



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

January 13, 2021

The Honorable Robin Robb
Chief Judge
County of Arlington Juvenile and Domestic Relations District Court

Audit Period: July 1, 2019, through June 30, 2020
Court System: County of Arlington
Judicial District: Seventeenth

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 include the following:

Properly Bill and Collect Court Fines and Costs

Repeat: Yes (first issued for fiscal year 2019)

The Clerk and her staff did not properly bill and collect court fines and costs. In 25 cases tested, we noted the following errors.

- The Clerk did not assess fines and costs totaling \$797 in three cases.
- In four cases, the Clerk did not bill the locality for \$480 in attorney fees.
- Defendants in two cases were overcharged costs of \$191.

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 the Code of Virginia.

The Honorable Robin Robb
January 13, 2021
Page Two

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

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

SAH:vks

cc: The Honorable George Varoutsos, Judge
Ronikka Lartey, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia