



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

**Management Letter  
For the Year Ended  
December 31, 2016**

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*County of Chester*  
*Pocopson Home Guest Fund*

Management Letter

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Norman MacQueen, Controller

**To: Jacqueline McKenna, Administrator, Pocopson Home**

### **Introduction**

On January 29, 2018, Internal Audit completed an audit of the *Pocopson Home Guest Fund (Guest Fund)* for the year ended December 31, 2016. Carissa M 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
- Cash Receipts
- Cash Disbursements
- Voided Transactions
- Overall Compliance

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 January 29, 2018) should be considered in conjunction with this Management Letter.

### **Executive Summary**

For the year ended December 31, 2016, Internal Audit has determined that the *Guest Fund* system of internal controls is adequately *designed, in-place* and *operative*. The results of this audit indicate that, in all material respects:

- Assets are properly safeguarded from employee theft, robbery and unauthorized use
- Responsibility / Authority is established and assigned to specific individuals
- Duties (specifically authorization, custody and recordkeeping) are properly segregated
- Documents are available to provide evidence that transactions and events have occurred
- Transactions and events are properly recorded in a timely manner
- Reconciliations of internal records with bank statements occur monthly

In addition, the *Guest Fund* was found to be in compliance with policies and procedures mandated by the County of Chester except as outlined on the pages that follow.

We thank the management and staff of the *Guest Fund* for their cooperation and assistance during the course of this review. Please feel free to contact our office at (610) 344-6064 should you have any questions or concerns or if you wish to schedule an exit conference. An exit conference is held at the request of the auditee to discuss specific concerns that were not resolved during the closing conference.

A final copy of this management letter and the corresponding Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters will be transmitted electronically to your attention upon receipt of your responses. In addition, since audit reports are a matter of public record, your final report and management letter will be posted on the Controller's webpage within one week of issuance.



Norman MacQueen  
Controller

January 29, 2018

**COUNTY OF CHESTER**  
**POCOPSON HOME GUEST FUND**  
**SUMMARY OF FINDINGS AND RECOMMENDATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

**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.

**Personal Needs Income**

Personal Needs Income is reconciled and reviewed at 100%.

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 12/31/16 was 20 out of a population of 62 receipts generated in 2016.

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

**Cash Disbursements**

The sample size tested for the year ended 12/31/16 was 20 out of a population of 1,486 disbursements generated in 2016.

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

**COUNTY OF CHESTER**  
**POCOPSON HOME GUEST FUND**  
**SUMMARY OF FINDINGS AND RECOMMENDATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

**Voided Transactions**

*Receipts:*

There were no voided receipts in 2016.

*Disbursements:*

The sample size tested for the year ended 12/31/16 was 10 out of a population of 10 disbursements voided in 2016.

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

**Compliance**

The sample size tested for the year ended 12/31/16 was 10 out of a population of 249 cases available in 2016.

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

**COUNTY OF CHESTER**  
**POCOPSON HOME GUEST FUND**  
**SUMMARY OF EXIT CONFERENCE**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

An exit conference was not warranted for the audit of the Pocopson Home Guest Fund, Jacqueline McKenna, Administrator, has accepted the report as presented.