



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

October 16, 2017

Bruce C. Adam
Chief Magistrate
County of Arlington

Audit Period: July 1, 2016 through June 30, 2017
Court System: Arlington
Judicial District: Seventeenth
Magisterial Region: Fifth

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 included:

Reconcile Bank Account

The Chief Magistrate did not reconcile his bank account for the period of April 2017 through June 2017. 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 perform monthly bank reconciliations upon receiving the bank statements as required by the Magistrate Manual.

Retain Voided Receipts

In one of two voided receipts tested, the Magistrates did not retain all copies of the voided receipts. Voided transactions pose an increased risk for fraudulent activity and, as such, must be monitored and controlled closely. The Magistrates should retain all copies of voided receipts as required by the Magistrate Manual.

Bruce C. Adam
October 16, 2017
Page Two

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

AUDITOR OF PUBLIC ACCOUNTS

MSM: clj

cc: Robert Hellyer, Magistrate Supervising Authority
Mason Byrd, Director of Magistrate Services
Supreme Court of Virginia