

**OFFICE OF THE LIEUTENANT GOVERNOR
RICHMOND, VIRGINIA**

**REPORT ON AUDIT
FOR THE YEAR ENDED
JUNE 30, 2002**



AUDIT SUMMARY

Our audit of the Office of the Lieutenant Governor for the year ended June 30, 2002, found:

- proper recording and reporting of all transactions, in all material respects in the Commonwealth Accounting and Reporting system;
- no material weaknesses in internal controls; and
- no instances of noncompliance with applicable laws and regulations that are required to be reported.

September 11, 2002

The Honorable Mark R. Warner
Governor of Virginia
State Capitol
Richmond, Virginia

The Honorable Kevin G. Miller
Chairman, Joint Legislative Audit
and Review Commission
General Assembly Building
Richmond, Virginia

INDEPENDENT AUDITOR'S REPORT

We have audited the financial records and operations of the **Office of the Lieutenant Governor** for the year ended June 30, 2002. We conducted our audit in accordance with Government Auditing Standards, issued by the Comptroller General of the United States.

Audit Objective, Scope, and Methodology

Our audit's primary objectives were to evaluate the accuracy of recording financial transactions on the Commonwealth Accounting and Reporting, review the adequacy of the Office's internal control, and test compliance with applicable laws and regulations.

Our audit procedures included inquiries of appropriate personnel, inspection of documents and records, and observation of the Office's operations. We also tested transactions and performed such other auditing procedures, as we considered necessary to achieve our objectives. We reviewed the overall internal accounting controls, including controls for administering compliance with applicable laws and regulations. Our review encompassed controls over the following significant cycles, classes of transactions, and account balances:

Fixed assets	Appropriations
Expenditures	Revenues

We obtained an understanding of the relevant internal control components sufficient to plan the audit. We considered materiality and control risk in determining the nature and extent of our audit procedures. We performed audit tests to determine whether the Office'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.

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.

Our audit was more limited than would be necessary to provide assurance on internal control or to provide an opinion on overall compliance with laws and regulations. Because of inherent limitations in internal control, errors, irregularities, or noncompliance may nevertheless occur and not be detected. Also, projecting the evaluation of internal control to future periods is subject to the risk that the controls may become inadequate because of changes in conditions or that the effectiveness of the design and operation of controls may deteriorate.

Audit Conclusions

We found that the Office properly stated, in all material respects, the amounts recorded and reported in the Commonwealth Accounting and Reporting System. The Office 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 to be material weaknesses. Our consideration of internal control would not necessarily disclose all matters in internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of the specific internal control components does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material to financial operations may occur and not be detected promptly by employees in the normal course of performing their duties.

The results of our tests of compliance with applicable laws and regulations disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

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.

We discussed this report with management on September 11, 2002.

AUDITOR OF PUBLIC ACCOUNTS

JMS:whb
whb:19

AGENCY BACKGROUND

The Lieutenant Governor's major activities include: serving as President of the Senate, representing the Commonwealth at ceremonial functions, serving on boards and commissions, serving as a liaison between federal and local governments on specific projects at the request of local officials, and responding to inquiries from constituents. The Division of Selected Agency Support Services of the Secretary of Administration provides financial administrative support to the Lieutenant Governor.

FINANCIAL INFORMATION

Original appropriation	\$ 336,520	
Adjustments:		
Salary adjustments	27,820	
Reappropriation of unexpended funds from prior year	8,410	
Salary regrade	7,319	
Health insurance premiums	795	
Governor's mandated budget reductions	(12,718)	
Retirement contribution rate reduction	(7,097)	
Retiree health credit reversions	(394)	
Group life insurance savings	<u>(385)</u>	
Adjusted appropriations		\$ 360,270
Expenses		
Salaries and fringe benefits	329,537	
Contractual services	13,232	
Supplies and materials	2,846	
Transfer payments	796	
Continuous charges	3,598	
Equipment	<u>2,315</u>	
Total expenses		<u>352,324</u>
Unexpended balance		<u><u>\$ 7,946</u></u>

The Office of the Lieutenant Governor receives its funding through an appropriation from the General Fund of the Commonwealth. During the year, the Office received the routine appropriation adjustments described above.

OFFICE OF THE LIEUTENANT GOVERNOR
Richmond, Virginia

As of June 30, 2002

Timothy M. Kaine, Lieutenant Governor

Division of Selected Agency Support Services
Dennis M. Johnson, Director