

# EXAMINATION REPORT

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## Pennsylvania Liquor Control Board Fine Wine and Good Spirits Store 2202

1200 North Third Street  
Harrisburg, Pennsylvania 17102  
For the Period  
May 28, 2024 to June 24, 2025

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August 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 2202, Dauphin County, District 2-02, operated by the Pennsylvania Liquor Control Board (PLCB). We examined store operations for the period May 28, 2024 to June 24, 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.

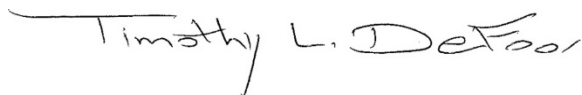
The results of our examination found that Fine Wine and Good Spirits Store 2202 operated in compliance with all PLCB operating procedures falling within the scope of our examination, except as noted in the following finding and discussed later in this report. This matter was discussed with appropriate personnel and is intended to assist you in improving internal controls.

Finding – Store Operating Fund Shortages/Overages

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,

A handwritten signature in dark ink, reading "Timothy L. DeFoor". The signature is written in a cursive, flowing style with a long horizontal line extending from the start of the name.

Timothy L. DeFoor  
Auditor General  
August 18, 2025

## CONTENTS

Background .....	1
Finding and Recommendation:	
Finding – Store Operating Fund Shortages/Overages .....	2
Prior Finding and Recommendation .....	4
Report Distribution List .....	5

## **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 2202  
FINDING AND RECOMMENDATION**

**Finding – Store Operating Fund Shortages/Overages**

**Condition**

Our examination of the store's permanent change fund disclosed it was not in compliance with PLCB Cash and Checks Handling procedures. On June 17, 2025, we discovered a \$80.00 shortage in the store's total operating funds without proper authorization from PLCB.

**Criteria**

PLCB Manual of Instructions, Chapter 710-04-03, Handling of Cash and Checks, states that the change fund must be kept intact, in cash, always. The full amount of funds charged to the store must always be on hand and must be verified each business day and at every change of shift.

The Bureau of Retail Operations, Process BRO-0001, Cash & Check Handling Procedures, states a Change Fund for use in daily operations will be authorized and set up in each store by the Bureau of Liquor Control Board Services. This fund must be kept intact, in cash, always. The money in this fund must not be used to purchase supplies, pay bank charges, cash personal checks, or for any other cash expenditures. The full amount of funds to the store must always be on hand and must be verified each business day and at every change of shifts. Funds should not be removed from the store without proper authorization and notification to the Bureau of Liquor Control Board Services.

**Cause**

Store management does not know what caused the shortage but brought the \$80.00 shortage to the attention of the District Manager in February of 2025; however, the situation was not rectified until June 18, 2025, when the PLCB upper management was notified.

**Effect**

Cash not counted and verified as required by the PLCB Manual of Instructions and Policies and Processes places the funds at greater risk of misappropriation or theft. In addition, a prolonged shortage of the Store Operating Fund may impede the store's routine daily operations.

**Recommendation**

We recommend that the store manager comply with PLCB Handling of Cash and Checks procedures.

**COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA LIQUOR CONTROL BOARD  
FINE WINE AND GOOD SPIRITS STORE 2202  
FINDING AND RECOMMENDATION**

**Finding – (Continued)**

**Management Response**

Store management agreed with the finding but indicated he does not know what caused the shortage in the stores operating funds.

**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 2202  
PRIOR FINDING AND RECOMMENDATION**

**STATUS OF PRIOR FINDING AND RECOMMENDATION**

**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.

**COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA LIQUOR CONTROL BOARD  
FINE WINE AND GOOD SPIRITS STORE 2202  
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  
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**Rodrigo Diaz**  
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Pennsylvania Liquor Control Board

**Angela Blecher**  
Chief Financial Officer  
Pennsylvania Liquor Control Board

**Angela Schaul**  
Director of Store Operations  
Pennsylvania Liquor Control Board

This report is a matter of public record and is available online at [www.PaAuditor.gov](http://www.PaAuditor.gov). Media questions about the report can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 229 Finance Building, Harrisburg, PA 17120; via email to: [news@PaAuditor.gov](mailto:news@PaAuditor.gov).