



Staci A. Henshaw, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

May 12, 2021

The Honorable John S. Hart, Jr.  
Chief Judge  
County of Clarke General District Court

Audit Period: July 1, 2019, through June 30, 2020  
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 include the following:

### **Reconcile Bank Account Timely**

Repeat: Yes (first issued in 2020)

The Clerk did not reconcile the court's bank account timely for ten of the 12 months of 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 and resolve all reconciling items timely as required by the financial accounting system user's guide.

### **Publicly Post Payment Plan Policy**

Repeat: Yes (first issued in 2020)

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

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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.

Staci A. Henshaw  
AUDITOR OF PUBLIC ACCOUNTS

SAH: clj

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