



# NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

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March 4, 2021

Michael J. Klug, Chairperson  
Village of Wynot  
PO Box 61  
Wynot, NE 68792

Dear Chairperson Klug:

The Nebraska Auditor of Public Accounts (APA) has reviewed the audit waiver request received from the Village of Wynot (Village) for the fiscal year ending 2020. **That request has been approved.**

While performing, pursuant to Neb. Rev. Stat. § 84-304 (Cum. Supp. 2020), the preliminary examination necessary to determine whether the audit waiver should be allowed or further audit work would be required, the APA noted certain internal control or compliance matters, or other operational issues, within the Village.

The following information is intended to improve internal controls or result in other operational efficiencies.

## Comments and Recommendations

### 1. Lack of Claim Purpose

During our comparison of the Village's bank account details to claims approved by the Board, the APA noted that the claims listed in the Board's official proceedings lacked descriptions of their respective purposes.

The following is an example of the approved claims listing provided by the Village for January 8, 2020:

The following bills were presented for payment. Marks Machinery 253.77, Butch's Propane 504.86, NENEDD 2,445.00, NE Public Health 289.00, B's Enterprises 194.70, Heartland Fire 199.55, Art Kathol Appliance 8.36, Grossenburg Imp. 88.55, Northeast Neb News 119.87, Wynot Oil 538.11, One Source 146.41, Blackburn & Stevens 45.00, One Call Concepts 5.77, L.P. Gill 674.45, Great Plains 164.75, and Cedar Knox Public Power 1,300.00. A motion to approve payment of the bills was made by Jones and seconded by Pinkelman. Roll call Ayes – Jones, Pinkelman, Promes and Hite. Nays None. Motion carried.

Neb. Rev. Stat. § 19-1102 (Cum. Supp. 2020) requires publication of the Board's official proceedings, which must include, among other things, the purpose of each claim allowed, as follows:

*It shall be the duty of each city clerk or village clerk in every city or village having a population of not more than one hundred thousand inhabitants as determined by the most recent federal decennial census or the most recent revised certified count by the United States Bureau of the Census to prepare and publish the official proceedings of the city council or village board of trustees within thirty days after any meeting of the city council or village board of trustees.*

*The publication shall be in a legal newspaper in or of general circulation in the city or village, shall set forth a statement of the proceedings of the meeting, and shall also include the amount of each claim allowed, the purpose of the claim, and the name of the claimant, except that the aggregate amount of all payroll claims may be included as one item. Between July 15 and August 15 of each year, the employee job titles and the current annual, monthly, or hourly salaries corresponding to such job titles shall be published. Each job title published shall be descriptive and indicative of the duties and functions of the position. The charge for the publication shall not exceed the rates provided for in section 23-122.*

(Emphasis added.) Good internal control and sound accounting practices require procedures to ensure that the Board’s official proceedings describe the purpose of each claim allowed. Without such procedures, there is an increased risk of not only failure to comply with statutory publication requirements but also a lack of transparency regarding the nature of public expenditures.

We recommend the Board implement procedures to ensure the purpose of each claim allowed is included in the Board’s official proceedings and published in accordance with State statute.

**2. Payment of Unapproved Claims**

During our comparison of the Village’s bank account details to claims approved by the Board, the APA identified 16 payments, totaling \$7,986.80, which were paid but not included on the claims listing to be approved by the Board.

Details of the unapproved payments are included in the table below:

<b>Claim Date</b>	<b>Name/Vendor</b>	<b>Amount</b>	<b>Check #</b>	<b>Cleared Date</b>
1/7/2020	Walmart	\$ 42.28	ACH	1/7/2020
1/9/2020	USPS	\$ 5.19	ACH	1/9/2020
1/10/2020	Automatic payment to loan	\$ 500.00	ACH	1/10/2020
1/13/2020	Intuit Payroll, QuickBooks	\$ 791.79	ACH	1/13/2020
1/15/2020	Automatic payment to loan	\$ 834.18	ACH	1/15/2020
1/16/2020	USPS	\$ 14.70	ACH	1/16/2020
1/22/2020	NE Dept of Revenue	\$ 657.18	ACH	1/22/2020
1/29/2020	Intuit Payroll, QuickBooks	\$ 578.58	ACH	1/29/2020
1/14/2020	Kyle Heimes	\$ 262.36	10683	1/16/2020
1/14/2020	Davi Koch	\$ 1,236.78	10684	1/14/2020
1/14/2020	Michele Koehler	\$ 358.14	10685	1/14/2020
1/14/2020	Crystal Lenzen	\$ 484.01	10686	1/16/2020
1/16/2020	US Post Office	\$ 110.00	10690	1/22/2020
1/30/2020	David Koch	\$ 1,180.19	10698	1/30/2020
1/30/2020	Michele Koehler	\$ 415.32	10699	1/30/2020
1/30/2020	Crystal Lenzen	\$ 516.10	10700	2/3/2020
<b>Total</b>		<b>\$ 7,986.80</b>		

Good internal control requires procedures to ensure that all claims are approved by the Board prior to payment and areadequately documented in the meeting minutes of the month in which they are approved. Without such procedures, there is an increased risk for the loss or misuse of Village funds.

We recommend the Board implement procedures to ensure all claims are approved by the Board prior to payment and are adequately documented in the meeting minutes of the month in which they are approved.

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The preliminary planning work that resulted in this letter was designed primarily on a test basis and, therefore, may not bring to light all existing weaknesses in the Village's policies or procedures. Nevertheless, our objective is to use the knowledge gained during the performance of that preliminary planning work to make comments and suggestions that we hope will prove useful to the Village.

This communication is intended solely for the information and use of the Village and its management. It is not intended to be, and should not be, used by anyone other than those specified parties. However, this letter is a matter of public record, and its distribution is not limited.

If you have any questions, please contact **Dakota Christensen at 402-499-8702 or dakota.christensen@nebraska.gov.**

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Avery", with a long horizontal flourish extending to the right.

Mark Avery, CPA  
Assistant Deputy Auditor