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## INDEPENDENT AUDITORS' REPORT

Members of the Northampton County Council  
John A. Brown, County Executive  
Honorable Stephen G. Baratta, President Judge  
County of Northampton, Pennsylvania

We have audited the Statements of Changes in Assets and Liabilities - Cash Basis of Magisterial District Court (MDC) 03-2-06 of the County of Northampton, Pennsylvania, as of and for the years ended December 31, 2015 and December 31, 2016. These statements are the responsibility of MDC 03-2-06. Our responsibility is to express an opinion on these statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. Our tests did not include an examination of the State computer system/software. We believe that our audit provides a reasonable basis for our opinion.

As disclosed in Note 1, the accompanying Statements of Changes in Assets and Liabilities - Cash Basis of MDC 03-2-06 of the County of Northampton, Pennsylvania, for the years ended December 31, 2015 and December 31, 2016 were prepared on the cash basis of accounting which is a comprehensive basis of accounting other than generally accepted accounting principles.

These financial statements present only the MDC 03-2-06 financial activity and are not intended to present fairly the financial position and results of operations of the County of Northampton, in conformity with accounting principles generally accepted in the United States of America.

Members of the Northampton County Council  
John A. Brown, County Executive  
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County of Northampton, Pennsylvania  
--Page Two--

In our opinion, based upon our audit, the financial statements referred to above present fairly, in all material respects, the financial position of MDC 03-2-06 of the County of Northampton, Pennsylvania, as of December 31, 2015 and December 31, 2016, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated , on our consideration of the MDC's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

This report is intended for the information and use of the management of the County of Northampton, Pennsylvania, the Administrative Office of Pennsylvania Courts and the PA Auditor General. However, this report is a matter of public record and its distribution is not limited.

Very truly yours,



Stephen J. Barron, Jr., CFE  
County Controller



Stacy L. Duke  
Staff Auditor

July 18, 2017

COUNTY OF NORTHAMPTON, PENNSYLVANIA  
Magisterial District Court 03-2-06  
Magisterial District Judge Daniel G. Corpora

Table of Contents

	<u>Page(s)</u>
Independent Auditors' Report	Cover
Statement of Changes in Assets and Liabilities - Cash Basis For the Year Ended December 31, 2015	1
Statement of Changes in Assets and Liabilities - Cash Basis For the Year Ended December 31, 2016	2
Notes to Financial Statement	3
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters	4-5
Schedule of Audit Findings and Recommendations	6

COUNTY OF NORTHAMPTON, PENNSYLVANIA  
 Magisterial District Court 03-2-06  
 Statement of Changes in Assets and Liabilities - Cash Basis  
 For the Year Ended December 31, 2015

	<u>Balance</u> <u>1/1/2015</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>12/31/2015</u>
<u>Assets</u>				
Cash	\$ 10,019	\$ 276,250	\$ 275,842	\$ 10,427
Total Assets	<u>\$ 10,019</u>	<u>\$ 276,250</u>	<u>\$ 275,842</u>	<u>\$ 10,427</u>
<u>Liabilities</u>				
State costs and fines	\$ -	\$ 182,569	\$ 182,569	\$ -
County costs and fines	4,317	52,955	53,052	4,220
Local fines:				
Bethlehem City	(5)	-	-	(5)
Easton City	1,679	13,774	14,680	773
Glendon Borough	-	1,008	750	258
Williams Township	18	1,957	1,706	269
Wilson Borough	-	248	203	45
East Bangor Borough	-	12	12	-
Escrow	4,010	23,727	22,870	4,867
Total Liabilities	<u>\$ 10,019</u>	<u>\$ 276,250</u>	<u>\$ 275,842</u>	<u>\$ 10,427</u>

The notes to the financial statement are an integral part of this statement.

COUNTY OF NORTHAMPTON, PENNSYLVANIA  
 Magisterial District Court 03-2-06  
 Statement of Changes in Assets and Liabilities - Cash Basis  
 For the Year Ended December 31, 2016

	<u>Balance</u> <u>1/1/2016</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>12/31/2016</u>
<u>Assets</u>				
Cash	\$ 10,427	\$ 326,987	\$ 327,839	\$ 9,575
Total Assets	<u>\$ 10,427</u>	<u>\$ 326,987</u>	<u>\$ 327,839</u>	<u>\$ 9,575</u>
<u>Liabilities</u>				
State costs and fines	\$ -	\$ 212,154	\$ 212,154	\$ -
County costs and fines	4,220	65,416	63,278	6,358
Local fines:				
Bethlehem City	(5)	-	-	(5)
Easton City	773	16,935	15,733	1,975
Glendon Borough	258	492	750	-
Palmer Township	-	12	12	-
Williams Township	269	1,685	1,785	169
Wilson Borough	45	615	660	-
Escrow	<u>4,867</u>	<u>29,678</u>	<u>33,467</u>	<u>1,078</u>
Total Liabilities	<u>\$ 10,427</u>	<u>\$ 326,987</u>	<u>\$ 327,839</u>	<u>\$ 9,575</u>

The notes to the financial statement are an integral part of this statement.

COUNTY OF NORTHAMPTON, PENNSYLVANIA  
Magisterial District Court 03-2-06  
Notes to Financial Statement

NOTE 1: Summary of Significant Accounting Policies

Basis of Presentation - Fund Accounting

The accounts of a governmental entity are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. An agency fund is used to account for assets held by the MDC as an agent for individuals, private organizations or other governmental units. Since agency funds are custodial in nature, they do not involve measurement of operations.

Basis of Accounting

The financial statements are prepared on the cash basis of accounting. Under this basis, only cash transactions are recognized. Since the Commonwealth of Pennsylvania does not require the reporting of accounts receivable balances or accounts payable balances, they are not presented.



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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

Members of the Northampton County Council  
John A. Brown, County Executive  
Honorable Stephen G. Baratta, President Judge  
County of Northampton, Pennsylvania

We have audited the Statements of Changes in Assets and Liabilities - Cash Basis of Magisterial District Court (MDC) 03-2-06 of the County of Northampton, Pennsylvania, as of and for the years ended December 31, 2015 and December 31, 2016, and have issued our report thereon dated July 18, 2017. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

Management of the MDC is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the MDC's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the Statements of Changes in Assets and Liabilities - Cash Basis, but not for the purpose of expressing an opinion on the effectiveness of the MDC's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the MDC's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies

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--Page Two--

in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the MDC's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the MDC in the accompanying schedule of audit findings and recommendations.

The MDC's response to the findings identified in our audit is described in the accompanying schedule of audit findings and recommendations. We did not audit the MDC's response and, accordingly we express no opinion on it.

This report is intended solely for the information and use of the management of the County of Northampton, Pennsylvania, the Administrative Office of Pennsylvania Courts and the PA Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



Stephen J. Barron, Jr., CFE  
County Controller



Stacy L. Duke  
Staff Auditor

July 18, 2017



County of Northampton  
Magisterial District Court 03-2-06  
Schedule of Audit Findings and Recommendations  
Years Ended 12/31/15 and 12/31/16

**A. Voids**

OBSERVATION

We found that this office did not obtain approval of the MDJ or a second clerical technician for eight voided transactions. A memo was issued by Court Administration on July 18, 2014 that included instructions to obtain approval for voids.

RECOMMENDATION

When a clerical technician voids a receipt, she should obtain the initials of the MDJ or a second clerical technician to provide evidence that a second individual reviewed the void.

MANAGEMENT RESPONSE Daniel G. Corpora

I am submitting this written response to the Independent Auditor's Report for District Court 03-2-06 for Examination Period of January 1, 2015 to December 31, 2016.

This response is specific to the sole Observation and Recommendation regarding voided transactions. The Court is in full agreement that all voided transactions are to be reviewed and initialed by a second individual, primarily the Magisterial District Judge. The Audit did discover voided transactions not reviewed by a second individual, but the majority of those transactions were regarding checks not processed by the bank due to insufficient funds. The Court was unaware that these transactions also required a second person review, but will make it part of our process for all future instances.