



# Commonwealth of Virginia

Auditor of Public Accounts  
P.O. Box 1295  
Richmond, Virginia 23218

**Walter J. Kucharski, Auditor**

January 28, 2009

Carroll Comstock  
Board Chairman  
5551 S. River Rd  
Vesuvius, VA 24483

County of Rockbridge

Dear Mr. Comstock:

We have reviewed the Commonwealth collections and remittances of the Treasurer, Commissioner of the Revenue, and Sheriff of the locality indicated and for the year ended June 30, 2008. Our primary objectives were to determine that the officials have maintained accountability over Commonwealth collections, established internal controls, and complied with state laws and regulations.

The results of our tests found the Commissioner of Revenue and Sheriff complied, in all material respects, with state laws, regulations and other procedures relating to the receipt, disbursement and custody of state funds, except as follows.

The Treasurer did not maintain sufficient internal control over state funds and comply with state laws and regulations as described below.

## Perform Monthly Reconciliations

The Treasurer did not consistently perform appropriate monthly reconciliations of her accounting records to the Commonwealth Accounting and Reporting System [CARS] reports provided by the Department of Accounts. Timely reconciliations are a significant internal control which is essential for determining the reliability of information. The Treasurer should reconcile assessments, collections, and uncollected balances to CARS on a monthly basis pursuant to Section 58.1-3168 of the Code of Virginia and submit correction requests timely. Proper procedures will ensure complete and accurate recording of tax assessments and collections.

Use Correct Interest Rate

The Treasurer did not ensure the correct interest rate was entered into her state tax accounting system to reflect changes in interest rates published by the Department of Taxation. The Treasurer should review the quarterly Virginia Tax Bulletin and promptly update the system when the rate changes.

We discussed this comment with the Treasurer on January 28, 2009 and we acknowledge the cooperation extended to us during this review.

Sincerely,

Auditor of Public Accounts

WJK:kmk

cc: Claire Collins, County Administrator  
Carol B. Hines, Treasurer  
David C. Whitesell, Commissioner of the Revenue  
Robert W. Day, Sheriff