



Independent Accountant's Report on Applying Agreed-Upon Procedures

Board of Commissioners and Ms. Margaret Reif, Controller
County of Chester
West Chester, Pennsylvania

We have performed the procedures enumerated below, which were agreed to by the Chester County Commissioners and the Chester County Controller's Office but not by the Chester County Treasurer's Office (the "Treasurer's Office"), on certain transactions of the Treasurer's Office for the period March 15, 2018 through July 15, 2018. The Treasurer's Office is responsible for certain transactions for the period March 15, 2018 through July 15, 2018. We were unable to obtain representations from the Treasurer's Office at the conclusion of the agreed upon procedures engagement. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

1. Select 25 days during the period and trace deposits to the bank statement and then document the receipt date for each item and compare to the deposit date. The procedure could not be completed, as not all receipts were stamped with the date received; however, for the 25 days selected, ZA viewed the cash concentration bank statement and documented deposits made by the Treasurer's Office on the selected days. For the 25 days selected, 18 days had deposits and for 7 days no deposits were made.
2. For the same 25 selected days, document the lockbox receipts for the day and follow the amount through the posting process and document timing of deposit versus timing of processing. For lockbox receipts:
 - a. 23 days were posted to the general ledger the same day as the receipts were received.
 - b. 1 day was posted to the general ledger within 1 day from when the receipts were received.
 - c. 1 day was posted to the general ledger within 3 days from when the receipts were received.
3. For the same 25 selected days, document the ACH receipts for the day and follow the amount through the posting process and document timing of deposit versus timing of processing. For the 25 selected days:
 - a. 11 out of 25 days ACH receipts were posted to the general ledger within one week from the receipt date.
 - b. 12 out of 25 days ACH receipts were posted to the general ledger within two weeks from the receipt date and for 1 day, 6 out of the 7 ACH receipts, were posted to the general ledger within 2 weeks from the receipt date and the remaining ACH receipt was posted to the general ledger within 4 weeks from the receipt date.
 - c. 1 out of 25 days ACH receipts were posted to the general ledger within 3 weeks from the receipt date.
4. For the same 25 selected days, trace the ACH payments for that day back to the approval date and document the timing of each. For ACH payments, 7 out of 25 days selected had ACH payments that were disbursed the same day the Treasurer's Office received approval for payment.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on certain transactions of the Treasurer's Office for the period March 15, 2018 through July 15, 2018. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.



Zelenkofske Axlerod LLC

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This report is intended solely for the information and use of the County Commissioners, the Controller's Office, management of Chester County, and the Chester County Treasurer's Office, and is not intended to be and should not be used by anyone other than these specified parties.

Zelenkofske Axlerod LLC

Zelenkofske Axlerod LLC
Jamison, Pennsylvania

January 14, 2019