MUNICIPAL AUDITING REPORT

CITY OF ROANOKE

SHERIFF'S CANTEEN AND AUXILIARY FUNDS

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TABLE OF CONTENTS

Background 1

Objectives, Scope, and Methodology 2

Results 3

Conclusion 3

BACKGROUND

The Roanoke Sheriff's Office is responsible for the orderly operation and management of the jail, transportation of prisoners, courthouse and courtroom security for local District and Circuit Courts, and service of civil process and mental hygiene warrants. Per the Sheriff's web site, the goals of the Roanoke City Jail are to protect the community, to carry out judgments imposed by the courts, to provide a safe and humane environment for those committed to their custody, and to strive to increase the number of inmates who return to the community as law abiding citizens.

The jail complex has a total of 335 cells. If every bed in the jail is filled, including the classification holding area beds, segregation beds, and infirmary beds, a total of 834 individuals could be accommodated. Per the most recent American Correctional Association Accreditation Report, the facility books in 14,798 inmates each year. The FY10 adopted operating budget for the Jail was $14,212,981, including approximately $1.7 million for contractual services related to delivery of medical care to inmates.

The City of Roanoke Sheriff's Office has been accredited by the National Commission on Correction Health Care since 1987 and has maintained their accreditation by the American Correctional Association since 1991. In addition, the Virginia Board of Corrections has given the Sheriff's department accreditation and performs unannounced periodic audits. The City of Roanoke Sheriff's Office has a staff of approximately 250 deputies and civilians. The Sheriff and her deputies have the statutory authority to enforce the laws and ordinances of the City of Roanoke and the Commonwealth of Virginia.

While incarcerated, the Sheriff's Office provides inmates with the necessities for day-to-day living. Comfort items such as soft drinks, snacks, personal care products, and non-prescription medications are available for purchase by the inmates from an inmate canteen operated by Swanson Services Corporation. Inmates may purchase items three times per week. The cost of goods is deducted from each prisoner's inmate trust fund account and remitted to Swanson. The Sheriff's Office receives a commission on items purchased. Funds generated from sales are kept in a separate checking account and records are maintained by the Sheriff's Office using the cash basis of accounting. Profits generated through canteen sales are used for the benefit of the inmates per state code § 53.1-127.1. Examples include items such as clothing,

books, recreation equipment, hygienic items, etc. Fiscal Year 2010 Canteen Fund disbursements totaled approximately $255,832.

The *Specifications for Audits of Counties, Cities, and Towns* sets standards for audits of local governments in Virginia. This document is promulgated by the Virginia Auditor of Public Accounts and contains audit procedures as required by the Code of Virginia, Section §15.2-2511. Section 2.7 of the specifications defines audit requirement related to the Canteen Fund and various inmate fees.

- End of Background -

OBJECTIVES, SCOPE, AND METHODOLOGY

Objectives:

1. To agree revenue and expense amounts from Canteen Fund activity to the accounting ledger.

2. To determine if disbursements from the Canteen Fund benefited the inmates as required by state law.

3. To determine if medical co-payments were properly credited to the accounting ledger and used to defray inmate medical program costs.

4. To determine if other fees collected from inmates were deposited with the City of Roanoke Treasurer.

Scope:

The scope of the audit included revenue and expenditure transactions related to the Canteen Fund and other inmate fees occurring from July 1, 2009, through June 30, 2010, and Canteen Fund account balances as of June 30, 2010.

This engagement only addressed audit procedures outlined in the *Specifications for Audits of Counties, Cities, and Towns*, Section 2.7.

Methodology:

We utilized the following methodology to complete this audit:

- Prepared a cash proof for the Canteen Fund as of June 30, 2010, and reconciled book and bank balances.

- Selected a sample of Canteen Fund disbursements and determined if each was for education, recreational or other purposes which benefited inmates.

- Verified that commissions on Canteen sales due to the Sheriff's Office were properly calculated and were deposited to the Canteen Fund checking account.

- Selected a sample of medical co-payment fees and verified they were posted to the General Fund general ledger.

- Selected a sample of other fees paid by inmates and verified they were deposited with the City of Roanoke Treasurer.

RESULTS

There were no reportable findings.

CONCLUSION

We agreed revenue and expense amounts from Canteen Fund activity to the general ledger and determined the following:

- Disbursements from the Canteen Fund benefited the inmates as required by state law.

- Medical co-payments were properly credited to the accounting ledger and used to defray inmate medical program costs.

- Other fees collected from inmates were deposited with the City of Roanoke Treasurer.

We would like to thank the Sheriff and her staff for their assistance and cooperation during the audit process.

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