



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

**Management Letter
For the Year Ended
December 31, 2017**

County of Chester
Magisterial District Court
15-3-04

Management Letter

Margaret Reif

Margaret Reif, Controller

To: Minor Judiciary Administrator Vicky Bartholomew

Introduction

On March 2, 2018, Internal Audit completed an audit of Magisterial District Court 15-3-04 (*District Court*) for the year ended December 31, 2017. Carissa M. Petrelia 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
- 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 March 2, 2018) should be considered in conjunction with this Management Letter.

Executive Summary

For the year ended December 31, 2017, Internal Audit has determined that the *District Court'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 District Court was found to be in compliance with policies and procedures mandated by the County of Chester and the Administrative Office of Pennsylvania Courts.

We thank the management and staff of the *District Court* for their cooperation and assistance during the course of this review. Please feel free to contact our office at (610) 344-6064 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.



Margaret Reif
Controller

March 2, 2018

COUNTY OF CHESTER

MAGISTERIAL DISTRICT COURT 15-3-04

SUMMARY OF FINDINGS AND RECOMMENDATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

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.

Finding 1: Cash Adjustments

Internal Audit noted that in one (1) instance a credit IOLTA adjustment did not have a corresponding/offsetting debit IOLTA adjustment.

Cause

Oversight

Recommendation

Internal Audit recommends that the *District Court* take greater care when processing cash adjustments to ensure that credit IOLTA adjustments are used for interest transactions and that credit adjustments have corresponding/offsetting debit IOLTA adjustments and vice versa.

It is further recommended that *District Court* management work with District Justice Administration to resolve the existing out of balance condition on the books.

Auditee Response

District Court management concurs with the finding and recommendation.

COUNTY OF CHESTER

MAGISTERIAL DISTRICT COURT 15-3-04

SUMMARY OF FINDINGS AND RECOMMENDATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

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 12/31/17 was determined to be 10; however there was only a total population of 5 cases which were greater than or equal to 90 days.

Finding 2: Undisbursed Funds

For the second year in a row, funds held at year end were not disbursed in a timely manner.

Internal Audit noted that in three (3) instances, funds held at year end were not disbursed in a timely manner.

Cause

Oversight

Recommendation

Internal Audit recommends that the Undisbursed Funds Report be reviewed monthly to ensure that funds are being held for appropriate reasons and that they are ultimately disbursed in a timely manner.

Auditee Response

District Court management concurs with the finding and recommendation.

Cash Receipts

The sample size tested for the year ended 12/31/17 was determined to be 20 out of a population of 9,922 receipts issued during the year.

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

Manual Receipts

There were no manual receipts used in 2017.

COUNTY OF CHESTER

MAGISTERIAL DISTRICT COURT 15-3-04

SUMMARY OF FINDINGS AND RECOMMENDATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

Cash Disbursements

The sample size tested for the year ended 12/31/17 was determined to be 20 out of a population of 582 checks issued 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 12/31/17 was determined to be 20 out of a population of 86 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 12/31/17 was determined to be 10 out of a population of 37 disbursements voided during the year.

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

Escheat/Stale Dated Checks

Escheats were reviewed at 100% for timeliness. In addition, 10 out of a population of 28 escheated items were tested for compliance with escheat/stale dated check procedures.

Finding 3: Escheats

For the fourth year in a row, outstanding checks were not escheated timely.

Internal Audit noted that 18 outstanding checks were not escheated within 6 months of their issuance date. According to the Uniform Commercial Code, (a standard set of business laws adopted by most states), a bank should not accept a check more than 6 months old. Internal Audit has adopted this financial gauge for Chester County audit purposes; however individual departments should continue to follow their own policies and procedures for escheatment if less than 180 days.

COUNTY OF CHESTER
MAGISTERIAL DISTRICT COURT 15-3-04
SUMMARY OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2017

Escheat/Stale Dated Checks (continued)

Finding 3: Escheats (continued)

Cause

Oversight

Recommendation

Internal Audit recommends that the *District Court* staff adhere to stale-dated check procedures mandated by the AOPC and by District Justice Administration and that under no circumstances should a check remain outstanding for a period of time greater than 180 days.

Auditee Response

District Court Administration concurs with the finding and recommendation.

COUNTY OF CHESTER
MAGISTERIAL DISTRICT COURT 15-3-04
SUMMARY OF EXIT CONFERENCE
FOR THE YEAR ENDED DECEMBER 31, 2017

An exit conference was not warranted for the audit of Magisterial District Court 15-3-04. Minor Judiciary Administrator Vicky Bartholomew chose to accept the report as presented.