



Commonwealth of Virginia

Walter J. Kucharski, Auditor

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

January 11, 2010

The Honorable Robert H. Downer, Jr.
Chief Judge
County of Culpeper General District Court
501 E. Jefferson St
Charlottesville, VA 22902

The Honorable Susan L. Whitlock
Chief Judge
County of Culpeper Juvenile and Domestic Relations District Court
P. O. Box 452
Louisa, VA 23093-0452

Audit Period: July 2008 - June 2009
Court System: County of Culpeper
Judicial District: 16th

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 Robert H. Downer, Jr.
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We acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK:lag

cc: The Honorable Roger L. Morton, Judge
The Honorable Frank W. Summerville, Judge
The Honorable, Judge
Cheryl Phillips, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia