



ROBINSON, FARMER, COX ASSOCIATES, PLLC
Certified Public Accountants

Date: September 25, 2025

Memorandum To: Central Shenandoah Criminal Justice Training Academy

From: Robinson, Farmer, Cox Associates

Regarding: Audit for year ended June 30, 2025

In planning and performing our audit of the financial statements of Central Shenandoah Criminal Justice Training Academy for the year ended June 30, 2025, we considered the Academy'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 September 25, 2025 on the financial statements of Central Shenandoah Criminal Justice Training Academy. 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.

Recording of Accruals and Audit Preparation (Repeat Comment)

Finding

Several accrual journal entries were made during audit fieldwork, including those reflecting principal payments on debt and related interest accruals, corrections to accrued leave balances, depreciation, reversal of prior year receivables and payables and various other assets and liabilities.

Recommendation

We recommend that the consultant assist with recording accrual activity prior to audit fieldwork, reviewing adjustments made during the prior audit. Ending asset and liability balances should be reviewed against prior year balances to identify adjustments that may be necessary and to determine if year-end balances are reasonable. This will limit the auditor's involvement in recording adjusting journal entries and making significant adjustments to the general ledger, which presents a material weakness in internal controls.

Payroll Posting

Finding

Payroll entries were not posted in a consistent manner to the general ledger during the year. This resulted in a liability balance of \$17,542.66 in the A/P – VRS Retirement Account, which had a \$217.12 balance in the prior year. This also impacted the VRS expense account for the year and required an audit adjustment to correct the account balances.

Recommendation

We recommend that the consultant record payroll activity consistently during the year and reconcile the payroll liability accounts on a monthly basis. We also recommend that hybrid defined contribution payments be recorded in a separate expense account going forward since they are no longer part of the VRS snapshots.