



CLERK OF THE COURT OF COMMON PLEAS

CRAWFORD COUNTY

EXAMINATION REPORT

FOR THE PERIOD

JANUARY 26, 2004 TO DECEMBER 31, 2006



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## Independent Auditor's Report

The Honorable Thomas Wolf  
Secretary  
Pennsylvania Department of Revenue  
Harrisburg, PA 17128

We have examined the accompanying statement of receipts and disbursements (Statement) of the Clerk of The Court of Common Pleas, Crawford County, Pennsylvania (County Officer), for the period January 26, 2004 to December 31, 2006, pursuant to the requirements of Section 401(b) of *The Fiscal Code*, 72 P.S § 401(b). This Statement is the responsibility of the county office's management. Our responsibility is to express an opinion on this Statement based on our examination.

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. An examination includes examining, on a test basis, evidence supporting the Statement 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 Section 401(b) 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 Section 401(b) of *The Fiscal Code*.

Independent Auditor's Report (Continued)

In our opinion, the Statement referred to above presents, in all material respects, the operations of the County Officer as it pertains to receipts made on behalf of the Pennsylvania Department of Revenue and other state agencies for the period ended December 31, 2006, in conformity with the criteria set forth in Note 1.

In accordance with *Government Auditing Standards*, we are required to report findings of deficiencies in internal control, violations of provisions of contracts or grant agreements, and abuse that are material to the Statement and any fraud and illegal acts that are more than inconsequential that come to our attention during our examination. We are also required to obtain the views of management on those matters. We performed our examination to express an opinion on whether the Statement is presented in accordance with the criteria described above and not for the purpose of expressing an opinion on the internal control over the Statement or on compliance and other matters; accordingly, we express no such opinions. The results of our examination disclosed no matters that are required to be reported under *Government Auditing Standards*.

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 Officer and is not intended to be and should not be used by anyone other than these specified parties.

February 7, 2008

JACK WAGNER  
Auditor General

CLERK OF THE COURT OF COMMON PLEAS  
CRAWFORD COUNTY  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
FOR THE PERIOD  
JANUARY 26, 2004 TO DECEMBER 31, 2006

Receipts:

Department of Transportation		
Title 75 Fines	\$	194,228
Department of Revenue Court Costs		37,328
Crime Victims' Compensation Costs		94,686
Crime Commission Costs/Victim Witness Services Costs		67,189
Domestic Violence Costs		11,362
Emergency Medical Services Fines		19,828
DUI - ARD/EMS Fees		9,115
CAT/MCARE Fund Surcharges		100,355
Judicial Computer System/Access to Justice Fees		26,738
Offender Supervision Fees		271,856
Constable Service Surcharges		149
Criminal Laboratory Users' Fees		82,175
Probation and Parole Officers' Firearm Education Costs		9,971
Substance Abuse Education Costs		61,134
Office of Victims' Services Costs		24,777
Miscellaneous State Fines and Costs		<u>48,796</u>

Total receipts (Note 2)	\$	1,059,687
Disbursements to Department of Revenue (Note 3)		<u>(1,059,687)</u>
Balance due Department of Revenue (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Department of Revenue (County) for the period January 26, 2004 to December 31, 2006	\$	<u><u>-</u></u>

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

CLERK OF THE COURT OF COMMON PLEAS  
CRAWFORD COUNTY  
NOTES TO THE STATEMENT OF RECEIPTS AND DISBURSEMENTS  
FOR THE PERIOD  
JANUARY 26, 2004 TO DECEMBER 31, 2006

1. Criteria

The Statement of Receipts and Disbursements (Statement) has been prepared in accordance with Section 401(b) of *The Fiscal Code*, 72 P.S § 401(b), which requires the Department of the Auditor General to determine whether all money collected on behalf of the Commonwealth has been remitted properly and to provide the Pennsylvania Department of Revenue (Department of Revenue) with a report to enable them to settle an account covering any delinquency.

The Statement was prepared in accordance with reporting requirements prescribed by the 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

Receipts are comprised of fines, costs, fees, and surcharges collected on behalf of the Department of Revenue and other state agencies. These fines, costs, fees, and surcharges represent collections made on summary and criminal cases filed with the Clerk of The Court of Common Pleas' Office.

3. Disbursements

Total disbursements are comprised as follows:

Clerk of the Court checks issued to:

Department of Revenue	\$ <u>1,059,687</u>
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4. Balance Due Department Of Revenue (County) For The Period January 26, 2004 To December 31, 2006

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

5. County Officer Serving During Examination Period

Patricia Wetherbee served as the Clerk of The Court of Common Pleas for the period January 26, 2004 to December 31, 2006.

CLERK OF THE COURT OF COMMON PLEAS  
CRAWFORD COUNTY  
REPORT DISTRIBUTION  
FOR THE PERIOD  
JANUARY 26, 2004 TO DECEMBER 31, 2006

This report was initially distributed to:

The Honorable Thomas Wolf  
Secretary  
Pennsylvania Department of Revenue

Mr. Thomas J. Dougherty  
Director  
Division of Grants and Standards  
Pennsylvania Board of Probation and Parole  
1101 South Front Street, Suite 5900  
Harrisburg, PA 17104-2545

The Honorable Zygmunt Pines  
Court Administrator of Pennsylvania  
Supreme Court of Pennsylvania  
Administrative Office of Pennsylvania Courts

Clerk of The Court of Common Pleas  
Crawford County  
Crawford County Courthouse  
903 Diamond Square  
Meadville, PA 16335

The Honorable Patricia Wetherbee	Clerk of The Court of Common Pleas
The Honorable Morris W. Waid	Chairman of the Board of Commissioners
Ms. Robyn Sye	Chief Financial Officer

This report is a matter of public record. Copies of this report may be obtained from the Pennsylvania Department of the Auditor General, Office of Communications, 318 Finance Building, Harrisburg, PA 17120. To view this report online or to contact the Department of the Auditor General, please access our web site at [www.auditorgen.state.pa.us](http://www.auditorgen.state.pa.us).