



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

June 13, 2019

The Honorable William H. Cleaveland
Chief Judge
County of Botetourt General District Court
P. O. Box 858
Fincastle, VA 24090

The Honorable Laura L. Dascher
Chief Judge
County of Botetourt Juvenile and Domestic Relations District Court
20 South Randolph St., Suite 201
Lexington, VA 24450

Audit Period: July 1, 2017 through June 30, 2018
Court System: County of Botetourt
Judicial District: Twenty-Fifth

We are performing a statewide audit of the Combined 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: No

The former Clerk and her staff did not properly bill and collect court costs. In 37 cases tested, we noted the following errors.

- In five cases, defendants were not charged \$915 in court costs.

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- In three cases, defendants were overcharged \$318 in court costs.
- In two local cases, the Commonwealth, rather than the locality, was billed for \$232 in court appointed attorney fees.
- In one case, the court appointed attorney fee of \$140 was miscoded as local rather than Commonwealth.
- In one case, the court did not send a court appointed attorney bill of \$120 to the locality for processing.

The current Clerk and her staff should correct the specific cases noted above and institute a more diligent 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 the Code of Virginia.

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 Paul A. Tucker, Judge
Donna K. Boothe, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia