

COUNTY OF BERKS, PENNSYLVANIA

Office of the Controller



Services Center, 12th Floor
633 Court Street
Reading, PA 19601-4311

Phone: 610.478.6150
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Mark C. Scott, Commissioner Chair
Christian Y. Leinbach, Commissioner
Kevin S. Barnhardt, Commissioner

Sandra M. Graffius, Controller
Jack A. Linton, Esq., Solicitor

May 6, 2013

Mr. Eric Weaknecht
Sheriff
Office of the Sheriff
County of Berks, Pennsylvania

Re: Internal Auditor's Report

Dear Mr. Weaknecht:

We have completed our compilation of the financial statements of the Office of the Sheriff for the year ended December 31, 2012, and have attached the report for your review and consideration.

Since there was no significant finding or instance of non-compliance noted, no response is required and the attached report is the final report.

This report is intended for the use of the Office of the Sheriff management. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

I would like to thank you for your cooperation and for the courtesies extended by your staff to mine. If you have any questions concerning the attached report, I would be glad to discuss them with you.

Yours truly,

Sandra M. Graffius

**Office of the Sheriff
County of Berks, Pennsylvania**

Eric Weaknecht, Sheriff

Annual Financial Report

As of December 31, 2012

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Report Distribution List

1. Eric Weaknecht, Sheriff
2. Christian Y. Leinbach, County Commissioner Chair
3. Kevin S. Barnhardt, County Commissioner
4. Mark C. Scott, County Commissioner
5. Carl Geffken, Chief Operations Officer
6. Fred Mogel, Solicitor for Sheriff
7. Eugene A. DePasquale, Pennsylvania Auditor General
8. Reinsel, Kuntz, Leshner LLP, Certified Public Accountants
9. Audit File

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Internal Auditor's Report

Mr. Eric Weaknecht
Sheriff
Office of the Sheriff
County of Berks, Pennsylvania

We have compiled the accompanying statement of assets, liabilities and fund balance – cash basis as of December 31, 2012 for the Office of the Sheriff, a unit of the County of Berks, Pennsylvania, and the related statement of receipts, disbursements and changes in cash balance – cash basis for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. These financial statements are the responsibility of the Office of the Sheriff management.

A compilation is limited to presenting in the form of financial statements, information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

As described in Note 1, the accounts of the Office of the Sheriff are maintained, and the accompanying financial statements are prepared, on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

We have included a report on our consideration of the Office of the Sheriff internal control structure and on its compliance with laws and regulations. We have reviewed compliance and internal control matters in accordance with the Commonwealth of Pennsylvania Third Class County Code and County of Berks ordinances and resolutions and have included applicable comments related thereto in the respective report.

Sandra M. Graffius, Controller
April 11, 2013

**Office of the Sheriff
 County of Berks, Pennsylvania
 Statement of Assets, Liabilities and Fund Balance – Cash Basis
 As of December 31, 2012**

Assets	
Cash in bank	\$ 1,765,649
Cash on hand	<u>600</u>
Total assets	<u>\$ 1,766,249</u>
Liabilities and Fund Balance	
Liabilities	
Due to the County of Berks Treasurer	\$ 87,609
Due to County of Berks Prothonotary	1,522
Due to Commonwealth of PA	93,958
Funds held in escrow	<u>1,582,560</u>
Total liabilities	<u>1,765,649</u>
Fund balance	<u>600</u>
Total liabilities and fund balance	<u>\$ 1,766,249</u>

The accompanying notes are an integral part of these financial statements.
 See accountant's compilation report.

**Office of the Sheriff
County of Berks, Pennsylvania
Statement of Receipts, Disbursements and Changes in Cash Balance – Cash Basis
For the Year Ended December 31, 2012**

Receipts

Fees, escrow & misc. funds	\$ 8,353,618
Interest income	<u>3,039</u>
Total receipts	<u>8,356,657</u>

Disbursements

County of Berks Treasurer	1,209,253
County of Berks Recorder of Deeds	243,922
County of Berks Tax Claim	39,793
County of Berks Prothonotary	13,737
Commonwealth of PA	195,949
Sheriff sale advertising	1,043,653
Deputizations – other Pennsylvania counties	4,561
Bank fees	1,466
Refunds and other disbursements	<u>5,361,220</u>
Total disbursements	<u>8,113,554</u>

Cash disbursements in excess of receipts	243,103
Cash account balance as of January 1	<u>1,522,546</u>
Cash account balance as of December 31	<u>\$ 1,765,649</u>

The accompanying notes are an integral part of these financial statements.
See accountant's compilation report.

**Office of the Sheriff
County of Berks, Pennsylvania
Notes to Financial Statements
December 31, 2012**

Note 1: Nature of the office and significant accounting policies

Nature of the office:

The Sheriff is the chief peace officer of the County, whose jurisdiction includes all municipalities and townships. He is an officer of the court elected by the people. When elected, the Sheriff takes an oath to support the Constitution, the laws of the State, and to discharge his duties faithfully.

The Sheriff has a variety of duties, both criminal and civil. One of the main functions is to serve writs and injunctions issued by the Courts. He transports prisoners between the Courts and their places of confinement, and keeps them in custody during trials. He also transports mental patients to the Courts and to mental institutions.

In the capacity as civil officer, the Sheriff issues permits to carry firearms. The Sheriff also conducts sales of personal and real property. Among the many documents served are warrants for failure to appear for court as summoned, complaints, summons and writs for possession of property.

The Sheriff and his deputies may be called upon during riots, prison-breaks, strikes, or other emergencies which are or may be a breach of peace.

Basis of accounting:

The books and records of the Office of the Sheriff are maintained on the cash basis of accounting and, therefore, the financial statements presented herein do not purport to present the account balances and results of operations in conformity with generally accepted accounting principles. The cash basis of accounting is an other comprehensive basis of accounting.

Cash and cash equivalents:

The Office of the Sheriff considers cash and equivalents to be cash on hand, cash on deposit, and investments with a maturity of three months or less when purchased.

Cash Accounts:

The financial statements compiled for the Office of the Sheriff reflect only the trust and agency account activity. These accounts are maintained and reconciled by the Office of the Sheriff. Administrative costs and expenses incurred by the Office of the Sheriff are reflected on the books and records of the County of Berks and not on these financial statements.

**Office of the Sheriff
County of Berks, Pennsylvania
Notes to Financial Statements
December 31, 2012**

Note 2: Cash and equivalents

The following cash accounts are in the name of the County of Berks, Office of the Sheriff, and are reflected in the County of Berks financial statements:

Bank	Account Type	Bank Balance	Carrying Value
Metro Bank	Checking	\$ 2,111,870	\$ 1,765,649
Cash	Cash on hand	600	600
		<u>\$ 2,112,470</u>	<u>\$ 1,766,249</u>

The checking accounts hold funds received by the Office of the Sheriff in a trust and agency capacity and use of these funds, by the Office of the Sheriff, is restricted.

Amounts on deposit in excess of FDIC limits are collateralized by the financial institution with securities held by that entity.

Note 3: Due to County of Berks Treasurer

The balance due to the County of Berks Treasurer as of December 31, 2012, is comprised of the following:

December fees	\$ 89,388
Interest income net of bank charges	(1,779)
	<u>\$ 87,609</u>

Note 4: Due to County of Berks Prothonotary

The balance due to the County of Berks Prothonotary as of December 31, 2012, is comprised of December fees.

Note 5: Due to Commonwealth of PA

The balance due to the Commonwealth of PA as of December 31, 2012, is comprised of December fees.

Note 6: Funds held in escrow

Funds held in escrow as of December 31, 2012, represent real and personal property executions and civil cases.

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Internal Auditor's Report on Compliance and Internal Controls

Mr. Eric Weaknecht
Sheriff
Office of the Sheriff
County of Berks, Pennsylvania

In completing our internal audit of the Office of the Sheriff for the year ended December 31, 2012, we performed tests for compliance with certain financial provisions of laws, regulations, contracts, grants, and applicable policies. Noncompliance is considered a significant finding when it could have a direct and material effect on related financial information. The results of our tests disclosed no instances of noncompliance.

We also performed tests of the Office of the Sheriff's internal control over financial information and noted no significant findings in internal controls. Significant findings involve matters coming to our attention relating to deficiencies in the design or operation of the internal control over financial information that, in our judgment, could adversely affect the Office of the Sheriff's ability to adequately and properly record, process, summarize and report financial data.

This report is intended for the information and use of the County of Berks Board of Commissioners and the Office of the Sheriff's management. However, this report is a matter of public record and its distribution is not limited.

Sandra M. Graffius, Controller
April 11, 2013

**Office of the Sheriff
County of Berks, Pennsylvania
Report on Internal Controls as of April 11, 2013
Status of Prior Year Results**

<u>Description of Condition</u>	<u>Corrective Action Implemented</u>
No prior year audit findings	N/A