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Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

June 7, 2021

Gregory A. Lush
Chief Magistrate
City of Hopewell

Audit Period: July 1, 2019, through June 30, 2020
Court System: Cities of Hopewell and Emporia, and the Counties of Brunswick, Greenville, Prince George, Surry, and Sussex
Judicial District: Sixth
Magisterial Region: Third

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 include the following:

Promptly Reconcile Bank Account

Repeat: No

The Chief Magistrate did not reconcile the magistrates' bank account timely for six out of the 12 months of the audit period. We noted delays of up to four months. Timely and complete reconciliations are an essential internal control. Allowing reconciling items to go unresolved can lead to errors and irregularities going undetected and increases the risk of loss of funds.

The Chief Magistrate should reconcile the magistrates' bank account upon receipt of the bank statement as required by the Magistrate Manual.

Retain Voided Receipts

Repeat: Yes (first issued in 2019)

The Magistrate did not retain all copies of the receipt for one of the four receipts (25%) voided during the audit period. Voided transactions pose an increased risk for fraudulent activity and, as such,

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must be monitored and controlled closely. The Magistrates should retain all copies of voided receipts as required by the Magistrate Manual.

We acknowledge the cooperation extended to us by the Chief Magistrate and his staff during this engagement.

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SAH:vks

cc: Shawn Q. Barnes, Magistrate Supervising Authority
Jonathan E. Green, Director of Magistrate Services
Supreme Court of Virginia