

**PATRICIA M. NORMAN  
CLERK OF THE CIRCUIT COURT  
FOR THE  
COUNTY OF KING WILLIAM**

**REPORT ON AUDIT  
FOR THE PERIOD  
APRIL 1, 2009 THROUGH MARCH 31, 2010**



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# Commonwealth of Virginia

Auditor of Public Accounts  
P.O. Box 1295  
Richmond, Virginia 23218

Walter J. Kucharski, Auditor

August 18, 2010

The Honorable Patricia M. Norman  
Clerk of the Circuit Court  
County of King William

Board of Supervisors  
County of King William

Audit Period: April 1, 2009 through March 31, 2010  
Court System: County of King William

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court for this Court System and for the period noted above. Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial management system; evaluate the Court's internal controls; and test its compliance with significant state laws, regulations, and policies.

## Management's Responsibility

Court management has responsibility for establishing and maintaining internal controls and complying with applicable laws and regulations. Internal control is a process designed to provide reasonable, but not absolute, assurance regarding the reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations. Deficiencies in internal controls could possibly lead to the loss of revenues or assets, or otherwise compromise fiscal accountability.

We noted a matter involving internal control and its operation necessary to bring to management's attention. The matter is discussed in the section titled Comments to Management. Any response and written corrective action plan to remediate this matter provided by the Clerk are included as an enclosure to this report.

We discussed this comment with the Clerk and we acknowledge the cooperation extended to us by the court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK:alh

cc: The Honorable Thomas B. Hoover, Chief Judge  
William C. Porter, Jr, Interim County Administrator  
Robyn M. de Socio, Executive Secretary  
Compensation Board  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia  
Director, Admin and Public Records  
Department of Accounts

## COMMENTS TO MANAGEMENT

We noted the following matter involving internal control and its operation that has led or could lead to the loss of revenues, assets, or otherwise compromise the Clerk's fiscal accountability.

### Resolve Accounting Errors

For the second time, this audit identified a \$260 deficit balance in one account, which the Clerk has not corrected. Additionally, although the Clerk performs monthly bank reconciliations, an undetermined reconciling item of \$45 has been left unresolved for 10 of the last 12 months. Finally, the Clerk disbursed a restitution payment of \$50 before the defendant's check had cleared the bank, which caused a shortage and another account shows a \$73,224 balance even though the Clerk disbursed this amount in 2003.

The system provides daily, weekly and monthly reports that help identify accounting conditions that need attention; however, the Clerk does not use them properly. The Clerk should gain a thorough understanding of the system reports to be able to identify and resolve issues. The audit process is not the mechanism to correct routine accounting errors; it is the Clerk's responsibility to ensure the integrity of the accounting records.



# KING WILLIAM COUNTY

CLERK'S OFFICE OF THE CIRCUIT COURT

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P. O. BOX 216

KING WILLIAM, VIRGINIA 23086

PATRICIA M. NORMAN, Clerk

~~PATRICIA K. SUTTON, Deputy Clerk~~

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PHONE 804-769-4936

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August 13, 2010

Commonwealth of Virginia  
Auditor of Public Accounts  
P. O. Box 1295  
Richmond, Virginia 23218

Mr. Walter J. Kucharski, Auditor

Re: Audit Period: April 1, 2009 through March 31, 2010

Court System: County of King William

I have received your letter dated August 5, 2010 regarding the above-mentioned Audit Period for King William Circuit Court.

The \$260.00 deficit balance in one account per your letter was on a Guardian Ad Litem Account I had a Court Order from the Judge ordering the parents to pay this fee. I have spoke with the Judge about this matter and ask that we allow the Attorneys to submit DC40'S in the future for GAL Fees.

The \$45.00 undetermined reconciling item was resolved. All restitution payments are now paid out monthly to make sure that all checks have cleared the Bank.

A Journal Voucher was not performed after disbursing funds in 2003. It was never mentioned in any prior audits. I have gone back to all of my prior audit reports from you since becoming Clerk in 2001 and all reports state "no material weaknesses in the internal controls, and no instances of noncompliance with applicable laws, regulations, and policies". Now that we have a new team of auditors for our Court matters have arisen that were never mentioned previously.

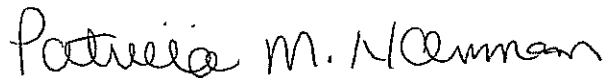
So if we had different auditors each year would that be better for the Court? I think each auditor audits differently and that makes the findings different.

After talking to Katherine St. Lawrence she was able to explain things different than the prior auditors. I have installed Report Tran and am now using the check feature.

With her help we went through trust funds accounts and was able to escheat \$31, 559.46 to the Commonwealth of Virginia.

I will continue to have myself and all deputies attend FMS education classes through the Department of Judicial Services at the Supreme Court of Virginia for continuing education classes.

Sincerely yours,

A handwritten signature in cursive script that reads "Patricia M. Norman".

Patricia M. Norman, Clerk

/pmn