



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

Date: October 16, 2024

MEMORANDUM TO: Fauquier County Water and Sanitation Authority

FROM: Robinson, Farmer, Cox Associates

REGARDING: FY 23-24 Audit

In planning and performing our audit of the financial statements of Fauquier County Water and Sanitation Authority for the year ended June 30, 2024, we considered the Authority'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 DRAFT, 2024, on the financial statements of Fauquier County Water and Sanitation Authority. 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.

Procurement – Emergency and Sole Source

The Authority's local procurement policy states that a requesting department is to provide the procurement officer with a written statement documenting the basis for the emergency or sole source determination and that the Executive Director must approve, in advance, all sole source procurements in excess of \$50,000. During our audit we noted instances where the emergency and sole source purchase verification forms were not completed at the time of emergency or sole source procurement. We recommend that management follow the Authority's local procurement policy for all emergency and sole source procurement.

Management Response

Management will be sending procurement staff to additional training and are planning a refresher training course on procurement for all directors and supervisors. Further, management is making it mandatory that large purchases be approved by the Director of Finance before being presented to the Board.