



# Commonwealth of Virginia

**Walter J. Kucharski, Auditor**

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

April 29, 2008

The Honorable Wenda K. Travers  
Chief Judge  
County of Prince William General District Court  
9311 Lee Ave  
Manassas, VA 20110

The Honorable Wenda K. Travers  
Magistrate Supervising Authority  
Thirty-First Judicial District  
9311 Lee Ave.  
Manassas, VA 20110

Audit Period: October 1, 2006 through December 31, 2007  
Court System: County of Prince William  
Judicial District: Thirty-First

We have audited the cash receipts and disbursements of the Clerk of the General District Court and the associated magistrates for this locality. Our primary objectives for both the Court and the Magistrates were to test the accuracy of financial transactions recorded on the applicable financial management system; evaluate internal controls; and test its compliance with significant state laws, regulations, and policies.

## Management's Responsibility

Court management has responsibility for establishing and maintaining internal controls and complying with applicable laws and regulations. Internal control is a process designed to provide reasonable, but not absolute, assurance regarding the reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations. Deficiencies in internal controls could possibly lead to the loss of revenues or assets, or otherwise compromise fiscal accountability.

## Financial Matters

We noted no instances of improper recording and reporting of financial transactions in the Court's financial management system.

## Internal Controls

We noted no matters involving internal control and its operation necessary to bring to management's attention.

## Compliance

The results of our tests of compliance with applicable laws and regulations disclosed no instances of noncompliance that are required to be reported.

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

A handwritten signature in black ink, reading "Walter J. Kucharik". The signature is fluid and cursive, with a prominent initial "W" and a trailing flourish.

AUDITOR OF PUBLIC ACCOUNTS

WJK:kmk

cc: The Honorable Charles F. Sievers, Judge  
The Honorable Peter W. Steketee, Judge  
The Honorable Craig D. Johnston, Judge  
Wetawna G. Hays, Clerk  
Vincent A. Tassa, Jr., Chief Magistrate  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia

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Wetawna G. Hays  
Clerk of the Court  
County of Prince William  
9311 Lee Ave  
Manassas, VA 20110

Vincent A. Tassa, Jr., Chief Magistrate  
Thirty-First Judicial District  
15948 Donald Curtis Drive  
Woodbridge, VA 22191

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Supreme Court of Virginia  
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1 Report File  
1 Working Papers