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Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

May 4, 2017

The Honorable Deborah S. Tinsley
Chief Judge
County of Culpeper Juvenile and Domestic Relations District Court
P. O. Box 452
Louisa, VA 23093

Audit Period: July 1, 2015 through June 30, 2016
Court System: County of Culpeper
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 certain matters that required management's attention and corrective action. These matters included:

Properly Bill and Collect Court Costs

The Clerk and her staff did not properly bill and collect court costs. In 22 cases tested, we noted the following errors.

- In seven cases, defendants were not billed a total of \$629 in court costs, resulting in a loss of revenue to the Commonwealth and Locality.
- In one case, the defendant was overcharged \$25 in court costs.
- In two appealed cases, \$214 in court costs were not certified to the Circuit Court as required.

The Clerk and her staff should correct the specific cases noted above, 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 Code of Virginia.

Deborah S. Tinsley, Chief Judge
May 4, 2017
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We acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM:clj

cc: The Honorable Frank W. Somerville, Judge
The Honorable David Barredo, Judge
The Honorable Claude V. Worrell, II, Judge
Bethany McClanahan, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia