



ROBINSON, FARMER, COX ASSOCIATES, PLLC
Certified Public Accountants

Date: November 15, 2021

Memorandum To: Gloucester County Board of Supervisors

From: Robinson, Farmer, Cox Associates

Regarding: Audit for fiscal year ended June 30, 2021

In planning and performing our audit of the financial statements of the County of Gloucester, Virginia for the year ended June 30, 2021, 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.

During our audit fieldwork, we noted certain matters involving the internal control structure and other operational matters that are presented herewith 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 operational efficiencies.

Utilities Department

Improvements were noted relative to performing a physical inventory of maintenance supplies in the Utilities Department and adjustments being posted to the general ledger to reflect the inventory count at June 30, 2021. In order to improve the accounting, reporting and internal control over supplies inventory, a perpetual inventory system should be developed where all purchases are recorded as inventory and removed from inventory when used. Spot counts of inventory items on hand should be performed during the year as well as at year-end to ensure that the perpetual inventory system is working properly.

During our inquiry of utilities personnel, it was determined that management is not visibly approving the Utilities Department monthly adjustments to accounts report created by the Utility Administrative Assistant. We recommend that the Utilities Director review and visibly approve the monthly adjustment report indicating his approval of the monthly adjustments to the utility billing system. *(Management letter comment in FY17, may have stopped initialing due to COVID.)*

Sheriff's Office

During our audit of the prepared bank reconciliation for the Inmate Trust Fund Account at the Jail, we noted that there are numerous old outstanding checks. These 25 checks totaled \$352.29 and have been outstanding for well over one year. We recommend that these checks be researched, voided, re-issued or turned over to the Commonwealth of Virginia as Unclaimed Property, as appropriate. *Corrective action in progress, but not complete.*

Board of Supervisors Minute Book

RFC continues to recommend that the written Board of Supervisors meeting minutes be drafted, approved, and signed as well as posted to the County's website on a current basis. Written minutes are currently available on the County's website through August 3, 2021. *Corrective action in progress, but not complete.*

Status of prior year recommendations

We noted corrective action related to prior year written recommendations regarding improvements to general ledger accounting and reporting, purchasing compliance and journal entry review and approval processes.