



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

March 4, 2020

The Honorable Pamela L. Brooks
Chief Judge
County of Loudoun Juvenile and Domestic Relations District Court

Audit Period: July 1, 2018 through June 30, 2019
Court System: County of Loudoun
Judicial District: Twentieth

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, Properly Bill and Collect Psychological Evaluation Fees (first issued in fiscal year 2018)

The Clerk did not properly bill and collect court fines and costs. In 23 cases tested, we noted the following errors.

- Defendants were not charged costs of \$1,676 in seven cases.
- In five cases, the locality was not billed for attorney fees of \$600.
- For one case, costs of \$300 were not certified to the Circuit Court.
- In one case, the defendant was overcharged costs of \$78.

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

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Request Tax Set-Off Refunds

Repeat: Yes (first issued in fiscal year 2017)

The Clerk did not submit claims to the Virginia Department of Taxation (Taxation) for tax set-off of refunds for delinquent court costs and fines totaling \$518, resulting in a loss of revenue to the Commonwealth and Locality. A court must submit claims for set-off of tax refunds through Taxation's automated accounting system.

The Clerk should use the tax refund set-off process to maximize collections as required by the Code of Virginia.

Retain Voided Receipts

Repeat: No

In two of three voided receipts tested, the Clerk did not retain all copies of the voided receipts and in all receipts tested, the Clerk did not document the reason for the voids. Voided transactions pose an increased risk for fraudulent activity and, as such, must be monitored and controlled closely. The Clerk should retain all copies of voided receipts and document the reason for voiding receipts as required by the financial system user's guide.

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

Martha S. Mavredes
AUDITOR OF PUBLIC ACCOUNTS

MSM:vks

cc: The Honorable Avelina S. Jacob, Judge
Evamari Bates, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia