



**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 Clerk of Courts*

Management Letter

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Norman MacQueen, Controller

**To: Robin Marcello, Clerk of Courts**

### **Introduction**

On December 28, 2017, Internal Audit completed an audit of the Office of the Clerk of Courts (*Clerk*) for the year ended December 31, 2016. Christian J. Kriza was the auditor-in-charge. Internal Audit is required by 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
- Undisbursed Funds
- Cash Receipts
- Manual Receipts
- Cash Disbursements
- Voided Transactions
- Escheats/Stale Dated Checks

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 December 28, 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 *Clerk'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 *Clerk* was found to be in compliance with policies and procedures mandated by the County of Chester except as outlined on the pages that follow. ***Audit Findings*** and ***Recommendations*** are provided herein for your review, comment and corrective action. The courtesy of a response is requested by December 29, 2017, otherwise in accordance with Internal Audit Policy, the absence of a response by the due date will be inferred as management's acceptance of the finding(s) and recommendation(s).

We thank the management and staff of the *Clerk* 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, stylized flourish at the end.

Norman MacQueen  
Controller

December 28, 2017

**COUNTY OF CHESTER**  
**OFFICE OF THE CLERK OF COURTS**  
**SUMMARY OF FINDINGS AND RECOMMENDATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

**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.

**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.

*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 66,403 receipts issued during the year.

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

**Retained Unapplied**

Retained unapplied balances are reviewed at 100%; specifically to ensure that monies are either refunded or applied in a timely manner.

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

**COUNTY OF CHESTER**  
**OFFICE OF THE CLERK OF COURTS**  
**SUMMARY OF FINDINGS AND RECOMMENDATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

**Manual Receipts**

The sample size tested for the year ended 12/31/16 was determined to be 15. The sample was to be allocated based on the percentage of manual receipts issued by the department. The allocation was as follows:

- No manual receipts were used by *Clerk* during 2016.

(The remaining 15 were tested as part of the Audit of the Office of Adult Probation (*APO*). These results are addressed under separate cover to the Chief Probation Officer.)

**Cash Disbursements**

The sample size tested for the year ended 12/31/16 was determined to be 20. The sample was to be allocated between the four (4) accounts maintained and reconciled by the *Clerk* and the one (1) Fines, Costs and Restitution account belonging to the *Clerk* but maintained and reconciled by *APO*. The allocation was as follows:

- One (1) *CPCMS* Bail Escrow disbursement from the DNB First checking account out of a population of 323 checks created in 2016.
- One (1) *CPCMS* Filing Fee disbursement from the DNB First checking account out of a population of 40 checks created in 2016.
- One (1) *CPCMS* Summary Appeal Escrow disbursement from the DNB First checking account out of a population of 438 checks created in 2016.

(The remaining 17 disbursements were allocated to the DNB First Fines, Costs and Restitution account which was tested as part of the Audit of *APO*. These results are addressed under separate cover to the Chief Probation Officer.)

There were no internal control or procedural weaknesses noted within our sample of disbursements issued by the *Clerk*.

## COUNTY OF CHESTER

### OFFICE OF THE CLERK OF COURTS

#### SUMMARY OF FINDINGS AND RECOMMENDATIONS

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

##### **Voided Receipts**

The sample size tested for the year ended 12/31/16 was determined to be 15 out of a population of 192 receipts voided in 2016. The sample was allocated between the four (4) accounts maintained and reconciled by the *Clerk* and the one (1) Fines, Costs and Restitution account belonging to the *Clerk* but maintained and reconciled by *APO*. The allocation was as follows:

- One (1) *CPCMS* Bail Escrow receipt out of a population of five (5) receipts voided in 2016.
- One (1) *CPCMS* Summary Appeal Escrow receipt out of a population of one (1) receipt voided in 2016.
- Two (2) *CPCMS* Filing Fee receipt out of a population of 33 receipts voided in 2016.
- There were no Legacy account receipts issued or voided in 2016.

(The remaining 11 voided receipts were selected from the Fines, Costs and Restitution account which were tested as part of the Audit of *APO*. These results are addressed under separate cover to the Chief Probation Officer.)

There were no internal control or procedural weaknesses noted within our sample of receipts voided by the *Clerk*.

##### **Voided Disbursements**

The sample size tested for the year ended 12/31/16 was 10 out of a population of 1,084 disbursements voided in 2016. The sample was allocated between the four (4) accounts maintained and reconciled by the *Clerk* and the one (1) Restitution account belonging to the *Clerk* which is maintained and reconciled by *APO*. The allocation was as follows:

- One (1) *CPCMS* Bail Escrow disbursement out of a population of five (5) checks voided in 2016.
- One (1) *CPCMS* Summary Appeal Escrow disbursements out of a population of 9 checks voided in 2016.
- One (1) *CPCMS* Filing Fee disbursement out of a population of two (2) checks voided in 2016.
- There were no voided disbursements for the Legacy account in 2016.

**COUNTY OF CHESTER**

**OFFICE OF THE CLERK OF COURTS**

**SUMMARY OF FINDINGS AND RECOMMENDATIONS**

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

**Voided Disbursements (continued)**

(The remaining seven (7) voided disbursements were selected from the Fines, Costs and Restitution account which were tested as part of the Audit of *APO*. These results are addressed under separate cover to the Chief Probation Officer.)

There were no internal control or procedural weaknesses noted within our sample of disbursements voided by the *Clerk*.

**Unclaimed Property / Escheats**

The sample size tested for the year ended 12/31/16 was 15 out of a population of 133 items escheated in 2016. The sample was allocated between the *Clerk* and *APO*. The allocation was as follows:

- One (1) escheated item out of a population of 7 items escheated in 2016 by the *Clerk*.

(The remaining 14 escheated items were selected from *APO*. These results are addressed under separate cover to the Chief Probation Officer.)

There were no internal control or procedural weaknesses noted within our sample of unclaimed property / escheats completed by the *Clerk*.

**Automation Fund Disbursements**

Automation Fund disbursements are tested at 100% specifically to ensure that money in the account is used in accordance with PA House Bill 1715, Act 98-164.

There were no internal control or procedural weaknesses noted.

**COUNTY OF CHESTER**  
**OFFICE OF THE CLERK OF COURTS**  
**SUMMARY OF EXIT CONFERENCE**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

An exit conference was not warranted for the audit of the Office of the Clerk of Courts. The Clerk of Courts, Robin Marcello has accepted the report as presented.