



Martha S. Mavredes, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

March 19, 2018

The Honorable Robert G. MacDonald  
Chief Judge  
City of Chesapeake General District Court  
307 Albemarle Drive  
Chesapeake, VA 23322

Audit Period: July 1, 2016 through June 30, 2017  
Court System: City of Chesapeake  
Judicial District: First

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 Assess Attorney Costs**

Repeat: No

The former Clerk did not have sufficient procedures in place to properly assess court-appointed attorney fees. In 45 cases tested, attorney fees were improperly assessed on two felony cases, not certified on four appealed cases, miscoded on one case, and allowable expenses not assessed on two cases, resulting in a total loss to the Commonwealth of \$1,259.

The current Clerk should correct the cases noted above and should establish a system of review to ensure all costs are properly assessed.

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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:alh

cc: The Honorable Philip J. Infantino III, Judge  
The Honorable Michael R. Katchmark, Judge  
The Honorable Stephen J. Telfeyan, Judge  
Barbara C. Shaw, Clerk  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia