



Commonwealth of Virginia

Auditor of Public Accounts

Walter J. Kucharski
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

April 23, 2012

The Honorable Richard A. Claybrook, Jr.
Chief Judge
County of Page General District Court
53 Court Square
Harrisonburg, VA 22801

Audit Period: July 1, 2010 through June 30, 2011
Court System: County of Page
Judicial District: Twenty-Sixth

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:

Improve Recordkeeping

In our sample of 121 cases, there were errors in 31 cases as shown below.

- The Clerk did not bill defendants for court-appointed attorney fees of \$943.
- The Clerk charged a defendant \$125 instead of \$120 for court-appointed attorney fees as set forth in the Code of Virginia.
- The Clerk or Judge did not authorize the payment of court-appointed attorney fees totaling \$700.
- The Clerk did not maintain the List of Allowances for \$780 of court-appointed attorney fees.
- The Clerk did not properly bill the locality for the court-appointed attorney fees of \$603; instead, the Commonwealth paid these amounts.
- The Clerk did not certify court costs of \$441 to the Circuit Court.
- The Clerk did not bill defendants for court costs of \$162.
- The Clerk could not locate case papers for three cases.

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We recommend the Clerk correct the cases above, and research all similar cases to make the appropriate corrections to case paperwork; and where possible, properly remit the collection to the appropriate party.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK:alh

cc: The Honorable W. Dale Houff, Judge
Gail Denise Massey, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia