February 25, 2021

Ryan Schurr, Chairperson
Village of Farnam
315 Main Street
Farnam, NE 69029

Dear Chairperson Schurr:

The Nebraska Auditor of Public Accounts (APA) has reviewed the audit waiver request received from the Village of Farnam (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 15, 2020:

```
A listing of the bills for December 2019, were reviewed. Motion moved by Heath, second by Adlisson, to approve payments of all bills listed. Roll vote showed: Johnson, Schurr, Adlisson, Heath, and Russman. Five approved, motion carried. Bills are as follows: American Ag Lab 17.50, ATC 120.14, Black Hills Energy 798.09, Brown’s 786.22, CAMAS 51.28, Coop 22.41, Dawson County Treasurer 608.34, Dawson Public Power 1717.14, Dearborn National 99.76, DHHS Drinking Water 115.00, Intuit Payroll 6.39, Malcom Nelson & Windrum 243.00, Menards 27.85, Nebraska Public Health Environment 446.00, One Call Concepts 4.54, Rod Klein 35.00, Rod Klein 1375.00, Schubert Sanitation 1676.21, Staples 36.76, Titan Machinery 592.39, Tyler Peter 30.00, Nebraska Dept. of Revenue 755.57, IRS 1943.60, Payroll 3547.29.
```

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.

A similar issue was identified by the APA in a prior review and was disclosed to the Village in the APA’s letter
dated September 12, 2019, which can be found on the APA’s website.

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
two payments, totaling $770.09, 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:

<table>
<thead>
<tr>
<th>Check Date</th>
<th>Name/Vendor</th>
<th>Amount</th>
<th>Check #</th>
<th>Cleared Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/20/2019</td>
<td>USPS</td>
<td>$ 161.75</td>
<td>ACH</td>
<td>11/20/2019</td>
</tr>
<tr>
<td>11/5/2019</td>
<td>Dawson County Treasurer</td>
<td>$ 608.34</td>
<td>4709</td>
<td>11/14/2019</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$ 770.09</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Good internal control requires procedures to ensure that 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. Without such
procedures, there is an increased risk for the loss or misuse of Village funds.

A similar issue was identified by the APA in a prior review and was disclosed to the Village in the APA’s letter
dated September 12, 2019, which can be found on the APA’s website.

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.

* * * * *

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,

Mark Avery, CPA  
Assistant Deputy Auditor