



VALERIE P. YOUNGER
CLERK OF THE CIRCUIT COURT
FOR THE
COUNTY OF CAMPBELL

FOR THE PERIOD
APRIL 1, 2021, THROUGH SEPTEMBER 30, 2022

Auditor of Public Accounts
Staci A. Henshaw, CPA

www.apa.virginia.gov

(804) 225-3350



COMMENTS TO MANAGEMENT

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

Reconcile Bank Account

Repeat: No

The Clerk has not reconciled the court's bank account since January 2022. Timely and complete reconciliations are an essential internal control. Allowing reconciling items to go unresolved can lead to errors and irregularities going undetected and increases the risk of loss of funds. The Clerk should immediately reconcile the court's bank account, resolving all reconciling items and, going forward, should perform monthly bank reconciliations upon receiving the bank statement as required by the Financial Accounting System User's Guide.

Properly Bill and Collect Court Costs

Repeat: No

The Clerk did not properly bill and collect court costs. In 17 of 40 cases tested (43%), we noted the following errors.

- The Clerk overcharged defendants in eight cases a total of \$9,792 in court costs.
- In six cases, the Clerk did not charge defendants a total of \$1,828 in court costs.
- The Clerk miscoded in the financial system fees of \$168 for three cases as county instead of town and erroneously billed the county for \$158 in attorney fees related to one of those cases.

The Clerk should correct the specific cases noted during the audit and institute a more diligent system of review to minimize the likelihood of billing errors going undetected. In all cases, the Clerk should bill and collect court costs in accordance with the Code of Virginia.

Properly Record and Report Trust Funds

Repeat: No

The Clerk does not properly record and report trust funds and related activity. We noted the following errors during the audit.

- The Clerk does not consistently record interest on trust fund accounts. Our review of the court's 2022 trust fund report indicated the Clerk did not record interest for 16 out of the 33

trust fund accounts, made posting errors totaling \$17.06 on six additional accounts, and did not maintain supporting documentation for interest posted to one account.

- The Clerk miscoded a \$20,000 trust fund account, resulting in trust funds being understated on the court's general ledger and the exclusion of the account from the annual trust fund report.
- The Clerk is not reconciling trust funds within the financial system. We noted a \$7,500 discrepancy between the subsidiary and general ledgers as of September 30, 2022.
- The Clerk included sensitive bank account information in the 2021 and 2022 annual trust fund reports filed with the court.

The Clerk should immediately resolve the conditions noted above and, going forward, should record all trust fund activity in the accounting system, perform the necessary reconciliations, and prepare the annual report in compliance with the requirements of § 8.01-600 of the Code of Virginia.

Properly Monitor and Disburse Liabilities

Repeat: No

The Clerk does not monitor and disburse court liabilities. At the end of the audit period, the Clerk was holding \$33,680 in liabilities that she should have either paid or escheated. The Clerk should review all liabilities she is currently holding and disburse, as applicable. Going forward, the Clerk should routinely monitor and disburse, when appropriate, all court liabilities as recommended by the Financial Accounting System User's Guide.

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Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

January 30, 2023

The Honorable Valerie P. Younger
Clerk of the Circuit Court
County of Campbell

Matt Cline, Board Chairman
County of Campbell

Audit Period: April 1, 2021, through September 30, 2022
Court System: County of Campbell

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court of this locality 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 lead to noncompliance with laws and regulations, the loss of assets or revenues, or otherwise compromise the Clerk's 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 written corrective action plan to remediate these matters provided by the Clerk is included as an enclosure to this report. We did not validate the Clerk's corrective action plan and, accordingly, cannot take a position on whether or not it adequately addresses the issues in this report.

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

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

LJH: clj

cc: The Honorable James W. Updike, Jr., Chief Judge
Frank J. Rogers, IV, County Administrator
Robyn M. de Socio, Executive Secretary
Compensation Board
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia

Campbell County Circuit Court Clerk's Office

P. O. Box 7 • Rustburg, Virginia 24588

ALTAVISTA (434) 592-9517 • BROOKNEAL (434) 283-9517 • RUSTBURG (434) 332-9517 • LYNCHBURG (434) 592-9517

Valerie P. Younger, Clerk

February 17, 2023

Staci A. Henshaw, CPA
Auditor of Public Accounts
Commonwealth of Virginia
P. O Box 1295
Richmond, VA 23218

RE: Audit for April 1, 2021, through September 30, 2022

Dear Ms. Henshaw,

Thank you for report of audit findings from your staff's review of my office. We appreciate Randall Johnson precision, professionalism and the care with which he carried out his duties. He is always so helpful.

Please see the attached page for our response and corrective actions. I am committed to expeditiously correcting all of our errors and ensuring they do not repeat in the future.

Sincerely,

[Signature Redacted](#)

Valerie P. Younger, Clerk



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Campbell County Circuit Court Clerk's Office

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Valerie P. Younger, Clerk

Re: Clerk's Response and Corrective Action Plan

Audit Period: April 1, 2021, through September 30, 2022

Reconcile Bank Account

The bank account has been reconciled. My Chief Deputy retired after 15 years of service. I am working with my new Chief Deputy to learn the process of reconciling items going forward. She and I are working closely together to ensure that the bank account is reconcile each month.

Properly Bill and Collect Court Costs

As noted in the audit report, staff did not properly assess court cost. All cases identified have been reviewed and cost assessments corrected. The customers are still on a payment plan with the court and were notified of changes in cost assessment. Adjustments have been made to the defendant's account to reduce the cost by the stated amount. All miscoded fees in the system have been corrected in the financial system.

Properly Record and Report Trust

The interests totaling \$17.06 has been posted to the 16 accounts that was inadvertently left out and all supporting documentation has been filed on the one account.

The one listed trust fund account has been properly coded and reconciled within the financial system. The subsidiary and general ledgers is now balance on the trust fund account.

The Annual Trust Fund Report has been deleted out of the system and only the first two pages are now recorded in the system.

Properly Monitor and Disburse Liabilities

The Clerk and her staff have disbursed \$30, 829.54 in court liabilities. We currently have 11 accounts that we are working with the Campbell County Victim Witness Department to try to locate addresses to track down victims that have moved and left no forwarding addresses. The remaining 8 accounts are scheduled to be escheated. Moving forward, and to prevent the reoccurrence we are working diligently on this report.

Respectfully submitted,

Signature Redacted

Valerie P. Younger, Clerk



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