

ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

Date: November 18, 2016
Memorandum to: Terri Morris, County Administrator
From: Robinson, Farmer, Cox Associates
Regarding: Audit Recommendations

In planning and performing our audit of the financial statements of the County of Floyd, Virginia for the year ended June 30, 2016, we considered the County's internal 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 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.

Administration

Accounting Funds:

Currently the Treasurer is tracking asset forfeiture fund balances in an external spreadsheet. We recommend the County create a fund to properly track those funds and restrict them as necessary in the annual audit.

Statements of Economic Interest:

Although the State only requires constitutional officers to file the forms online we recommend a hard copy be submitted to the Board clerk as well. We are required by the Auditor of Public Accounts to review the forms and do not have access to the online submissions.

CSA

Children's Services Act Employee Access:

During our review of CSA expenditures, we noted a former employee still had access to the system. We recommend only current employees have access to the computer systems.

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School Board

Fuel Procurement:

During our review of procurement of goods we found the School is not obtaining bids/quotes for fuel purchases. We recommend the School Board implement a procedure to ensure they are obtaining the best price for fuel in compliance with the Virginia Public Procurement Act.

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