



Staci A. Henshaw, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

August 26, 2025

The Honorable Tommy Moore  
Clerk of the Circuit Court  
County of Botetourt

Amy White, Board Chair  
County of Botetourt

Review Period: April 1, 2024, through March 31, 2025  
Court System: County of Botetourt

We have reviewed the financial operations for the office of the Clerk of the Circuit Court for the County of Botetourt, for the period noted above, pursuant to §30-134 of the Code of Virginia. Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial accounting system; evaluate the Clerk's internal controls; and test the Clerk's compliance with significant state laws, regulations, and policies related to financial operations.

The Clerk is responsible 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 information, effectiveness and efficiency of financial operations, and compliance with applicable laws and regulations. Deficiencies in internal controls could lead to noncompliance with laws and regulations, the loss of assets or revenues, or otherwise compromise the Clerk's fiscal accountability. It is our responsibility to perform procedures to the extent necessary to satisfy the objectives of this engagement.

Our procedures did not identify any matters involving internal control and its operation necessary to bring to the Clerk's attention.

Tommy Moore, Clerk of the Circuit Court  
Amy White, Board Chair  
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We acknowledge the cooperation extended to us by the Clerk and the Clerk's staff during this engagement.

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cc: The Honorable Joel Branscom, Chief Judge  
Gary Larrowe, County Administrator  
Paul DeLosh, Director of Judicial Services  
Supreme Court of Virginia