

# ROBINSON, FARMER, COX ASSOCIATES

*CERTIFIED PUBLIC ACCOUNTANTS*

*A PROFESSIONAL LIMITED LIABILITY COMPANY*

**DATE:** January 24, 2017

**MEMORANDUM TO:** David Moore, County Administrator  
County of Dickenson, 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 Dickenson, 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 24, 2017 on the financial statements of the County of Dickenson, 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:

### **Treasurer's Checks**

Per the Code of Virginia, Section 58.1-3162, the Treasurer is authorized to issue single signature checks for specific purposes. During preliminary fieldwork, it was noted that Treasurer's checks were utilized to make vendor payments on occasion. We made a recommendation at that time that the Treasurer review and adhere to the Code section noted above. During audit follow-up we found the Treasurer's office to be in compliance.

### **Health Insurance Premiums**

During our audit, it was noted that health insurance premiums are posted to nondepartmental. We recommend that these items be allocated to the respective departments for more accurate financial statement reporting.

### **Compensated Absences**

Per the County's policy, accrued vacation is capped based on years of experience at December 31 each year. During our audit, we noted that several employees' balances are over the allowable limit of accrued vacation. If the Board does not intend to allow employees to use this time, per the policy, we recommend that accrued vacation balances be reviewed at December 31 to ensure that the appropriate balances are carried forward each year.

## County and School Board:

### Credit Cards

During our testing of credit card expenditures, it was noted that both the County and School Board incurred financing fees for at least one month due to late payments. Additionally, the County's credit card included purchases that were shipped directly to an employee's home. We recommend that all payments be made timely to ensure that interest and financing fees are avoided. Additionally, all purchases for the County and/or School Board should be shipped directly to the same.