

**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*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, 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, 2016, 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 29, 2016.

**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 the 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. **We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as Items 2015-002 and 2016-001, which we consider to be material weaknesses.**

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as Items 2015-005 through 2015-007.**

### City of Manassas, Virginia's Responses to Findings

The City's responses to the findings identified in our audit are described in the accompanying schedule of findings and questions costs. The City's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

### 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, L.L.P.*

CERTIFIED PUBLIC ACCOUNTANTS

Harrisonburg, Virginia  
November 29, 2016

**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, 2016. 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 the requirements of federal statutes, regulations, and 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, 2016.**

## Other Matters

The results of our auditing procedures disclosed an instance of noncompliance, which is required to be reported in accordance with the Uniform Guidance and which is described in the accompanying schedule of findings and questioned costs as item 2016-002. Our opinion on each major federal program is not modified with respect to this matter.

The City's response to the noncompliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

## 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. **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, S. L. P.*

CERTIFIED PUBLIC ACCOUNTANTS

Harrisonburg, Virginia  
November 29, 2016

**CITY OF MANASSAS, VIRGINIA**

**SUMMARY OF COMPLIANCE MATTERS**

**June 30, 2016**

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

Comprehensive Services Act

Uniform Disposition of Unclaimed Property Act

State Agency Requirements

Education

Social Services

Urban Highway Maintenance

Stormwater Management Program

**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.

**CITY OF MANASSAS, VIRGINIA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2016**

**A. SUMMARY OF AUDITOR’S RESULTS**

1. The auditor’s report expresses an **unmodified opinion** on the financial statements.
2. **Two material weaknesses** relating to the audit of the financial statements were 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** on all major federal programs.
6. The audit disclosed **one audit finding relating to a major program**.
7. The major programs of the City are:

<b>Name of Program</b>	<b>CFDA #</b>
Child Nutrition Cluster - School Breakfast Program	10.553
Child Nutrition Cluster - National School Lunch Program	10.555
Child Nutrition Cluster - Summer Food Service Program	10.559
Highway Construction	20.205
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.

**CITY OF MANASSAS, VIRGINIA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2016**

**B. FINDINGS – FINANCIAL STATEMENT AUDIT**

**2015-002: Capital Assets (Material Weakness)**

*Condition:*

In the previous year 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, and the current year audit, a number of material adjustments were required to restate beginning net position as well as to reclassify balances between capital asset categories.

*Recommendation:*

We recommend the City continue the procedures they have begun to help identify such issues and proceed with their plan to utilize capital asset tracking functions as part of their forthcoming enterprise resource planning software implementation.

*Management's Response:*

The auditee concurs with this recommendation.

**2016-001: Unbilled Accounts Receivable (Material Weakness)**

*Condition:*

A material adjustment was required to properly state unbilled accounts receivable in the Electric Fund.

*Recommendation:*

We recommend the City ensure a process is in place to capture all potential unbilled receivables related to amounts prior to year-end.

*Management's Response:*

The auditee concurs with this recommendation.

**CITY OF MANASSAS, VIRGINIA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2016**

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

**2016-002: Highway Planning and Construction – CFDA No. 20.205**

*Condition:*

Equipment purchased with federal funds is not separately tracked and noted as federally funded in the City's capital asset software. Equipment acquired under federal awards must be tracked and contain information including a description, source, who holds title, acquisition date and cost, percentage of federal participation in the cost, location, condition, and any ultimate disposition data including, the date of disposal and sales price or method used to determine current fair market value. As a result, the City is not in compliance with the stated rules. There is a risk if such assets were sold, additional procedures required may not be followed.

*Recommendation:*

We recommend that as a part of the City's upcoming enterprise software implementation, the City utilize a module that will assist in tracking such federally funded assets.

*Management's Response:*

The auditee concurs with this recommendation.

**D. FINDINGS AND QUESTIONED COSTS – COMMONWEALTH OF VIRGINIA**

**2015-005: Investment Ratings**

*Condition:*

Several corporate bonds fell below Virginia required minimum ratings during the year. These bonds amounted to \$169,322.

*Recommendation:*

We recommend moving funds away from corporate bonds that fall below the Virginia code and to investments that meet the requirements.

*Management's Response:*

The auditee concurs with this recommendation.



**CITY OF MANASSAS, VIRGINIA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2016**

**D. FINDINGS AND QUESTIONED COSTS – COMMONWEALTH OF VIRGINIA (Continued)**

**2015-006: Commonwealth of Virginia Disclosure Statements**

*Condition:*

We noted six members of the City's various Boards and Commissions did not file a statement of economic interest by the December deadline as set forth by the *Code of Virginia*.

*Recommendation:*

Steps should be taken to ensure that these statements are filed by all required individuals in a timely manner.

*Management's Response:*

The auditee concurs with this recommendation.

**2015-007: Public Accounts**

*Condition:*

Funds were placed in an account that was not marked as a public account by the financial institute as required by the Virginia Security for Public Deposits Act.

*Recommendation:*

Steps should be taken to ensure that all City funds are maintained in accounts marked as public by the financial institution.

*Management's Response:*

The auditee concurs with this recommendation.

**CITY OF MANASSAS, VIRGINIA**  
**SCHEDULE OF PRIOR YEAR FINDINGS**  
**Year Ended June 30, 2016**

**A. FINDINGS – FINANCIAL STATEMENT AUDIT**

**2015-001: Accounts Receivable – Enterprise Funds (Material Weakness)**

*Condition:*

A material adjustment was required to eliminate old accounts receivable in several of the enterprise funds.

*Recommendation:*

We recommend the City record all amounts transferred to the “144” account as write-offs in order to avoid overstatement of accounts receivable.

*Current Status:*

We did not detect a similar finding in the current year.

**2015-008: Airport Transactions (Material Weakness)**

*Condition:*

Material adjustments were required for items in the Airport Fund related to debt not previously recorded, recognition of insurance proceeds revenue related to prior years and accounting for revenue from monthly rental of hangars and leases. The Airport is also subject to unique requirements as promulgated by the Federal Aviation Administration which may have an impact on the financial reporting process.

*Recommendation:*

The City has regular communication with management at the Airport and we recommend the City continue to implement formal processes to ensure that all of the transactions are accurately captured, analyzed and recorded in the financial records on a timely basis.

*Current Status:*

We did not detect a similar finding in the current year.

**CITY OF MANASSAS, VIRGINIA**  
**SCHEDULE OF PRIOR YEAR FINDINGS**  
**Year Ended June 30, 2016**

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

**2015-003: Highway Planning and Construction – CFDA No. 20.205**

*Condition:*

The Highway Planning and Construction program was not properly included in the FY14 Schedule of Expenditures of Federal Awards (SEFA) and therefore not originally tested as part of the FY14 audit. The program was tested at a later date and the FY14 SEFA was reissued.

*Recommendation:*

We recommend that the client review the SEFA for errors and that the SEFA be compared to federal revenues and expenditures each year.

*Current Status:*

We did not detect a similar finding in the current year.

**CITY OF MANASSAS, VIRGINIA**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
For the Year Ended June 30, 2016

Federal Granting Agency/Recipient State Agency/Grant Program	Federal CFDA Number	Pass-Through Identifying Number	Cluster Expenditures	Federal Expenditures
<b>U.S. Department of Agriculture</b>				
Pass-through payments:				
Department of Education:				
National School Breakfast Program	10.553	10553-301-10	\$ 631,243	
National School Lunch Program - Food Donations	10.555	00-571	211,934	
National School Lunch Program	10.555	10555-301-10	1,923,743	
Summer Food Service Program for Children	10.559	10559-301-10	<u>64,281</u>	
Total Child Nutrition Cluster				\$ 2,831,201
Department of Social Services:				
State Administration:				
SNAP Cluster				
Matching Grants for Supplemental Nutrition Assistance Program	10.561	N/A		<u>401,208</u>
Total U.S. Department of Agriculture				<u>3,232,409</u>
<b>Department of Environmental Quality</b>				
Pass through payments:				
Historic Data Clean-Up	66.466	16088		<u>18,800</u>
<b>U.S. 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>186,613</u>
Total U.S. Department of Housing and Urban Development				<u>186,613</u>
<b>U.S. Department of Justice</b>				
Direct payments:				
State Criminal Alien Assistance Program	16.606	N/A		25,545
Bulletproof Vest Partnership Program	16.607	N/A		8,925
Edward Byrne Memorial Justice Assistance Program	16.738	N/A		14,278
Pass through payments:				
Virginia Department of State Police:				
Missing Children's Assistance	16.543	16543-156-10		<u>-</u>
Total U.S. Department of Justice				<u>48,748</u>
<b>U.S. Department of Transportation</b>				
Direct payments:				
Airport Improvement Program	20.106	N/A		1,488,082
Pass-through payments:				
Virginia Department of Transportation				
Highway Planning and Construction	20.205	61448		947,745
Virginia Department of Motor Vehicles				
State and Community Highway Safety Program	20.600	4369		<u>12,210</u>
Total U.S. Department of Transportation				<u>2,448,037</u>
<b>U.S. Department of Education</b>				
Pass-through payments:				
Commonwealth of Virginia Department of Education:				
Title I - Grants to Local Educational Agencies	84.010	84010-197-10		1,179,953
Special Education - Grants to States	84.027	84027-197-10	1,264,842	
Special Education - Preschool Grants	84.173	84173-197-10	<u>29,579</u>	
Total Special Education Cluster:				1,294,421
Career and Technical Education: Basic grants to states	84.048	84048-197-10		110,624
English Language Acquisition Grants	84.365	84365-197-10		260,705
Improving Teacher Quality State Grants	84.367	84367-197-10		<u>132,858</u>
Total U.S. Department of Education				<u>2,978,561</u>
<b>Department of Homeland Security:</b>				
Pass-through Payments:				
Department of Emergency Management:				
Non-Profit Security Program	97.008	97008-127-10		13,270
Emergency Response Team Grant	97.067	15UASI596-02		6,096
Emergency Management Performance Grants	97.042	97042-127-10		5,225
Homeland Security Grant Program	97.067	13UASI596		52,087
Homeland Security Grant Program	97.067	14UASI596		<u>57,696</u>
Total U.S. Department of Homeland Security				<u>134,374</u>

CITY OF MANASSAS, VIRGINIA  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (Continued)**  
For the Year Ended June 30, 2016

<u>Federal Granting Agency/Recipient State Agency/Grant Program</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Identifying Number</u>	<u>Cluster Expenditures</u>	<u>Federal Expenditures</u>
<b>Department of Health and Human Services:</b>				
Pass-through Payments:				
Department of Social Services:				
Promoting Safe and Stable Families	93.556			\$ 15,213
Temporary Assistance to Needy Families	93.558			225,523
Refugee and Entrant Assistance	93.566			313
Low Income Home Energy Assistance	93.568			21,788
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596			38,991
Child Welfare Services	93.645			1,465
Foster Care - Title IV-E	93.658			245,640
Adoption Assistance	93.659			86,252
Social Service Block Grant	93.667			148,660
Chafee Foster Care Independence Program	93.674			2,314
State Children's Insurance Program	93.767			16,912
Medical Assistance Program	93.778			507,449
				<u>1,310,520</u>
Total U.S. Department of Health and Human Services				<u>1,310,520</u>
Total Expenditures of Federal Awards				<u>\$ 10,358,062</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 County'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.