



Commonwealth of Virginia

Auditor of Public Accounts

Staci A. Henshaw, CPA
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

May 5, 2022

The Honorable Stephen Ashton Hudgins
Chief Judge
County of Gloucester General District Court

Audit Period: July 1, 2020, through June 30, 2021
Court System: County of Gloucester
Judicial District: Ninth

We are performing a statewide audit of the 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 the following matter requiring management's attention and corrective action.

Properly Manage System Access

Repeat: No

The Clerk did not delete the system access for a former employee for 18 months following the employee's last day of work and assigned a current employee a higher level of access than appropriate for her position. Having an unauthorized individual with access to the court's automated information system or having an individual with inappropriate access could compromise the integrity of the system and the data it contains. The Clerk is responsible for granting, changing, and terminating access to the court's automated information system. The Clerk should promptly delete an employee's access to the automated system when that employee terminates employment and should ensure the level of access of all current users is commensurate with their job duties.

The Clerk has taken corrective action to remediate the internal control finding that we reported in the previous audit.

Stephen Ashton Hudgins, Chief Judge

May 5, 2022

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We acknowledge the cooperation extended to us by the Clerk and her staff during this engagement.

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

LH: clj

cc: The Honorable Stephanie M. Revere, Judge
Hannah Ruth Smith, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia

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The Honorable Stephanie M. Revere, Judge

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