



NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

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February 23, 2023

Terry Pinkelman, Chairperson
Village of Wynot
P.O. Box 61
Wynot, NE 68792

Dear Chairperson Pinkelman:

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 2022. **That request has been approved.**

While performing, pursuant to Neb. Rev. Stat. § 84-304 (Cum. Supp. 2022), 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 the following checks, totaling \$5,827.72, 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:

Name/Vendor	Check Date	Amount	Check #
Security Bank	08/15/22	\$834.18	ACH
IRS	08/15/22	\$754.92	ACH
NE Dept of Revenue	08/19/22	\$134.38	ACH
Kyle Heimes	08/15/22	\$117.05	11643
Crystal Lenzen	08/15/22	\$607.93	11644
Kathy Promes	08/15/22	\$576.27	11645
Terry Pinkleman	08/15/22	\$298.07	11646
Mike's Electric	08/25/22	\$500.00	11647
Kathy Promes	08/29/22	\$662.32	11650
Kyle Heimes	08/29/22	\$108.06	11648
Crystal Lenzen	08/29/22	\$645.10	11649
Charles Burbach	08/29/22	\$282.59	11651
Terry Pinkleman	08/29/22	\$281.85	11653
NE Dept of Revenue	9/6/22	\$25.00	11654
Total		\$5,827.72	

Neb. Rev. Stat. § 17-614(1)(a) (Reissue 2022) 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.

A similar issue was identified by the APA in a prior review and was disclosed to the Village in the APA’s letter dated March 25, 2022, which can be found on the APA’s website. However, it does not appear this issue was corrected after the APA’s notification.

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