



Commonwealth of Virginia

Auditor of Public Accounts

Walter J. Kucharski
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

January 27, 2012

The Honorable Richard J. McCue
Chief Judge
County of Arlington General District Court
1425 North Courthouse Road, Suite 2400
Arlington, VA 22201

Audit Period: July 1, 2010 through June 30, 2011
Court System: County of Arlington
Judicial District: Seventeenth

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 certain matters that required management's attention and corrective action. These matters included:

Properly Record and Collect Criminal Court Costs

The Clerk recorded and collected court costs in 39 cases tested with errors in seven cases.

- In two cases, the Clerk did not charge defendant for competency to stand trial evaluation fees, resulting in a loss to the Commonwealth of \$800.
- In three cases, the Clerk did not bill the locality for public defender fees on locality cases, resulting in a potential loss to the Commonwealth of \$300.
- In two cases, the Clerk did not charge the defendant for miscellaneous fees including the "Fixed Traffic Infraction Fee," "Courthouse Security Fee," and/or "Tried-in-Absence Fee" resulting in a potential loss to the Commonwealth of \$86 and to the locality of \$20.

We recommend the Clerk research all similar cases to make the appropriate corrections to case paperwork and where possible properly remit the collections to the appropriate party.

Properly Complete and Retain Supporting Documentation

In all cases tested, the Clerk does not maintain all required supporting documentation for court appointed attorney payments. The Office of the Executive Secretary of the Supreme Court has established guidelines

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including requiring a signature from the attorney, Clerk, presiding Judge, and Chief Judge. Further, we found the Clerk is not retaining the attorney vouchers and timesheets.

By not receiving and keeping all of the approved procedures, the clerk increases the risk of improperly paying the attorneys. The Clerk should work with the staff to ensure his office follows all the appropriate procedures.

We acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK: clj

cc: The Honorable Karen A. Henenberg, Judge
The Honorable Thomas J. Kelley, Jr., Judge
Stephen R. Spurr, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia