

ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

Date: November 26, 2018

Memorandum to: Dan Collins, County Administrator

From: Robinson, Farmer, Cox Associates

Regarding: Audit Recommendations

In planning and performing our audit of the financial statements of the County of Craig, Virginia for the year ended June 30, 2018, we considered the County's internal control structure to plan our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control structure.

However, during our audit, we noted certain matters involving internal control structure and other operational matters that are presented for your consideration. 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.

County:

Conflict of Interest Statements:

During our review of conflict of interest statements, we noted one Board of Zoning member submitted their form after February 1, 2018. We recommend all forms be completed in entirety and submitted within the required timeframe.

Software Procurement:

During our testing of procurement, we found that the County, through the Sheriff's office, did not obtain bids or use a state contract for the purchase of the CAD software system. Although, the County went with the lowest quote we recommend the County advertise and obtain sealed bids for procurements such as significant software purchases.

Social Services:

Initial Training:

During our review of Initial Training in the VDSS SAMs system, we found one new hire from November 14, 2017 had not completed the Initial Training as required as of May 9, 2018.

BLACKSBURG OFFICE
STREET ADDRESS:
108 SOUTH PARK DRIVE
BLACKSBURG, VIRGINIA 24060

SCOTT WICKHAM, C.P.A., Member

TELEPHONE: (540) 552-7322
FAX: (540) 552-0338

E-MAIL: swickham@rfca.com
INTERNET: www.rfca.com



Social Services: (Continued)

Local Security Officer (LSO):

During our review of Local Security Officer Certificates, we found only one had been completed for fiscal year 2018 and no alternates had completed the certification. We recommend both the primary and alternate complete the certification as required.

Special Welfare:

During our audit of special welfare, we noted the Treasurer is not being reimbursed on a monthly basis. We recommend all refunds and reimbursements be performed in a timely manner.

In addition, we noted DSS is not reconciling its special welfare ledger with the Treasurer's office. The ledger did not agree to the bank reconciliation by \$417.95. We recommend special welfare be reconciled with the Treasurer's office each month.

VIEW Testing:

During our testing of VIEW expenditures, we found that the Agency is purchasing gas cards for fuel purchases. Per inquiry, there is no documentation of receipt of the gas card by the client nor any certification that the card was used only for fuel. We recommend the Agency adjust the documentation and policies to enhance internal controls.

School:

Conflict of Interest Statements:

During our review of conflict of interest statements, we noted two School Board members submitted their forms before January 1, 2018. Forms are required to be completed between January 1 and February 1 annually. We recommend all forms be completed in entirety and submitted within the required timeframe.

Paving Procurement:

During our testing of procurement, we found that the School Board obtained quotes for the paving project instead of advertising and obtaining sealed bids. Although the School Board went with the lowest quote, we recommend the School Board advertise and obtain sealed bids for procurement projects such as paving.

School Nutrition Eligibility:

During our testing of eligibility, we found 1 of 53 students should have qualified for reduced lunch and breakfast but was originally denied eligibility. We recommend the School Board implement an approval process to ensure students are properly classified.