



AMY P. CRUMP
CLERK OF THE CIRCUIT COURT
OF THE
COUNTY OF NEW KENT

FOR THE PERIOD
JANUARY 1, 2016 THROUGH DECEMBER 31, 2016

Auditor of Public Accounts
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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 Utilize Financial Reports

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.

Properly Bill and Collect Court Costs

The Clerk and her Staff did not properly bill and collect court costs. In 15 cases tested, we noted the following errors.

- In eight cases, defendants were under charged a total of \$1,595 in court costs.
- In three cases, defendants were over charged court costs totaling \$273.

The Clerk and her staff 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.

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Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

May 26, 2017

The Honorable Amy Crump
Clerk of the Circuit Court
County of New Kent

W.R. "Ray" Davis, Jr., Board Chairman
County of New Kent

Audit Period: January 1, 2016 through December 31, 2016
Court System: County of New Kent

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 Clerk and we acknowledge the cooperation extended to us by the court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM:alh

cc: The Honorable Michael E. McGinty, Chief Judge
Rodney Hathaway, 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

Judge
Hon. B. Elliott Bondurant
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FAX 804-966-5265



Clerk
Hon. Amy P. Crump
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New Kent, Virginia 23124
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FAX 804-966-9528

May 30, 2017

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

RE: Clerk's Response and Corrective Action Plan
Audit Period 1/1/2016-12/31/2016
Court System: County of New Kent

Dear Ms. Mavredes:

I would like to address the items cited in your Audit Report for the above referenced period for this office.

Improve Accounts Receivable Management

The Clerk did not print and/or maintain the "*Cases Concluded Without Financial Management System Receivables Report*". This report identifies all concluded criminal cases with a guilty finding and indicates if the defendants have an accounts receivable established in the court's automated accounting system. Failure to review this report could lead to a loss of revenue to the Commonwealth and the locality. The Clerk should properly print and review the report in order to maximize collections.

Corrective Action:

The Clerk was not aware of this report until after December 2016. As a new clerk, I was under the impression that all the reports for End of Month (EOM) were automatically printed by the Supreme Court of Virginia Report Tran System. Upon learning that this was not the case, a tickler system was put in place to ensure that the report was ordered and reviewed during the EOM process.

Properly Bill and Collect Court Costs

The Clerk and her Staff did not properly record court costs resulting in both overpayments and loss of revenue to the Commonwealth and the Locality. In nine of 15 cases tested, some of which contained multiple assessment errors, we noted the following.

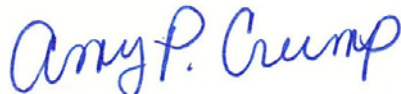
- In eight cases, the defendants were under charged \$1,595 in court costs.
- In three cases, the defendants were over charged \$273 in court costs.

Corrective Action:

The Clerk has reviewed the items that were noted and has discussed with the criminal clerk necessary changes. Prior to this audit the criminal clerk had begun to correctly access general district court appointed attorney fees. A concluded case report for the period of January 2016 thru April 2017 has been run and both she and I are in the process of reviewing cases and applying the correct costs as necessary.

I would like to thank you and your staff for conducting this audit. I found Ms. Vaughan to be both professional and courteous to my staff and me. As a new clerk, I welcomed her audit and gained many useful tools for the future.

Very truly yours,



Amy P. Crump, Clerk