



Commonwealth of Virginia

Walter J. Kucharski, Auditor

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

February 1, 2011

The Honorable Bonnie C. Davis
Chief Judge
County of Chesterfield Juvenile and Domestic Relations Court
P. O. Box 520
Chesterfield, VA 23832-0008

Audit Period: July 1, 2009 through June 30, 2010
Court System: County of Chesterfield
Judicial District: Twelfth

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 Bill Court Costs

In ten local cases tested, the Clerk did not properly bill the locality for the court appointed attorney fees, but billed the Commonwealth incorrectly, which paid \$840. Additionally, in one of these cases the Clerk incorrectly coded the court appointed attorney fees totaling \$120 as a state case instead of a local case. We recommend the Clerk bill the locality for the applicable court appointed attorney fees. The Clerk should bill and collect court appointed attorney fees as required by Section 19.2-163 of the Code of Virginia.

Properly Maintain Court Appointed Attorney Records

The Clerk did not properly maintain waivers, timesheets, and lists of allowances in eight of the 27 cases, we tested.

- We could not locate four waivers, six timesheets, and one list of allowance.
- For two lists of allowances and two waivers, the Clerk did not retain the copies having the Chief Judge's signature.

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We recommend the Clerk maintain records in accordance with the Court Appointed Counsel Guidelines & Procedures Manual.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK: clj

cc: The Honorable Lynn S. Brice, Judge
The Honorable D. Gregory Carr, Judge
The Honorable Jerry Hendrick, Jr., Judge
The Honorable Edward A. Robbins, Jr., Judge
Frank T. Mountford, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia