



# Commonwealth of Virginia

**Walter J. Kucharski, Auditor**

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

September 23, 2009

Robert R. Cosby  
Board Chairman  
3834 Old Buckingham Road  
Powhatan, VA 23139

County of Powhatan

Dear Mr. Cosby:

We have reviewed the Commonwealth collections and remittances of the Treasurer, Commissioner of the Revenue, and Sheriff of the locality indicated for the year ended June 30, 2009. 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, Commissioner of Revenue, and Sheriff 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 Treasurer did not maintain sufficient internal control over state funds as described below.

## Properly Perform Monthly Reconciliations

The Treasurer did not complete the monthly reconciliations of her accounting records to the State Comptroller's report provided by the Department of Accounts. Although the Treasurer reconciled the assessments and collections, she failed to reconcile ending balances and to contact the State Comptroller to correct errors found during the reconciliation.

Timely monthly reconciliations are a significant internal control, which is essential for determining the reliability of information. The Treasurer should reconcile assessments, collections, and ending balances to State Comptroller's monthly reports as required by Section 58.1-3168 of the Code of Virginia and submit corrections timely. Proper procedures will ensure complete and accurate recording of tax assessments and collections.

Robert R. Cosby  
Board Chairman  
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We discussed this comment with the Treasurer on September 28, 2009 and we acknowledge the cooperation extended to us during this review.

Sincerely,

Auditor of Public Accounts

WJK:kwv

cc: Carolyn Cios, County Administrator  
Faye G. Barton, Treasurer  
James B. Timberlake, II, Commissioner of Revenue  
Gregory A. Neal, Sheriff