



ROBINSON, FARMER, COX ASSOCIATES, PLLC
Certified Public Accountants

Date: September 25, 2024

Memorandum To: Central Shenandoah Criminal Justice Training Academy

From: Robinson, Farmer, Cox Associates

Regarding: Audit for year ended June 30, 2024

In planning and performing our audit of the financial statements of Central Shenandoah Criminal Justice Training Academy for the year ended June 30, 2024, we considered the Academy'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 September 25, 2024 on the financial statements of Central Shenandoah Criminal Justice Training Academy. 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.

Recording of Accruals and Audit Preparation (Repeat Comment)

Finding

Several accrual journal entries were made during audit fieldwork, including those reflecting principal payments on debt and related interest accruals, corrections to accrued leave balances, depreciation, reversal of prior year receivables and payables and various other assets and liabilities.

Recommendation

We recommend that the consultant assist with recording accrual activity prior to audit fieldwork, reviewing adjustments made during the prior audit. Ending asset and liability balances should be reviewed against prior year balances to identify adjustments that may be necessary and to determine if year-end balances are reasonable. This will limit the auditor's involvement in recording adjusting journal entries and making significant adjustments to the general ledger, which presents a material weakness in internal controls.

Depreciation Schedule

Finding

The depreciation schedule presented for audit did not reconcile to the prior year schedule. Additions and disposals noted during the fiscal year 2023 audit and subsequently provided on a revised schedule after fieldwork were not reflected on the schedule presented for the fiscal year 2024 audit. It appears that the original unaudited schedule was rolled forward for fiscal year 2024 instead of using the final audited schedule.

Recommendation

We recommend that the consultant review the depreciation schedule for completeness and reconcile beginning balances to the audited schedule from the prior year to ensure the correct information is being provided.

Expense Documentation

Finding

An ammunition purchase from The Gun Shack in the amount of \$2,500 for the gun range did not include an itemized receipt, only a credit card receipt showing the vendor, date and amount of purchase.

Recommendation

In instances where an itemized receipt is not available from a vendor, we recommend that the Academy document the purchase made including a description of items purchased as well as the quantity and per unit cost.