



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

July 08, 2016

The Honorable Richard J. McCue
Chief Judge
City of Falls Church General District Court
1425 N. 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, 2014 through June 30, 2015
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 six of 35 cases tested, we noted the following errors.

- In three cases defendants were overcharged a total of \$105 in attorney fees.
- In two cases, the locality was overbilled \$60 for public defender fees.
- In three appealed case, costs in the amount of \$378 were not certified to the Circuit Court as required.

The Honorable Richard J. McCue, Chief Judge
The Honorable George Varoutsos, Chief Judge
July 08, 2016
Page Two

The Clerk and her staff 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.

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

AUDITOR OF PUBLIC ACCOUNTS

MSM: clj

cc: The Honorable Thomas J. Kelley, Jr., Judge
The Honorable Frances O'Brien, Judge
The Honorable Robin L. Robb, Judge
Lekha L. Varghese, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia