



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

February 1, 2019

The Honorable Wade A. Bowie
Chief Judge
County of York Juvenile and Domestic Relations District Court
P. O. Box 357
Yorktown, VA 23690-0357

Audit Period: July 1, 2017 through June 30, 2018
Court System: County of York
Judicial District: Ninth

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

Repeat: No

The Clerk and her staff did not properly bill and collect court costs. In 33 cases tested, we noted the following errors.

- In six cases, defendants were overcharged \$543 in court costs.
- In five cases, defendants were not charged court costs totaling \$416.

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.

Wade A. Bowie, Chief Judge

February 1, 2019

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Properly Review Waivers

Repeat: No

The Clerk did not properly review supporting documentation for attorney payments. Court appointed attorneys may request additional payment in excess of the statutory cap by submitting detailed waiver applications for approval by the Chief and Presiding Judges. In two of nine attorney invoices tested, the Chief Judge did not approve the additional waiver amount, resulting in overpayments to attorneys of \$1,413.

The Clerk should carefully review supporting documentation for court appointed attorney payments to ensure that amounts submitted for payment agree to the approved waiver and attorneys are not paid more than the approved amount.

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

AUDITOR OF PUBLIC ACCOUNTS

MSM: clj

cc: The Honorable Cressondra B. Conyers, Judge
The Honorable George C. Fairbanks IV, Judge
Margienette J. Whitfield, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia