



Providing a FIRST CHOICE
Community through
Excellence in Public Service



CHESTERFIELD COUNTY
Internal Audit

Khara L. Durden, Director
Steve Sanderson, Assistant Director
Lora Holland, Senior Auditor
Terry Parker, Senior Auditor
Jim Boudreau, Staff Auditor
Sandra Fuentes, Staff Auditor
Christian Wingfield, Staff Auditor
Annette Stinson, Administrative Analyst

FY20 Jail Canteen and Inmate Trust Fund

October 26, 2020



HIGHLIGHTS	1
INTRODUCTION	2
FINDINGS/RECOMMENDATIONS	
Financial Reporting	5
Cash Disbursements	7
Fixed Assets	10
Reconciliations	12
Cash Receipts	14
Compliance and Other Revenues	16



FY20 Jail Canteen and Inmate Trust Fund

Highlights

Financial Reporting

Beginning in FY20, the Jail switched the canteen financial system from QuickBooks to ONESolution. Accounting is now able to run reports to produce accurate Comprehensive Annual Financial Report (CAFR) numbers. Inmate trust financial information for the CAFR was submitted to Accounting in a timely manner.

Commendation(s): Providing timely financial information to Accounting for CAFR preparation.

Cash Disbursements

Various Summit invoices for commissary and indigent transactions were flagged as late; two invoices could not be verified as paid. Three canteen selections were expensed to the wrong account, and four invoices were found to be paid late.

Recommendation(s): Reconcile commissary and indigent order worksheets with invoices to ensure payment, strengthen canteen disbursement classification review process, and submit invoices timely to Accounts Payable.

Fixed Assets

The Jail had completed quarterly asset counts per policy. However, there were various inconsistencies with the fixed asset list, including duplicates and items being listed in various locations.

Recommendation(s): Improve process to identify assets and maintain fixed asset records.

Reconciliations

Bank reconciliations were performed and reviewed for both the Jail canteen and inmate trust accounts. Positive Pay implementation caused checks to be voided by the bank and required reconciliation corrections. We also noted staff have not received formal inmate trust system training.

Recommendation(s): Continue to work with Information Systems Technology (IST) to provide training to Jail personnel on the Lockdown System.

Cash Receipts

Nineteen of eighty canteen and indigent sales receipts tested lacked vendor personnel signatures. For 25 inmate trust receipts tested, three deposits had documentation discrepancies caused by employee error. Current procedures do not include a reconciliation between deposit slip and property intake sheet.

Recommendation(s): Senior Accounting Technician verify all itemized receipt documentation is signed by vendor personnel prior to submission and ensure intake deposit documentation accuracy.

Compliance and Other Revenues

Two of fifty-two test selections were found to be misclassified due to lack of documentation labeling and required additional adjustments to the general ledger.

Recommendation(s): Ensure deposit envelopes identify correct revenue accounts for input into cash receipting system.

Management concurred with 8 of 8 recommendations detailed in the report to be implemented from 11/01/2020 to 1/31/2021. Internal Audit performs annual follow-up with management to confirm implementation status.

INTRODUCTION

BACKGROUND

The Jail canteen and inmate trust fund audit was a regularly scheduled audit on the FY21 audit plan approved by the Audit and Finance Committees. This audit is performed annually as a part of the CAFR audit. Section 15.2-2511 of the Code of Virginia requires all local governments have their accounts and records audited annually by an independent certified public accountant. This audit should include the Sheriff's accounting records for all funds. Internal Audit test results are provided to the external auditor for their separate examination report for Sheriff's internal controls in accordance with Virginia Auditor of Public Accounts (APA) specifications.

The Jail canteen falls under the Sheriff's Correctional Services Bureau and provides inmates with a source of snacks and personal supplies through a contracted vendor. The Jail canteen fund receives a 20% commission on goods sold. Money earned through the canteen can be used towards purchases that benefit the inmate, such as reading materials and recreational equipment. Funds can also be used to pay for indigent items, such as envelopes and hygiene kits, in the event the inmate cannot afford to pay for such items.

Monies collected from inmates at incarceration are entered into the inmate account system and deposited into the inmate trust fund account on their behalf. Inmates may also receive funds from outside sources (family and friends), which are deposited into the inmate's account. These funds can be used for commissary purchases, medical co-payments, and other expenses of the inmate. Family and friends may also purchase items online for inmate consumption.

The following chart represents FY20 Jail canteen and inmate trust fund cash activity:

Fund	Balance as of 6/30/19	Additions	Deductions	Balance as of 6/30/20
Jail Canteen	\$ 224,541	\$ 128,355	\$ 149,735	\$ 203,161
Inmate Trust Fund	36,397	869,076	835,974	69,499

OBJECTIVES

Objectives of the audit were to:

- Evaluate the Jail canteen and inmate trust funds for compliance with the Virginia Sheriffs' Accounting Manual.
- Review and test the Jail canteen and inmate trust fund account transactions for accuracy and proper controls over receipts and disbursements.
- Review and test telephone commission, medical copayments, and other Sheriff revenues for compliance with the Virginia Sheriffs' Accounting Manual.
- Report results to management.

SCOPE

Our audit work covered FY20 and the current operating environment. We considered the following code, policies, and procedures during our audit:

Specifications for Audits of Counties, Cities, and Towns from the Virginia Auditor of Public Accounts

Virginia Sheriffs' Accounting Manual issued by the Auditor of Public Accounts

Chesterfield County Sheriff's Office Standard Operating Procedures

We conducted this performance audit in accordance with generally accepted government auditing standards (GAGAS). Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. Sandra Fuentes, Staff Auditor, performed the audit work. Chesterfield County Internal Audit is a department within the organization of Chesterfield County/Schools.

METHODOLOGY

Detailed information regarding the methodology can be found in the individual findings listed in the report. Our methodology included the following:

- Verifying bank statement reconciliations with the Sheriff's Office records.
- Testing receipts and disbursements for Jail canteen and inmate trust fund.
- Observing and verifying jail assets purchased with canteen funds on a sample basis.
- Testing accounts receivable and payable for proper controls and accuracy.
- Testing the Sheriff's other revenues and verifying compliance with the Virginia Sheriffs' Accounting Manual.

INTERNAL CONTROL CONCLUSION

According to Government Auditing Standards, internal controls, in the broadest sense, encompass the agency's plan, policies, procedures, methods, and processes adopted by management to meet its mission, goals, and objectives. Internal controls include the processes for planning, organizing, directing, and controlling program operations. It also includes systems for measuring, reporting, and monitoring program performance. An effective control structure is one that provides reasonable assurance regarding:

- efficiency and effectiveness of operations;
- accurate financial reporting; and
- compliance with laws and regulations.

Based on the results and findings of the audit test work, auditors concluded that internal controls were in place and there were minimal findings to question their ability to assist management in meeting its mission, goals, and objectives. Recommendations specific to improving these controls can be found in detail further in the audit report.

CLOSING

We would like to thank the Sheriff's Office for their cooperation and assistance during this audit.

FINDINGS, RECOMMENDATIONS, RESPONSES

Financial Reporting

(Point Sheet 1)

CRITERIA:

The accrual method of accounting requires that revenues be recognized when earned and expenses be reported when incurred, not when the cash is received or paid.

Per Section 2 of the Virginia Sheriffs' Accounting Manual, accounting records must be accurate, recorded timely, agree to supporting documentation, and have evidence of supervisory review.

The County's Accounting Department produces a CAFR. Accounting establishes various dates for certain departments to provide required financial activity documentation for the CAFR. The Sheriff's Office is responsible for providing Jail canteen and inmate trust activity reported in agency funds by September 4th for FY20.

CONDITION(S):

For FY20, the Jail canteen began recording financial transactions in ONESolution, the County's enterprise system, using the established chart of accounts. In prior years, all financial activity was recorded in QuickBooks by the Jail Senior Accounting Technician. The Jail's ONESolution capabilities permit use of the electronic purchase and payment approval workflow system. They are responsible for sending Accounting supporting documentation and determining general ledger accounts to make journal entries. Once information is received, Accounting posts all transactions in the general ledger and makes payments to vendors. Auditor verified that FY19 ending balances in QuickBooks matched beginning FY20 balances in ONESolution.

We reviewed the Jail canteen and inmate trust fund FY20 trial balance and confirmed beginning balances to the FY19 audited financial statements. In prior years, the Jail was responsible for submitting canteen financial activity to Accounting for CAFR preparation. However, since the switch to ONESolution, the responsibility has switched to Accounting to prepare financial information for fiscal year reporting.

We examined the following without exception:

- FY19 and FY20 accounts receivables and accounts payables year-end accruals for accuracy and timeliness.
- July and August 2020 disbursements to verify expenditures were recorded in the proper fiscal year.

The inmate trust fund is managed through the Lockdown Resident Banking System (Lockdown) provided by the canteen services vendor, Summit Managed Services (Summit), to record financial transactions. Internal Audit determined that reports generated from the Lockdown system included assets and liabilities belonging to Summit in addition to the inmate trust fund information that is the responsibility of the Sheriff's Office. Beginning in FY20, the Jail worked with Accounting to generate accurate reports that can be used in the CAFR.

The Sheriff's Office provide Jail's inmate trust fund activity to the Accounting Department by September 4, 2020.

FINDINGS, RECOMMENDATIONS, RESPONSES

Financial Reporting

(Point Sheet 1)

CAUSE(S):

The Jail followed policies and procedures for recording and submitting necessary financial information to Accounting.

EFFECT(S):

The Jail complied with financial reporting requirements and deadlines.

COMMENDATION(S):

We commend the Sheriff's Office for providing timely financial information to Accounting for CAFR preparation.

FINDINGS, RECOMMENDATIONS, RESPONSES

Cash Disbursements

(Point Sheet 2)

CRITERIA:

Per Section 3 of the Virginia Sheriffs' Accounting Manual, the accountant should compare the vendor invoices with the receiving reports and approve the invoice by either signing or initialing it. In lieu of a separate receiving report, canteen personnel may write the quantity on the vendor's invoice. They should sign the invoice before sending it to the Sheriff's Office for payment. The facility director or other approved person should review the vendor invoice with the receiving report. The Facility director or his designee should approve the invoice by either signing or initialing it before paying the vendor.

Per Section 3 of the Virginia Sheriffs' Accounting Manual, charitable donations do not directly benefit inmates and, therefore, are not appropriate uses of Jail canteen profits.

Per Section 4 of the Virginia Sheriffs' Accounting Manual, state code (6VAC15-40-810), inmate property and funds shall be returned upon release or transfer and receipted for by the inmate in writing. When funds are dispersed to the inmate, a supervisory signature and an inmate signature are required for documentation purposes.

County Administrative Policy 1-5: Accounting – Bill Approval, Documentation, and Payment states requests for invoice payment will be processed within 10 business days of receipt.

CONDITION(S):

Jail Canteen:

Since switching to ONESolution, the Jail utilizes the electronic purchase and payment approval workflow system. The Jail Senior Accounting Technician determines the expense account and sends documentation to Accounting for ONESolution entry. Accounting records transactions and makes check payments.

The Jail canteen had \$154,510 in FY20 expenditures. Internal Audit tested thirty-four indigent disbursements (\$5,271) to Summit for supporting order worksheets and invoices, invoice accuracy, and timely payments. We found:

- One invoice (\$80) for items purchased in December 2019 was paid in late August 2020. Upon further inquiry, four additional indigent orders were identified as paid late.
- All other items were tested without exception.

Internal Audit viewed an additional fifty-two disbursements to other vendors totaling \$25,523. We tested:

- Twenty-five canteen disbursements (\$14,054) were for inmate benefit, had payment approval, and proper account classification, invoices were marked as paid, and issued checks had authorized signatures. We found:
 - Three disbursements totaling \$879 were improperly classified. Although not selected for testing, a fourth disbursement (\$240) was identified.
 - Four disbursements were paid late; three invoices incurred late fees and other charges.

FINDINGS, RECOMMENDATIONS, RESPONSES

Cash Disbursements

(Point Sheet 2)

- All other items were tested with minimal to no exceptions.
- Twenty canteen disbursements (\$6,958) for duplicate payments to vendors; no exceptions noted.
- Seven canteen disbursements (\$4,511) for verification that items were not donations; no exceptions noted.

Inmate Trust Fund:

Unlike the canteen, all disbursements made from the inmate trust are issued by the Jail's Senior Accounting Technician. Internal Audit tested twenty-five FY20 inmate trust fund disbursements to released inmates totaling \$9,978 and sixty-eight commissary disbursements to Summit totaling \$137,300. We verified:

- All disbursements to released inmates contained signatures from inmates and Jail personnel, and disbursements were traced to individual inmate accounts with minimal to no exceptions.
- Summit disbursements for commissary sales contained supporting documentation, and invoices were correctly calculated and paid timely.
 - Two invoices totaling \$3,836 could not be verified as paid by the Jail. Upon further inquiry, an additional four delinquent invoices for orders were identified and have since been paid.
 - All other items were tested without exception.

CAUSE(S):

- Commissary and indigent invoices are not reconciled with order worksheets to ensure timely payment.
- Expenditures are not properly classified prior to sending to Accounting for entry in ONESolution.
- Invoices are not being submitted to Accounts Payable in a timely manner.

EFFECT(S):

- Payments to vendors are paid late, incurring late fees and other penalties.
- Canteen financial information could be inaccurate and require adjustments.

RECOMMENDATION(S):

We recommend the Sheriff's Office:

1. Reconcile commissary and indigent orders worksheets with invoices to verify commissary and indigent payments are made to vendor.
2. Strengthen Jail canteen disbursement classification review for accuracy. (**repeat finding from FY19 report**)
3. Submit invoices to Accounts Payable in 10 business days to ensure timely payment.

FINDINGS, RECOMMENDATIONS, RESPONSES

Cash Disbursements

(Point Sheet 2)

MANAGEMENT'S RESPONSE(S):

1. *Concur. Jail Administrator, Major James Pritchett, and Senior Accounting Technician, Monica Loving, are responsible for implementing 11/01/2020. SOP 9-3 Inmate Canteen revision will include reconciliation process to ensure timely payments to vendor.*
2. *Concur. Jail Administrator, Major James Pritchett, and Senior Accounting Technician, Monica Loving, are responsible for implementing 11/01/2020. SOP 9-3 Inmate Canteen revision will require approver verify accuracy of disbursement classification prior to approval.*
3. *Concur. Senior Accounting Technician, Monica Loving, is responsible for implementing 11/01/2020. SOP 9-3 Inmate Canteen revision will require invoices be submitted to Accounts Payable in 10 business days of payment due date.*

FINDINGS, RECOMMENDATIONS, RESPONSES

Fixed Assets

(Point Sheet 3)

CRITERIA:

Section 3 of the Virginia Sheriffs' Accounting Manual allows using canteen operations net profits to purchase convenience items (i.e. coffee makers, televisions, etc.) for the benefit of inmates.

The Sheriff's Office Inmate Canteen Standard Operating Procedure requires fixed asset purchase inventory and documentation. The Senior Accounting Technician uses the Jail canteen fixed asset list to document purchases by item type, serial number, brand, purchase date, and item location. The list is maintained for asset location changes and disposals (items removed from service) through quarterly physical inventories.

CONDITION(S):

The Jail canteen has a fixed asset tracking system that inventories assets using unique tag numbers once put into service. During our sample selection process, we noted:

- Physical fixed asset counts had been performed quarterly in FY20.
- Five items appeared on both the current and disposed asset lists.
- Two items on the disposed asset listing had the same tag number but had different purchase dates and product serial numbers.
- Numerous chairs were listed in multiple locations on the asset listing.

We selected 10 asset additions from the Jail canteen fixed asset list to agree to purchase support. We tested all 10 for physical existence, location, and that they were for the benefit of inmates noting:

- One item was recorded twice on the fixed asset list.
- One item was mislabeled as a new purchase during FY20 and was purchased in a prior fiscal year.
- One item, purchased through the Sheriff operating account for Jail staff, was incorrectly recorded as a fixed asset.

We also selected individually significant transactions (above \$1,990) to search for unrecorded fixed assets. We selected five disbursements from the general ledger and traced them to supporting documentation to verify if items were assets, and, if applicable, they traced to the fixed asset list.

- One of five transactions qualifying as an asset traced to the fixed asset list. The purchase was tested for physical existence, location, and for the benefit of the inmate. We could not verify where the purchase had been added to the listing.

CAUSE(S):

- The fixed asset list is not verified for accuracy.

EFFECT(S):

- The fixed asset list is incomplete and inaccurate.

FINDINGS, RECOMMENDATIONS, RESPONSES

Fixed Assets

(Point Sheet 3)

RECOMMENDATION(S):

We recommend the Sheriff's Office:

4. Improve process to identify assets and maintain fixed asset records.

MANAGEMENT'S RESPONSE(S):

4. *Concur. Jail Administrator, Major James Pritchett, is responsible for implementing 11/01/2020. SOP 9-3 Inmate Canteen revision will designate quarterly inspections to be completed by the Support Services Lieutenant to ensure accuracy.*

FINDINGS, RECOMMENDATIONS, RESPONSES

Reconciliations

(Point Sheet 4)

CRITERIA:

Section 3 of the Virginia Sheriffs' Accounting Manual requires all Jail canteen bank accounts to be reconciled monthly between the general ledger and the bank statement to ensure that the accounting records properly include all transactions. Sheriff's Office management and the reconciler are to review, sign, and date each reconciliation.

CONDITION(S):

Jail Canteen:

The Jail canteen has three bank accounts: a general checking account used for internal inmate sale commissions and disbursements for benefit of inmates, a savings account, and a checking account for all web order commission revenue generated by external sales (Fresh Express through Summit). We tested that the Jail canteen's reconciliations to bank statements were performed monthly, signed by the preparer, and reviewed by Sheriff's Office management. Our testing revealed that reconciliations were performed and reviewed timely, and all accounts reconciled to accounting records without exception.

Inmate Trust Fund:

The inmate trust fund is managed through Summit's Lockdown Resident Banking System. Lockdown is primarily focused on tracking individual inmate balances and has several accounting capability limitations. Internal Audit recommended personnel training in the FY19 audit (repeat finding FY19). The Jail worked with Summit and IST to change system servers, a process that would facilitate remote user training. Implementation has been temporarily placed on hold due to IST efforts in transitioning workforce to telework environment in response to COVID-19.

The inmate trust fund has one checking account. In FY20, the Jail implemented Positive Pay, a banking service that detects and prevents fraudulent payments. The bank compares checks and payee names to information submitted by the Jail and flags items that appear to be suspect via exception reports. The Jail notifies the bank to issue or deny payment.

In December 2019, Positive Pay implementation caused seven checks to be canceled by the bank in error. Six of the seven checks were voided in Lockdown and reissued. The remaining check (\$15,534) was not identified by the Jail as being voided and was cleared in the original bank statement. This issue was corrected in the February 2020 bank reconciliation.

We tested that the inmate trust fund's reconciliations to bank statements were performed monthly, signed by the preparer, and reviewed by Sheriff's Office management. Positive Pay Exception Reports were reviewed for flagged items and the auditor verified follow-up procedures were in place. We also reviewed outstanding checks for possible unclaimed property remittance to the State Treasurer. Our testing revealed the following:

- Reconciliations were performed and reviewed timely.
- Implementation issues with Positive Pay caused for an error with the December and January bank reconciliation.

FINDINGS, RECOMMENDATIONS, RESPONSES

Reconciliations

(Point Sheet 4)

- Exception reports were followed up by Jail personnel and flagged items were addressed in a timely manner.
- All required outstanding checks were submitted to the State Treasurer for unclaimed property.

CAUSE(S):

- Server implementation delays have placed Lockdown system training on hold.

EFFECT(S):

- Lockdown system training could improve bank reconciliation accuracy and reduce accounting adjustments.

RECOMMENDATION(S):

We recommend the Sheriff's Office:

5. Continue to work with IST to provide training to Jail personnel on the Lockdown System.
(repeat finding from FY19 report)

MANAGEMENT'S RESPONSE(S):

5. *Concur. Jail Administrator, Major James Pritchett, is responsible for implementing 1/31/2021. Arrangements have been made with the vendor to provide remote training on Lockdown as described. Timeframe will allow the training plan to be developed and delivered on dates that will work with the vendor and key department personnel to attend.*

FINDINGS, RECOMMENDATIONS, RESPONSES

Cash Receipts

(Point Sheet 5)

CRITERIA:

Section 1 of the Virginia Sheriff's Accounting Manual, Code of Virginia §15.2-1615, states the Sheriff shall keep the books, papers, receipt books and statements pertaining to the receipts and disbursements of his office at all times ready for inspection by the APA or any other certified public accountant authorized by the governing body.

The Sheriff's Office has a Standard Operating Procedures Manual detailing the commissary and indigent order process. Both the inmate and vendor personnel are required to sign the receipt upon delivery of goods to inmate.

The Sheriff's Cash Receipts and Accounts Receivable Standard Operating Procedure states all cash receipts should be deposited within 24 hours of receipt, if possible, and should not remain undeposited for more than seven days.

Section 4 of the Virginia Sheriffs' Accounting Manual, state code (6VAC15-40-790) requires itemized receipt preparation for all inmate personal property and cash collected during initial inmate booking. A copy should be provided to the inmate whose account is being credited and cash should be deposited timely.

The Sheriff's Office has a Standard Operating Procedures Manual which states all inmate property will be inventoried and logged on the "Inmate Statement of Personal Articles" sheet. Currency will be counted and deposited into the intake money kiosk or to the bank. Both inmate and vendor personnel will sign the property sheet and intake receipts to confirm information is correct.

CONDITION(S):

Jail Canteen:

Beginning in FY20, all deposit activity is recorded in ONESolution, the County's enterprise system. The Senior Accounting Technician determines the revenue account and sends canteen deposit documentation to Accounting for ONESolution entry.

The Jail canteen receives revenues through donations, bank interest, and monthly commission checks from Summit, the commissary vendor. Twelve canteen deposits totaling \$33,713 were reviewed for accuracy, timeliness of deposits and corresponding entries made in ONESolution. Beginning in FY20, Jail canteen personnel began documenting check receipt date for deposits. All items were tested with minimal to no exceptions.

We tested forty indigent and forty canteen sales transactions for accuracy, required signatures, and correct posting to inmate accounts. Additionally, we verified that canteen commission payments totaling \$41,704 were received and traced to the bank statements. Our testing found:

- Eleven indigent sales receipts lacked vendor personnel signatures.
- Eight regular sales receipts lacked vendor personnel signatures.
- All other items were tested with minimal to no exceptions.

FINDINGS, RECOMMENDATIONS, RESPONSES

Cash Receipts

(Point Sheet 5)

Inmate Trust Fund:

We tested twenty-five inmate trust fund deposits totaling \$14,303 to verify inmates signed for funds collected, funds were deposited timely, and receipts were posted to correct inmate accounts.

Our testing found:

- Upon intake, inmate had foreign currency that was not recorded on the property sheet but had \$71 added to their account. The foreign currency was kept in a safe rather than deposited and voided upon inmate's release. There is no intake policy information addressing foreign currency.
- One item had differing amounts (\$6,277 and \$6,227) recorded on the property sheet. An additional receipt for \$100 was located during the deposit process and added to the inmate's account. The money was identified as counterfeit by the bank and was voided from the account balance.
- One item totaling \$365 did not match the corresponding \$339 property intake sheet.

CAUSE(S):

- Canteen sales receipts are not reviewed for required vendor personnel signatures when submitted.
- Current procedures do not include a reconciliation between deposit slip and property intake sheet.

EFFECT(S):

- Records maintenance policy is not consistently being followed.

RECOMMENDATION(S):

We recommend the Sheriffs' Office:

6. Senior Accounting Technician ensure all itemized receipt documentation is signed by vendor personnel prior to submission.
7. Strengthen procedure to verify deposit slip and intake receipt amount agrees with property intake sheet, documenting reason for any discrepancies noted. **(repeat finding from FY19 report)**

MANAGEMENT'S RESPONSE(S):

6. *Concur. Senior Accounting Technician, Monica Loving, is responsible for implementing 11/01/2020. SOP 9-3 Inmate Canteen revision will require receipts be forwarded back to Summit for correction when they are received without required signatures.*
7. *Concur. Jail Administrator, Major James Pritchett, is responsible for implementing 11/01/2020. SOP 1-2 Inmate Account System revised to include a copy of the property sheet will be left with the receipt for review by the Senior Accounting Technician.*

FINDINGS, RECOMMENDATIONS, RESPONSES

Compliance and Other Revenues

(Point Sheet 6)

CRITERIA:

The Virginia Sheriffs' Accounting Manual, published by the APA, outlines the procedures for Jail Operations and Court Support Services. The manual also provides guidance on compliance with the Code of Virginia, which details the fee schedule, medical treatment, and other revenue requirements.

Code of Virginia §53.1-91 states each Sheriff shall collect from the counties of the Commonwealth, other than the county for which he is elected, the reasonable costs of guarding, feeding, clothing, caring for and furnishing medicine and medical attention for prisoners held for such county to be determined by agreement with the governmental unit involved, or in the absence of such agreement, as shall be determined by the governing body of his county.

CONDITION(S):

The Sheriff collects various state and local revenues. We tested:

- Two monthly telephone commissions for revenue accuracy, appropriateness, and proper recording of revenues; no exceptions noted.
- Forty inmate medical co-payments for fee and disbursement accuracy, signatures from inmates and medical staff, and medical fee appropriateness; minimal exceptions noted.
- Twenty-five civil processing fees for fee accuracy, deposit timeliness, and verification that funds were remitted to the State; no exceptions noted.
- Fifty-two other revenue (DNA, monitoring, weekend jail time, work release, jail processing, advertising, and reimbursement fees) transactions for accuracy, completeness, and appropriate usage of revenues.
 - Two monitoring fee selections (\$472) were misclassified as weekend jail fees due to lack of documentation labeling. Current year auditing procedures discovered this error, resulting in additional adjustments totaling \$6,458.

CAUSE(S):

- The Sheriff's Office's did not properly label revenues collected.

EFFECT(S):

- Revenues collection accounts were inaccurate.

RECOMMENDATION(S):

We recommend the Sheriffs' Office:

8. Ensure deposit envelopes identify correct revenue accounts for input into cash receipting system.

MANAGEMENT'S RESPONSE(S):

8. *Concur. Jail Administrator, Major James Pritchett, and Budget Administrator, Dawn Garrett, are responsible for implementing 11/01/2020. SOP 1-2 Inmate Account System revision will require payments for alternative sentencing will be marked accordingly with supporting documentation. Any fees collected without documentation will be returned for correction.*