

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



*Management Letter  
Magisterial District Court 15-3-05  
For the year ended December 31, 2009*

*Valentino F. DiGiorgio III*

Valentino F. DiGiorgio, III, Controller

**To: District Judge Harry W. Farmer**

**Introduction**

On July 23, 2010, Internal Audit completed an audit of Magisterial District Court 15-3-05 (*District Court*). Carissa M. Petrelia was the auditor-in-charge. Internal Audit is required by the Pennsylvania 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
- Overall Compliance.

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 Compliance and Internal Control over Financial Reporting concurrent with this Management Letter. Disclosures and other information in that Report (also dated July 23, 2010) should be considered in conjunction with this Management Letter.

**Executive Summary**

The management and staff of the *District Court* are, in all material respects, in compliance with policies and procedures set forth by the Administrative Office of Pennsylvania Courts and directives imposed by District Justice Administration.

Internal Audit would like to thank the management and staff of the *District Court* for their cooperation and assistance during the course of this audit.

Please feel free to contact our office at (610) 344-6064 should you have any questions or concerns.

**COUNTY OF CHESTER**

**MAGISTERIAL DISTRICT COURT 15-3-05**

**FINDINGS AND RECOMMENDATIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2009**

**I. INTERNAL CONTROL FINDINGS AND RECOMMENDATIONS**

AUTHORIZATION / RECONCILIATION / DOCUMENTATION

Finding 1: Cash

A credit adjustment did not have a corresponding debit adjustment. The original credit adjustment was due to a defendant being overcharged on their credit card (the system receipt amount was correct; however the amount entered in the credit card machine was incorrect).

Recommendation

Internal Audit recommends that the *District Court* contact District Justice Administration for direction on corrective action.

Auditee Response

*Per District Justice Administration, I was instructed to do the debit adjustment which was processed on 6/16/10. Then do a separate deposit for \$0.10.*

**COUNTY OF CHESTER**

**MAGISTERIAL DISTRICT COURT 15-3-05**

**SUMMARY OF EXIT CONFERENCE**

**FOR THE YEAR ENDED DECEMBER 31, 2009**

On July 21, 2010, Magisterial District Judge Harry W. Farmer indicated through a written confirmation that an exit conference would be waived for this year. All findings were discussed at the Closing Conference. The Audit Report and Management Letter have been accepted as presented.