

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Honorable Members of City Council  
City of Manassas, Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns and Authorities, Boards and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Manassas, Virginia (the “City”), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City’s basic financial statements, and have issued our report thereon dated November 25, 2019.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. **Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.**

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. **The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.**

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Brown, Edwards & Company, S. L. P.*

CERTIFIED PUBLIC ACCOUNTANTS

Harrisonburg, Virginia  
November 25, 2019

**INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY  
THE UNIFORM GUIDANCE**

To the Honorable Members of City Council  
City of Manassas, Virginia

**Report on Compliance for Each Major Federal Program**

We have audited the City of Manassas, Virginia’s (the “City”) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City’s major federal programs for the year ended June 30, 2019. The City’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

**Management’s Responsibility**

Management is responsible for compliance with federal statutes, regulations, the terms, and conditions of its federal awards applicable to its federal programs.

**Auditor’s Responsibility**

Our responsibility is to express an opinion on compliance for each of the City’s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City’s compliance.

**Opinion on Each Major Federal Program**

In our opinion, the City, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

## Report on Internal Control Over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. **We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.**

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Brown, Edwards & Company, L.L.P.*

CERTIFIED PUBLIC ACCOUNTANTS

Harrisonburg, Virginia  
November 25, 2019

**CITY OF MANASSAS, VIRGINIA**

**SUMMARY OF COMPLIANCE MATTERS**

**June 30, 2019**

As more fully described in the Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, we performed tests of the City’s compliance with certain provisions of the laws, regulations, contracts, and grants shown below.

**STATE COMPLIANCE MATTERS**

Code of Virginia

Budget and Appropriation Laws  
Cash and Investment Laws  
Conflicts of Interest Act  
Local Retirement Systems  
Debt Provisions  
Procurement Laws  
Governor’s Opportunity Funds  
Comprehensive Services Act  
Stormwater Utility Program

State Agency Requirements

Education  
Social Services  
Urban Highway Maintenance

**FEDERAL COMPLIANCE MATTERS**

Compliance Supplement for Single Audits of State and Local Governments

Provisions and conditions of agreements related to federal program selected for testing.

**FEDERAL AVIATION ADMINISTRATION COMPLIANCE MATTERS**

Passenger Facility Charge Audit Guide for Public Agencies

Requirements of laws and regulations required by the Federal Aviation Administration in relation to the passenger facility charge program.

CITY OF MANASSAS, VIRGINIA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2019

A. SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses an **unmodified opinion** on the financial statements.
2. **No significant deficiencies** relating to the audit of the financial statements was reported in the Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
3. **No instances of noncompliance** material to the financial statements, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
4. **No significant deficiencies** relating to the audit of the major federal award program were reported in the Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance.
5. The auditor's report on compliance for the major federal award programs expresses an **unmodified opinion**.
6. The audit disclosed **no audit finding relating to a major program**.
7. The major programs of the City are:

<u>Name of Program</u>	<u>CFDA #</u>
Child Nutrition Cluster - School Breakfast Program	10.553
Child Nutrition Cluster - National School Lunch Program	10.555
Title I- Grants to Local Educational Agencies	84.010

8. The **threshold for** distinguishing Type A programs was **\$750,000**.
9. The City of Manassas was **not** determined to be a low-risk auditee.

B. FINDINGS – FINANCIAL STATEMENT AUDIT

None

C. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

None

**CITY OF MANASSAS, VIRGINIA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2019**

**D. FINDINGS – COMMONWEALTH OF VIRGINIA**

**2019-001: Special Welfare Funds – Deposit**

*Condition:*

During testing of cash receipts for the special welfare fund, one receipt was noted as not being deposited timely. The item was deposited approximately 55 days after receipt.

*Recommendation:*

Receipts for the special welfare fund should be deposited in a timely manner.

*Views of Responsible Officials and Planned Corrective Action:*

The auditee concurs with this recommendation. A Social Security check log has been created and all checks are logged-in and deposited within 5 days of receipt. Also, as part of our onboarding process, new fiscal specialists will be trained on the log during their first week to ensure timely deposits.

**CITY OF MANASSAS, VIRGINIA**  
**SCHEDULE OF PRIOR AUDIT FINDINGS**  
**Year Ended June 30, 2019**

**A. FINDINGS – FINANCIAL STATEMENT AUDIT**

**2018-001: Capital Assets (Material Weakness)**

*Condition and Criteria:*

The City’s capitalization policy is to capitalize individual costs of more than \$5,000 and an estimated useful life of more than one year. In the previous three years and continuing in the current year, the City began a rigorous process to identify and properly capture capital asset activity in both government activities and business-type activities. As a result of this process, one material adjustment for donated assets was required to restate beginning net position.

*Current Status:*

No such issues were noted in the current year.

**B. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT**

**2018-002: Airport Improvement Program – Reporting**

*Condition and Criteria:*

The SF-425 report was not filed with the federal agency by the December 31, 2017 deadline.

*Current Status:*

This program was not tested as a major program in the current year.

**CITY OF MANASSAS, VIRGINIA**  
**SCHEDULE OF PRIOR AUDIT FINDINGS**  
**Year Ended June 30, 2019**

**C. FINDINGS – COMMONWEALTH OF VIRGINIA**

**2018-003: Social Services – Purchases**

*Condition:*

During review of a random sample of VIEW purchased service transactions, one instance was noted of items being purchased with no Activity and Service Plan in place.

*Current Status:*

No such issues were noted in the current year.

**2018-004: Investment Ratings**

*Condition:*

Several corporate bonds of the City fell below Virginia required minimum ratings during the year. These bonds amounted to \$584,299.

*Current Status:*

No such issues were noted in the current year.

**CITY OF MANASSAS, VIRGINIA**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**For the Year Ended June 30, 2019**

<b>Federal Granting Agency/Recipient State Agency/Grant Program</b>	<b>Federal CFDA Number</b>	<b>Pass-Through Identifying Number</b>	<b>Cluster Expenditures</b>	<b>Federal Expenditures</b>
<b>Department of Agriculture:</b>				
Pass through payments: Virginia Department of Agriculture and Consumer Services				
Child Nutrition Cluster:				
School Breakfast Program	10.553	10553-301-10	\$ 580,815	
National School Lunch Program - Food Donations	10.555	00-571	293,441	
National School Lunch Program	10.555	10555-301-10	2,014,813	
Total Child Nutrition Cluster:				\$ 2,889,069
Child and Adult Care Food Program	10.558			24,787
Summer Food Service Program for Children	10.559			64,823
Pass through payments: Virginia Department of Social Services				
State Administrative Matching Grants for Supplemental Nutritional Assistance Program	10.561	10561-765-10		<u>512,094</u>
Total Department of Agriculture				<u>3,490,773</u>
<b>Department of Housing and Urban Development:</b>				
Pass through payments: VHDA and Prince William County				
Section 8 Housing Assistance Payments Program	14.195	14195-165-10		<u>224,667</u>
Total Department of Housing and Urban Development				<u>224,667</u>
<b>Department of Education:</b>				
Pass through payments: Virginia Department of Education				
Title I Grants to Local Educational Agencies	84.010	84010-197-10		1,332,877
Student Support and Academic Enrichment Program	84.424			89,743
Special Education Cluster (IDEA):				
Special Education: Grants to States	84.027	84027-197-10	1,545,985	
Special Education: Preschool Grants	84.173	84173-197-10	<u>32,878</u>	
Total Special Education Cluster:				1,578,863
Career and Technical Education: Basic Grants to States	84.048	84048-197-10		116,702
English Language Acquisition State Grants	84.365	84365-197-10		298,947
Improving Teacher Quality State Grants	84.367	84367-197-10		<u>209,695</u>
Total Department of Education				<u>3,626,827</u>
<b>Department of Health and Human Services:</b>				
Pass through payments: Virginia Department of Social Services				
Promoting Safe and Stable Families	93.556	93556-765-10		16,371
Temporary Assistance for Needy Families	93.558	93558-765-10		226,628
Refugee and Entrant Assistance: State Administered Programs	93.566	93566-765-10		2,544
Low-Income Home Energy Assistance	93.568	93568-765-10		31,990
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	93596-765-10		42,817
Chafee Education and Training Vouchers Program (ETV)	93.599	93599-765-10		39
Stephanie Tubbs Jones Child Welfare Services Program	93.645	93645-765-10		227
Foster Care: Title IV-E	93.658	93658-765-10		238,413
Adoption Assistance	93.659	93659-765-10		179,629
Social Services Block Grant	93.667	93667-765-10		158,803
Chafee Foster Care Independence Program	93.674	93674-765-10		3,849
Children's Health Insurance Program	93.767	93767-765-10		12,656
Medical Assistance Program	93.778	93778-765-10		<u>576,302</u>
Total Department of Health and Human Services				<u>1,490,268</u>

Continued

**CITY OF MANASSAS, VIRGINIA**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**For the Year Ended June 30, 2019**

<b>Federal Granting Agency/Recipient State Agency/Grant Program</b>	<b>Federal CFDA Number</b>	<b>Pass-Through Identifying Number</b>	<b>Cluster Expenditures</b>	<b>Federal Expenditures</b>
<b>Department of Homeland Security:</b>				
Pass through payments: Department of Emergency Management				
Emergency Management Performance Grants	97.042	7795		7,412
Citizen Preparedness	97.067	7686		16,934
Emergency Food & Shelter Program	97.024	97021-127-10		3,224
Homeland Security Grant Program	97.067	UASI596		<u>123,983</u>
Total Department of Homeland Security				<u>151,553</u>
<b>Department of Justice:</b>				
Direct payments:				
State Criminal Alien Assistance Program	16.606	N/A		90,871
Bulletproof Vest Partnership Program	16.607	N/A		7,140
Edward Byrne Memorial Justice Assistance Program	16.738	N/A		27,804
Pass through payments: Virginia Department of Criminal Justice Services				
Byrne Justice Assistance Grant Program: Equipment & Technology	16.738	18-A4404AD12		<u>33,567</u>
Total Department of Justice				<u>159,382</u>
<b>Department of Transportation:</b>				
Federal Aviation Administration:				
Direct payments:				
Airport Improvement Program	20.106	CS0030		368,362
Federal Highway Administration				
Pass through payments: Virginia Department of Motor Vehicles				
State and Community Highway Safety	20.600	FSC-2019-59143-9413		10,510
Federal Transit Administration				
Pass through payments: Virginia Department of Transportation				
Highway Planning and Construction	20.205	0028-115		<u>403,980</u>
Total Department of Transportation				<u>782,852</u>
Total Expenditures of Federal Awards				<u>\$ 9,926,322</u>

**Notes to the Schedule of Expenditures of Federal Awards**

**Note 1: Basis of Presentation**

The accompanying schedule of federal expenditures includes the activity of all federally assisted programs of the City of Manassas, Virginia and is presented on the modified accrual basis of accounting, as described in Note 1 to the City's basic financial statements. All federal awards received directly from federal agencies, as well as federal awards passed through other government agencies, are included on this schedule.

**Note 2: Food Distribution**

Nonmonetary assistance is reported in the schedule at the fair market value of the commodities received and disbursed.

**Note 3: De Minimis Cost Rate**

The entity did not elect to use the 10% de minimis indirect cost rate.