



ROBINSON, FARMER, COX ASSOCIATES, PLLC  
*Certified Public Accountants*

**Date:** December 23, 2019

**Memorandum To:** Piedmont Regional Juvenile Detention Center

**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 Juvenile Detention Center for the year ended June 30, 2019, we considered the Commission'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 23, 2019, on the financial statements of Piedmont Regional Juvenile Detention Center. 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.

**Virginia Public Procurement Act**

**Finding**

The current purchasing policy does not specifically mention the Virginia Public Procurement Act or include provisions required by the Act.

**Recommendation**

The language in the purchasing policy should be amended to align with and reference the Virginia Public Procurement Act.

**Capital Assets**

**Finding**

The listing of capital assets is not being maintained by the Commission. The Commission does not have significant capital asset activity but maintaining the listing also includes calculating annual depreciation expense.

**Recommendation**

The listing of capital assets should be updated by management as assets are purchased or disposed of throughout the year. Depreciation should be calculated and the related journal entries recorded prior to audit fieldwork.

## Virginia Retirement System

### Finding

A formal and detailed reconciliation of the Virginia Retirement System to the payroll system is not being prepared on a monthly basis and reconciling items are not being investigated and cleared prior to confirmation of contributions.

### Recommendation

A more formal and detailed reconciliation process should be established to ensure accurate and complete information is being reported to the Virginia Retirement System.

### Advertisement of Statement of Financial Condition

Section 30-140 of the Code of Virginia requires a summary statement of financial condition to be published in a newspaper of general circulation in the locality of the entity. This statement should include at a minimum total assets, liabilities, and net position; total revenues, expenses, and other sources or uses; and the change in net position. This advertisement was not done for fiscal year 2018. We recommend the Detention Center advertise the statement of financial condition as required by the Code of Virginia.