

**DEBORAH H. EDWARDS
CLERK OF THE CIRCUIT COURT**

FOR THE

COUNTY OF PRINCE GEORGE, VIRGINIA

**REPORT ON AGREED UPON PROCEDURES
FOR THE YEAR ENDED JUNE 30, 2025**



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

Independent Accountants' Report On Applying Agreed-Upon Procedures

**To the Honorable Deborah H. Edwards, Clerk of the Circuit Court
The County of Prince George, Virginia**

The Virginia Auditor of Public Accounts

We have performed the procedures referenced below on the accounting records of the Clerk of the Circuit Court of the County of Prince George, Virginia for the year ended June 30, 2025. The Clerk of the Circuit Court of the County of Prince George, Virginia is responsible for the accounting records and internal controls over the records and transactions.

The Clerk of Circuit Court of the County of Prince George, Virginia has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of complying with the *Specifications for Audits of Counties, Cities, and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia (APA). Additionally, the APA has agreed to and acknowledged that the procedures performed are appropriate to meet their purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures were performed in accordance with Chapter 6, Audit of Circuit Court Clerks of the *Specifications for Audits of Counties, Cities, and Towns*, issued by the APA. The associated findings from the agreed-upon procedures are as follows:

Properly Bill and Collect Court Fines and Costs

The Clerk did not properly bill and collect court fines and costs. Of the twenty cases tested, we noted the following errors:

- In four cases, defendants were undercharged costs totaling \$1,966
- In two cases, defendants were overcharged costs totaling \$292

Checking Account

The checking account is not being reconciled to the balance in FAS. The Clerk has reached out to the Executive Secretary of the Supreme Court, but has not received any assistance from them. The Clerk has engaged a CPA firm to assist with the bank reconciliations going forward.

We were engaged by the Clerk of the Circuit Court of the County of Prince George, Virginia to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. We were not engaged to, and did not, conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the accuracy of the recorded transactions on the Court's financial accounting system, the internal controls and compliance with significant state laws, regulations, and policies of the Clerk of Circuit Court of the County of Prince George, Virginia. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Clerk of the Circuit Court of the County of Prince George, Virginia and to meet our other ethical responsibilities in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Clerk of the Circuit Court of the County of Prince George, Virginia and the APA and is not intended to be and should not be used by anyone other than these specified parties.

Robinson, Farmer, Cox Associates
Richmond, Virginia
March 26, 2026