



# Commonwealth of Virginia

**Walter J. Kucharski, Auditor**

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

November 15, 2010

The Honorable Jack S. Hurley, Jr.  
Chief Judge  
County of Buchanan General District Court  
104 Court Street, Suite 3  
Tazewell, VA 24651

The Honorable Henry A. Barringer  
Chief Judge  
County of Buchanan Juvenile and Domestic Relations District Court  
P.O. Box 613  
Tazewell, VA 24651

Audit Period: July 1, 2009 through June 30, 2010  
Court System: County of Buchanan  
Judicial District: Twenty-ninth

We are performing a statewide audit of the Combined General District Courts. During our review of this court, we conducted certain audit procedures, as we deemed appropriate.

Management of this court is an important part of the court's accountability, since you are responsible for establishing and maintaining internal controls and complying with applicable laws and regulations. During our review, we noted certain matters that required management's attention and corrective action. These matters included:

## Properly Maintain Court Appointed Attorney Records

The Clerk does not maintain court appointed attorney timesheets. The timesheet provides a detailed accounting of the time spent on a case and justification for additional fees requested. We recommend the Clerk maintain records in accordance with the Court Appointed Counsel Guidelines and Procedures Manual.

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We acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK: clj

cc: The Honorable Richard C. Patterson, Judge  
The Honorable Michael J. Bush, Judge  
Janice A. Rife, Clerk  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia