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Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

December 14, 2017

The Honorable Deborah S. Tinsley
Chief Judge
City of Charlottesville Juvenile and Domestic Relations District Court
135 West Cameron Street
Culpeper, VA 22701

Audit Period: July 1, 2016 through June 30, 2017
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 Fines and Costs

Repeat: Yes

The former Clerk did not properly bill and collect court fines and costs. In 16 cases tested, we noted the following errors.

- In four cases, defendants were not charged for a total of \$676 in fines and costs.
- In three cases, defendants were overcharged \$205 in costs.

The new Clerk 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 costs in accordance with Code of Virginia.

Deborah S. Tinsley, Chief Judge
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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 Claude V. Worrell, Judge
Stephanie M. Lawson, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia