



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

May 17, 2019

The Honorable Pamela L. Brooks
Chief Judge
County of Fauquier Juvenile and Domestic Relations District Court
18 East Market Street
Leesburg, VA 20176

Audit Period: July 1, 2017 through June 30, 2018
Court System: County of Fauquier
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: No

The Clerk did not properly bill and collect court fines and costs. In 14 cases tested, we noted the following errors.

- In five cases, defendants were not assessed fines and costs totaling \$1,236.
- In two cases, the locality was not billed for Public Defender costs, resulting in a loss to the Commonwealth of \$240.
- In two cases, defendants were overcharged a total of \$68 in costs.

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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 fines and costs in accordance with Code of Virginia.

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

AUDITOR OF PUBLIC ACCOUNTS

MSM: clj

cc: The Honorable Melissa N. Cupp, Judge
Lois C. Welch, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia