

October 18, 2002

The Honorable Barbara R. Williams  
Clerk of the Circuit Court  
County of Appomattox

Board of Supervisors  
County of Appomattox

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court of the County of Appomattox for the period July 1, 2001 through June 30, 2002.

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. However, our audit was more limited than would be necessary to provide assurance on the internal controls or on overall compliance with applicable laws, regulations, and policies.

The results of our tests found the Court properly stated, in all material respects, the amounts recorded and reported in the financial management system; and no material weaknesses in the internal controls. However, we noted noncompliance with state laws, regulations, and policies that the Clerk needs to address as described below.

Prepare and File an Annual Trust Fund Report

The Clerk did not prepare and file an Annual Trust Fund Report for fiscal year 2002 by October 1<sup>st</sup> as required by Section 8.01-600(G) of the Code of Virginia. As a result, the Clerk failed to record and index the most recent annual report in the Trust Fund Order Book until we brought it to her attention during the audit. As the Clerk has a statutory responsibility for monitoring trust funds, she should prepare and file an Annual Trust Fund Report with the court by October 1<sup>st</sup>. Also, the Clerk should file the report in the Trust Fund Order Book.

The Honorable Barbara R. Williams  
Board of Supervisors  
October 18, 2002  
Page 2

We discussed these comments with the Clerk on October 18, 2002 and we acknowledge the cooperation extended to us by the court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK:aom

cc: The Honorable William L. Wellons, Chief Judge  
Andy Carroll, County Administrator  
Bruce Haynes, Executive Secretary  
Compensation Board  
Paul Delosh, Technical Assistance  
Supreme Court of Virginia  
Martin Watts, Court Analyst  
Supreme Court of Virginia  
Don Lucido, Director of Technical Assistance  
Supreme Court of Virginia  
Director, Admin and Public Records  
Department of Accounts