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Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
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March 25, 2022

The Honorable Robert P. Coleman
Chief Judge
County of Prince William General District Court

Audit Period: July 1, 2020, through June 30, 2021
Court System: County of Prince William
Judicial District: Thirty-First

We are performing a statewide audit of the 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 the following matter requiring management's attention and corrective action.

Properly Bill and Collect Court Fines and Costs

Repeat: Yes (First issued in fiscal year 2017)

The Clerk and her staff did not properly bill and collect court fines and costs. In 16 of 34 cases tested (46%), some with multiple errors, we noted the following:

- In 11 cases, the Clerk miscoded in the financial system fines of \$3,500 and costs of \$960 as local instead of Commonwealth.
- The Clerk overcharged defendants in three cases a total of \$431 in fines and costs and did not charge defendants in two other cases for costs of \$520.
- In one case, the Clerk did not certify court costs of \$750 to the Circuit Court.
- For four cases, the Clerk submitted \$480 in attorney invoices to the Commonwealth for payment instead of the locality.

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- In one case, the Clerk miscoded in the financial system court costs of \$120 to the incorrect locality.

The Clerk and her staff should correct the specific cases noted above and institute a more diligent 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.

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

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

LH:vks

cc: The Honorable William E. Jarvis, Judge
The Honorable Wallace S. Covington, Judge
The Honorable Turkessa B. Rollins, Judge
Rhonda Daley, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia