



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

Date: December 27, 2019

Memorandum To: Piedmont Regional Jail Authority

From: Robinson, Farmer, Cox Associates

Regarding: Audit for Year Ended June 30, 2019

In planning and performing our audit of the financial statements of Piedmont Regional Jail Authority for the year ended June 30, 2019, we considered the Authority'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 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 27, 2019 on the financial statements of Piedmont Regional Jail Authority. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control structure or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

QuickBooks Activity

Audit adjustments were proposed to reclassify individual revenues recorded in incorrect accounts. Weekender revenue of \$3,072.67 was recorded in hospital coverage and work release accounts and inmate medical charges of \$12 were recorded in the reimbursed medical and pharmacy revenue account. We recommend that QuickBooks entries be reviewed for accuracy upon entry to ensure that activity is recorded in the proper accounts.

Year-End Accruals

The accrued leave schedule presented for audit included several employees that were terminated prior to year-end. The schedule also included incorrect pay rates that did not reflect salary increases during the year. An audit adjustment of \$129,466.84 was proposed after adjusting the schedule for these items. We recommend the accrued leave schedule be prepared using payroll data at June 30th each year.

Check Signatures

The purchasing policy requires that each check issued include two authorized signatures prior to distribution. Commissary check number 1854 was only signed by the Accounts Payable Clerk. We recommend that all checks contain two required signatures prior to issuance in accordance with the purchasing policy.

Gift Cards

Check number 1045 issued from the employee account included a \$250 gift card given for a retirement gift. However, there was no signed acknowledgement from the recipient. We recommend that a signed acknowledgement be retained on file to support any gift cards distributed.