



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

Date: November 22, 2021

Memorandum to: Dr. Keith Perrigan, Superintendent
Tammy Jones, Finance Director

From: Robinson, Farmer, Cox Associates

Regarding: Audit Recommendations

In planning and performing our audit of the financial statements of City of Bristol, Virginia School Board for the year ended June 30, 2021, we considered the School Board's internal control structure to plan our auditing procedures for the purpose of expressing our opinions 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. 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.

Statement of Economic Interests:

During our review of the required disclosure forms we noted several were incomplete. We recommend the forms be completed thoroughly and in a timely manner.

Credit Card Purchases:

During our review credit card purchases we noted that the School Board purchased \$15,300 worth of \$100 Disney gift cards. As a follow up, it was noted that the gift cards were to be used for purchases made during the field trip. As we reviewed the provided documentation, we noted many gift cards were lacking supporting receipts and others not accounted for at all. We recommend an event like this be held on a reimbursement or per diem basis to prevent unnecessary costs.

ICMA Payments:

During our testing and reconciliation of VRS and ICMA, we noted that the School Board is confirming ICMA with each payroll but only submitting payment once a month. It was also noted that one of May's confirmations wasn't paid until July 2021. We recommend each confirmation be paid immediately after confirming same for each payroll processed.

Grant Reimbursement Requests:

During our audit, we noted several reimbursement requests were not completed timely. We recommend all reimbursement requests be completely at least quarterly and preferably each month. If reimbursement requests are not performed timely it can lead to missing accruals and inaccurate financial information.

COVID-19 CRF Payroll Documentation:

During our testing of the CRF payroll documentation, we found an immaterial amount of fringe benefits that may have been claimed inappropriately. We recommend implementing a review process to ensure all payroll costs claimed are properly identified, reconciled, and eligible.

BLACKSBURG OFFICE:

108 South Park Drive
Blacksburg, Virginia 24060
(540) 552-7322

CONTACT:

Scott Wickham, CPA, CFE
Member
swickham@rfca.com