

**SHARRON S. MITCHELL  
CLERK OF THE CIRCUIT COURT  
OF THE  
CITY OF FREDERICKSBURG**

**REPORT ON AUDIT  
FOR THE PERIOD  
APRIL 1, 2011 THROUGH DECEMBER 31, 2011**



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# Commonwealth of Virginia

## *Auditor of Public Accounts*

Walter J. Kucharski  
Auditor of Public Accounts

P.O. Box 1295  
Richmond, Virginia 23218

August 6, 2012

Jeff Small  
Clerk of the Circuit Court  
City of Fredericksburg

Mary Katherine Greenlaw, Mayor  
City of Fredericksburg

We have audited the cash receipts and disbursements as well as the accompanying Statement of Assets and Liabilities of Sharron S. Mitchell, former Clerk of the Circuit Court of the City of Fredericksburg for the period April 1, 2011 through December 31, 2011. The purpose of auditing the statement was to determine the accountability of the former Clerk at December 31, 2011, and to turn over the assets, accounts, and records of the office to Jeff Small, the newly appointed Clerk of the Circuit Court.

### Management's Responsibility

Court management has responsibility for establishing and maintaining internal controls, and complying with applicable laws and regulations. Internal control is a process designed to provide reasonable, but not absolute, assurance regarding the reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations. Deficiencies in internal controls could possibly lead to the loss of revenues or assets, or otherwise compromise fiscal accountability. Our responsibility is to express an opinion on the 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.

We noted no matters involving internal control and its operation necessary to bring to management's attention.

As described in Note 1, this 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 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 Fredericksburg as of December 31, 2011, 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 David H. Beck, Chief Judge  
Mr. Bev Cameron, City Manager  
Paul DeLosh, Director of Judicial Services  
Supreme Court of Virginia

CITY OF FREDERICKSBURG  
CLERK OF THE CIRCUIT COURT  
STATEMENT OF ASSETS AND LIABILITIES  
AS OF DECEMBER 31, 2011

ASSETS

Cash and Cash Equivalents	\$115,612
Unreimbursed Clerk's Expenses	<u>-</u>
Total	<u>\$115,612</u>

LIABILITIES

Due to the Commonwealth of Virginia	\$ 2,154
Due to the City of Fredericksburg	-
Collections for others	42,906
Depository bonds	27,652
Monies under control of the court	10,493
Condemnation Funds	30,212
Unspecified receipts	<u>2,195</u>
Total	<u>\$115,612</u>

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

CITY OF FREDERICKSBURG  
CLERK OF THE CIRCUIT COURT  
NOTES TO STATEMENT  
AS OF DECEMBER 31, 2011

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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