

**Magisterial District Court 23-1-04
County of Berks, Pennsylvania**

Magisterial District Judge Thomas H. Xavios

Annual Financial Report

As of December 31, 2011

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COUNTY OF BERKS, PENNSYLVANIA

Office of the Controller



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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

Internal Auditor's Report

Magisterial District Judge Thomas H. Xavios
Magisterial District Court 23-1-04
1259 North 10th Street
Reading, PA 19604

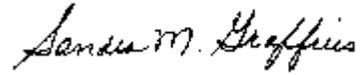
We have compiled the accompanying statement of assets, liabilities and fund balance – cash basis as of December 31, 2011 for Magisterial District Court 23-1-04, and the related statement of receipts, disbursements and changes in cash balance – cash basis for the year then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilations in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

As described in Note 1, the accounts of Magisterial District Court 23-1-04 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 Magisterial District Court 23-1-04's 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
May 24, 2012

Magisterial District Court 23-1-04
County of Berks, Pennsylvania
Statement of Assets, Liabilities and Fund Balance – Cash Basis
As of December 31, 2011

Assets	
Cash in bank	\$ (258)
Cash on hand	<u>400</u>
Total assets	<u><u>\$ 142</u></u>
Liabilities and Fund Balance	
Liabilities	
Escrow	<u>\$ (258)</u>
Total liabilities	<u>(258)</u>
Fund balance	<u>400</u>
Total liabilities and fund balance	<u><u>\$ 142</u></u>

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

**Magisterial District Court 23-1-04
County of Berks, Pennsylvania
Statement of Receipts, Disbursements and Changes in Cash Balance – Cash Basis
For the Year Ended December 31, 2011**

Receipts		\$ 1,982,263
Disbursements		
County of Berks		962,076
Commonwealth		375,883
Local authorities		682,778
Constable fees		20,191
Restitution, bail and collateral		<u>99,347</u>
Total disbursements		<u>2,140,275</u>
Cash disbursements in excess of receipts		(158,012)
Cash account balance as of January 1		<u>157,754</u>
Cash account balance as of December 31		<u><u>\$ (258)</u></u>

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

Magisterial District Court 23-1-04
County of Berks, Pennsylvania
Notes to Financial Statements
December 31, 2011

Note 1: Nature of the office and significant accounting policies

Nature of the office:

Magisterial district courts have jurisdiction over the preliminary stages of all criminal cases. They have jurisdiction over all traffic and non-traffic summary cases and jurisdiction in civil cases where the amount in controversy is \$12,000 (changed from \$8,000.00 on 1/22/11) or less. They do not have jurisdiction over matters pertaining to real estate, except landlord and tenant matters. Magisterial district courts collect fines, costs, restitution, and bail from defendants. The funds are then distributed to the Commonwealth, the County of Berks, local authorities, constables, and victims of illegal activities. Magisterial district courts are component units of Pennsylvania's Unified Judicial System.

Magisterial district courts are presided over by magisterial district judges. Appeals from magisterial district judge judgments are taken to the Court of Common Pleas.

Magisterial district judges are employees of the Commonwealth and the court secretaries are employees of the County of Berks.

Basis of accounting:

The books and records of Magisterial District Court 23-1-04 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:

Magisterial District Court 23-1-04 considers cash and equivalents to be cash on hand, on deposit and investments with a maturity of three months or less when purchased.

Cash accounts:

The financial statements compiled for Magisterial District Court 23-1-04 by the Office of the Controller reflect only cash account activity. The cash account is primarily a trust and agency account maintained and reconciled by Magisterial District Court 23-1-04. Administrative costs and expenses incurred by Magisterial District Court 23-1-04 are reflected on the books and records of the County of Berks and not on these financial statements

**Magisterial District Court 23-1-04
County of Berks, Pennsylvania
Notes to Financial Statements - Continued
December 31, 2011**

Note 2: Cash and equivalents

The following cash accounts are in the name of Magisterial District Court 23-1-04, County of Berks, and are not reflected in the County of Berks financial statements:

<u>Bank</u>	<u>Account Type</u>	<u>Bank Balance</u>	<u>Carrying Value</u>
Wachovia	Checking	\$ 111,583	\$ (258)
Cash	cash on hand	<u>400</u>	<u>400</u>
		<u>\$ 111,983</u>	<u>\$ 142</u>

Magisterial District Court 23-1-04 is a component unit of Pennsylvania's Unified Judicial System. The cash account for Magisterial District Court 23-1-04 is assigned its own tax identification number.

The account holds funds received by Magisterial District Court 23-1-04 primarily in a trust and agency capacity and use of these funds by Magisterial District Court 23-1-04 is restricted.

During 2011, amounts on deposit exceeded the amount of FDIC coverage. Deposit balances in excess of FDIC coverage were collateralized by the depository institution pursuant to Act 72 of the 1971 Session of the Pennsylvania General Assembly.

During 2011, Magisterial District Court 23-1-04 was selected to be closed as part of a cutback in the number of Magisterial District Courts in the state of Pennsylvania. The remaining liabilities, after outstanding checks, were transferred to Magisterial District Court 23-3-09 on December 22, 2011. The bank account for Magisterial District Court 23-1-04 was closed following the resolution of the negative book balance as of December 31, 2011 and the disposition of all outstanding checks as of March 31, 2012.

Note 3: Escrow accounts

Escrow accounts are comprised of collateral. Collateral includes amounts paid by defendants that will be applied against fines, costs, bail and restitution when the amounts are determined by the court.

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Internal Auditor's Report on Compliance and Internal Controls

Magisterial District Judge Thomas H. Xavios
Magisterial District Court 23-1-04
1259 North 10th Street
Reading, PA 19604

In completing our internal audit of the Magisterial District Court 23-1-04 for the year ended December 31, 2011, 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 Magisterial District Court 23-1-04'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 Magisterial District Court 23-1-04'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 Magisterial District Court 23-1-04's management. However, this report is a matter of public record and its distribution is not limited.

Sandra M. Graffius, Controller
May 24, 2012

**Magisterial District Court 23-1-04
County of Berks, Pennsylvania
Report on Internal Controls as of May 24, 2012
Status of Prior Year Results**

<u>Description of Condition</u>	<u>Corrective Action Implemented</u>
Backlog of unserved warrants	Yes