



Martha S. Mavredes, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

## *Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

June 9, 2016

The Honorable Frank Somerville  
Chief Judge  
City of Charlottesville Juvenile and Domestic Relations District Court  
135 West Cameron Street  
Culpeper, VA 22701

Audit Period: July 1, 2014 through June 30, 2015  
Court System: City of Charlottesville  
Judicial District: Sixteenth

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 (new finding)**

The Clerk and her staff did not properly bill and collect court costs resulting in a loss of revenue to the Commonwealth and locality. In 15 of 26 cases tested, the auditor noted the following errors.

- In three cases, the Clerk did not bill defendants for court appointed attorney fees of \$495, resulting in a loss to the Commonwealth.
- In 12 cases, the Clerk did not properly bill the defendants for costs resulting in a loss to the state of \$806, loss to the locality of \$39 and erroneous assessments to defendants of \$788.

The Clerk should correct these specific cases noted above. Further, the Clerk should work with her staff to ensure they understand the billing and collection requirements and, if necessary, request additional training from the Office of the Executive Secretary of the Supreme Court of Virginia.

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

AUDITOR OF PUBLIC ACCOUNTS

MSM: clj

cc: The Honorable Edward DeJ. Berry, Judge  
Jody Shelley, Clerk  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia