



# Commonwealth of Virginia

## *Auditor of Public Accounts*

Walter J. Kucharski  
Auditor of Public Accounts

P.O. Box 1295  
Richmond, Virginia 23218

February 13, 2012

The Honorable Joseph M. Clarke, II  
Chief Judge  
City of Roanoke Juvenile  
and Domestic Relations District Court  
P. O. Box 986  
Roanoke, VA 24005

Audit Period: July 1, 2010 through June 30, 2011  
Court System: City of Roanoke  
Judicial District: Twenty-third

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

In 10 of 41 cases tested, the Clerk did not bill the defendants for court-appointed attorney fees of \$981 and fixed misdemeanor fees of \$20. The Clerk should correct these specific cases. The Clerk should work with his staff to ensure they understand the billing and collecting requirements when the court hears cases involving court-appointed attorneys and public defenders and, if necessary, request additional training from the Office of the Executive Secretary of the Supreme Court of Virginia.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK: alh

cc: The Honorable Joseph P. Bounds, Judge  
The Honorable John B. Ferguson, Judge  
David Carl Wells, Clerk  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia