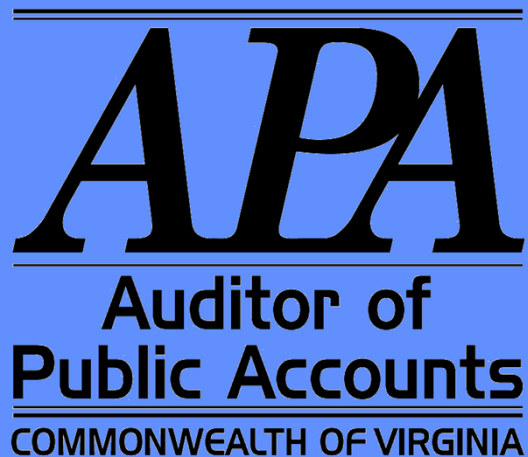


**G. CHANCE CRAWFORD  
CLERK OF THE CIRCUIT COURT  
FOR THE  
CITY OF SALEM**

**REPORT ON AUDIT  
FOR THE PERIOD  
APRIL 1, 2010 THROUGH MARCH 31, 2011**



-TABLE OF CONTENTS-

	<u>Pages</u>
AUDIT LETTER	1-2
COMMENTS TO MANAGEMENT	3
CLERK'S RESPONSE AND CORRECTIVE ACTION PLAN	4



# Commonwealth of Virginia

Auditor of Public Accounts  
P.O. Box 1295  
Richmond, Virginia 23218

**Walter J. Kucharski, Auditor**

April 27, 2011

The Honorable G. Chance Crawford  
Clerk of the Circuit Court  
City of Salem

City Council  
City of Salem

Audit Period: April 1, 2010 through March 31, 2011  
Court System: City of Salem

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court for this Court System and 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 possibly lead to the loss of revenues or assets, or otherwise compromise fiscal accountability.

We noted matters involving internal control and its operation necessary to bring to management's attention. These matters are discussed in the section titled Comments to Management. Any response and written corrective action plan to remediate these matters provided by the Clerk are included as an enclosure to this report.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK: clj

cc: The Honorable William D. Broadhurst, Chief Judge  
Kevin S. Boggess, City Manager  
Robyn M. de Socio, Executive Secretary  
Compensation Board  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia  
Director, Admin and Public Records  
Department of Accounts

## COMMENTS TO MANAGEMENT

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

### Report Unclaimed Property and Restitutions

As noted in the prior year audit, the Clerk did not send unclaimed property and restitutions totaling \$7,630 to the State Treasurer. The Clerk should send unclaimed property to the State Treasurer after due diligence procedures to locate the recipients have failed as required by the Code of Virginia.

### Properly Bill Court Costs and Fines

In three of 20 cases tested, the Clerk did not properly bill and collect court costs and fines. In two cases, the Clerk did not bill the defendants for the court appointed attorney fees of \$445 and a state fine of \$100. In one case, the Clerk over-charged the defendant for the district court misdemeanor fee of \$61. We recommend the Clerk review all other similar cases and bill the defendants for court appointed attorney fees and fines. The Clerk should bill and collect court costs in accordance with the Code of Virginia.

# Clerk of the Circuit Court

G. CHANCE CRAWFORD

CLERK  
P.O. BOX 891  
SALEM, VIRGINIA 24153  
PH: 540-375-3067  
FAX: 540-375-4039



City of Salem, Virginia

TERMS OF COURT  
THIRD FRIDAY  
FEB. - MAY - JULY - SEPT.  
SECOND FRIDAY  
DECEMBER

May 23, 2011

Mr. Walter J. Kucharski  
Auditor of Public Accounts  
P.O. Box 1295  
Richmond, VA 23218

Dear Mr. Kucharski:

**ITEM 1: REPORT UNCLAIMED PROPERTY AND RESTITUTIONS**

We are currently taking steps to clear our books of all of the unclaimed liabilities noted during the most recent audit period.

**ITEM 2: PROPERLY BILL COURT COSTS AND FINES**

Our Chief Deputy Clerk, Steve Snyder, who has over ten years of experience as the deputy clerk at our criminal desk, will now double-check the entry of court costs and fines for all criminal defendants who must pay costs to our Court. In addition, we will be striving to provide additional training for the other deputy clerks who also have to calculate costs and fines on occasion due to the small size of our office.

Additionally, we would like to commend Randall Johnson and Nancy Tardiff for being at all times professional and courteous during this most recent audit.

Sincerely,

*Chance Crawford*

Chance Crawford  
Clerk, City of Salem

MAY 25 '11 4:10:01