Date:	November 27, 2019
Memorandum to:	David Smitherman, County Administrator
From:	Robinson, Farmer, Cox Associates
Regarding:	Audit Recommendations

In planning and performing our audit of the financial statements of the County of Pittsylvania, Virginia for the year ended June 30, 2019, we considered the County's internal control structure to plan our auditing procedures for the purpose of expressing our opinions 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. 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.

County:

Pet Center Collections:

During our visit to the Pet Center we noted several items for improvement.

- Deposits should be made every 3-4 business days.
- Sales tax should be collected for retail sales and properly remitted after collection.
- Discounts should be properly approved and documented as same.
- The software is capable of generating detailed transaction reports in Excel for a period of time. We recommend providing those reports to Finance going forward.

Sheriff:

Jail Medical Copayments:

During our review of the inmate medical copayment forms, we found several forms that were incomplete and did not have a date of request or the inmate signature authorizing the charge. Further, it was noted that some charges were not posted in a timely manner.

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Treasurer:

Bank Collections of Tax Payments:

During fiscal year 2018, the Treasurer started accepting tax payments at various banks located in the County. However, there was not a sufficient report showing who had paid to ensure the delinquent listing at June 30, 2019 was accurate.

Bank Reconciliations:

At the end of the fiscal year, the County reported a large reconciling item on the bank reconciliation as a result of credit card payments received in the bank account but not posted to the system. We recommend posting transactions as soon as possible to ensure the records are accurately reflected and preventing unusual reconciling items.

Social Services:

Special Welfare:

During our audit of the Special Welfare account, we noted the DSS ledger does not reconcile to the Treasurer's bank account by $593.37. We recommend DSS reconcile the Thomas Brothers ledger with the Treasurer each month.

During our audit of the Special Welfare account, we noted the Treasurer is not being reimbursed on a monthly basis. We recommend that all refunds and reimbursements be performed in a timely manner.

Invoice Approval:

During our test of disbursements, we noted several purchases and payments, particularly Case Action Forms, did not have approval by the supervisor. We recommend all purchases have proper supporting documentation and approval.

Foster Care:

During our test of foster care payments, we noted that several clients had been paid twice for May 2019. We recommend the DSS implement a procedure to prevent duplicate payments.