



Commonwealth of Virginia

Auditor of Public Accounts

Staci A. Henshaw, CPA
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

February 6, 2024

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

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

Request Tax Set-Off Refunds

Repeat: Yes (first issued in fiscal year 2020 as Request and Allocate Tax Set-Off Refunds)

The former Clerk did not submit claims to the Virginia Department of Taxation (Taxation) for tax setoff of refunds for delinquent court costs and fines totaling \$1,116, resulting in a loss of revenue to the Commonwealth and locality. A court must submit claims for set-off of tax refunds through Taxation's automated accounting system. The Clerk should use the tax refund set-off process to maximize collections as required by the Code of Virginia.

Properly Bill and Collect Court Costs

Repeat: Yes (first issued in fiscal year 2021 as Properly Bill and Collect Court Fines and Costs)

The Clerk and her staff did not properly bill and collect court costs. In seven of 43 cases tested (16%), we noted the following errors.

- In two cases, the Clerk overcharged defendants a total of \$208 in court costs.
- The Clerk did not charge defendants in three cases a total of \$861 in court costs.

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- In two cases, the Clerk did not certify court costs of \$1,100 to the circuit court.

The Clerk should correct the specific cases noted above, seek additional training in the billing and collection of court fines and 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 fines and costs in accordance with the Code of Virginia.

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

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

LJH:vks

cc: The Honorable Susan Read, Judge
The Honorable Linda S. Jones, Judge
Callie K. Bailey, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia