



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

January 16, 2019

The Honorable Jan Roltsch-Anoll
Chief Judge
County of Prince William Juvenile and Domestic Relations District Court
9311 Lee Avenue
Manassas, VA 20110

Audit Period: July 1, 2017 through June 30, 2018
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:

Properly Bill and Collect Court Fines and Costs

Repeat: Yes (first issued in 2018)

The former Clerk did not properly bill and collect court fines and costs. In 55 cases tested, we noted the following errors.

- In eight cases, defendants were not charged fines and costs totaling \$4,590.
- In one case, the defendant was overcharged \$325 in costs.

The current Clerk 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 current Clerk should bill and collect court fines and costs in accordance with Code of Virginia.

The Honorable Jan Roltsch-Anoll

January 16, 2019

Page 2

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

AUDITOR OF PUBLIC ACCOUNTS

MSM:vks

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