

ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

Date: October 12, 2009

Memorandum To: Stafford County Public Schools

From: Robinson, Farmer, Cox Associates
Robinson, Farmer, Cox Associates

Regarding: Audit for year ended June 30, 2009

In planning and performing our audit of the financial statements of the Stafford County Public Schools for the year ended June 30, 2009, we considered the School Board'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 October 12, 2009, on the financial statements of the Stafford County Public Schools. 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.

Bank Accounts

During our current year audit we assisted the School Board in reviewing school payroll and related cash disbursements as recorded in the general ledger for the 2007 fiscal year. This review was conducted in order to reconcile cash disbursements amounts as recorded in the accounting system with the County's pooled bank account maintained by the County Treasurer. This review reveals the County Treasurer's Office does not have the ability to provide a summary of reconciled bank account balances by fund. The pooling of cash amongst various County funds as well as the School Board does not provide either the County or the School Board with the ability to monitor and reconcile individual bank accounts by fund. In cooperation with the County Treasurer we recommend the School Board open a separate checking account to account solely for accounts payable and payroll transactions apart from County funds. This would provide the School Board with the ability to monitor and record transactions independent of those of the County. It will also aid in ensuring an accurate accounting of School Board transactions and facilitate the County's accounting issues related to school payroll and cash disbursement transactions.