

COUNTY OF BEDFORD, VIRGINIA
REPORT ON COUNTY TREASURER'S
TURNOVER AUDIT

February 28, 2018

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INDEPENDENT ACCOUNTANT'S REPORT

Honorable Mayor and Members of the Board of Supervisors
County of Bedford, Virginia

We have examined the accompanying Schedule of the Treasurer's Assets and Liabilities of Rebecca Jones, Treasurer of the County of Bedford, Virginia, at February 28, 2018. We have also examined the accompanying treasurer's turnover receipts of assets. These schedules and receipts are the responsibility of the County's treasurer. Our responsibility is to express an opinion based on our examination. We did not examine the Turnover Receipt of Uncollected State Taxes from Outgoing Treasurer to Incoming Treasurer. This schedule was examined by other accountants whose report has been furnished to us, and our opinion, insofar as it relates to the amounts shown on these schedules, is based solely on the report of the other accountants.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the *Specifications for Audits of Counties, Cities, and Towns* issued by the Auditor of Public Accounts. Those standards include examining, on a test basis, evidence supporting the Schedules of Treasurer's Assets and Liabilities and Turnover Receipts of Assets and performing such other procedures, as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

Section 58.1-3136 of the *Code of Virginia* requires a turnover audit whenever a treasurer leaves office. The accompanying treasurer's accountability schedules and turnover receipts of assets were prepared to turn over the assets reported on the schedules to Kim Snow, who was appointed Interim Treasurer effective March 1, 2018.

In our opinion, based on our examination and the report of other auditors, the schedules referred to above present, in all material respects, the assets of Rebecca Jones, Treasurer of the County of Bedford, Virginia turned over to the incoming treasurer at February 28, 2018.

This report is intended solely for the information and use of the Board of Supervisors, management, and the Auditor of Public Accounts and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Brown, Edwards & Company, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia
June 28, 2018

COUNTY OF BEDFORD, VIRGINIA

SCHEDULE OF THE TREASURER'S ASSETS AND LIABILITIES
At February 28, 2018

Assets held by the Treasurer:

Cash on hand	\$	5,286
Cash in banks		
First Citizens Bank	*	75,692,770
Carter Bank & Trust	*	4,773,223
Virginia SNAP	*	14,436,242
LGIP – VA Dept. of Treasury	*	5,825
Bank of James	*	25,103
American National Bank	*	9,260,431
Union	*	<u>2,900</u>
Total assets		<u><u>\$ 104,201,780</u></u>

Liabilities of the Treasurer

Balance of County funds		<u><u>\$ 104,201,780</u></u>
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* – Represents the bank balances

The accompanying notes are an integral part of this schedule.

COUNTY OF BEDFORD, VIRGINIA

**NOTES TO SCHEDULES OF THE TREASURER'S ACCOUNTABILITY
At February 28, 2018**

1. SCHEDULE PRESENTATION

A. Schedule of the Treasurer's Assets and Liabilities

The Schedule of the Treasurer's Assets and Liabilities represents a summary of cash, other asset, and liability balances held by the treasurer at the turnover date.

B. Turnover Receipts of Assets

The Turnover Receipts of Assets directly following these notes represent the detailed accounting of assets turned over to the incoming treasurer. The incoming treasurer's signature on these receipts represents her assumption of the legal liability for the custody of such assets.

2. DISCHARGE FROM LIABILITY

In accordance with Section 58.1-3145 of the *Code of Virginia*, the outgoing treasurer is required to file certificates with the Circuit Court showing the final settlement of his account as treasurer to secure final discharge from liability.

COUNTY OF BEDFORD, VIRGINIA
TURNOVER RECEIPT OF CASH AND CASH ITEMS ON HAND
FROM OUTGOING TREASURER TO INCOMING TREASURER
At February 28, 2018

Received of Rebecca C. Jones, Outgoing Treasurer of the County of Bedford, Virginia, by Kim J. Snow, Incoming Treasurer of the County of Bedford, Virginia, the item or items as hereinafter described and/or listed at the close of business February 28, 2018.

We, having separately checked this schedule, do hereby certify as to the correctness of same and do hereby accept the credit and the charge on account as evidenced by affixing our signatures hereto.

	<u>Amount</u>
Cash on hand (currency and coin)	\$ 5,286.32
Other Cash Items:	<u>-</u>
Total	<u>\$ 5,286.32</u>

Signed and Witnessed:

Rebecca C. Jones

Rebecca C. Jones, Outgoing Treasurer of the County of Bedford, Virginia

April D. Robey

Notary

April D. Robey
Notary Public
Commonwealth of Virginia
ID #7501324
My Commission Expires:
April 30, 2019

Kim J. Snow

Kim J. Snow, Incoming Treasurer of the County of Bedford, Virginia

COUNTY OF BEDFORD, VIRGINIA
TURNOVER RECEIPT OF RETURNED CHECKS ON HAND
FROM OUTGOING TREASURER TO INCOMING TREASURER
At February 28, 2018

Received of Rebecca C. Jones, Outgoing Treasurer of the County of Bedford, Virginia, by Kim J. Snow, Incoming Treasurer of the County of Bedford, Virginia, the item or items as hereinafter described and/or listed at the close of business February 28, 2018.

We, having separately checked this schedule, do hereby certify as to the correctness of same and do hereby accept the credit and the charge on account as evidenced by affixing our signatures hereto.

Returned Checks on Hand: \$13,505.28

Signed and Witnessed:

Rebecca C. Jones

Rebecca C. Jones, Outgoing Treasurer of the County of Bedford, Virginia

April D. Robey

Notary

April D. Robey
Notary Public
Commonwealth of Virginia
ID #7501324
My Commission Expires:
April 30, 2019

Kim J. Snow

Kim J. Snow, Incoming Treasurer of the County of Bedford, Virginia

COUNTY OF BEDFORD, VIRGINIA
TURNOVER RECEIPT OF CASH ON DEPOSIT
FROM OUTGOING TREASURER TO INCOMING TREASURER
At February 28, 2018

Received of Rebecca C. Jones, Outgoing Treasurer of the County of Bedford, Virginia, by Kim J. Snow, Incoming Treasurer of the County of Bedford, Virginia, the item or items as hereinafter described and/or listed at the close of business February 28, 2018.

We, having separately checked this schedule, do hereby certify as to the correctness of same and do hereby accept the credit and the charge on account as evidenced by affixing our signatures hereto.

Balances on deposit in banks at close of business February 28, 2018, and outstanding checks drawn there against are as follows:

<u>Name of Bank and Bank Account</u>	<u>Balance Per Bank</u>	<u>Outstanding Checks</u>	<u>Deposits In- Transit</u>	<u>Balance Per Ledger</u>
First Citizens Banks	\$ 75,692,770	\$ 2,685,974	\$ 20,705	\$ 73,027,501
Carter Bank & Trust	4,773,223	-	2,867	4,776,090
Virginia SNAP	14,436,242	-	-	14,436,242
LGIP – VA Dept of Treasury	5,825	-	-	5,825
Bank of the James	25,103	-	-	25,103
American National Bank	9,260,431	-	-	9,260,431
Union	2,900	-	-	2,900
	<u>\$ 104,196,494</u>	<u>\$ 2,685,974</u>	<u>\$ 23,572</u>	<u>\$ 101,534,092</u>

Signed and Witnessed:

Rebecca C. Jones

Rebecca C. Jones, Outgoing Treasurer of the County of
Bedford, Virginia

April D. Robey

Notary

April D. Robey
Notary Public
Commonwealth of Virginia
ID #7501324
My Commission Expires:
April 30, 2019

Kim J. Snow

Kim J. Snow, Incoming Treasurer of the County of
Bedford, Virginia

COUNTY OF BEDFORD, VIRGINIA
TURNOVER RECEIPT OF UNCOLLECTED REAL ESTATE TAXES
FROM OUTGOING TREASURER TO INCOMING TREASURER
At February 28, 2018

Received of Rebecca C. Jones, Outgoing Treasurer of the County of Bedford, Virginia, by Kim J. Snow, Incoming Treasurer of the County of Bedford, Virginia, the item or items as hereinafter described and/or listed at the close of business February 28, 2018.

We, having separately checked this schedule, do hereby certify as to the correctness of same and do hereby accept the credit and the charge on account as evidenced by affixing our signatures hereto.

<u>Year</u>	<u>Base Tax</u>
2017	\$ 1,068,303
2016	475,747
2015	263,910
2014	146,548
2013	59,260
2012	31,361
2011-2005	91,865
2004-1998	<u>9,435</u>
Total Uncollected Real Estate Taxes	<u>\$ 2,146,429</u>

Signed and Witnessed:

Rebecca C. Jones

Rebecca C. Jones, Outgoing Treasurer of the County of Bedford, Virginia

April D. Robey

Notary

April D. Robey
Notary Public
Commonwealth of Virginia
ID #7501324
My Commission Expires:
Apr 130, 2019

Kim J. Snow

Kim J. Snow, Incoming Treasurer of the County of Bedford, Virginia

COUNTY OF BEDFORD, VIRGINIA
TURNOVER RECEIPT OF UNCOLLECTED PERSONAL PROPERTY TAXES
FROM OUTGOING TREASURER TO INCOMING TREASURER
At February 28, 2018

Received of Rebecca C. Jones, Outgoing Treasurer of the County of Bedford, Virginia, by Kim J. Snow, Incoming Treasurer of the County of Bedford, Virginia, the item or items as hereinafter described and/or listed at the close of business February 28, 2018.

We, having separately checked this schedule, do hereby certify as to the correctness of same and do hereby accept the credit and the charge on account as evidenced by affixing our signatures hereto.

<u>Year</u>	<u>Base Tax</u>
2017	\$ 1,409,526
2016	492,629
2015	313,439
2014	268,984
2013	240,412
2012	259,570
 Total Uncollected Personal Property Taxes	 \$ <u>2,984,560</u>

Signed and Witnessed:

Rebecca C. Jones

Rebecca C. Jones, Outgoing Treasurer of the County of Bedford, Virginia

April D. Robey

Notary

April D. Robey
Notary Public
Commonwealth of Virginia
ID #7501324
My Commission Expires:
April 30, 2019

Kim J. Snow

Kim J. Snow, Incoming Treasurer of the County of Bedford, Virginia

COUNTY OF BEDFORD, VIRGINIA
TURNOVER RECEIPT OF UNSOLD DOG LICENSE TAGS
FROM OUTGOING TREASURER TO INCOMING TREASURER
At February 28, 2018

Received of Rebecca C. Jones, Outgoing Treasurer of the County of Bedford, Virginia, by Kim J. Snow, Incoming Treasurer of the County of Bedford, Virginia, the item or items as hereinafter described and/or listed at the close of business February 28, 2018.

We, having separately checked this schedule, do hereby certify as to the correctness of same and do hereby accept the credit and the charge on account as evidenced by affixing our signatures hereto.

<u>Class of Tag</u>	<u>Tag Numbers</u>		<u>Quantity On Hand</u>
	<u>Beginning Number</u>	<u>Ending Number</u>	
Dog Tags:			
Type:			
Male – 1 Year	35	1000	848
Male – 3 Year	30	200	171
Female – 1 Year	18	500	405
Female – 3 Year	15	100	86
Unsexed – 1 Year	201	1,100	1,639
Unsexed – 3 Year	424	1,500	1,077
Kennel – 10	45	120	76
Kennel – 20	12	30	19
Kennel – 30	3	10	8
Kennel – 40	3	10	8
Duplicates	4	1,000	97

Signed and Witnessed:

Rebecca C. Jones

Rebecca C. Jones, Outgoing Treasurer of the County of Bedford, Virginia

April D. Robey

Notary

April D. Robey
Notary Public
Commonwealth of Virginia
ID #7501324
My Commission Expires:
April 30, 2019

Kim J. Snow

Kim J. Snow, Incoming Treasurer of the County of Bedford, Virginia



REBECCA C. JONES, TREASURER
OF THE
COUNTY OF BEDFORD

REPORT ON EXAMINATION
OF COMMONWEALTH REVENUES
AS OF
FEBRUARY 28, 2018

Auditor of Public Accounts
Martha S. Mavredes, CPA
www.apa.virginia.gov
(804) 225-3350



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to Incoming Interim Treasurer at February 28, 2018 3



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

March 1, 2018

Kim J. Snow
Incoming Treasurer

Rebecca C. Jones
Outgoing Treasurer

Board of Supervisors
County of Bedford

INDEPENDENT AUDITOR'S REPORT

We have examined the accompanying Treasurer Turnover Receipts of Assets of Rebecca C. Jones, Treasurer of the County of Bedford, at February 28, 2018. All records supporting the amounts in the receipts are the Treasurer's responsibility. Our responsibility is to express an opinion based on our examination.

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards include examining, on a test basis, evidence supporting the amounts in the Treasurer Turnover Receipts and performing such other procedures, as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

Section 58.1-3136 of the Code of Virginia requires a turnover audit whenever a treasurer leaves office. The examination was performed to determine the accountability of the Treasurer at February 28, 2018 and to turn over the assets, accounts, and records of the office to Kim J. Snow, the newly appointed Interim Treasurer.

In our opinion, based on our examination, the receipts referred to above present fairly, in all material respects, Commonwealth's assets of Rebecca C. Jones, Treasurer of the County of Bedford, Virginia turned over to the incoming interim treasurer at February 28, 2018.

AUDITOR OF PUBLIC ACCOUNTS

MSM: clj

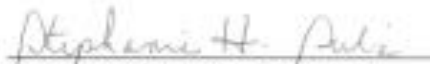
COUNTY OF BEDFORD, VIRGINIA
TURNOVER RECEIPT OF UNREMITTED COMMONWEALTH COLLECTIONS
FROM OUTGOING TREASURER TO INCOMING INTERIM TREASURER
At February 28, 2018

Received of Rebecca C. Jones, Outgoing Treasurer of the County of Bedford, Virginia, by Kim J. Snow, Incoming Interim Treasurer of the County of Bedford, Virginia, the item or items as hereinafter described and/or listed at the close of business February 28, 2018.

We, having separately checked this receipt, do hereby certify as to the correctness of same and do hereby accept the credit and the charge on account as evidenced by affixing our signatures hereto.

<u>Commonwealth Current Credit Account</u>	<u>Balance</u>
Estimated State Income Taxes	0
State Income Taxes	
Penalty	
Interest	
Share of fees of sheriff and deputies	
Other (List)	
Tobacco Stamp Receipts	
Total Commonwealth Current Credit Account	\$0

Signed and Witnessed:


Stephanie Serbia, Witness (Auditor)


Kim J. Snow, Incoming Interim Treasurer


Rebecca C. Jones, Outgoing Treasurer

COUNTY OF BEDFORD, VIRGINIA
TURNOVER RECEIPT OF UNCOLLECTED STATE TAXES
FROM OUTGOING TREASURER TO INCOMING INTERIM TREASURER
At February 28, 2018

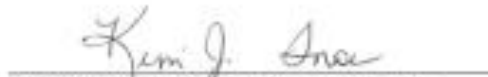
Received of Rebecca C. Jones, Outgoing Treasurer of the County of Bedford, Virginia, by Kim J. Snow, Incoming Interim Treasurer of the County of Bedford, Virginia, the item or items as hereinafter described and/or listed at the close of business February 28, 2018.

We, having separately checked this receipt, do hereby certify as to the correctness of same and do hereby accept the credit and the charge on account as evidenced by affixing our signatures hereto.

<u>Year</u>	<u>Base Tax</u>
2017 State Income Taxes	\$ 329.00
Total (Exclusive of penalty on past due items)	<u>\$ 329.00</u>

Signed and Witnessed:


Stephanie Serbia, Witness (Auditor)


Kim J. Snow, Incoming Interim Treasurer

Rebecca C. Jones, Outgoing Treasurer

