



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

March 24, 2022

The Honorable James R. McGarry
Chief Judge
City of Martinsville General District Court

Audit Period: July 1, 2020, through June 30, 2021
Court System: City of Martinsville
Judicial District: Twenty-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 the following matters requiring management's attention and corrective action.

Properly Bill and Collect Court Costs

Repeat: No

The Clerk and her staff did not properly bill and collect court costs. In eight of 54 cases tested (17%), we noted the following errors.

- The Clerk did not charge defendants in three cases for a total of \$806 in court costs.
- For three local cases, the Clerk erroneously billed the Commonwealth a total of \$360 in attorney fees.
- For one Commonwealth case, the Clerk billed the locality rather than the Commonwealth for public defender fees of \$120.
- In one case, the Clerk overcharged the defendant \$53 in court costs.

The Clerk and her staff should correct the specific cases noted above and should establish a 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.

The Honorable James R. McGarry
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Retain Voided Receipts

Repeat: No

For two of four voided receipts tested (50%), the Clerk did not retain all copies of the receipt. Voided transactions pose an increased risk for fraudulent activity and, as such, must be monitored and controlled closely. The Clerk should not void receipts without maintaining all copies of the receipt. Additionally, the Clerk should ensure the staff are properly trained to perform appropriate journal entries rather than unnecessarily voiding receipts.

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

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

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cc: The Honorable Joan Ziglar, Judge
Stacie R. Prillaman, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia