



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 Director of Corrections, on auditing the Community Corrections Program to comply with the audit requirements of Title 37 Pennsylvania Code, Section 95.239(5), for the period September 1, 2018 through December 31, 2018. County management is responsible for the internal controls over the Work Release program which is a function of the Community Corrections program. 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:** Select a sample of 25 days and determine if funds received at both Community Correction facilities were properly receipted, recorded and deposited.

Findings: Based on our testing, we confirmed that:

- Twenty-five receipts tested were in the Jail Management System (JMS) during the period of September 1, 2018 through December 31, 2018.
- The cash/check breakdown on the deposit slip matched the receipt sheet totals.
- All deposit slips were validated and the amount matched the receipt/deposit amount totals.
- All receipts were deposited and traced to the Lafayette Ambassador Bank Community of Corrections' bank account. Deposits were made in a timely manner and the amounts were accurate and verified to the bank statements and deposit slips.
- One receipt did not have an amount written on it.
- There were three receipts we were unable to locate because the receipt books were missing.
- Three of the 25 receipt numbers tested were not sequential.
- All individual cash sheets were recalculated without exception.

2. **Procedure:** Select a sample of 25 checks issued by Community Corrections and determine whether checks to inmates and third parties were prepared correctly.
- a) Determine if inmates are signing the "Check Signature Report."
 - b) Determine if there is evidence that supervisors are reconciling the "Check Signature Report" and "Third Party Check Report" to the checks when signing.

Findings:

- All inmates signed for their checks and disbursement amounts were verified in JMS.
- The Supervisor signed all the check signature and third party reports we tested with the exception of the November 15th and November 21st reports. The Supervisor was on vacation at that time and the individual filling in did the reconciliation but did not sign the reports.

3. **Procedure:** Determine whether the correct deductions are being entered in JMS and are taken from the inmate's pay.

Findings:

- We reviewed five inmate's files and confirmed the check amounts matched what was in JMS.
- The correct deductions were taken from the inmate's pay as outlined in the Community Corrections Division Program Agreement.
- The correct check amounts (after deductions) were given to the inmates.
- One inmate had a deduction for domestic support and this was done through wage attachment by the employer. A copy of the court order was in the inmate's file.

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 collection and disbursement of funds. 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 Controller



Kathy M. Nesfeder, CFE, CRMA
Auditor II

September 20, 2019

cc: J. Kostura, Director of Corrections
D. Lothian, Community Corrections Coordinator
N. Devaney, Accountant II