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January 21, 2021

The Honorable Erica W. Conner, Clerk
Montgomery County Circuit Court

Dear Ms. Conner:

As you are aware, upon the completion of each court audit, the Auditor of Public Accounts provides the Department of Judicial Services with a copy of its report. We were very pleased to receive your report covering the period of October 1, 2019 through September 30, 2020.

The Code of Virginia places many duties and responsibilities on the circuit court clerk's office. At a time when accounting procedures have become increasingly complex, with new fees and assessments being added, rising caseloads, and budgetary constraints, you and your staff have risen to the challenge and demands and were able to receive a report detailing no material deficiencies in your court's operation. We congratulate you and your staff on this accomplishment.

In the future, please let us know if the Department of Judicial Services can be of any assistance to you or your staff. We welcome the opportunity to work with you.

Sincerely,

Tammie Barbee,
Financial Management Analyst

TB/crd



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

January 14, 2021

The Honorable Erica W. Conner
Clerk of the Circuit Court
County of Montgomery

Steve Fijalkowski, Board Chairman
County of Montgomery

Audit Period: October 1, 2019 through September 30, 2020
Court System: County of Montgomery

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court for 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 no matters involving internal control and its operation necessary to bring to management's attention.

The Clerk has taken corrective action to remediate the internal control finding that we reported in the previous audit.

Erica W Conner, Clerk of the Circuit Court
Steve Fijalkowski, Board Chairman
January 14, 2021
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We acknowledge the cooperation extended to us by the Clerk and her staff during this engagement.

Staci Henshaw
AUDITOR OF PUBLIC ACCOUNTS

SAH:rh

cc: The Honorable Bradley W. Finch, Chief Judge
F. Craig Meadows, County Administrator
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia
Director, Admin and Public Records
Department of Accounts