



SHERRY GAUTIER  
CLERK OF THE CIRCUIT COURT  
FOR THE  
COUNTY OF GILES

FOR THE PERIOD  
JANUARY 1, 2023 THROUGH MARCH 31, 2024

Auditor of Public Accounts  
Staci A. Henshaw, CPA

[www.apa.virginia.gov](http://www.apa.virginia.gov)

(804) 225-3350



## COMMENTS TO MANAGEMENT

We noted the following matter involving internal control and its operation that has led or could lead to noncompliance with laws and regulations, the loss of assets or revenues, or otherwise compromise the Clerk's fiscal accountability.

### **Promptly Allocate Tax Set-Off Revenues**

Repeat: No

The Clerk did not allocate tax set-off collections of \$2,472 to defendants' accounts for up to eleven months after receipt. The oversight is the result of the Clerk not properly reviewing the general ledger and, therefore, was unaware of the balance in the tax set-off account.

Courts recover some delinquent fines and costs through the Department of Taxation Set-Off Collection Program. When Clerks receive these funds, they are receipted into one general ledger account. The Clerks must then credit the defendants' individual accounts before the Commonwealth and locality can recognize the revenues and to ensure appropriate collection activity and interest accrual.

Going forward, the Clerk should review the general ledger each month to identify accounts, like the tax set-off account, requiring action and make the necessary adjustments and corrections. In addition, the Clerk should ensure that tax set-off revenues are receipted and allocated timely.

## -TABLE OF CONTENTS-

### Pages

COMMENTS TO MANAGEMENT

AUDIT LETTER

1-2

CLERK'S RESPONSE AND CORRECTIVE ACTION PLAN

3



Staci A. Henshaw, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

July 15, 2024

The Honorable Sherry Gautier  
Clerk of the Circuit Court  
County of Giles

Richard McCoy, Board Chair  
County of Giles

Audit Period: January 1, 2023, through March 31, 2024  
Court System: County of Giles

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court of this locality for the period noted above. Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial management system; evaluate the Court's internal controls; and test its compliance with significant state laws, regulations, and policies.

## **Management's Responsibility**

Court management has responsibility 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 reporting, effectiveness and efficiency of 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.

We noted a matter involving internal control and its operation necessary to bring to management's attention. The matter is discussed in the section titled Comments to Management. Any written corrective action plan to remediate this matter provided by the Clerk is included as an enclosure to this report. We did not validate the Clerk's corrective action plan and, accordingly, cannot take a position on whether it adequately addresses the issues in this report.

We discussed these comments with the Clerk, and we acknowledge the cooperation extended to us by the Clerk and her staff during this engagement.

Staci A. Henshaw  
AUDITOR OF PUBLIC ACCOUNTS

LH: clj

cc: The Honorable H. Lee Harrell, Chief Judge  
Chris McKlarney, County Administrator  
Robyn M. de Socio, Executive Secretary  
Compensation Board  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia

Office of the Giles County Circuit Court Clerk

501 Wenonah Ave., Ste 1  
Pearisburg, VA 24134

Sherry E. Gautier, Clerk  
501 Wenonah Ave., Ste 1  
Pearisburg, VA 24134  
(540) 921-1722 (Phone)  
(540) 921-3825 (Fax)



Krystal L. Johnston, Chief Deputy  
Melissa G. Cromer, Deputy  
Erica Williams, Deputy  
Shalane Lankford, Deputy

---

**Corrective Action Plan**

July 26, 2024

Auditor of Public Accounts  
Staci A Henshaw  
Commonwealth of Virginia  
101 North 14<sup>th</sup> Street, 8<sup>th</sup> Floor  
Richmond, VA 23219

Dear Staci A Henshaw:

On June 6, 2024, Mr. Daniel Stanley met with me and went over our Possible Finding report per our Audit period January 1, 2023 through March 31, 2024. After speaking with him a Corrective Action Plan was put into place and corrections were made to the individual accounts while he was here.

**Promptly Allocate Tax Set-Off Revenues**

The tax set-off checks are properly receipted to the individual accounts upon receipt.  
Bookkeeper will check general ledger account monthly.

Sincerely,   
**Signature on File**

Sherry E. Gautier  
Master Circuit Court Clerk