

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



*Management Letter  
Office of the Recorder of Deeds  
For the year ended December 31, 2006*

*Valentino F. DiGiorgio III*

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Valentino F. DiGiorgio, III, Controller

**To: Terence Farrell, Recorder of Deeds**

**Introduction**

On March 16, 2007, Internal Audit completed an audit of the *Office of the Recorder of Deeds (Recorder)* for the year ended December 31, 2006. Gretchen W. Sohn, CIA, was the auditor-in-charge and was assisted by one additional auditor. 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/Change Funds
- Accounts Receivable
- Liabilities
- Cash Receipts
- Cash Disbursements
- Voided Transactions
- Recorder's Records Fund.

**Executive Summary**

The management and staff of the *Recorder* are, in all material respects, in compliance with policies and procedures imposed by the County of Chester, the Commonwealth of Pennsylvania, and by the *Recorder*. Our audit disclosed no procedural or internal control weaknesses.

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

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

Please feel free to contact our office at (610) 344-6769 should you have any questions or concerns.

**COUNTY OF CHESTER**  
**OFFICE OF THE RECORDER OF DEEDS**  
**SUMMARY OF EXIT CONFERENCE**  
**FOR THE YEAR ENDED DECEMBER 31, 2006**

The absence of a response from the Recorder of Deeds, Terence Farrell, indicated that an exit conference would be waived for this year. The Recorder of Deeds has accepted the report as presented.