



HELEN V. BUTTS
CLERK OF THE CIRCUIT COURT
FOR THE
COUNTY OF CLARKE

AS OF
MARCH 31, 2020

Auditor of Public Accounts
Martha S. Mavredes, CPA
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Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

May 1, 2020

April Wilkerson
Interim Clerk of the Circuit Court
County of Clarke

David Weiss, Chairman
County of Clarke

We have performed procedures on the accompanying Statement of Assets and Liabilities of Helen V. Butts, former Clerk of the Circuit Court of the County of Clarke at March 31, 2020. The Clerk of the Circuit Court is an elected constitutional officer who administers the County of Clarke's court of record. All records supporting the amounts presented in this financial statement are the responsibility of the outgoing Clerk.

The purpose of the limited procedures we performed was to determine the accountability of the former Clerk at March 31, 2020, and to turn over the assets, accounts, and records of the office to April Wilkerson, the newly appointed Interim Clerk of the Circuit Court. Our procedures included agreeing the amounts presented in the accompanying statement to supporting documentation, such as bank statements and financial reports. We also verified the termination of the former Clerk's access to financial and other systems and the Court's bank account. A limited review of the general ledger, tax debt set-off, liabilities, and court costs was also conducted for the period July 1, 2019 through March 31, 2020. A more comprehensive audit of the former Clerk was performed for the period of January 1, 2018 through June 30, 2019, the results of which are included in our report dated October 16, 2019.

This financial statement has been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. This basis of accounting is prescribed by the State Comptroller and approved by the Auditor of Public Accounts as it is deemed the appropriate method of reporting by Clerks of the Circuit Court.

Based on the procedures we performed, we found the financial statement referred to above was properly supported and presents fairly, in all material respects, the assets and liabilities of the Clerk of the Circuit Court of the County of Clarke as of March 31, 2020, on the cash basis of accounting described above.

We acknowledge the cooperation extended to us during this engagement.

Martha S. Mavredes
AUDITOR OF PUBLIC ACCOUNTS

MSM: clj

cc: The Honorable Bruce D. Albertson, Chief Judge
Chris Boies, County Administrator
Robyn M. de Socio, Executive Secretary
Compensation Board
Paul DeLosh, Director of Judicial Services
Supreme Court of Virginia

**COUNTY OF CLARKE
CLERK OF THE CIRCUIT COURT
STATEMENT OF ASSETS AND LIABILITIES
AS OF MARCH 31, 2020**

ASSETS	
Cash and Cash Equivalents	\$242,805
Unreimbursed Clerk's Expenses	-
Total	242,805
LIABILITIES	
Due to the Commonwealth of Virginia	12,060
Due to the County of Clarke	49,575
Collections for others	18,872
Depository bonds	4,000
Moneys under control of the court	157,134
Condemnation Funds	-
Unspecified receipts	1,164
Total	\$242,805

This Statement was prepared using the cash basis of accounting, which records cash receipts when received and disbursements when made.