



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

February 20, 2020

The Honorable Helen Jan Roltsch-Anoll
Chief Judge
County of Prince William Juvenile and Domestic Relations District Court

Audit Period: July 1, 2018 through June 30, 2019
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:

Bill Locality for Attorney Fees

Repeat: No

The Clerk does not have procedures for billing the locality for court-appointed attorney and public defender fees. When a public defender or court appointed attorney represents a defendant charged with a local offense, the Clerk is required to bill the locality for reimbursement to the Commonwealth. In eleven of nineteen cases tested, the Clerk did not bill the locality for court-appointed attorney fees, resulting in a loss of \$1,320 to the Commonwealth.

The Clerk should establish appropriate procedures to ensure that the locality is billed, when applicable, for public defender and court appointed attorney fees.

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