



FAYE W. MITCHELL  
CLERK OF THE CIRCUIT COURT  
OF THE  
CITY OF CHESAPEAKE

AS OF  
MAY 24, 2017

Auditor of Public Accounts  
Martha S. Mavredes, CPA  
[www.apa.virginia.gov](http://www.apa.virginia.gov)  
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Martha S. Mavredes, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

June 9, 2017

Carol C. Mayo  
Clerk of the Circuit Court  
City of Chesapeake

Alan P. Krasnoff, Mayor  
City of Chesapeake

We have performed procedures on the accompanying Statement of Assets and Liabilities of Faye W. Mitchell, former Clerk of the Circuit Court of the City of Chesapeake at May 24, 2017. The Clerk of the Circuit Court is an elected constitutional officer who administers the City of Chesapeake's court of record. All records supporting the amounts presented in this financial statement are the responsibility of the outgoing Clerk.

The purpose of the limited procedures we performed was to determine the accountability of the former Clerk at May 24, 2017, and to turn over the assets, accounts, and records of the office to Carol C. Mayo, the newly appointed Clerk of the Circuit Court. Our procedures included agreeing the amounts presented in the accompanying statement to supporting documentation, such as bank statements and financial reports. We also verified the termination of the former Clerk's access to financial and other systems and the Court's bank account. A more comprehensive audit of the former Clerk was performed for the period of April 1, 2016, through March 31, 2017, the results of which are included in our report dated June 7, 2017.

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.

Based on the procedures we performed, we found the financial statement referred to above was properly supported and presents fairly, in all material respects, the assets and liabilities of the Clerk of the Circuit Court of the City of Chesapeake as of May 24, 2017, on the cash basis of accounting described above.

We acknowledge the cooperation extended to us during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM:alh

cc: The Honorable Randall D. Smith, Chief Judge  
James E. Baker, City Manager  
Robyn M. de Socio, Executive Secretary  
Compensation Board  
Paul DeLosh, Director of Judicial Services  
Supreme Court of Virginia

CITY OF CHESAPEAKE  
CLERK OF THE CIRCUIT COURT  
STATEMENT OF ASSETS AND LIABILITIES  
AS OF MAY 24, 2017

<b>ASSETS</b>	
Cash and Cash Equivalents	\$2,925,964
<b>Total</b>	<b>2,925,964</b>
<b>LIABILITIES</b>	
Due to the Commonwealth of Virginia	163,817
Due to the City of Chesapeake	592,734
Collections for others	989,894
Depository bonds	75,341
Moneys under control of the court	993,424
Condemnation Funds	106,227
Unspecified receipts	4,527
<b>Total</b>	<b>\$2,925,964</b>

This Statement was prepared using the cash basis of accounting, which records cash receipts when received and disbursements when made.