



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

January 3, 2025

The Honorable Deborah S. Tinley
Chief Judge
City of Charlottesville Juvenile and Domestic Relations District Court

Audit Period: July 1, 2023, through June 30, 2024
Court System: City of Charlottesville
Judicial District: Sixteenth

We are performing a statewide audit of the Juvenile and Domestic Relations 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 matter requiring management's attention and corrective action.

Properly Assess and Bill Court Costs

Repeat: Yes (First issued in fiscal year 2021 as Properly Bill and Collect Court Costs)

The Clerk and the Clerk's staff did not properly assess and bill court costs. In four of 40 (10%) cases tested, we noted the following errors.

- In three cases, the Clerk did not charge defendants a total of \$360 in court costs.
- The Clerk overcharged the defendant in one case \$50 in court costs.

The amounts above are based on actual errors noted within our sample of court transactions, the impact of which we did not project to all transactions of the court. The Clerk and her staff should correct the specific cases noted above, seek additional training in the assessment and billing of court costs, and establish a system of review to minimize the likelihood of billing errors going undetected. In all cases, the Clerk should assess and bill court costs in accordance with the Code of Virginia.

Deborah S. Tinley, Chief Judge

January 3, 2025

Page Two

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

Staci A. Henshaw

AUDITOR OF PUBLIC ACCOUNTS

LH/clj

cc: The Honorable Barbara G. Lowe, Judge
The Honorable Areshini Pather, Judge
The Honorable Peter K. Griffith, Judge
Stephanie Bunch, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia