

**OFFICE OF THE CONTROLLER**  
COUNTY OF MONROE  
COMMONWEALTH OF PENNSYLVANIA  
ONE QUAKER PLAZA, ROOM 206  
STROUDSBURG, PENNSYLVANIA 18360-2162  
Telephone 570-517-3120  
Facsimile 570-517-3860

*Marlo A. Merhige*  
Controller

*Allison Stettler*  
Deputy Controller

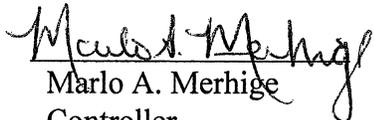
*David Horvath, Esq.*  
Solicitor

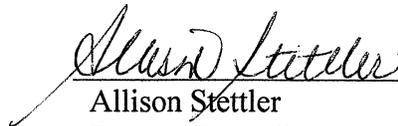
2015 JAN 29 PM 2 34  
MONROE COUNTY, PA  
PROTHONOTARY

**AMENDED**  
**AUDIT OF**  
**DISTRICT COURT 43-4-03**  
**FOR THE YEAR ENDED**  
**DECEMBER 31, 2013**

**DISTRICT COURT 43-4-03  
FOR THE YEAR ENDED  
DECEMBER 31, 2007**

The Monroe County Controller's Office has amended the 2013 Audit of District Court 43-4-03 to include the response from the Magisterial District Justice concerning our reportable condition involving an unsigned check.

  
Marlo A. Merhige  
Controller

  
Allison Stettler  
Deputy Controller

COMMONWEALTH OF PENNSYLVANIA



COUNTY OF MONROE

**JOLANA KRAWITZ**

**DISTRICT JUSTICE**

Magisterial District 43-4-03  
103B Gypsum Road  
Stroudsburg, PA 18360

ELDRED TOWNSHIP  
HAMILTON TOWNSHIP  
POLK TOWNSHIP  
ROSS TOWNSHIP

OFFICE HOURS 8:30-4:30

MONDAY – FRIDAY

FAX (570) 992-4757

TELEPHONE (570) 992-6346

January 15, 2015

Marlo A. Merhige  
Office of the Controller  
County of Monroe  
One Quaker Plaza, Room 206  
Stroudsburg, PA 18360

RE: Audit of 2013 Financial Statements

Dear Ms. Merhige:

This letter is in regards to the above audit and a reportable condition therein pertaining to check #14332 in the amount of \$50.00. This check represented a return of collateral that the payee was entitled to. The check was mailed to the defendant without my signature which was not intentional, it was an oversight in the signing of checks that do not print with my signature, and each check must be signed individually.

When this check was presented for payment the bank did cash the check without my signature affixed to the check. Once the statement was received and the unsigned check discovered there was nothing this Court could do other than make sure every effort would be made from the future forward to ensure that all checks are signed.

With the November 2013 bank statement, which was reconciled in December 2013, it was discovered by the Court that evidently the payee of this check must have had a photo-copy of the original check and signed HER name on the endorser line. AGAIN, the bank cashed this check.

As soon as this was discovered the matter was reported to the PA State Police who handled the matter. It should also be noted that the bank did reimburse the Courts account.

Again, please make note that every effort will made to ensure that all checks are signed prior to delivery to the payee.

I am in hopes that this explanation addresses the circumstances in this instance and should you have any questions feel free to call.

Sincerely,

A handwritten signature in cursive script, appearing to read "JoLana Krawitz".

JoLana Krawitz  
Magisterial District Judge

KWG  
CC:File

### **Audit Distribution List**

- Magisterial District Judge JoLana Krawitz -District Court # 43-4-03
- Greg Christine, Chief Clerk - Commissioner's Office
- Robert Casey, Jr. - PA Deputy ControllerGeneral
- Deborah Rivera, Court Administrator
- Prothonotary's Office
- Eldred Township
- Ross Township
- Hamilton Township
- Polk Township
- Rick Pierce, AOPC
- Audit File