

**RONALD M. IRVINE
CLERK OF THE CIRCUIT COURT
OF THE
CITY OF LYNCHBURG**

**REPORT ON AUDIT
FOR THE PERIOD
SEPTEMBER 1, 2008 THROUGH DECEMBER 31, 2009**



TABLE OF CONTENTS

	<u>Pages</u>
INDEPENDENT AUDITOR'S REPORT	1
STATEMENT OF ASSETS AND LIABILITIES	2
NOTES TO THE FINANCIAL STATEMENT	3



Commonwealth of Virginia

**Auditor of Public Accounts
P.O. Box 1295
Richmond, Virginia 23218**

Walter J. Kucharski, Auditor

November 3, 2010

Eugene C. Wingfield
Clerk of the Circuit Court
City of Lynchburg

City Council
City of Lynchburg

We have audited the accompanying Statement of Assets and Liabilities of Ronald M. Irvine, former Clerk of the Circuit Court of the City of Lynchburg for the period January 1, 2010 through November 3, 2010. All records supporting the amounts presented in this financial statement are the responsibility of this Clerk. Our responsibility is to express an opinion on the financial statement based on our audit.

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. However, our audit was more limited than would be necessary to provide assurance on the internal controls or on overall compliance with applicable laws, regulations, and policies.

The purpose of the audit was to determine the accountability of the former Clerk at November 3, 2010, and to turn over the assets, accounts, and records of the office to Eugene C. Wingfield, the newly elected Clerk of the Circuit Court.

As described in Note 1, this financial statement has been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. This basis of accounting is prescribed by the State Comptroller and approved by the Auditor of Public Accounts as it is deemed the appropriate method of reporting by Clerks of the Circuit Court.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the assets and liabilities of the Clerk of the Circuit court of the City of Lynchburg as of November 3, 2010, on the basis of accounting described in Note 1.

We acknowledge the cooperation extended to us during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK:alh

cc: The Honorable Mosby Garland Perrow, III, Chief Judge
L. Kimball Payne, City Manager
Paul DeLosh, Director of Judicial Services
Supreme Court of Virginia

CITY OF LYNCHBURG
CLERK OF THE CIRCUIT COURT
STATEMENT OF ASSETS AND LIABILITIES
AS OF NOVEMBER 3, 2010

ASSETS

Cash and Cash Equivalents	\$165,762
Unreimbursed Expenses Due from City of Lynchburg	<u>1,595</u>
Total	<u>\$167,357</u>

LIABILITIES

Due to the Commonwealth of Virginia	\$ 22,607
Due to the City of Lynchburg	47,576
Collections for others	39,705
Depository bonds	31,776
Condemnation Funds	25,512
Unspecified receipts	<u>181</u>
Total	<u>\$167,357</u>

The accompanying Notes to the Financial Statement are an integral part of this statement.

CITY OF LYNCHBURG
CLERK OF THE CIRCUIT COURT
NOTES TO FINANCIAL STATEMENT
AS OF NOVEMBER 3, 2010

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Clerk of the Circuit Court is an elected constitutional officer who administers the City of Lynchburg's court of record. The Circuit Court is where individuals file documents requiring formal recording by law to include deeds, wills, marriage licenses and various other documents. The Circuit Court has exclusive original jurisdiction in all felony criminal cases, in civil chancery, and civil cases where the amount exceeds \$15,000. It also hears appeals from district courts.

Basis of Accounting

The financial statement is prepared using the cash basis of accounting, which records cash receipts when received and disbursements when made.

2. SURETY BOND

In accordance with Sections 2.2-1840 and 2.2-1841, Code of Virginia, the Clerk was bonded under a Public Officials Position Schedule Bond in the amount of \$500,000 with the Fidelity and Deposit Company of Maryland and through a self-insurance plan administered by the Virginia Department of Treasury's Division of Risk Management as sureties.