



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

September 17, 2019

Ned L. Gallaway
Board Chairman
County of Albemarle

Dear Mr. Gallaway:

We have reviewed the Commonwealth collections and remittances of the Chief Financial Officer, Sheriff, and Commonwealth's Attorney of the locality indicated for the year ended June 30, 2019. 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 Chief Financial Officer, 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 Sheriff did not comply with state laws and regulations as described below.

Promptly Remit Sheriff's Fees

Repeat: No

The Sheriff delayed remitting sheriffs' fees to the Treasurer for up to nine days. We noted eight instances of delayed remittances out of 65 receipts tested. Having cash or checks on hand is a risk that could lead to a loss of funds. The Sheriff should follow the best practices outlined in the Virginia Sheriff's Accounting Manual, which recommends the Sheriff deposit all collections in the Sheriff's official bank account or directly with the local Treasurer, either weekly or when collections exceed \$200.

We discussed this comment with the Sheriff on September 17, 2019 and we acknowledge the cooperation extended to us during this review.

Sincerely,

Auditor of Public Accounts

MSM: clj

cc: Jeff Richardson, County Executive
William M. Letteri, Chief Financial Officer
J. E. "Chip" Harding, Sheriff
Robert Neira Tracci, Commonwealth's Attorney