



Walter J. Kucharski, Auditor

Commonwealth of Virginia

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

January 9, 2010

The Honorable Gordon A. Wilkins
Chief Judge
County of Richmond General District Court
P.O. Box 688
Montross, VA 22520

The Honorable David F. Peterson
Chief Judge
County of Richmond Juvenile and Domestic Relations District Court
701 Princess Anne St.
Fredericksburg, VA 22401

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

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 no matters requiring written communication with court management.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK: jmk

cc: The Honorable R. Michael McKenney, Judge
Wanda F. Brownlee, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia