



STEPHEN J. BARRON, JR., CFE

CONTROLLER OF NORTHAMPTON COUNTY

NORTHAMPTON COUNTY COURTHOUSE
669 WASHINGTON STREET
EASTON, PENNSYLVANIA 18042

FRANK S. KEDL, CIA
Audit Manager

PHONE (610) 559-3186
FAX (610) 559-3137

TIMOTHY P. BRENNAN, ESQ.
Solicitor

**INDEPENDENT INTERNAL AUDITOR'S REPORT
ON AGREED-UPON PROCEDURES**

Members of the Northampton County Council
John Stoffa, County Executive
County of Northampton, Pennsylvania

We have performed the procedures enumerated below, which were agreed to by the County Executive solely to assist you with evaluating the County's Cash Collection Process in the Administration Office (E911 Fees) for the period ended May 31, 2011. Management is responsible for the internal control over the cash collection process. This Agreed-Upon Procedures engagement 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. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Procedures and Findings

1. **Procedure:** Review cash collection work assignments to determine if a proper segregation of duties is in place.

Findings: The segregation of duties in the office of Administration affiliated with the processing of receipts for E-911 services provides for adequate control.

2. **Procedure:** Determine if deposits are made on the day cash is received.

Findings: Deposits are made to Revenue upon receipt of checks. No checks are held overnight in the office of Administration. We found controls over the deposit process to be adequate.

3. **Procedure:** For departments with bank accounts:
 - a. Determine if bank reconciliations are done monthly and reviewed by a supervisor.
 - b. Agree account balances to IFAS.
 - c. Select a sample of 5 receipts and verify that they were deposited on the same day and if possible, that the cash/check mix agrees to the validated deposit slip.
 - d. Select a sample of 5 disbursements and examine the cancelled check to verify the payee, amount, and endorsement.

Findings:

After reviewing and testing all items noted above during the current year we found that the controls over this process continue to be adequate.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the County's Cash Collection Process. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management of the County of Northampton, Pennsylvania and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.



Stephen J. Barron, Jr., CFE
County Controller

July 12, 2011

cc:

J. Conklin, Director of Administration
R. Mateff, Director of Emergency Management
D. Hamann, Acting Director of Fiscal Affairs
G. Seifert, Fiscal Affairs Accountant
T. Brennan, Controller's Office Solicitor
Press