



Commonwealth of Virginia

Walter J. Kucharski, Auditor

Auditor of Public Accounts
P.O. Box 1295
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January 26, 2006

The Honorable Esther Wiggins Lyles
Chief Judge
County of Arlington Juvenile and
Domestic Relations District Court
1425 N. Courthouse Rd., Suite 4200
Arlington, VA 22201

As part of our audit of the Virginia District Court System, we have audited the cash receipts and disbursements of the County of Arlington Juvenile and Domestic Relations District Court for the period October 1, 2004 through December 31, 2005.

Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial management system; evaluate the Court's internal controls; and test its compliance with significant state laws, regulations, and policies. However, our audit was more limited than would be necessary to provide assurance on the internal controls or on overall compliance with applicable laws, regulations, and policies.

The results of our tests found the Court properly stated, in all material respects, the amounts recorded and reported in the financial management system. However, we noted a weakness in internal controls and noncompliance with state laws, regulations, and policies that the Clerk needs to address as described below.

Assess Costs on Appealed Cases

The Clerk failed to properly assess costs on cases appealed to the Circuit Court. Specifically, we found that in eight of the ten appealed cases tested, the Court staff did not include fines and costs on the back of the warrant/summons as required by Section 19.2-336 of the Code of Virginia. This resulted in the loss of \$528 in revenue because the Circuit Court could not collect the fines and costs involved with these cases. The Clerk should ensure that staff assesses all applicable fines and costs on each conviction appealed to the Circuit Court.

We discussed these comments with the Clerk on January 26, 2006 and we acknowledge the cooperation extended to us by the court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK: sks

cc: The Honorable George D. Varoutsos, Judge
Jacqueline D. Sites, Clerk
Paul Delosh, Director of Technical Assistance
Supreme Court of Virginia