



Commonwealth of Virginia

Auditor of Public Accounts

Staci A. Henshaw, CPA
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

September 1, 2022

Mike Duman
Mayor

City of Suffolk

Dear Mr. Duman:

We have reviewed the Commonwealth collections and remittances of the Treasurer, Commissioner of the Revenue, and Sheriff of the locality indicated for the year ended June 30, 2022. 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 Treasurer, Commissioner of the Revenue, and Sheriff 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 Treasurer did not maintain sufficient internal control over state funds and comply with state laws and regulations as described below.

Properly Perform Monthly Reconciliation

Repeat: No

The Treasurer is not reconciling the locality's internal financial system reports to the Commonwealth's accounting and financial reporting system. Instead, the Treasurer is reconciling a listing of deposit certificates that exists outside of the locality's financial system to the Commonwealth's accounting and financial reporting system, opening the possibility that errors or updates to financial information in the locality's financial system will not be detected. Proper monthly reconciliations are a significant internal control and are essential for determining the reliability of information.

The Treasurer should reconcile assessments, collections, and uncollected balances per the locality's financial system to the Commonwealth's reports monthly as required by § 58.1-3168 of the Code of Virginia and submit correction requests timely. Proper procedures will ensure complete and accurate recording of tax assessments and collections.

Mike Duman, Mayor
September 1, 2022
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We discussed this finding with the Treasurer on August 22, 2022, and we acknowledge the cooperation extended to us during this review.

Sincerely,

Staci A. Henshaw
Auditor of Public Accounts

LJH:vks

cc: Albert Moor, City Manager
Ronald H. Williams, Treasurer
Susan Draper, Commissioner of the Revenue
Everett Harris, Sheriff
Robert H. Churchman, Partner
Cherry Bekaert, LLP