

*The County of Chester  
Office of the Controller  
Internal Audit Department*



*Management Letter  
Magisterial District Court 15-1-03  
For the year ended December 31, 2008*

*Valentino F. DiGiorgio III*  
Valentino F. DiGiorgio, III, Controller

**To: Patricia Norwood-Foden  
Minor Judiciary Administrator**

### **Introduction**

On August 18, 2009, Internal Audit completed an audit of Magisterial District Court 15-1-03 (*District Court*). Gretchen W. Sohn, CIA, was the auditor-in-charge. Internal Audit is required by County Code to review district courts annually to ensure compliance with policies and procedures mandated by the Administrative Office of Pennsylvania Courts and/or District Justice Administration and to assess their overall internal control structure. The scope of our audit included a review of the following:

- Cash and Petty Cash
- Undisbursed Funds
- Cash Receipts
- Manual Receipts
- Cash Disbursements
- Voided Transactions
- Overall Compliance.

We conducted our audit in accordance with generally accepted auditing standards and standards applicable to financial audits contained in *Government Auditing Standards* published by the Comptroller of the United States. We have also issued our Independent Auditor's Report on Compliance and Internal Control over Financial Reporting concurrent with this Management Letter. Disclosures and other information in that Report (also dated August 18, 2009) should be considered in conjunction with this Management Letter.

### **Executive Summary**

The management and staff of the *District Court* are, in all material respects, in compliance with policies and procedures set forth by the Administrative Office of Pennsylvania Courts and directives imposed by District Justice Administration. Also, Internal Audit noted no significant deficiencies or material weaknesses in the overall internal control structure.

Internal Audit did note several matters of a lesser significance involving compliance with policies and procedures that have been included within this Management Letter. We would like to commend the management and staff of the *District Court* for the hard work performed to continually improve the overall conditions in the court.

Internal Audit would also like to thank the management and staff of the *District Court* for their cooperation and assistance during the course of this audit.

We have provided herein a copy of our "Audit Findings" and "Recommendations" for your review and comment. Please feel free to contact our office at (610) 344-6797 should you have any questions or concerns.

**COUNTY OF CHESTER**

**MAGISTERIAL DISTRICT COURT 15-1-03**

**FINDINGS AND RECOMMENDATIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2008**

**I. COMPLIANCE WITH POLICIES AND PROCEDURES**

In order to test compliance with all applicable policies and procedures, Internal Audit selected a statistical sample of 25 case files out of a total population of 5,249 case files created in 2008. In addition, we performed other related tests of cash receipts, cash disbursements, manual receipts, undisbursed funds, and voided transactions. Sample size for the tested areas was determined through a risk assessment analysis based on the results of the *District Court's* prior year audit and current year case load. We believe the results of our tests are representative of the entire population on the basis of accepted audit sampling principles.

Finding 1: Overall Compliance:

Internal Audit noted the following:

- In 2 instances, the 2<sup>nd</sup> DL-38 was not issued and sent to the Commonwealth for a traffic citation.
- In 1 instance, the 1<sup>st</sup> DL-38 and the warrant were not issued in a timely manner for a traffic citation.
- In 1 instance, a warrant was not recalled after 60 days of issuance.

Recommendation

Internal Audit recommends that the *District Court* staff adhere to the procedures regarding the issuance of DL-38's and warrants as outlined in the District Justice Automated Office Clerical Procedures Manual. Per the AOPC procedures, warrants are to be recalled 60 days of the issuance date.

Auditee Response

Management concurs with the findings and recommendations.

**COUNTY OF CHESTER**

**MAGISTERIAL DISTRICT COURT 15-1-03**

**SUMMARY OF EXIT CONFERENCE**

**FOR THE YEAR ENDED DECEMBER 31, 2008**

On August 4, 2009 Minor Judiciary Administrator Patricia Norwood-Foden indicated through a written confirmation that an exit conference would be waived for this year. All findings were discussed at the Closing Conference. The Audit Report and Management Letter have been accepted as presented.