

**D. BRUCE PATTERSON, III  
CLERK OF THE CIRCUIT COURT  
FOR THE  
COUNTY OF ROCKBRIDGE**

**REPORT ON AUDIT  
FOR THE PERIOD  
APRIL 1, 2010 THROUGH MARCH 31, 2012**



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## COMMENTS TO MANAGEMENT

We noted the following matters 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.

### Properly Review General Ledger

The Clerk did not review and correct the court's automated general ledger for four months, which had a negative balance of \$196 in the district court locality fees account. Additionally, the Clerk did not remit \$70 in local fees to the locality due to a receipting error. The Clerk should immediately remit the local fees to the locality and correct the negative balance noted in the general ledger. Further, the Clerk should review the general ledger each month to identify negative account balances and use of improper account codes as recommended by the Circuit Financial Management System User's Guide.



# Commonwealth of Virginia

## Auditor of Public Accounts

Walter J. Kucharski  
Auditor of Public Accounts

P.O. Box 1295  
Richmond, Virginia 23218

April 30, 2012

The Honorable D. Bruce Patterson  
Clerk of the Circuit Court  
County of Rockbridge

Ronnie R. Campbell, Board Chairman  
County of Rockbridge

Audit Period: April 1, 2010 through March 31, 2012  
Court System: County of Rockbridge

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court for this Court System and 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. This 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.

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

WJK: alh

cc: The Honorable Humes J. Franklin, Jr., Chief Judge  
Robert Claytor, 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

# ROCKBRIDGE COUNTY CIRCUIT COURT

CLERK  
D. BRUCE PATTERSON  
  
CHIEF DEPUTY CLERK  
KIMBERLY E. EDWARDS



DEPUTY CLERKS  
BRENDA M. ANDERSON  
JULIE V. TYREE  
TRACEY T. SMITH

CLERK'S OFFICE  
ROCKBRIDGE COUNTY COURTHOUSE  
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May 3, 2012

Walter J. Kucharski, Auditor of Public Accounts  
Post Office Box 1295  
Richmond, Virginia 23218

Re: Corrective Action Plan  
April 1, 2010 through March 31, 2012 Audit

Dear Mr. Kucharski:

I hereby submit my response and written corrective action plan to the Comments To Management described in your May 1, 2012 letter to the Chairman of the Rockbridge County Board of Supervisors.

The first sentence in the Comment states, in part, "the Clerk did not review and correct the court's automated general ledger for four months." That broad statement is simply not correct. There are over 120 accounts in the general ledger for this office and I review the general ledger at least weekly. We are one of the few clerk's offices in the state that represent multiple jurisdictions and I particularly look for postings to our twenty-six local accounts to see if they have been receipted to the proper local jurisdiction. I also review our sixteen bank and trust fund accounts to assure our records balance with the bank statements. This audit revealed that all accounts were reconciled and balanced in a timely manner.

The negative balance of \$196 was the result of a keystroke error on my part while encoding a check. These funds were receipted from the district court under account #242 (county interest) and remitted to the county as "county interest". When I entered the check into the computer I mistakenly typed "241" instead of "242", which resulted in a negative balance to account #241. The \$196 was receipted properly, paid to the locality in a timely manner, and reported to the county under the proper account. **The negative ledger balance was corrected with journal voucher entry #12-422 on April 16, 2012.**

An employee in this office receipted \$70 from the J&DR Court under the obsolete J&DR summary account (#117) instead of the sub-total accounts #201 and #242. I did not catch that error because I do not routinely check the obsolete account codes and did not notice these funds sitting in account #117. No jurisdiction lost funds as a result of this receipting error.

**This mistake was corrected with journal voucher #12-364 on April 11, 2012. The \$70 fee was remitted to Rockbridge County on May 1, 2012 along with \$48,197 in other county funds collected in this office during the month of April 2012.**

This office receipted over \$4 million and wrote over 19,700 receipts during this audit period. I am pleased that the Comments in this two-year audit were limited to the item above. This office will attempt to be more diligent in catching negative balances in the general ledger but we are not perfect and I seriously doubt we ever will be.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Bruce Patterson", with a stylized, cursive script.

D. Bruce Patterson