



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

GLENN D. ECKHART  
COUNTY CONTROLLER

JOHN A. FALK  
DEPUTY CONTROLLER

**TO:** Final Report Distribution  
**FROM:** Glenn Eckhart, County Controller  
**DATE:** March 29, 2012  
**RE:** Compliance Audit – 2011 Vendor Payments

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We have completed an audit of vendor payment activity for the calendar year ending December 31, 2011. The Office of Fiscal Affairs is responsible for the preparation of vendor payments as described in the County of Lehigh Home Rule Charter and Administrative Code (as amended). The Office of the Controller is responsible for auditing county disbursements and reviewing warrants for the expenditure of county monies as described in Section 503 of the County of Lehigh Home Rule Charter and Section 502 of the Administrative Code. Our report number 12-2 is attached.

The results of our audit are:

- Approximately 43,800 vendor payments amounting to \$204 million were issued by the Office of Fiscal Affairs during calendar year ending December 31, 2011. No material adjustments were noted as a result of the Office of the Controller's weekly review of vendor payment activity.
- In our opinion, the Office of Fiscal Affairs complied, in all material respects, with the compliance requirements referred to above that are applicable to vendor payments for the calendar year ending December 31, 2011.

Attachment

AUDITS/VENDOR PAYMENTS

COUNTY OF LEHIGH, PENNSYLVANIA

*Independent Auditor's Report*  
*Compliance Audit of Vendor Payments*

For the Calendar Year Ending December 31, 2011

REPORT NO. 12-2

COUNTY OF LEHIGH, PENNSYLVANIA  
COMPLIANCE AUDIT OF VENDOR PAYMENTS

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Brian L. Kahler, Fiscal Officer  
Office of Fiscal Affairs  
Lehigh County Government Center  
17 South Seventh Street  
Allentown, PA 18101-2400

### **Compliance**

We have audited the Office of Fiscal Affairs compliance with the County of Lehigh Home Rule Charter and the Administrative Code (as amended) requirements for vendor payments for the calendar year ending December 31, 2011. The Office of Fiscal Affairs is responsible for the preparation of vendor payments. Our responsibility is to express an opinion on the Office of Fiscal Affairs compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The responsibility of the Office of the Controller is further described in the County of Lehigh Home Rule Charter Article V, Section 503, and County of Lehigh Administrative Code Article V, Section 502, paragraphs 1.a. and 1.b. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a material effect on vendor payment activity. An audit includes examining, on a test basis, evidence about the Office of Fiscal Affairs' compliance with those requirements and performing such other procedures as we consider necessary in the circumstances. We believe our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Office of Fiscal Affairs compliance with those requirements.

In our opinion, the Office of Fiscal Affairs complied, in all material respects, with the compliance requirements referred to above that are applicable to County of Lehigh Home Rule Charter and the Administrative Code (as amended) for the calendar year ending December 31, 2011.

### **Internal Control Over Compliance**

Management of the Office of Fiscal Affairs is responsible for establishing and maintaining effective internal control over compliance with the compliance requirements referred to above. In planning and performing our audit, we considered the Office of Fiscal Affairs' internal control over compliance to determine the auditing procedures for the purposes of expressing an opinion on compliance, but not for the purposes of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Office of Fiscal Affairs' internal control over compliance.

A deficiency in internal control over compliance 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 noncompliance on a timely basis. A material weakness in internal control over compliance is a deficiency or combination of deficiencies in internal control over compliance, such that there is reasonable possibility that a material noncompliance with a compliance requirement will not be prevented or detected and corrected on a timely basis.

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

This report is intended solely for the information and use of management; Donald Cunningham, Jr., County Executive; Thomas Muller, Director of Administration; others within the county; and the Board of Commissioners 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.



GLENN ECKHART  
County Controller

March 29, 2012  
Allentown, Pennsylvania

xc: Board of Commissioners  
Donald Cunningham, Jr., County Executive  
Thomas Muller, Director of Administration