



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

July 10, 2024

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

Audit Period: July 1, 2022, through June 30, 2023
Court System: County of Botetourt
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 matter requiring management's attention and corrective action.

Properly Bill and Collect Court Costs

Repeat: No

The Clerk and her staff did not properly bill and collect court costs. In seven of 32 cases tested (22%), we noted the Clerk did not charge defendants a total of \$4,045 in court costs. The Clerk should correct the specific cases noted during the audit, seek additional training in the billing and collection of court 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.

The Clerk has taken corrective action to remediate the internal control finding that we reported in the previous audit.

Correy R. Smith, Chief Judge

July 10, 2024

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

Staci A. Henshaw
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LH: clj

cc: The Honorable Paul A. Tucker, Judge
Pamela Jarvis, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia