



DATE: November 1, 2019

MEMORANDUM TO: Board of Supervisors
County of Mathews, Virginia

FROM: Robinson, Farmer, Cox Associates

REGARDING: FY19 Audit of the County of Mathews, Virginia

In planning and performing our audit of the financial statements of the County of Mathews, Virginia for the year ended June 30, 2019, we considered the County's internal control structure to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit, we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. This letter does not affect our report dated November 1, 2019, on the financial statements of the County of Mathews, Virginia. We will review the status of these comments during our next audit engagement. We have already discussed these comments and recommendations with appropriate members of management and will be pleased to discuss these matters in further detail at your convenience.

TAX YEAR 2018 PERSONAL PROPERTY TAX ASSESSMENTS:

The Commissioner of Revenue was unable to locate the tax year 2018 personal property recapitulation for use with the FY19 audit. The recapitulation is used in the analysis of tax revenue by providing a means for calculating the personal property levy based on total assessed value and the adopted tax rate. The recapitulation is required to be certified by the Commissioner of Revenue as correct and maintained for public inspection. We recommend the Commissioner of Revenue take steps to make sure future recapitulations are retained for use by auditors and others.

MONTHLY CLOSING OF GENERAL LEDGER:

In FY19, the County's general ledger was not closed by the Treasurer's office for the entire year until after June 30, 2019. Under normal circumstances, the general ledger is closed monthly after completing the bank reconciliations and typically within 15 days of month end. Not closing until the end of the year limits the reports that can be run through the system during the year, including those used to monitor monthly budget performance. We recommend the general ledger be closed monthly.

This report is intended solely for the information and use of the County, management, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.