When I was 5 years old, my mother always told me that happiness was the key to life. When I went to school, they asked me what I wanted to be when I grew up. I wrote “HAPPY”. They told me that I didn’t understand the assignment, and I told them that they didn’t understand “LIFE”.

- John Lennon
The mission of the Internal Audit Department is to serve the citizens and taxpayers of Chester County through the performance of independent, objective reviews and evaluations of all relevant activities. In performing these duties, the Internal Auditor will endeavor to assist administrators and department managers in achieving the best utilization and administration of taxpayer resources. These efforts are intended to improve County operations and to help ensure that the County is fulfilling its fiduciary responsibilities to its citizens and taxpayers.
County of Chester
Office of the Controller

INTERNAL AUDIT DEPARTMENT

Statement of Purpose, Authority and Responsibility

The County of Chester Internal Audit Department is comprised of four accounting / auditing professionals including an Internal Audit Manager, two (2) Senior Auditors and one (1) Staff Auditor. The department reports administratively to the County’s First Deputy Controller and functionally to the County Controller and a three member Board of Commissioners.

In accordance with County Code requirements, the Chester County Internal Audit Department is authorized to direct a broad comprehensive program of internal auditing within the County. The internal auditors are responsible for examining and evaluating the adequacy and effectiveness of the systems of internal control established by the various agencies of the County and to audit, settle, and adjust the accounts and financial statements of these same agencies annually. In accomplishing these activities, the Manager of Internal Audit, as well as all members of the audit staff, are authorized to have full, free, and unrestricted access to all County records, property, and personnel, except as restricted by law.

In accordance with Generally Accepted Government Accounting and Auditing Standards, the audit department is responsible for ensuring that (1) the audit is conducted by personnel who collectively have the necessary skills, (2) independence is maintained, (3) applicable standards are followed in planning and conducting audits and reporting the results, (4) significant noncompliance or abuse (fraud) should be properly investigated and reported to the appropriate level of management; (5) auditors should report recommendations for actions to correct problems and to improve operations.
County of Chester
Office of the Controller

INTERNAL AUDIT DEPARTMENT

Organizational Chart

Norman MacQueen
Controller

Carol A. Pollitz, CPA
First Deputy Controller

Sharon Kaye Jones, CIA
Internal Audit Manager

Carissa M. Petrelia
Senior Internal Auditor

Christian J. Kriza
Senior Internal Auditor

Patrick N. Lenzi
Staff Internal Auditor
County of Chester  
Office of the Controller  

INTERNAL AUDIT DEPARTMENT  

Staff Credentials and Certifications  

Sharon Kaye Jones, Internal Audit Manager  
Bachelor of Science, Villanova University, 1984  
Certified Internal Auditor (CIA) 1993  
31 years internal audit experience  

Carissa M. Petrelia, Senior Auditor  
Bachelor of Science, West Chester University, 2004  
11 years experience (2.5 years finance/accounting / 8.5 years internal audit)  

Christian J. Kriza, Senior Auditor  
Bachelor of Science, West Chester University, 2009  
6 years internal audit experience  

Patrick N. Lenzi, Staff Auditor  
Bachelor of Science, West Chester University, 2010  
5 years experience (2 years accounting/tax / 3 years internal audit)
## Annual Audits Required by County Code

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<tr>
<th>Auditee</th>
<th>Reportable Conditions</th>
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<tbody>
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<td>Adult Probation</td>
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<td>Clerk of Courts</td>
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<td>Correctional Center</td>
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<td>County Prison</td>
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<td>County Sheriff</td>
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<tr>
<td>Prothonotary</td>
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<tr>
<td>Recorder of Deeds</td>
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<tr>
<td>Register of Wills</td>
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2015 Audit Summary (continued)

**Annual Audits Required by State**

<table>
<thead>
<tr>
<th>Auditee</th>
<th>Reportable Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug Forfeiture</td>
<td>None</td>
</tr>
<tr>
<td>Pocopson Home (Guest Fund)</td>
<td>None</td>
</tr>
</tbody>
</table>

**Special Projects Requested by Management**

<table>
<thead>
<tr>
<th>Project</th>
<th>Reportable Conditions</th>
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</thead>
<tbody>
<tr>
<td>Auto Supply Inventory</td>
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<tr>
<td>Central Stores Inventory</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Print Shop Inventory</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Agency Funds Compilation</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
County of Chester  
Office of the Controller  

INTERNAL AUDIT DEPARTMENT  

2016 Goals and Objectives  

- To complete all Row Office and District Court audits in a timely manner within the year.  

- To continue to incorporate new audits into the audit schedule as a result of an ongoing risk assessment process.  

- To conduct “agreed upon procedure engagements” in addition to financial audits at the request of the Controller as a means to increase County efficiency and save taxpayer money.  

- To assist in investigations involving fraud complaints received via the County’s Fraud, Waste, and Abuse hotline.  

- To prepare the Agency Fund footnote disclosure for inclusion in the DCED report as well as the CAFR.  

- To continue to complete 40 hours of continuing education annually to keep abreast of new accounting / auditing issues and pronouncements as required by the GAO Yellow Book.  

- To help maintain and update the new Audit Department subdirectory within the Office of the Controller Website.  

- To provide assistance to the Controller and First Deputy Controller with respect to special projects and other tasks.  

- To continue to encourage all auditors to pursue and achieve either the CIA or CPA designation.  

- To train County employees and community groups on ways to help minimize fraud risk.
In July 2015, the Chester County Internal Audit Department submitted to its fifth peer review. Government Auditing Standards require that:

“all Government audit organizations obtain an external peer review at least once every 3 years. The review is to be sufficient in scope to provide a reasonable basis for determining whether, for the period under review, the audit organization’s system of quality control was suitably designed and whether the audit organization is complying with its quality control system in order to provide the audit organization with reasonable assurance of conforming with applicable professional standards.”

The Chester County Internal Audit Department once again received the highest review rating…

…..”a conclusion that the audit organization’s system of quality control has been suitably designed and complied with to provide the audit organization with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects.”
of the
County of Chester
Internal Audit Department

Conducted in accordance with guidelines of the
Association of Local Government Auditors

for the period January 1, 2012 to December 31, 2014
July 23, 2015

Ms. Sharon Kaye Jones, CIA, Internal Audit Manager
County of Chester Internal Audit Department
313 Market Street, Suite 6302
West Chester, PA 19380

Dear Ms. Jones,

We have completed a peer review of the County of Chester Internal Audit Department for the period January 1, 2012, through December 31, 2014. In conducting our review, we followed the standards and guidelines contained in the Peer Review Guide published by the Association of Local Government Auditors (ALGA).

We reviewed the internal quality control system of your audit organization and conducted tests in order to determine whether your internal quality control system operated to provide reasonable assurance of compliance with Government Auditing Standards issued by the Comptroller General of the United States. Our procedures included:

- Reviewing the audit organization’s written policies and procedures.
- Reviewing internal monitoring procedures.
- Reviewing a sample of audit and attestation engagements and working papers.
- Reviewing documents related to independence, training, and development of auditing staff.
- Interviewing auditing staff and management to assess their understanding of, and compliance with, relevant quality control policies and procedures.

Due to variances in individual performance and judgment, compliance does not imply adherence to standards in every case, but does imply adherence in most situations.

Based on the results of our review, it is our opinion that the County of Chester Internal Audit Department’s internal quality control system was suitably designed and operating effectively to provide reasonable assurance of compliance with Government Auditing Standards for audits and attestation engagements during the period January 1, 2012, through December 31, 2014.

We have prepared a separate letter offering suggestions to further strengthen your internal quality control system.

Trevor L. Williams, CPA
Miami-Dade County Public Schools

Roslyn Walker, CGAP, CIA
Prince Georges County Public Schools
The Association of Local Government Auditors

Awards this Certificate of Compliance to

County of Chester Internal Audit Department

Recognizing that the organization’s internal quality control system was suitably designed and operating effectively to provide reasonable assurance of compliance with Government Auditing Standards for audit and attestation engagements during the period January 1, 2012 through December 31, 2014.

Matt Weller
ALGA Peer Review Committee Chair

Kymber Walmunson
ALGA President
Message from the Internal Audit Manager:

I am very proud to announce that the Internal Audit Department will be offering an Internal Control workshop for employees who are interested in learning how to identify and minimize risk in their personal and professional lives. In addition, at the request of the Controller, Norman MacQueen, the Internal Audit Department along with members of the Chester County District Attorney’s Office will co-sponsor and present similar workshops to community members in response to the growing number of fraud / embezzlement cases affecting the County’s not-for profit groups. We invite you to join us so that we can all work together to protect our civic interests – our schools, churches, scout troops, sports organizations, friends, neighbors and family. Please feel free to contact me for more information at 610-344-5913 or by email at sjones@chesco.org.

Kindest regards,

[Signature]

Sharon Kaye Jones, CIA
Internal Audit Manager
The County of Chester
Chester County…
One of the best places to LIVE WORK RAISE A FAMILY
The Chester County Internal Audit Department would like to thank:

The Chester County Press and The Chester County Conference and Visitor’s Bureau

for the photos used within this publication.