



Commonwealth of Virginia

Auditor of Public Accounts

Staci A. Henshaw, CPA
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

January 26, 2022

The Honorable Pamela Brooks
Chief Judge
County of Fauquier Juvenile and Domestic Relations District Court

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

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 to former Clerk for fiscal year 2020 as Properly Bill and Collect Court Costs. New finding for current Clerk.)

The Clerk and her staff did not properly bill and collect court fines and costs. In seven of 23 cases tested (30%), we noted the following errors:

- In one case, the Clerk miscoded a fine of \$250 in the financial system as local instead of Commonwealth.
- In three cases, the Clerk did not charge defendants for \$150 in fines and costs.
- The Clerk overcharged defendants in five cases totaling \$343.

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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.

The Clerk has taken adequate corrective action with respect to the internal control finding reported in the prior year that is not repeated in this report.

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

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

LH: clj

cc: The Honorable Melissa N. Cupp, Judge
Ashley Settle, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia