



Commonwealth of Virginia

Walter J. Kucharski, Auditor

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

January 05, 2010

The Honorable Angela Edwards Roberts
Chief Judge
City of Richmond Juvenile and Domestic Relations Court
Oliver Hill Courts Building
1600 Oliver Hill Way, Suite C181
Richmond, VA 23219-1214

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

We are performing a statewide audit of the Juvenile and Domestic Relations 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 Assess Court Costs

The Clerk did not properly enter fines and costs involving local and state charges, or properly receipt collections into the Financial Management System. Auditor tested 46 cases and noted the following errors.

- In seven cases, the Clerk failed to properly enter defendant court costs in the Financial Management System, causing a miscoding of payments totaling \$175.
- In one case involving a local violation, the Clerk failed to record the fine to the Locality. The Clerk incorrectly identified a charge against a defendant as a state violation rather than local resulting in a loss of revenue to the Locality totaling \$25.
- In two cases, the Clerk erroneously overcharged the defendants by \$10 in bad check fees.

We recommend the Clerk make the appropriate corrections to case paperwork. Further, we recommend the Clerk work with the Office of the Executive Secretary to receive training in the assessment of court costs.

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Properly Maintain Court Appointed Attorney Records

In 25 of 40 invoices tested, the Clerk did not obtain or maintain court-appointed attorney timesheets, list of allowances, or waivers as required by the Court-Appointed Counsel Guidelines and Procedures Manual. The timesheet provides a detailed accounting of the time spent on a case and justification for additional fees requested. We recommend the Clerk maintain records in accordance with the Court Appointed Counsel Guidelines and Procedures Manual.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK:clj

cc: The Honorable J. Stephen Buis, Judge
The Honorable Richard B. Campbell, Judge
The Honorable Marilyn C. Goss, Judge
Laura E. Gardner, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia