



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

**Management Letter  
For the Year Ended  
December 31, 2014**

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*County of Chester*  
*Office of the Clerk of Courts*

Management Letter

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Norman MacQueen, Controller

**To: Robin Marcello, Clerk of Courts**

**Introduction**

On September 8, 2015, Internal Audit completed an audit of the Office of the Clerk of Courts (*Clerk*). Carissa Petrelia 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
- Liabilities
- Cash Receipts
- Retained Unapplied Balances
- Manual Receipts
- Cash Disbursements
- Voided Transactions
- Unclaimed Property / Escheats
- Automation Fund Disbursements

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 September 8, 2015) should be considered in conjunction with this Management Letter.

**Executive Summary**

The management and staff of the *Clerk* are in all material respects, in compliance with policies and procedures imposed by the County of Chester and by the *Clerk*. Internal Audit noted no significant deficiencies or material weaknesses in the overall internal control structure.

The management and staff of the *Clerk* 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 *Clerk* 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**  
**OFFICE OF THE CLERK OF COURTS**  
**SUMMARY OF FINDINGS AND RECOMMENDATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2014**

**Cash and Petty Cash**

Cash is reconciled and reviewed at 100%. Petty cash is counted on a surprise basis during the course of the on-site fieldwork.

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 12/31/14 was 20 out of a population of 60,569 receipts generated in 2014.

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

**Retained Unapplied**

Retained unapplied balances are reviewed at 100%; specifically to ensure that monies are either refunded or applied in a timely manner.

There were no internal control or procedural weaknesses noted.

**Manual Receipts**

The sample size tested for the year ended 12/31/14 was determined to be 35. The sample was to be allocated based on the percentage of manual receipts issued by the department. The allocation was as follows:

- One (1) out of a population of two (2) manual receipts issued by the *Clerk* in 2014.

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**OFFICE OF THE CLERK OF COURTS**

**SUMMARY OF FINDINGS AND RECOMMENDATIONS**

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**Manual Receipts (continued)**

- The remaining 34 were tested as part of the Audit of the Office of Adult Probation (*APO*). These results are addressed under separate cover to the Chief Probation Officer

There were no internal control or procedural weaknesses noted within our sample of manual receipts issued by the *Clerk*.

**Cash Disbursements**

The sample size tested for the year ended 12/31/14 was determined to be 25. The sample was to be allocated between the four (4) accounts maintained and reconciled by the *Clerk* and the one (1) Fines, Costs and Restitution account belonging to the *Clerk* but maintained and reconciled by *APO*. The allocation was as follows:

- One (1) *CPCMS* Bail Escrow disbursement from the DNB First checking account out of a population of 460 checks created in 2014.
- One (1) *CPCMS* Filing Fee disbursement from the DNB First checking account out of a population of 36 checks created in 2014.
- One (1) *CPCMS* Summary Appeal Escrow disbursement from the DNB First checking account out of a population of 570 checks created in 2014.
- One (1) Legacy Summary Appeal / Bail Escrow disbursement from the DNB First checking account out of a population of one (1) check created in 2014.

(The remaining 21 disbursements were allocated to the DNB First Fines, Costs and Restitution account which was tested as part of the Audit of *APO*. These results are addressed under separate cover to the Chief Probation Officer.)

There were no internal control or procedural weaknesses noted within our sample of disbursements issued by the *Clerk*.

**Voided Receipts**

The sample size tested for the year ended 12/31/14 was determined to be 15 out of a population of 287 receipts voided in 2014. The sample was allocated between the four (4) accounts maintained and reconciled by the *Clerk* and the one (1) Fines, Costs and Restitution account belonging to the *Clerk* but maintained and reconciled by *APO*. The allocation was as follows:

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**FOR THE YEAR ENDED DECEMBER 31, 2014**

**Voided Receipts (continued)**

- One (1) *CPCMS* Bail Escrow receipt out of a population of 12 receipts voided in 2014.
- One (1) *CPCMS* Summary Appeal Escrow receipt out of a population of one (1) receipt voided in 2014.
- Two (2) *CPCMS* Filing Fee receipt out of a population of 32 receipts voided in 2014.
- There were no Legacy account receipts issued or voided in 2014.

(The remaining 11 voided receipts were selected from the Fines, Costs and Restitution account which was tested as part of the Audit of *APO*. These results are addressed under separate cover to the Chief Probation Officer.)

There were no internal control or procedural weaknesses noted within our sample of receipts voided by the *Clerk*.

**Voided Disbursements**

The sample size tested for the year ended 12/31/14 was 15 out of a population of 236 disbursements voided in 2014. The sample was allocated between the four (4) accounts maintained and reconciled by the *Clerk* and the one (1) Restitution account belonging to the *Clerk* which is maintained and reconciled by *APO*. The allocation was as follows:

- One (1) *CPCMS* Bail Escrow disbursement out of a population of two (2) checks voided in 2014.
- Two (2) *CPCMS* Summary Appeal Escrow disbursements out of a population of nine (9) checks voided in 2014.
- There was one (1) voided disbursement for the *CPCMS* Filing Fee account and no voided disbursements for the Legacy Summary Appeal / Bail Escrow account.

(The remaining twelve voided disbursements were selected from the Fines, Costs and Restitution account which were tested as part of the Audit of *APO*. These results are addressed under separate cover to the Chief Probation Officer.)

There were no internal control or procedural weaknesses noted within our sample of disbursements voided by the *Clerk*.

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**Unclaimed Property / Escheats**

Monies that have been escheated to the state are tested on a percentage sample basis. For the year ended 12/31/14, the sample size was determined to be 48 transactions.

There were no internal control or procedural weaknesses noted within our sample of unclaimed property / escheats completed by the *Clerk*.

**Automation Fund Disbursements**

Automation Fund disbursements are tested at 100% specifically to ensure that money in the account is used in accordance with PA House Bill 1715, Act 98-164.

There were no internal control or procedural weaknesses noted.

**COUNTY OF CHESTER**  
**OFFICE OF THE CLERK OF COURTS**  
**SUMMARY OF EXIT CONFERENCE**  
**FOR THE YEAR ENDED DECEMBER 31, 2014**

An exit conference was not warranted for the audit of the Office of the Clerk of Courts. The Clerk of Courts, Robin Marcello has accepted the report as presented.