



Commonwealth of Virginia

Auditor of Public Accounts

Walter J. Kucharski
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

December 13, 2011

The Honorable Dean S. Worcester
Chief Judge
County of Rappahannock General District Court
18 East Market Street
Leesburg, VA 20176

The Honorable Avelina S. Jacob
Chief Judge
County of Rappahannock Juvenile
and Domestic Relations District Court
18 East Market Street
Leesburg, VA 20176

Audit Period: July 1, 2010 through June 30, 2011
Court System: County of Rappahannock
Judicial District: Twentieth

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:

Improve Recordkeeping

In four of 14 revenue cases tested, we found the following:

- In two cases, the Clerk incorrectly billed juveniles for fees totaling \$129.
- In two cases, the Clerk failed to bill the defendants for public defender fees, which resulted in a \$140 loss to the Commonwealth.

The Clerk should bill the defendants in accordance with the Code of Virginia.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK:alh

cc: The Honorable J. Gregory Ashwell, Judge
The Honorable Jonathan S. Lynn, Judge
Patricia M. Davis, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia