

February 25, 2003

The Honorable V. Earl Stanley, Jr.
Clerk of the Circuit Court
County of Brunswick

Board of Supervisors
County of Brunswick

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court of the County of Brunswick for the period January 1, 2002 through December 31, 2002.

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.

Reconcile Clerk's Expenses

The Clerk does not reconcile his office and salary expenses to the State Compensation Board's reimbursement to verify the accuracy of the reimbursement. After reconstructing the Clerk's expense transactions, we found that he did not receive a \$90 reimbursement for retirement benefits from May 2002. The Clerk should ensure he has a thorough understanding of the reimbursement process and should reconcile balances in expense accounts monthly to ensure he properly receives all payments and promptly identifies and resolves discrepancies. As an alternative, the Clerk should consider asking the county to pay his office and payroll expenses directly.

The Honorable V. Earl Stanley, Jr.
Board of Supervisors
February 25, 2003
Page Two

We discussed these comments with the Clerk on February 25, 2003 and we acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK/cam

cc: The Honorable Robert G. O'Hara, Jr., Chief Judge
Gerald Vincent, County Administrator
Bruce Haynes, Executive Secretary
Compensation Board
Paul Delosh, Technical Assistance
Supreme Court of Virginia
Martin Watts, Court Analyst
Supreme Court of Virginia
Don Lucido, Director of Technical Assistance
Supreme Court of Virginia
Director, Admin and Public Records
Department of Accounts