



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

Date: January 24, 2020

Memorandum To: Management
Town of West Point, Virginia

From: Robinson, Farmer, Cox Associates

Regarding: Audit for fiscal year ended June 30, 2019

In planning and performing our audit of the financial statements of Town of West Point, Virginia as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (Internal Control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

However, during our audit we became aware of deficiencies in internal control other than significant deficiencies and material weaknesses and matters that are opportunities for strengthening internal controls and operating efficiency. This memorandum summarizes our comments and suggestions regarding those matters.

We will review the status of these comments during our next audit engagement. We would be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

School Board

During our audit we noted that, as of June 30, 2019, the bank reconciliation for the School Board operating account listed numerous checks that had been outstanding for more than one year. The School Board and the Treasurer should review the outstanding check list routinely to determine whether the checks need to be voided and re-issued or remitted to the State Treasury as unclaimed property.

Management's identification of year-end accrual items is a requisite task for accurate year-end reporting. During our audit it was noted that a list of identified year-end accrual items was not provided by School Board personnel. We recommend that School Board personnel review transactions occurring around year-end to identify items requiring accrual. The identified transactions should be compiled in a list and provided to the Town Treasurer for entry into the accounting system.