



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

March 12, 2018

The Honorable Tonya Henderson-Stith
Chief Judge
City of Hampton General District Court
P.O. Box 70
Hampton, VA 23669-0070

Audit Period: July 1, 2016 through June 30, 2017
Court System: City of Hampton
Judicial District: Eighth

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:

Properly Bill and Collect Court Costs

Repeat: No

The Clerk and her staff did not properly bill and collect court costs. In 13 cases tested, we noted the following errors.

- In nine cases, defendants were not billed for \$817 in court costs.
- In three cases, defendants were overcharged \$140 in court costs.
- In one appealed case, court costs of \$66 were not certified to the Circuit Court.

The Clerk and her staff should correct the specific cases noted above and institute a more diligent system of review to minimize the likelihood of billing errors going undetected. In all cases, the Clerk should bill and collect court costs in accordance with the Code of Virginia.

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We acknowledge the cooperation extended to us by the Clerk and her staff during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

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cc: The Honorable Corry N. Smith, Judge
Barbara K. Fagley, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia