



NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

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March 4, 2021

Jan Mowry, Chairperson
Village of Wilsonville
PO Box 98
Wilsonville, NE 69046

Dear Chairperson Mowry:

The Nebraska Auditor of Public Accounts (APA) has reviewed the audit waiver request received from the Village of Wilsonville (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. Payment of Unapproved Claims

During our comparison of the Village's bank account details to claims approved by the Board, the APA identified five payments, totaling \$2,961.77, 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:

Check Date	Name/Vendor	Amount	Check #	Cleared Date
1/7/2020	Call One Concepts	\$ 10.00	11883	1/17/2020
1/21/2020	IRS	\$ 1.30	EFT	1/21/2020
1/22/2020	NE Dept. of Rev.	\$ 196.59	EFT	1/22/2020
1/10/2020	Burton Well Drilling	\$ 2,725.08	EFT	1/10/2020
1/29/2020	Valley Voice	\$ 28.80	11892	2/7/2020
Total		\$ 2,961.77		

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.

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.

2. Payment of Claims Prior to Board Approval

During our comparison of the Village’s bank account details to claims approved by the Board, the APA noted that six Village checks, totaling \$5,541.74, were issued before the underlying claims were approved by the Board.

The table below provides a summary of the premature payments:

Claim Date	Name/Vendor	Amount	Check Written Date	Days Paid Before Approval
1/7/2020	Valley Voice	\$ 29.52	12/30/2019	8
1/7/2020	Terry Clark	\$ 250.00	12/30/2019	8
1/7/2020	Burton Well Drilling	\$ 2,793.22	12/30/2019	8
1/7/2020	Wilsonville Library	\$ 950.00	12/30/2019	8
1/7/2020	Wilsonville Cemetery	\$ 1,250.00	12/30/2019	8
1/7/2020	Lords	\$ 269.00	12/30/2019	8
Total		\$ 5,541.74		

Neb. Rev. Stat. § 17-614(1) (Cum. Supp. 2020) sets out the proper method for the appropriation or payment of money by the Village, as follows:

All ordinances and resolutions or orders for the appropriation or payment of money shall require for their passage or adoption the concurrence of a majority of all members elected to the city council in a city of the second class or village board of trustees

(Emphasis added.) 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.

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,



Mark Avery, CPA
Assistant Deputy Auditor