



Commonwealth of Virginia

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

Walter J. Kucharski, Auditor

April 25, 2005

The Honorable Louis K. Campbell
Chief Judge
County of Augusta General District Court
P.O. Box 858
Fincastle, VA 24090-0858

As part of our audit of the Virginia District Court System, we have audited the cash receipts and disbursements of the County of Augusta General District Court and the associated magistrates from the 25th Judicial District for the period March 1, 2004 through March 31, 2005.

Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial management system and in the Magistrates' records; evaluate the Court's and the Magistrates' internal controls; and test 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 Court's internal controls; and no instances of the Court's noncompliance with applicable laws, regulations, and policies.

MAGISTRATES

The results of our tests of the Magistrate's Office found that the Magistrates properly stated, in all material respects, the amounts recorded in the financial records; and no material weaknesses in the internal controls. However, we noted noncompliance with state laws, regulations, and policies that the Chief Magistrate needs to address as described below.

Deposit Funds Promptly

As noted in the previous audit, Magistrate Hailey does not deposit funds promptly when collections exceed \$350 as required by Chapter 10 of the Magistrate Accounting Manual. Four of five receipts tested, with amounts ranging from \$500 to \$2,000, were deposited up to five days late.

The Magistrate should deposit funds exceeding \$350 not later than the next business day. The Chief Magistrate should routinely check that magistrates deposit funds timely. Failure to promptly receipt and deposit collections increases the risk of misappropriation of funds and could result in lost revenue to the Commonwealth.

We discussed these comments with the Clerk on April 25, 2005 and with the Chief Magistrate on April 22, 2005 and we acknowledge the cooperation extended to us by the Court and the Magistrates during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK:cam

cc: The Honorable A. Lee McGratty, Judge
The Honorable William D. Heatwole, Judge
Nancy J. Long, Clerk
Ray B. Fitzgerald, Chief Magistrate
Paul Delosh, Director of Technical Assistance
Supreme Court of Virginia
LeAnn Lane, Court Analyst
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