

**REPORT ON
CLERK OF THE CIRCUIT COURT
of the
CITY OF RADFORD, VIRGINIA
ZELDA S. VAUGHN**

**FOR THE PERIOD
DECEMBER 1, 2008 THROUGH DECEMBER 31, 2008**





Commonwealth of Virginia

Walter J. Kucharski, Auditor

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

February 20, 2009

Ann H. Howard
Clerk of the Circuit Court
City of Radford

City Council
City of Radford

We have examined the accompanying Schedule of Assets and Liabilities of Zelda S. Vaughn, former Clerk of the Circuit Court of the City of Radford for the period December 1, 2008 through December 31, 2008. All records supporting the amounts presented in this schedule are the responsibility of this Clerk. Our responsibility is to express an opinion on the financial data based on our review.

The purpose of this examination was to establish the accountability of the former Clerk at December 31, 2008, and to turn over the assets, accounts, and records of the office to Ann H. Howard, the newly appointed Clerk of the Circuit Court.

Our primary objective was to confirm the accuracy of financial transactions recorded on the Court's financial management system. Our examination was more limited than would be necessary to provide absolute assurance on the internal controls or on overall compliance with applicable laws, regulations, and policies.

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards include examining evidence supporting the asset amounts in the Clerk's financial records and performing such other procedures, as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

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 schedule referred to above presents fairly, in all material respects, the assets and liabilities of the Clerk of the Circuit court of the City of Radford as of December 31, 2008, on the basis of accounting described in Note 1.

We acknowledge the cooperation extended to us during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK:aom

cc: The Honorable Josiah T. Showalter, Jr., Chief Judge
Anthony W. Cox, City Manager
Paul DeLosh, Director of Judicial Services, Supreme Court of Virginia

CITY OF RADFORD
CLERK OF THE CIRCUIT COURT
SCHEDULE OF ASSETS AND LIABILITIES
AS OF DECEMBER 31, 2008

ASSETS

Cash and Cash Equivalents	\$169,377.88
Unreimbursed Clerk's Expenses	<u>0.00</u>
Total	<u>\$169,377.88</u>

LIABILITIES

Due to the Commonwealth of Virginia	\$2,562.48
Due to the City of Radford	16,860.79
Collections for others	7,491.56
Depository bonds	13,808.01
Moneys under control of the court	120,280.47
Condemnation Funds	8,417.17
Unspecified receipts	<u>-42.60</u>
Total	<u>\$169,377.88</u>

The accompanying Notes to this Schedule are an integral part of this report.

CITY OF RADFORD

CLERK OF THE CIRCUIT COURT

NOTES TO SCHEDULE

AS OF DECEMBER 31, 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Clerk of the Circuit Court is an elected constitutional officer who administers the City of Radford'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 schedule 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.