



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

Date: December 11, 2023

Memorandum City Council
To: City of Fredericksburg, Virginia
From: Robinson, Farmer, Cox Associates

Regarding: Audit for fiscal year ended June 30, 2023

In planning and performing our audit of the financial statements of the City of Fredericksburg, Virginia for the year ended June 30, 2023, we considered the City'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 fieldwork tests, we noted certain matters involving the internal control structure and other operational matters that are presented herewith for your consideration. This letter does not affect our report dated December 11, 2023. 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 operational efficiencies, and to note certain matters for which corrective actions may be taken prior to year-end. 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.

Conflict of Interest Policies and Procedures - School Board

We recommend the School Division develop a process by which employees that are involved in the procurement of goods and services, have authority to contract with vendors, or are in a supervisory role in one of these areas disclose any current or former business interests and any outside employment. Such procedures will help reduce the risk of conflicts or perceived conflicts of interest. In the event of a potential conflict, mitigating controls should be put in place regarding the potential conflict.

Conclusion

A documented corrective action plan should be prepared in response to these comments and reviewed on a periodic basis to ensure that the policies and procedures established pursuant to the corrective action plan are functioning properly.