



BRENDA COMPTON
CLERK OF THE CIRCUIT COURT
FOR THE
COUNTY OF GREENE

FOR THE PERIOD
OCTOBER 1, 2017 THROUGH MARCH 31, 2019

Auditor of Public Accounts
Martha S. Mavredes, CPA
www.apa.virginia.gov
(804) 225-3350



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 Bill and Collect Court Costs

Repeat: Yes (first issued in 2017)

The Clerk did not properly bill and collect court costs. In 35 cases tested, we noted the following errors.

- In two cases, defendants were overcharged \$1,655 in court costs.
- In five cases, defendants were not charged \$1,281 in court costs.

The Clerk should correct the specific cases noted above and should establish a system of review to minimize the likelihood of billing errors going undetected. In all cases, the Clerk should bill and collect court costs in accordance with Code of Virginia.

Monitor and Disburse Liabilities

Repeat: No

The Clerk does not properly monitor and distribute liabilities. Specifically, the Clerk did not disburse \$1,689 in restitution. The Clerk should monitor and disburse liabilities on an ongoing basis. If the funds remain unclaimed, the Clerk should remit the funds to the Victims' Fund as required by the Code of Virginia.

Properly Utilize Financial Reports

Repeat: No

The Clerk and her staff do not properly use available system reports to ensure all needed receivable accounts are established. The Commonwealth recovers the costs of prosecution when defendants pay the costs assessed by the Clerk. Upon conviction, the Clerk establishes a receivable account for the defendant. Using the system provided *Concluded Cases without Receivables Report* ensures the Clerk has established all appropriate accounts.

The Clerk should request the reports for this audit period, review and establish any needed accounts, bill the defendants as needed, and implement procedures to ensure these reports are used efficiently on a monthly basis.

Review and Retain Monthly Bank Reconciliations

Repeat: No

The Clerk did not review the monthly bank reconciliations prepared by her staff and did not maintain all of the bank reconciliations for the audit period. Supervisory review of accounting transactions and reconciliations is an essential internal control and § 17.1-211 of the Code of Virginia requires the retention of financial records for audit.

The Clerk should review, sign, and retain all monthly bank reconciliations as required by sound accounting practices, the guidelines set forth in the accounting system manual, and the Code of Virginia.

Promptly Record Interest

Repeat: No

The Clerk did not promptly record interest on trust fund accounts. In three of ten accounts reviewed, interest postings were delayed for up to three months and, for one account, no interest was posted upon receipt of the bank statement in July 2018. The Clerk should post interest earned to all trust fund accounts upon receipt of the applicable bank statements.

We noted the following matter involving internal control and its operation that has led or could lead to noncompliance with laws and regulations.

Publicly Post Payment Plan Policy

Repeat: No

The Clerk did not post the court's current official payment plan policy in the Clerk's office or on the court's website, as required by § 19.2-354 of the Code of Virginia. Posting this information ensures that defendants are aware of the court's payment plan policies and aids in maximizing collection efforts. The Clerk should post the court's current approved payment plan policy in accordance with the Code of Virginia.

-TABLE OF CONTENTS-

Pages

COMMENTS TO MANAGEMENT

AUDIT LETTER

1-2

CLERK'S RESPONSE AND CORRECTIVE ACTION PLAN

3



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

June 3, 2019

The Honorable Brenda Compton
Clerk of the Circuit Court
County of Greene

Bill Martin, Chairman
County of Greene

Audit Period: October 1, 2017 through March 31, 2019
Court System: County of Greene

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court of this locality 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 Acting Clerk and we acknowledge the cooperation extended to us by the Acting Clerk and her staff during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM: clj

cc: The Honorable Timothy K. Sanner, Chief Judge
Mark B Taylor, 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

TIMOTHY K. SANNER
P. O. BOX 799
LOUISA, VA 23093
PH: (540) 967-5300
FAX: (540) 967-5681

CHERYL HIGGINS
501 E. JEFFERSON ST., 3RD FLOOR
CHARLOTTESVILLE, VA 22902
PH: (434) 972-4015
FAX: (434) 972-4071

SUSAN L. WHITLOCK
135 WEST CAMERON
CULPEPER, VA 22701
PH: (540) 727-3440
FAX: (540) 727-7535



Clerk's Office, Circuit Court
22 COURT STREET
P. O. BOX 386
STANARDSVILLE, VIRGINIA 22973
PH: (434) 985-5208 • FAX: (434) 985-6723

RICHARD E. MOORE
315 EAST HIGH STREET
CHARLOTTESVILLE, VA 22902
PH: (434) 970-3760
FAX: (434) 970-3038

DALE B. DURRER
P.O. Box 230
ORANGE, VA 22960
PH: (540) 672-2433
FAX: (434) 985-5243

June 21, 2019

Martha Mavredes

Auditor of Public Accounts

Commonwealth of Virginia

101 North 14th Street, 8th Floor

Richmond, VA 23219

Dear Ms. Mavredes,

My response to the audit report I received on June 20, 2019 is as follows:

Properly Bill and Collect Court Costs

The specific cases noted were corrected and all future costs will be reviewed by the Clerk and a Deputy Clerk for accuracy.

Monitor and Disburse Liabilities

Ms. Compton's rule was to mail out restitution when it was paid in full or when we had \$500.00 to pay out. I will monitor the reports monthly and mail it more frequently.

Properly Utilize Financial Reports

The report mentioned to ensure accounts were established had not been collected by Ms. Compton for several months prior to her going on medical leave. I have retrieved the missing reports, reviewed them and made all necessary corrections. I will continue to review these reports to ensure that accounts are being set up as needed.

Review and Retain Monthly Bank Reconciliations

The bank statements and reconciliations will be reviewed, completed and signed in a timely fashion.

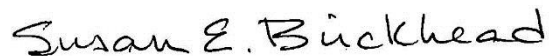
Promptly Record Interest

I have added the interest that the Clerk was behind on, and will continue to add the interest when the bank statements are received and at least every 30 days.

Publicly Post Payment Plan Policy

This policy has been updated, it is posted in the Clerk's office and on the Court website.

Sincerely,

A handwritten signature in black ink that reads "Susan E. Birkhead". The signature is written in a cursive, slightly slanted style.

Susan E. Birkhead

Interim Clerk, Greene County Circuit Court