

# EXAMINATION REPORT

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Pennsylvania Liquor Control Board  
Fine Wine and Good Spirits  
Store 2223

261 Hershey Road  
Hummelstown, PA 17036  
For the Period  
June 25, 2024 to June 15, 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 2223, Dauphin County, District 2-02, operated by the Pennsylvania Liquor Control Board (PLCB). We examined store operations for the period June 25, 2024 to June 15, 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.

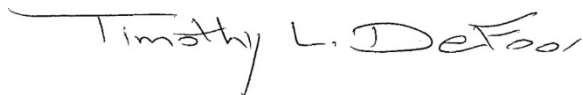
The results of our examination found that Fine Wine and Good Spirits Store 2223 operated in compliance with all PLCB operating procedures falling within the scope of our examination, except as noted in the following finding and discussed later in this report. This matter was discussed with appropriate personnel and is intended to assist you in improving internal controls.

Finding – Untimely Lottery Deposits

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 black ink that reads "Timothy L. DeFoor". The signature is written in a cursive, flowing style.

Timothy L. DeFoor  
Auditor General  
August 15, 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).

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PENNSYLVANIA LIQUOR CONTROL BOARD  
FINE WINE AND GOOD SPIRITS STORE 2223  
FINDING AND RECOMMENDATION**

**Finding – Untimely Lottery Deposits**

**Condition**

During examination of 60 cash deposits, we discovered the store was not consistently following PLCB's lottery processes and procedures. We discovered 19 days in which there were no funds from the lottery vending machine deposited into the store's assigned register till in accordance with PLCB processes and procedures.

**Criteria**

BRO-0046.1, PA Lottery FW&GS Store Process and Procedure section D Morning Lottery Duties states that the Person in Charge (PIC) **each morning** must retrieve Lottery Vending Machine keys and fob from the store safe and log onto the Wave X Terminal.

Section E Daily Lottery Count states that the PIC must run the Deposit on the Lottery Vending Machine, print two copies, remove and take the bill collector(s) to the office to remove the cash, count all Lottery funds from the Lottery machine(s), ring the "Lottery Pay-in" on the assigned register till, return the bill collector(s) to the Lottery Vending Machine(s), close the machine(s), and staple lottery reports from the Point of Sale ("POS") and Lottery machine together and put them under the drawer (these reports are to be stapled to your Till Summary).

BRO-0046 Section E PIC Responsibilities states that the PIC must: secure and safely store all PA Lottery Material, vending machine keys/fob and funds collected, receive and confirm all Lottery Instant Ticket deliveries in the Wave X Terminal at the time of delivery, replenish the Lottery Vending Machine(s) and all Lottery supplies, collect and account for all Lottery funds and related paperwork, verify all Lottery vouchers, and perform daily lottery count. Note: Ultimately, the PIC is responsible for managing all Lottery funds. Failure to follow policy and procedure may result in discipline up to and including termination.

**Cause**

Store management indicated that he had broken his wrist and was unable to open the lottery door. He mentioned that he talked with the other managers and will have them staple the lottery receipts to the paperwork.

**Effect**

The failure to remove the lottery funds each morning increases the risk of loss, theft, or misuse of receipts and inhibits the timely detection of shortages by PLCB management.

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FINE WINE AND GOOD SPIRITS STORE 2223  
FINDING AND RECOMMENDATION**

**Finding – (Continued)**

**Recommendation**

We recommend that store management comply with the provisions of the PLCB criteria established by the PLCB BRO-0046.1 and BRO-0046 which require the daily deposit of lottery funds. We also recommend that the PLCB improve monitoring so that lottery funds are withdrawn and deposited daily in compliance with BRO-0046.1 and BRO-0046. If an effective tool to monitor daily lottery deposits does not exist, the PLCB should develop and place one in operation. Moreover, we recommend that all management staff, including shift runners, are adequately trained in the daily lottery procedures to ensure lottery deposits are made daily.

**Management Response**

The manager agreed with the finding and will make the necessary changes to follow the procedures.

**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 2223  
REPORT DISTRIBUTION LIST**

This report was initially distributed to the following:

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Pennsylvania Liquor Control Board

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PLCB Audit Services Division/Bureau of Audits  
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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).