



Commonwealth of Virginia

Auditor of Public Accounts

Staci A. Henshaw, CPA
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

April 7, 2022

The Honorable Correy R. Smith
Chief Judge
County of Augusta Juvenile and Domestic Relations District Court

Audit Period: July 1, 2020, through June 30, 2021
Court System: County of Augusta
Judicial District: Twenty-fifth

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 matters requiring management's attention and corrective action.

Request and Allocate Tax Set-Off Refunds

Repeat: Yes (first issued in fiscal year 2020)

The Clerk did not submit claims to the Virginia Department of Taxation (Taxation) for tax set-off of refunds for delinquent court fines and costs of \$416, resulting in a loss of revenue to the Commonwealth and locality. In addition, as of June 30, 2021, the Clerk was holding \$5,052 in tax refunds that should have been allocated to defendants' receivable accounts.

The Clerk should submit claims for tax refunds through Taxation's automated accounting system and, upon receipt of the funds, should immediately allocate the amounts to the defendants' accounts. The Clerk should use the tax set-off process as required by the Code of Virginia to maximize collections.

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 ten of 34 cases tested (29%), we noted the following errors.

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- The Clerk did not charge defendants in six cases a total of \$783 in fines and costs.
- In three cases, the Clerk did not certify to the Circuit Court costs of \$1,102.
- The Clerk overcharged a defendant in one case \$120 in costs.

The Clerk and her staff should correct the specific cases noted above, seek additional training in the billing and collection of 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 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

LH: clj

cc: The Honorable Susan Read, Judge
The Honorable Linda S. Jones, Judge
Teresa Smith, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia