



Martha S. Mavredes, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

April 17, 2017

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, 2015 through June 30, 2016  
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 Costs**

The Clerk and her staff did not properly bill and collect court costs. In 25 cases tested, we noted the following errors.

- In seven cases, defendants were not billed \$240 in attorney fees and \$101 in court costs.
- In three cases, defendants were overcharged \$90 in attorney fees and \$40 in court costs.

The Clerk and her staff should correct the specific cases noted above and institute a more diligent 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.

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

AUDITOR OF PUBLIC ACCOUNTS

MSM:alh

cc: Lois C. Welch, Clerk  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia