



ROBINSON, FARMER, COX ASSOCIATES, PLLC
Certified Public Accountants

Date: December 11, 2025

Memorandum to: Katie Davis, Finance Director
Botetourt County, Virginia

From: Corbin Stone

Regarding: Audit Recommendations

In planning and performing our audit of the financial statements of the County of Botetourt, Virginia for the year ended June 30, 2025, 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 noted certain matters involving the 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.

Lease Accounting:

A relatively new Accounting Standard (GASB 87) requires localities to report lease receivables and payables in the financial statements. The County has entered into a number of cell tower leases (as lessee and lessor) and the terms of these agreements can be extensive (over 20 years). We were able to reconcile the lease agreements to actual receipts and payments in the books (within a material amount) but noted some variances between the expected payments and actual payments. We recommend that the County develop a tracking system to validate collections and payments for these lease agreements going forward.

Sheriff's Invoice Approval:

During our review of accounts held at the Jail, we noted checks were signed (sole check signer) and invoices were approved by the same individual. We recommend that Sheriff require two check signers for these accounts to improve internal controls.

Sheriff's Procurement Procedures:

During review, we noted that the Jail's food services has not been procured (put out to bid) in several years. We recommend that Jail food services be procured to ensure compliance with Virginia Public Procurement Act requirements.

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