



NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

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State Auditor

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December 9, 2025

Len Schmale, Chairperson
Carroll Fire Protection District 1
P.O. Box 216
Carroll, NE 68723

Dear Chairperson Schmale:

The Nebraska Auditor of Public Accounts (APA) has reviewed the audit waiver request received from the Carroll Fire Protection District 1 (District) for the fiscal year ending 2025. **That request has been approved.**

While performing, pursuant to Neb. Rev. Stat. § 84-304 (Supp. 2025), the preliminary examination necessary to determine whether further audit work would be required or the audit waiver should be allowed, the APA noted certain internal control or compliance matters, or other operational issues, within the District.

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 monthly statements for the District's bank accounts from its fiscal year 2025 audit waiver request. From those statements, the APA noted that four District checks, totaling \$1,064, written during the examination period contained **no** signatures. An example of such checks is shown below:

Carroll Rural Fire District
PO Box 216
Carroll, NE 68723-0216
Phone: (402) 589-4948

Nebraska Bank
501 Main Street
Carroll NE 68723
(402) 589-4441

1634
CHECK #

2/25/2025

PAY TO THE ORDER OF Bio-Electronics \$384.13

Three Hundred Eighty-Four and 13/100 DOLLARS

Bio-Electronics
PO Box 82633
Lincoln, NE 68501-2663

MEMO
Defibrillator Inspection Invoice 2325

Check: 1634 Amount: \$384.13 Date: 3/11/2025 Check 1634

Nebraska law requires both the Secretary-Treasurer and the President of the District to sign all checks approved by the Board of Directors (Board). In particular, Neb. Rev. Stat. § 35-511 (Reissue 2016) states that those checks "shall bear the signature of the secretary-treasurer and the countersignature of the president of such district."

In addition, good internal controls and sound accounting practices require procedures to ensure that District checks contain the statutorily required endorsements. Without such procedures, there is an increased risk for not only failure to comply with State statute but also loss or misuse of public funds.

We recommend the Board implement procedures to require dual signatures, from both the Secretary-Treasurer and the President, on all District checks, as required by law.

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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 District'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 District.

This communication is intended solely for the information and use of the District 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 black ink, appearing to read "Mark Avery", with a long horizontal flourish extending to the right.

Mark Avery, CPA
Assistant Deputy Auditor