



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

October 20, 2025

The Honorable Gary Clemens
Clerk of the Circuit Court
County of Loudoun

Phyllis Randall, Chairperson
County of Loudoun

Review Period: July 1, 2024, through June 30, 2025
Court System: County of Loudoun

We have reviewed the financial operations for the office of the Clerk of the Circuit Court for the County of Loudoun, for the period noted above, pursuant to §30-134 of the Code of Virginia. Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial accounting system; evaluate the Clerk's internal controls; and test the Clerk's compliance with significant state laws, regulations, and policies related to financial operations.

The Clerk is responsible for establishing and maintaining internal controls and complying with applicable laws and regulations. Internal control is a process designed to provide reasonable, but not absolute, assurance regarding the reliability of financial information, effectiveness and efficiency of financial operations, and compliance with applicable laws and regulations. Deficiencies in internal controls could lead to noncompliance with laws and regulations, the loss of assets or revenues, or otherwise compromise the Clerk's fiscal accountability. It is our responsibility to perform procedures to the extent necessary to satisfy the objectives of this engagement.

Our procedures did not identify any matters involving internal control and its operation necessary to bring to the Clerk's attention.

Gary Clemens, Clerk of the Circuit Court
Phyllis Randall, Chairperson
October 20, 2025
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We acknowledge the cooperation extended to us by the Clerk and the Clerk's staff during this engagement.

Staci A. Henshaw
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LJH

cc: The Honorable Douglas Fleming, Jr. , Chief Judge
Tim Hemstreet, County Administrator
Paul DeLosh, Director of Judicial Services
Supreme Court of Virginia