



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

December 29, 2016

The Honorable Robert H. Downer, Jr.
Chief Judge
City of Charlottesville General District Court
P. O. Box 2677
Charlottesville, VA 22902-2677

Audit Period: July 1, 2015 through June 30, 2016
Court System: City of Charlottesville
Judicial District: Sixteenth

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:

Properly Bill and Collect Attorney Fees

The Clerk and her staff did not properly bill and collect attorney fees. In six of 16 cases tested, the auditor noted the following errors.

- In two cases, the Clerk did not bill defendants correctly for court appointed attorney fees, resulting in a potential loss of \$650 to the Commonwealth.
- In two cases, the Clerk miscoded the public defender fees as state fees instead of local, resulting in a potential loss of \$142 to the Commonwealth.
- In two cases, the Clerk overcharged the defendants a total of \$187 in Public Defender fees.
- In one case, the Clerk incorrectly entered the charge as a local offense instead of state in the court's automated information system.

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The Clerk and her staff should correct the specific cases noted above and should 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.

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

AUDITOR OF PUBLIC ACCOUNTS

MSM: clj

cc: Mary Alice Trimble, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia