

COMPLIANCE AUDIT

Sheriff
Cumberland County, Pennsylvania
For the Period
March 1, 2016 to August 31, 2019

May 2021



Commonwealth of Pennsylvania
Department of the Auditor General

Timothy L. DeFoor • Auditor General



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**TIMOTHY L. DEFOOR
AUDITOR GENERAL**

The Honorable Ron Anderson
Sheriff
Cumberland County
Carlisle, PA 17013

We have conducted a compliance audit of the Sheriff, Cumberland County, Pennsylvania (County Officer), for the period March 1, 2016 to August 31, 2019, 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.

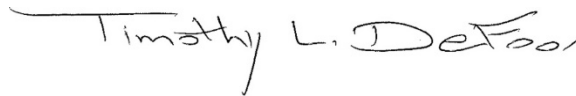
Based on our audit procedures, we conclude that, for the period March 1, 2016 to August 31, 2019, the County Officer, in all significant respects, complied with state laws and regulations applicable to the collection of moneys on behalf of the Commonwealth, including whether they have been correctly assessed, reported, and promptly remitted, except as noted in the finding listed below and discussed later in this report:

- Bank Deposit Slips Were Not Validated.

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 and the Pennsylvania State Police, 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 and, where appropriate, their response has been included in the report. We appreciate the courtesy extended by the Sheriff, Cumberland 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 letter.

Timothy L. DeFoor
Auditor General

April 6, 2021

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SHERIFF
CUMBERLAND COUNTY
BACKGROUND
FOR THE PERIOD
MARCH 1 2016 TO AUGUST 31, 2019

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.

Sheriff receipts consist of monies collected on behalf of the Office of Comptroller Operations and the Pennsylvania State Police. 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.
- Firearms License Validation System Account Fees of \$1 imposed for applying for a license to carry a firearm. Effective March 1, 2015, this fee is remitted to the Pennsylvania State Police as required by Pennsylvania Uniform Firearms Act.

Total disbursements for the audit period are comprised as follows:

Sheriff checks issued to:

| | |
|----------------------------------|------------|
| Office of Comptroller Operations | \$ 160,310 |
| Pennsylvania State Police | \$ 19,626 |

This balance reflects a summary of receipts and disbursements on behalf of the Office of Comptroller Operations and the Pennsylvania State Police.

Ron Anderson served as Sheriff during the period March 1, 2016 to August 31, 2019.

The summaries of receipts and disbursements provides a summary of receipts and disbursements by category. The categories and the amounts of surcharges and fees 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 and the Pennsylvania State Police. 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.

SHERIFF
CUMBERLAND COUNTY
OFFICE OF COMPTROLLER OPERATIONS
SUMMARY OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
MARCH 1, 2016 TO AUGUST 31, 2019

Receipts:

| | |
|---|------------------|
| Deputy Sheriff's Training and Education Surcharges | \$ 160,310 |
| Disbursements to Office of Comptroller Operations | <u>(160,310)</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, 2016 to August 31, 2019 | <u>\$ -</u> |

SHERIFF
CUMBERLAND COUNTY
PENNSYLVANIA STATE POLICE
SUMMARY OF RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD
MARCH 1, 2016 TO AUGUST 31, 2019

Receipts:

| | |
|---|-----------------|
| Firearms License Validation System Account Fees | 19,626 |
| Disbursements to Commonwealth | <u>(19,626)</u> |
| Balance due Commonwealth (County) | - |
| Audit adjustments | <u>-</u> |
| Adjusted balance due Commonwealth (County) for the period March 1, 2016 to August 31, 2019 | <u>\$ -</u> |

SHERIFF
CUMBERLAND COUNTY
FINDING AND RECOMMENDATIONS
FOR THE PERIOD
MARCH 1, 2016 TO AUGUST 31, 2019

Finding - Bank Deposit Slips Were Not Validated

Our audit of the office's accounting records disclosed that the office copy of the bank deposit slip was not validated by the bank in 29 of the 34 deposits tested. The office received a validated receipt from the bank, but this only confirmed the total amount deposited and not the actual make-up of the deposit (i.e. cash and check mix).

Good internal accounting controls require that the amount of each check and the total amount of cash deposited are identified on the deposit slip. The office copy of each deposit should be brought to the bank to be validated. If the bank cannot validate the deposit slip, the office should obtain a deposit ticket from the bank that validates total cash and the total deposit. After the office receives the validation from the bank, it should be reconciled to the receipts by someone other than the person preparing or making the deposit.

Without a good system of internal control over funds received by the office, the possibility of funds being lost or misappropriated increases significantly.

The office staff stated that they recently changed banks and they were not aware that the new bank was not validating deposit slips.

Recommendations

We recommend that the office secure the bank's validation on the court's copy of the deposit slip. We further recommend that the validation is reconciled to receipts by someone other than the person preparing or making the deposit.

Management's Response

No formal response was offered at this time.

Auditor's Conclusion

During our next examination, we will determine if the office complied with our recommendations.

SHERIFF
CUMBERLAND COUNTY
REPORT DISTRIBUTION
FOR THE PERIOD
MARCH 1, 2016 TO AUGUST 31, 2019

This report was initially distributed to:

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

Corporal Daniel McGough
Pennsylvania State Police
Firearm Records Unit

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

The Honorable Ron Anderson
Sheriff

The Honorable Gary Eichelberger
Chairperson of the Board of Commissioners

The Honorable Alfred Whitcomb
Controller

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.