



Commonwealth of Virginia

Auditor of Public Accounts

Walter J. Kucharski
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

August 31, 2012

David Bowers
Mayor
215 Church Avenue, SW, Room 452
Roanoke, VA 24011-1594

City of Roanoke

Dear Mr. Bowers:

We have reviewed the Commonwealth collections and remittances of the Treasurer, Commissioner of the Revenue, Sheriff, and Commonwealth's Attorney of the locality indicated for the year ended June 30, 2012. Our primary objectives were to determine that the officials have maintained accountability over Commonwealth collections, established internal controls, and complied with state laws and regulations.

The results of our tests found the Treasurer, Commissioner of the Revenue, Sheriff, and Commonwealth's Attorney complied, in all material respects, with state laws, regulations and other procedures relating to the receipt, disbursement, and custody of state funds, except as follows.

The Commonwealth's Attorney did not comply with state laws and regulations as described below.

Properly Remit Forfeited Asset Proceeds to the Treasurer

The Commonwealth's Attorney established a separate bank account for forfeited asset fund proceeds he received from the state Department of Criminal Justice Services (Department) during the period 2008 through 2012. Section 19.2-386.14 B of the Code of Virginia requires the Department to distribute the locality's share of the proceeds directly to the local treasurer. The Commonwealth's Attorney also disbursed the funds without an appropriation from the local governing body. Section 15.2-2506 of the Code of Virginia requires an appropriation for all expenditures. The Commonwealth's Attorney should transfer the remaining funds to the local Treasurer and obtain an appropriation for any funds already spent.

Properly Remit Excess Collection Fees

The Commonwealth's Attorney charged unallowable expenses totaling \$315 to the in-house collection program. The City and the Commonwealth share equally in any excess fees of the collections program. These unallowable expenses resulted in an under remittance to the Commonwealth of \$157. The Commonwealth's Attorney should give the fees of \$157 to the City Treasurer for deposit to the Commonwealth and send an amended collection program report to the Compensation Board.

We discussed these comments with the Commonwealth's Attorney on August 31, 2012 and we acknowledge the cooperation extended to us during this review.

Sincerely,



Auditor of Public Accounts

WJK:kvw

cc: Christopher P. Morrill, City Manager
Evelyn W. Powers, Treasurer
Sherman A. Holland, Commissioner of the Revenue
Octavia Johnson, Sheriff
Donald S. Caldwell, Commonwealth's Attorney