



Commonwealth of Virginia

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

Walter J. Kucharski, Auditor

January 16, 2003

The Honorable Louis Campbell
Chief Judge
County of Botetourt General District Court
Post Office Box 858
Fincastle, VA 24090

The Honorable John B. Curry
Chief Judge
County of Botetourt Juvenile and
Domestic Relations District Court
Post Office Box 1028
Waynesboro, VA 22980

As part of our audit of the Virginia District Court System, we have audited the cash receipts and disbursements of the County of Botetourt District Court for the period October 1, 2001 through December 31, 2002.

Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial management system; evaluate the Court's internal controls; and test its compliance with significant state laws, regulations, and policies. However, our audit was more limited than would be necessary to provide assurance on the internal controls or on overall compliance with applicable laws, regulations, and policies.

The results of our tests found the Court properly stated, in all material respects, the amounts recorded and reported in the financial management system; no material weaknesses in the internal controls; and no instances of noncompliance with applicable laws, regulations, and policies.

MAGISTRATE ISSUES:

The results of our tests found the Magistrate properly stated, in all material respects, the amounts recorded and reported in the financial records; and no instances of noncompliance with applicable laws, regulations, and policies. However, we noted a weakness in internal controls that the Chief Magistrate needs to address as described below.

Promptly Reconcile Bank Account

Magistrate Smith did not reconcile his bank account until August 2002 for the period November 2001 through July 2002 as required by Chapter X of the Magistrate's Manual. Failure to reconcile the bank account can lead to errors and irregularities going undetected. The Magistrate should properly reconcile his bank account monthly to include documenting the reconciliation process and identifying and adjusting any reconciling items properly.

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We discussed these comments with the Chief Magistrate on January 6, 2003 and we acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK/cam

cc: The Honorable Dudley J. Emick,Jr., Judge
The Honorable Louis Campbell, Judge
Bonnie D. Simmons, Clerk
Don Lucido, Director of Technical Assistance
Supreme Court of Virginia