

DEPARTMENT OF GENERAL SERVICES, BUREAU OF POLICE  
AND SAFETY, CAPITOL POLICE DEPARTMENT

DAUPHIN COUNTY

EXAMINATION REPORT

FOR THE PERIOD

JANUARY 1, 2006 TO DECEMBER 31, 2009

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**Department of the Auditor General  
Commonwealth of Pennsylvania  
Harrisburg, Pennsylvania 17120-0018**

**JACK WAGNER  
AUDITOR GENERAL**

Independent Auditor's Report

Mr. Richard S. Shaffer  
Superintendent  
Department of General Services, Bureau of Police  
and Safety, Capitol Police Department  
Dauphin County  
Suite 70 East Wing Capitol Building  
Harrisburg, PA 17125

We have examined the accompanying statement of receipts and disbursements (Statement) of the Department of General Services, Bureau of Police and Safety, Capitol Police Department, Dauphin County, Pennsylvania (Department), for the period January 1, 2006 to December 31, 2009, pursuant to the requirements of Section 401(c) of *The Fiscal Code*, 72 P.S. § 401(d). This Statement is the responsibility of the Department'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(d) of *The Fiscal Code* to audit the accounts to determine whether all moneys collected on behalf of the Commonwealth have been correctly reported and promptly transmitted. *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(c) 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 Department as it pertains to receipts made on behalf of the Commonwealth for the period ended December 31, 2009, in conformity with the criteria set forth in Note 1.

In accordance with *Government Auditing Standards*, we are required to report findings of significant 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 reporting on the Statement or on compliance and other matters; accordingly, we express no such opinions.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Department's ability to initiate, authorize, record, process, or report data reliably in accordance with the applicable criteria such that there is more than a remote likelihood that a misstatement of the Department's Statement that is more than inconsequential will not be prevented or detected by the Department's internal control. We consider the deficiency described in the finding below to be a significant deficiency in internal control over the reporting on the Statement:

- Receipts Were Not Always Deposited On The Same Day As Collected.

Independent Auditor's Report (Continued)

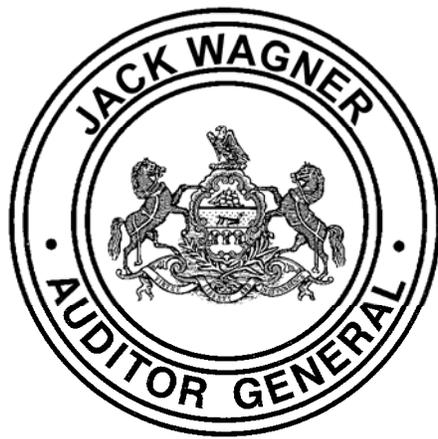
A material weakness is a significant deficiency or combination of significant deficiencies that results in more than a remote likelihood that a material misstatement of the Statement will not be prevented or detected by the Department's internal control. Our consideration of the internal control over reporting on the Statement would not necessarily disclose all matters in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. We consider the significant deficiency described above to be a material weakness.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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

April 15, 2011

JACK WAGNER  
Auditor General



DEPARTMENT OF GENERAL SERVICES, BUREAU OF POLICE  
AND SAFETY, CAPITOL POLICE DEPARTMENT  
DAUPHIN COUNTY  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
FOR THE PERIOD  
JANUARY 1, 2006 TO DECEMBER 31, 2009

Collections:

January 1, 2006 to December 31, 2006	\$	12,392
January 1, 2007 to December 31, 2007		12,434
January 1, 2008 to December 31, 2008		11,928
January 1, 2009 to December 31, 2009		<u>6,393</u>
Total parking fines collected (Note 2)	\$	43,147
Disbursements to Commonwealth (Note 3)		<u>(42,977)</u>
Balance due Commonwealth (Department) (Note 4)		170
Examination Adjustments		<u>-</u>
Adjusted balance due Commonwealth (Department) for the period of January 1, 2006 to December 31, 2009	\$	<u><u>170</u></u>

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

DEPARTMENT OF GENERAL SERVICES, BUREAU OF POLICE  
AND SAFETY, CAPITOL POLICE DEPARTMENT  
DAUPHIN COUNTY  
NOTES TO THE STATEMENT OF RECEIPTS AND DISBURSEMENTS  
FOR THE PERIOD  
JANUARY 1, 2006 TO DECEMBER 31, 2009

1. Criteria

The Statement of Receipts and Disbursements provides a summary of receipts and disbursements by category. The categories and the amounts of fines, costs, fees, and surcharges assessed are based on Pennsylvania laws and regulations.

The Statement was prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Treasury. 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. Collections

Collections consist of parking fines collected on behalf of the Department of Treasury.

3. Disbursements

Total disbursements are comprised as follows:

Department checks issued to:

Deposits into the Department of General Services' cash management account	\$ <u>42,977</u>
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4. Balance Due Commonwealth (Department Of General Services, Bureau Of Police And Safety, Capitol Police Department) For The Period January 1, 2006 To December 31, 2009

This balance reflects the summary of monthly transmittal reports as settled by the Department of Treasury. It does not reflect credit for a payment of \$170 for December 2009, which was credited by the Department of Treasury in January 2010.

5. Office Holder Serving During Examination Period

Richard S. Shaffer served as Superintendent at the Department of General Services, Bureau of Police and Safety, Capitol Police Department, for the period January 1, 2006 to December 31, 2009.

DEPARTMENT OF GENERAL SERVICES, BUREAU OF POLICE  
AND SAFETY, CAPITOL POLICE DEPARTMENT  
DAUPHIN COUNTY  
FINDING AND RECOMMENDATION  
FOR THE PERIOD  
JANUARY 1, 2006 TO DECEMBER 31, 2009

Finding - Receipts Were Not Always Deposited On The Same Day As Collected

Our examination disclosed that receipts were not always deposited on the same day as collected. Cash collections were made separately from check collections. Of 71 collection days, 71 were not deposited on the same day as collected. The time lapse from the date of cash receipt to the subsequent date of cash deposit ranged from 14 days to 39 days. The time lapse from the date of checks and money order receipt to the subsequent date of checks and money order deposit ranged from 14 days to 40 days.

Good internal accounting controls require that all monies collected are deposited intact at the bank on the same day as collected.

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

Adherence to internal control policies would have ensured that there were adequate internal controls over collections.

This condition existed because the Department failed to establish and implement an adequate system of internal controls over receipts. The Department's office policy was to deposit twice a month or when the cash collections exceeded \$300.

Recommendation

We recommend that the Department deposit all receipts at the end of each day as required by good internal accounting controls.

Management's Response

The Superintendent responded as follows:

Office will implement a new receipt system to ensure monies are deposited on a timely basis.

Auditor's Conclusion

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

DEPARTMENT OF GENERAL SERVICE, BUREAU OF POLICE  
AND SAFETY, CAPITOL POLICE DEPARTMENT  
DAUPHIN COUNTY  
COMMENT  
FOR THE PERIOD  
JANUARY 1, 2006 TO DECEMBER 31, 2009

Comment - Compliance With Prior Examination Recommendation

During our prior examination, we recommended:

- That the office establish and implement an adequate system of internal controls over manual receipts.

During our current examination, we noted that the office complied with our recommendation.

DEPARTMENT OF GENERAL SERVICES, BUREAU OF POLICE  
AND SAFETY, CAPITOL POLICE DEPARTMENT  
DAUPHIN COUNTY  
REPORT DISTRIBUTION  
FOR THE PERIOD  
JANUARY 1, 2006 TO DECEMBER 31, 2009

This report was initially distributed to:

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

Mr. Richard S. Shaffer  
Superintendent  
Department of General Services, Bureau of Police  
and Safety, Capitol Police Department

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).