



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

March 21, 2025

The Honorable Michael J. Holleran
Chief Judge
County of Fairfax General District Court

Audit Period: July 1, 2023, through June 30, 2024
Court System: County of Fairfax
Judicial District: Nineteenth

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

Properly Assess and Bill Court Fines and Costs

Repeat: No

The Clerk and the Clerk's staff did not properly assess and bill court fines and costs. In 14 of 50 (28%) cases tested, we noted the following errors.

- For four cases, the Clerk miscoded in the financial system a total of \$1,130 in fines and costs.
- The Clerk did not assess defendants in nine cases a total of \$1,063 in costs.
- In one local case, the Clerk did not bill the locality for attorney fees of \$120, and in another, the Clerk erroneously sent the attorney invoice of \$120 to the Commonwealth for payment instead of the locality.
- The Clerk erroneously sent the attorney invoice for one case to both the Commonwealth and locality for payment resulting in a loss to the Commonwealth and an overpayment to the attorney of \$120.

Michael J. Holleran, Chief Judge

March 21, 2025

Page Two

The amounts above are based on actual errors noted within our sample of court transactions, the impact of which we did not project to all transactions of the court. The Clerk should correct the specific cases noted above, seek additional training in the assessment and billing of court fines and costs, and establish a system of review to minimize the likelihood of errors going undetected. In all cases, the Clerk should assess and bill court fines and costs in accordance with the Code of Virginia.

We acknowledge the cooperation extended to us by the Clerk and the Clerk's staff during this engagement.

Staci A. Henshaw

AUDITOR OF PUBLIC ACCOUNTS

LJH/vks

cc: The Honorable Todd M. Zinicola, Judge
The Honorable Tina L. Snee, Judge
The Honorable Gary H. Moliken, Judge
The Honorable Susan Friedlander Earman, Judge
The Honorable Susan J. Stoney, Judge
The Honorable Michael J. Lindner, Judge
The Honorable John A. Kassabian, Judge
The Honorable Dipti Pidikiti-Smith, Judge
The Honorable Vanessa R. Jordan, Judge
The Honorable Anthony H. Nourse, Judge
The Honorable Robert V. Bryan, Jr., Judge
Susan Madsen, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia