



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

**Management Letter  
For the Year Ended  
December 31, 2012**

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*County of Chester*  
*Magisterial District Court*  
*15-1-04*

Management Letter

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A handwritten signature in blue ink that reads "Valentino F. DiGiorgio, III".

Valentino F. DiGiorgio, III, Controller

**To: Magisterial District Judge Gwenn S. Knapp**

**Introduction**

On August 20, 2013, Internal Audit completed an audit of Magisterial District Court 15-1-04 (*District Court*). Christian J. Kriza 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 Internal Control over Financial Reporting and on Compliance and Other Matters concurrent with this management letter. Disclosures and other information in that Report (also dated August 20, 2013) 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. Internal Audit noted no significant deficiencies or material weaknesses in the overall internal control structure.

Internal Audit did, however, note several matters of a lesser significance involving internal controls and compliance with policies and procedures. These matters have all been included within this management letter. Based on Internal Audit's testing and observations, it is our opinion that these deficiencies are not the result of negligence or deliberate misconduct, but are instead the consequence of one or more of the following:

- Oversight
- Human error

We want 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) 344-5906 should you have any questions or concerns.

**COUNTY OF CHESTER**

**MAGISTERIAL DISTRICT COURT 15-1-04**

**SUMMARY OF FINDINGS AND RECOMMENDATIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2012**

**Cash and Petty Cash**

Cash is reconciled and cash adjustments are reviewed at 100%. Petty cash is counted during the course of the on-site fieldwork.

There were no internal control or procedural weaknesses noted within our sample.

**General Finding**

Finding 1: Escheats

Internal Audit noted that in thirteen (13) instances, a check was not escheated in a timely manner.

Recommendation

Internal Audit recommends that *District Court* management exercise greater care to ensure that outstanding checks are voided within 120 days as outlined in the District Judge Automated Office of Clerical Procedures Manual.

Auditee Response

*District Court management concurs with the finding and recommendation.*

***For the following areas, transactions are reviewed on a sample basis according to risk. The current year risk assessment is based on prior year audit results.***

**Undisbursed Funds**

The sample size tested for the year ended 12/31/12 was determined to be 20 out of a total population of 47 cases which were greater than or equal to 90 days.

Finding 2: Undisbursed Funds

Internal Audit noted that in ten (10) out of twenty (20) files tested, funds were not applied in a timely manner.

**COUNTY OF CHESTER**

**MAGISTERIAL DISTRICT COURT 15-1-04**

**SUMMARY OF FINDINGS AND RECOMMENDATIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2012**

Finding 2: Undisbursed Funds (continued)

Recommendation

Internal Audit recommends that *District Court* management re-emphasize to the staff the importance of disbursing/applying funds as soon as allowable on cases which have been adjudicated and/or closed. To this end, the Undisbursed Funds Report should be reviewed/monitored on a monthly basis.

Auditee Response

*District Court management concurs with the finding and recommendation.*

**Cash Receipts**

The sample size tested for the year ended 12/31/12 was determined to be 20 out of a population of 12,331 receipts issued during the year.

There were no internal control or procedural weaknesses noted within our sample.

**Manual Receipts**

The sample size tested for the year ended 12/31/12 was determined to be 15; however there was only a total population of 8 manual receipts issued during the year.

There were no internal control or procedural weaknesses noted within our sample.

**Cash Disbursements**

The sample size tested for the year ended 12/31/12 was determined to be 20 out of a population of 628 checks issued during the year.

Finding 3: Cash Disbursements

Internal Audit noted that in two (2) instances, the check was issued without a signature.

**COUNTY OF CHESTER**

**MAGISTERIAL DISTRICT COURT 15-1-04**

**SUMMARY OF FINDINGS AND RECOMMENDATIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2012**

Finding 3: Cash Disbursements (continued)

Recommendation

Internal Audit recommends that the *District Court* ensure that all checks are signed by an authorized signer before they are disbursed. Also, the *District Court* management should contact the bank if checks are cashed by the bank without signature.

Auditee Response

*District Court management concurs with the finding and recommendation.*

**Voided Receipts**

The sample size tested for the year ended 12/31/12 was determined to be 15 out of a population of 115 receipts voided during the year.

There were no internal control or procedural weaknesses noted within our sample.

**Voided Disbursements**

The sample size tested for the year ended 12/31/12 was determined to be 10 out of a population of 68 disbursements voided during the year.

Finding 4: Voided Disbursements

Internal Audit noted that in three (3) instances, the office check copy and the copy attached to the case file were not marked “void.”

Recommendation

Internal Audit recommends that the *District Court* staff label both the office check copy and the copy attached to the case file as “void.”

Auditee Response

*District Court management concurs with the finding and recommendation.*

**COUNTY OF CHESTER**

**MAGISTERIAL DISTRICT COURT 15-1-04**

**SUMMARY OF FINDINGS AND RECOMMENDATIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2012**

**Overall Compliance**

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 8,458 case files created in 2012. The sample size was divided equally among the four (4) case types: traffic, non-traffic, civil/landlord tenant, and criminal.

**Finding 5: Overall Compliance**

Internal Audit noted that in one (1) instance, a warrant was not issued to a defendant after 10 days of no response.

**Recommendation**

Internal Audit recommends that the *District Court* staff adhere to AOPC policies, procedures and recommendations. In the event there is a guilty disposition and a balance due, a warrant should be issued within 10 days of no response from the defendant.

**Auditee Response**

*District Court management concurs with the finding and recommendation.*

**COUNTY OF CHESTER**

**MAGISTERIAL DISTRICT COURT 15-1-04**

**SUMMARY OF EXIT CONFERENCE**

**FOR THE YEAR ENDED DECEMBER 31, 2012**

Magisterial District Judge Gwenn S. Knapp indicated through a written confirmation, that an exit conference would be waived for this year. The Magisterial District Judge has accepted the audit report and management letter as presented.