



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

January 14, 2022

The Honorable Jason Rucker
Chief Judge
City of Falls Church General District Court

The Honorable Robin L. Robb
Chief Judge
City of Falls Church Juvenile and Domestic Relations District Court

Audit Period: July 1, 2020, through June 30, 2021
Court System: City of Falls Church
Judicial District: Seventeenth

We are performing a statewide audit of the Combined 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 matter requiring management's attention and corrective action.

Properly Bill and Collect Court Fines and Costs

Repeat: No

The former Clerk and his staff did not properly bill and collect court fines and costs. In five of 32 cases tested (16%), we noted the following errors:

- In one case, the former Clerk miscoded a fine of \$1,000 in the financial system as local instead of Commonwealth.
- In four cases, the former Clerk did not charge defendants a total of \$480 in attorney fees.

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The current 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 fines and costs in accordance with the Code of Virginia.

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

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

LJH: clj

cc: The Honorable Daniel T Lopez, Judge
The Honorable R. Frances O'Brien, Judge
Shana Gooden, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia