

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



*Audit Report
Adult Probation Office
For the year ended December 31, 2008*

Valentino F. DiGiorgio, III, Controller

COUNTY OF CHESTER
AUDIT OF OFFICE OF ADULT PROBATION
FOR THE YEAR ENDED DECEMBER 31, 2008

Christopher Murphy, Chief Probation Officer
Office of Adult Probation
Chester County Justice Center
2nd Floor, Suite 2100
West Chester, PA 19380

COUNTY OF CHESTER
AUDIT OF OFFICE OF ADULT PROBATION
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COUNTY OF CHESTER OFFICE OF THE CONTROLLER

2 N. HIGH STREET, SUITE 540, P.O. BOX 2748, WEST CHESTER, PA 19380-0991
TELEPHONE: (610) 344-6155 FAX: (610) 344-6750

VALENTINO F. DIGIORGIO, III
Controller

December 17, 2009

Office of Adult Probation
Chester County Justice Center
West Chester, Pennsylvania

Internal Audit has audited the accounts of the *Office of Adult Probation (APO)* in conjunction with the *Office of the Clerk of Courts* as of December 31, 2008, and has compiled the attached Statement of Assets and Liabilities and the related Statements of Cash Receipts, Disbursements, and Cash Balances for the year then ended. It is Internal Audit's responsibility to audit annually the accounts of any office receiving money for use by the Commonwealth of Pennsylvania and to report the results of such audits to the Chester County Commissioners and the Chester County Court of Common Pleas. It is management's responsibility to maintain, update, and reconcile these accounts on a continuous basis.

Our audit was conducted in accordance with generally accepted auditing standards and the Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit in a manner that will provide *reasonable assurance* that the accounts are free of material misstatement and that amounts are properly supported and approved.

As described in Note 1, the accompanying financial statements are prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. Accordingly, the statements referred to above are not intended to present the financial position and results of operations of *APO* in conformity with generally accepted accounting principles.

In our opinion, accounts maintained by *APO* are stated fairly as of December 31, 2008. Consequently, the corresponding financial statements prepared by Internal Audit present fairly, in all material respects, the assets and liabilities of *APO* as of December 31, 2008, and the cash receipts, disbursements, and cash balances for the year then ended.

In accordance with Government Auditing Standards, Internal Audit has also issued a report dated December 17, 2009, which provides our evaluation of *APO's* internal control over financial reporting and on our tests of compliance with certain provisions of laws, regulations, policies and/or procedures. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Valentino F. DiGiorgio, III
Controller

COUNTY OF CHESTER
OFFICE OF THE CLERK OF COURTS / ADULT PROBATION

STATEMENT OF ASSETS AND LIABILITIES

DECEMBER 31, 2008

Assets

Cash - Clerk General Account - CPCMS	\$	5,816	
Cash - Clerk Summary Appeal Escrow - CPCMS		35,862	
Cash - Clerk Bail Escrow Account - CPCMS		867,022	
Cash - Clerk / APO Costs, Fines & Restitution Account - CPCMS		801,515	
Total Cash from CPCMS Accounts			\$ 1,710,215
Cash - Clerk Bail Escrow Account - Legacy			274,135
Cash - Clerk Summary Appeal Escrow - Legacy			3,380
Cash - Clerk Bail Bondsman Escrow - Legacy			25,000
Cash - Clerk Change Fund			300
Cash - APO Change Fund			200
Cash - Automation Fund Account	\$	35,443	
Cash - Automation Fund CD		63,841	
Total Automation Fund			\$ 99,284
Total Assets			\$ 2,112,514

Liabilities

Undisbursed Funds:			
Due to County - Clerk	\$	18,456	
Due to County - APO		178,057	
Due to Commonwealth of PA - Clerk / APO		121,054	
Due to Municipalities - Clerk / APO		31,554	
Due to Bail Bondsman - Clerk		25,000	
Due to Clerk of Courts - Automation Fund		101,048	
Due to Individuals - APO		1,636,845	
Total Undisbursed Funds			\$ 2,112,014
Due to County - Clerk Change Fund			300
Due to County - APO Change Fund			200
Total Liabilities			\$ 2,112,514

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

COUNTY OF CHESTER
OFFICE OF THE CLERK OF COURTS AND ADULT PROBATION
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCE
CPCMS ACCOUNTS
YEAR ENDED DECEMBER 31, 2008

Cash Balance, January 1, 2008	\$ 1,917,002
Receipts:	
Total Combined Receipts	<u>\$ 7,002,834</u>
Disbursements:	
Total Disbursements	<u>\$ 7,209,621</u>
Excess of disbursements over receipts	<u>(206,787)</u>
Cash Balance, December 31, 2008	<u><u>\$ 1,710,215</u></u>

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

COUNTY OF CHESTER
OFFICE OF THE CLERK OF COURTS
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCE
BAIL ACCOUNT
YEAR ENDED DECEMBER 31, 2008

Cash Balance, January 1, 2008		\$ 341,691
Receipts:		
Bail Escrow Interest	\$ 5,032	
Miscellaneous Receipts	<u>690</u>	
Total Receipts	<u>\$ 5,722</u>	
Disbursements:		
Bail Escrow Refunds	\$ 67,309	
Bail Escrow Interest	<u>5,969</u>	
Total Disbursements	<u>\$ 73,278</u>	
Excess of disbursements over receipts		<u>(67,556)</u>
Cash Balance, December 31, 2008		<u><u>\$ 274,135</u></u>

The accompanying notes are an integral part of these financial statements

COUNTY OF CHESTER
OFFICE OF THE CLERK OF COURTS
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCE
SUMMARY APPEAL ACCOUNT
YEAR ENDED DECEMBER 31, 2008

Cash Balance, January 1, 2008		\$ 11,744
Receipts:		
Total Receipts	\$	<u>0</u>
Disbursements:		
Summary Appeal Escrow Refunds	\$	<u>8,364</u>
Total Disbursements	\$	<u>8,364</u>
Excess of disbursements over receipts		<u>(8,364)</u>
Cash Balance, December 31, 2008		<u><u>\$ 3,380</u></u>

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

COUNTY OF CHESTER
OFFICE OF THE CLERK OF COURTS
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCE
AUTOMATION FEE FUND
YEAR ENDED DECEMBER 31, 2008

Cash Balance, January 1, 2008	\$	70,175
Receipts:		
Fees collected by the Office of the Clerk of Courts	\$	9,285
Fees collected by the Office of Adult Probation		15,767
Interest Income - CD		3,841
Interest Incime - Checking Account		<u>290</u>
Total Receipts	\$	<u>29,183</u>
Disbursements:		
Bank Fees	\$	<u>74</u>
Total Disbursements	\$	<u>74</u>
Excess of receipts over disbursements		<u>29,109</u>
Cash Balance, December 31, 2008	\$	<u><u>99,284</u></u>

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

COUNTY OF CHESTER
OFFICE OF ADULT PROBATION
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2008

Note 1 - Summary of Significant Accounting Policies

Background and Reporting Entity

The APO provides supervision of offenders and facilitates offender rehabilitation. Additionally, the department compiles investigative reports that assist the Court in making sentencing and parole decisions.

There are eight programs under which the APO provides services:

General Supervision – This program includes the Probation Officers assigned to supervise general probation, parole or Accelerated Rehabilitative Disposition (ARD) cases.

Pre-Sentence Investigation – Responsible for completing Pre-Sentence Investigation (PSI) reports for the Court.

Collections – Responsible to collect fines, fees, costs and restitution ordered by the Court.

Intensive Supervision Programs – Provides intensive supervision services to a variety of high risk, high need clients including sex offenders, mental health offenders, repeat domestic batterers, and chronic drug and alcohol abusers.

Intermediate Punishment – Provides electronic monitoring and intensive supervision services to offenders approved for the Intermediate Punishment Program by the Court. Provides a safe alternative for non-violent prison bound offenders.

Drug Court – Provides an alternative for those convicted of non-violent drug offenses including intensive supervision, drug testing, treatment and non-traditional court intervention to stop drug abuse.

Community Service – Provides a coordinated and supervised approach to the completion of community service by offenders as ordered by the Court.

Bilingual Supervision – This program includes the supervision of Spanish speaking clients ordered to participate in any of the four major programs.

COUNTY OF CHESTER
OFFICE OF ADULT PROBATION
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2008

Note 1 - Summary of Significant Accounting Policies (continued)

The actual operating expenses of the *APO* are paid by the County of Chester. These costs include the salary and wages of office employees, fringe benefits, 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.

Basis of Accounting

The books and records of the *APO* 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 balances in accordance with generally accepted accounting principles.

Note 2 - Legal Matters

Our audit disclosed no pending litigation involving *APO* or its Chief Probation Officer (Christopher Murphy) for the year ended December 31, 2008.

Note 3 - CPCMS System

The Administrative Office of Pennsylvania Courts (*AOPC*) initiated a project in 2001 to develop and implement a statewide Common Pleas Court Case Management System (*CPCMS*). *CPCMS* is now installed in the Commonwealth's sixty judicial districts in sixty-seven counties; *CPCMS* was implemented in Chester County February 6, 2006. *CPCMS* provides case management tracking for the offices of the Clerks of Court, Court Administration and Common Pleas judges and their staffs. Additional user groups include county fiscal offices, probation departments and limited write access for criminal justice-related offices (District Attorney, Sheriff and Prison) connected to a county network.

COUNTY OF CHESTER

OFFICE OF ADULT PROBATION

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2008

Note 3 – CPCMS System (continued)

All case-related funds and financial transactions receipted after the implementation of CPCMS must be maintained in and tracked through CPCMS; the Clerk of Courts (*Clerk*) was required to establish new bank accounts for this purpose.

CPCMS requires that the records and funds for transactions for all fines, costs and restitution be maintained in one bank account “belonging to” the *Clerk*, regardless of whether one or more offices or departments actually receipt or disburse all or part of those funds, and that all transactions for that account to be recorded in CPCMS. Prior to CPCMS, the majority of fines, costs and restitution was collected through payments made to Chester County Adult Probation (*APO*). Some disbursements were done by the Clerk; however, most disbursements of fines, costs and restitution were done by vouchers prepared by *APO* for disbursement by the County. The *Clerk* established the required new “Clerk of Courts / Adult Probation” bank account and consulted with *AOPC* and with Chester County *APO*, Court Administration, DCIS, Controller and Finance to establish procedures to best implement and administer the new joint bank account which contains co-mingled funds receipted and disbursed according to CPCMS requirements (none of these funds are now disbursed through the Chester County Controller or Treasurer). As a result, the financial statements of each office must be combined into one set of financial statements in respect to the shared bank account (the Fines, Costs and Restitution account).

Note 4 – Automation Fee Fund

The *Clerk* established a new fund in 2004 pursuant to the Pennsylvania Clerk of Courts Fee Bill; 42 PCS 1725.4. In addition to any other fee authorized by law, an automation fee of not more than \$5 may be charged and collected by the *Clerk* for the initiation of any action or legal proceeding. The automation fee shall be deposited into a special Clerk of Courts automation fund established in each county. Monies in the special fund shall be used solely for the purpose of automation and continued automation update of the Office of the Clerk of Courts. Until 2007, the *Clerk* maintained this fund in a Deferred Revenue account on the County General Ledger. In September, 2007 the *Clerk* opened a separate bank account and certificate of deposit to hold these monies.



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VALENTINO F. DIGIORGIO, III
Controller

December 17, 2009

Office of Adult Probation
Chester County Justice Center
West Chester, Pennsylvania

Report on Compliance and on Internal Controls Over Financial Reporting

In accordance with Government Auditing Standards, the scope of our audit included an examination and evaluation of the adequacy and effectiveness of *APO's* system of internal controls and *APO's* quality of performance in carrying out its assigned responsibilities. The primary objectives of internal controls include the following:

- Safeguarding of Assets
- Reliability and integrity of information
- Compliance with policies, procedures, laws and regulations
- Compliance with provisions of contract and lease agreements.

In addition, generally accepted auditing standards (GAAS) require that auditors obtain an understanding of the internal control process and assess control risk in financial statement audits. For a financial statement audit, internal control is defined as a process which is designed to provide reasonable assurance that objectives regarding the reliability of financial reporting, the effectiveness and efficiency of operations, and the compliance with applicable laws and regulations are achieved. The internal control process consists of five components. They are the *control environment*, *risk assessment*, *information and communication*, *monitoring*, and *control activities*.

The *control environment* sets the tone of the organization and is the foundation for all other components of internal control. The collective effect of various important factors defines the *control environment*, which in turn establishes, enhances, or mitigates the effectiveness of policies and procedures. These important factors include the entity's organizational structure and methods of assigning authority and responsibility.

The *risk assessment* is the entity's identification and analysis of relevant risks to the achievement of its objectives, and forms a basis for determining how the risks should be managed.

Information and communication are the identification, capture, and exchange of information in a form and time frame that enables people to carry out their responsibilities.

Report on Compliance and on Internal Controls Over Financial Reporting (continued)

Monitoring is a process that assesses the quality of internal control performance over time.

Control activities are the policies and procedures that help ensure management directives are carried out. These policies and procedures may be classified as:

- Authorization
- Segregation of duties
- Documentation
- Physical safeguards
- Independent checks and balances.

Our audit disclosed no significant deficiencies or material weaknesses that, in our opinion, pose a significant risk to *APO* and/or to the County of Chester:

Other findings of a lesser significance in the areas of internal control and compliance specifically:

- Recording with respect to manual receipts
- Compliance with policies and procedures with respect to voided disbursements, undisbursed funds (refunds and restitution), stale dated checks, and unclaimed property

have been addressed under separate cover with the management of *APO* for its action and/or response. Copies of the Management Letter will be made available upon request.

This report is intended for the information of the Chester County Board of Commissioners and the Chester County Court of Common Pleas. This report is, however, a matter of public record, and its distribution is not limited.



Valentino F. DiGiorgio, III
Controller

COUNTY OF CHESTER
OFFICE OF ADULT PROBATION
SUMMARY OF EXIT CONFERENCE
FOR THE YEAR ENDED DECEMBER 31, 2008

Due to the nature of the audit findings and recommendations, an exit conference was not warranted for the 2008 audit. Management of the Office of Adult Probation has chosen to accept the report as presented.