



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

**Management Letter
For the Year Ended
December 31, 2012**

County of Chester

*Register of Wills/
Clerk of the Orphans' Court*

Management Letter

Valentino F. DiGiorgio, III, Controller

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

Introduction

On April 9, 2013, Internal Audit completed an audit of the *Register of Wills/Clerk of the Orphans' Court (Register)*. 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 April 9, 2013) should be considered in conjunction with this Management Letter.

Executive Summary

The management and staff of the *Register* are in all material respects, in compliance with policies and procedures imposed by the County of Chester and by the *Register*. There were no matters of a significant or insignificant nature related to internal controls or overall compliance noted during this audit.

The management and staff of the *Register* should be commended for their dedication to excellence. Internal Audit offers its compliments to an extremely knowledgeable and well-trained staff.

We want to thank the management and staff of the *Register* for their cooperation and assistance during the course of this audit.

Please feel free to contact our office at (610) 344-5906 should you have any questions or concerns.

COUNTY OF CHESTER
REGISTER OF WILLS/CLERK OF THE ORPHANS' COURT
SUMMARY OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2012

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.

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 12/31/12 was 20 out of a population of 11,907 receipts generated in 2012.

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

COUNTY OF CHESTER
REGISTER OF WILLS/CLERK OF THE ORPHANS' COURT
SUMMARY OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2012

Manual Receipts

The sample size tested for the year ended 12/31/12 was 3 out of a population of 3 manual receipts used in 2012.

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

Inheritance Tax Receipts

The sample size tested for the year ended 12/31/12 was 20 out of a population of 2,600 manual receipts used in 2012.

Inheritance Tax commissions due to the County are reconciled and reviewed at 100%.

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

Cash Disbursements

The sample size tested for the year ended 12/31/12 was as follows:

Operating Account - 20 out of a population of 49 disbursements (checks) generated in 2012.

Attorney for Minor Account - 4 out of a population of 14 disbursements (checks) generated in 2012.

Counseling Fund Account – 1 out of a population of 1 disbursement (check) generated in 2012.

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

Voided Receipts

The sample size tested for the year ended 12/31/12 was 15 out of a population of 66 receipts voided in 2012.

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

COUNTY OF CHESTER
REGISTER OF WILLS/CLERK OF THE ORPHANS' COURT
SUMMARY OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2012

Voided Disbursements

There were no voided disbursements in 2012.

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

COUNTY OF CHESTER
REGISTER OF WILLS/CLERK OF THE ORPHANS' COURT
SUMMARY OF EXIT CONFERENCE
FOR THE YEAR ENDED DECEMBER 31, 2012

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