



DISTRICT COURT 28-3-03

VENANGO COUNTY

EXAMINATION REPORT

FOR THE PERIOD

JANUARY 1, 2006 TO DECEMBER 31, 2008

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Independent Auditor's Report

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

We have examined the accompanying statement of receipts and disbursements (Statement) of District Court 28-3-03, Venango County, Pennsylvania (District Court), for the period January 1, 2006 to December 31, 2008, pursuant to the requirements of Section 401(c) of *The Fiscal Code*, 72 P.S. § 401(c). This Statement is the responsibility of the District Court'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(c) of *The Fiscal Code* to audit the accounts of each district court 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(c) of *The Fiscal Code*.

In our opinion, the Statement referred to above presents, in all material respects, the operations of the District Court as it pertains to receipts made on behalf of the Commonwealth for the period ended December 31, 2008, in conformity with the criteria set forth in Note 1.

Independent Auditor's Report (Continued)

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 District Court'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 District Court's Statement that is more than inconsequential will not be prevented or detected by the District Court's internal control. We consider the deficiency described in the finding below to be a significant deficiency in internal control over reporting on the Statement:

- Evidence Of Authorizing The Disposition Of Citations Was Not Available.

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 District Court'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. However, we believe that the significant deficiency described above is not a material weakness.

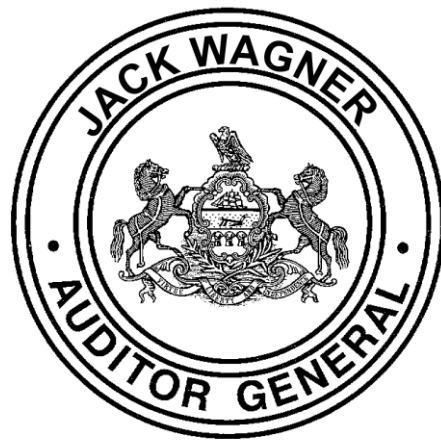
Independent Auditor's Report (Continued)

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 Pennsylvania Department of Revenue, the Administrative Office of Pennsylvania Courts, and the District Court and is not intended to be and should not be used by anyone other than these specified parties.

March 31, 2010

JACK WAGNER
Auditor General



DISTRICT COURT 28-3-03
VENANGO COUNTY
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2006 TO DECEMBER 31, 2008

Receipts:

Department of Transportation		
Title 75 Fines	\$ 227,129	
Motor Carrier Road Tax Fines	250	
Overweight Fines	1,460	
Commercial Driver Fines	500	
Littering Law Fines	263	
Child Restraint Fines	555	
Department of Revenue Court Costs	113,441	
Crime Victims' Compensation Bureau Costs	36,421	
Crime Commission Costs/Victim Witness Services Costs	26,149	
Department of Public Welfare		
Domestic Violence Costs	10,510	
Attend Care Fines	44	
Department of Agriculture Fines	1,912	
Fish and Boat Commission Fines	6,493	
Game Commission Fines	17,464	
Department of State Fines	1,000	
Emergency Medical Service Fines	47,943	
CAT/MCARE Fund Surcharges	149,394	
Judicial Computer System Fees	57,906	
Access to Justice Fees	14,293	
Constable Service Surcharges	4,609	
Department of Labor and Industry Fines	150	
State Police Crime Lab Fees	134	
Miscellaneous State Fines	415	
	<hr/>	
Total receipts (Note 2)		\$ 718,435
Disbursements to Commonwealth (Note 3)		<hr/> <u>(718,435)</u>
Balance due Commonwealth (District Court) per settled reports (Note 4)		-
Examination adjustments		<hr/> -
Adjusted balance due Commonwealth (District Court) for the period January 1, 2006 to December 31, 2008		<hr/> <u>\$ -</u>

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

DISTRICT COURT 28-3-03
 VENANGO COUNTY
 NOTES TO THE STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE PERIOD
 JANUARY 1, 2006 TO DECEMBER 31, 2008

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 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 Commonwealth. These fines, costs, fees, and surcharges represent collections made on traffic, non-traffic, civil, and criminal cases filed with the District Court.

3. Disbursements

Total disbursements are comprised as follows:

	District Court checks issued to:	
	Department of Revenue	\$ 718,435
		<u>718,435</u>

4. Balance Due Commonwealth (District Court) For The Period January 1, 2006 To December 31, 2008

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

5. Magisterial District Judges Serving During Examination Period

Robert L. Boyer served at District Court 28-3-03 for the period January 1, 2006 to January 1, 2008.

Ruth M. French served at District Court 28-3-03 for the period January 2, 2008 to December 31, 2008.

DISTRICT COURT 28-3-03
VENANGO COUNTY
FINDING AND RECOMMENDATION
FOR THE PERIOD
JANUARY 1, 2006 TO DECEMBER 31, 2008

Finding – Evidence Of Authorizing The Disposition Of Citations Was Not Available

During our examination of the district court's case files, we tested cases with dispositions of not guilty, dismissed, discharged, or withdrawn. Of 49 cases tested that included these types of dispositions, there was no evidence for 13 cases that the disposition was authorized by the Magisterial District Judge.

Good internal accounting controls ensure that there is evidence that the disposition on these cases was authorized by the Magisterial District Judge. The failure to follow this procedure increases the risk for funds to be lost or misappropriated.

Adherence to good internal controls would have ensured that there were adequate internal controls over citations.

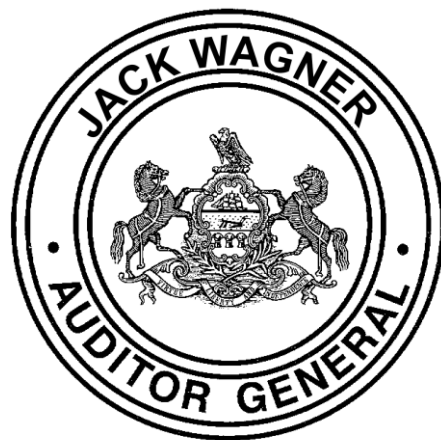
Recommendation

We recommend that there is evidence authorizing the disposition on these cases by the Magisterial District Judge and is available for examination.

Management's Response

The Magisterial District Judge responded as follows:

Although the examination period concluded approximately seven months prior to my taking office, I very much appreciate the auditor's constructive finding regarding my immediate certification and disposition of citations upon resolution. My staff and I are making every effort to ensure that all citations are certified immediately upon resolution by whatever means.



DISTRICT COURT 28-3-03
VENANGO COUNTY
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2006 TO DECEMBER 31, 2008

This report was initially distributed to:

The Honorable C. Daniel Hassell
Secretary
Pennsylvania Department of Revenue

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

The Honorable Michael D. Snyder

Magisterial District Judge

The Honorable Timothy S. Brooks

Chairman of the Board of Commissioners

Ms. Lynn Cummings-Wilson

District Court Administrator

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.