129.15	1,420.72	19,349.91	1,291.57
SEPTEMBER	19,349.91		28.01				1,417.06	141.71	1,558.77	17,904.84	1,417.06
OCTOBER	17,904.84						1,325.93	132.60	1,458.53	16,578.91	1,325.93
NOVEMBER	16,578.91						2,633.55	263.37	2,896.92	13,945.36	2,633.55
DECEMBER	13,945.36						2,728.78	272.88	3,001.66	11,216.58	2,728.78
End of Year	11,216.58						127.36	12.74	140.10	11,089.22	127.36
TOTAL		\$ -	\$ 48.93	\$ 652,640.02	\$ 13,052.95	\$ 51,659.57	\$ 13,321.26	\$ 1,332.15	\$ 705,900.05	\$ 11,089.22	\$ 717,620.85
				89.55%		7.09%	1.83%		96.86%		98.47%

Discount Period - paid by April 30th
 Base Period - paid by June 30th
 Penalty Period - paid after June 30th