

**VIRGINIA BOARD OF BAR EXAMINERS**

**REPORT ON AUDIT  
FOR THE YEAR ENDED  
JUNE 30, 2012**



## **AUDIT SUMMARY**

Our audit of the Virginia Board of Bar Examiners, found:

- proper recording and reporting of all transactions, in all material respects, in the Commonwealth Accounting and Reporting System;
- no matters involving internal control and its operation necessary to bring to management's attention; and
- no instances of noncompliance with applicable laws and regulations or other matters that are required to be reported.

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## AGENCY HIGHLIGHTS

The Virginia Board of Bar Examiners (Bar Examiners) is part of the judicial branch of government and administers the bar examination twice every year. Bar Examiners evaluates the character and fitness of applicants and certifies individuals as eligible to practice law in Virginia. Bar Examiners also administers the Law Reader Program that allows approved individuals to study law under an experienced general practice attorney to become eligible to sit for the examination.

In addition, Bar Examiners reviews qualifications of persons applying for admission to the Virginia Bar without taking the examination. Under Section 54.1-3931 of the Code of Virginia, Bar Examiners certifies to the Supreme Court of Virginia those applicants who have satisfied the reciprocity provisions and the Supreme Court's rules for admission on motion.

Bar Examiners operates through a Special Revenue Fund and administers all activities under the Regulation of Professions and Occupation program. Revenues come from the collection of application fees for the examination and character and fitness fees from each examinee. Revenue collections for fiscal year 2012 were approximately \$1.6 million.

The following table shows Bar Examiners' original budget, final budget, and actual expenses for fiscal year 2012.

### Analysis of Budgeted and Actual Expenses for Fiscal Year Ended June 30, 2012

<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Expenses</u>
\$1,466,862	\$1,466,862	\$1,453,818

The table below summarizes the Bar Examiners' expenses by major object code for fiscal year 2012. Personal and Contractual Services represented approximately 72 percent and 20 percent, respectively, of total expenses in fiscal year 2012. Personal Services is comprised of eight full-time staff (including the Secretary), one part-time salaried staff, and two part-time wage staff that work as needed. Contractual Services include costs to administer the exam.

	<u>2012</u>
Personal Services	\$1,047,491
Contractual Services	292,610
Continuous Charges	102,616
Supplies and Materials	8,723
Equipment	<u>2,378</u>
Total	<u>\$1,453,818</u>

*Source: Commonwealth Accounting and Reporting System*



Martha S. Mavredes, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

February 19, 2013

The Honorable Robert F. McDonnell  
Governor of Virginia

The Honorable John M. O'Bannon, III  
Chairman, Joint Legislative Audit  
and Review Commission

We have audited the financial records and operations of the **Virginia Board of Bar Examiners** for the year ended June 30, 2012. We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

## Audit Objectives

Our audit's primary objectives were to evaluate the accuracy of recorded financial transactions in the Commonwealth Accounting and Reporting System, review the adequacy of the Bar Examiner's internal controls, and test compliance with applicable laws and regulations.

## Audit Scope and Methodology

Bar Examiner's management has responsibility for establishing and maintaining internal control 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.

We gained an understanding of the overall internal controls, both automated and manual, sufficient to plan the audit. We considered significance and risk in determining the nature and extent of our audit procedures. Our review encompassed controls over the following significant cycles, classes of transactions, and account balances.

Cash receipting and collection of exam fees  
Expenses (including payroll)  
Information System Security

We performed audit tests to determine whether Bar Examiner's controls were adequate, had been placed in operation, and were being followed. Our audit also included tests of compliance with provisions of applicable laws and regulations. Our audit procedures included inquiries of appropriate personnel, inspection of documents, records, and contracts, and observation of Bar Examiner's operations. We tested transactions and performed analytical procedures, including budgetary and trend analyses.

### Conclusions

We found that Bar Examiners properly stated, in all material respects, the amounts recorded and reported in the Commonwealth Accounting and Reporting System. Bar Examiners records its financial transactions on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The financial information presented in this report came directly from the Commonwealth Accounting and Reporting System.

We noted no matters involving internal control and its operation that we consider necessary to be reported to management. The results of our tests of compliance with applicable laws and regulations disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

### Exit Conference and Report Distribution

We discussed this report with management on March 5, 2013.

This report is intended for the information and use of the Governor and General Assembly, management, and the citizens of the Commonwealth of Virginia and is a public record.

AUDITOR OF PUBLIC ACCOUNTS

LJH/clj

VIRGINIA BOARD OF BAR EXAMINERS  
Richmond, VA

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