



Commonwealth of Virginia

Auditor of Public Accounts

Walter J. Kucharski
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

January 27, 2012

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, 2010 through June 30, 2011
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:

Implement Correct Use of Time-to-Pay Features in the Automated Accounting System

In six time-to-pay agreements tested, the Clerk entered the start dates and number of days between payments incorrectly. These errors caused the court's automated Financial Management System to improperly process the defendants' license suspension and collection attempts.

Due to the Clerk's belief that the system was suspending licenses incorrectly, the Clerk began performing a monthly manual review of time-to-pay agreements. If the Clerk found an error, she manually send the license suspension notices, which delayed the process from two weeks to a month for both the license suspended, and the account referred to collections. This manual process is labor intensive and leaves more room for error than the automated system.

We recommend the Clerk contact the Supreme Court, Department of Judicial Services, for assistance with the automated system. The correct use of term amounts (number of days between payments) and start dates should alleviate the issue of early license suspensions. Implementing automated procedures lessens the incidence of human error and provides staff the tools to complete tasks more efficiently.

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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 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