



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

**Audit Report
For the Years Ended
December 31, 2013 and 2012**

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

**Annual Financial Statement
Audit**

Norman MacQueen, Controller

COUNTY OF CHESTER
MAGISTERIAL DISTRICT COURT 15-1-04
ANNUAL FINANCIAL STATEMENT AUDIT
AS OF DECEMBER 31, 2013 and 2012

Magisterial District Judge Gwenn S. Knapp
2 North High Street, Suite 100
West Chester, PA 19380

COUNTY OF CHESTER
MAGISTERIAL DISTRICT COURT 15-1-04
FOR THE YEARS ENDED DECEMBER 31, 2013 and 2012

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COUNTY OF CHESTER

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NORMAN MACQUEEN
Controller

Internal Auditor's Report

Magisterial District Judge Gwenn S. Knapp
2 North High Street, Suite 100
West Chester, PA 19380

Report on the Financial Statements

We have audited the accompanying financial statements of Magisterial District Court 15-1-04 (*District Court*), which comprises the statements of assets and liabilities arising from cash transactions as of December 31, 2013 and 2012, and the related statements of cash receipts, disbursements and cash balances for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to annually audit the accounts of every magistrate or district judge within the County and to report the results of such audits to the Chester County Commissioners, the Chester County Court of Common Pleas, the Auditor General of Pennsylvania, and to the governing body of each political subdivision which is entitled to receive funds collected on its behalf by the *District Court*.

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit

also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant estimates made by management, as well as evaluating the overall financial statement presentation.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets and liabilities arising from cash transactions of the *District Court* as of December 31, 2013 and 2012, and its cash receipts, disbursements and cash balances for the years then ended in accordance with the cash basis of accounting described in Note 1.

Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matter

In accordance with Government Auditing Standards, Internal Audit has also issued a separate report dated May 2, 2014 on our evaluation of the *District Court's* internal control over financial reporting and on our tests of compliance with certain provisions of laws, regulations, policies and/or procedures. That report is an integral part of an audit performed in accordance with Government Auditing Standards and is to be read in conjunction with this report in considering the results of our audit.



Norman MacQueen
Controller

May 2, 2014

COUNTY OF CHESTER

MAGISTERIAL DISTRICT COURT 15-1-04

STATEMENTS OF ASSETS AND LIABILITIES – CASH BASIS

DECEMBER 31, 2013 and 2012

	<u>2013</u>	<u>2012</u>
<u>Assets</u>		
Cash - Checking Account	\$ 67,960	\$ 74,476
Cash - Petty Cash/Change Fund	<u>150</u>	<u>150</u>
Total Assets	<u><u>\$ 68,110</u></u>	<u><u>\$ 74,626</u></u>
 <u>Liabilities</u>		
Commonwealth of Pennsylvania	\$ -	\$ 8,102
County of Chester	16,911	15,648
East Bradford Township	-	60
West Chester Borough	33,954	25,720
Bail, Restitution and Collateral	17,095	24,946
Due to County - Petty Cash/Change Fund	<u>150</u>	<u>150</u>
Total Liabilities	<u><u>\$ 68,110</u></u>	<u><u>\$ 74,626</u></u>

The accompanying notes are an integral part of these financial statements.

COUNTY OF CHESTER

MAGISTERIAL DISTRICT COURT 15-1-04

STATEMENTS OF RECEIPTS, DISBURSEMENTS
AND CASH BALANCES – CASH BASIS

FOR THE YEARS ENDED DECEMBER 31, 2013 and 2012

	<u>2013</u>	<u>2012</u>
<u>Receipts</u>		
Commonwealth of Pennsylvania	\$ 312,962	\$ 292,085
County of Chester	213,432	207,461
East Bradford Township	372	1,654
West Goshen Township	325	-
West Chester Borough	401,652	325,985
West Chester Area School District	878	-
Bail, Restitution, and Collateral	<u>160,613</u>	<u>147,038</u>
Total Receipts	1,090,234	974,223
<u>Disbursements</u>		
Commonwealth of Pennsylvania	321,064	287,245
County of Chester	212,169	209,594
East Bradford Township	432	2,463
West Goshen Township	325	-
West Chester Borough	393,418	327,620
West Chester Area School District	878	-
Bail, Restitution, and Collateral	<u>168,464</u>	<u>150,818</u>
Total Disbursements	<u>1,096,750</u>	<u>977,740</u>
Cash Decrease	(6,516)	(3,517)
Cash, Beginning of Year	<u>74,476</u>	<u>77,993</u>
Cash, End of Year	<u><u>\$ 67,960</u></u>	<u><u>\$ 74,476</u></u>

The accompanying notes are an integral part of these financial statements.

COUNTY OF CHESTER

MAGISTERIAL DISTRICT COURT 15-1-04

NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED DECEMBER 31, 2013 and 2012

Note 1 - Summary of Significant Accounting Principles

Background and Reporting Entity

The financial statements of the *District Court* include only those transactions handled directly by the *District Court*. These transactions include the collection of costs, fines, bail, and restitution, as well as the subsequent disbursement of these funds to the Commonwealth of Pennsylvania, to related political subdivisions, and to citizens served by the *District Court*. As such, the *District Court* acts as a conduit for the Commonwealth, local municipalities, and constituents it serves. Consequently, the *District Court's* cash balance at any point in time represents undisbursed funds to one (or all) of these parties. For financial statement purposes, these undisbursed funds are included as a liability of the *District Court*.

The actual operating expenses of the *District Court* are paid by the County of Chester, except for the Magisterial District Judge's salary which is paid by the Commonwealth. These costs include the salaries and wages of district court employees, fringe benefits, office rent, postage, telephone, office supplies, computer/LAN use, and furniture and equipment. These costs are not included in the audited Statement of Cash Receipts, Disbursements, and Cash Balance.

Basis of Accounting

The books and records of the *District Court* are maintained on the cash basis of accounting. Consequently, receipts are recognized when received rather than when assessed or otherwise due and disbursements are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying statements do not present the assets, liabilities, receipts, disbursements, and cash balance in accordance with generally accepted accounting principles.

Note 2 - Legal Matters

Our audit disclosed no pending litigation involving the *District Court* or its Magisterial District Judge (Gwenn S. Knapp) that would affect the financial statements for the year ended December 31, 2013.

COUNTY OF CHESTER

MAGISTERIAL DISTRICT COURT 15-1-04

NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED DECEMBER 31, 2013 and 2012

Note 3 – District Court Realignments

In July 2013, The Honorable James P. MacElree II, President Judge petitioned the Supreme Court with a “Proposed Reestablishment Plan for the Magisterial Districts of the 15th Judicial District of the Commonwealth of Pennsylvania.” The proposal was developed in response to a significant reduction of filings in the Magisterial District Court Offices 15-1-01 and 15-1-04 and a vacancy in 15-2-06. The impact of this proposal was projected to result in a savings of approximately \$444,950 annually with a ten year projection of \$4.45 million.

Prior to this petition, on January 24, 2013 the Supreme Court ordered proposed changes to Magisterial District Court Offices 15-1-02 and 15-4-01 due to the retirement of Magisterial District Judge Darlington (District Court Office 15-2-05).

SUPPLEMENTAL INFORMATION

COUNTY OF CHESTER

MAGISTERIAL DISTRICT COURT 15-1-04

SCHEDULES OF COUNTY OF CHESTER
REVENUES AND DIRECT EXPENDITURES

FOR THE YEARS ENDED DECEMBER 31, 2013 and 2012
(Unaudited)

	<u>2013</u>	<u>2012</u>
<u>Revenues</u>		
County Fines and Costs	\$ 212,847	\$ 206,873
<u>Direct Expenditures</u>		
Salaries and Wages	\$ 200,710	\$ 216,064
Fringe Benefits	93,751	98,245
Office Rent	151,531	148,560
Postage	21,498	23,937
Electric	6,755	7,888
Office Supplies	3,035	3,820
Equipment Rentals	2,773	1,930
Telephone and Data Lines	2,687	4,040
Equipment Repairs and Maintenance	-	1,332
Total Direct Expenditures	\$ 482,740	\$ 505,816

Note 1: The revenue figure per the County of \$212,847 differs from the amount disbursed to the County by the *District Court* of \$212,169. This results from the use of the cash basis of accounting by the *District Court* and the modified accrual basis of accounting by the County. The *District Court* recognizes the disbursement as of the check date, while the County recognizes the revenue in the year the fines and costs are collected by the *District Court*.

COUNTY OF CHESTER

MAGISTERIAL DISTRICT COURT 15-1-04

GENERAL INFORMATION

**FOR THE YEARS ENDED DECEMBER 31, 2013 and 2012
(Unaudited)**

(1) A comparison of the case load between 2013 and 2012 is as follows:

<u>Docket Description</u>	<u>Case Load</u>	
	<u>2013</u>	<u>2012</u>
Traffic	5,861	6,213
Non-traffic	1,857	1,783
Civil	98	86
Landlord/Tenant	67	80
Criminal	<u>283</u>	<u>296</u>
Total cases docketed for the year	<u><u>8,166</u></u>	<u><u>8,458</u></u>

(2) The *District Court's* support staff was comprised of five (5) full time individuals during 2013.



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NORMAN MACQUEEN
Controller

May 2, 2014

Magisterial District Judge Gwenn S. Knapp
530 E. Union Street, Suite A
West Chester, PA 19382

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters

In planning our audit of the financial statements of District Court 15-1-04 (*District Court*) as of and for the year ended December 31, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the *District Court's* internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the *District Court's* internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the *District Court's* internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all significant deficiencies or material weaknesses have been identified.

A *deficiency* in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the *District Court's* financial statements will not be prevented, or detected and corrected on a timely basis.

As part of obtaining reasonable assurance about whether the *District Court's* financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters

We noted certain matters that we reported to management of the *District Court* in a separate letter dated May 2, 2014, regarding cash adjustments, missing case files, undisbursed funds, cash receipts, manual receipts, voided receipts and stale-dated checks.

This report is intended for the information of the Chester County Commissioners, the Chester County Court of Common Pleas, the Auditor General of Pennsylvania, and all other political affiliates served by the *District Court*. This report is, however, a matter of public record, and its distribution is not limited.



Norman MacQueen
Controller

COUNTY OF CHESTER
MAGISTERIAL DISTRICT COURT 15-1-04
SUMMARY OF EXIT CONFERENCE
FOR THE YEAR ENDED DECEMBER 31, 2013

An exit conference was not warranted for the audit of Magisterial District Court 15-1-04. Magisterial District Judge Gwenn S. Knapp accepted the audit report and management letter as presented.