

# ROBINSON, FARMER, COX ASSOCIATES

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CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

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DATE: November 13, 2017

MEMORANDUM TO: Town of Orange, Virginia

FROM: Robinson, Farmer, Cox Associates

REGARDING: FY 2017 Audit

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In planning and performing our fieldwork as part of the audit of the financial statements of the Town of Orange, Virginia ("Town") for the year ended June 30, 2017, we considered the Town'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 November 13, 2017 on the financial statements. Our comment and recommendation are intended to improve the internal control structure or result in other amounts that are normally operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience.

## General Ledger and Balance Sheet Account Reconciliations

During the course of our audit we proposed various adjusting journal entries to correct balances reported in the general ledger. Throughout the year, we recommend the Finance department review and reconcile significant balance sheet accounts. Additionally, a "pre-audit" review and reconciliation of the accounts should be performed. Reconciliations, summary sheets and similar documentation should be provided for audit purposes to support the amounts reported on the balance sheet.