

# ATTESTATION ENGAGEMENT

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## Register of Wills/ Clerk of Orphans' Court Montgomery County, Pennsylvania For the Period January 8, 2008 to December 31, 2012

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May 2015



Commonwealth of Pennsylvania  
Department of the Auditor General

Eugene A. DePasquale • Auditor General



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Department of the Auditor General  
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**EUGENE A. DePASQUALE**  
**AUDITOR GENERAL**

Independent Auditor's Report

The Honorable Eileen McNulty  
Acting Secretary  
Pennsylvania Department of Revenue  
Harrisburg, PA 17128

We have examined the accompanying statements of receipts and disbursements (Statements) of the Register of Wills And Clerk of Orphans' Court, Montgomery County, Pennsylvania (County Officer), for the period January 8, 2008 to December 31, 2012, pursuant to the requirements of Sections 401(b) and 401(d) of *The Fiscal Code*, 72 P.S. § 401(b) and § 401(d). The County Offices' management is responsible for these Statements. Our responsibility is to express an opinion on these Statements based on our examination.

Except as discussed in the fourth paragraph, our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence supporting the Statements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

We are mandated by Sections 401(b) and 401(d) of *The Fiscal Code* to audit the accounts of each county officer to determine whether all moneys collected on behalf of the Commonwealth have been correctly assessed, reported and promptly remitted. *Government Auditing Standards* issued by the Comptroller General of the United States include attestation engagements as a separate type of audit. An attestation engagement performed pursuant to *Government Auditing Standards* involves additional standards that exceed the standards provided by the American Institute of Certified Public Accountants. Accordingly, this attestation engagement complies with both *Government Auditing Standards* and Sections 401(b) and 401(d) of *The Fiscal Code*.

## Independent Auditor's Report (Continued)

As discussed in Finding 1 of this report:

- The computerized receipts system does not require that payment is received before a service is performed.
- The computer system assigned receipt numbers to transactions where no payment was received for the services performed.
- Our daily receipt testing found missing receipts numbers within the range used by each cashier for the days we selected and tested.
- The computer system can be modified by a cashier processing transactions to zero out money owed without approval.

These internal control issues cited above create an environment that is conducive to fraud and misappropriation. Due to these issues, we could not perform our standard examination procedures, and alternate procedures that would enable us to achieve all of our audit objectives could not be substituted. As a result, the scope of our examination of the County Officers' Statement was limited.

In our opinion, except for the effects, if any, of the matters noted in the preceding paragraph, the Statements referred to above present, in all material respects, the operations of the County Officers as it pertains to receipts made on behalf of the Commonwealth for the period January 8, 2008 to December 31, 2012, in conformity with the criteria set forth in Note 1.

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws or regulations that have a material effect on the Statements; and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements, and abuse that has a material effect on the Statements. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on whether the Statements are presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over reporting on the Statements or on compliance and other matters; accordingly, we express no such opinions.

Our consideration of internal control over reporting on the Statements was for the limited purpose of expressing an opinion on whether the Statements are presented in accordance with the criteria described above and was not designed to identify all deficiencies in internal control over reporting on the Statements that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

## Independent Auditor's Report (Continued)

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 Statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies listed below to be material weaknesses:

- Inadequate Internal Controls Over The Computerized Receipts System - Register of Wills.
- Inadequate Internal Controls Over Receipts - Register of Wills And Clerk Of Orphans' Court - Recurring.

As part of obtaining reasonable assurance about whether the Statements are free from material misstatement, we performed tests of the County Offices' compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of Statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our engagement, and accordingly, we do not express such an opinion. The results of our tests disclosed the following instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*:

- Commonwealth's Portion Of Revenue Was Not Always Transmitted Timely - Clerk Of Orphans' Court - Recurring.

We are concerned that the County Offices' failed to correct the previously reported finding regarding the Commonwealth's portion of revenue not being transmitted timely. During our current examination, we noted that there were inadequate internal controls over the computerized receipts system, and the Commonwealth's portion of revenue was not transmitted timely. The failure to implement an adequate system of internal controls over the computerized receipts system increases the risk for funds to be lost or misappropriated. Furthermore, the failure to remit Commonwealth funds has resulted in the Department of Revenue not receiving its funds due on a timely basis. These conditions have been cited in the county offices' prior examination report. It is imperative the County Offices implement the recommendations and corrective actions noted in this report.

This report is intended solely for the information and use of the Pennsylvania Department of Revenue, the Administrative Office of Pennsylvania Courts, and the County Officers and is not intended to be and should not be used by anyone other than these specified parties.

Independent Auditor's Report (Continued)

We appreciate the courtesy extended by the Register of Wills/Clerk of Orphans' Court, Montgomery County, to us during the course of our examination. If you have any questions, please feel free to contact Michael B. Kashishian, CPA, CGAP, CFE, Director, Bureau of County Audits, at 717-787-1363.



Eugene A. DePasquale  
Auditor General

March 18, 2015

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REGISTER OF WILLS  
MONTGOMERY COUNTY  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
FOR THE PERIOD  
JANUARY 8, 2008 TO DECEMBER 31, 2012

Receipts:

Inheritance Taxes (Note 2)	\$ 464,531,188
Disbursements and credits to Commonwealth (Note 4)	<u>(464,521,587)</u>
Balance due Commonwealth (County) per settled reports (Note 5)	9,601
Examination adjustments (Note 7)	<u>(9,196)</u>
Adjusted balance due Commonwealth (County) for the period January 8, 2008 to December 31, 2012	<u><u>\$ 405</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

CLERK OF ORPHANS' COURT  
MONTGOMERY COUNTY  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
FOR THE PERIOD  
JANUARY 8, 2008 TO DECEMBER 31, 2012

Receipts:

Marriage License Taxes	\$	9,934
Marriage License Application Surcharges		198,370
Marriage License Declaration Fees		198,370
Judicial Computer System/Access To Justice Fees		<u>403,272</u>
Total Receipts (Note 2)		809,946
Disbursements to Commonwealth (Note 4)		<u>(809,946)</u>
Balance due Commonwealth (County) per settled reports (Note 5)		-
Examination adjustments		<u>-</u>
Adjusted balance due Commonwealth (County) for the period January 8, 2008 to December 31, 2012	\$	<u><u>-</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

REGISTER OF WILLS/  
CLERK OF ORPHANS' COURT  
MONTGOMERY COUNTY  
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS  
FOR THE PERIOD  
JANUARY 8, 2008 TO DECEMBER 31, 2012

1. Criteria

The Statements of Receipts and Disbursements provide a summary of receipts and disbursements by category. The categories and the amounts of taxes, fees, and surcharges assessed are based on Pennsylvania laws and regulations.

The Statements were prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Revenue. Under this method, only the Commonwealth portion of cash receipts and disbursements are presented, revenues are recognized when received, and expenditures are recognized when paid.

2. Receipts

Register Of Wills

Receipts consist of monies collected on behalf of the Commonwealth. These include monies collected for the following taxes and fees:

- Inheritance Taxes represent inheritance taxes filed with the Register of Wills.
- Judicial Computer System/Access To Justice Fees represent a \$10 fee imposed for the initiation of any civil action or legal proceeding, including the filing of petitions for grants of letters, and first filing in petitions concerning adoptions, incompetents' estates, minors' estates, and inter vivos trusts. These fees were increased to \$23.50 for the period December 8, 2009 to December 31, 2012.

For the purpose of reporting the collection of Judicial Computer System/Access To Justice Fees to the Department of Revenue, the office combined the Register of Wills and Clerk of Orphans' Court collections and reported them on the Clerk of Orphans' Court's monthly report. Therefore, the amount reported on the Clerk of Orphans' Court's statement of receipts and disbursements includes the fees collected for the office of the Register of Wills.

REGISTER OF WILLS/  
CLERK OF ORPHANS' COURT  
MONTGOMERY COUNTY  
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS  
FOR THE PERIOD  
JANUARY 8, 2008 TO DECEMBER 31, 2012

2. Receipts (Continued)

Clerk Of Orphans' Court

Receipts consist of monies collected on behalf of the Commonwealth. These include monies collected for the following taxes, surcharges, and fees:

- The Marriage License Tax is a \$.50 tax on all marriage licenses filed with the Clerk of Orphans' Court.
- The Marriage License Application Surcharge is a \$10 surcharge imposed on all marriage license applications.
- The Marriage License Declaration Fees is a \$13 fee imposed for the issuance of a marriage license or declaration and for returns thereof to the Department of Health, \$2.50 of which shall be for the use of the county where the license is issued, and \$.50 for the use of the Commonwealth (Marriage License Tax), plus \$10 (Marriage License/Declaration Fees). The statement of receipts and disbursements only reflects the portion collected on behalf of the Commonwealth.
- Judicial Computer System/Access To Justice Fees represent a \$10 fee imposed on all petitions for grant of letters, and first filings in petitions concerning adoptions, incompetents' estates, minors' estates, and inter vivos trusts. These fees were increased to \$23.50 for the period December 8, 2009 to December 31, 2014.

3. Commissions

Acting in the capacity of an agent for the Commonwealth, the county office is paid a commission for collection of Inheritance Taxes. Effective January 1, 1988, the commission rate is 4.25 percent of \$1.00 to \$200,000.00 collected; 1.75 percent of \$200,000.01 to \$1,000,000.00 collected; and .5 percent of all collections in excess of \$1,000,000.00. During the period under review, the County was paid \$2,426,376 by the Department of Revenue which is not reflected in the statement of receipts and disbursements.

REGISTER OF WILLS/  
 CLERK OF ORPHANS' COURT  
 MONTGOMERY COUNTY  
 NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS  
 FOR THE PERIOD  
 JANUARY 8, 2008 TO DECEMBER 31, 2012

4. Disbursements And Credits To Commonwealth

Register Of Wills

Inheritance Taxes

The Register of Wills participates in the Department of Revenue's cash management system for Inheritance Taxes. Under this system, the "Agent" deposits Inheritance Tax collections to a local account approved and established in the name of the Department of Revenue, thereby eliminating the need for the agent to issue a check to disburse these taxes.

Total disbursements and credits are comprised as follows:

Deposits into the Department of Revenue's cash management account	\$ 463,074,429
Credits issued by the Department of Revenue	<u>1,447,158</u>
Total	<u><u>\$ 464,521,587</u></u>

Clerk Of Orphans' Court

Total disbursements are comprised as follows:

Clerk of Orphans' Court checks issued to:

Department of Revenue	<u><u>\$ 809,946</u></u>
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5. Balance Due Commonwealth (County) For The Period January 8, 2008 To December 31, 2012

This balance reflects a summary of monthly transmittal reports as settled by the Department of Revenue.

REGISTER OF WILLS/  
 CLERK OF ORPHANS' COURT  
 MONTGOMERY COUNTY  
 NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS  
 FOR THE PERIOD  
 JANUARY 8, 2008 TO DECEMBER 31, 2012

6. Reconciliation Of Settled Reports - Register of Wills

The following presents a reconciliation of monthly reports settled by the Department of Revenue for the period January 8, 2008 to December 31, 2012:

Date of Summary of Collections Report	Balance Due Settled Reports Commonwealth (County)	Adjustments	Adjusted Balance Due Commonwealth (County)
2008			
January	\$ -	\$ -	\$ -
February	-	-	-
March	-	-	-
April	-	-	-
May	10	-	10
June	(10)	-	(10)
July	-	-	-
August	-	-	-
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
2009			
January	-	-	-
February	-	-	-
March	19	-	19
April	600	-	600
May	-	-	-
June	-	-	-
July	-	-	-
August	9,196	-	9,196
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-

REGISTER OF WILLS/  
 CLERK OF ORPHANS' COURT  
 MONTGOMERY COUNTY  
 NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS  
 FOR THE PERIOD  
 JANUARY 8, 2008 TO DECEMBER 31, 2012

6. Reconciliation Of Settled Reports - Register of Wills (Continued)

Date of Summary of Collections Report	Balance Due Settled Reports Commonwealth (County)	Adjustments	Adjusted Balance Due Commonwealth (County)
2010			
January	\$ -	\$ -	\$ -
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	(20)	-	(20)
July	-	-	-
August	-	-	-
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
2011			
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
July	-	-	-
August	-	-	-
September	-	-	-
October	-	-	-
November	-	-	-
December	6	-	6

REGISTER OF WILLS/  
 CLERK OF ORPHANS' COURT  
 MONTGOMERY COUNTY  
 NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS  
 FOR THE PERIOD  
 JANUARY 8, 2008 TO DECEMBER 31, 2012

6. Reconciliation Of Settled Reports - Register of Wills (Continued)

Date of Summary of Collections Report	Balance Due Settled Reports Commonwealth (County)	Adjustments	Adjusted Balance Due Commonwealth (County)
2012			
January	\$ -	\$ -	\$ -
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
July	-	-	-
August	(200)	-	(200)
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
Balance due Commonwealth (County) per settled reports			9,601
Examination adjustments (Note 7)			(9,196)
Adjusted balance due Commonwealth (County) for the period of January 8, 2008 to December 31, 2012			\$ 405

7. Examination Adjustment - Register of Wills

During our prior audit, January 5, 2004 to January 7, 2008, we determined that there was a balance due the County of \$9,196. This credit due was taken in August 2009.

8. Prior Examination Period Balance Due - Clerk of the Orphans Court

We noted that there was a prior examination balance due the Commonwealth of \$1,179 which was not paid as of the end of our current examination period.

9. County Officer Serving During Examination Period

D. Bruce Hanes served as Register of Wills And Clerk of the Orphans' Court during the period January 8, 2008 to December 31, 2012.

REGISTER OF WILLS/  
CLERK OF ORPHANS' COURT  
MONTGOMERY COUNTY  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 8, 2008 TO DECEMBER 31, 2012

**Finding No. 1 - Inadequate Internal Controls Over The Computerized Receipts System -  
Register of Wills**

The County Office used a computerized receipts system to document all non-inheritance tax services performed in the office. The computerized receipts system assigns a receipt number for each new customer transaction.

Our examination disclosed the following deficiencies in the internal controls over the computerized receipts system:

- The computerized receipts system does not require that payment is received before a service is performed. If the customer does not have the funds to pay the amount due, the receipt is “invoiced” where the amount due is recorded as owed by the customer and the service is still recorded and processed. The invoiced receipt is then assigned an outstanding invoice number. This outstanding invoice number replaces the original receipt number.
- The computer system assigned receipt numbers to transactions where no payment was received for the services performed. Of 2,403 receipts that were created during the examination period, 274 still had an outstanding balance as of December 31, 2012.
- Our daily receipt testing found missing receipts numbers within the range used by each cashier for the days we selected and tested. Therefore, we could not account for all receipt numbers. The original receipt number is not recorded on the daily receipt total listing prepared by the computer system. When payment is received for an invoiced receipt the outstanding invoice number is used to retrieve the receipt information. Once the actual payment is processed, the computer system assigns a new receipt number to the transaction and the new receipt number is recorded on the daily reports. Some of the missing receipt numbers may be attributed to the invoicing of original receipt numbers, but we could not always verify that this was the case.
- The computer system can be modified by a cashier processing transactions to zero out money owed without approval.

REGISTER OF WILLS/  
CLERK OF ORPHANS' COURT  
MONTGOMERY COUNTY  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
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**Finding No. 1 - Inadequate Internal Controls Over The Computerized Receipts System -  
Register of Wills (Continued)**

Good internal accounting controls ensure that:

- Receipts are only issued for transactions that are paid at the time the service is initiated.
- All transactions are paid in full before services are performed. Any outstanding balances should be immediately investigated and resolved.
- All receipts are accounted for and maintained.
- An employee, other than the one who created the original receipt, modifies the original amount due in order to verify that the change is valid.

Without a good system of internal controls over funds received by the office, the possibility of funds being lost or misappropriated increases significantly.

These conditions existed because the office holder failed to establish adequate internal controls over the receipting system.

**Recommendation**

We recommend that the office establish and implement an adequate system of internal controls over the computerized receipts system as noted above.

**Management's Response**

The County Officer responded as follows:

Following the audit period in 2014, our software provider has delivered an "Invoice Mailer" tool to the system that has enabled this office to make timely collections on invoices. The business rules of the office have been clarified to only allow invoices in same day cash transactions situations, invoices for additional probate fees determined to be due upon receipt of the estate inventory, and when ordered to issue an invoice by a Judge of the Orphans' Court.

Original invoice receipt numbers that are not listed on the Cash Drawer Reconciliation Report of each cashier can be viewed in sequential order with the paid receipts for that day on the Transaction Detail Report.

REGISTER OF WILLS/  
CLERK OF ORPHANS' COURT  
MONTGOMERY COUNTY  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 8, 2008 TO DECEMBER 31, 2012

**Finding No. 1 - Inadequate Internal Controls Over The Computerized Receipts System -  
Register of Wills (Continued)**

Management's Response (Continued)

Only authorized users can remove invoices from outstanding balances without taking a payment. This may occur when it is determined that an invoice was issued due to some kind of error. The transaction is not removed from the system. There is still a record of it on the Transaction Detail report and the Void Detail report. The only way a cashier can remove invoices from outstanding balances is by processing a payment transaction. Cashiers cannot zero out money owed without approval.

Auditor's Conclusion

During our next examination we will determine if the office complied with our recommendations.

REGISTER OF WILLS/  
CLERK OF ORPHANS' COURT  
MONTGOMERY COUNTY  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 8, 2008 TO DECEMBER 31, 2012

**Finding No. 2 - Commonwealth's Portion of Revenue Was Not Always Transmitted Timely  
- Clerk of the Orphans Court - Recurring**

We cited the issue of Commonwealth's portion of revenue was not always submitted timely in the prior examination report for the period January 5, 2004 to January 7, 2008. Our current examination found that the office did not correct this issue.

The Department of Revenue issues instructions for preparing the monthly report and submitting the fines and costs due on the back of the monthly report entitled "Summary of Collections Report for Fines and Costs." These instructions indicate that the report must be submitted no later than the 10th of the month following collection. If the due date falls on a weekend or business holiday, the due date is extended to the next business day.

The following schedule identifies those funds which were transmitted late:

<u>Month/Year</u>	<u>Date Payment Due</u>	<u>Date Check Issued</u>	<u>Amount Due</u>
January 2008	02/11/08	02/12/08	\$ 6,648.00
February 2008	03/10/08	03/28/08	7,181.50
March 2008	04/10/08	05/01/08	8,943.50
April 2008	05/12/08	05/29/08	11,611.50
May 2008	06/10/08	06/27/08	13,555.50
June 2008	07/10/08	07/30/08	11,006.50
July 2008	08/11/08	09/29/08	12,617.50
August 2008	09/10/08	09/30/08	13,182.00
September 2008	10/10/08	10/30/08	12,213.00
October 2008	11/10/08	11/28/08	10,501.00
November 2008	12/10/08	12/30/08	7,389.00
December 2008	01/10/09	01/30/09	7,578.50
January 2009	02/12/09	02/27/09	6,989.00
February 2009	03/10/09	04/01/09	7,615.00
June 2009	07/10/09	07/30/09	12,437.50
July 2009	08/10/09	08/13/09	13,440.50
August 2009	09/10/09	09/12/09	13,027.50
September 2009	10/13/09	10/23/09	12,690.50
October 2009	11/10/09	11/25/09	9,818.50
November 2009	12/10/09	12/29/09	8,342.50

REGISTER OF WILLS/  
CLERK OF ORPHANS' COURT  
MONTGOMERY COUNTY  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 8, 2008 TO DECEMBER 31, 2012

**Finding No. 2 - Commonwealth's Portion of Revenue Was Not Always Transmitted Timely  
- Clerk of the Orphans Court - Recurring (Continued)**

<u>Month/Year</u>	<u>Date Payment Due</u>	<u>Date Check Issued</u>	<u>Amount Due</u>
January 2010	02/10/10	02/12/10	11,488.00
April 2010	05/10/10	05/12/10	16,412.00
May 2010	06/10/10	06/16/10	16,463.50
June 2010	07/12/10	07/14/10	17,612.00
August 2010	09/10/10	09/15/10	16,589.50
September 2010	10/12/10	10/15/10	17,346.00
November 2010	12/10/10	12/15/10	13,389.00
December 2010	01/10/11	01/28/11	12,781.50
January 2011	02/10/11	02/25/11	12,055.50
February 2011	03/10/11	03/28/11	12,862.00
March 2011	04/11/11	04/29/11	17,550.50
April 2011	05/10/11	05/27/11	16,437.00
May 2011	06/10/11	06/28/11	18,323.00
September 2011	10/10/11	10/12/11	18,734.50
October 2011	11/10/11	11/14/11	15,712.50
November 2011	12/12/11	12/13/11	13,794.50
March 2012	04/10/12	04/13/12	16,317.00
April 2012	05/10/12	05/14/12	16,301.00
June 2012	07/10/12	07/11/12	17,084.50
July 2012	08/10/12	08/13/12	17,105.50
August 2012	09/10/12	09/11/12	20,227.00
September 2012	10/10/12	10/11/12	16,870.50
November 2012	12/10/12	12/11/12	12,908.00
			<u>\$ 571,153.00</u>

This condition existed because the office ignored our prior audit recommendation and failed to establish and implement an adequate system of internal controls over the disbursement of Commonwealth collections.

REGISTER OF WILLS/  
CLERK OF ORPHANS' COURT  
MONTGOMERY COUNTY  
FINDINGS AND RECOMMENDATIONS  
FOR THE PERIOD  
JANUARY 8, 2008 TO DECEMBER 31, 2012

**Finding No. 2 - Commonwealth's Portion of Revenue Was Not Always Transmitted Timely  
- Clerk of Orphans Court - Recurring (Continued)**

The above noted conditions resulted in the Department of Revenue not receiving Commonwealth monies in a timely manner. Our examination found that all funds due were transmitted to the Department of Revenue.

Recommendations

We again strongly recommend that the office transmit funds to the Commonwealth as required by the Department of Revenue.

Management's Response

The County Officer responded as follows:

It is acknowledged that these reports were not filed timely. All reports have been filed timely since the report of February 2014 filed on March 10, 2014.

Auditor's Conclusion

This is a recurring finding. It is imperative that the office take all steps necessary to comply with our recommendations. During our next examination we will determine if the office complied with our recommendations.

REGISTER OF WILLS/  
CLERK OF ORPHANS' COURT  
MONTGOMERY COUNTY  
SUMMARY OF PRIOR EXAMINATION FINDINGS  
FOR THE PERIOD  
JANUARY 8, 2008 TO DECEMBER 31, 2012

Summary Of Prior Examination Findings

During our prior examination, we recommended:

- That the office ensures that all computer systems are protected against the unauthorized installation or removal of programs and that all data is secured and backed up on a regular schedule.
- That the office establishes and implements an adequate system of internal controls over its receipts.
- That the county office transmits funds to the Commonwealth as required by the Department of Revenue.

During our current examination, we noted that the office complied with our first two bulleted recommendations. However, the office did not comply with our third bulleted recommendation. Please see Finding No. 2 for additional information.

REGISTER OF WILLS/  
CLERK OF ORPHANS' COURT  
MONTGOMERY COUNTY  
REPORT DISTRIBUTION  
FOR THE PERIOD  
JANUARY 8, 2008 TO DECEMBER 31, 2012

This report was initially distributed to:

The Honorable Eileen H. McNulty  
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The Honorable D. Bruce Hanes                      Register of Wills/Clerk of Orphans' Court

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The Honorable Josh Shapiro                      Chairperson of the Board of Commissioners

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