



PATRICIA NORMAN
CLERK OF THE CIRCUIT COURT
FOR THE
COUNTY OF KING WILLIAM

AS OF
JANUARY 31, 2022

Auditor of Public Accounts
Staci A. Henshaw, CPA

www.apa.virginia.gov

(804) 225-3350



- TABLE OF CONTENTS -

Pages

INDEPENDENT AUDITOR'S REPORT 1-2

STATEMENT OF ASSETS AND LIABILITIES 3



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

February 2, 2022

Tina Glazebrook
Interim Clerk of the Circuit Court
County of King William

Travis Moskalski, Board Chairman
County of King William

We have performed procedures on the accompanying Statement of Assets and Liabilities of Patricia Norman, former Clerk of the Circuit Court of the County of King William at January 31, 2022. The Clerk of the Circuit Court is an elected constitutional officer who administers the County of King William's court of record. All records supporting the amounts presented in this financial statement are the responsibility of the outgoing Clerk.

The purpose of the limited procedures we performed was to determine the accountability of the former Clerk at January 31, 2022, and to turn over the assets, accounts, and records of the office to Tina Glazebrook, the newly appointed Interim Clerk of the Circuit Court. Our procedures included agreeing the amounts presented in the accompanying statement to supporting documentation, such as bank statements and financial reports. We also verified the termination of the former Clerk's access to financial and other systems and the Court's bank account. A more comprehensive audit of the former Clerk was performed for the period of April 1, 2020 through September 30 2021, the results of which are included in our report dated January 25, 2022.

This financial statement has been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. This basis of accounting is prescribed by the State Comptroller and approved by the Auditor of Public Accounts as it is deemed the appropriate method of reporting by Clerks of the Circuit Court.

Based on the procedures we performed, we found the financial statement referred to above was properly supported and presents fairly, in all material respects, the assets and liabilities of the Clerk of the Circuit Court of the County of King William as of January 31, 2022, on the cash basis of accounting described above.

We acknowledge the cooperation extended to us during this engagement.

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

LH: clj

cc: The Honorable Richard Rizk, Chief Judge
Percy Ashcraft, County Administrator
Robyn M. de Socio, Executive Secretary
Compensation Board
Paul DeLosh, Director of Judicial Services
Supreme Court of Virginia

**COUNTY OF KING WILLIAM
CLERK OF THE CIRCUIT COURT
STATEMENT OF ASSETS AND LIABILITIES
AS OF JANUARY 31, 2022**

ASSETS	
Cash and Cash Equivalents	\$702,960
Unreimbursed Clerk's Expenses	-
Total	702,960
LIABILITIES	
Due to the Commonwealth of Virginia	7,448
Due to the County of King William	37,311
Collections for others	359,544
Depository bonds	6,701
Moneys under control of the court	291,776
Unspecified receipts	180
Total	\$702,960

This Statement was prepared using the cash basis of accounting, which records cash receipts when received and disbursements when made.