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Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

June 23, 2015

The Honorable Birdie Hairston Jamison
Chief Judge
City of Richmond – Manchester General District Court
920 Hull Street
Richmond, VA 23224

Audit Period: July 1, 2013 through June 30, 2014
Court System: City of Richmond – Manchester
Judicial District: Thirteenth

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 certain matters that required management's attention and corrective action. These matters included:

Properly Bill and Collect Court Costs – Repeat Finding

The Clerk and her staff did not properly bill and collect costs, resulting in a loss of revenue to the Commonwealth. In 10 of 20 cases tested, the auditor noted the following errors.

- In nine local cases, the clerk and her staff did not bill the locality for public defender fees as required by Section 19.2-163 of the Code of Virginia, resulting in a loss of \$892 to the Commonwealth.
- The Clerk and her staff improperly classified a state case as local, resulting in a loss of revenue to the Commonwealth of \$220.

The Clerk should work with her staff to ensure they understand the billing and collecting requirements and, if necessary, request additional training from the Office of the Executive Secretary

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of the Supreme Court of Virginia. In addition, the Clerk should institute a review process to ensure staff are properly calculating and billing costs.

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

AUDITOR OF PUBLIC ACCOUNTS

MSM:alh

cc: The Honorable Phillip L. Hairston, Judge
The Honorable Lawrence B. Cann, Judge
The Honorable Barbara J. Gaden, Judge
The Honorable David E. Cheek Sr., Judge
The Honorable Tracy W. Thorne-Begland, Judge
Bonnie C. Pridemore, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia