



CLERK OF THE COURT OF COMMON PLEAS AND
PROBATION DEPARTMENT

TIOGA COUNTY

EXAMINATION REPORT

FOR THE PERIOD

MARCH 1, 2005 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

The Honorable Daniel P. Meuser
Secretary
Pennsylvania Department of Revenue
Harrisburg, PA 17128

We have examined the accompanying statement of receipts and disbursements (Statement) of the Clerk of the Court of Common Pleas And Probation Department, Tioga County, Pennsylvania (County Officers), for the period March 1, 2005 to December 31, 2009, pursuant to the requirements of Section 401(b) of *The Fiscal Code*, 72 P.S. § 401(b). This Statement is the responsibility of the county office'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(b) 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(b) of *The Fiscal Code*.

In our opinion, the Statement referred to above presents, in all material respects, the operations of the County Officers 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.

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 County Officers' 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 Officers' Statement that is more than inconsequential will not be prevented or detected by the County Officers' internal control.

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 County Officers' internal control.

Our consideration of internal control over reporting on the Statement was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any significant deficiencies or material weaknesses, as defined above, in internal control over reporting on the Statement.

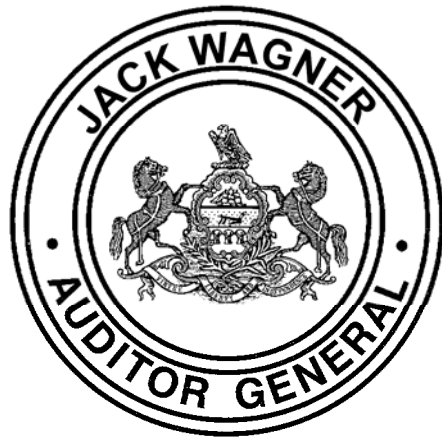
Independent Auditor's Report (Continued)

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 County Officers and is not intended to be and should not be used by anyone other than these specified parties.

May 10, 2011

JACK WAGNER
Auditor General



CLERK OF THE COURT OF COMMON PLEAS AND
PROBATION DEPARTMENT
TIOGA COUNTY
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
MARCH 1, 2005 TO DECEMBER 31, 2009

Receipts:

Department of Transportation		
Title 75 Fines	\$	46,421
Overweight Fines		4,800
Department of Revenue Court Costs		22,291
Crime Victims' Compensation Costs		76,047
Crime Commission Costs/Victim Witness Services Costs		49,531
Domestic Violence Costs		6,712
Emergency Medical Services Fines		2,535
DUI - ARD/EMS Fees		11,742
CAT/MCARE Fund Surcharges		46,269
Judicial Computer System		15,953
Access to Justice Fees		2,916
Offender Supervision Fees		407,655
Constable Service Surcharges		5
Criminal Laboratory Users' Fees		21,363
Probation and Parole Officers' Firearm Education Costs		5,933
Substance Abuse Education Costs		64,949
Office of Victims' Services Costs		8,099
Miscellaneous State Fines and Costs		<u>105,386</u>
 Total receipts (Note 2)	 \$	 898,607
 Disbursements to Commonwealth (Note 3)		 <u>(898,701)</u>
 Balance due Commonwealth (County) per settled reports (Note 4)		 (94)
 Examination adjustments		 <u>-</u>
 Adjusted balance due Commonwealth (County) for the period March 1, 2005 to December 31, 2009	 \$	 <u><u>(94)</u></u>

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

CLERK OF THE COURT OF COMMON PLEAS AND
PROBATION DEPARTMENT
TIOGA COUNTY
NOTES TO THE STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
MARCH 1, 2005 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 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 summary and criminal cases filed with the Clerk of the Court of Common Pleas' Office.

3. Disbursements

Total disbursements are comprised as follows:

Probation Department checks issued to:

Department of Revenue	\$	850,624
Department of Enviromental Resources		35,000
State Police		11,443
Office of Inspector General		981
Office of Attorney General		499
Liquor Control Board		154
Total	\$	898,701

4. Balance Due Commonwealth (County) For The Period March 1, 2005 To December 31, 2009

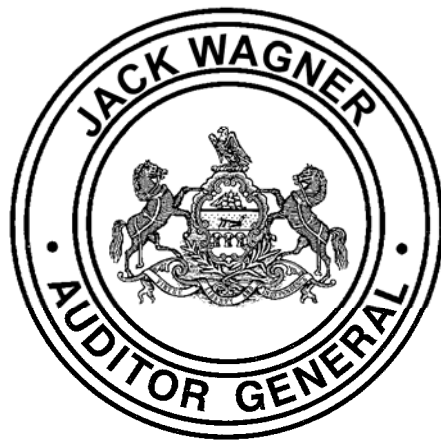
This balance reflects a summary of monthly transmittal reports as settled by the Department of Revenue. The balance also reflects a summary of any receipts disbursed directly to other state agencies.

CLERK OF THE COURT OF COMMON PLEAS AND
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NOTES TO THE STATEMENT OF RECEIPTS AND DISBURSEMENTS
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5. County Officers Serving During Examination Period

Mary Kay Clark served as the Clerk of the Court of Common Pleas for the period March 1, 2005 to December 31, 2009.

David L. Stager served as the Chief Probation Officer of the Probation Department for the period March 1, 2005 to December 31, 2009.



CLERK OF THE COURT OF COMMON PLEAS AND
PROBATION DEPARTMENT
TIOGA COUNTY
REPORT DISTRIBUTION
FOR THE PERIOD
MARCH 1, 2005 TO DECEMBER 31, 2009

This report was initially distributed to:

The Honorable Daniel P. Meuser
Secretary
Pennsylvania Department of Revenue

The Honorable Zygmunt Pines
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 Kay Clark	Clerk of the Court of Common Pleas
The Honorable Erick J. Coolidge	Chairperson of the Board of Commissioners
Mr. David L. Stager	Chief Probation Officer, Probation 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.