



Commonwealth of Virginia

Auditor of Public Accounts
P.O. Box 1295
Richmond, Virginia 23218

Walter J. Kucharski, Auditor

February 22, 2010

The Honorable Philip V. Daffron
Chief Judge
City of Colonial Heights General District Court
P. O. Box 144
Chesterfield, VA 23832

The Honorable Edward A. Robbins Jr.
Chief Judge
City of Colonial Heights Juvenile and Domestic Relations District Court
P. O. Box 520
Chesterfield, VA 23832

Audit Period: July 1, 2008 through June 30, 2009
Court System: City of Colonial Heights
Judicial District: Twelfth

We are performing a statewide audit of the Combined General 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:

During the audit period, the Supreme Court of Virginia had no formal guidance regarding approval of Clerk's leave submitted to the electronic leave reporting system. The Supreme Court of Virginia has since issued interim guidance regarding the implementation of internal controls over this process, and this court promptly implemented those controls.

Properly Record Fines and Fees

The Clerk did not properly record fines and fees in the court's automated financial system as required by the Code of Virginia. We noted the following.

- In two of ten cases tested, the Clerk incorrectly recorded fines totaling \$1,000 as a local charge rather than a state charge.

The Honorable Philip V. Daffron, Chief Judge
The Honorable Edward A. Robbins Jr., Chief Judge
February 22, 2010
Page Two

- In four of five traffic cases tested, the Clerk failed to properly record and collect processing fees totaling \$234.
- In one of ten cases tested, the Clerk incorrectly billed the city for the court appointed attorney fees involving a state charge.

We recommend the Clerk research all similar cases and make the appropriate corrections to case paperwork. Further, we recommend the Clerk discuss these errors with her staff and provide guidance and oversight when needed.

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

AUDITOR OF PUBLIC ACCOUNTS

WJK:clj

cc: The Honorable Thomas L. Vaughn, Judge
The Honorable Pamela O. Evans, Judge
The Honorable Jerry Hendrick Jr., Judge
Donna D. Slade, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia