

**MAETTA H. CREWE
CLERK OF THE CIRCUIT COURT
of the
COUNTY OF PULASKI**

**REPORT ON AUDIT
FOR THE PERIOD
JANUARY 1, 2009 THROUGH DECEMBER 31, 2009**





Commonwealth of Virginia

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

Walter J. Kucharski, Auditor

March 31, 2010

The Honorable Maetta H. Crewe
Clerk of the Circuit Court
County of Pulaski

Board of Supervisors
County of Pulaski

Audit Period: January 1, 2009 through December 31, 2009
Court System: County of Pulaski

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:alh

cc: The Honorable Colin R. Gibb, Chief Judge
Peter M. Huber, County Administrator
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.

Properly Bill Court Costs

As noted in the prior year audit, the Clerk and her staff is not properly billing and collecting court appointed attorney and courthouse security fees as required by Sections 19.2-163 and 53.1-120 of the Code of Virginia. The auditor tested 28 cases and noted the following errors.

- In five cases, the Clerk's staff did not bill the defendants for the following:
 - Court appointed attorney fees totaling \$120
 - Courthouse security fees totaling \$60
- In three cases, the Clerk's staff over-charged the courthouse security fee totaling \$30.

We recommend the Clerk research all similar cases and make the appropriate corrections to case paperwork. Further, we recommend the Clerk and her staff bill and collect court costs in accordance with the Code of Virginia.

Properly Remit Clerk's Fees

The Clerk's bookkeeper incorrectly transferred \$224 in excess copy fees to the locality. A circuit court clerk is required by Section 17.1-275A (8) of the Code of Virginia to calculate the costs of making copies and reimburse the locality for the expense and remit all other copy fees to the Commonwealth. Subsequent to the audit, the clerk reimbursed the Commonwealth. The Clerk should properly remit copy fees to the locality and Commonwealth as required by the Code of Virginia.



COUNTY OF PULASKI

Circuit Court of Pulaski County

Maetta H. Crewe, Clerk

Pulaski, Virginia 24301



JUDGES

COLIN R. GIBB
PULASKI, VA

ROBERT M. D. TURK
CHRISTIANSBURG, VA

RAY W. GRUBBS
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April 1, 2010

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

Re: Audit Period-January 2, 2009 through December 31, 2009

Dear Mr. Kucharski:

I would like to extend my thanks to you and your staff for the courtesy shown to my office staff and me during the recent audit.

In response to the internal control and compliance audit findings of Louise Edmiston and Brenda Watkins, I wish to state that I have implements the following corrective actions in remediation of those findings.

In three criminal cases where the Clerk's staff over-charged the courthouse security fee, the clerk has reviewed with the staff the proper procedure for assessing the \$10 courthouse security fee as required in Sections 19.2-163 and 52.1-120 of the Code of Virginia.

In four cases where the Clerk's staff under-charged the courthouse security fee, all cases have been corrected to reflect the proper assessment of fees. The clerk has reviewed with the staff the proper procedure for assessing the \$10 courthouse security fee as required by Sections 19.2-163 and 52.1-120 of the Code of Virginia. As a result of these corrections there has been no loss of funds to the locality.

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In the one case where the court appointed attorney fees were not assessed from the district court, the fees have been added to the criminal receivable account and there is no potential loss of funds.

In response to the compliance finding regarding properly remitting copy fees, the following explanation and corrective action is rendered.

When preparing the journal voucher for excess copy fees for the month of May 2009 and transferring funds from COUNTY Account Code 236 to STATE Account Code 313, the FMS clerk/bookkeeper keyed Account Code 213 (a county code) instead of Account Code 313 (a state code). This was a typographical code error. The bookkeeper discovered this error after all state remittances were completed for the month. She mistakenly determined that, since the funds had been remitted to the state depository, there was no way to correct the error. However, the corrected journal voucher has now been completed and was entered on 3-18-1010.

The bookkeeper has been instructed to double-check each journal voucher when transferring and remitting funds, to notify the Clerk and to correct any error immediately.

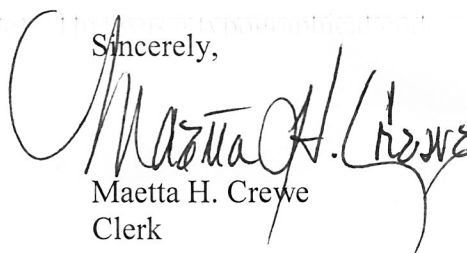
We remit state funds almost on a daily basis and remit county funds monthly. With the volume of financial remittances handled in this office, one error in a year's time (since the last audit period) is minuscule in my opinion.

This mistake resulted in no loss of state funds.

In conclusion, in all instances of internal control and compliance findings, all errors have been addressed and corrective actions have been implemented.

Thank you for this opportunity to respond to the recent audit findings.

Sincerely,

A handwritten signature in black ink, appearing to read "Maetta H. Crewe". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Maetta H. Crewe
Clerk

TNH/mhc

cc: Randall S. Johnson