



Commonwealth of Virginia

Walter J. Kucharski, Auditor

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

March 4, 2010

The Honorable Barbara J. Gaden
Chief Judge
City of Richmond - Traffic General District Court
400 N. 9th Street
Richmond, VA 23219

Audit Period: July 1, 2008 thru June 30, 2009
Court System: City of Richmond - Traffic
Judicial District: Thirteenth

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:

During the audit period, the Supreme Court of Virginia had no formal guidance regarding approval of Clerk's leave submitted to the electronic leave reporting system. The Supreme Court of Virginia has since issued interim guidance regarding the implementation of internal controls over this process, and this court promptly implemented those controls.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK: tmv

cc: The Honorable Thomas O. Jones, Judge
The Honorable Birdie H. Jamison, Judge
Irving C. Wright, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia