



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

March 18, 2013

The Honorable Harold A. Black
Chief Judge
County of Bedford General District Court
123 East Main Street, Suite 202
Bedford, VA 24523

Audit Period: July 1, 2011 through June 30, 2012
Court System: County of Bedford
Judicial District: Twenty-fourth

We are performing a statewide audit of the General District Courts. During our review of this court, we conducted certain audit procedures, as we deemed appropriate.

Management of this court is an important part of the court's accountability, since you are responsible for establishing and maintaining internal controls and complying with applicable laws and regulations. During our review, we noted certain matters that required management's attention and corrective action. These matters included:

Properly Bill Court Costs

In three of 25 cases tested, the Clerk and her staff did not properly bill court costs.

- In two cases, the Clerk undercharged the defendants for court-appointed attorney fees and approved expenses totaling \$207.
- In one appealed case the Clerk did not certify court costs totaling \$71 to the Circuit Court Clerk.

The Clerk should correct these specific cases noted above. Further, the Clerk should bill and certify court costs in accordance with the Code of Virginia.

Properly Reconcile Bank Account

During the audit period, the Clerk could not prepare her monthly bank reconciliation without assistance from the Office of the Executive Secretary of the Supreme Court of Virginia. 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. We recommend the Clerk

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request additional training in preparing the monthly bank reconciliation.

We acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM:rsj

cc: Carla F. Smith, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia