

**EDITH K. HOLMES
CLERK OF THE CIRCUIT COURT
FOR THE
COUNTY OF CHARLES CITY**

**REPORT ON AUDIT
FOR THE PERIOD
OCTOBER 1, 2009 THROUGH DECEMBER 31, 2010**



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Commonwealth of Virginia

Auditor of Public Accounts
P.O. Box 1295
Richmond, Virginia 23218

Walter J. Kucharski, Auditor

May 27, 2011

The Honorable Edith K. Holmes
Clerk of the Circuit Court
County of Charles City

Board of Supervisors
County of Charles City

Audit Period: October 1, 2009 through December 31, 2010
Court System: County of Charles City

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

We discussed these comments 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 Thomas B. Hoover, Chief Judge
John F. Miniclier, 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

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 Record Court Appointed Attorney Fees in the Financial Management System

In five of ten cases tested the Clerk failed to enter the Court-Appointed Attorney fee for preliminary hearings assessed by the General District Court judge. This resulted in a \$600 loss to the Commonwealth. The Clerk should immediately correct her procedures and record all cost in the Financial Management System. The Clerk should correct these errors and recoup the monies for the Commonwealth and determine if there are any similar cases in which to collect these fees.

COMMONWEALTH OF VIRGINIA
COUNTY of CHARLES CITY



CIRCUIT COURT CHARLES CITY COUNTY

Edith K. Holmes, Clerk

Post Office Box 86

Charles City, Virginia 23030-0086

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May 26, 2011

Linda A. Gray

Auditor of Public Accounts

Judicial Systems Senior Specialist

Shenandoah Valley Team Leader

1937 Leaksville Road
Luray, Virginia 22835

In Re: Audit Report October 1, 2009 through December 31, 2010

The management point of Properly Recorded Court Appointed Attorney Fees in the Financial System: None of the cases tested had been paid so we were able to correct those fees and I sent a bill to Charles City County to reimburse The Treasurer of Virginia for the fees they paid. If you have any questions please feel free to call me at (804) 652-2105. Thank you.

Sincerely,

Edith K. Holmes

Clerk

cc: File