

**THE CLERK OF THE  
JUVENILE AND DOMESTIC RELATIONS COURT  
FOR THE  
CITY OF NEWPORT NEWS**

**REPORT ON AUDIT  
FOR THE PERIOD  
JULY 1, 2007 THROUGH DECEMBER 31, 2008**





# Commonwealth of Virginia

**Walter J. Kucharski, Auditor**

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

March 13, 2009

The Honorable Barry G. Logsdon  
Chief Judge  
City of Newport News Juvenile and  
Domestic Relations District Court  
2501 Huntington Avenue  
Newport News, VA 23607-4498

Audit Period: July 1, 2007 through December 31, 2008  
Court System: City of Newport News

We have audited the cash receipts and disbursements of the Clerk of the Juvenile and Domestic Relations Court for this locality. Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial management system; evaluate the Court's internal controls; and test its compliance with significant state laws, regulations, and policies.

## Management's Responsibility

Court management has responsibility for establishing and maintaining internal controls and complying with applicable laws and regulations. Internal control is a process designed to provide reasonable, but not absolute, assurance regarding the reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations. Deficiencies in internal controls could possibly lead to the loss of revenues or assets, or otherwise compromise fiscal accountability.

## Financial Matters

We noted instances of improper recording and reporting of financial transactions in the Court's financial management system.

## Internal Controls

We noted matters involving internal control and its operation necessary to bring to Court management's attention.

## Compliance

The results of our tests of compliance with applicable laws and regulations disclosed no instances of noncompliance in the Court that are required to be reported.

We acknowledge the cooperation extended to us by the Court during this engagement. The issues identified above are discussed in the section titled Comments to Management.

AUDITOR OF PUBLIC ACCOUNTS

WJK:kstl

cc: The Honorable Ronald E. Bensten, Judge  
The Honorable Judith A. Kline, Judge  
The Honorable Thomas W. Carpenter, Judge  
Patsy A. Ewell, Clerk  
Paul DeLosh, Director of Judicial Services  
Supreme Court of Virginia

## COMMENTS TO MANAGEMENT

### Internal Controls

We noted the following matter involving internal control and its operation that could lead to the loss of revenues, assets, or otherwise compromise the Clerk's fiscal accountability.

### Properly Allocate Collections by Reviewing Accounting Records

The Clerk did not properly allocate \$783 of delinquent fines and fees collections for 18 months, because the Clerk is not effectively reviewing the daily accounting records. Although the Clerk properly receipted the Tax Set Off funds upon receipt; the Clerk did not properly prepare the journal vouchers allocating the funds to the individual accounts, therefore the defendants received no credit for the payments and the Commonwealth did not receive its share of the revenues.

Timely allocation of collections and payment to the Commonwealth occur when the Clerk does a detailed review of automated accounting records necessary to identify and correct errors, to determine staff has performed their duties properly, and to ensure the clerk's office performs appropriate procedures for the public. The Clerk should implement review control procedures to ensure all assets and liabilities are properly processed and recorded.