



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

September 6, 2017

Jesse Spence
Board Chairman
P.O. Box 308
New Castle, VA 24127

County of Craig

Dear Mr. Spence:

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, 2017. 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.

Deposit Funds with the Treasurer

The Sheriff is currently holding \$6,632 in donations that are not related to his official operations. The funds should have been deposited with the Treasurer in accordance with §15.2-1615 of the Code of Virginia. Instead, the Sheriff deposited these collections in a separate bank account, on which he is an authorized signatory. The Sheriff should send the funds he is currently holding and any future donations to the Treasurer and close this bank account.

Reconcile Bank Account

The Sheriff did not reconcile his official bank account monthly. Reconciliations are an essential control to ensure the proper accounting for funds and timely correction of errors. Further, a supervisory review is the most effective control to ensure the reconciliation is complete and accurate. The Sheriff should ensure the bank account is reconciled and that the reconciliation is reviewed monthly.

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Page Two

We discussed these comments with the Sheriff on September 12, 2017, and we acknowledge the cooperation extended to us during this review.

Sincerely,

Auditor of Public Accounts

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cc: B. Clayton "Clay" Goodman III, County Administrator
Jackie M. Parsons, Treasurer
Elizabeth C. Huffman, Commissioner of the Revenue
Trevor Craddock, Sheriff