



COUNTY OF LEHIGH
OFFICE OF THE CONTROLLER

LEHIGH COUNTY GOVERNMENT CENTER
17 SOUTH SEVENTH STREET
ALLENTOWN, PA 18101-2400
(610) 782-3082 FAX: (610) 871-2897
ETHICS HOTLINE (610) 782-3999

GLENN D. ECKHART
COUNTY CONTROLLER

JOHN A. FALK
DEPUTY CONTROLLER

TO: Final Report Distribution
FROM: Glenn Eckhart, County Controller G.E.
DATE: January 22, 2019
RE: Coroner's Office

The controller's office has completed a financial audit of the coroner's office for the period January 1, 2018 to September 30, 2018. Our report 19-3 is attached.

The result of our audit is the Statement of Revenues and Expenditures for the period January 1, 2018 to September 30, 2018 present fairly, in all material respects, the financial activity for the Coroner's Office revenue (cremation authorizations, autopsies, and report fees) and expenditures (cadaver transport, post mortem expenditures, and burial expenditures).

Attachment

AUDITS/CORONER

COUNTY OF LEHIGH, PENNSYLVANIA

CORONER'S OFFICE

Financial Audit

For the Period January 1, 2018 to September 30, 2018

REPORT NO. 19-3

COUNTY OF LEHIGH, PENNSYLVANIA
CORONER'S OFFICE

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COUNTY OF LEHIGH, PENNSYLVANIA
CORONER'S OFFICE

Background

The Lehigh County Coroner's Office and Forensics Center delivers services to the Citizens of and those who die within the County of Lehigh, 24 hours a day, seven days a week. The Lehigh County Coroner's Office is an independent investigative agency staffed by highly trained personnel whose function is to investigate the facts and circumstances surrounding a death over which the Coroner has jurisdiction and to determine the Cause and Manner of Death. Investigative services performed include: forensic death investigations, forensic post mortem examinations, forensic photography, forensic fingerprinting, forensic entomology, forensic anthropology, forensic temperature analysis, forensic child and infant death analysis, forensics bloodstain pattern analysis, forensic odontology and forensic ophthalmology. Death scene investigations include: natural deaths, accidents, suicides, homicides as well as deaths due to neglect, abuse, terrorism, fire/arson, industrial accidents and mass disasters. The investigations and rulings of The Lehigh County Coroner's Office and Forensics Center concerning criminal acts or criminal neglect or those that affect public health and safety are the foundation for follow-up actions other investigative agencies.

Source: County of Lehigh 2019 Budget



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Scott M. Grim, D-ABMDI
Lehigh County Coroner
4350 Broadway
Allentown, PA 18104

Report on Financial Statements

We have audited the accompanying Statement of Revenues and Expenditures for the period January 1, 2018 to September 30, 2018 of the Coroner's Office for the period January 1, 2018 to September 30, 2018 (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 Coroner's Office for the period January 1, 2018 to September 30, 2018, in accordance with the U.S. generally accepted accounting principles. However, we noted control deficiencies or other management issues that are described in the accompanying "*Schedule of Audit Findings and Recommendations*".

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 Coroner's Office 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 period January 1, 2018 to September 30, 2018 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 January 17, 2019 on our consideration of the Coroner's Office's 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.



GLENN ECKHART
County Controller

January 17, 2019
Allentown, Pennsylvania

Audited by: Daniel Aquilino

xc: Phillips Armstrong, County Executive
Board of Commissioners
Edward Hozza, Director of Administration
Andrew Kehm, Chief Deputy Coroner
Eric Minnich, First Deputy Coroner
Timothy Reeves, Fiscal Officer

COUNTY OF LEHIGH, PENNSYLVANIA
CORONER'S OFFICE

Statement of Revenues and Expenditures
For the Period January 1, 2018 to September 30, 2018
(NOTE 1)

Revenue:

Cremation Authorizations	\$ 113,285
Autopsies & Report Request Fees	<u>27,460</u>
Total Revenues	\$ 140,745

Expenditures:

Transport of Cadavers	\$ 87,498
Post Mortem	456,812
Burial Expenditures	<u>20,415</u>
Total Expenditures	\$ 564,725

Revenues Over/(Under) Expenditures	<u><u>\$(423,980)</u></u>
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The accompanying notes are an integral part of this statement.

COUNTY OF LEHIGH, PENNSYLVANIA
CORONER'S OFFICE

Notes to Financial Statements
For the Period January 1, 2018 to September 30, 2018

1. Summary of Significant Accounting Policies

A. Reporting Entity

The Coroner's Office's 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. This report is only for internal audit purposes.

B. Basis of Accounting

The accounting records of the County of Lehigh and the Statement of Revenue and Expenditures 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.



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JOHN A. FALK
DEPUTY CONTROLLER

Scott M. Grim, D-ABMDI
Lehigh County Coroner
4350 Broadway
Allentown, PA 18104

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 Revenues and Expenditures of the Coroner's Office for the period January 1, 2018 to September 30, 2018 (hereafter referred to as the Schedules) and have issued our report thereon dated January 17, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the Schedules, we considered the Coroner's Office's 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 Coroner's Office's 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 Coroner's Office's 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

We noted certain matters that we reported to management of the Coroner's Office in a separate section titled "*Schedule of Audit Findings and Recommendations*". If provided, the Coroner's Office's response to our audit is included in this report. We did not audit the Coroner's Office's 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, (identify the body or individuals charged with governance), others within the entity, and Phillips Armstrong, County Executive; Edward Hozza, Director of Administration; Board of Commissioners; Timothy Reeves, Fiscal Officer; Andrew Kehm, Chief Deputy Coroner; and Eric Minnich, First Deputy Coroner 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 dark ink, appearing to read 'Glenn Eckhart', is positioned above the printed name and title.

GLENN ECKHART
County Controller

January 27, 2019
Allentown, PA

COUNTY OF LEHIGH, PENNSYLVANIA
CORONER'S OFFICE

Schedule of Audit Findings and Recommendations

1. Accounts Receivable Balances Not Paid By Other Counties (In the final report)

Condition: As of September 30, 2018, the County has \$159,013 in accounts receivable that are due from other counties. These funds are from invoices that are generated and sent to other counties when the Lehigh County Coroner's Office performs an autopsy on a non-county resident. A majority of the funds that are due are from counties that are close to Lehigh County (Northampton, Monroe, Schuylkill, Berks and Montgomery). Many counties have balances that are due from over 6 years ago.

Recommendation: The Coroner has made every effort to facilitate collection of outstanding balances due the County of Lehigh for non-resident autopsy costs. We recommend that the Coroner submit a county "Legal Services Requisition" to the Law Department to seek collection of funds due to Lehigh County.

From a County Law Department legal opinion May 1998 requested by the Office of the Controller:

Act 152 of 1990 specifically authorizes the coroner of one county to comply with requests for examinations or other professional services by other counties or persons pursuant to guidelines established by the County Commissioners and provides for the establishment of a set of fees and charges for such services. In furtherance of and consistent with Act 152, Lehigh County Ordinance 1991 - No. 110 specifically provides that requests for examinations or other professional services by other counties or persons shall be complied with at the discretion of the Coroner in accordance with the fees and charges established by the Coroner's Office fee schedule and adopted by said Ordinance. The Ordinance further authorizes and empowers the "proper officers and other personnel of Lehigh County" to take all such further action and execute such additional documents as they may deem appropriate to carry out the purpose of this ordinance."

Accordingly, the right of the Coroner's Office to bill and collect for autopsies performed on non-residents is clearly established by law.



LEHIGH COUNTY CORONER'S OFFICE AND FORENSICS CENTER

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Scott M. Grim, D-ABMDI
Coroner

January 17, 2019

Hon. Glenn D. Eckhart
Lehigh County Controller
Lehigh County Government Center
17 S. 7th Street
Allentown, PA 18101-2400

Dear Mr. Eckhart;

I am in receipt of the current Controller's Financial Audit Report prepared by Auditor Daniel J. Aquilino. After a complete review of the report, I found it to be fair and complete. I have no issues or concerns with the report or Mr. Aquilino.

Working with Dan, has been quite professional and pleasurable.

Please feel free to contact me if you or your staff has any questions or concerns regarding the Office of the Coroner. As I stated in the past, my door is always open.

Respectfully,

Scott M. Grim, D-ABMDI
Lehigh County Coroner

