



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

Date: November 16, 2020

Memorandum To: Northwestern Community Services Board

From: Robinson, Farmer, Cox Associates

Regarding: Audit for Year Ended June 30, 2020

In planning and performing our audit of the financial statements of Northwestern Community Services Board for the year ended June 30, 2020, we considered the 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 November 16, 2020 on the financial statements of Northwestern Community Services Board. 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.

OPEB Valuation Census Data

Certain data must be provided to the actuary to perform the valuation used in determining the liability for the retiree health plan. We selected a sample size of twenty-two participants for testing. The birthdate for one employee was reported as 1972 instead of 1989. We recommend the census data be reviewed for accuracy against payroll records prior to submission.

Reserve Accounts

The two Reserve accounts with Wells Fargo Bank are not designated as public funds. In addition, Wells Fargo has threatened to remit the accounts to the State Treasury as Unclaimed Property due to the limited activity in each account. We recommend the Board authorize the CFO to transfer these reserve accounts to another bank. When transferred, the accounts should be designated as public funds by the new financial institution.