

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



*Audit Report  
Magisterial District Court 15-1-04  
For the year ended December 31, 2008*

**Valentino F. DiGiorgio, III, Controller**

**COUNTY OF CHESTER**  
**AUDIT OF MAGISTERIAL DISTRICT COURT 15-1-04**  
**FOR THE YEAR ENDED DECEMBER 31, 2008**

**Magisterial District Judge Gwenn S. Knapp**  
**District Court 15-1-04**  
**530 E. Union Street, Suite A**  
**West Chester, PA 19382-4893**

**COUNTY OF CHESTER**  
**MAGISTERIAL DISTRICT COURT 15-1-04**

**TABLE OF CONTENTS**

AUDITOR’S REPORT..... 1

FINANCIAL STATEMENTS:

    Statement of Assets and Liabilities.....2

    Statement of Receipts, Disbursements, and Cash Balance..... 3

    Notes to Financial Statements.....4

SUPPLEMENTAL INFORMATION:

    Schedule of County of Chester Revenues and Direct Expenditures.....5

    General Information.....6

AUDITOR’S REPORT ON COMPLIANCE AND  
ON INTERNAL CONTROLS OVER FINANCIAL REPORTING..... 7

SUMMARY OF EXIT CONFERENCE ..... 9



# COUNTY OF CHESTER OFFICE OF THE CONTROLLER

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VALENTINO F. DIGIORGIO, III  
Controller

May 26, 2009

District Court 15-1-04  
530 E. Union Street, Suite A  
West Chester, PA 19382-4893

Internal Audit has audited the accounts of Magisterial District Court 15-1-04 (*District Court*) as of December 31, 2008, and has compiled the attached Statement of Assets and Liabilities and the related Statement of Cash Receipts, Disbursements, and Cash Balance for the year then ended. It is Internal Audit's responsibility 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*. 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 which 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 the *District Court* in conformity with generally accepted accounting principles.

In our opinion, the accounts of the *District Court* 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 the *District Court* as of December 31, 2008, and the cash receipts, disbursements, and cash balance for the year then ended.

In accordance with Government Auditing Standards, Internal Audit has also issued a report dated May 26, 2009, on our evaluation of the *District Court'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 is to be read in conjunction with this report in considering the results of our audit.

Valentino F. DiGiorgio, III  
Controller

**COUNTY OF CHESTER**  
**MAGISTERIAL DISTRICT COURT 15-1-04**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**DECEMBER 31, 2008**

**ASSETS**

Cash – Checking Account		\$ 107,192
Cash – Petty Cash / Change Fund		<u>150</u>
Total Assets		<u>\$ 107,342</u>

**LIABILITIES**

Undisbursed Funds:		
Commonwealth	\$ 10,276	
County of Chester	40,140	
Municipalities	43,646	
Bail, Restitution, and Collateral	<u>13,130</u>	
Total Undisbursed Funds		\$ 107,192
Due to County – Petty Cash / Change Fund		<u>150</u>
Total Liabilities		<u>\$ 107,342</u>

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

**COUNTY OF CHESTER**  
**MAGISTERIAL DISTRICT COURT 15-1-04**  
**STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH BALANCE**  
**FOR THE YEAR ENDED DECEMBER 31, 2008**

Cash Balance- Checking Account, January 1, 2008		\$ 107,915
Receipts: (Fines, Costs, Bail, Restitution, and Collateral)	\$ 1,560,450	
Disbursements:		
Commonwealth	\$ 413,960	
County of Chester	413,927	
Municipalities / School Districts:		
West Chester Borough	436,331	
West Chester School District	408	
Bail, Restitution, and Collateral	<u>296,547</u>	
Total Disbursements	<u>\$ 1,561,173</u>	
Excess of disbursements over receipts		<u>(723)</u>
Cash Balance- Checking Account, December 31, 2008		<u>\$ 107,192</u>

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

**COUNTY OF CHESTER**  
**MAGISTERIAL DISTRICT COURT 15-1-04**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2008**

***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 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 Statement of Cash Receipts, Disbursements, and Cash Balance.

**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.

***Note 2 - Legal Matters***

Our audit disclosed no pending litigation involving the *District Court* or its Magisterial District Judge (Gwenn S. Knapp) for the year ended December 31, 2008.

**SUPPLEMENTAL INFORMATION**

COUNTY OF CHESTER

MAGISTERIAL DISTRICT COURT 15-1-04

SCHEDULE OF COUNTY OF CHESTER REVENUES AND DIRECT EXPENDITURES

FOR THE YEARS ENDED DECEMBER 31, 2008 and 2007  
(Unaudited)

	<u>2008</u>	<u>2007</u>
Revenues:		
County Fines and Costs	<u>\$ 421,680</u>	<u>\$ 442,594</u>
Direct Expenditures:		
Salaries and Wages	\$ 213,513	\$ 204,853
Fringe Benefits	84,644	83,624
Office Rent	170,800	170,744
Postage	42,134	44,258
Office Supplies	3,904	5,171
Telephone/Pagers/Data Lines & Circuits	8,548	7,051
Electric	9,976	9,240
Equipment – Non-Capitalized	495	3,172
Equipment Repairs		360
Training and Staff Development	624	350
Other General Expenses	43	34
Employee Travel & Mileage	<u>85</u>	<u>121</u>
Total Direct Expenditures	<u>\$ 534,766</u>	<u>\$ 528,978</u>

**Note 1: The revenue figure per the County of \$421,680 differs from the amount disbursed to the County by the *District Court* of \$413,927. This results from the use of the cash basis of accounting by the *District Court* and the modified accrual basis of accounting by the County. The *District Court* recognizes the disbursement as of the check date, while the County recognizes the revenue in the year the fines and costs are collected by the *District Court*.**

**COUNTY OF CHESTER**  
**MAGISTERIAL DISTRICT COURT 15-1-04**

**GENERAL INFORMATION**

**FOR THE YEARS ENDED DECEMBER 31, 2008 and 2007**  
**(Unaudited)**

(1) A comparison of the case load between 2008 and 2007 is as follows:

<b><u>Docket Description</u></b>	<b><u>2008</u></b>	<b><u>Case Load</u></b>	<b><u>2007</u></b>
Traffic	11,236		11,232
Non-traffic	1,951		2,439
Civil	190		201
Criminal	<u>440</u>		<u>455</u>
Total cases docketed for the year	<u>13,817</u>		<u>14,327</u>

(2) The *District Court's* support staff was comprised of 6 full time individuals and 2 part-time individuals during 2008.



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May 26, 2009

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## **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 the *District Court's* system of internal control and the *District Court's* quality of performance in carrying out 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 contracts 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.

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

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

*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.

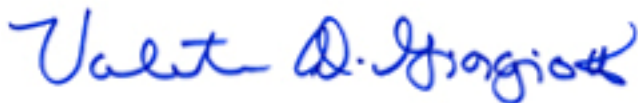
Our audit disclosed no significant deficiencies or material weaknesses that, in our opinion, pose a significant risk to the *District Court*, the County of Chester, or any other political subdivision served by the *District Court*.

Findings of a lesser significance in the areas of internal controls and compliance, specifically:

- Internal controls with respect to the reconciliation of the *District Court's* checking account
- Compliance with *District Court* policies / procedures with respect to voided receipts, and stale-dated checks

have been addressed under separate cover with the management of the *District Court* 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 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.



Valentino F. DiGiorgio, III  
Controller

**COUNTY OF CHESTER**  
**MAGISTERIAL DISTRICT COURT 15-1-04**  
**SUMMARY OF EXIT CONFERENCE**  
**FOR THE YEAR ENDED DECEMBER 31, 2008**

Magisterial District Judge Gwenn S. Knapp indicated that an exit conference would be waived for this year and has accepted the audit report as presented.