



# Commonwealth of Virginia

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

**Walter J. Kucharski, Auditor**

November 4, 2010

Danny Brown  
Board Chairman  
P. O. Box 1208  
Lebanon, VA 24266

County of Russell

Dear Mr. Brown:

We have reviewed the Commonwealth collections and remittances of the Commissioner of the Revenue and Sheriff of the locality indicated for the year ended June 30, 2010. We also reviewed the Commonwealth collections and remittances of the Treasurer of the locality indicated for the period December 1, 2009 through June 30, 2010. 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 Treasurer, the Commissioner of the Revenue and the 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 Sheriff did not comply with state laws and regulations as described below.

#### Remit Sheriff's Fees

From December 2009 through June 2010, the Sheriff did not remit sheriff's fees to the County Treasurer. Section 15.2-1609.3 of the Code of Virginia requires the Sheriff to remit fees to the County Treasurer on or before the tenth day of the month following collection. The Sheriff should comply with remittance requirements as outlined in the Code of Virginia.

#### Reconcile Bank Account Monthly

The Sheriff did not reconcile his bank account from October 2009 to June 2010 as recommended by the Virginia Sheriff's Accounting Manual. Reconciliations are an essential internal control to ensure the proper accounting for funds and timely correction of errors. As stated in the Manual, supervisory review is the most effective control. The Sheriff should ensure the bank account is reconciled and the reconciliation reviewed monthly.

Danny Brown  
Board Chairman  
November 4, 2010  
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We discussed this comment with the Sheriff on September 21, 2010 and we acknowledge the cooperation extended to us during this review.

Sincerely,

Auditor of Public Accounts

WJK: clj

cc: James A. Gillespie, County Administrator  
Patrick L. Thompson, Treasurer  
Randy N. Williams, Commissioner of the Revenue  
Steven L. Dye, Sheriff