

ATTESTATION ENGAGEMENT

Clerk of the Court of Common
Pleas/Prothonotary/Clerk of Orphans'
Court/Recorder of Deeds/Register of
Wills/Probation & Parole Department
Cameron County, Pennsylvania
For the Period
January 1, 2015 to December 31, 2018

June 2020



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

The Honorable C. Daniel Hassell
Secretary
Pennsylvania Department of Revenue
Harrisburg, PA 17128

We have examined the accompanying statements of receipts and disbursements (Statements) of the Clerk of the Court of Common Pleas/Prothonotary/Clerk of Orphans' Court/Recorder of Deeds/Register of Wills and the Probation and Parole Department, Cameron County, Pennsylvania (County Officer), for the period January 1, 2015 to December 31, 2018, 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 Office's management is responsible for presenting these Statements in accordance with the criteria set forth in Note 1. Our responsibility is to express an opinion on these Statements 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 Statements are presented in accordance with the criteria described above, in all material respects. An examination involves performing procedures to obtain evidence about the statements 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 Statements, 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 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)

In our opinion, the Statements referred to above, for the period January 1, 2015 to December 31, 2018 are 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 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.

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. 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 over reporting on the Statement 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. 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. We did identify certain deficiencies in internal control, described in the findings listed below, that we consider to be significant deficiencies.

- Inadequate Internal Controls Over Manual Receipts - Probation And Parole Department - Recurring.
- Inadequate Segregation Of Duties - Probation And Parole Department.

Independent Auditor's Report (Continued)

As part of obtaining reasonable assurance about whether the Statements are free from material misstatement, we performed tests of the County Office'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*.

The first examination finding contained in this report cites conditions that existed in the operation of the County Probation and Parole Department during the previous engagement period and were not corrected during the current examination period. The County Probation and Parole Department should strive to implement the recommendations and corrective actions noted in this report.

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 Clerk of the Court of Common Pleas/Prothonotary/Clerk of Orphans' Court/Recorder of Deeds/Register of Wills and the Probation and Parole Department, Cameron County, to us during the course of our examination. If you have any questions, please feel free to contact the Bureau of County Audits at 717-787-1363.



Eugene A. DePasquale
Auditor General

May 12, 2020

CONTENTS

Page

Financial Section:

Statements Of Receipts And Disbursements:

Clerk Of The Court Of Common Pleas/Probation and Parole Department1

Prothonotary2

Clerk Of Orphans' Court.....3

Recorder Of Deeds

Realty Transfer Taxes4

Writ Taxes And Judicial Computer System/Access To Justice Fees5

Register Of Wills.....6

Notes To The Statements Of Receipts And Disbursements7

Findings And Recommendations:

Finding No. 1 - Inadequate Internal Controls Over Manual Receipts - Probation And Parole
Department - Recurring14

Finding No. 2 - Inadequate Segregation Of Duties - Probation And Parole Department15

Summary Of Prior Examination Recommendation18

Report Distribution19

CLERK OF THE COURT OF COMMON PLEAS/PROBATION AND PAROLE
DEPARTMENT
CAMERON COUNTY
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

Receipts:

Department of Transportation		
Title 75 Fines	\$	6,175
Department of Revenue Court Costs		2,974
Crime Victims' Compensation Costs		9,070
Crime Commission Costs/Victim Witness Services Costs		5,888
Domestic Violence Costs		629
Emergency Medical Services Fines		148
DUI - ARD/EMS Fees		1,235
CAT/MCARE Fund Surcharges		1,416
Judicial Computer System/Access to Justice Fees		5,539
Offender Supervision Fees		40,480
Constable Service Surcharges		560
Criminal Laboratory Users' Fees		1,977
Probation and Parole Officers' Firearm Education Costs		656
Substance Abuse Education Costs		4,501
Office of Victims' Services Costs		1,256
Miscellaneous State Fines and Costs		<u>14,884</u>
 Total receipts (Note 2)		 97,388
 Disbursements to Commonwealth (Note 4)		 <u>(97,388)</u>
 Balance due Commonwealth (County) per settled reports (Note 5)		 -
 Examination adjustments		 <u>-</u>
 Adjusted balance due Commonwealth (County) for the period January 1, 2015 to December 31, 2018	 \$	 <u><u>-</u></u>

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

PROTHONOTARY
CAMERON COUNTY
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

Receipts:

Writ Taxes	\$	4,018
Divorce Complaint Surcharges		77,880
Judicial Computer System/Access To Justice Fees		293,005
Criminal Charge Information System Fees		<u>365</u>
Total Receipts (Note 2)		375,268
Commissions (Note 3)		<u>(121)</u>
Net Receipts		375,147
Disbursements to Commonwealth (Note 4)		<u>(375,147)</u>
Balance due Commonwealth (County) per settled reports (Note 5)		-
Examination adjustments		<u>-</u>
Adjusted balance due Commonwealth (County) for the period January 1, 2015 to December 31, 2018	\$	<u><u>-</u></u>

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

CLERK OF ORPHANS' COURT
CAMERON COUNTY
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

Receipts:

Marriage License Taxes	\$	55
Marriage License Application Surcharges		1,100
Marriage License Declaration Fees		1,100
Judicial Computer System/Access To Justice Fees		<u>4,952</u>
Total Receipts (Note 2)		7,207
Disbursements to Commonwealth (Note 4)		<u>(7,207)</u>
Balance due Commonwealth (County) per settled reports (Note 5)		-
Examination adjustments		<u>-</u>
Adjusted balance due Commonwealth (County) for the period January 1, 2015 to December 31, 2018	\$	<u><u>-</u></u>

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

RECORDER OF DEEDS/
CAMERON COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

Receipts:

Realty Transfer Taxes (Note 2)	\$ 821,239
Disbursements to Commonwealth (Note 4)	<u>(821,239)</u>
Balance due Commonwealth (County) per settled reports (Note 5)	-
Examination adjustments	<u>-</u>
Adjusted balance due Commonwealth (County) for the period January 1, 2015 to December 31, 2018	<u><u>\$ -</u></u>

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

RECORDER OF DEEDS
CAMERON COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

Receipts:

Writ Taxes	\$	1,393
Judicial Computer System/Access To Justice Fees		<u>84,775</u>
Total Receipts (Note 2)		86,168
Commissions (Note 3)		<u>(42)</u>
Net Receipts		86,126
Disbursements to Commonwealth (Note 4)		<u>(86,126)</u>
Balance due Commonwealth (County) per settled reports (Note 5)		-
Examination adjustments		<u>-</u>
Adjusted balance due Commonwealth (County) for the period January 1, 2015 to December 31, 2018	\$	<u><u>-</u></u>

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

REGISTER OF WILLS
CAMERON COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

Receipts:

Inheritance Taxes (Note 2)	\$	1,993,503
Disbursements and credits to Commonwealth (Note 4)		<u>(1,993,502)</u>
Balance due Commonwealth (County) per settled reports (Note 5)		1
Examination adjustments		<u>(1)</u>
Adjusted balance due Commonwealth (County) for the period January 1, 2015 to December 31, 2018	\$	<u><u>-</u></u>

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

CLERK OF THE COURT OF COMMON PLEAS/PROTHONOTARY/CLERK OF
ORPHANS' COURT/RECORDER OF DEEDS/REGISTER OF WILLS/PROBATION
AND PAROLE DEPARTMENT
CAMERON COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

1. Criteria

The Statements of Receipts and Disbursements provide a summary of receipts and disbursements by category. The categories and the amounts of fines, costs, fees, taxes, 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

Clerk Of The Court Of Common Pleas and Probation and Parole Department

Receipts are comprised of fines, costs, fees, and surcharges collected on behalf of the Commonwealth. 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.

Prothonotary

Receipts are comprised of taxes, surcharges, fees and fines collected on behalf of the Department of Revenue and the Administrative Office of Pennsylvania Courts. These include monies collected for the following taxes, surcharges, fees, and fines:

- Writ Taxes represent a \$.50 or \$.25 tax imposed on taxable instruments filed with the Prothonotary.
- Divorce Complaint Surcharges represent a \$10 surcharge imposed on all divorce decrees.
- Judicial Computer System/Access To Justice Fees represent a \$35.50 fee imposed on all petitions for grant of letters, and first filings in petitions concerning adoptions, incompetents' estates, minors' estates, and inter vivos trusts. Effective October 30, 2017, Act 40 and Act 44 increased the fee to \$40.25.

CLERK OF THE COURT OF COMMON PLEAS/PROTHONOTARY/CLERK OF
ORPHANS' COURT/RECORDER OF DEEDS/REGISTER OF WILLS/PROBATION
AND PAROLE DEPARTMENT
CAMERON COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

2. Receipts (Continued)

Prothonotary (Continued)

- Protection From Abuse Surcharges represent a \$100 surcharge imposed against defendants when a protection order is granted as a result of a hearing. Protection From Abuse Contempt Fines represent fines of not less than \$300 nor more than \$1,000 imposed against a defendant who is found to be in violation of a protection from abuse order.
- Criminal Charge Information System Fees represent a fee imposed on all custody cases. Of the fee imposed, 80% is payable to the Administrative Office of Pennsylvania Courts (AOPC) and 20% is payable to the County in which the action took place. The fee was \$8.00 for the period January 1, 2015 to December 31, 2018. The statement of receipts and disbursements only reflects the portion collected on behalf of the AOPC.

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.

CLERK OF THE COURT OF COMMON PLEAS/PROTHONOTARY/CLERK OF
ORPHANS' COURT/RECORDER OF DEEDS/REGISTER OF WILLS/PROBATION
AND PAROLE DEPARTMENT
CAMERON COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

2. Receipts (Continued)

Clerk Of Orphans' Court (Continued)

- Judicial Computer System/Access To Justice Fees represent a \$35.50 fee imposed on all petitions for grant of letters, and first filings in petitions concerning adoptions, incompetents' estates, minors' estates, and inter vivos trusts. Effective October 30, 2017, Act 40 and Act 44 increased the fee to \$40.25.

Recorder Of Deeds

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

- The Pennsylvania Realty Transfer Tax is a documentary stamp tax of 1 percent on the value of the interest in real property transferred by deed.
- Writ Taxes represent a \$.50 tax imposed on various types of documents and a \$10 tax on notary public commissions processed through the office.
- Judicial Computer System/Access To Justice Fees represent a \$35.50 fee imposed on all petitions for grant of letters, and first filings in petitions concerning adoptions, incompetents' estates, minors' estates, and inter vivos trusts. Effective October 30, 2017, Act 40 and Act 44 increased the fee to \$40.25.

Register Of Wills

Receipts consist of monies collected on behalf of the Commonwealth less commissions on these monies. 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 \$35.50 fee imposed on all petitions for grant of letters, and first filings in petitions concerning adoptions, incompetents' estates, minors' estates, and inter vivos trusts. Effective October 30, 2017, Act 40 and Act 44 increased the fee to \$40.25.

CLERK OF THE COURT OF COMMON PLEAS/PROTHONOTARY/CLERK OF
ORPHANS' COURT/RECORDER OF DEEDS/REGISTER OF WILLS/PROBATION
AND PAROLE DEPARTMENT
CAMERON COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

3. Commissions - Prothonotary

Acting in the capacity of an agent for the Commonwealth, the Prothonotary is authorized to collect a commission of 3 percent on the Commonwealth portion of writ taxes. Accordingly, commissions owed the county are not included in the balance due the Commonwealth.

Commissions - Recorder of Deeds/Register of Wills

Acting in the capacity of an agent for the Commonwealth, the Recorder of Deeds/Register of Wills is authorized to collect a commission on the Commonwealth portion of taxes as follows:

<u>Tax</u>	<u>Commission</u>
Realty Transfer	1%
Writ	3%
Inheritance	4.25% \$1.00 to \$200,000.00
	1.75% next \$800,000.00
	.50% thereafter

Recorder of Deeds commissions of \$8,212 for Realty Transfer Taxes and Register of Wills commissions of \$54,886 for Inheritance Taxes were paid to the County by the Department of Revenue, which are not reflected in the Statements.

4. Disbursements

Clerk Of The Court Of Common Pleas and Probation and Parole Department

Total disbursements are comprised as follows:

Probation and Parole Department checks issued to:

Department of Revenue	\$	96,748
Office of Inspector General		640
Total	\$	97,388

CLERK OF THE COURT OF COMMON PLEAS/PROTHONOTARY/CLERK OF
ORPHANS' COURT/RECORDER OF DEEDS/REGISTER OF WILLS/PROBATION
AND PAROLE DEPARTMENT
CAMERON COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

4. Disbursements (Continued)

Prothonotary

Total disbursements are comprised as follows:

Prothonotary checks issued to:

Department of Revenue	\$ 374,782
Adminstrative Office of Pennsylvania Courts	<u>365</u>
Total	<u><u>\$ 375,147</u></u>

Clerk Of Orphans' Court

Total disbursements are comprised as follows:

Clerk of Orphans' Court checks issued to:

Department of Revenue	<u><u>\$ 7,207</u></u>
-----------------------	------------------------

Recorder Of Deeds

Realty Transfer Taxes

The Recorder of Deeds participates in the Department of Revenue's cash management system for Realty Transfer Taxes. Under this system, the "Agent" deposits Realty Transfer 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 are comprised as follows:

Deposits into the Department of Revenue's cash management account	<u><u>\$ 821,239</u></u>
----------------------------------------------------------------------	--------------------------

CLERK OF THE COURT OF COMMON PLEAS/PROTHONOTARY/CLERK OF
ORPHANS' COURT/RECORDER OF DEEDS/REGISTER OF WILLS/PROBATION
AND PAROLE DEPARTMENT
CAMERON COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

4. Disbursements (Continued)

Writ Taxes And Judicial Computer System/Access To Justice Fees

Total disbursements are comprised as follows:

Recorder of Deeds checks issued to:

Department of Revenue	<u>\$ 86,126</u>
-----------------------	------------------

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 are comprised as follows:

Deposits into the Department of Revenue's cash management account	<u>\$ 1,993,502</u>
----------------------------------------------------------------------	---------------------

5. Balance Due Commonwealth (County) For The Period January 1, 2015 To December 31, 2018

Clerk Of The Court Of Common Pleas/Probation and Parole/Prothonotary

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.

Clerk Of Orphans' Court/Recorder of Deeds/Register of Wills

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

CLERK OF THE COURT OF COMMON PLEAS/PROTHONOTARY/CLERK OF
ORPHANS' COURT/RECORDER OF DEEDS/REGISTER OF WILLS/PROBATION
AND PAROLE DEPARTMENT
CAMERON COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

6. County Officers Serving During Examination Period

Mary Grace Olay served as the Clerk of the Court of Common Pleas/Prothonotary/Clerk of Orphans' Court/Recorder of Deeds/Register of Wills for the period January 1, 2015 to December 31, 2018.

Janette A. Burness served as the Chief Probation Officer of the Probation and Parole Department for the period January 1, 2015 to December 31, 2018.

CLERK OF THE COURT OF COMMON PLEAS/PROTHONOTARY/CLERK OF
ORPHANS' COURT/RECORDER OF DEEDS/REGISTER OF WILLS/PROBATION
AND PAROLE DEPARTMENT
CAMERON COUNTY
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

**Finding No. 1 - Inadequate Internal Controls Over Manual Receipts - Probation And Parole
Department - Recurring**

We cited the Probation and Parole Department's inadequate internal controls over manual receipts in the three prior examination reports, with the most recent for the period January 1, 2011 to December 31, 2014. Our current examination found that the office did not correct this issue.

Manual receipts are available to be issued in the event of a temporary power loss to the office's computer system. When the computer system is operating again, the manual receipt is replaced by an official computer-generated receipt and included in the daily receipts.

Our examination of the Probation and Parole Department disclosed the following deficiencies in the internal controls over manual receipts:

Of twenty five receipts tested, we noted the following:

- There was one manual receipt which was not entered on the log and could not be located for examination.
- There were five instances in which the computer receipt was not generated timely after the issuance of the corresponding manual receipt. The time lapse from the date of the manual receipt to the corresponding computer receipt ranged from 4 days to 12 days.
- There were five receipts with dates that did not match the dates recorded on the manual receipts log, and two that had no date recorded on the log.
- There were 11 instances in which the manual receipt was not signed by the remitter.
- There were 14 instances in which the manual receipt number was not entered into the computer system when the corresponding computer receipt was generated.

These conditions existed because the office failed to establish and implement an adequate system of internal controls over manual receipts as recommended in our three prior examination reports. In addition, the office stated that during our examination period there was a large amount of employee turnover in the position of collections officer, resulting in three separate employees holding the position from January 1, 2015 to December 31, 2018, which contributed to the issues.

CLERK OF THE COURT OF COMMON PLEAS/PROTHONOTARY/CLERK OF
ORPHANS' COURT/RECORDER OF DEEDS/REGISTER OF WILLS/PROBATION
AND PAROLE DEPARTMENT
CAMERON COUNTY
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

**Finding No. 1 - Inadequate Internal Controls Over Manual Receipts - Probation And Parole
Department - Recurring (Continued)**

Good internal accounting controls ensure that:

- Manual receipts are accounted for and maintained.
- Computer receipts are generated timely after the issuance of the corresponding manual receipts.
- All required information is recorded on the manual receipt, including date issued, date filed, signature of the person receiving the payment, remitter name and signature, docket number, payment source, and payment method.
- Manual receipt numbers are entered in the manual receipt number field on the computer when the corresponding computer receipts are generated.

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

Adherence to good internal accounting controls would have ensured adequate internal controls over manual receipts.

Recommendation

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

Management's Response

The County Officer responded as follows:

We intend to implement new policies or procedures in the Probation and Parole Office that address the findings.

Auditor Conclusion

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

CLERK OF THE COURT OF COMMON PLEAS/PROTHONOTARY/CLERK OF
ORPHANS' COURT/RECORDER OF DEEDS/REGISTER OF WILLS/PROBATION
AND PAROLE DEPARTMENT
CAMERON COUNTY
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

Finding No. 2 - Inadequate Segregation Of Duties - Probation And Parole Department

Our examination disclosed that one employee in the office was responsible for performing the following functions:

- Collecting cash, entering collection information into the computer system, and issuing receipts.
- Preparing deposit slips and making the deposit.
- Posting disbursements to the disbursement journal.
- Reconciling the bank account.
- Reconciling collections to accounting records and/or receipts.
- Preparing checks and signing checks.
- Summarizing accounting records.

A good system of internal controls requires adequate segregation of duties.

In order to achieve adequate segregation of duties, one employee should not have custody of cash and at the same time maintain the accounting records for the cash. These duties should be segregated and rotated daily. As an alternative control, someone independent from maintaining the accounting records and handling cash should review the employee's work daily. The reviewer should sign and date the records and documents reviewed.

Without adequate segregation of duties, the possibility of funds being lost or misappropriated increases significantly.

This condition existed because the office did not establish and implement adequate segregation of duties.

CLERK OF THE COURT OF COMMON PLEAS/PROTHONOTARY/CLERK OF
ORPHANS' COURT/RECORDER OF DEEDS/REGISTER OF WILLS/PROBATION
AND PAROLE DEPARTMENT
CAMERON COUNTY
FINDINGS AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

Finding No. 2 - Inadequate Segregation Of Duties - Probation And Parole Department
(Continued)

Recommendations

We recommend that the office provide for greater segregation of duties within the office. This can be done by cross-training personnel and rotating job functions that include the handling of cash and maintaining the accounting records for the cash. As an alternative and/or additional control, someone independent from the handling of cash and the accounting records should review the employee's work at the end of each day. The reviewer should sign and date the records and documents reviewed.

Management's Response

The County Officer responded as follows:

We intend to implement new policies or procedures in the Probation and Parole Office that address the findings.

Auditor Conclusion

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

CLERK OF THE COURT OF COMMON PLEAS/PROTHONOTARY/CLERK OF
ORPHANS' COURT/RECORDER OF DEEDS/REGISTER OF WILLS/PROBATION
AND PAROLE DEPARTMENT
CAMERON COUNTY
SUMMARY OF PRIOR EXAMINATION RECOMMENDATION
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

Summary Of Prior Examination Recommendation

During our prior examination, we recommended that the Probation and Parole Department:

- Establish and implement an adequate system of internal controls over manual receipts.

During our current examination, we noted that the office did not comply with our recommendation. Please see the current year Finding No. 1 for additional information.

CLERK OF THE COURT OF COMMON PLEAS/PROTHONOTARY/CLERK OF
ORPHANS' COURT/RECORDER OF DEEDS/REGISTER OF WILLS/PROBATION AND
PAROLE DEPARTMENT
CAMERON COUNTY
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2015 TO DECEMBER 31, 2018

This report was initially distributed to:

The Honorable C. Daniel Hassell
Secretary
Pennsylvania Department of Revenue

The Honorable H. Geoffrey Moulton, Jr.
Court Administrator of Pennsylvania
Supreme Court of Pennsylvania
Administrative Office of Pennsylvania Courts

Mr. Thomas J. Dougherty
Director
Division of Grants and Standards
Pennsylvania Board of Probation and Parole

The Honorable Mary Grace Olay
Clerk of the Court of Common Pleas/
Prothonotary/Clerk of Orphans' Court/
Recorder of Deeds/Register of Wills

The Honorable Shawn T. McMahon
President Judge

The Honorable Lori J. Reed
Chairperson of the Board of Commissioners

Ms. Janette Burkness
Chief Probation Officer
Probation and Parole Department

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.