



LYNN MENDIBUR
CLERK OF THE CIRCUIT COURT
FOR THE
COUNTY OF YORK

REPORT ON AUDIT
AT AUGUST 6, 2014

Auditor of Public Accounts
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Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

October 1, 2014

Kristen N. Nelson
Clerk of the Circuit Court
County of York/City of Poquoson

Donald E. Wiggins, Board Chairman
County of York

W. Eugene Hunt Jr., Mayor
City of Poquoson

We have audited the Statement of Assets and Liabilities of Lynn Mendibur, former Clerk of the Circuit Court of the County of York for the period October 1, 2012 through June 30, 2014. 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 August 6, 2014, and to turn over the assets, accounts, and records of the office to Kristen N. Nelson, the newly appointed Clerk of the Circuit Court.

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 County of York as of August 6, 2014, on the basis of accounting described in Note 1.

We acknowledge the cooperation extended to us during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM:alh

cc: The Honorable Richard Y. AtLee Jr., Chief Judge
James O. McReynolds, County Administrator
J. Randall Wheeler, City Manager
Robyn M. de Socio, Executive Secretary
Compensation Board
Paul DeLosh, Director of Judicial Services
Supreme Court of Virginia

COUNTY OF YORK
CLERK OF THE CIRCUIT COURT
STATEMENT OF ASSETS AND LIABILITIES
AS OF AUGUST 6, 2014

ASSETS

Cash and Cash Equivalents	\$1,109,933
Unreimbursed Clerk's Expenses	<u>-</u>
Total	<u>\$1,109,933</u>

LIABILITIES

Due to the Commonwealth of Virginia	\$ 22,638
Due to the County of York/City of Poquoson	28,775
Collections for others	506,661
Depository bonds	25,518
Moneys under control of the court	515,356
Condemnation Funds	8,903
Unspecified receipts	<u>2,082</u>
Total	<u>\$1,109,933</u>

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

COUNTY OF YORK
CLERK OF THE CIRCUIT COURT
NOTES TO STATEMENT
AS OF AUGUST 6, 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Clerk of the Circuit Court is an elected constitutional officer who administers the County of York'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.