



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

**Management Letter
For the Year Ended
December 31, 2013**

*County of Chester
Prison Correctional Center*

Management Letter

A handwritten signature in blue ink, appearing to read "N MacQueen".

Norman MacQueen, Controller

**To: George Roberts, Manager
Chester County Prison Correctional Center**

Introduction

On June 2, 2014 Internal Audit completed an audit of the Prison Correctional Center (*Center*). Sharon Kaye Jones, CIA was the auditor-in-charge and was assisted by other members of the audit staff. Internal Audit is required by the Pennsylvania County Code to review county offices annually to ensure compliance with policies and procedures and to assess their overall internal control structure. The scope of our audit included a review of the following:

- Cash
- Cash Receipts
- Cash Disbursements
- Voided Transactions
- Inmate Welfare Fund
- Escheats / Unclaimed Property

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 June 2, 2014) should be considered in conjunction with this Management Letter.

Executive Summary

The management and staff of the *Center* are, in all material respects, in compliance with policies and procedures imposed by the County of Chester and by the Warden. At the recommendation of the Office of the Controller in late 2013, the *Center* is scheduled to undergo a system conversion to *Quickbooks* upon the completion of this audit.

We want to thank the management and staff of the *Center* for their cooperation and assistance during the course of this audit.

Please feel free to contact our office at (610) 344-5913 should you have any questions or concerns.

COUNTY OF CHESTER
PRISON CORRECTIONAL CENTER
SUMMARY OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2013

Cash

Cash is reconciled and reviewed at 100%.

- There were no internal control or procedural weaknesses noted.

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.

Cash Receipts

The sample size tested for the year ended 12/31/13 was 20 out of a population of 604 receipts generated in 2013.

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

Cash Disbursements

The sample size tested for the year ended 12/31/13 was 20 out of a population of 419 checks issued in 2013.

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

Voided Receipts

The sample size tested for the year ended 12/31/13 was 3 out of a population of 3 receipts voided in 2013.

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

COUNTY OF CHESTER
PRISON CORRECTIONAL CENTER
SUMMARY OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2013

Voided Disbursements

The sample size tested for the year ended 12/31/13 was 12 out of a population of 12 disbursements voided in 2013.

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

Inmate Welfare Fund

Inmate Welfare Fund receipts and disbursements are tested at 100%.

- There were no internal control or procedural weaknesses noted.

Escheats / Unclaimed Property

Monies that have been escheated to the state are tested on a predetermined sample basis. For the year ended 12/31/12, the *Center* issued a “Zero” (0) report in March 2013 since there were no checks to escheat.

- There were no internal control or procedural weaknesses noted.

COUNTY OF CHESTER
PRISON CORRECTIONAL CENTER
SUMMARY OF EXIT CONFERENCE
FOR THE YEAR ENDED DECEMBER 31, 2013

An exit conference was not warranted for the audit of the Prison Correctional Center (*Center*). The Correctional Center Manager, George Roberts has accepted the report as presented.