



# NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

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State Auditor

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February 11, 2022

Travis Due, Chairperson  
Village of Cordova  
PO 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 2021. **That request has been approved.**

While performing, pursuant to Neb. Rev. Stat. § 84-304 (Supp. 2021), 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

### Lack of Dual Signatures

The APA obtained the bank statements for the Village's accounts from its fiscal year 2021 audit waiver request. From these statements, the APA noted that five of the Village checks written during the examination period contained only one signature. An example of such checks is shown below.

VILLAGE OF CORDOVA  
GENERAL FUND  
PO BOX 42  
CORDOVA, NE 68330

7-15 2021 4766  
70-427-1049

Pay to the Order of Cordova Fire Dept. \$ 1416.06  
One thousand four hundred sixteen and 00/100

First Bank of Utica  
765 D Street - Utica, NE 68428  
Branch Locations:  
Cordova • Platteville • Milligan

FOR Purchase Shop Margaret A. Johnson

07/15/2021 4766 \$1,416.06

State statute requires Village checks to be signed by both the Board Chairperson and the Village Clerk. Specifically, Neb. Rev. Stat. § 17-711 (Cum. Supp. 2020) provides the following:

*All warrants drawn upon the city treasurer of a city of the second class or village treasurer must be signed by the mayor or chairperson of the village board of trustees and countersigned by the city clerk or village clerk, stating the particular fund to which the same is chargeable, the person to whom payable, and for what particular object. No money shall be otherwise paid than upon such warrants so drawn. Each warrant shall specify the amount included in the adopted budget statement for such fund upon which it is drawn and the amount already expended of such fund.*

Good internal control and sound accounting practices require procedures to ensure that Village checks contain the statutorily required endorsements. Without such procedures, there is an increased risk of not only failure to comply with State statute but also the loss and/or misuse of Village funds.

We recommend the Board implement procedures to require dual signatures, from the Board Chairperson and the Village Clerk, on all Village checks, as required by law.

\* \* \* \* \*

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 cursive script that reads "Mark Avery". The signature is written in black ink and is positioned above the typed name and title.

Mark Avery, CPA  
Assistant Deputy Auditor