



Commonwealth of Virginia

Auditor of Public Accounts

Staci A. Henshaw, CPA
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

February 6, 2024

The Honorable Travis R. Williams
Chief Judge
County of Chesterfield Juvenile and Domestic Relations District Court

Audit Period: July 1, 2022, through June 30, 2023
Court System: County of Chesterfield
Judicial District: Twelfth

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 Bill and Collect Court Fines and Costs

Repeat: No

The Clerk and her staff did not properly bill and collect court fines and costs. In 16 of 77 cases tested (21%), we noted the following errors:

- The Clerk did not charge defendants in 11 cases a total of \$4,089 in court costs.
- The Clerk erroneously sent one attorney invoice for \$240 to the Commonwealth for payment instead of the locality.
- For one case, the Clerk did not certify costs totaling \$122 to the Circuit Court.
- The Clerk overcharged defendants in two cases a total of \$120 in court costs.

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- The Clerk miscoded in the financial system a fine of \$100 for one case as Commonwealth instead of local.

The Clerk should correct the specific cases noted above, seek additional training in the billing and collection of court fines and costs, and establish a system of review to minimize the likelihood of billing errors going undetected. In all cases, the Clerk should bill and collect court fines and costs in accordance with the Code of Virginia.

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

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

LJH: clj

cc: The Honorable Scott D. Landry, Judge
The Honorable Tara D. Hatcher, Judge
The Honorable J. David Rigler, Judge
The Honorable D. Gregory Carr, Judge
The Honorable Vanessa L. Jones, Judge
Jennifer Goga Nicely, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia