



# Commonwealth of Virginia

**Walter J. Kucharski, Auditor**

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

February 1, 2010

The Honorable Michael M. Rand  
Chief Judge  
County of Halifax Juvenile and Domestic Relations Court  
P.O. Box 430  
Halifax, VA 24558

Audit Period: July 1, 2008 thru June 30, 2009  
Court System: County of Halifax  
Judicial District: Tenth

We are performing a statewide audit of the Juvenile and Domestic Relations 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:

During the audit period, the Supreme Court of Virginia had no formal guidance regarding approval of Clerk's leave submitted to the electronic leave reporting system. The Supreme Court of Virginia has since issued interim guidance regarding the implementation of internal controls over this process, and this court promptly implemented those controls.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK:alh

cc: The Honorable S. Anderson Nelson, Judge  
Catherine Ratliff, Clerk  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia