



# Commonwealth of Virginia

**Walter J. Kucharski, Auditor**

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

February 24, 2011

The Honorable Theodore J. Burr, Jr.  
Chief Judge  
County of Brunswick General District Court  
315 South Main Street  
Emporia, VA 23847

The Honorable Carson E. Saunders, Jr.  
Chief Judge  
County of Brunswick Juvenile and Domestic Relations District Court  
315 South Main Street  
Emporia, VA 23847

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

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:

## Properly Record Fees

The Clerk improperly charged and collected court-appointed attorney fees totaling \$431 in four of eight juvenile cases tested. The Clerk should research all similar cases, make appropriate refunds, and correct the appropriate case paperwork. Additionally, the Clerk should immediately implement procedures to ensure the Clerk and her staff should properly collect court-appointed attorney fees in accordance with the Code of Virginia.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK:alh

cc: The Honorable Stephen D. Bloom, Judge  
The Honorable Jacqueline R. Waymack, Judge  
Kathryn T. Clary, Clerk  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia