



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

**Management Letter  
For the Year Ended  
December 31, 2016**

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*County of Chester*  
*Office of the Register of Wills/  
Clerk of the Orphans' Court*

Management Letter

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Norman MacQueen, Controller

**To: Terri Clark, Register of Wills/Clerk of the Orphans' Court**

### **Introduction**

On March 31, 2017, Internal Audit completed an audit of the *Register of Wills/Clerk of the Orphans' Court (Register)* for the year ended December 31, 2016. Christian J. Kriza was the auditor-in-charge. 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 and Petty Cash
- Court Ordered Escrow Accounts
- Liabilities
- Cash Receipts
- Manual Receipts
- Inheritance Tax Receipts
- Cash Disbursements
- Voided Transactions

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 March 31, 2017) should be considered in conjunction with this Management Letter.

### **Executive Summary**

For the year ended December 31, 2016, Internal Audit has determined that the *Register's* system of internal controls is adequately *designed, in-place* and *operative*. The results of this audit indicate that, in all material respects:

- Assets are properly safeguarded from employee theft, robbery and unauthorized use
- Responsibility / Authority is established and assigned to specific individuals
- Duties (specifically authorization, custody and recordkeeping) are properly segregated
- Documents are available to provide evidence that transactions and events have occurred
- Transactions and events are properly recorded in a timely manner
- Reconciliations of internal records with bank statements occur monthly

In addition, the *Register* was found to be in compliance with policies and procedures mandated by the County of Chester.

We thank the management and staff of the *Register* for their cooperation and assistance during the course of this review. Please feel free to contact our office at (610) 344-5906 should you have any questions or concerns or if you wish to schedule an exit conference. An exit conference

is held at the request of the auditee to discuss specific concerns that were not resolved during the closing conference.

A final copy of this management letter and the corresponding Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters will be transmitted electronically to your attention upon receipt of your responses. In addition, since audit reports are a matter of public record, your final report and management letter will be posted on the Controller's webpage within one week of issuance.

A handwritten signature in blue ink, appearing to read 'N MacQueen', with a large circular flourish at the end.

Norman MacQueen  
Controller

March 31, 2017

**COUNTY OF CHESTER**

**OFFICE OF THE REGISTER OF WILLS/CLERK OF THE ORPHANS' COURT**

**SUMMARY OF FINDINGS AND RECOMMENDATIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

**Cash and Petty Cash**

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

There were no internal control or procedural weaknesses noted.

**Court Ordered Escrow Accounts**

Court Ordered Escrow Accounts are reconciled and reviewed at 100%; specifically to ensure accurate receipt and disbursement of escrow funds.

There were no internal control or procedural weaknesses noted.

**Liabilities**

Liability balances are reconciled and reviewed at 100%; specifically to ensure accurate recording of liabilities and the verification of subsequent payments following year end.

There were no internal control or procedural weaknesses noted.

**Inheritance Tax Receipts**

Inheritance Tax commissions due to the County are reconciled and reviewed at 100%; specifically to ensure that all Inheritance Tax commissions are properly transferred to the County and that all voids are handled properly.

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

**COUNTY OF CHESTER**

**OFFICE OF THE REGISTER OF WILLS/CLERK OF THE ORPHANS' COURT**

**SUMMARY OF FINDINGS AND RECOMMENDATIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

*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 12/31/16 was determined to be 20 out of a population of 12,012 receipts generated during the year.

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

**Manual Receipts**

No manual receipts were used in 2016.

**Cash Disbursements**

The sample size tested for the year ended 12/31/16 was determined to be as follows:

- Operating Account - 20 out of a population of 59 disbursements generated during the year.
- Attorney for Minor Account - 4 out of a population of 16 disbursements during the year.
- Counseling Fund Account - 1 out of a population of 1 disbursement during the year.
- Automation Fund Account - 1 out of a population of 1 disbursement during the year.

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

**Voided Receipts**

The sample size tested for the year ended 12/31/16 was determined to be 20 out of a population sample of 94 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 12/31/16 was determined to be 10; however, there was only a population of 2 items during the year.

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

**COUNTY OF CHESTER**

**OFFICE OF THE REGISTER OF WILLS/CLERK OF THE ORPHANS' COURT**

**SUMMARY OF EXIT CONFERENCE**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

An exit conference was not warranted for the audit of the Register of Wills / Clerk of the Orphans' Court. Register of Wills / Clerk of the Orphans' Court Terri Clark has accepted the report as presented.