



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

July 24, 2019

The Honorable Sam Eggleston III
Chief Judge
County of Bedford General District Court
P. O. Box 514
Lovingston, VA 22949

Audit Period: July 1, 2017 through June 30, 2019
Court System: County of Bedford
Judicial District: Twenty-Fourth

We are performing a statewide audit of the General 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 certain matters that required management's attention and corrective action. These matters included:

Transfer Excess Credit Card Fees

Repeat: No

The Clerk did not transfer excess credit card surcharge fees of \$34,200 to the State Treasurer during the audit period. The courts collect a fee when defendants pay fines and costs with credit cards, which is meant to cover monthly credit card company surcharges. The financial accounting system user's guide requires clerks to maintain an average of three months of surcharge fees and transfer the excess funds to the Commonwealth. The Clerk should remit all excess credit card surcharge fees to the Commonwealth on a quarterly basis.

Properly Bill and Collect Court Costs

Repeat: No

The Clerk and her staff did not properly bill and collect court costs. In 74 cases tested, we noted the following errors.

The Honorable Sam Eggleston, III
July 24, 2019
Page Two

- In two cases, the defendants were overcharged \$770 in court costs.
- In seven cases, defendants were not charged \$317 in court costs.
- In four cases, court costs of \$420 were erroneously certified to the Circuit Court.
- In two cases, court costs of \$99 were not certified to the Circuit Court.

The Clerk and her staff should correct the specific cases noted above and institute a more diligent 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.

AUDITOR OF PUBLIC ACCOUNTS

MSM:vks

cc: The Honorable Randy C. Krantz, Judge
The Honorable Stephanie Maddox, Judge
Ashley Richards Schley, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia