



PROTHONOTARY/CLERK OF ORPHANS' COURT

SNYDER COUNTY

EXAMINATION REPORT

FOR THE PERIOD

JANUARY 1, 2006 TO DECEMBER 31, 2008

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Independent Auditor's Report

Mr. C. Daniel Hassell
Acting Secretary
Pennsylvania Department of Revenue
Harrisburg, PA 17128

We have examined the accompanying statements of receipts and disbursements (Statements) of the Prothonotary/Clerk of Orphans' Court, Snyder County, Pennsylvania (County Officer), for the period January 1, 2006 to December 31, 2008, pursuant to the requirements of Sections 401(b) and 401(d) of *The Fiscal Code*, 72 P.S. § 401(b) and § 401(d). These Statements are the responsibility of the county office's management. 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. An examination includes examining, on a test basis, evidence supporting the Statements 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 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 present, in all material respects, the operations of the County Officer 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.

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

- Bank Deposit Slips Were Not Always Validated.

Independent Auditor's Report (Continued)

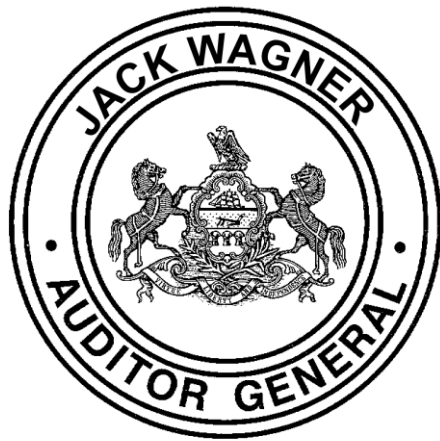
A material weakness is a significant deficiency or combination of significant deficiencies that results in more than a remote likelihood that a material misstatement of the Statements will not be prevented or detected by the County Officer's internal control. Our consideration of the internal control over reporting on the Statements 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 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.

January 20, 2010

JACK WAGNER
Auditor General



PROTHONOTARY
 SNYDER COUNTY
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE PERIOD
 JANUARY 1, 2006 TO DECEMBER 31, 2008

Receipts:

Writ Taxes	\$	893
Divorce Complaint Surcharges		3,430
Judicial Computer System/Access To Justice Fees		20,379
Protection From Abuse Surcharges and Contempt Fines		1,076
Criminal Charge Information System Fees		<u>1,166</u>
Total Receipts (Note 2)		26,944
Commissions (Note 3)		<u>(27)</u>
Net Receipts		26,917
Disbursements to Commonwealth (Note 4)		<u>(26,917)</u>
Balance due Commonwealth (County) per settled reports (Note 5)		-
Examination adjustments		<u>-</u>
Adjusted balance due Commonwealth (County) for the period January 1, 2006 to December 31, 2008	\$	<u><u>-</u></u>

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

CLERK OF ORPHANS' COURT
 SNYDER COUNTY
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE PERIOD
 JANUARY 1, 2006 TO DECEMBER 31, 2008

Receipts:

Marriage License Taxes	\$	347
Marriage License Application Surcharges		6,930
Marriage License Declaration Fees		6,930
Judicial Computer System/Access To Justice Fees		<u>680</u>
Total Receipts (Note 2)		14,887
Disbursements to Commonwealth (Note 4)		<u>(14,887)</u>
Balance due Commonwealth (County) per settled reports (Note 5)		-
Examination adjustments		<u>-</u>
Adjusted balance due Commonwealth (County) for the period January 1, 2006 to December 31, 2008	\$	<u><u>-</u></u>

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

PROTHONOTARY/CLERK OF ORPHANS' COURT
SNYDER COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2006 TO DECEMBER 31, 2008

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

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 \$10 fee imposed for the filing of any legal paper to initiate a civil action or proceeding.

PROTHONOTARY/CLERK OF ORPHANS' COURT
SNYDER COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2006 TO DECEMBER 31, 2008

2. Receipts (Continued)

Prothonotary (Continued)

- Protection From Abuse Surcharges represent a \$25 surcharge imposed against defendants when a protection order is granted as a result of a hearing. Effective May 9, 2006, the surcharge was increased to \$100. Protection From Abuse Contempt Fines represent fines of not less than \$100 nor more than \$1,000 imposed against a defendant who is found to be in violation of a protection from abuse order. Effective May 9, 2006, the fine was increased to a minimum of \$300 and maximum of \$1000.
- 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 \$6.50 for the period January 1, 2006 to December 31, 2007, and \$7.00 for the period January 1, 2008 to December 31, 2008. 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.

PROTHONOTARY/CLERK OF ORPHANS' COURT
SNYDER COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2006 TO DECEMBER 31, 2008

2. Receipts (Continued)

Clerk Of Orphans' Court (Continued)

- Judicial Computer System/Access To Justice Fees represent a \$10 fee imposed on all petitions for grant of letters, and first filings in petitions concerning adoptions, incompetents' estates, minors' estates, and inter vivos trusts.

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.

4. Disbursements

Prothonotary

Total disbursements are comprised as follows:

Prothonotary checks issued to:

Department of Revenue	\$ 25,751
Adminstrative Office of Pennsylvania Courts	<u>1,166</u>
Total	<u><u>\$ 26,917</u></u>

Clerk Of Orphans' Court

Total disbursements are comprised as follows:

Clerk of Orphans' Court checks issued to:

Department of Revenue	<u><u>\$ 14,887</u></u>
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PROTHONOTARY/CLERK OF ORPHANS' COURT
SNYDER COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
JANUARY 1, 2006 TO DECEMBER 31, 2008

5. Balance Due Commonwealth (County) For The Period January 1, 2006 To December 31, 2008

Prothonotary

This balance reflects a summary of monthly transmittal reports as settled by the Department of Revenue. The balance also reflects a summary of receipts disbursed directly to the Administrative Office of Pennsylvania Courts.

Clerk Of Orphans' Court

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

6. County Officer Serving During Examination Period

Teresa J. Berger served as the Prothonotary/Clerk of Orphans' Court for the period January 1, 2006 to December 31, 2008.

PROTHONOTARY/CLERK OF ORPHANS' COURT
SNYDER COUNTY
FINDING AND RECOMMENDATION
FOR THE PERIOD
JANUARY 1, 2006 TO DECEMBER 31, 2008

Finding - Bank Deposit Slips Were Not Always Validated

Our review of the office's accounting records disclosed that the office copy of the bank deposit slip was not validated by the bank. Of the 75 deposit slips tested 22 were not validated by the bank. The office received a validated receipt from the bank for the 22 exceptions, but this only confirmed the total amount deposited and not the actual make up of the deposit (i.e. cash and check mix).

Good internal accounting controls require that the amount of each check and the total amount of cash deposited are identified on the deposit slip. The office copy of each deposit should be brought to the bank to be validated.

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

The office was not aware of the potential internal control weaknesses caused by not having a validated deposit slip.

Recommendation

We recommend that the office secure the bank's validation on the office's copy of the deposit slip.

Management's Response

The County Officer responded as follows:

The daily deposits are made with M&T Bank. Late January of 2006, M&T Bank implemented a new financial accounting system which changed their internal procedure when validating customer's deposit. A single white slip (similar to a grocery slip) prints out showing the total checking deposit. This slip is returned to the county officer and the stapling of it to the duplicate copy of the carbon deposit was the procedure and still is the procedure.

After being told orally by the state auditor during the previous audit which began in October of 2006 for prior years January 1, 2004 to end of December, 2005, that the bank's procedure of returning the white deposit ticket (similar to a grocery slip) to the county officer with only the total deposit showing and not the cash/check breakdown was not acceptable. The [County Officer] was told the bank should also be validating the customer's duplicate deposit slip that shows the

PROTHONOTARY/CLERK OF ORPHANS' COURT
SNYDER COUNTY
FINDING AND RECOMMENDATION
FOR THE PERIOD
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Finding - Bank Deposit Slips Were Not Always Validated (Continued)

Management's Response (Continued)

cash/check breakdown. The reason was that without the duplicate deposit slip validated the possibility of loss of internal control could occur resulting in theft or fraud.

The county officer in early 2007 immediately reviewed deposit slips from the later part of January of 2006, which was the time that M&T Bank began their new accounting system. Validating by the M&T tellers of the county officer's duplicates was being done consistently. For whatever reason mid-2006 tellers began being sporadic with stamping/validating the customer's duplicate deposit slip but consistent with returning the white deposit slip. Sporadic validating continued for a short while in 2007. The county officer's duplicate deposit slip always showed the cash/check/money order breakdown.

The county officer after being alerted to the potential problem and the fact that the duplicate deposit should also be validated, the county officer informed the bank that all tellers should validate the county officer's duplicates. The county officer also explained to all her clerks, deputy and administrative assistant, who take deposits to bank, that they should watch and make sure the teller validates/stamps the duplicate as well as attaches the bank's white deposit slip to the yellow duplicate deposit slip.

To the [County Officer]'s knowledge, proper validation has occurred ever since the issue was addressed with the bank and the county officer's employees.

Auditor's Conclusion

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

PROTHONOTARY/CLERK OF ORPHANS' COURT
SNYDER COUNTY
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2006 TO DECEMBER 31, 2008

This report was initially distributed to:

Mr. C. Daniel Hassell
Acting Secretary
Pennsylvania Department of Revenue

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

Prothonotary/Clerk of Orphans' Court
Snyder County
Snyder County Courthouse

The Honorable Teresa J. Berger

Prothonotary/Clerk of Orphans' Court

The Honorable Joseph E. Kantz

Chairperson of the Board of Commissioners

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.