



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

February 16, 2022

The Honorable Robin Robb
Chief Judge
County of Arlington Juvenile and Domestic Relations District Court

Audit Period: July 1, 2020, through June 30, 2021
Court System: County of Arlington
Judicial District: Seventeenth

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 the following matter requiring management's attention and corrective action.

Properly Bill and Collect Court Fines and Costs

Repeat: Yes (first issued for fiscal year 2019)

The Clerk and her staff did not properly bill and collect court fines and costs. In ten of 25 cases tested (40%), we noted the following errors:

- For four cases, the Clerk did not charge defendants a total of \$1,286.
- The Clerk did not bill the locality for a total of \$600 in public defender fees for five cases.
- In one case, the Clerk overcharged the defendant \$58.

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 Clerk and her staff during this engagement.

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cc: Ronikka Lartey, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia