



NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

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Travis Due, Chairperson
Village of Cordova
P.O. Box 42
Cordova, NE 68330

Dear Chairperson Due:

The Nebraska Auditor of Public Accounts (APA) has reviewed the audit waiver request received from the Village of Cordova (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.

Comment and Recommendation

Payment of Unapproved Claims

During our comparison of the Village's bank account details to claims approved by the Board, the APA identified eight checks, totaling \$1,608.59, 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
1/24/2020	Farmers' Cooperative	\$ 499.38	4446	1/31/2020
1/14/2020	Bernia Stych	\$ 98.00	4460	1/16/2020
1/14/2020	Travis Sue	\$ 180.08	4466	1/27/2020
1/14/2020	Brian Zastrow	\$ 138.52	4467	1/27/2020
1/14/2020	Tom Jansen	\$ 138.52	4468	1/28/2020
1/14/2020	Andrea Classen	\$ 138.52	4469	1/22/2020
1/14/2020	Less Larsen	\$ 138.52	4470	1/15/2020
1/10/2020	Travis Sue	\$ 277.05	4482	2/26/2020
Total		\$ 1,608.59		

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 18, 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.

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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