



Commonwealth of Virginia

Auditor of Public Accounts

Martha S. Mavredes, CPA
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

November 07, 2013

Lacey B. King, Jr.
Mayor
114 N. Lewis Street
Staunton, VA 24401

City of Staunton

Dear Mr. King:

We have reviewed the Commonwealth collections and remittances of the Treasurer, Commissioner of the Revenue, Sheriff, and Commonwealth's Attorney of the locality indicated for the year ended June 30, 2013. Our primary objectives were to determine that the officials have maintained accountability over Commonwealth collections, established internal controls, and complied with state laws and regulations.

The results of our tests found the Treasurer, Commissioner of Revenue, and Sheriff complied, in all material respects, with state laws, regulations and other procedures relating to the receipt, disbursement, and custody of state funds, except as follows.

The Treasurer did not comply with state laws and regulations as described below.

Promptly Remit Sheriffs Fees

The Treasurer delayed remitting Sheriff's fees to the Commonwealth after collection. Specifically, Sheriff's Fees received on April 3, 2013 and May 2, 2013 were not remitted until May 30, 2013. Section 2.2-806(B) of the Code of Virginia requires the Treasurer to remit fees weekly, or twice each week when collections exceed \$5,000. The Treasurer should remit sheriff's fees in accordance with the Code of Virginia.

Resolve Reconciling Items Timely

The Treasurer did not resolve reconciling items timely. A misclassification of Sheriff's Fees, which occurred in May 2013, was not corrected until September, 2013.

We recommend the Treasurer review all monthly reconciliations of the locality's internal records to the Commonwealth Accounting and Reporting System, the official record of the Commonwealth. The Treasurer should identify and resolve discrepancies promptly to ensure accuracy of the locality's and Commonwealth's records.

We discussed these comments with the Treasurer on November 6, 2013 and we acknowledge the cooperation extended to us during this review.

Sincerely,

Auditor of Public Accounts

MSM: clj

cc: Stephen F. Owen, City Manager
Richard R. Johnson, Treasurer
Margaret A. Ragon, Commissioner of the Revenue
Alex L. Caldwell, Jr., Sheriff