



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

March 14, 2024

The Honorable Deborah S. Tinsley
Chief Judge
City of Charlottesville Juvenile and Domestic Relations District Court

Audit Period: July 1, 2022, through June 30, 2023
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 the following matter requiring management's attention and corrective action.

Properly Bill and Collect Court Costs

Repeat: Yes (first issued in fiscal year 2021)

The Clerk did not properly bill and collect court costs. In five of 32 cases tested (16%), we noted the following errors.

- The Clerk did not charge defendants in four cases a total of \$559 in court costs.
- In one case, the Clerk did not bill the locality for \$120 in public defender fees.

The Clerk should correct the specific cases noted above, seek additional training in the billing and collection of court fines and costs, and establish a system of review to minimize the likelihood of billing errors going undetected. In all cases, the Clerk should bill and collect court fines and costs in accordance with the Code of Virginia.

Deborah S. Tinsley, Chief Judge

March 14, 2024

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

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LJH: clj

cc: The Honorable Barbara G. Lowe, Judge
Stephanie Bunch, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia