

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



Management Letter

Office of the Sheriff

For the year ended December 31, 2006

Valentino F. DiGiorgio

Valentino F. DiGiorgio, III, Controller

To: Carolyn B. Welsh, Sheriff

Introduction

On September 11, 2007, Internal Audit completed an audit of the *Office of the Sheriff (Sheriff)*. Sharon Kaye Jones, CIA, was the auditor-in-charge and was assisted by 1 additional member of the Internal Audit staff. Internal Audit is required by 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, Petty Cash, and Imprest Fund
- Accounts Receivable
- Liabilities
- Confiscated weapons inventory
- Cash Receipts
- Cash Disbursements
- Voided Transactions
- Escheats (Unclaimed Property Report)

Executive Summary

The management and staff of the *Sheriff* are, in all material respects, in compliance with policies and procedures imposed by the County of Chester and by the *Sheriff*. Minor findings involving internal controls and compliance are included within this Management Letter. Based on Internal Audit's testing and observations, it is our opinion that these deficiencies are not the result of negligence or deliberate misconduct, but are instead the consequence of one or more of the following:

- Oversights
- Human error

We would like to thank the management and staff of the *Sheriff* for their cooperation and assistance during the course of this audit. We have provided herein a copy of our "Audit Findings" and "Recommendations" for your review and comment.

Please feel free to contact our office at (610) 344-5913 should you have any questions or concerns.

COUNTY OF CHESTER
OFFICE OF THE SHERIFF
FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2006

I. INTERNAL CONTROL FINDINGS AND RECOMMENDATIONS

SAFEGUARDING OF ASSETS

Finding 1: Weapons Inventory

In 2 instances, (from a sample of 25 items tested) a weapon was not physically situated in the location indicated on the control log.

Recommendation

In the past, Internal Audit has requested that the “confiscated weapons custodian” perform a periodic inventory check to ensure that the control log is accurate. Although this is indeed a valid suggestion, it could prove to be a cumbersome task to perform *quarterly*. Instead, Internal Audit recommends that once an item is assigned a location in the confiscation room, it not be moved or removed until a court order is issued. (There is no reason to re-arrange these items.) The department should then be required to schedule and conduct a physical inspection annually.

Auditee Response

In response to the above, the two cases where the weapons were not in the indicated location were due to someone not taking the time to notice that the numbers for the shelves are to the bottom, not the top of each of the spaces where the weapons are placed.

COUNTY OF CHESTER
OFFICE OF THE SHERIFF
FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2006

II. COMPLIANCE WITH POLICIES AND PROCEDURES

Finding 1: Voided Disbursements

In 1 instance, (from a sample of 10 tested) the reason for the voided disbursement was not documented.

Recommendation

Internal Audit would like to remind the staff to be more cautious when canceling disbursements. Voided transactions should be clearly identified as such, documenting the reason for the void, the date voided, and the replacement check number, if applicable.

Auditee Response

The Sheriff concurs with the finding and recommendation.

Finding 2: Cash Disbursements

Monthly fees for August, 2006 were not remitted to the County in a timely manner.

Recommendation

Internal Audit would like to remind the staff that all County fees should be remitted the month after collection.

Auditee Response

The Sheriff concurs with the finding and recommendation. The Sheriff expressed that this was and will be a one time occurrence.

COUNTY OF CHESTER
OFFICE OF THE SHERIFF
SUMMARY OF EXIT CONFERENCE
FOR THE YEAR ENDED DECEMBER 31, 2006

Sheriff Carolyn Welsh indicated through a written confirmation that an exit conference would be waived this year. The Sheriff has accepted the Report and Management Letter as they are now presented.