



Commonwealth of Virginia

Walter J. Kucharski, Auditor

**Auditor of Public Accounts
P.O. Box 1295
Richmond, Virginia 23218**

October 26, 2009

Kozuo Webb
City of Lynchburg
P.O. Box 5292
Roanoke, VA 24012-9998

Audit Period: July 1, 2008 through June 30, 2009
Court System: City of Lynchburg
Judicial District: Twenty-fourth
Magisterial Region: Two

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:

Properly Reconcile Bank Account

Magistrate Baxley did not reconcile his bank account for May 2009 or June 2009 as required by Chapter 9 of the Magistrate Manual. Timely and complete reconciliations are an essential internal control. Allowing reconciling items to go unresolved can lead to errors and irregularities going undetected and increase the risk of a loss of funds. We recommend the magistrate perform monthly bank reconciliations.

We acknowledge the cooperation extended to us by the Magistrates during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK:rsj

cc: John Payne, Chief Magistrate
Bobby Lewis, Magistrate System Coordinator
Supreme Court of Virginia