

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

**DATE:** January 12, 2017

**MEMORANDUM TO:** Jonathan Sweet  
County of Pulaski, Virginia

**FROM:** Robinson, Farmer, Cox Associates

**REGARDING:** Audit for the Year Ended June 30, 2016

In planning and performing our audit of the financial statements of County of Pulaski, Virginia for the year ended June 30, 2016, 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. This letter does not affect our report dated January 12, 2017 on the financial statements of the County of Pulaski, Virginia. 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.

## County:

### Credit Card Purchases

During our testing, we noted several purchases that did not include receipts for documentation or where receipts were not sufficiently detailed. We recommend that detailed receipts be required from all employees who utilize the County credit cards. Documentation should be maintained with the credit card statements for audit purposes.

### Long-term Obligations

During our testing over long-term obligations, it was noted that the County entered into a loan agreement with the Town of Pulaski, Virginia for joint dispatch equipment. The County was not able to provide a signed agreement as documentation for the same. To formally clarify the terms of the arrangement, we recommend that a formal agreement be entered into by the County and the Town. The agreement should be presented to and approved by the County Board of Supervisors and Town Council. Going forward, a formal signed agreement should be in place prior to entering into any long-term obligation transactions.

### **Department of Social Services:**

When a user leaves the local department of social services, their access privileges must be immediately removed from all systems they were authorized to use. During our testing of compliance with this requirement, we noted the following errors: three employees' access was not timely removed; two "Employee Separation Checklist" forms were not completed in their entirety; and there was no "Employee Separation Checklist" form for one employee. We recommend that the department implement a process to ensure that employee's access is removed timely upon separation and that an "Employee Separation Checklist" form be completed and maintained for audit documentation.