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Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

April 1, 2018

The Honorable Lisa M. Baird
Chief Judge
County of Prince William Juvenile and Domestic Relations District Court
9311 Lee Avenue
Manassas, VA 20110

Audit Period: July 1, 2016 through June 30, 2017
Court System: County of Prince William
Judicial District: Thirty-First

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 certain matters that required management's attention and corrective action. These matters included:

Properly Bill and Collect Court Fines and Costs

Repeat: No

The former Clerk did not properly bill and collect court fines and costs. In 41 cases tested, we noted the following errors.

- In eight cases, defendants were not charged fines and costs totaling \$3,016.
- In four cases, defendants were over charged a total of \$480 in court costs.

The Clerk should correct the specific cases noted above and should establish a 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 Code of Virginia.

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

AUDITOR OF PUBLIC ACCOUNTS

MSM:alh

cc: The Honorable George M. Depolo, Judge
The Honorable Janice J. Wellington, Judge
The Honorable D. Scott Bailey, Judge
Monica J. Burnett, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia