



ROBINSON, FARMER, COX ASSOCIATES, PLLC  
*Certified Public Accountants*

**DATE:** October 28, 2024

**MEMORANDUM TO:** Judy Taylor-Gallimore, Finance Director  
City of Galax, Virginia

**FROM:** Robinson, Farmer, Cox Associates

**REGARDING:** Audit Comments

In planning and performing our audit of the City of Galax, Virginia, for the year ended June 30, 2024, we considered the City of Galax, Virginia'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. 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.

Receipts at Recreation Center:

We reviewed the receipting process at this location with the City Finance Director and determined that a point of sale system is not currently used at the Center. We recommend that the City implement a point of sale system at the Recreation Center. At year end, the City had begun exploring options in their current accounting system for same.

School Federal Program Reconciliation:

We compared federal program(s) expenditures for the Elementary and Secondary School Emergency Relief Fund (ESSER) (project 274 in the School Books) to reimbursement request for the same program and were unable to reconcile the expenditures posted to related reimbursement requests. We noted that some expenditures were posted to project code 000 in the books. We recommend that the School System use dedicated line items for each federally funded program to reduce the risk of requesting funds from multiple federal programs.

Social Services – VIEW Program:

During our testing of VIEW transactions at the Social Services Department, we noted that Activity and Service Plans were not completely filled out. Specifically, we noted that the type of supportive/transitional services to be provided was not documented on these forms as well as the time period for which services were to be provided. Absent documentation and approval of the services to be provided, the City is at risk of having some cost disallowed by the State, which may result in a refund of previously received funding.

Statements of Economic Interest:

We noted several instances at the School Board and City in which Statement of Economic Interest Forms were not completely correctly. We do understand the Forms are not easy to complete and/or intuitive. We recommend that

the City and School Board designate an individual to review completed forms and request amendments or updates as necessary.