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Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

December 15, 2017

The Honorable Onzlee Ware
Chief Judge
City of Roanoke Juvenile and Domestic Relations District Court
315 W. Church Ave. S.W. 1st Floor
Roanoke, VA 24016

Audit Period: July 1, 2016 through June 30, 2017
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

Repeat: No

The Clerk and her staff did not properly bill and collect court costs. In 15 cases tested, we noted the following errors.

- In six cases, the defendants were not billed for \$922 in court costs.
- In seven cases, defendants were overcharged a total of \$841 in court costs.
- In one appealed case, court costs totaling \$96 were not certified to the Circuit Court.
- In one appealed case, court costs of \$96 were incorrectly certified to the Circuit Court.

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The Clerk and her staff should correct the specific cases noted above and institute a more diligent 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.

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 Frank W. Rogers III, Judge
The Honorable John Weber, III, Judge
Carolyn W. Robbins, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia