



Commonwealth of Virginia

Walter J. Kucharski, Auditor

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

March 23 , 2011

The Honorable Robert H. Downer Jr.
Chief Judge
County of Albemarle General District Court
501 E. Jefferson Street Suite 138
Charlottesville, VA 22902-5110

Audit Period: July 1, 2009 through June 30, 2010
Court System: County of Albemarle
Judicial District: Sixteenth

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 certain matters that required management's attention and corrective action. These matters included:

Properly Record Information

The Clerk made the following errors recording transactions and recovering costs from the locality.

- Two of 18 cases recorded as locality cases were actually state cases which resulted in a loss of \$500 to the Commonwealth.
- Six of 43 cases tested revealed defendants payments recorded to incorrect accounts.

The Clerk has corrected the errors noted above; however, she should review similar cases and perform corrections as needed.

Review Process for Court Appointed Attorneys

We found the following, when reviewing the process of Court Appointed Attorney fees.

- The Clerk could not locate two of 19 attorney vouchers selected for test work, which requested additional reimbursement.

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- In 13 of 14 cases, the Clerk failed to recover costs from the locality for attorneys and public defenders representing defendants on local charges incurring a loss to the state of \$1620.

The Clerk has corrected the errors noted above; however, she should review similar cases and perform corrections as needed.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK:clj

cc: The Honorable William G. Barkley, Judge
Phyllis L. Stewart, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia