

ATTESTATION ENGAGEMENT

Department of Court Records, Civil/Family Division - Collections on Behalf of the Office of Comptroller Operations

Allegheny County, Pennsylvania
For the Period
September 1, 2012 to February 28, 2017

December 2017



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale • Auditor General



Commonwealth of Pennsylvania
Department of the Auditor General
Harrisburg, PA 17120-0018
Facebook: Pennsylvania Auditor General
Twitter: @PAAuditorGen
www.PaAuditor.gov

EUGENE A. DePASQUALE
AUDITOR GENERAL

Independent Auditor's Report

Mr. Harrison Brooks
Commonwealth Accountant Manager
OFFICE OF COMPTROLLER OPERATIONS
Accounts Receivable
Harrisburg, PA 17101

We have examined the accompanying statement of receipts and disbursements (Statement) of the Department of Court Records, Civil/Family Division, Allegheny County, Pennsylvania (County Officer), for the period September 1, 2012 to February 28, 2017, pursuant to the requirements of Section 401(e) of *The Fiscal Code*, 72 P.S. § 401(e). The county office's management is responsible for presenting the Statement in accordance with the criteria set forth in Note 1. Our responsibility is to express an opinion on the 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. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Statement is presented in accordance with the criteria described above, in all material respects. An examination involves performing procedures to obtain evidence about the statement of receipts and disbursements. The nature, timing and extent of the procedures selected depend on our judgement, including an assessment of the risks of material misstatement of the Statement, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are mandated by Section 401(e) 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(e) of *The Fiscal Code*.

Independent Auditor's Report (Continued)

In our opinion, the Statement referred to above, for the period September 1, 2012 to February 28, 2017, is presented in accordance with the criteria set forth in Note 1, in all material respects.

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 Statement; 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 Statement. 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 Statement is presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over reporting on the Statement or on compliance and other matters; accordingly, we express no such opinions.

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 Statement will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose of expressing an opinion on whether the Statement is presented in accordance with the criteria described above and was not designed to identify all deficiencies in internal control over reporting on the Statement that might be material weaknesses or significant deficiencies. Given these limitations, during our engagement we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

As part of obtaining reasonable assurance about whether the Statement is free from material misstatement, we performed tests of the County Officer's 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Independent Auditor's Report (Continued)

The purpose of this report is to determine whether all moneys collected on behalf of the Commonwealth have been correctly assessed, reported and promptly remitted. This report is not suitable for any other purposes.

We appreciate the courtesy extended by the Department of Court Records, Civil/Family Division, Allegheny 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.

A handwritten signature in black ink, appearing to read "Eugene A. DePasquale", with a long horizontal flourish extending to the right.

November 22, 2017

Eugene A. DePasquale
Auditor General

CONTENTS

Page

Financial Section:

Statement Of Receipts And Disbursements.....	1
Notes To The Statement Of Receipts And Disbursements.....	2
Report Distribution	4

DEPARTMENT OF COURT RECORDS, CIVIL/FAMILY DIVISION
ALLEGHENY COUNTY
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
SEPTEMBER 1, 2012 TO FEBRUARY 28, 2017

Receipts:

Deputy Sheriff's Training and Education Surcharges (Note 2)	\$ 936,330
Disbursements to Office of Comptroller Operations (Note 3)	<u>(936,330)</u>
Balance due Office of Comptroller Operations (County) (Note 4)	-
Examination adjustments	<u>-</u>
Adjusted balance due Office of Comptroller Operations (County) for the period September 1, 2012 to February 28, 2017	<u><u>\$ -</u></u>

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

DEPARTMENT OF COURT RECORDS, CIVIL/FAMILY DIVISION
ALLEGHENY COUNTY
NOTES TO THE STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
SEPTEMBER 1, 2012 TO FEBRUARY 28, 2017

1. Criteria

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

The Statement was prepared in accordance with reporting requirements prescribed by the Pennsylvania Office of Comptroller Operations. 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 consist of monies collected on behalf of the Office of Comptroller Operations. These include monies collected for the following surcharges and fees:

- Deputy Sheriff's Education and Training Surcharges represent a surcharge, ranging from \$2 to \$10 depending upon the year of service, on each fee collected by the sheriff of every county upon acceptance for each service required for any complaint, summons, writ, or other legal paper required to be served or posted by the sheriff.

3. Disbursements

Total disbursements are comprised as follows

Department of Court Records, Civil/Family Division checks issued to:

Office of Comptroller Operations	<u><u>\$936,330.00</u></u>
----------------------------------	----------------------------

4. Balance Due Office Of Comptroller Operations (County) For The Period September 1, 2012 To February 28, 2017.

This balance reflects a summary of receipts and disbursements on behalf of the Office of Comptroller Operations.

DEPARTMENT OF COURT RECORDS, CIVIL/FAMILY DIVISION
ALLEGHENY COUNTY
NOTES TO THE STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
SEPTEMBER 1, 2012 TO FEBRUARY 28, 2017

5. County Officers Serving During Examination Period

Kate Barkman served as Director, Department of Court Records, Civil/Family Division during the period September 1, 2012 to December 31, 2015.

Michael McGeever served as Director, Department of Court Records, Civil/Family Division during the period January 1, 2016 to February 28, 2017.

DEPARTMENT OF COURT RECORDS, CIVIL/FAMILY DIVISION
ALLEGHENY COUNTY
REPORT DISTRIBUTION
FOR THE PERIOD
SEPTEMBER 1, 2012 TO FEBRUARY 28, 2017

This report was initially distributed to:

Mr. Harrison Brooks

Commonwealth Accountant Manager
Office of Comptroller Operations
Accounts Receivable

Mr. Derin Myers

Director
Office of Financial Management and Administration
Pennsylvania Commission on Crime and Delinquency

Michael J. McGeever

Director, Department of Court Records
Civil/Family Division

The Honorable Rich Fitzgerald

Chairperson of the Board of Commissioners

The Honorable Chelsa Wagner

Controller

This report is a matter of public record and is available online at www.PaAuditor.gov. Media questions about the report can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 229 Finance Building, Harrisburg, PA 17120; via email to: news@PaAuditor.gov.