



Martha S. Mavredes, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

## *Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

September 22, 2016

The Honorable Charles H. Warren  
Chief Judge  
County of Cumberland General District Court  
P.O. Box 306 - 911 Madison Street  
Boydton, VA 23917

The Honorable Marvin Dunkum  
Chief Judge  
County of Cumberland Juvenile and Domestic Relations District Court  
P.O. Box 127  
Buckingham, VA 23921

Audit Period: July 1, 2014 through June 30, 2015  
Court System: County of Cumberland  
Judicial District: Tenth

We are performing a statewide audit of the Combined General 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:

### **Reconcile Bank Account**

The Clerk did not reconcile the court's bank account during the year subsequent to the audit period. Timely and complete reconciliations are an essential internal control. Allowing reconciling items to go unresolved can lead to errors and irregularities going undetected and increases the risk of loss of funds.

The Clerk should perform monthly bank reconciliations upon receiving the bank statements as required by the Financial Management System User's Guide.

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### **Properly Bill and Collect Fines and Costs**

The Clerk and her staff did not properly bill and collect court fines and costs. In 13 of 35 cases tested, we noted the following errors.

- In two cases, the Clerk and her staff incorrectly entered the cases as local rather than state, resulting in the miscoding of fines totaling \$600 and costs of \$90.
- In 11 cases, the defendants were not billed for court costs, resulting in a loss of \$1,036 to the Commonwealth and \$170 to the locality.
- In one case, the defendant was overcharged a total of \$120 in court appointed attorney fees.

The Clerk and her staff should correct the specific cases noted above and should establish a system of review to minimize the likelihood of billing errors going undetected. In all cases, the Clerk should bill and collect court costs in accordance with Code of Virginia.

### **Request Tax Set-Off Refunds**

The Clerk did not submit claims to the Virginia Department of Taxation (Taxation) for tax setoff of refunds for delinquent court fines and costs totaling \$852, resulting in a loss of revenue to the Commonwealth and Locality. A court must submit claims for set-off of tax refunds through Taxation's automated accounting system, the Integrated Revenue Management System. The Clerk should use the tax refund set-off process to maximize collections as required by the Code of Virginia.

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

AUDITOR OF PUBLIC ACCOUNTS

MSM: clj

cc: The Honorable Robert G. Woodson, Jr., Judge  
Carolyn Z. Helgeson, Clerk  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia