EXAMINATION REPORT

Pennsylvania Liquor Control Board
Fine Wine and Good Spirits Store 5146

3903 Aramingo Avenue
Philadelphia, Pennsylvania 19137
For the Period
October 24, 2024 to October 20, 2025

November 2025

Commonwealth of Pennsylvania
Department of the Auditor General
Timothy L. DeFoor • Auditor General

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TIMOTHY L. DEFOOR
AUDITOR GENERAL

The Honorable Darrell Clarke, Chairman
Pennsylvania Liquor Control Board
518 Northwest Office Building
Harrisburg, PA 17124

Dear Chairman Clarke:

We have performed an examination of Fine Wine and Good Spirits Store 5146, Philadelphia County, District 1-02, operated by the Pennsylvania Liquor Control Board (PLCB). We examined store operations for the period October 24, 2024 to October 20, 2025.

This report presents the results of the Department of the Auditor General's examination of store operations under the jurisdiction of the Pennsylvania Liquor Control Board (PLCB). The examination was conducted under statutory authority provided under 47 P.S. § 3-306 of the Pennsylvania Liquor Code.

This examination was conducted only to the extent that we considered necessary to determine if the wine and spirits store operated in compliance with PLCB operating procedures. The examination was not conducted, nor was it required to be, in accordance with professional auditing or attestation standards.

Our examination included:

- Conducting a physical inventory count for a selection of liquor codes and comparing our results to the store's perpetual inventory records to determine whether inventory differences in excess of $200 in value exists for these codes;

- Reviewing deposits, consisting of cash and checks deposited manually and credit and debit card receipts deposited electronically, to determine whether deposits were appropriately accounted for and agreed with PLCB financial records;

- Reviewing Clerk Performance Reports, Ad Hoc Reports, Shipment Invoices, and Transfer Reports to determine the store's compliance with PLCB internal controls;

- Performing a count of all cash on hand to determine whether the store's cash on hand agrees with supporting store documents and bank records, and verifying whether the total store operating fund charged to the store agrees with the amount provided by the PLCB;

- Performing tests of Licensee Sales, Tax-Exempt Sales, Minor Challenges, System Prices, Register Voids, Register Deposits, and Breakage/Adjustment Controls to determine whether store operations were in compliance with PLCB operating procedures;

- Selecting liquor codes and verifying that the sales price in the store system agrees to the PLCB's approved price list; and,

- Locating and verifying that all PLCB capital assets are present at the store and comparing our results to the PLCB fiscal year asset equipment list for accuracy.

The results of our examination found that Fine Wine and Good Spirits Store 5146 operated in compliance with all PLCB operating procedures falling within the scope of our examination, except as noted in the following findings and discussed later in this report. These matters were discussed with appropriate personnel and are intended to assist you in improving internal controls.

Finding No. 1 – Excessive Cash in Register Drawers – Repeat Finding

Finding No. 2 – Register Cash Errors

We would like to thank store management for their cooperation extended to us during the conduct of the examination.

If you have any questions concerning this report, please contact the Bureau of Liquor Control Audits at (717) 783-1236.

Sincerely,

Timothy L. DeFoor

Timothy L. DeFoor
Auditor General
November 21, 2025

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BACKGROUND

The Pennsylvania Liquor Control Board (PLCB) operates a diverse network of retail and wholesale distribution facilities across the Commonwealth, including Premium Collection Stores, One-Stop/Supermarket Stores, Taste & Learn Stores, Lottery Locations, Wholesale Stores/Licensee Service Centers (LSCs) and an online E-Commerce Store. Each of these store types serves a distinct function – ranging from public retail and licensee fulfillment to education, special product releases, and bulk distribution.

The Department of the Auditor General's authority to examine PLCB store operations is derived from Section 306 of the Pennsylvania Liquor Code (47 P.S. § 3-306).

COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA LIQUOR CONTROL BOARD
FINE WINE AND GOOD SPIRITS STORE 5146
FINDINGS AND RECOMMENDATIONS

Finding No. 1 – Excessive Cash in Register Drawers – Repeat Finding

Condition

During our examination of 153 cash deposits made, as detailed on register slips, we discovered 20 instances of excessive cash in the registers that exceeded the allowable amount. We also examined the store's electronic journal and noted that none of the 20 instances of excessive cash amounts were the result of large cash sales. A similar condition was noted in the prior examination of this store.

Criteria

The PLCB Manual of Instructions, Chapter 710-04-02-B, states that money kept in the registers must be maintained at the lowest level possible, consistent with sound operation. The Person-in-Charge must ensure that employees do not accumulate large sums. The employees are required to periodically deposit excess monies from their registers with the Person-in-Charge.

Cause

Store management again failed to establish adequate internal control procedures to ensure that the store clerks followed the PLCB Manual of Instructions pertaining to the removal of excessive cash from the store register drawers. The manager indicated they were not aware of the store's register limits.

Effect

The failure to remove excess cash from the register drawers increases the risk of loss, theft, or misuse of these funds.

Recommendation

We again recommend that PLCB management ensure compliance with the PLCB Manual of Instructions, Chapter 710-04-02-B. Specifically, store management should monitor the cash registers to ensure the registers are not exceeding the store's allowable amount.

Management Response

The Manager agreed with the finding and will inform the other managers to keep pickups under the allowable amounts established by PLCB policy.

Finding No. 1 – (Continued)

Examiner's Conclusion

Compliance along with any subsequent corrective action taken will be subject to verification in the subsequent examination.

Finding No. 2 – Register Cash Errors

Condition

During our examination of the Clerk Performance Reports for a 60-day period, we discovered two employees who had register cash errors that exceeded the limit of $1.00 per $1000.00, or (.1%) of retail sales plus cash received from wholesale transactions. The cash error amounts for the two employees totaled $396.09, as illustrated in the table below:

Cashier ID	Total Cash Errors
1	$263.75
2	$132.34

Criteria

The PLCB Manual of Instructions, Chapter 710-04-02-C, states that each store employee must be responsible for his/her own cash register drawer, in accordance with the instructions in MOI procedure 710-24, Employee Liability for Register and Store Fund Discrepancies.

The PLCB Manual of Instructions, Chapter 710-24-03-E, Cash Standards for Retraining or Progressive Discipline, states that District Managers will recommend retraining or appropriate action if cash errors exceed $1.00 per $1000.00 (.1%) based on retail sales plus cash received from wholesale transactions.

Cause

Management acknowledged there have been personnel issues.

Effect

Unacceptable cash errors demonstrate an inability to properly manage PLCB funds, reduce the ability of the Board to accurately maintain records of profit and loss, and may result in a reduction in PLCB revenue.

Finding No. 2 – (Continued)

In addition, unacceptable cash errors may reflect PLCB customers being overcharged or undercharged when paying for their purchases.

Recommendation

We recommend that the District Manager undertake further investigation of these cash errors and, in accordance with provisions of the PLCB Manual of Instructions, Chapter 710-24-03-E, provide retraining or take whatever appropriate action is deemed necessary.

Management Response

Store management agreed with the finding.

Examiner's Conclusion

Compliance along with any subsequent corrective action taken will be subject to verification in the subsequent examination.

COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA LIQUOR CONTROL BOARD
FINE WINE AND GOOD SPIRITS STORE 5146
PRIOR FINDINGS AND RECOMMENDATIONS

STATUS OF PRIOR FINDINGS AND RECOMMENDATIONS

Random Sample Shortages

Our prior examination of a random sample of the store's inventory reported an inventory discrepancy exceeding $200 between actual and perpetual inventory. Store management complied with our recommendation.

Handling of Cash and Checks

Our prior examination reported noncompliance with PLCB Handling of Cash and Checks procedures – Excessive Cash in Register Drawers. Store management failed to comply with our recommendation (see Finding No. 1).

COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA LIQUOR CONTROL BOARD
FINE WINE AND GOOD SPIRITS STORE 5146
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

The Honorable Darrell Clarke
Chairman
Pennsylvania Liquor Control Board

Faith Deitrich
Assistant Director
PLCB Audit Services Division/Bureau of Audits
Pennsylvania Office of the Budget

Rodrigo Diaz
Executive Director
Pennsylvania Liquor Control Board

Angela Blecher
Chief Financial Officer
Pennsylvania Liquor Control Board

Angela Schaul
Director of Store Operations
Pennsylvania Liquor Control Board

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