



MARGARET R. RALPH
CLERK OF THE CIRCUIT COURT
FOR THE
COUNTY OF RAPPAHANNOCK

AS OF JANUARY 31, 2023

Auditor of Public Accounts
Staci A. Henshaw, CPA

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Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

February 17, 2023

Kaitlin Struckmann
Interim Clerk of the Circuit Court
County of Rappahannock

Debbie Donehey, Chairman
County of Rappahannock

We have performed procedures on the accompanying Statement of Assets and Liabilities of Margaret R. Ralph, former Clerk of the Circuit Court of the County of Rappahannock at January 31, 2023. The Clerk of the Circuit Court is an elected constitutional officer who administers the County of Rappahannock's court of record. All records supporting the amounts presented in this financial statement are the responsibility of the outgoing Clerk.

The purpose of the limited procedures we performed was to determine the accountability of the former Clerk at January 31, 2023, and to turn over the assets, accounts, and records of the office to Kaitlin Struckmann, the newly appointed interim Clerk of the Circuit Court. Our procedures included agreeing the amounts presented in the accompanying statement to supporting documentation, such as bank statements and financial reports. We also verified the termination of the former Clerk's access to financial and other systems and the Court's bank account. A more comprehensive audit of the former Clerk was performed for the period of July 1, 2021, through December 31, 2022 the results of which are included in our report dated February 1, 2023.

This financial statement has been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. This basis of accounting is prescribed by the State Comptroller and approved by the Auditor of Public Accounts as it is deemed the appropriate method of reporting by Clerks of the Circuit Court.

Based on the procedures we performed, we found the financial statement referred to above was properly supported and presents fairly, in all material respects, the assets and liabilities of the Clerk of the Circuit Court of the County of Rappahannock as of January 31, 2023, on the cash basis of accounting described above.

We acknowledge the cooperation extended to us during this engagement.

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

LJH:vks

cc: The Honorable Douglas L. Fleming, Jr., Chief Judge
Garrey W. Curry, Jr., P.E., County Administrator
Robyn M. de Socio, Executive Secretary
Compensation Board
Paul DeLosh, Director of Judicial Services
Supreme Court of Virginia

COUNTY OF RAPPAHANNOCK
CLERK OF THE CIRCUIT COURT
STATEMENT OF ASSETS AND LIABILITIES
AS OF JANUARY 31, 2023

ASSETS	
Cash and Cash Equivalents	\$187,772
Unreimbursed Clerk's Expenses	-
Total	187,772
LIABILITIES	
Due to the Commonwealth of Virginia	\$5,761
Due to the County of Rappahannock	22,042
Collections for others	133,408
Depository bonds	26,100
Moneys under control of the court	-
Condemnation Funds	461
Unspecified receipts	-
Total	\$187,772

This Statement was prepared using the cash basis of accounting, which records cash receipts when received and disbursements when made.