



Staci A. Henshaw, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

August 01, 2023

The Honorable Brenda S. Hamilton  
Clerk of the Circuit Court  
City of Roanoke

Sherman P. Lea, Sr., Mayor  
City of Roanoke

Audit Period: April 01, 2022, through March 31, 2023  
Court System: City of Roanoke

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court for 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 no matters involving internal control and its operation necessary to bring to management's attention.

Brenda S. Hamilton, Clerk of the Circuit Court  
Sherman P. Lea, Sr., Mayor  
August 01, 2023  
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We acknowledge the cooperation extended to us by the Clerk and the Clerk's staff during this engagement.

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cc: The Honorable J. Christopher Clemens, Chief Judge  
Robert Cowell, City Manager  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia