



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

Date: October 31, 2022

MEMORANDUM TO: Capital Region Airport Commission
FROM: Robinson, Farmer, Cox Associates
REGARDING: FY 21-22 Audit

In planning and performing our audit of the financial statements of Capital Region Airport Commission for the year ended June 30, 2022, 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 October 31, 2022, on the financial statements of Capital Region Airport Commission. 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.

Accrual Reporting

The Commission's financial statements are prepared on an accrual basis. This requires an analysis of activity subsequent to year-end in order to ensure all revenues and expenses are recorded in the correct fiscal year. We recommend that year-end procedures include a review of prior year accruals and proposed audit adjustments, with special attention paid to July and August activity. Reimbursements requested subsequent to year-end for expenditures on or before June 30 should be reflected as accounts receivable on the general ledger. We also recommend that grant reimbursement requests be submitted at least quarterly to reduce the time between payment of invoices and related reimbursement and to match the revenues with the related expenses in each period. Payments for goods and services received, including checks voided and reissued after year-end, should be reflected as accounts payable on the general ledger.

Management Response

Management will continue to review the year end closing procedures and submit the grant reimbursements on a quarterly basis.

Census Data

Census data testing revealed that the social security number (SSN) for two employees differed between VNav and the payroll system. In one instance, the SSN entered in VNav was correct and in the other instance, the SSN entered in the payroll system was correct. We recommend that procedures be implemented to review the accuracy of census data between internal records and VNav.

Management Response

The employees entered their information incorrectly within ADP. Payroll and Human Capital will review the process to implement a timely update to an employee's record.