

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



*Audit Report  
Office of the Recorder of Deeds  
For the year ended December 31, 2009*

**Valentino F. DiGiorgio, III, Controller**

**COUNTY OF CHESTER**  
**AUDIT OF THE OFFICE OF THE RECORDER OF DEEDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2009**

**Ryan A. Costello, Recorder of Deeds**  
**Office of the Recorder of Deeds**  
**121 North Walnut Street**  
**West Chester, PA 19380**

**COUNTY OF CHESTER**

**AUDIT OF THE OFFICE OF THE RECORDER OF DEEDS**

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# COUNTY OF CHESTER OFFICE OF THE CONTROLLER

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VALENTINO F. DIGIORGIO, III  
Controller

November 30, 2010

Office of the Recorder of Deeds  
121 North Walnut Street  
West Chester, PA 19380

Internal Audit has audited the accounts of the *Office of the Recorder of Deeds (Recorder)* as of December 31, 2009, and has compiled the attached Statement of Assets and Liabilities and the related Statements of Cash Receipts, Disbursements, and Cash Balances for the year then ended. It is Internal Audit's responsibility to audit annually the accounts of any office receiving money for use by the Commonwealth of Pennsylvania and to report the results of such audits to the Chester County Commissioners and the Chester County Court of Common Pleas. It is management's responsibility to maintain, update, and reconcile these accounts on a continuous basis.

Our audit was conducted in accordance with generally accepted auditing standards and the Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit in a manner, that will provide *reasonable assurance* that the accounts are free of material misstatement and that amounts are properly supported and approved.

As described in Note 1, the accompanying financial statements are prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. Accordingly, the statements referred to above are not intended to present the financial position and results of operations of the *Recorder* in conformity with generally accepted accounting principles.

In our opinion, the accounts of the *Recorder* are stated fairly as of December 31, 2009. Consequently, the corresponding financial statements prepared by Internal Audit present fairly, in all material respects, the assets and liabilities of the *Recorder* as of December 31, 2009, and the cash receipts, disbursements, and cash balances for the year then ended.

In accordance with Government Auditing Standards, Internal Audit has also issued a report dated November 30, 2010, on our consideration of the *Recorder's* internal control over financial reporting and on our tests of compliance with certain provisions of laws, regulations, policies and/or procedures. That report is an integral part of an audit performed in accordance with Government Auditing Standards and is to be read in conjunction with this report in considering the results of our audit.

Valentino F. DiGiorgio, III  
Controller

**COUNTY OF CHESTER**  
**OFFICE OF THE RECORDER OF DEEDS**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**DECEMBER 31, 2009**

**Assets**

Cash – Recording Account	\$ 555,602
Cash – Municipal Account	2,642,347
Cash – Recorder Records Fund	746,768
Cash – Change Fund	<u>800</u>
Total Assets	<u>\$ 3,945,517</u>

**Liabilities and Equity**

Undisbursed Funds:	
County of Chester – Fees	\$ 419,394
State – Fees	131,039
State – Notary Commissions	1,879
Municipalities – Fees	2,642,347
Film Sales	1,500
Data Report Sales	360
Subscription Sales	1,430
Change Fund Liability	800
Recorder Records Fund	<u>746,768</u>
Total Liabilities	<u>\$ 3,945,517</u>

The accompanying notes are an integral part of these financial statements.

**COUNTY OF CHESTER  
OFFICE OF THE RECORDER OF DEEDS**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCE-  
RECORDING ACCOUNT**

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

Cash Balance, January 1, 2009		\$ 361,095
Receipts:		
County of Chester - Fees	\$ 5,223,102	
State - Fees	958,110	
State - Commissions	1,879	
Interest	<u>6,886</u>	
Total Receipts	<u>6,189,977</u>	
Disbursements:		
County of Chester - Fees	\$ 4,847,924	
State - Fees	874,422	
State - Commissions	1,801	
To the Recorder Records Fund	<u>271,323</u>	
Total Disbursements	<u>5,995,470</u>	
Excess of receipts over disbursements		<u>194,507</u>
Cash Balance, December 31, 2009		<u>\$ 555,602</u>

The accompanying notes are an integral part of these financial statements.

**COUNTY OF CHESTER**  
**OFFICE OF THE RECORDER OF DEEDS**  
**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCE-**  
**MUNICIPAL ACCOUNT**  
**FOR THE YEAR ENDED DECEMBER 31, 2009**

Cash Balance, January 1, 2009		\$ 2,637,976
Receipts:		
Fees Collected	\$ 25,763,853	
Interest	<u>30,041</u>	
Total Receipts	<u>25,793,894</u>	
Disbursements:		
County of Chester-Fees and Interest	\$ 552,065	
Municipalities and School Districts	<u>25,237,458</u>	
Total Disbursements	<u>25,789,523</u>	
Excess of receipts over disbursements		<u>4,371</u>
Cash Balance, December 31, 2009		<u>\$ 2,642,347</u>

The accompanying notes are an integral part of these financial statements.

**COUNTY OF CHESTER**  
**OFFICE OF THE RECORDER OF DEEDS**  
**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCE-**  
**RECORDER RECORDS FUND ACCOUNT**  
**FOR THE YEAR ENDED DECEMBER 31, 2009**

Cash Balance, January 1, 2009		\$ 539,035
Receipts:		
Fees Collected	\$ 271,323	
Interest	<u>8,943</u>	
Total Receipts	<u>280,266</u>	
Disbursements:		
County General Fund	<u>\$ 72,533</u>	
Total Disbursements	<u>72,533</u>	
Excess of receipts over disbursements		<u>207,733</u>
Cash Balance, December 31, 2009		<u>\$ 746,768</u>

The accompanying notes are an integral part of these financial statements.



**COUNTY OF CHESTER**  
**OFFICE OF THE RECORDER OF DEEDS**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2009**

*Note 1 - Summary of Significant Accounting Policies*

**Background and Reporting Entity**

The *Recorder* acts as a conduit for the Commonwealth of Pennsylvania, the County of Chester, related political subdivisions, and the citizens it serves. Consequently, the *Recorder's* cash balance at any point in time represents undisbursed funds to one (or all) of these parties with the exception of the Recorder Records Fund, as explained below. For financial statement purposes, these undisbursed funds are included as a liability of the *Recorder*.

The actual operating expenses of the *Recorder* are paid by the County of Chester. These costs include the salary and wages of office employees, fringe benefits, postage, telephone, office supplies, computer/LAN use, and furniture and equipment. These costs are not included in the audited Statements of Cash Receipts, Disbursements, and Cash Balances.

**Basis of Accounting**

The books and records of the *Recorder* are maintained on the cash basis of accounting. Consequently, receipts are recognized when received rather than when assessed or otherwise due, and disbursements are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying statements do not present the assets, liabilities, receipts, disbursements, and cash balances in accordance with generally accepted accounting principles.

**Realty Transfer Tax**

The Commonwealth of Pennsylvania requires the *Recorder* to collect realty transfer taxes on its behalf. The Commonwealth has set up a local bank account for these monies to be deposited daily. The bank account is controlled by the Commonwealth. The *Recorder* does not have withdrawal or check writing authority and does not receive bank statements. Consequently, the taxes collected and deposited into that account are not presented in the accompanying Statements of Receipts, Disbursements, and Cash Balances, pursuant to generally accepted accounting principles applicable to agency funds.

**COUNTY OF CHESTER**  
**OFFICE OF THE RECORDER OF DEEDS**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2009**

*Note 1 - Summary of Significant Accounting Policies (continued)*

**Recorder Records Fund**

The *Recorder* established a new fund in 1998, as mandated by Act 8 of the Commonwealth. This fund is under the sole custody of the *Recorder*. This law authorizes a collection of a fee on each paper recorded that is to be used for the improvement of the *Recorder's* records system. The fee was increased from \$2 to \$5 as of August 2003 (Act 32). \$2 of this fee is remitted to the County of Chester as part of the monthly remittance. The other \$3 of the fee and interest earned is retained in a separate checking account. Any purchases made from this fund must be in accordance with the County of Chester budgeting, contract, and procurement procedures. Every four years from the inception of the Act, any balance plus interest remaining in the checking account must be turned over to the County for deposit in the County Records Improvement Fund.

*Note 2 - Legal Matters*

Our audit disclosed no pending litigation involving the *Recorder* or its Recorder of Deeds (Ryan A. Costello) for the year ended December 31, 2009.



# COUNTY OF CHESTER

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November 30, 2010

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### **Report on Compliance and on Internal Controls Over Financial Reporting**

In accordance with Government Auditing Standards, the scope of our audit included an examination and evaluation of the adequacy and effectiveness of the *Recorder's* system of internal controls and the *Recorder's* quality of performance in carrying out its assigned responsibilities. The primary objectives of internal controls include the following:

- Safeguarding of assets
- Reliability and integrity of information
- Compliance with policies, procedures, laws, and regulations
- Compliance with provisions of contracts and lease agreements.

In addition, generally accepted auditing standards (GAAS) require that auditors obtain an understanding of the internal control process and assess control risk in financial statement audits. For a financial statement audit, internal control is defined as a process that is designed to provide reasonable assurance that objectives regarding the reliability of financial reporting, the effectiveness and efficiency of operations, and the compliance with applicable laws and regulations are achieved. The internal control process consists of five components. They are the *control environment*, *risk assessment*, *information and communication*, *monitoring*, and *control activities*.

The *control environment* sets the tone of the organization and is the foundation for all other components of internal control. The collective effect of various important factors defines the *control environment*, which in turn establishes, enhances, or mitigates the effectiveness of policies and procedures. These important factors include the entity's organizational structure and methods of assigning authority and responsibility.

The *risk assessment* is the entity's identification and analysis of relevant risks to the achievement of its objectives, and forms a basis for determining how the risks should be managed.

*Information and communication* are the identification, capture, and exchange of information in a form and time frame that enables people to carry out their responsibilities.

*Monitoring* is a process that assesses the quality of internal control performance over time.

**Report on Compliance and on Internal Controls Over Financial Reporting (continued)**

*Control activities* are the policies and procedures that help ensure management directives are carried out. These policies and procedures may be classified as:

- Authorization
- Segregation of duties
- Documentation
- Physical safeguards
- Independent checks and balances.

Our audit disclosed no significant deficiencies or material weaknesses that, in our opinion, pose a significant risk to the *Recorder* or the County of Chester.

This report is intended for the information of the Chester County Commissioners and the Chester County Court of Common Pleas. This report is, however, a matter of public record, and its distribution is not limited.



Valentino F. DiGiorgio, III  
Controller

**COUNTY OF CHESTER**  
**OFFICE OF THE RECORDER OF DEEDS**  
**SUMMARY OF EXIT CONFERENCE**  
**FOR THE YEAR ENDED DECEMBER 31, 2009**

There were no findings for the audit of year ended 12/31/09, therefore an exit conference was not warranted. The Recorder of Deeds, Ryan A. Costello, has accepted the Audit Report and Management Letter as presented.