

GILBERT, METZGER & MADIGAN, LLP

CERTIFIED PUBLIC ACCOUNTANTS

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To the Village President and Board of Trustees
Village of Ashmore
Ashmore, Illinois

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Ashmore, Illinois as of and for the year ended April 30, 2025, in accordance with auditing standards generally accepted in the United States of America, we considered the Village of Ashmore's system of internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village of Ashmore's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village of Ashmore's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in internal control to be material weaknesses:

2025-1 Financial Statement Preparation:

The Village is required to maintain a system of controls over the preparation of financial statements, including the related notes, in accordance with accounting principles generally accepted in the United States of America, which should include adequately trained personnel with the knowledge and expertise to prepare and or thoroughly review the financial statements to ensure they are free of material misstatements and include all required disclosures. Although management reviews the financial statements prior to their issuance, management does not possess adequate expertise and the potential exists that a material misstatement of the financial statements or disclosure omissions could occur and not be prevented or detected by the Village's internal control. Management has chosen to accept that degree of risk because of cost and other considerations for a governmental unit of their size and structure.

2025-2 Cash Disbursements:

Cash disbursements are recorded when a check is properly issued to a vendor. It was discovered that a check of a material amount was recorded in the general ledger during the fiscal year but was never delivered to the vendor. This resulted in the incorrect recording of a cash disbursement. Checks should only be recorded in the general ledger when they are properly mailed or released to the vendor.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in internal control to be a significant deficiency:

2025-3 Organizational Structure:

The size of the Village's accounting and administrative staff precludes certain internal controls that would be preferred if the governmental unit was large enough to provide optimum segregation of duties. This situation dictates that the President and Board remain involved in the financial affairs of the Village to provide oversight and independent review functions.

During our audit, we also became aware of the following deficiencies in internal control other than significant deficiencies or material weaknesses, and other matters that are opportunities for strengthening internal controls and operating efficiency:

- Transfers made between funds are to be approved by the Board prior to the money being moved. It was discovered that a transfer made between the General Fund and Water Utility Fund in December 2024 was not approved by the Board of Trustees. Board approval of transfers should be verified before a transfer is made.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various governmental unit personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of the President, Board of Trustees, management and others within the Village of Ashmore, and is not intended to be, and should not be, used by anyone other than these specified parties.

Gilbert, Metzger & Madigan, LLP

September 18, 2025