



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

Date: November 8, 2019

Memorandum to: Randy Wingfield, Town Manager
Valerie Tweedie, Director of Finance/Treasurer

From: Robinson, Farmer, Cox Associates

Regarding: Audit Recommendations

In planning and performing our audit of the financial statements of the Town of Christiansburg, Virginia for the year ended June 30, 2019, we considered the Town'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.

Delinquent Tax Listing

During our audit of delinquent taxes, we noted the listing of individuals that owe taxes does not agree to the summary reports generated for the financial reports by an immaterial amount. We recommend the delinquent tax listing of individuals be reconciled to the general ledger on a monthly basis and at a minimum on an annual basis.

Management response: We will further investigate this comment to determine differences and ability to reconcile. This is one of the applications that new software may be required to resolve.

Accounting Software

During our review of the cash receipt process, we noted the transactions have adequate procedures in place but rely on significant manual operations to post the transactions to the general ledger. We recommend considering accounting software that can encompass all of the Town's financial needs. This will relieve some burden on the staff and reduce the risk of human error.

Management response: We are aware of the need for more fully integrated software and hope to start pursuing more suitable software applications to reduce manual operations and work arounds.

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