



Commonwealth of Virginia

Walter J. Kucharski, Auditor

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

June 9, 2001

The Honorable Dorothy H. Clarke
Chief Judge
County of Arlington General District Court
1425 N. Courthouse Rd, 12th floor
Arlington, VA 22201-2622

As part of our audit of the Virginia District Court System, we have audited the cash receipts and disbursements of the County of Arlington General District Court for the period of October 1, 1999 through March 31, 2001.

Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial management system; evaluate the Court's internal controls; and test its compliance with significant state laws, regulations, and policies. However, our audit was more limited than would be necessary to provide assurance on the internal controls or on overall compliance with applicable laws, regulations, and policies.

The results of our tests found the Court properly stated, in all material respects, the amounts recorded and reported in the financial management system. However, we noted a weakness in internal controls and noncompliance with state laws, regulations, and policies that the Clerk needs to address as described below.

Improve Controls Over Manual Receipts

The Clerk does not promptly enter manual receipts into the Financial Management System (FMS). For three out of 10 manual receipts tested, the Clerk did not enter the receipts into FMS timely in accordance with the Financial Management System User's Guide. For one of the three exceptions noted, we could not determine whether the Clerk ever entered the manual receipt into FMS. Also, manual receipts are not stored in a locked cabinet when not in use.

The Clerk should control the use of manual receipts to prevent their use to bypass the automated system. The Clerk should consider assigning specific personnel to control and monitor the use of manual receipts, and ensure their recording in FMS. Proper controls over manual receipts ensure that the court's books accurately reflect funds brought into the court.

The Clerk should immediately implement procedures to ensure the timely entry of manual receipts into FMS. The Clerk should also secure manual receipts to prevent unauthorized access and periodically inspect to ensure that receipts are properly used.

We discussed these comments with the Clerk on June 6, 2001, and we acknowledge the cooperation extended to us by the court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK:whb

cc: The Honorable Karen A. Henenburg
The Honorable Thomas J. Kelley, Jr.
Kimberly A. Reavey, Clerk
Don Lucido, Director of Technical Assistance
Supreme Court of Virginia
LeAnne Lane, Court Analyst
Supreme Court of Virginia

The Honorable Karen A. Henenberg
Chief Judge
County of Arlington General District Court
1425 N. Courthouse Rd, 12th floor
Arlington, VA 22201-2622

Kimberly A. Reavey
Clerk of the Court
County of Arlington
1425 N. Courthouse Rd, 2nd floor
Arlington, VA 22201-2622

The Honorable Dorothy H. Clarke
1425 N. Courthouse Rd, 12th floor
Arlington, VA 22201-2622

The Honorable Thomas J. Kelley, Jr.
1425 N. Courthouse Rd, 12th floor
Arlington, VA 22201-2622

Don Lucido
Director of Technical Assistance
Supreme Court of Virginia
North Ninth Street
Richmond, VA 23219

LeAnne Lane, Court Analyst
Supreme Court of Virginia
North Ninth Street
Richmond, VA 23219

1 Report File
1 Working Papers

**Commonwealth of
Virginia
Auditor of Public Accounts**

James Monroe Building
101 North 14th Street
Richmond, Virginia 23219
(804) 225-3350

TO: Kimberly A. Reavey, Clerk of the General District Court

Clerk Fax Number –

Clerk Phone Number –

FROM:

DATE: Wednesday, December 15, 1999

Number of pages including cover page: 3

CONFIDENTIAL FOR:, Kimberly A. Reavey

MESSAGE: Enclosed is a **DRAFT COPY** of our audit report. We previously discussed these findings with you during the audit. We are providing this draft copy to afford you an additional opportunity to comment before we finalize the report.

It is important that you call _____ at (804)-225-3350 when you receive this draft for a discussion of our findings. We will issue the final report shortly after hearing from you.