



Commonwealth of Virginia

Walter J. Kucharski, Auditor

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

March 5, 2010

The Honorable Rober H. Downer, Jr.
Chief Judge
County of Greene General District Court
606 East Market Street
P.O. 2677
Charlottesville, VA 22902

The Honorable Susan L. Whitlock
Chief Judge
County of Greene Juvenile and Domestic Relations District Court
85 Stanard Street
P.O. Box 245
Stanardsville, VA 22973-0245

Audit Period: July 1, 2008 through June 30, 2009
Court System: County of Greene
Judicial District: Sixteenth

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:

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.

The Honorable Rober H. Downer, Jr., Chief Judge
The Honorable Susan L. Whitlock, Chief Judge
March 5, 2010
Page Two

Court Appointed Attorney Fees

In four cases, the Clerk did not properly bill the locality for the court appointed attorney fees involving local cases, because the Clerk incorrectly entered cases as state charges. As a result, the Clerk incorrectly billed the Commonwealth, which paid \$480.

The Honorable Rober H. Downer, Jr., Chief Judge
The Honorable Susan L. Whitlock, Chief Judge
March 5, 2010
Page Two

We recommend the Clerk research all similar cases, make the appropriate corrections to case paperwork, and where appropriate, bill the localities for the applicable court appointed attorney fees and reimburse the Commonwealth.

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
Ellen S. Collier, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia