

# FRAUD, WASTE, & ABUSE HOTLINE

## Lackawanna County Controller's Office

**GARY A. DIBILEO**  
**CONTROLLER**



### **THE BOTTOM LINE: On Its 1st Anniversary, the Fraud, Waste, & Abuse Hotline Has Already Saved Taxpayer Dollars.**

One year ago, Controller Gary DiBileo instituted the Lackawanna County Fraud, Waste, & Abuse Hotline, in cooperation with the PA Auditor General, the Scranton office of the FBI, the PA State Police, and the Lackawanna County District Attorney and Commissioners' offices. The Controller's hotline has received numerous fraud, waste, and abuse complaints, several of which have been investigated and have yielded quantifiable savings for taxpayers. This confidential Hotline is available to all Lackawanna County residents.

You may report confidential tips by secure telephone, web form, or the regular mail system. Be sure to include as much detail in your report. Anonymous tips will be accepted. Some suggestions are as follows:

**WHAT?** Explain in as much detail as possible what happened or what is happening?

**WHEN?** When did the fraud, waste, or abuse occur? Is it still occurring?

**WHERE?** Where did the suspected fraud, waste, or abuse occur? In what office or department? Or does it involve a particular vendor, contract, or program?

**WHO** Who is involved? Who else knows about it?

**HOW MUCH?** How much money may be involved?

**NOTE:**

- Reports of fraud, waste, or abuse in the Controller's office should be made directly to the District Attorney's office.
- Reports of fraud, waste, or abuse in the District Attorney's office will be referred by the Controller's office directly to the local office of the FBI.
- The Controller's office or the District Attorney's office may not be able to substantiate vague or frivolous reports.

**IF YOU SUSPECT OR HAVE KNOWLEDGE OF  
FRAUD, WASTE, OR ABUSE  
OF TAXPAYER DOLLARS,  
PLEASE REPORT TIPS BY CALLING**

**570-963-6600**

OR mailing your tip to:

**CONFIDENTIAL FWA HOTLINE  
C/O LACKAWANNA COUNTY CONTROLLER  
PO BOX 254  
SCRANTON, PA 18501**

OR Clicking on [www.lackawannacounty.org](http://www.lackawannacounty.org)  
AND clicking on "Report Fraud, Waste, or Abuse"  
AND clicking on the secure web form.

**EXAMPLES OF FRAUD, WASTE, & ABUSE:**

- Theft of money, equipment, or supplies;
- Illegitimate invoices for goods or services or other false claims;
- False reporting of hours worked;
- False reporting of travel or other expense reimbursements;
- Gross disregard of regulations, policies, or procedures;
- Mismanagement of taxpayer dollars;
- Any other suspected fraud, waste, or abuse.

**YOU CAN HELP!**

**With YOUR help, together we can fight Fraud, Waste & Abuse  
And save YOUR taxpayer dollars!**

SUMMER 2013



## *From the Controller's Desk*

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### *To the Residents of Lackawanna County:*

This issue represents the 3rd Controller's Newsletter since I took office in January 2012. The first two issues are available on the Controller's Webpage, which can be accessed at [www.lackawannacounty.org](http://www.lackawannacounty.org).

In accordance with the Lackawanna County Home Rule Charter, *Article IV, Controller, § 1.4-402*, I presented the Controller's Annual Audit Report for the fiscal year 2012 in March of this year. This annual report provides an overview of the work performed by the Controller's office during 2012.

Serving the residents and taxpayers of Lackawanna County is the goal of our office and its dedicated workers. We welcome the public, including Lackawanna County employees, to contact us with questions or concerns, or for assistance regarding county financial matters.

— Yours, Gary

### *Highlights of Our Work for Lackawanna County*

During 2012 and the first half of 2013, the Controller's Office performed numerous audits and reviews. Internal audits of many departments and row offices were conducted for the first time in many years. One objective of these audits is to help improve internal controls and other accounting procedures. The following highlights some of our work:

- In 2012, the Accounts Payable audit team examined approximately 30,000 invoices paid from the general and capital funds for proper authorization and correctness.
- Internal audits of Row Offices that were completed include the Sheriff's office, the Register of Wills, and selected District Attorney's accounts.
- The internal audit of the Clerk of Judicial Records is in process. The Recorder of Deeds' audit is upcoming.
- Internal audits of all 10 District Court offices for 2012 are in process.
- Department audits that have been completed include Tax Claim, Parks & Recreation Petty Cash & Cash Receipts, and Prison Inmate & Canteen Monthly Account Reconciliations.
- The office has assisted Courts and the District Attorney with specially requested reviews and audits.
- It has also assisted departments with the development of policies & procedures governing internal accounting controls
- Hotel Rental Tax audits are ongoing.
- The Controller's office will review the upcoming 2014 budget procedures and attend several budget hearings.
- A Purchasing Department procedural and compliance audit is upcoming.

**ACCOUNTING for YOU**

*We've moved! Visit us at our new office location in the basement of the Gateway Center.  
135 Jefferson Avenue, Scranton • Across from the Radisson at Lackawanna Station*