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Agreed-Upon Procedures
Report

**CASH COLLECTION
PROCESS
EMERGENCY
MANAGEMENT**

As of April 2021

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



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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 solely to assist with evaluating the County's Cash Collection Process in the Emergency Management Division as of April 2021. Management is responsible for internal control over the cash collection process. 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 regarding cash collection in the Emergency Management Division is adequate.

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: Five receipts each were selected from Hazardous Chemical and Emergency Planning fees and from expended equipment for hazardous material responses. For Hazardous Chemical and Emergency Planning fees, envelopes are date stamped when they are received and are retained. In our sample, envelopes were date stamped, the deposits were made on the day of receipt and agreed to the validated deposit slips. For payments made to the County for expended equipment for hazardous material responses, envelopes are not date stamped, and no other adequate documentation exists to show deposits are made on the day cash is received. However, the receipt total agreed to the validated deposit slip. After we pointed this situation out to Emergency Management Staff, the Director stated that a date stamp was acquired and is currently in use. Also, in one instance the date on the Daily Cash Summary sheet was six business days prior to the date noted on the deposit slip. The Director pointed

out that this situation was temporary and was caused by an emergency absence of the Clerical Specialist.

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: This department does not have the responsibility for any bank accounts.

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 Emergency Management Division. 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.



Tony E. Bassil
County of Northampton Controller
Easton, Pennsylvania



Gurpreet Kaur, CPA
Auditor II

May 17, 2021

CC: Stephan Barron, Director of Fiscal Affairs
Charles Dertinger, Director of Administration
Todd Weaver, Director of Emergency Management Services