



County of Berks, Office of the Controller

Berks County Services Center

633 Court Street, 12th Floor

Reading, PA 19601-4311

Phone (610) 478-6150

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Sandra M. Graffius, County Controller

Jack A. Linton, Esq., Solicitor

September 29, 2015

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

Re: Internal Auditor's Report

Dear Mr. Weaknecht:

We have completed our audit of the financial statements of the Office of the Sheriff for the year ended December 31, 2014, 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

Financial Audit

For the Period January 1, 2014 to December 31, 2014

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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 audited the Statement of Receipts, Disbursements and Changes in Cash Balance – Cash Basis for the year ended December 31, 2014 for the Office of the Sheriff. The financial statement is the responsibility of the Office of the Sheriff management. Our responsibility is to express an opinion on the financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial 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. We believe that our audit provides a reasonable basis for our opinion.

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

In our opinion, the financial statement referred to above present fairly, in conformity with the cash basis of accounting, the cash account balance of the Office of the Sheriff, as of December 31, 2014, and the revenues it received and expenditures it paid for the year ended on the basis of accounting described in Note 1.

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

Sandra M. Graffius, Controller

September 29, 2015

**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, 2014**

Receipts

Fees, escrow & misc. funds	\$ 13,063,877
Interest income	<u>2,873</u>
Total receipts	<u>13,066,750</u>

Disbursements

County of Berks Treasurer	1,432,202
County of Berks Recorder of Deeds	375,365
County of Berks Tax Claim	81,230
County of Berks Prothonotary	15,663
Commonwealth of PA	213,000
Sheriff sale advertising	1,439,854
Deputizations – other Pennsylvania counties	2,994
Bank fees	1,861
Refunds and other disbursements	<u>9,351,909</u>

Total disbursements 12,914,078

Cash receipts in excess of disbursements 152,672

Cash account balance as of January 1 2,066,323

Cash account balance as of December 31 \$ 2,218,995

The accompanying notes are an integral part of these financial statements.

**Office of the Sheriff
County of Berks, Pennsylvania
Notes to Financial Statements
December 31, 2014**

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, 2014**

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	\$ 2,818,434	\$ 2,218,995
Cash	Cash on hand	600	600
		<u>\$ 2,819,034</u>	<u>\$ 2,219,595</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.



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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 planning and performing our audit of the financial statements of the Office of the Sheriff as of and for the year ended December 31, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Office of the Sheriff's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Office of the Sheriff's internal control. Accordingly, we do not express an opinion on the effectiveness of the Office of the Sheriff's internal control.

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 was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

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

Sandra M. Graffius, Controller
September 29, 2015