



**County of Chester
Office of the Controller
Internal Audit
Department
Annual Financial
Statement Audit
For the Years Ended
December 31, 2018
and 2017**

*County of Chester
Magisterial District Court*

15-1-01

Independent Auditor's Report

Margaret Reif, Controller

COUNTY OF CHESTER
MAGISTERIAL DISTRICT COURT 15-1-01
ANNUAL FINANCIAL STATEMENT AUDIT
AS OF DECEMBER 31, 2018 and 2017

Vicky Bartholomew, Minor Judiciary Administrator
Court Administration
Chester County Justice Center
201 W. Market Street, Suite 4100
West Chester, PA 19380

COUNTY OF CHESTER
MAGISTERIAL DISTRICT COURT 15-1-01
FOR THE YEARS ENDED DECEMBER 31, 2018 and 2017
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OFFICE OF THE CONTROLLER

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INDEPENDENT AUDITOR'S REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of Magisterial District Court 15-1-01 (*District Court*), which comprises the statements of assets and liabilities arising from cash transactions as of December 31, 2018 and 2017, and the related statements of cash receipts, disbursements and cash balances for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to annually audit the accounts of every magistrate or district judge within the County and to report the results of such audits to the Chester County Commissioners, the Chester County Court of Common Pleas, the Auditor General of Pennsylvania, and to the governing body of each political subdivision which is entitled to receive funds collected on its behalf by the *District Court*.

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes

COUNTY OF CHESTER

MAGISTERIAL DISTRICT COURT 15-1-01

STATEMENTS OF ASSETS AND LIABILITIES – CASH BASIS

DECEMBER 31, 2018 and 2017

	<u>2018</u>	<u>2017</u>
<u>Assets</u>		
Cash - Checking Account	\$ 58,284	\$ 55,291
Petty Cash/Change Fund	300	300
	<hr/>	<hr/>
Total Assets	\$ 58,584	\$ 55,591
	<hr/> <hr/>	<hr/> <hr/>
<u>Liabilities</u>		
West Chester Borough	\$ 22,443	\$ 17,286
County of Chester	13,714	12,393
East Bradford Township	2,255	94
West Bradford Township	142	936
Commonwealth of Pennsylvania	-	6,893
Bail, Restitution and Collateral	19,730	17,689
Petty Cash/Change Fund	300	300
	<hr/>	<hr/>
Total Liabilities	\$ 58,584	\$ 55,591
	<hr/> <hr/>	<hr/> <hr/>

The accompanying notes are an integral part of these financial statements.

COUNTY OF CHESTER

MAGISTERIAL DISTRICT COURT 15-1-01

STATEMENTS OF RECEIPTS, DISBURSEMENTS
AND CASH BALANCES – CASH BASIS

FOR THE YEARS ENDED DECEMBER 31, 2018 and 2017

	<u>2018</u>	<u>2017</u>
<u>Receipts</u>		
Fines and Costs	\$ 751,019	\$ 812,788
Bail, Restitution, and Collateral	<u>128,817</u>	<u>153,554</u>
Total Receipts	879,836	966,342
<u>Disbursements</u>		
Commonwealth of Pennsylvania	358,634	335,524
West Chester Borough	207,824	256,891
County of Chester	167,387	174,582
East Bradford Township	8,356	16,435
West Bradford Township	7,866	22,729
Bail, Restitution, and Collateral	<u>126,776</u>	<u>147,424</u>
Total Disbursements	<u>876,843</u>	<u>953,585</u>
Cash Increase (Decrease)	2,993	12,757
Cash, Beginning of Year	<u>55,291</u>	<u>42,534</u>
Cash, End of Year	<u>\$ 58,284</u>	<u>\$ 55,291</u>

The accompanying notes are an integral part of these financial statements.

COUNTY OF CHESTER

MAGISTERIAL DISTRICT COURT 15-1-01

NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED DECEMBER 31, 2018 and 2017

Note 1 - Summary of Significant Accounting Principles

Background and Reporting Entity

The financial statements of the *District Court* include only those transactions handled directly by the *District Court*. These transactions include the collection of costs, fines, bail, and restitution, as well as the subsequent disbursement of these funds to the Commonwealth of Pennsylvania, to related political subdivisions, and to citizens served by the *District Court*. As such, the *District Court* acts as a conduit for the Commonwealth, local municipalities, and constituents it serves. Consequently, the *District Court's* cash balance at any point in time represents undisbursed funds to one (or all) of these parties. For financial statement purposes, these undisbursed funds are included as a liability of the *District Court*.

The actual operating expenses of the *District Court* are paid by the County of Chester, except for the Magisterial District Judge's salary which is paid by the Commonwealth. These costs include the salaries and wages of district court employees, fringe benefits, office rent, postage, telephone, office supplies, computer/LAN use, and furniture and equipment. These costs are not included in the audited Statements of Cash Receipts, Disbursements, and Cash Balances. District Justice Administration is solely responsible for establishing and maintaining the budgets for each of the *District Courts*.

Basis of Accounting

The books and records of the *District Court* are maintained on the cash basis of accounting. Consequently, receipts are recognized when received rather than when assessed or otherwise due and disbursements are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying statements do not present the assets, liabilities, receipts, disbursements, and cash balance in accordance with generally accepted accounting principles.



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January 31, 2020

Vicky Bartholomew, Minor Judiciary Administrator
Court Administration
Chester County Justice Center
201 W. Market Street, Suite 4100
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INDEPENDENT AUDITOR'S REPORT

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters

In planning our audit of the financial statements of District Court 15-1-01 (*District Court*) as of and for the year ended December 31, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the *District Court's* internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the *District Court's* internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the *District Court's* internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all significant deficiencies or material weaknesses have been identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the *District Court's* financial statements will not be prevented, or detected and corrected on a timely basis.

As part of obtaining reasonable assurance about whether the *District Court's* financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters**

Our audit disclosed no material weaknesses that, in our opinion, pose a significant risk to the *District Court* or to the County of Chester.

This report is intended for the information of the Chester County Commissioners, the Chester County Court of Common Pleas, the Auditor General of Pennsylvania, and all other political affiliates served by the *District Court*. This report is, however, a matter of public record, and its distribution is not limited.

Margaret Reif
Controller

COUNTY OF CHESTER
MAGISTERIAL DISTRICT COURT 15-1-01
SUMMARY OF EXIT CONFERENCE
FOR THE YEAR ENDED DECEMBER 31, 2018

An exit conference was not warranted for the audit of Magisterial District Court 15-1-01. Minor Judiciary Administrator Vicky Bartholomew accepted the audit report and management letter as presented.