



Martha S. Mavredes, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

May 30, 2017

The Honorable R. Frances O'Brien  
Chief Judge  
City of Falls Church General District Court  
1425 North Courthouse Road  
Arlington, VA 22201

The Honorable George Varoutsos  
Chief Judge  
City of Falls Church Juvenile and Domestic Relations District Court  
1425 N. Courthouse Road  
Arlington, VA 22201

Audit Period: July 1, 2015 through June 30, 2016  
Court System: City of Falls Church  
Judicial District: Seventeenth

We are performing a statewide audit of the Combined 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 certain matters that required management's attention and corrective action. These matters included:

### **Properly Bill and Collect Court Costs (Repeat)**

The Clerk and her staff did not properly bill and collect court costs. In 22 of 40 cases tested, we noted the following errors.

- In eight cases, defendants were not billed court costs totaling \$503.
- In 12 cases, defendants were overcharged a total of \$1,049 in court costs.

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- In five cases, the locality was not billed for \$533 in attorney fees.
- In five appealed cases, \$430 in court costs were not certified to the Circuit Court as required.

The Clerk and her staff should correct the specific cases noted above, and 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.

We acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM:alh

cc: The Honorable Thomas J. Kelley, Jr., Judge  
The Honorable Richard J. McCue, Judge  
The Honorable Robin L. Robb, Judge  
Lekha L. Lamma, Clerk  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia