



STATE OF NORTH CAROLINA

WILSON COUNTY CLERK OF SUPERIOR COURT

FISCAL CONTROL AUDIT

WILSON, NORTH CAROLINA

FOR THE PERIOD JANUARY 1, 2006, THROUGH JUNE 30, 2006

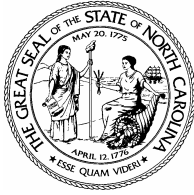
OFFICE OF THE STATE AUDITOR

LESLIE W. MERRITT, JR., CPA, CFP

STATE AUDITOR

**FISCAL CONTROL AUDIT REPORT ON
WILSON COUNTY CLERK OF SUPERIOR COURT
WILSON, NORTH CAROLINA
FOR THE PERIOD JANUARY 1, 2006, THROUGH JUNE 30, 2006**

THE HONORABLE ANDREW J. WHITLEY, CLERK OF SUPERIOR COURT



STATE OF NORTH CAROLINA
Office of the State Auditor

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AUDITOR'S TRANSMITTAL

The Honorable Michael F. Easley, Governor
The General Assembly of North Carolina
The Honorable Andrew Whitley, Clerk of Superior Court

This report presents the results of our fiscal control audit of the Wilson County Clerk of Superior Court for the period January 1, 2006, through June 30, 2006. Our work was performed by authority of Article 5A of Chapter 147 of the *North Carolina General Statutes* and was conducted in accordance with the standards contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The objective of a fiscal control audit is to gather and evaluate evidence about internal control over selected fiscal matters, such as financial accounting and reporting; compliance with finance-related laws and regulations; and/or abuse. Abuse involves behavior that is deficient or improper when compared with behavior that a prudent person would consider reasonable and necessary business practice.

The results of our audit disclosed deficiencies in internal control and/or instances of noncompliance or other matters that are considered reportable under *Government Auditing Standards*. These matters are described in the Audit Findings and Recommendations section of this report. We also noted a certain matter that we reported to management of the Wilson County Clerk of Superior Court in a separate letter dated September 20, 2006.

North Carolina General Statutes require the State Auditor to make audit reports available to the public. Copies of audit reports issued by the Office of the State Auditor may be obtained through one of the options listed in the back of this report.

Leslie W. Merritt, Jr.

Leslie W. Merritt, Jr., CPA, CFP
State Auditor

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BACKGROUND INFORMATION

The office of the Clerk of Superior Court is created by the North Carolina Constitution which mandates that there be a Clerk of Superior Court for each county. Under the constitution, it is the responsibility of the General Assembly to prescribe jurisdiction and the powers of the Clerk. Laws of the General Assembly regarding clerks must be uniformly applied in every county in the State.

Voters of each county elect the Clerk of Superior Court to a four-year term. Clerks are paid by the State, with their salaries scaled in accordance with the population of their counties. The Clerk appoints the assistants, deputies and employees in his or her office. The number of assistants and deputies that each clerk may employ varies from county to county depending on the volume of business. Assistant and deputy clerks are paid on a salary schedule fixed by the Administrative Office of the Courts based on education and years of service in the Clerk's office; the maximum and minimum salaries within that scale are fixed by the General Assembly.

The responsibilities of the Clerk are numerous and varied. The Clerk, as a judicial officer of the Superior Court, has judicial responsibilities. The Clerk is judge of probate; that is, the Clerk handles the probate of wills (proceedings to determine if a paper writing is a valid will) and the administration of estates of decedents, minors and incompetents. The Clerk also hears a variety of special proceedings such as adoptions, incompetency determinations and partitions of land and is empowered to issue arrest and search warrants and to exercise the same powers as a magistrate with respect to taking pleas of guilty to minor littering, traffic, wildlife, boating, marine fisheries, alcoholic beverage, State park recreation and worthless-check offenses.

The Clerk is also responsible for all clerical and record-keeping functions of the Superior Court and District Court. The Clerk operates a unified record-keeping system for all civil actions, special proceedings, estates, criminal actions, juvenile actions, minutes of the court, judgments, liens, lis pendens, and numerous other records required by law. The Clerk maintains the judgment docket, is custodian of evidence in civil and criminal trials, and issues civil summons and subpoenas. In addition, the Clerk invests money received and held by his or her office in trust and receives and administers insurance or other money on behalf of minors and incapacitated adults.

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OBJECTIVES, SCOPE, METHODOLOGY, AND RESULTS

OBJECTIVES

As authorized by Article 5A of Chapter 147 of the *North Carolina General Statutes* and in accordance with the standards contained in *Government Auditing Standards* issued by the Comptroller General of the United States, we have conducted a fiscal control audit at the Wilson County Clerk of Superior Court.

The objective of a fiscal control audit is to gather and evaluate evidence about internal control over selected fiscal matters, such as financial accounting and reporting; compliance with finance-related laws and regulations; and/or abuse. Abuse involves behavior that is deficient or improper when compared with behavior that a prudent person would consider reasonable and necessary business practice. Our audit does not provide a basis for issuing an opinion on internal control, and consequently, we have not issued such an opinion.

Management is responsible for establishing and maintaining effective internal control. Internal control is a process designed to provide reasonable assurance that relevant objectives are achieved. Because of inherent limitations in internal control, errors or fraud may nevertheless occur and not be detected. Also, projections of any evaluation of internal control to future periods are subject to the risk that conditions may change or compliance with policies and procedures may deteriorate.

SCOPE

Our audit scope covered the period January 1, 2006, through June 30, 2006, and included selected internal controls in the following areas:

General

Control Environment - The control environment consists of the actions, policies, and procedures that reflect the overall attitude of top management about control and its importance to the entity. The control environment sets the tone of the organization, influencing the control consciousness of its employees.

Information System Controls - Information system controls include activities that relate to many computerized information system applications and support the effective functioning of application controls. Information system controls include access and end-user controls.

Financial Accounting and Reporting

Cash and Investment Cycle - The cash and investment cycle generally consists of the activities associated with the custody of cash and investments. Financial statement accounts typically impacted by the cycle include cash, certificates of deposit, and other investments.

OBJECTIVES, SCOPE, METHODOLOGY, AND RESULTS (CONTINUED)

Cash Receipts Cycle – The cash receipts cycle generally consists of the activities associated with the receipt of cash. All financial statement accounts are impacted by this cycle.

Cash Disbursements Cycle – The cash disbursements cycle generally consists of the activities associated with disbursing cash for items other than operating and payroll costs. All financial statement accounts are impacted by this cycle.

Finance-Related Compliance

Listed below are the compliance areas with one or more examples of the criteria for each.

Cash Management and Investments – Laws and regulations set limits on authorized deposits and investments. Moneys are required to be deposited in approved depositories and invested in specific investment types. Accounts must be protected with adequate insurance and collateral. Also, disbursements that are unclaimed by payees for a prescribed time period are often required to be remitted to the State Treasurer in accordance with the State of North Carolina's Escheats and Abandoned Property Program.

Deposit of Receipts – Laws and regulations require deposit of moneys as soon as possible in order to safeguard assets and to enhance the cash management and investment program. Receipts over a specified amount are required to be deposited on a daily basis.

Annual Financial Reporting – Laws and regulations require preparation of annual financial report information in a prescribed format and within a prescribed timeframe. Financial statement information is required to be filed with the Administrative Office of the Courts timely after year-end.

Case Files – Laws and regulations set record maintenance and security requirements. Records are required to be filed in a secure location using a uniform indexing system.

Costs and Fees – Laws and regulations set costs and fees to be charged. Uniform costs and fees are required to be charged as established by State law.

Special Provisions – Laws and regulations impose specific requirements on particular entities or activities. Partial payment collections are required to be distributed in the order prescribed by State law. Other special provisions include the investment of accounts greater than \$2,000, record retention requirements, and review procedures over monthly aging reports.

OBJECTIVES, SCOPE, METHODOLOGY, AND RESULTS (CONCLUDED)

METHODOLOGY

To accomplish our audit objectives, we gained an understanding of internal control, performed tests of control effectiveness, and/or performed direct tests of the accounts and transactions as we considered necessary in the circumstances. Specifically, we performed procedures such as interviewing personnel, observing operations, reviewing policies, analyzing accounting records and examining documentation supporting recorded transactions and balances.

RESULTS

The results of our audit disclosed deficiencies in internal control and/or instances of noncompliance or other matters that are considered reportable under *Government Auditing Standards*. These items are described in the Audit Findings and Recommendations section of this report. We also noted certain other matters that we have reported to management in a separate letter dated September 20, 2006.

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AUDIT FINDING AND RECOMMENDATION

INTERNAL CONTROL OVER CASH DISBURSEMENTS AND SEGREGATION OF DUTIES

The Clerk is responsible for establishing adequate internal control procedures to safeguard assets. Controls should provide for proper segregation of duties among employees who are involved in the cash disbursement process.

The bookkeeper is the only person involved in the cash disbursement process. She performs daily bookkeeping functions including entering payment authorizations, entering juror payment authorizations, posting journal entries and setting up amounts to be disbursed. She has access to blank check stock as well as the keys to the signature machine that is located in the bookkeeping office. She prints and distributes checks and maintains the check sequence log. No one outside of bookkeeping is reconciling the printed checks to the payment authorizations or juror check payments to the juror attendance forms prior to disbursement. Journal entries and the Daily Actual Journal Report are not reviewed. In addition to her day-to-day duties, she reconciles the pooling account monthly, which no one reviews. The Clerk is not following the Administrative Office of the Courts (AOC) Financial Policies and Procedures Manual over internal controls and segregation of duties. The Manual states in Part 2.2 that "In order to achieve good internal control...one person should not be able to perform more than one of the following tasks: receipt money, make the final count and deposit of money, enter payment authorization forms (which generate checks), and reconcile the bank statements." Part 3.3 of the same reference states, "Bank statements should primarily be reconciled by an employee who does not have Head Bookkeeper (HBook), Bookkeeper (BOOK), Cashier (CASH) or Special Cashier (SCASH) status." Segregation of duties is a basic internal control that requires assigning different people the responsibilities of authorizing transactions, recording transactions, and maintaining custody of assets to reduce the opportunities to allow any person to be in a position to both perpetrate and conceal errors or fraud in the normal course of his or her duties.

Recommendation: To ensure proper controls over cash disbursements, an employee not involved in the bookkeeping process should be reconciling payment authorizations to the check register, check log and printed checks prior to disbursement. Also, the Clerk should follow AOC policy by assigning the bank reconciliation process to an employee who does not have any bookkeeping or cashiering rights.

Clerk's Response: In April and May 2006, the Administrative Office of the Courts conducted an audit of this office and did not raise the issue regarding the Internal Control of the Head Bookkeeper. The Clerk's Office was in compliance with the 1997 version of the Fiscal Policy and Procedures Manual Section 4.17-4.61 regarding the Internal Control policies of the Head Bookkeeper. During the 2006 audit, the State Auditor's Office informed our office of revisions made to the Fiscal Policy and Procedures Manual. To bring us into compliance with these revisions and address Finding No. 1, the following changes have been made:

AUDIT FINDING AND RECOMMENDATION (CONCLUDED)

The Head Bookkeeper's job duties have been removed as it pertains to reconciling payment authorizations, check writing, the check log and printed checks.

The Civil Assistant's job duties have changed in that her status as head bookkeeper has been removed and she has begun reconciling payment authorizations to the check register, revising the check log and reviewing the printed checks prior to disbursement. The Civil Assistant signs checks and reviews the check log. The Civil Assistant receives the checks, payment authorizations and reports on a daily basis to verify the payee and amounts of the checks. The Civil Assistant will then mail the checks. She will also reconcile the monthly pooling account. The Civil Assistant will compare the jury list to the checks issued for jury service.

The Juvenile Clerk's job duties were expanded to include a review of the journal entries and the Daily Actual Journal Report.

A log of unused checks will be kept in the clerk's vault. The usage of the checks will be checked off in accordance with the check log. The checks which will be used on a daily basis will be kept in a locked cabinet in the bookkeeper's office.

ORDERING INFORMATION

Audit reports issued by the Office of the State Auditor can be obtained from the web site at www.ncauditor.net. Also, parties may register on the web site to receive automatic email notification whenever reports of interest are issued. Otherwise, copies of audit reports may be obtained by contacting the:

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