



Commonwealth of Virginia

Auditor of Public Accounts

Walter J. Kucharski
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

November 9, 2012

Cedell Brooks, Jr.
Chairman
10459 Courthouse Dr., #200
King George, VA 22485

County of King George

Dear Mr. Brooks:

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, 2012. 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 Sheriff did not comply with state laws and regulations as described below:

Properly Charge Civil Service Fees

The Sheriff does not charge the \$75 for process and service fees serving out of state papers as required by Section 17.1-272 of the Code of Virginia; but charged only \$50. During the audit period, the Sheriff undercharged the process and service fees in 11 instances, resulting in \$275 of lost revenue to the Commonwealth. The Sheriff should charge the correct process and service fees for serving out of state papers.

Deposit Funds Timely

The Sheriff has delays of up to three months between collections and deposit of funds. Having cash and checks on hand increases the risk that these funds could be misplaced or lost. The Sheriff should follow the accounting best practices as outlined in the Virginia Sheriff's Accounting Manual, which recommends the Sheriff deposit all collections once a week or daily, when receipts total \$200 or more.

The Treasurer did not maintain sufficient internal control over state funds as described below:

Perform Monthly Reconciliations

The Treasurer did not perform monthly reconciliations of the state collections to the Commonwealth Accounting and Reporting System (CARS) reports provided by the Department of Accounts. Monthly reconciliations are a significant internal control that is essential for determining the reliability of information.

The Treasurer should reconcile assessments, collections, and uncollected balances in the general ledger to CARS on a monthly basis as required by Section 58.1-3168 of the Code of Virginia and properly submit correction requests. Proper procedures will ensure complete and accurate recording of tax assessments and collections.

We discussed these comments with the Sheriff on November 9, 2012 and the Treasurer on November 8, 2012 and we acknowledge the cooperation extended to us during this review.

Sincerely,

AUDITOR OF PUBLIC ACCOUNTS

WJK: clj

cc: Travis Quesenberry, County Administrator
Alice L. Moore, Treasurer
Jo Ann Ando, Commissioner of the Revenue
Steve F. Dempsey, Sheriff