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Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
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February 10, 2017

The Honorable Sarah A. Rice
Chief Judge
City of Danville Juvenile and Domestic Relations District Court
275 South Main Street, Courthouse, Suite 3
Rocky Mount, VA 24151

Audit Period: July 1, 2015 through June 30, 2016
Court System: City of Danville
Judicial District: Twenty-second

We are performing a statewide audit of the Juvenile and Domestic Relations District Courts. During our review of this court, we conducted certain audit procedures, as we deemed appropriate.

Management of this court is an important part of the court's accountability, since you are responsible for establishing and maintaining internal controls and complying with applicable laws and regulations. During our review, we noted certain matters that required management's attention and corrective action. These matters included:

Properly Review General Ledger (Repeat Finding)

The Clerk did not review the monthly general ledger report and resolve outstanding balances. We noted a \$392 balance that remained in the private collection agent account during the audit period. The general ledger report summarizes all receipt, journal voucher, and disbursement transactions for the month and helps identify the use of old account codes by the court and accounting errors.

The Clerk should review the general ledger monthly and resolve any outstanding balances in accounts no longer used and correct any accounting errors. Further, the Clerk should immediately identify and disburse the balance noted in the collection agent account to the proper account holder.

Monitor and Disburse Escrow Funds (New Finding)

The Clerk does not monitor and disburse escrow funds. Since September 2015, the Clerk has been holding \$50 in custody/visitation filing fees, which were miscoded as escrow funds. The Clerk

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should monitor and disburse, when appropriate, all court liabilities as recommended by the Financial Management User's Guide.

We acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM:alh

cc: The Honorable Dale M. Wiley, Judge
Tammy Calloway White, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia