



Commonwealth of Virginia

Walter J. Kucharski, Auditor

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

March 14, 2011

The Honorable Charles F. Sievers
Chief Judge
County of Prince William General District Court
9311 Lee Avenue
Manassas, VA 20110-5586

Audit Period: July 1, 2009 through June 30, 2010
Court System: County of Prince William
Judicial District: Thirty-First

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:

Confirm Receipt of Appealed Cases

The Clerk does not obtain confirmation receipt of appealed cases from either the Commonwealth Attorney or the Circuit Court Clerk. We recommend the Clerk coordinate with Commonwealth Attorney and Circuit Court Clerk to develop a procedure that would provide the necessary confirmation to ensure Circuit Court has received all appealed cases documents.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK: clj

cc: The Honorable Peter W. Steketee, Judge
The Honorable Wenda K. Travers, Judge
Jacqueline R. Ward, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia