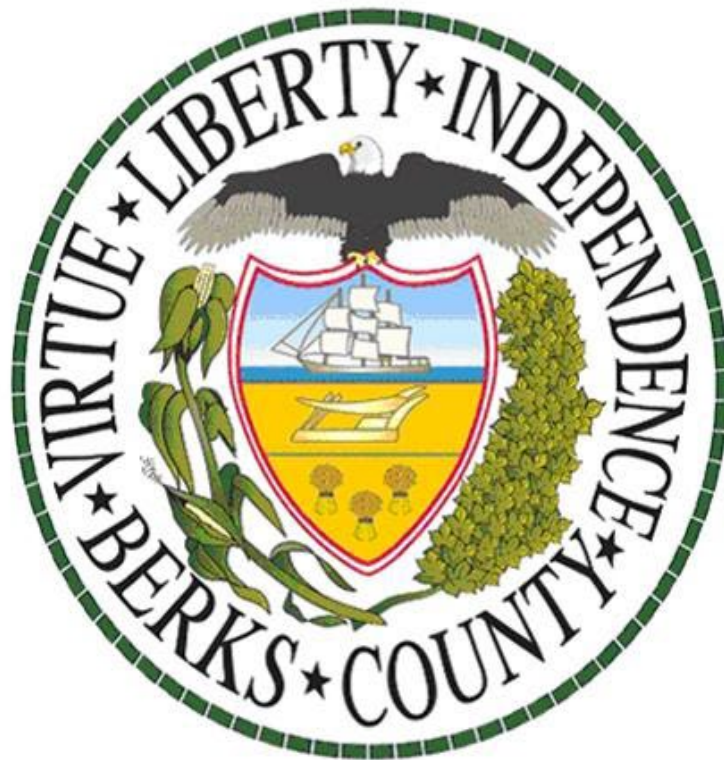


**Office of the Prothonotary  
County of Berks, Pennsylvania**

**Prothonotary Jonathan K. Del Collo**

**Annual Financial Statement Audit**

**For the Year Ended December 31, 2022**



## **Contents**

Report Distribution List	1
Internal Auditor's Report	2
Financial Statement	
Statement of Receipts, Disbursements and Changes in Cash Balance - Cash Basis	4
Notes to Financial Statement	5
Internal Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters	7
Schedule of Audit Findings and Recommendations	9
Schedule of Prior Year Audit Findings and Recommendations	10

## **Report Distribution List**

1. Jonathan K. Del Collo, Prothonotary
2. Christian Y. Leinbach, County Commissioner Chair
3. Michael S. Rivera, County Commissioner
4. Dante Santoni Jr., County Commissioner
5. Christine Sadler, County Solicitor
6. Cody Kauffman, Asst County Solicitor
7. Kevin Barnhardt, Chief Operations Officer
8. Lawrence Medaglia, Jr., Deputy Chief Operations Officer
9. Susan N. Denaro, Solicitor for Prothonotary
10. Timothy L. DeFoor, Pennsylvania Auditor General
11. Reinsel, Kuntz, Leshar LLP, Certified Public Accountants
12. Audit File

# COUNTY OF BERKS, PENNSYLVANIA

## Office of the Controller



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

Phone: 610.478.6150  
Fax: 610.478.6890

### **Internal Auditor's Report**

Prothonotary Jonathan K. Del Collo  
Office of the Prothonotary  
Berks County Courthouse, 2<sup>nd</sup> Floor  
633 Court St  
Reading, PA 19601

#### *Report on the Financial Statement*

We have audited the accompanying Statement of Receipts, Disbursements and Changes in Cash Balance of the Office of the Prothonotary for the year ending December 31, 2022.

#### *Management's Responsibility for the Financial Statement*

Management is responsible for the preparation and fair presentation of the financial statement in accordance with the cash basis of accounting described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatements, whether due to fraud or error.

#### *Internal Auditor's Responsibility*

Our responsibility is to annually audit the accounts of Row offices within the County and to report the results of such audits to the Berks County Commissioners, County Solicitor, the Auditor General of Pennsylvania.

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 and the 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 statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. 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 financial statement.

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

### *Opinion*

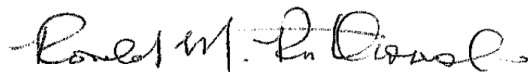
In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts, disbursements and cash balance for the year ending December 31, 2022, in accordance with the cash basis of accounting described in Note 1.

### *Basis of Accounting*

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. The financial statement is prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

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

In accordance with Government Auditing Standards, Internal Audit has also issued a separate report dated February 5, 2024, on our evaluation of the Office of the Prothonotary's internal control over financial reporting and on our tests of compliance with certain provisions of laws, regulations, policies and/or procedures. That report is an integral part of the audit performed in accordance with Government Auditing Standards and is to be read in conjunction with this report in considering the results of the audit.



Ronald M Rutkowski, Manager of Audit  
February 5, 2024

**Office of the Prothonotary  
County of Berks, Pennsylvania  
Statement of Receipts, Disbursements and Changes in Cash Balance – Cash Basis  
For the Year Ended December 31, 2022**

**Receipts**

Prothonotary Fees	\$	1,086,282
Advance Payments		797,174
E-Filing and E-Conversion Fees		250,405
Commonwealth of PA Fees and Taxes		235,414
Rent Escrow		227,901
Praecepte and Master Fees		125,142
Prothonotary Automation Fund		24,630
Wage Attachment		18,495
Interest		8,322
PFA Sheriff Fees		7,826
Act 119		4,701
Photocopy Fees		3,481
County/Sheriff Abuse Fees		2,500
Payment of Arbitrators		1,750
Appeal Credit Card		800
		800
<b>Total Receipts</b>	<b>\$</b>	<b>2,794,823</b>

**Disbursements**

Prothonotary Fees		1,108,472
Advance Payments		672,296
E-Filing and E-Conversion Fees		250,698
Commonwealth of PA Taxes and Fees		237,655
Rent Escrow		213,802
Praecepte and Master Fees		128,105
Prothonotary Automation Fund		24,775
Wage Attachment		18,847
PFA Sheriff Fees		8,096
Act 119		4,854
Photocopy Fees		3,344
County/Sheriff Abuse Fees		2,900
Payment of Arbitrators		2,200
Interest		422
Appeal Credit Card		400
		400
<b>Total Disbursements</b>		<b>2,676,866</b>

<b>Cash Increase</b>		117,957
Cash, Beginning of Year		1,450,031
<b>Cash, End of Year</b>	<b>\$</b>	<b>1,567,988</b>

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

**Office of the Prothonotary  
County of Berks, Pennsylvania  
Notes to Financial Statement  
For the Year Ended December 31, 2022**

**Note 1: Nature of the office and significant accounting policies**

**Background and Reporting Entity:**

The Office of the Prothonotary is responsible for filing and processing all civil actions (i.e., divorce, custody, protection from abuse, civil lawsuits etc.), equity actions, judgments, federal and local tax liens, city liens, family court matters, license suspension appeals, appeals to higher court, uniform commercial code filings, applications for passports, and arbitration hearings. This office also files all judgments, orders, decrees of the court, and sends out notices of such entry to parties and/or counsel in each case. The Prothonotary issues writs of execution and other writs, reviews pleadings filed for compliance with Pennsylvania Rules of Civil Procedure and Berks County Rules of Court and collects filing fees for the County and writ tax and surcharges for the Commonwealth.

The actual operating expenses of the Prothonotary are paid by the County of Berks. These costs include the salaries and wages of office employees, fringe benefits, postage, telephone, office supplies, computer/LAN use, and furniture and equipment. These costs are not included in the audited Statements of Cash Receipts, Disbursements, and Cash Balance.

**Basis of accounting:**

The books and records of the Office of the Prothonotary 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 another comprehensive basis of accounting.

**Cash and cash equivalents:**

The Office of the Prothonotary 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 statement prepared for the Office of the Prothonotary reflects primarily Custodial account activity. The accounts are maintained and reconciled by the Office of the Prothonotary. The financial statement also reflects the collection and transfer of fees to a special Prothonotary automation fund (Act 164), which was mandated by the Pennsylvania legislature for the purpose of office automation. The Prothonotary's share of the County record improvement fund (PS 21052.1), a special revenue-operating fund, is a separate compilation. Administrative costs and expenses incurred by the Office of the Prothonotary are reflected on the books and records of the County of Berks and not on these financial statements.

**Office of the Prothonotary  
County of Berks, Pennsylvania  
Notes to Financial Statement - Continued  
December 31, 2022**

**Note 2: Cash and Equivalents**

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

<u>Bank</u>	<u>Account Type</u>	<u>Bank Balance</u>	<u>Carrying Value</u>
Tompkins VIST	Operating Account	\$ 1,476,703	\$ 1,459,803
Tompkins VIST	EFT Account	254	254
Tompkins VIST	E-Filing Account	<u>100,839</u>	<u>107,931</u>
		<u>\$ 1,577,796</u>	<u>\$ 1,567,988</u>

The Operating Account holds funds received by the Office of the Prothonotary in a Custodial capacity and use of these funds, by the Office of the Prothonotary, is restricted.

**Note 3: Legal Matters**

Our audit disclosed no pending litigation involving the Office of the Prothonotary or Mr. Jonathan K. Del Collo, Prothonotary, which would affect the financial statements for the year ended December 31, 2022.

**Note 4: Subsequent Events**

Management has evaluated subsequent events through February 5, 2024, which is the date the financial statement was available to be issued.



# COUNTY OF BERKS, PENNSYLVANIA

## Office of the Controller



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### Internal Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters

Prothonotary Jonathan K. Del Collo  
Office of the Prothonotary  
Berks County Courthouse, 2<sup>nd</sup> Floor  
Reading, PA 19601

In planning and performing our audit of the financial statement of the Office of the Prothonotary for the year ended December 31, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the Office of the Prothonotary'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 statement, but not for the purpose of expressing an opinion on the effectiveness of the Office of the Prothonotary's internal control. Accordingly, we do not express an opinion on the effectiveness of the Office of the Prothonotary'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 statement 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 by those charged with governance.

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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the Schedule of Findings and Recommendations that we consider to be significant deficiencies.

- Inability to summarize and reconcile Cost Books

The management of the Office of the Prothonotary's response to the findings identified in our audit is described in the accompanying Schedule of Findings and Recommendations. The management of the Office of the Prothonotary's response was not subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on the response.

As part of obtaining reasonable assurance about whether the Office of the Prothonotary's financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could

have a direct and material effect in 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.

We noted certain matters that we reported to the management of the Office of the Prothonotary in a separate letter dated February 5, 2024.

This report is intended solely for the information and use by the management of the Office of the Prothonotary and other affected county offices, 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.

A handwritten signature in black ink, appearing to read "Ronald M. Rutkowski". The signature is fluid and cursive, with a long horizontal stroke at the end.

Ronald M Rutkowski, Manager of Audit  
February 5, 2024

**Office of the Prothonotary  
County of Berks, Pennsylvania  
Schedule of Audit Findings and Recommendations**

**Significant Deficiency**

**Finding #1: Inability to Summarize and Reconcile Cost Books**

There is an inability to summarize and reconcile Rent Escrow and Advance Payment transactions from the Cost Books. The Prothonotary records advance payments and rents held in escrow on a case-by-case basis in manual ledger books called Cost Books. This system has been in place long before the current, or prior, Prothonotary took office. Due to the age and manual nature of this recording system, there is no way for the Prothonotary to produce a detailed summary of individual account balances that can be easily reconciled to spreadsheet balances. The detail of account activity must be compiled and summarized manually.

The Cost Books contain many entries, going back to 1978, which should have been resolved previously. This is a known issue for the Prothonotary's office and has been noted as a Finding and then Significant Deficiency in prior years.

**Disposition: Significant Deficiency.** This was listed as a Significant Deficiency in previous audits and has not been corrected. It is noted that the Prothonotary is currently in the process of attempting to rectify the situation and clean up the cost books. The lack of ability to summarize and reconcile Rent Escrow and Advance Payment transactions is a significant concern for the Prothonotary's Office and creates a substantial risk for potential fraud. We recommend that the Prothonotary continues the efforts to remedy this Cost Book situation and follows through until this issue is satisfactorily resolved.

**Management's Response:**

**Finding #1: Significant Deficiency – Inability to Summarize and Reconcile Cost Books**

We continue to work to correct this finding. Reconciliation of cost books is quite difficult and was neglected by previous Prothonotaries before being tackled by the current Prothonotary and his staff. Much money has been paid out already thanks to the hard work of the Prothonotary Office Manager (formerly our Account Clerk) and the Chief Deputy.

We continue to make progress on concluding the complete reconciliation of the cost books and have secured verbal assurance from the Leadership Team that the County is willing to subsidize the reconciliation to bring everything into balance. However, we are not sure this will be necessary as we are currently in discussion with the Controller's Office to establish a fully funded back date in which we will then be able to move forward permanently.

**Office of the Prothonotary  
County of Berks, Pennsylvania  
Schedule of Prior Year Audit Findings and Recommendations**

**Significant Deficiencies and Management's Response (for Prior Year-2021)**

**Inability to Summarize and Reconcile Cost Books**

**Condition:** There is an inability to summarize and reconcile Rent Escrow and Advance Payment transactions from the Cost Books. The Prothonotary records advance payments and rents held in escrow on a case-by-case basis in manual ledger books called Cost Books. This system has been in place long before the current, or prior, Prothonotary took office. Due to the age and manual nature of this recording system, there is no way for the Prothonotary to produce a detailed summary of individual account balances that can be easily reconciled to spreadsheet balances. The detail of account activity must be compiled and summarized manually.

The Cost Books contain many entries, going back to 1978, which should have been resolved previously. This is a known issue for the Prothonotary's office and has been noted as a Finding and then Significant Deficiency in prior years.

**Recommendation:** This was listed as a Significant Deficiency in previous audits and has not been corrected. It is noted that the Prothonotary is currently in the process of attempting to rectify the situation and clean up the cost books. The lack of ability to summarize and reconcile Rent Escrow and Advance Payment transactions is a significant concern for the Prothonotary's Office and creates a substantial risk for potential fraud. We recommend that the Prothonotary continues the efforts to remedy this Cost Book situation and follows through until this issue is satisfactorily resolved.

**Management's Response:** We continue to work to correct this finding. Reconciliation of cost books is quite difficult and was neglected by previous Prothonotaries before being tackled by the current Prothonotary and his very excellent staff. Much money has been paid out already thanks to the hard work of the Prothonotary Office Account Clerk, Chief Deputy, and Office Manager.

We are making good progress on concluding the complete reconciliation of the cost books and have secured verbal assurance from the Leadership Team that the County is willing to subsidize the reconciliation to bring everything into balance.