

COMPLIANCE AUDIT

Department of Court Records Civil/Family
Division – Collections on Behalf of the Office
of Comptroller Operations Allegheny County,
Pennsylvania
For the Period
March 1, 2017 to February 28, 2021

March 2022



Commonwealth of Pennsylvania
Department of the Auditor General

Timothy L. DeFoor • Auditor General



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**TIMOTHY L. DEFOOR
AUDITOR GENERAL**

Mr. Harrison Brooks
Commonwealth Accountant Manager
OFFICE OF COMPTROLLER OPERATIONS
Accounts Receivable
555 Walnut Street
The Forum Place, 9th Floor
Harrisburg, PA 17101

We have conducted a compliance audit of the Department of Court Records Civil/Family Division - Collections on Behalf of the Office of Comptroller Operations, Allegheny County, Pennsylvania (County Officer), for the period March 1, 2017 to February 28, 2021, pursuant to the requirements of Section 401(e) of *The Fiscal Code*, 72 P.S. § 401(e).

The objective of the audit was to determine whether all moneys collected on behalf of the Commonwealth have been correctly assessed, reported, and promptly remitted and to provide a report to the Office of Comptroller Operations and the Pennsylvania State Police. Our audit was limited to areas related to the objective identified above and was not conducted, nor was it required to be, in accordance with Government Auditing Standards issued by the Comptroller General of the United States.

The County Officer is responsible for establishing and maintaining effective internal controls to provide reasonable assurance of compliance with state laws and regulations applicable to the collection of moneys on behalf of the Commonwealth, including whether they have been correctly assessed, reported, and promptly remitted. The County Officer is also responsible for complying with those laws and regulations. It is our responsibility to perform procedures to obtain sufficient, appropriate evidence to the extent necessary to satisfy the audit objective. We believe that our audit provides a reasonable basis for our conclusions.

Based on our audit procedures, we conclude that, for the period March 1, 2017 to February 28, 2021, the County Officer, in all significant respects, complied with state laws and regulations applicable to the collection of moneys on behalf of the Commonwealth, including whether they have been correctly assessed, reported, and promptly remitted.

This report includes summaries of the County Officer's receipts and disbursements of funds collected on behalf of the Commonwealth (summaries). We obtained data representing the County Officer's receipts and disbursements from the Office of Comptroller Operations, which obtains data from each of the Commonwealth's sheriff offices, and used the data to create the summary. We also evaluated the accuracy of the data as part of our audit to conclude on the County Officer's compliance with certain state laws and regulations as described in the previous paragraph. Any adjustments that we considered necessary based on our audit work are disclosed in the *Audit Adjustments* line of the summaries; however, the scope of our audit does not include the issuance of an opinion on the accuracy of the amounts reported in the summaries.

The purpose of this report is to determine whether all moneys collected on behalf of the Commonwealth have been correctly assessed, reported, and promptly remitted. This report is not suitable for any other purposes.

The contents of this report were discussed with the management of the County Officer. We appreciate the courtesy extended by the Department of Court Records Civil/Family Division Allegheny County, to us during the course of our audit. If you have any questions, please feel free to contact the Bureau of County Audits at 717-787-1363.

A handwritten signature in black ink that reads "Timothy L. DeFoor". The signature is written in a cursive style with a long horizontal line extending to the left of the first name.

Timothy L. DeFoor
Auditor General
February 24, 2022

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DEPARTMENT OF COURT RECORDS CIVIL/FAMILY DIVISION
ALLEGHENY COUNTY
BACKGROUND
FOR THE PERIOD
MARCH 1, 2017 TO FEBRUARY 28, 2021

The Department of Auditor General is mandated by Article IV, Section 401 (e) of *The Fiscal Code* (Act of April 9, 1929, P.L.343, No. 176), to audit the accounts of each county officer to determine whether all moneys collected on behalf of the Commonwealth have been correctly assessed, reported and promptly remitted.

Department of Court Records Civil/Family Division receipts consist of monies collected on behalf of the Office of Comptroller Operations. These include monies collected for the following surcharges and fees:

- Deputy Sheriff's Education and Training Surcharges of \$10 on each fee collected by the sheriff of every county upon acceptance for each service required for any complaint, summons, writ, or other legal paper required to be served or posted by the sheriff.

Total disbursements for the audit period are comprised as follows:

Department of Court Records, Civil/Family Division checks issued to:

Office of Comptroller Operations	<u>\$936,350</u>
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This balance reflects a summary of receipts and disbursements on behalf of the Office of Comptroller Operations.

Michael J. McGeever served as Director, Department of Court Records Civil/Family Division during the period March 1, 2017 to February 28, 2021.

The summaries of receipts and disbursements provides a summary of receipts and disbursements by category. The categories and the amounts of surcharges assessed are based on Pennsylvania laws and regulations.

The summaries were prepared in accordance with reporting requirements prescribed by the Pennsylvania Office of Comptroller Operations. Under this method, only the Commonwealth portion of cash receipts and disbursements are presented, revenues are recognized when received, and expenditures are recognized when paid.

DEPARTMENT OF COURT RECORDS CIVIL/FAMILY DIVISION
ALLEGHENY COUNTY
SUMMARY OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
MARCH 1, 2017 TO FEBRUARY 28, 2021

Receipts:

Deputy Sheriff's Training and Education Surcharges	\$ 936,350
Disbursements to Office of Comptroller Operations	<u>(936,350)</u>
Balance due Office of Comptroller Operations (County)	-
Audit adjustments	<u>-</u>
Adjusted balance due Office of Comptroller Operations (County) for the period March 1, 2017 to February 28, 2021	<u><u>\$ -</u></u>

DEPARTMENT OF COURT RECORDS CIVIL/FAMILY DIVISION
ALLEGHENY COUNTY
REPORT DISTRIBUTION
FOR THE PERIOD
MARCH 1, 2017 TO FEBRUARY 28, 2021

This report was initially distributed to:

Mr. Harrison Brooks
Commonwealth Accountant Manager
Office of Comptroller Operations
Accounts Receivable

Mr. Derin Myers
Director
Office of Financial Management and Administration
Pennsylvania Commission on Crime and Delinquency

The Honorable Michael J. McGeever
Director, Department of Court Records - Civil Division

The Honorable Rich Fitzgerald
County Executive

Ms. Tracy Royston
Acting Controller

Ms. Lori A. Churilla, CPA
Assistant Deputy Controller, Auditing

This report is a matter of public record and is available online at www.PaAuditor.gov. Media questions about the report can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 229 Finance Building, Harrisburg, PA 17120; via email to: news@PaAuditor.gov.