



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

DATE: December 9, 2024

MEMORANDUM TO: County of Campbell, Virginia

FROM: Robinson, Farmer, Cox Associates

REGARDING: FY 2024 Audit

In planning and performing our fieldwork as part of the audit of the financial statements of the County of Campbell, Virginia ("County"), for the year ended June 30, 2024, we considered the 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 noted certain matters involving the internal control structure and other operational matters that are presented for your consideration. This letter does not affect our report dated December 9, 2024, on the financial statements. Our comments and recommendations are intended to improve the internal control structure or result in other amounts that are normally operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience.

County of Campbell, Virginia

Reconciliation of General Ledger, Accrual and Audit Adjustments

As part of the audit process, we proposed numerous audit adjustments to correct the County's accounting records (general ledger) and reporting for fiscal year 2024. These proposed general ledger adjustments included corrections to cash accounts, record debt transactions, revenue accruals and other general reclassifications. Maintaining accurate internal accounting records is the responsibility of the County to ensure accurate financial reporting. County finance personnel should review the adjustments proposed during the audit and develop procedures to reduce the number and significance of general ledger adjustments.

Reconciliation of Bank Accounts

Routine bank reconciliations are a critical internal control function that should be performed monthly. We noted that bank reconciliations were not prepared monthly for several months during fiscal year 2024. The County has subsequently taken measures to complete bank reconciliations and reconcile cash balances reported in the general ledger.