



Commonwealth of Virginia

Walter J. Kucharski, Auditor

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

November 22, 2010

John Samuel Payne
Chief Magistrate
City of Lynchburg
524 Ninth Street
Lynchburg, VA 24504

Audit Period: July 1, 2009 through June 30, 2010
Court System: City of Lynchburg
Judicial District: Twenty-fourth
Magisterial Region: Two

We are performing a statewide audit of the Magistrates. During our review, we conducted certain audit procedures, as we deemed appropriate.

Management is an important part of the Magistrates' accountability, since you are responsible for establishing and maintaining internal controls and complying with applicable laws and regulations. During our review, we noted certain matters that required management's attention and corrective action. These matters included:

Properly Maintain Magistrate Records

Chief Magistrate Payne did not properly retain all receipts and bank statements. Specifically, we could not locate the July 2009 through September 2009 bank statements and a court receipt totaling \$1,000 for a cash bond. We recommend the Chief Magistrate maintain his accounting records in accordance with the Magistrate Manual.

Properly Maintain Magistrate Records

A former magistrate did not properly retain all receipts. Specifically, we could not locate court receipts totaling \$25,000 and \$500 for cash bonds. We could not discuss our audit finding with the magistrate. We did discuss our audit finding with the Chief Magistrate.

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We acknowledge the cooperation extended to us by the Magistrates during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK: clj

cc: Kozuo Webb, Magistrate Supervising Authority
Bobby Lewis, Magistrate System Coordinator
Supreme Court of Virginia
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia