



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

October 29, 2014

David Hutchins
Board Chairman
605 -#10 Pine Street
Hillsville, VA 24343

County of Carroll

Dear Mr. Hutchins:

We have reviewed the Commonwealth collections and remittances of the Treasurer, Commissioner of the Revenue, and Sheriff of the locality indicated for the year ended June 30, 2014. 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, Commissioner of the 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 or comply with state laws and regulations as described below.

Perform Monthly Reconciliations

The Treasurer did not perform adequate monthly reconciliations of the accounting records to the Commonwealth Accounting and Reporting System (CARS) reports provided by the Department of Accounts, resulting in an over-remittance of Sheriff's fees to the Commonwealth of \$2,727. Timely and complete monthly reconciliations are a significant internal control and are essential for determining the reliability of information.

The Treasurer should reconcile the accounting records to CARS on a monthly basis as required by Section 58.1-3168 of the Code of Virginia and submit correction requests timely. Proper procedures will ensure complete and accurate recording of collections.

David Hutchins
Board Chairman
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Page Two

We discussed this comment with the Treasurer on October 27, 2014, and we acknowledge the cooperation extended to us during this review.

Sincerely,

Auditor of Public Accounts

MSM: alh

cc: Gary Larrowe, County Administrator
Bonita M. Williams, Treasurer
Fran McPherson, Commissioner of the Revenue
John B. Gardner, Sheriff