



Commonwealth of Virginia

Auditor of Public Accounts

Walter J. Kucharski
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

December 4, 2012

The Honorable Gino W. Williams
Chief Judge
County of Giles General District Court
55 East Main Street, Third Floor
Christiansburg, VA 24073

The Honorable H. Lee Chitwood
Chief Judge
County of Giles Juvenile and Domestic Relations District Court
45 Third Street, N.W., Suite 103
Pulaski, VA 24301

Audit Period: July 1, 2011 through June 30, 2012
Court System: County of Giles
Judicial District: Twenty-seventh

We are performing a statewide audit of the Combined 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:

Request Tax Set-Off Refunds

The Clerk did not request the Virginia Department of Taxation (TAX) hold tax set off refunds totaling \$795 for delinquent court costs and fines, resulting in a loss of revenue to the Commonwealth and locality. A court must request tax refunds through TAX's automated accounting system called the Integrated Revenue Management System. The Clerk should request tax set off refunds to maximize collections as required by the Code of Virginia.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK: vlb

cc: The Honorable Bradley W. Finch, Judge
Yvette M. Pennington, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia