



Commonwealth of Virginia

Walter J. Kucharski, Auditor

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

December 20, 2000

Deborah F. Longest
Clerk of the Circuit Court
County of King and Queen

Board of Supervisors
County of King and Queen

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court of the County of King and Queen for the period of July 1, 1998, through June 30, 2000.

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. However, our audit was more limited than would be necessary to provide assurance on the internal controls or on overall compliance with applicable laws, regulations, and policies.

The results of our tests found the Court properly stated, in all material respects, the amounts recorded and reported in the financial management system. However, we noted weakness in internal controls and noncompliance with state laws, regulations, and policies that the Clerk needs to address as described below.

Properly Manage Accounts Receivable

The Clerk is not adequately managing the court's accounts receivable. The Clerk has not implemented proper procedures to promptly establish, monitor, and collect receivables. We found the following conditions.

- The Clerk does not promptly enter all unpaid fines and costs in the Judgment Lien Docket as required by the Code of Virginia Section 8.01-446. In 14 of 15 cases tested, judgments were not entered for up to 33 days after final disposition. The Judgment Lien Docket is an important tool for the collection of fines and costs. To maximize collections, all unpaid fines and costs should be entered into the Judgment Lien Docket Book in a prompt manner.
- The Clerk did not establish accounts receivable on the automated system immediately after the final disposition of the case as required

by the Financial Management System User's Guide. In 8 of 15 cases tested, the Clerk did not set up the accounts receivable for up to 12 days after the final disposition. The Clerk should immediately establish the accounts receivable whenever fines and costs are assessed. This will help strengthen collection procedures and increase the collection of court revenue.

- In three of 15 cases tested, the Clerk did not properly document or calculate due date changes as required by Code of Virginia Section 19.2-354. We found that the Clerk sometimes alters the due dates without proper documentation. Fines and costs are due immediately upon final case disposition unless otherwise ordered by a written payment plan. The Clerk should ensure that due dates are not changed without proper documentation.

We discussed these comments with the Clerk on November 29, 2000, and we acknowledge the cooperation extended to us by the court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK:whb

cc: The Honorable Thomas B. Hoover, Chief Judge
Christopher J. Layton, County Administrator
Bruce Haynes, Executive Secretary
Compensation Board
Don Lucido, Director of Technical Assistance
Supreme Court of Virginia
Martin Watts, Court Analyst
Supreme Court of Virginia
Paul Delosh, Technical Assistance
Supreme Court of Virginia

Deborah F. Longest
Clerk of the Circuit Court
County of King and Queen
P.O. Box 67
King and Queen, VA 23085

The Honorable Thomas B. Hoover
Chief Judge of the Circuit Court
County of King and Queen
P.O. Box 98
New Kent , VA 23124

Board of Supervisors
County of King and Queen
P.O. Box 305
West Point, VA 23181

Christopher J. Layton
County Administrator
County of King and Queen
P.O. Box 177
King and Queen, VA 23085

Bruce Haynes, Executive Secretary
Compensation Board
202 North Ninth Street
Richmond, VA 23219

Martin Watts, Court Analyst
Supreme Court of Virginia
North Ninth Street
Richmond, VA 23219

Paul Delosh, Technical Assistance
Supreme Court of Virginia
North Ninth Street
Richmond, VA 23219

Don Lucido, Director of Technical Assistance
Supreme Court of Virginia
North Ninth Street
Richmond, VA 23219

Director, Admin and Public Records
Department of Accounts
James Monroe Building
2nd Floor

Admin File

Working Papers