



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

February 21, 2017

Ms. Penny Hall, CPMT Chair
Botetourt County Dept. of Social Service
PO Box 99 Daleville, VA 24083
Daleville, VA 24083

RE: Botetourt County CSA Program Self-Assessment Validation, File No. 32-2014

Dear Ms. Hall:

In accordance with the Office of Children's Services (OCS) Audit Plan for Fiscal Years 2013-2015, the Botetourt County Community Policy and Management Team (CPMT) has completed and submitted the results of the self-assessment audit of your local Children's Service Act (CSA) Program. An on-site visit was scheduled and conducted by OCS Program Auditors on May 24, 2016 to perform the independent validation phase of the process.

Based on the review and examination of the self-assessment workbook and supporting documentation provided by the Botetourt County CSA program, our independent validation:

Concur

Partially Concur

Does Not Concur

with the conclusion reported by the Botetourt County CPMT that no significant non-compliance observations and/or control weakness were found in the design or operation of internal controls applicable to the processes or services conducted on behalf of the Botetourt County CSA. The Botetourt County CPMT has taken corrective action on all non-significant observations that were identified during the course of the audit, by the auditor.

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We would like to thank the Botetourt County CPMT and related CSA staff for their contributions in completing the CSA Self-Assessment Workbook. We also would like to acknowledge the excellent assistance and cooperation that was provided by Sandra Mason, CSA Coordinator during our on-site visit. Ms. Mason's efforts enabled the audit staff to quickly resolve any questions/concerns that we observed during the validation process. Please feel free to contact us should you have any questions.

Sincerely,



Annette E. Larkin
Program Auditor

cc: Scott Reiner, Executive Director
Gary Larrowe, Botetourt County Administrator
Anthony G. Zerilla, Fiscal Agent
Sandra Mason, CSA Coordinator
Stephanie Bacote, Audit Manager
SEC Finance and Audit Committee