



**Lehigh County**  
Pennsylvania

**OFFICE OF THE CONTROLLER**

Mark Pinsley, MBA  
COUNTY CONTROLLER

Nanton John, CFE  
DEPUTY CONTROLLER

**TO:** Final Report Distribution  
**FROM:** Mark Pinsley, County Controller  
**DATE:** August 17, 2023  
**RE:** Audit of Bureau of Collections

A handwritten signature in blue ink, appearing to be "MP", enclosed in a circular scribble.

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We have completed a financial audit of Bureau of Collections, County of Lehigh, Pennsylvania for the year ended December 31, 2022. Our audit report number 23-16 is attached.

The results of our audit are:

- The *Statement of Receipts and Disbursements for the year ended December 31, 2022* presents fairly, in all material aspects, the financial activity for the Bureau of Collections.

Attachment

AUDITS/COLLECTIONS



**COUNTY OF LEHIGH, PENNSYLVANIA**  
**BUREAU OF COLLECTIONS**

*Financial Audit*  
*For the Year ended December 31, 2022*

REPORT NO. 23-16

COUNTY OF LEHIGH, PENNSYLVANIA  
BUREAU OF COLLECTIONS

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COUNTY OF LEHIGH, PENNSYLVANIA  
BUREAU OF COLLECTIONS

**Background**

The Bureau of Collections is responsible for the collection of criminal court costs, fines, restitution and prison room and board. The bureau also collects current and delinquent Protection From Abuse (PFA) filing fees and the sheriff service fees associated with the PFA. The cost data is entered into the collection system from several sources: the Clerk of Courts-Criminal and Civil Divisions, the Probation departments, the Sheriffs office, and the Corrections department. County revenue collected by the bureau is only partially reflected in the bureau's budget revenue. The budgets of the Juvenile and Adult Probation departments, the Corrections department, and the Clerk of Courts also contain revenue collected by the bureau.

Other collections such as state fines and fees are sent to the County's Fiscal Office for transmittal to the state revenue department. Local fines and restitution are disbursed directly to the local governments and crime victims respectively. We also mail out monthly statements as payment reminders to our clients. This along with address searches via the internet helps us to track clients who move without notifying us.

Delinquent clients can also be charged with contempt of court for non-payment. The bureau holds hearings twice a month. The outcome of the contempt hearing can be a court ordered payment plan, wage attachment, or incarceration.

Source: Lehigh County's Bureau of Collections webpage.





## OFFICE OF THE CONTROLLER

Mark Pinsley, MBA  
COUNTY CONTROLLER

Nanton John, CFE  
DEPUTY CONTROLLER

Timothy Reeves, Chief Fiscal Officer  
Office of Fiscal Affairs  
Lehigh County Government Center  
17 South Seventh Street  
Allentown, PA 18101-2400

### ***Report on Financial Statements***

We have audited the accompanying Statement of Receipts and Disbursements of the Bureau of Collections for the year ended December 31, 2022 (hereinafter referred to as the Schedules) and the related notes to the Schedules.

### ***Management's Responsibility for the Schedules***

Management is responsible for the preparation and fair presentation of these Schedules in accordance with U.S. generally accepted accounting principles; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Schedules that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these Schedules based on our audits. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. 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 involves performing procedures to obtain audit evidence about the amounts and disclosures in the Schedules. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the Schedules, whether due to human error or fraud. In making those risk assessments, the auditor considers internal control relevant to management's preparation and fair presentation of the Schedules in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of management's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management as well as evaluating the overall presentation of the Schedules.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion on the Schedules***

In our opinion, the Schedules referred to above present fairly, in all material respects, the financial activity arising from cash transactions of the Bureau of Collections for the year ended December 31, 2022, in accordance with the U.S. generally accepted accounting principles.

As discussed in Note 1, the Schedules were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than generally accepted accounting principles.

Also, as discussed in Note 1, the Schedules present only the Bureau of Collections financial activity and does not purport to, and does not, present fairly the assets, liabilities, and results of operations of the County of Lehigh for the year ended December 31, 2022 in conformity with the cash receipts and disbursements basis of accounting.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated August 15, 2023 on our consideration of the Bureau of Collections' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering management's internal control over financial reporting and compliance.



MARK PINSLEY  
County Controller

August 15, 2023  
Allentown, Pennsylvania

Audited by: Allan Vavra

Final Distribution:

Phillips Armstrong, County Executive  
Board of Commissioners  
Janine Donate, Director, Department of Corrections  
Mark D Surovy, Chief Probation Officer, Adult Probation  
Kevin Miller, Chief Probation Officer, Juvenile Probation  
Joseph Hanna, Sheriff  
Edward Hozza, Director of Administration  
James Martin, District Attorney  
Russel Montchal, AOPC  
Andrea Naugle, Clerk of Judicial Records  
The Honorable J. Brian Johnson, President Judge  
John Sikora, Deputy Court Administrator  
Kerry Turtzo, Court Administrator

COUNTY OF LEHIGH, PENNSYLVANIA  
BUREAU OF COLLECTIONS

*Statement of Receipts and Disbursements*  
*For the Year ended December 31, 2022*

(NOTE 1)

Receipts	
Office Receipts (NOTE 2)	6,813,900
Credit Card Fee Reimbursements (NOTE 3)	<u>13,663</u>
Total Receipts	<u>6,827,563</u>
Disbursements (NOTE 2)	
Costs & Fines - County of Lehigh	3,595,151
Costs & Fines - PA Department of Revenue	2,001,328
Costs & Fines - Other Municipalities	157,256
Refunds & Restitution	1,235,518
(Less) Void Checks	(251,692)
Credit Card Fees (NOTE 3)	<u>13,663</u>
Total Disbursements	<u>6,751,224</u>
Excess of Receipts Over Disbursements	76,339
Cash Book Balance - January 1, 2022	<u>1,327,450</u>
Cash Book Balance - December 31, 2022	<u>1,403,789</u>

The accompanying notes are an integral part of this financial statement.

COUNTY OF LEHIGH, PENNSYLVANIA  
BUREAU OF COLLECTIONS

*Notes to Financial Statement  
For the Year ended December 31, 2022*

1. **Summary of Significant Accounting Policies**

**A. Reporting Entity**

A portion of the Bureau of Collections' financial activity is a part of the County of Lehigh's reporting entity, included in the general fund and is subject to annual financial audit by external auditors. The remaining financial activity is part of other governmental entities. This report is only for internal audit purposes.

**B. Basis of Accounting**

The accounting records of the County of Lehigh and the Statement of Receipts and Disbursements are maintained on the cash receipts and disbursements basis of accounting. Under this basis of accounting, revenue is recognized when cash is received and expenditures are recognized when paid. This differs from Generally Accepted Accounting Principles (GAAP) which requires the accrual basis of accounting.

2. **Office Receipt and Disbursement Activity**

Office receipts are generated by defendant payments for court assessed costs and fines, victim restitution, and Lehigh County Prison room and board charges. Disbursements consist of restitution payments to Lehigh County, other local government entities, businesses, and individuals. Disbursements also include monies refunded to defendants when all costs, fines, and restitution assessments have been satisfied.

3. **Credit Card Fees and Subsequent Reimbursement**

Each credit card payment made by a defendant for the satisfaction of costs and fines is accompanied by a credit card surcharge fee which is assessed to the Lehigh County Bureau of Collections for the use and acceptance of credit card payments. The cost of credit card transactions are included as a disbursement on the Bureau of Collections accounting records and disbursed from the Bureau of Collections bank account. A subsequent reimbursement by the Lehigh County Fiscal Office occurs on a monthly basis. Effective May 1, 2022, Lehigh County discontinued paying the defendant's credit card surcharge fees.





Timothy Reeves, Chief Fiscal Officer  
Office of Fiscal Affairs  
Lehigh County Government Center  
17 South Seventh Street  
Allentown, PA 18101-2400

We have audited, in accordance with the auditing standards generally accepted in the United States of America; and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller of the United States; the accompanying Statement of Receipts and Disbursements of the Bureau of Collections for the year ended December 31, 2022 (hereafter referred to the Schedules) and have issued our report thereon dated August 15, 2023.

***Internal Control over Financial Reporting***

In planning and performing our audit of the Schedules, we considered the Bureau of Collections' internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Schedules, but not for the purpose of expressing an opinion on the effectiveness of management's internal control. Accordingly, we do not express an opinion on the effectiveness of the Bureau of Collections' internal control over financial reporting.

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 reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention to those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. Significant deficiencies or material weaknesses may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

***Compliance and Other Matters***

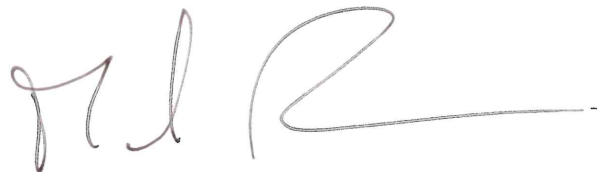
As part of obtaining reasonable assurance about whether the Bureau of Collections' Schedules are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. Our audit also included sufficient and appropriate tests for fraud, waste and abuse and we included in our report any material (either quantitatively or qualitatively) instances we noted however, our audit procedures would not necessarily identify all instances of fraud, waste and abuse that may be reportable.

***Management's Response to the Audit***

If provided, the Bureau of Collections' response to our audit is included in this report. We did not audit the Bureau of Collections' response and, accordingly, we do not express an opinion on it.

***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal controls and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. This report is intended solely for the information and use of management, others within the entity, and Phillips Armstrong, County Executive; Edward Hozza, Director of Administration; Board of Commissioners; Timothy Reeves, Chief Fiscal Officer and The Honorable J. Brian Johnson, President Judge and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.



MARK PINSLEY  
County Controller

August 15, 2023  
Allentown, PA