

# COMPLIANCE AUDIT

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District Court 12-0-00  
Dauphin County, Pennsylvania  
For the Period  
January 1, 2019 to December 31, 2022

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June 2024



Commonwealth of Pennsylvania  
Department of the Auditor General

Timothy L. DeFoor • Auditor General



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**TIMOTHY L. DEFOOR  
AUDITOR GENERAL**

The Honorable Pat Browne  
Secretary  
Pennsylvania Department of Revenue  
Harrisburg, PA 17128

We have conducted a compliance audit of the District Court 12-0-00, Dauphin County, Pennsylvania (District Court), for the period January 1, 2019 to December 31, 2022 pursuant to the requirements of Section 401(c) of *The Fiscal Code*, 72 P.S. § 401(c).

The objective of the audit was to determine whether the district court complied with state laws, regulations, and Administrative Office of Pennsylvania Courts (AOPC) policies and administrative procedures related to the collection of moneys on behalf of the Commonwealth, including whether moneys collected on behalf of the Commonwealth have been correctly assessed, reported, and promptly remitted.

The procedures we performed are summarized below:

- Obtained data from the AOPC and the Pennsylvania Department of Revenue and determined whether:
  - Amounts provided by the AOPC match amounts received by the Department of Revenue.
  - The district court's distributions to the state agree with the data provided by the Department of Revenue.
- Compared collections by category of fines, fees, and surcharges for each year in the audit period to prior year collections and determined the reason(s) for any large or unusual variances.
- Evaluated data related to cases without collections or adjustments to fines, fees, or surcharges and, if considered necessary, evaluated selected cases to determine whether such cases were handled appropriately.
- Obtained an understanding of internal controls related to the audit objective.
- Determined the adequacy of the design and operating effectiveness of internal controls we considered significant to the audit objective.
- Evaluated deposits of collections for accuracy and timeliness.
- Determined whether disbursements were accurate.
- Determined whether manual receipts were accurate and properly recorded.

- Determined whether voided receipts were necessary and proper.
- Reviewed selected cases to determine if the district court properly assessed, collected, and recorded all applicable fines, costs, fees, and surcharges.
- Determined whether the court complied with laws, regulations, and AOPC procedures related to the issuance and returns or warrants, collections related to warrants, and accounting for collections in the AOPC computer system.

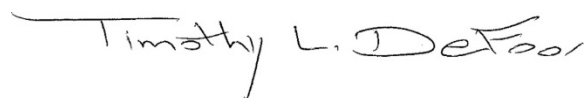
Our audit was limited to the areas identified above and was not conducted, nor was it required to be, in accordance with Government Auditing Standards issued by the Comptroller General of the United States.

The district court is responsible for establishing and maintaining effective internal controls to provide reasonable assurance of compliance with state laws and regulations applicable to the collection of moneys on behalf of the Commonwealth, including whether they have been correctly assessed, reported, and promptly remitted. The district court is also responsible for complying with those laws and regulations. It is our responsibility to perform procedures to obtain sufficient, appropriate evidence to the extent necessary to satisfy the audit objective. We believe that our audit provides a reasonable basis for our conclusions.

Based on our audit procedures, we conclude that, for the period January 1, 2019 to December 31, 2022, the district court, in all significant respects, complied with state laws, regulations, and AOPC policies and administrative procedures related to the collection of moneys on behalf of the Commonwealth.

This report includes a summary of the district court's receipts and disbursements of funds collected on behalf of the Commonwealth (summary), which the Department of Revenue may use to state and settle the district court's account. We obtained data representing the district court's receipts and disbursements from the Pennsylvania Department of Revenue, which obtains data from each of the Commonwealth's district courts and used the data to create the summary in the format required by the Department of Revenue. We also evaluated the accuracy of the data as part of our audit to conclude on the district court's compliance with certain state laws and regulations as described in the previous paragraph. Other than any adjustments that we considered necessary based on our audit work as disclosed in the *Audit Adjustments* line of the summary, nothing came to our attention to indicate inaccuracies in the amounts included on the summary.

The contents of this report were discussed with the district court's management. We appreciate the courtesy extended to us by the Dauphin County District Court 12-0-00 during the course of our audit. If you have any questions, please feel free to contact the Bureau of County Audits at 717-787-1363.



Timothy L. DeFoor  
Auditor General  
May 28, 2024

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DISTRICT COURT 12-0-00  
DAUPHIN COUNTY  
BACKGROUND  
FOR THE PERIOD  
JANUARY 1, 2019 TO DECEMBER 31, 2022

The Department of Auditor General is mandated by Article IV, Section 401(c) of *The Fiscal Code* (Act of April 9, 1929, P.L.343, No. 176), 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.

District Court 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.

The money collected by Night Court 12-0-00 is disbursed to the district courts, as listed on the statement. Commonwealth money is subsequently disbursed to the Department of Revenue by these offices.

This is a central arraignment court where all of the “on call” Magisterial District Judges in Dauphin County perform their duties in the evenings and on the weekends. Therefore, various magisterial district judges served at Night Court 12-0-00 for the period January 1, 2019 to December 31, 2022.

Jamira Williams served as Deputy District Court Administrator at Night Court 12-0-00 for the period January 1, 2019 to December 31, 2022.

The summary of receipts and disbursements on the following page 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 summary 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.

DISTRICT COURT 12-0-00  
 DAUPHIN COUNTY  
 SUMMARY OF RECEIPTS AND DISBURSEMENTS  
 FOR THE PERIOD  
 JANUARY 1, 2019 TO DECEMBER 31, 2022

Receipts \$ 68,440.44

|                                |    |                 |
|--------------------------------|----|-----------------|
| Dauphin County Clerk of Courts | \$ | 210.00          |
| District Court 12-1-01         | \$ | 15,878.50       |
| District Court 12-1-02         | \$ | 2,529.75        |
| District Court 12-1-04         | \$ | 5,806.70        |
| District Court 12-1-05         | \$ | 3,890.75        |
| District Court 12-1-06         | \$ | 4,482.11        |
| District Court 12-2-01         | \$ | 2,463.50        |
| District Court 12-2-02         | \$ | 4,033.30        |
| District Court 12-2-03         | \$ | 500.00          |
| District Court 12-2-04         | \$ | 4,290.97        |
| District Court 12-2-05         | \$ | 4,552.61        |
| District Court 12-3-01         | \$ | 550.00          |
| District Court 12-3-02         | \$ | 1,600.00        |
| District Court 12-3-03         | \$ | 3,467.50        |
| District Court 12-3-04         | \$ | 1,848.50        |
| District Court 12-3-05         | \$ | 3,535.25        |
| Restricted Participant         | \$ | <u>8,801.00</u> |

Total Disbursements 68,440.44

Balance of receipts versus disbursements  
 for the period January 1, 2019 to December 31, 2022 \$ -

DISTRICT COURT 12-0-00  
DAUPHIN COUNTY  
REPORT DISTRIBUTION  
FOR THE PERIOD  
JANUARY 1, 2019 TO DECEMBER 31, 2022

This report was initially distributed to:

**The Honorable Pat Browne**  
Secretary  
Pennsylvania Department of Revenue

**The Honorable Andrea Tuominen**  
Court Administrator of Pennsylvania  
Supreme Court of Pennsylvania  
Administrative Office of Pennsylvania Courts

**Ms. Jamira T. Williams**  
Deputy Court Administrator For Magisterial District Judges

**The Honorable George Hartwick, III**  
Chairperson of the Board of Commissioners

**The Honorable Mary K. Bateman**  
Controller

**Mr. Stephen B. Libhart**  
District Court Administrator

This report is a matter of public record and is available online at [www.PaAuditor.gov](http://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](mailto:news@PaAuditor.gov).