



**BEVILL DEAN
CLERK OF THE CIRCUIT COURT
OF THE
CITY OF RICHMOND – JOHN MARSHALL**

**REPORT ON AUDIT
AS OF DECEMBER 30, 2013**

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Commonwealth of Virginia

Auditor of Public Accounts

Martha S. Mavredes, CPA
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

January 2, 2014

Edward F. Jewett
Clerk of the Circuit Court
City of Richmond

Dwight C. Jones, Mayor
City of Richmond

We have audited the accompanying Statement of Assets and Liabilities of Bevill Dean, former Clerk of the Circuit Court of the City of Richmond for the period ending December 30, 2013. 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 December 30, 2013, and to turn over the assets, accounts, and records of the office to Edward F. Jewett, the newly appointed Clerk of the Circuit Court.

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 financial 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 Richmond as of December 30, 2013, 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 Bradley B. Cavedo, Chief Judge
Byron Marshall, Chief Administrative Officer
Robyn M. de Socio, Executive Secretary
Compensation Board
Paul DeLosh, Director of Judicial Services
Supreme Court of Virginia

CITY OF RICHMOND
CLERK OF THE CIRCUIT COURT
STATEMENT OF ASSETS AND LIABILITIES
AS OF DECEMBER 30, 2013

ASSETS

Cash and Cash Equivalents	\$13,655,572
Unreimbursed Clerk's Expenses	<u>-</u>
Total	<u><u>13,655,572</u></u>

LIABILITIES

Due to the Commonwealth of Virginia	118,985
Due to the City of Richmond	209,865
Collections for others	2,633,023
Depository bonds	210,654
Moneys under control of the court	10,022,086
Condemnation Funds	460,655
Unspecified receipts	<u>304</u>
Total	<u><u>\$13,655,572</u></u>

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

CITY OF RICHMOND
CLERK OF THE CIRCUIT COURT
NOTES TO FINANCIAL STATEMENT
AS OF DECEMBER 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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