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Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

July 19, 2016

The Honorable A. Ellen White
Chief Judge
County of Campbell Juvenile and Domestic Relations District Court
P. O. Box 220
Rustburg, VA 24588

Audit Period: July 1, 2014 through June 30, 2015
Court System: County of Campbell
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 certain matters that required management's attention and corrective action. These matters included:

Properly Bill and Collect Court Costs

The Clerk and her staff did not properly bill and collect court costs. In ten of 15 cases tested, we noted the following errors.

- In eight cases, the defendants were not billed \$748 in court costs.
- In one case, the defendant was overcharged \$270 in court costs.
- In one appealed case, court costs totaling \$158 were not certified to the Circuit Court, resulting in a potential loss of revenue to the Commonwealth and the locality.

The 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.

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We acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM: clj

cc: The Honorable Mary Driskill, Judge
Deborah S. Martin, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia