



County Controller

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Agreed-Upon Procedures
Report

**CASH COLLECTION
PROCESS - SHERIFF'S
DEPARTMENT**

As of September 30, 2019

**Office of the Controller
County of Northampton
Pennsylvania**



RICHARD J. SZULBORSKI

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

Members of the Northampton County Council
Lamont G. McClure Jr., County Executive
County of Northampton, Pennsylvania

We have performed the procedures enumerated below, which were agreed to by the County Executive, on the County's Cash Collection Process in the Sheriff's Department for the nine months ended September 30, 2019. Sheriff's Department management is responsible for implementing internal controls over the cash collection process. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated 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: Cash handling assignments as outlined in the internal control narrative suggest there is adequate segregation of duties. However, testing indicated that the Executive Secretary is performing all assignments such as preparing the deposit, taking the deposit to Revenue, and verifying that the Revenue register receipt agrees to the deposit. Per the internal control narrative, a Lieutenant is assigned the task of taking the deposit to Revenue.

2. **Procedure:** Select a sample of five receipts and verify that they were deposited on the same day as received and that the cash/check mix agrees to the validated deposit slip.

Findings: For the five receipts selected for testing, it was found that there was no indication of the date the Sheriff's Department received the payments for two of the receipts; therefore, it could not be determined if the deposits were made the same day. The remaining three receipts were ACH deposits with two of the three posted to ONESolution the next business day and the remaining receipt posted within two business days. The cash/check mix per the deposit documentation agreed to the Revenue register receipt.

3. **Procedure:** For offices with bank accounts.
- a) Determine if bank reconciliations are done monthly and reviewed by a supervisor.
 - b) Agree account balances to ONESolution.
 - c) Select a sample of five disbursements and examine the cancelled check to verify the payee, amount and authorized signer.

Findings: The Sheriff's Department does not have any bank accounts and is not responsible for any duties with regard to the County's common bank account.

We conducted this agreed-upon procedures engagement in accordance with generally accepted government auditing standards. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Cash Collection Process in the Sheriff's Department. Accordingly, we do not express such an opinion or conclusion. 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.



Richard J. Szulborski
County of Northampton Controller
Easton, Pennsylvania



Kathleen A. Kuzma, MBA, CPA, CGMA
Lead Auditor

December 12, 2019

cc: Stephen J. Barron, Jr., Director of Fiscal Affairs
Richard Johnston, Sheriff
Chris Zieger, Chief Deputy Sheriff