

April 10, 2001

The Honorable E.E. Callis, III
Clerk of the Circuit Court
County of Mathews

Board of Supervisors
County of Mathews

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court of the County of Mathews for the period October 1, 1999 through December 30, 2000.

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. However, our audit was more limited than would be necessary to provide assurance on the internal controls or on overall compliance with applicable laws, regulations, and policies.

The results of our tests found the Court properly stated, in all material respects, the amounts recorded and reported in the financial management system; and no instances of noncompliance with applicable laws, regulations, and policies. However, we noted a weakness in internal controls that the Clerk needs to address as described below.

Improve Accounts Receivable Management

The Clerk does not adequately manage the court's accounts receivable. Specifically, we observed the following:

- The Clerk does not establish accounts receivable on the court's automated financial system in a timely manner. In 9 of 18 criminal cases tested, the Clerk did not establish accounts receivable within ten days of final case disposition.
- The Clerk does not promptly enter all unpaid fines and costs in the Judgment Lien Docket. In 8 of 18 cases tested, the Clerk did not enter the judgment into the Judgment Lien Docket within ten days of the conviction date.

To help increase the collection of court revenues, the Clerk should establish accounts receivable immediately upon the final disposition of the case as required by the Financial Management System User's Guide and promptly record all unpaid fines and costs in the Judgment Lien Docket.

We discussed these comments with the Clerk on April 10, 2001 and we acknowledge the cooperation extended to us by the court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK:kva

cc: The Honorable Samuel T. Powell, III, Chief Judge
Stephen K. Whiteway, County Administrator
Bruce Haynes, Executive Secretary
Compensation Board
Don Lucido, Director of Technical Assistance
Supreme Court of Virginia
Martin Watts, Court Analyst
Supreme Court of Virginia
Paul Delosh, Technical Assistance
Supreme Court of Virginia