



RHONDA T. VAUGHN
CLERK OF THE CIRCUIT COURT
FOR THE
COUNTY OF FLOYD

FOR THE PERIOD
JANUARY 1, 2017 THROUGH DECEMBER 31, 2017

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



COMMENTS TO MANAGEMENT

We noted the following matter 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: No

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

- In three cases, defendants were overcharged \$2,672 in court costs.
- In two cases, defendants were not charged \$173 in court costs.

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.

-TABLE OF CONTENTS-

	<u>Pages</u>
COMMENTS TO MANAGEMENT	
AUDIT LETTER	1
CLERK'S RESPONSE AND CORRECTIVE ACTION PLAN	2



Commonwealth of Virginia

Auditor of Public Accounts

Martha S. Mavredes, CPA
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

April 16, 2018

The Honorable Rhonda T. Vaughn
Clerk of the Circuit Court
County of Floyd

Lauren Yoder, Board Chairman
County of Floyd

Audit Period: January 1, 2017 through December 31, 2017
Court System: County of Floyd

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 a matter involving internal control and its operation necessary to bring to management's attention. The matter is discussed in the section titled Comments to Management. Any response and written corrective action plan to remediate this matter 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 Clerk and her staff during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM:alh

cc: The Honorable Josiah T. Showalter, Jr., Chief Judge
Terri W. Morris, 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



Floyd County Circuit Court

100 East Main Street, Room 200

Floyd, VA 24091

(540) 745-9330 (540) 745-9303-Facsimile



Rhonda T. Vaughn
Clerk of Circuit Court

Danah T. Howell, Deputy
Joan M. Slusher, Deputy
Amber G. Cockram, Deputy

May 4, 2018

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

RE: Audit Period January 1, 2017 through December 31, 2017

Dear Ms. Mavredes:

I have received the Draft Copy of the audit report dated April 16, 2018. Please be advised that I have initiated the following corrective actions to address the issues described in the Comments to Management portion of your report:

1. All cases detected with errors were corrected prior to the completion of the audit.
2. Inspect existing criminal cases to verify the correct assessment of costs.
3. Add a second Deputy Clerk to review costs as they are assessed to insure proper calculation.
4. All personnel have reviewed the recorded audio of the Supreme Court's training session on Assessment of Fines & Costs.

I appreciate the expertise and courtesy extended to this office during the audit process. Please contact me if there are further questions or concerns.

Sincerely,

Rhonda T. Vaughn, Clerk

cc: The Honorable Josiah T. Showalter, Jr., Chief Judge
The Honorable Marcus H. Long, Jr., Judge
Terri W. Morris, County Administrator
Floyd County Board of Supervisors