



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

January 13, 2022

The Honorable Calvin S. Spencer, Jr.
Chief Judge
County of Charlotte General District Court

Audit Period: July 1, 2020, through June 30, 2021
Court System: County of Charlotte
Judicial District: Tenth

We are performing a statewide audit of the General 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.

Properly Bill and Collect Court Fines and Costs

Repeat: No

The Clerk and her staff did not properly bill and collect court fines and costs. In seven of 27 cases tested (26%), we noted the following errors.

- The Clerk did not charge defendants in five cases for \$1,121 in court costs and \$72 in fines.
- In two cases, the Clerk overcharged defendants for court costs by \$240.

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 fines and costs in accordance with the Code of Virginia.

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Request Tax Set-Off Refunds

Repeat: No

The Clerk did not submit claims to the Virginia Department of Taxation (Taxation) for tax setoff of refunds for delinquent court costs and fines totaling \$536, 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.

Retain Voided Receipts

Repeat: No

The Clerk did not retain all copies of the receipt for one of two voided receipts tested. Voided transactions pose an increased risk for fraudulent activity and, as such, must be monitored and controlled closely. The Clerk should retain all copies of voided receipts as required by the Financial Accounting System User's Guide. If all copies of the receipt are not available, the Clerk should correct receipting errors by other means.

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 Darrel W. Puckett, Judge
Sabrina Herzig Powell, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia