Commonwealth of Virginia

Auditor of Public Accounts

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Auditor of Public Accounts

P.O. Box 1295
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August 31, 2026

The Honorable Deanna Stone
Chief Judge
City of Danville Juvenile and Domestic Relations District Court

Review Period: July 1, 2024, through June 30, 2025
Court System: City of Danville
Judicial District: Twenty-second

We have reviewed the financial operations for the Juvenile and Domestic Relations District Court Clerk's office for the City of Danville for the period noted above. Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial accounting system; evaluate and test the Clerk's internal controls; and test the Clerk's compliance with significant state laws, regulations, and policies related to financial operations.

Annually, we use a risk-based approach to perform either a comprehensive or limited control review for each of the Commonwealth's district courts. A comprehensive review involves procedures designed to review, in detail, areas such as receipts, disbursements, system access security, accounts receivable, and liability management. A limited control review involves the evaluation of the Clerk's responses to an internal control questionnaire; general ledger, system access, and reconciliation review; evaluation of significant variances in collections from the prior year; and some limited procedures related to the assessment of fines and collection of receivables. We perform limited control reviews on courts that we consider to be low risk based on the results of previous reviews and an overall assessment of the individual court environment, with no more than two consecutive limited control reviews in a three-year period. For this locality, we performed a comprehensive review for the year ended June 30, 2025.

Management is responsible for establishing and maintaining internal controls and complying with applicable laws and regulations. Internal control is a process designed to provide reasonable, but not absolute, assurance regarding the reliability of financial information, effectiveness and efficiency of financial operations, and compliance with applicable laws and regulations. Deficiencies in internal controls could lead to noncompliance with laws and regulations, the loss of assets or revenues, or otherwise compromise the Clerk's fiscal accountability. It is our responsibility to perform procedures to the extent necessary to satisfy the objectives of this engagement.

We noted the following matters involving internal control and its operation that have led or could lead to noncompliance with laws and regulations, the loss of assets or revenues, or otherwise compromise the Clerk's fiscal accountability.

Properly Assess and Bill Court Costs
Repeat: No

The Clerk and her staff did not properly assess and bill court costs. In 12 of 44 (27%) cases tested, we noted the following errors.

- In four cases, the Clerk overcharged defendants a total of $752 in court costs.
- The Clerk did not charge defendants in four cases a total of $294 in court costs.
- For three cases, the Clerk incorrectly certified costs totaling $401 to the Circuit Court and did not certify $120 in costs for a fourth case.

The amounts above are based on actual errors noted within our sample of court transactions, the impact of which we did not project to all transactions of the court. The Clerk and the Clerk's staff should correct the specific cases noted above, seek additional training in the assessment and billing of court costs, and establish a system of review to minimize the likelihood of billing errors going undetected. In all cases, the Clerk should assess and bill court costs in accordance with the Code of Virginia.

Promptly Deposit Collections
Repeat: No

The Clerk did not promptly deposit court collections for 11 of 38 (29%) days tested during the audit period, noting a one-day delay. Delaying bank deposits increases the risk of loss of funds and has the potential to delay the remittance of state and local funds. The Clerk should make bank deposits daily as required by the Financial Accounting System User's Guide.

Update Individual Receivable Accounts Status
Repeat: No

The Clerk and her staff do not monitor and resolve accounts listed on the Individual Receivable Account Status Report. The Clerk delayed refunding overpayments to three defendants for up to ten months. The Clerk should review the Individual Receivable Account Status Report daily and take appropriate action as needed.

We acknowledge the cooperation extended to us by the Clerk and the Clerk's staff during this engagement.

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

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cc: The Honorable Claudette Robertson, Judge
Tammy White, Clerk
Paul DeLosh, Director of Judicial Services
Supreme Court of Virginia