



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

August 30, 2018

Sherman P. Lea, Sr.
Mayor
215 Church Avenue, SW, Room 452
Roanoke, VA 24011

City of Roanoke

Dear Mr. Lea:

We have reviewed the Commonwealth collections and remittances of the Treasurer, City Finance Director, Commissioner of the Revenue, Sheriff, and Commonwealth's Attorney of the locality indicated for the year ended June 30, 2018. Our primary objectives were to determine that the officials have maintained accountability over Commonwealth collections, established internal controls, and complied with state laws and regulations.

The results of our tests found the Treasurer, City Finance Director, Commissioner of the Revenue, Sheriff, and Commonwealth's Attorney complied, in all material respects, with state laws, regulations and other procedures relating to the receipt, disbursement, and custody of state funds, except as follows.

The former City Finance Director did not maintain sufficient internal control over state funds as described below.

Remit Excess Collection Fees

Repeat: No

The former Director of Finance did not direct the Treasurer to remit the state's portion of excess collection fees, totaling \$93,936, to the Commonwealth in a timely manner. The Commonwealth's Attorney completed the calculation of the fees from the in-house collection program required to be remitted to the Commonwealth in August 2017; however, the former Director of Finance did not direct the Treasurer to remit the fees to the Commonwealth.

The current Director of Finance should immediately direct the Treasurer to remit the state portion of excess collection fees from the in-house collection program each year immediately after the amount of the Commonwealth's portion has been determined.

Sherman P. Lea, Mayor
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We discussed this comment with the City Finance Director on August 30, 2018 and we acknowledge the cooperation extended to us during this review.

Sincerely,

Auditor of Public Accounts

MSM:vks

cc: Robert Cowell, City Manager
Evelyn W. Powers, Treasurer
Amelia Clark Merchant, Director of Finance
Sherman A. Holland, Commissioner of the Revenue
Timothy A. Allen, Sheriff
Donald S. Caldwell, Commonwealth's Attorney