



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

March 9, 2022

The Honorable Brooke Taylor Willse Gaddy
Chief Judge
City of Lynchburg Juvenile and Domestic Relations District Court

Audit Period: July 1, 2020, through June 30, 2021
Court System: City of Lynchburg
Judicial District: Twenty-Fourth

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 matters requiring management's attention and corrective action.

Properly Bill and Collect Court Fines and Costs

Repeat: Yes (first issued in fiscal year 2018 as Properly Bill and Collect Court Costs)

The Clerk and her staff did not properly bill and collect court fines and costs. In six of 35 cases tested (17%), we noted the following errors.

- The Clerk did not charge the defendant in one case for \$131 in court costs.
- In one case, the Clerk overcharged the defendant by \$120 in court costs.
- The Clerk miscoded in the financial system a fine of \$100 as Commonwealth instead of local.
- For three cases, the Clerk did not certify \$30 in court costs to the Circuit Court and erroneously certified \$60.

The Clerk and her staff 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 fines and costs in accordance with the Code of Virginia.

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Retain Voided Receipts

Repeat: No

For one of two voided receipts tested (50%), the Clerk did not retain all copies of the receipt. Voided transactions pose an increased risk for fraudulent activity and, as such, must be monitored and controlled closely. The Clerk should not void receipts without maintaining all copies of the receipt. Additionally, the Clerk should ensure the staff are properly trained to perform appropriate journal entries rather than unnecessarily voiding receipts.

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

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

LJH:vks

cc: The Honorable H. Cary Payne, Judge
Victoria Baez, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia