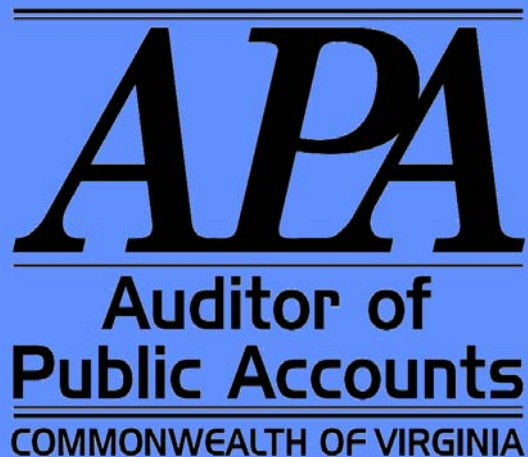


**LLEZELLE AGUSTIN DUGGER
CLERK OF THE CIRCUIT COURT
FOR THE
CITY OF CHARLOTTESVILLE**

**REPORT ON AUDIT
FOR THE PERIOD
JANUARY 1, 2011 THROUGH DECEMBER 31, 2011**



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Commonwealth of Virginia

Auditor of Public Accounts

Walter J. Kucharski
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

August 6, 2012

Llezelle Agustin Dugger
Clerk of the Circuit Court
City of Charlottesville

Satyendra Singh Huja, Mayor
City of Charlottesville

We have audited the cash receipts and disbursements as well as the accompanying Statement of Assets and Liabilities of Paul C. Garrett, former Clerk of the Circuit Court of the City of Charlottesville for the period January 1, 2011 through December 31, 2011. The purpose of auditing the statement was to determine the accountability of the former Clerk at December 29, 2011, and to turn over the assets, accounts, and records of the office to Llezelle Agustin Dugger, the newly appointed Clerk of the Circuit Court.

Management's Responsibility

Court management has responsibility for establishing and maintaining internal controls, 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. Deficiencies in internal controls could possibly lead to the loss of revenues or assets, or otherwise compromise fiscal accountability. Our responsibility is to express an opinion on the statement based on our audit.

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.

We noted no matters involving internal control and its operation necessary to bring to management's attention.

As described in Note 1, this 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.

In our opinion, the statement referred to above presents fairly, in all material respects, the assets and liabilities of the Clerk of the Circuit court of the City of Charlottesville as of December 29, 2011, on the basis of accounting described in Note 1.

We acknowledge the cooperation extended to us during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK: clj

cc: The Honorable Daniel R. Bouton, Chief Judge
Maurice Jones, County Administrator
Paul DeLosh, Director of Judicial Services
Supreme Court of Virginia

CITY OF CHARLOTTESVILLE
CLERK OF THE CIRCUIT COURT
STATEMENT OF ASSETS AND LIABILITIES
AS OF DECEMBER 29, 2011

ASSETS

Cash and Cash Equivalents	\$237,949
Unreimbursed Clerk's Expenses	<u>-</u>
Total	<u>\$237,949</u>

LIABILITIES

Due to the Commonwealth of Virginia	\$43,177
Due to the City of Charlottesville	58,690
Collections for others	62,107
Depository bonds	51,984
Moneys under control of the court	-
Condemnation Funds	21,991
Unspecified receipts	<u>-</u>
Total	<u>\$237,949</u>

The accompanying Notes to the Statement are an integral part of this statement.

CITY OF CHARLOTTESVILLE
CLERK OF THE CIRCUIT COURT
NOTES TO STATEMENT
AS OF DECEMBER 29, 2011

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Clerk of the Circuit Court is an elected constitutional officer who administers the City of Charlottesville's court of record. The Circuit Court is where individuals file documents requiring formal recording by law to include deeds, wills, marriage licenses and various other documents. The Circuit Court has exclusive original jurisdiction in all felony criminal cases, in civil chancery, and civil cases where the amount exceeds \$15,000. It also hears appeals from district courts.

Basis of Accounting

The statement is prepared using the cash basis of accounting, which records cash receipts when received and disbursements when made.

2. SURETY BOND

In accordance with Sections 2.2-1840 and 2.2-1841, Code of Virginia, the Clerk was bonded under a Public Officials Position Schedule Bond in the amount of \$500,000 with the Fidelity and Deposit Company of Maryland and through a self-insurance plan administered by the Virginia Department of Treasury's Division of Risk Management as sureties.