



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

March 31, 2020

The Honorable William W. Eldridge IV
Chief Judge
County of Clarke General District Court

Audit Period: July 1, 2018 through June 30, 2019
Court System: County of Clarke
Judicial District: Twenty-sixth

We are performing a statewide audit of the 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:

Transfer Excess Credit Card Fees

Repeat: No

The Clerk held excess credit card surcharge fees of \$6,381, rather than depositing them with the State Treasurer. The courts collect a fee when defendants pay fines and costs with a credit card to cover surcharges assessed to the court. The Clerk pays the surcharge fees monthly when the credit card statement is received.

The Financial Accounting System User's Guide requires clerks to maintain an average of three months of surcharge payments and transfer the excess funds to the Commonwealth. The Clerk should deposit all excess credit card surcharge fees to the Commonwealth on a quarterly basis.

Reconcile Bank Account Timely

Repeat: No

The Clerk did not reconcile her bank account timely for three of the 12 months of the audit period. In addition, reconciling items were carried from month to month and not resolved appropriately. 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 and resolve all reconciling items timely as required by the Financial Accounting System User's Guide.

Publicly Post Payment Plan Policy

Repeat: No

The Clerk has not posted the court's updated official payment plan policy in the Clerk's office or on the court's website, as required by § 19.2-354 of the Code of Virginia. Posting the most current information ensures that defendants are aware of the court's payment plan policies and aids in maximizing collection efforts.

The Clerk should post the court's approved payment plan in accordance with the Code of Virginia.

We acknowledge the cooperation extended to us by the Clerk and her staff during this engagement.

Martha S. Mavredes
AUDITOR OF PUBLIC ACCOUNTS

MSM:vks

cc: The Honorable Amy B. Tisinger, Judge
Julie G. Aemmer, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia