



September 7, 2018

To the Board of Trustees  
Village of Prairie Grove  
Prairie Grove, Illinois

We have audited the financial statements of the governmental activities and each major fund of the Village of Prairie Grove (Village) for the year ended April 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 26, 2018. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Matters

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Village of Prairie Grove are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2018. We noted no transactions entered into by the Village during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole. The most sensitive estimate affecting the financial statements was:

- Management's estimate of depreciation expense is based on estimated useful lives of the capital assets held by the Village.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The attached adjustments, detected as a result of audit procedures, were corrected by management.

eder, caseella & co.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter, a copy of which is attached.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Village's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Village's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Restriction on Use

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

Very truly yours,

*Eder, Casella & Co.*

EDER, CASELLA & CO.  
Certified Public Accountants

Client: Village of Prairie Grove  
 Engagement: Village of Prairie Grove  
 Period Ending: 4/30/2018  
 Workpaper: General Fund AJE Report

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries JE # 1</b>				
Reclass vehicle payments to expense account				
10-16-5380	PD - VEHICLES		18,314.00	
10-00-4010	PD VEHICLE FINES			18,314.00
<b>Total</b>			<b>18,314.00</b>	<b>18,314.00</b>
<b>Adjusting Journal Entries JE # 2</b>				
Reclass interest received for property taxes				
10-00-4911	INTEREST INCOME		14.00	
10-00-4100	PROPERTY TAX REVENUE			14.00
<b>Total</b>			<b>14.00</b>	<b>14.00</b>
<b>Adjusting Journal Entries JE # 3</b>				
Reverse May transfer that was backdated to 4/30/18				
10-00-1020	PD-ASSET FOR.		7,334.00	
10-00-1021	PD - DUI		11,965.00	
10-00-1022	PD - VEHICLE FINES		21,527.00	
10-00-1000	CASH -GENERAL FUND			40,826.00
<b>Total</b>			<b>40,826.00</b>	<b>40,826.00</b>
<b>Adjusting Journal Entries JE # 4</b>				
Reverse May journal entry that was backdated to 4/30/18				
10-00-1000	CASH -GENERAL FUND		1,966.00	
10-14-5606	PW - UNIFORMS			210.00
10-14-5615	PW - ROAD MAINT. SUPPLIES			1,656.00
10-14-5670	PW - SIGN			100.00
<b>Total</b>			<b>1,966.00</b>	<b>1,966.00</b>
<b>Adjusting Journal Entries JE # 5</b>				
Record amounts due from MFT for MFT expenses paid out of general fund				
10-00-1700	DUE FROM MFT		550.00	
10-14-5625	PW -SNOW/ICE CONTROL			400.00
80-00-5625	MFT - SNOW/ICE CONTROL			150.00
<b>Total</b>			<b>550.00</b>	<b>550.00</b>

Client: *Village of Prairie Grove*  
 Engagement: *Village of Prairie Grove*  
 Period Ending: *4/30/2018*  
 Workpaper: *General Fund AJE Report*

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries JE # 6</b>				
Record trade-in allowance received on three vehicles				
10-16-5380	PD - VEHICLES		54,000.00	
10-00-4849	SALE OF VEHICLES			54,000.00
<b>Total</b>			<u>54,000.00</u>	<u>54,000.00</u>

I have reviewed and agree with the adjustments above:

Client Signature

Date

*Will Seth*  
 \_\_\_\_\_  
*7/27/18*  
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Client: **Village of Prairie Grove**  
 Engagement: **Village of Prairie Grove**  
 Period Ending: **4/30/2018**  
 Workpaper: **Motor Fuel AJE Report**

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries JE # 1</b>				
Reclass to correct MFT account				
80-00-5665	MFT - ROAD PROGRAMS		6,732.00	
10-20-5665	PW ROAD PROGRAM			6,732.00
<b>Total</b>			<b>6,732.00</b>	<b>6,732.00</b>

**Adjusting Journal Entries JE # 2**  
 Record amounts due to general fund for MFT expenses paid out of general fund

80-00-5625	MFT - SNOW/ICE CONTROL		550.00	
80-00-2000	MFT - DUE TO GENERAL			550.00
<b>Total</b>			<b>550.00</b>	<b>550.00</b>

I have reviewed and agreed with the adjustments above:

Client Signature

Date

*M. L. Smith*  
 6/29/18

# Village of Prairie Grove

3125 Barreville Road  
Prairie Grove, IL 60012

Eder, Casella & Co.  
5400 West Elm Street  
Suite 203  
McHenry, Illinois 60050

This representation letter is provided in connection with your audit of the financial statements of Village of Prairie Grove (Village), which comprise the respective financial position of the governmental activities and each major fund as of April 30, 2018, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with the modified cash basis of accounting.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

## **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 26, 2018, including our responsibility for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with the modified cash basis of accounting and include all properly classified funds and other financial information of the primary government and all component units required by the modified cash basis of accounting to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or

payable to related parties have been appropriately accounted for and disclosed in accordance with the modified cash basis of accounting.

7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. We are in agreement with the adjusting journal entries you have proposed, if any, and they will be posted.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with the modified cash basis of accounting.
10. Guarantees, whether written or oral, under which the Village is contingently liable, if any, have been properly recorded or disclosed.

### **Information Provided**

11. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the Village from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the Board of Trustees or summaries of actions of recent meetings as listed below:
    - i. Board Meeting – May 16, 2017
    - ii. Special Meeting – June 19, 2017
    - iii. Board Meeting – June 20, 2017
    - iv. Special Meeting – July 25, 2017
    - v. Special Meeting – August 11, 2017
    - vi. Board Meeting – August 15, 2017
    - vii. Special Meeting – August 22, 2017
    - viii. Board Meeting – September 19, 2017
    - ix. Board Meeting – October 17, 2017
    - x. Special Meeting – November 15, 2017
    - xi. Board Meeting – December 19, 2017
    - xii. Board Meeting – January 23, 2018
    - xiii. Board Meeting – February 21, 2018
    - xiv. Board Meeting – March 21, 2018
    - xv. Board Meeting – April 18, 2018
    - xvi. Board Meeting – May 16, 2018
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

14. We have no knowledge of any fraud or suspected fraud that affects the Village and involves:
  - a. Management,
  - b. Employees who have significant roles in internal control, or
  - c. Others where the fraud could have a material effect on the financial statements.
15. We have no knowledge of any allegations of fraud or suspected fraud affecting the Village's financial statements communicated by employees, former employees, regulators, or others.
16. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
17. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
18. We have disclosed to you the identity of the Village's related parties and all the related party relationships and transactions of which we are aware.

**Government - specific**

19. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
20. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
21. The Village has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
22. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
23. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
24. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
25. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.



26. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
27. As part of your audit, you prepared the draft financial statements and related notes, fixed assets records and provided us with a copy of the fixed asset. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
28. The Village has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
29. The Village has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
30. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
31. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
32. Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
33. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
34. Provisions for uncollectible receivables have been properly identified and recorded.
35. Expenses have been appropriately classified in or allocated to functions and programs in the Statement of Activities, and allocations have been made on a reasonable basis.
36. Revenues are appropriately classified in the Statement of Activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
37. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
38. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
39. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.

- 40. We are not aware of any current or anticipated losses in excess of our insurance coverage for which we would be financially liable.
- 41. The Village meets the GASB-established requirements for accounting for eligible infrastructure assets using the modified approach.
- 42. We have appropriately disclosed the Village's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 43. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 44. In regard to the preparation of financial statements and fixed asset maintenance services performed by you, we have:
  - a. Assumed all management responsibilities.
  - b. Designated an individual who has suitable skill, knowledge, or experience to oversee the services.
  - c.  Evaluated the adequacy and results of the services performed.
  - d.  Accepted responsibility for the results of the services.

Signed: WIKSells

Signed: \_\_\_\_\_

Title: VILLAGE ADMINISTRATOR

Title: \_\_\_\_\_

Date: 9/7/18

Date: \_\_\_\_\_