



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

March 29, 2018

The Honorable Stephanie E. Merritt
Chief Judge
County of Mathews General District Court
P.O. Box 169
Saluda, VA 23149

Audit Period: July 1, 2016 through June 30, 2017
Court System: County of Mathews
Judicial District: Ninth

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:

Request Tax Set-Off Refunds

Repeat: No

The Clerk did not participate in the Virginia Department of Taxation (Taxation) tax set-off program during the audit period because she did not have a certified user, other than herself, to process the payments during her extended absence. Lack of participation in the program greatly undermines the Court's ability to collect unpaid fees, fines, and other costs; and results in a loss of revenue to both the locality and the Commonwealth. The Clerk should have more than one certified user in her office to maximize collections through the tax set off process, as required by the Code of Virginia.

Properly Document Voided Receipts

Repeat: No

In five voided receipts tested, the Clerk did not document the reasons for the voided transactions. Voided receipts pose an increased risk of fraudulent activity and, as such, the Clerk should maintain adequate documentation related to such receipts as required by the financial management system user's guide.

Stephanie E. Merritt, Chief Judge
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We acknowledge the cooperation extended to us by the Clerk and her staff during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM: clj

cc: Gail Fulcher, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia