



# Commonwealth of Virginia

**Walter J. Kucharski, Auditor**

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

December 14, 2010

The Honorable Joseph S. Tate  
Chief Judge  
County of Washington General District Court  
109 West Main Street, Room 231  
Marion, VA 24354

Audit Period: July 1, 2009 through June 30, 2010  
Court System: County of Washington  
Judicial District: Twenty-eighth

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:

## Promptly Delete Access

The Clerk did not delete for one year a former employee's access to the court's automated information system. Having an unauthorized individual with access to the court's automated information system could compromise the integrity of the system and the data it contains. The Clerk is responsible for granting, changing, and terminating access to the court's automated information system as required by the District Financial Management System User's Guide. The Clerk should promptly delete an employee's access to the automated system when an employee resigns.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK: alh

cc: The Honorable Sage B. Johnson, Judge  
Edna S. Griffin, Clerk  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia