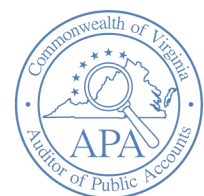




TERESA T. CARROLL
CLERK OF THE CIRCUIT COURT
FOR THE
COUNTY OF ORANGE

REPORT ON AUDIT
FOR THE PERIOD
OCTOBER 1, 2013 THROUGH MARCH 31, 2015

Auditor of Public Accounts
Martha S. Mavredes, CPA
www.apa.virginia.gov
(804) 225-3350



COMMENTS TO MANAGEMENT

We noted the following matter involving internal control and its operation that has led or could lead to the loss of revenues, assets, or otherwise compromise the Clerk's fiscal accountability.

Reconcile Bank Account Timely (Repeat)

The Clerk did not reconcile her bank account timely for eight of the 18 months of the audit period. In addition, reconciling items were carried from month to month and not resolved appropriately.

Timely and complete reconciliations are an essential internal control. Allowing reconciling items to go unresolved can lead to errors and irregularities going undetected and increases the risk of loss of funds. The Clerk should perform monthly bank reconciliations upon receiving the bank statements and resolve all reconciling items timely as required by the Financial Management System User's Guide.

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Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

September 14, 2015

The Honorable Teresa Carroll
Clerk of the Circuit Court
County of Orange

Lee H. Frame, Board Chairman
County of Orange

Audit Period: October 1, 2013 through March 31, 2015
Court System: County of Orange

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court for this Court System 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 possibly lead to the loss of revenues or assets, or otherwise compromise fiscal accountability.

We noted a matter involving internal control and its operation necessary to bring to management's attention. The matter is discussed in the section titled Comments to Management. Any response and written corrective action plan to remediate this matter provided by the Clerk are included as an enclosure to this report.

The Clerk has taken adequate corrective action with respect to the internal control findings reported in the prior year that are not repeated in this letter.

We discussed this comment with the Clerk and we acknowledge the cooperation extended to us by the court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM: alh

cc: The Honorable Timothy K. Sanner, Chief Judge
R. Bryan David, County Administrator
Robyn M. de Socio, Executive Secretary
Compensation Board
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia
Director, Admin and Public Records
Department of Accounts

DANIEL R BOUTON
RESIDENT JUDGE
TERESA T CARROLL
CIRCUIT COURT CLERK
TELEPHONES:

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ORANGE COUNTY, VIRGINIA



CIRCUIT COURT

110 NORTH MADISON ROAD, SUITE 300
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DONNA L SEARS, CHIEF DEPUTY
CRIMINAL/COURT SERVICES
LORI R MORRIS, DEPUTY CLERK
BOOKKEEPER/COURT SERVICES
DIXIE L BEASLEY, DEPUTY CLERK
COURT SERVICES-CIVIL/PROBATE
MELISSA G MORRIS, DEPUTY CLERK
RECORDS MGMT/COURT SERVICES
KATY W HANEY, DEPUTY CLERK
JURY MANAGEMENT
LESLIE B. MCGOWAN, DEPUTY CLERK
LAND RECORDS/RECORDING

September 4, 2015

Martha Mavredes
Auditor of Public Accounts
P.O. Box 1295
Richmond, VA 23218

Dear Ms. Mavredes:

In response to the Auditors' comments, the matter was brought to the Clerk's attention concerning the reconciled bank statements not being filed in a timely manner. The Clerk acted **immediately** and contacted the Supreme Court for assistance. The Clerk expects to reconcile the bank statements that were brought to her attention. The Clerk will notify the Auditor of Public Accounts in order to review the statements again, once the reconciliation process has been completed.

The Clerk is otherwise pleased with the Audit and feels confident the matter will be fully resolved. The Clerk's staff is working hard to achieve a successful audit, and will continue to provide full cooperation to the Auditor.

Sincerely,

Teresa T. Carroll, Clerk
Orange County Circuit Court