



CLERK OF THE COURT OF COMMON PLEAS

WYOMING COUNTY

AUDIT REPORT

FOR THE PERIOD

JANUARY 1, 2003 TO APRIL 17, 2005



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## Independent Auditor's Report

The Honorable Gregory C. Fajt  
Secretary  
Department of Revenue  
Harrisburg, PA 17128

We have audited the accompanying statement of receipts and disbursements – cash basis of the Clerk of The Court of Common Pleas, Wyoming County, Pennsylvania (County Officer), for the period January 1, 2003 to April 17, 2005, pursuant to the requirements of Section 401(b) and 902 of *The Fiscal Code*. This financial statement is the responsibility of the county office's management. Our responsibility is to express an opinion on this statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *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 statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the accompanying financial statement was prepared using accounting practices prescribed by the Pennsylvania Department of Revenue, which practices differ from accounting principles generally accepted in the United States of America. The effects on the financial statement of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material. The financial statement presents only the Commonwealth portion of cash receipts and disbursements and is not intended to present fairly the financial position and results of operations of the County Officer, in conformity with accounting principles generally accepted in the United States.

Independent Auditor's Report (Continued)

In our opinion, because of the effects of the matter discussed in the preceding paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the County Officer, as of April 17, 2005, the changes in its financial position, or where applicable, its cash flows for the period then ended.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the operations of the County Officer as it pertains to receipts made on behalf of the Department of Revenue and other state agencies for the period January 1, 2003 to April 17, 2005, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 10, 2006, on our consideration of the County Officer's internal control over financial reporting and on our tests of its compliance with certain provisions of laws and regulations. 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.

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.

March 10, 2006

JACK WAGNER  
Auditor General

CLERK OF THE COURT OF COMMON PLEAS  
WYOMING COUNTY  
STATEMENT OF RECEIPTS AND DISBURSEMENTS – CASH BASIS  
FOR THE PERIOD  
JANUARY 1, 2003 TO APRIL 17, 2005

Receipts:

Department of Transportation		
Title 75 Fines	\$	24,429
Department of Revenue Court Costs		14,471
Crime Victims' Compensation Costs		25,484
Crime Commission Costs/Victim Witness Services Costs		18,884
Department of Public Welfare		
Domestic Violence Costs		4,356
Costs		3,382
Department of Transportation Costs		182
Department of Agriculture Costs		58
Department of Corrections Costs		708
Game Commission Costs		25
State Police Costs		1,516
Emergency Medical Services Fines		2,215
DUI - ARD/EMS Fees		5,051
CAT/MCARE Fund Surcharges		25,146
Judicial Computer System/Access to Justice Fees		5,033
Offender Supervision Fees		74,771
Constable Service Surcharges		152
Criminal Laboratory Users' Fees		7,490
Probation and Parole Officers' Firearm Education Costs		3,488
Substance Abuse Education Costs		5,691
Office of Victims' Services Costs		2,191
Miscellaneous State Fines and Costs		<u>6,280</u>
 Total receipts (Note 2)	 \$	 231,003
 Disbursements to Commonwealth (Note 3)		 <u>(231,008)</u>
 Balance due Commonwealth (County) per settled reports (Note 4)		  (5)
 Audit adjustments (Note 5)		  <u>5</u>
 Adjusted balance due Commonwealth (County) for the period January 1, 2003 to April 17, 2005	  \$	  <u><u>-</u></u>

Notes to the financial statement are an integral part of this report.

CLERK OF THE COURT OF COMMON PLEAS  
WYOMING COUNTY  
NOTES TO THE FINANCIAL STATEMENT  
FOR THE PERIOD  
JANUARY 1, 2003 TO APRIL 17, 2005

1. Summary Of Significant Accounting Policies

Basis Of Presentation

The financial statement was prepared in accordance with the requirements of the Pennsylvania Department of Revenue. This financial statement is not intended to present either financial results of operations or financial position in conformity with generally accepted accounting principles.

Basis Of Accounting

The financial statement was prepared on the cash basis of accounting. Under this method, revenues were recognized when received and expenditures were recognized when paid.

Audit Requirement

The financial presentation has been prepared in accordance with Title 72 P.S. Section 401 (b) of *The Fiscal Code*, 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 Department of Revenue with a report to enable them to settle an account covering any delinquency. A statement of assets and liabilities was not a required part of the financial presentation because of the limited reporting scope by the Clerk of the Court of Common Pleas. Therefore, a statement of assets and liabilities was not audited and is not a part of this report.

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.

CLERK OF THE COURT OF COMMON PLEAS  
 WYOMING COUNTY  
 NOTES TO THE FINANCIAL STATEMENT  
 FOR THE PERIOD  
 JANUARY 1, 2003 TO APRIL 17, 2005

3. Disbursements

Total disbursements are comprised as follows:

Clerk of The Court checks issued to:

Department of Revenue	\$ 225,137
Office of Inspector General	3,382
State Police	1,516
Department of Corrections	708
Department of Transportation	182
Game Commission	25
Department of Agriculture	58
	58
Total	\$ 231,008

4. Balance Due Commonwealth (County) For The Period January 1, 2003 To April 17, 2005

This balance reflects a summary of monthly transmittal reports as settled by the Department of Revenue. The balance also reflects a summary of any receipts disbursed directly to other state agencies.

5. Prior Audit Balance Due The Commonwealth

During our prior audit, January 1, 1999 to December 31, 2002, we determined that there was a balance due to the Commonwealth of \$5. This balance due was paid in February 2003.

6. County Officer Serving During Audit Period

Paulette A. Burnside served as the Clerk of The Court of Common Pleas for the period January 1, 2003 to April 17, 2005.



Report On Compliance And On  
Internal Control Over Financial Reporting

The Honorable Gregory C. Fajt  
Secretary  
Department of Revenue  
Harrisburg, PA 17128

We have audited the statement of receipts and disbursements – cash basis of the Clerk of The Court of Common Pleas, Wyoming County, Pennsylvania (County Officer), for the period January 1, 2003 to April 17, 2005, and have issued our report thereon dated March 10, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the County Officer’s financial statement is 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 that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the County Officer’s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be

Report On Compliance And On  
Internal Control Over Financial Reporting (Continued)

material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

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.

March 10, 2006

JACK WAGNER  
Auditor General

CLERK OF THE COURT OF COMMON PLEAS  
WYOMING COUNTY  
REPORT DISTRIBUTION  
FOR THE PERIOD  
JANUARY 1, 2003 TO APRIL 17, 2005

This report was initially distributed to:

The Honorable Gregory C. Fajt  
Secretary  
Department of Revenue

Ms. Darlene Zelanzy  
Pennsylvania Board of Probation and Parole  
Office of Probation and Parole Services  
1101 South Front Street  
Suite 5400  
Harrisburg, PA 17104-2520

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

Clerk of The Court of Common Pleas  
Wyoming County  
Wyoming County Courthouse  
Tunkhannock, PA 18657

The Honorable Paulette A. Burnside

Clerk of The Court of Common Pleas

The Honorable Anthony P. Litwin

Chairperson of the Board

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. If you have any questions regarding this report or any other matter, you may contact the Department of the Auditor General by accessing our website at [www.auditorgen.state.pa.us](http://www.auditorgen.state.pa.us).