



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

January 7, 2021

The Honorable D. Scott Bailey
Chief Judge
County of Prince William Juvenile and Domestic Relations District Court

Audit Period: July 1, 2019 through June 30, 2020
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 include the following:

Properly Bill and Collect Court Fines and Costs

Repeat: No

The Clerk and her staff did not properly bill and collect court fines and costs. In 26 cases tested, we noted five cases in which \$1,263 in fines and costs were not assessed, two cases where the defendants were overcharged \$350 in attorney fees, and a \$50 fine in one case that was miscoded as state rather than local.

The Clerk and her staff 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 the Code of Virginia.

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

Staci A. Henshaw
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SAH:vks

cc: The Honorable Helen Jan Roltsch-Anoll, Judge
The Honorable Lisa M. Baird, Judge
Monica J Burnett, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia