



Commonwealth of Virginia

Walter J. Kucharski, Auditor

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

November 24, 2010

The Honorable Richard A. Claybrook, Jr.
Chief Judge
County of Shenandoah General District Court
53 Court Square
Harrisonburg, VA 22801

Audit Period: July 1, 2009 through June 30, 2010
Court System: County of Shenandoah
Judicial District: 26

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:

Court Appointed Attorney Fees

In three cases, the Clerk did not properly bill the locality for the court appointed attorney fees involving local cases as required by Section 19.2-163 of the Code of Virginia, totaling \$360. The Clerk incorrectly billed the Commonwealth for one of these cases, which paid \$120.

In two cases, the Clerk did not enter court appointed attorney fees into FMS as a charge to the defendant.

We recommend the Clerk research all similar cases, make the appropriate corrections to case paperwork, and where appropriate, bill the localities for the applicable court appointed attorney fees and reimburse the Commonwealth.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK: clj

cc: The Honorable Amy B. Tisinger, Judge
The Honorable W. Dale Houff, Judge
Tamara L. Heishman, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia