

August 20, 2002

The Honorable Shelby J. Marshall
Clerk of the Circuit Court
County of Albemarle

Board of Supervisors
County of Albemarle

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court of the County of Albemarle for the period January 1, 2001 through March 31, 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. However, we noted a weakness in internal controls and noncompliance with state laws, regulations, and policies that the Clerk needs to address as described below.

Properly Secure Funds

The Clerk failed to properly secure checks and cash totaling \$871. These funds were attached to law and chancery filings, which were left unsecured and unattended in the Clerks office. In addition, the Clerk had not yet recorded the funds in the automated system. Failing to properly secure funds increases the risk of loss, theft or misappropriation of assets, especially considering the number of people who have access to the Clerk's office other than court staff. The Clerk should implement procedures to ensure the timely entry of filings into the automated system upon receipt. When workload demands prevent the immediate recording of filings and subsequent deposit of fees, the Clerk should properly secure all funds in a locked container to preclude loss or theft.

We discussed these comments with the Clerk on August 1, 2002 and we acknowledge the cooperation extended to us by the court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK:whb

cc: The Honorable Daniel R. Bouton, Chief Judge
Robert W. Tucker, Jr., County Administrator
Bruce Haynes, Executive Secretary
Compensation Board
Don Lucido, Director of Technical Assistance
Supreme Court of Virginia
Martin Watts, Court Analyst
Supreme Court of Virginia
Paul Delosh, Technical Assistance
Supreme Court of Virginia
Director, Admin and Public Records
Department of Accounts