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Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

December 14, 2016

The Honorable Onzlee Ware  
Chief Judge  
City of Roanoke Juvenile and Domestic Relations District Court  
315 W. Church Ave. S.W. 1st Floor  
Roanoke, VA 24016

Audit Period: July 1, 2015 through June 30, 2016  
Court System: City of Roanoke  
Judicial District: Twenty-third

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:

## **Promptly Deposit Collections**

The Clerk did not promptly deposit court collections. In seven of 26 days tested, collections were held for up to three days before being deposited. Delaying bank deposits increases the risk of loss of funds. The Clerk should make bank deposits daily as required by the Financial Management System User's Guide.

## **Promptly Delete System Access**

The Clerk did not delete system access for four former court service unit employees for up to five months following the employees' last day of work. Having unauthorized individuals with access to the court's automated information system could compromise the integrity of the system and the data it contains. In addition, it is critical that only authorized individuals have access to the confidential information in the court's automated information system. The Clerk is responsible for granting, changing, and terminating access to the court's automated information system and should

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promptly delete an employee's access to the automated system when that employee resigns or is terminated.

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

AUDITOR OF PUBLIC ACCOUNTS

MSM:alh

cc: The Honorable Frank W. Rogers, III, Judge  
The Honorable John Weber, III, Judge  
Carolyn W. Robbins, Clerk  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia