

MUNICIPALITY OF MONROE
INTERNAL CONTROL REVIEW
April 7, 2025

MUNICIPALITY OF MONROE
MUNICIPAL OFFICE
April 7, 2025

Governing Board:

Troy Meloon, Board President
Calvin Beil
Brad McCoy

Finance Officer:

Dorothy Ross

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RUSSELL A. OLSON
AUDITOR GENERAL

REPORT ON THE LIMITED STUDY OF INTERNAL CONTROL
PERFORMED IN ACCORDANCE WITH SOUTH DAKOTA CODIFIED LAW 4-11-4.1

Governing Board
Municipality of Monroe
Monroe, South Dakota

We have made a study of selected elements of internal control of the Municipality of Monroe (Municipality) in effect on April 7, 2025. Our study was performed pursuant to South Dakota Codified Law (SDCL) 4-11-4.1 and was limited to selected accounting controls contained in the codified laws and other selected controls we felt were significant to the Municipality. Our study was not conducted in accordance with the standards established by the American Institute of Certified Public Accountants for the purpose of giving an opinion on internal control in effect at the Municipality.

The management of the Municipality is responsible for establishing and maintaining internal controls. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control policies and procedures. The objective of internal controls is to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general-purpose financial statements in accordance with generally accepted accounting principles.

Because of inherent limitations in internal controls, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the internal controls to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operations of policies and procedures may deteriorate.

Our study was more limited than would be necessary to express an opinion on internal control of the Municipality. Also, our study would not necessarily disclose all significant weaknesses in internal controls of the Municipality. Accordingly, we do not express an opinion on internal control of the Municipality in effect on April 7, 2025.

However, our study did disclose weaknesses in internal controls of the Municipality in effect on April 7, 2025 as discussed below:

a. The Municipality did not properly maintain the following necessary records:

1. Cash General Ledger by Fund
2. Sewer Accounts Receivable Record and General Ledger Control
3. Individual Payroll Record

We recommend the Municipality properly establish and maintain the necessary accounting records. We have provided guidance to the Municipality to help establish these records.

b. The 2022 and 2023 annual reports were not presented by the first regular meeting in May, published and filed with the Department of Legislative Audit as required by SDCL 9-22-21. We recommend the Municipality prepare, publish, and file the annual financial reports in accordance with SDCL 9-22-21. We have provided assistance in the preparation of the 2024 annual financial report.

This report is intended solely for the use of management and the governing board and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report, which is a matter of public record.



Russell A. Olson
Auditor General

April 7, 2025