



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

January 30, 2023

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

Audit Period: July 1, 2021, through June 30, 2022
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 Bill and Collect Attorney Fees

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

The Clerk and her staff did not properly bill and collect court-appointed attorney fees. Attorneys appointed to represent defendants submit timesheets or invoices for payment of their services for each case. The Clerk's staff must review approved invoices and calculate the proper amounts to bill defendants. For six of 29 cases tested (21%) we noted errors. The Clerk did not charge defendants in five cases a total of \$1,010 in attorney fees and overcharged the defendant in one case by \$510.

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 court-appointed attorney fees in accordance with the Code of Virginia.

Deborah S. Tinsley, Chief Judge

January 30, 2023

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

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LH: clj

cc: The Honorable Barbara G. Lowe, Judge
The Honorable Gilbert H. Berger, Judge
The Honorable Arishini Pather, Judge
Stephanie Bunch, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia