



# Commonwealth of Virginia

## Auditor of Public Accounts

Walter J. Kucharski  
Auditor of Public Accounts

P.O. Box 1295  
Richmond, Virginia 23218

February 13, 2012

The Honorable Gene A. Woolard  
Chief Judge  
City of Virginia Beach General District Court  
2425 Nimmo Parkway  
Virginia Beach, VA 23456

Audit Period: July 1, 2010 through June 30, 2011  
Court System: City of Virginia Beach  
Judicial District: Second

We are performing a statewide audit of the 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:

### Properly Record and Collect Court Costs

In our sample of 47 cases, there were errors in eight cases as shown below.

- In two cases, the Clerk did not charge defendant for mental evaluation fees, resulting in a loss to the Commonwealth of \$1500.
- In three cases, the Clerk undercharged defendants for court-appointed attorney fees, resulting in a loss to the Commonwealth of \$679.
- In two cases, the Clerk overcharged defendants for public defender fees, resulting in a gain to the Commonwealth of \$41.
- In one case, the Clerk did not charge the defendant for miscellaneous fees including the "Fixed Misdemeanor Infraction Fee," "Courthouse Security Fee," "Internet Crimes Against Children Fee," and "Local Justice Training Academy Fee," resulting in a loss to the Commonwealth of \$71 and to the locality of \$15.

We recommend the Clerk research all similar cases to make the appropriate corrections to case paperwork and where possible properly remit the collection to the appropriate party.

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

AUDITOR OF PUBLIC ACCOUNTS

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cc: The Honorable Calvin R. Depew, Jr., Judge  
The Honorable Steven C. Frucci, Judge  
The Honorable Teresa N. Hammons, Judge  
The Honorable Pamela E. Hutchens, Judge  
Andre Mayfield, Clerk  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia