

The Village Board of the VILLAGE of PLAINFIELD, WAUSHARA County, Wisconsin, hereby provides its written notice and an Agenda of the meeting of the Village Board for the Village of PLAINFIELD, to be held at the Municipal Building,

114 W. Clark Street

Tuesday, January 2, 2024, at 7:00 P.M.

1. CALL TO ORDER – President, Jerry Lauer
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL – Wayne Cummings, Michele Weis, Sandra Lockhart, Jessica Beggs, Don Miller and Charyn Schultz
4. AGENDA – Submit corrections, deletions, additions and adopt
5. APPROVE MINUTES FROM DECEMBER 5, 2023, BOARD MEETING
6. GUESTS: Attorney Brian Formella, Anderson O'Brien, LLP
7. PRESENT BILLS
8. COMMITTEE REPORTS:
9. ITEMS FOR DISCUSSION:
 - A. New Attorney selection
 - B. 2022 Audit
10. ITEMS TO BE ACTED UPON:
 - A. New Attorney selection
 - B. Approve Operator's License for Emmy Hirst, Angel Blank and Thor Miller (Dollar General)
 - C. Approve rollover of Library 2023 budget
 - D. Contract with the Commission on Aging for 2024 dining center usage
11. ANNOUNCEMENTS:
12. SUGGESTIONS FOR NEXT BOARD MEETING:
13. FUTURE MEETINGS:
14. ADJOURN

VILLAGE OF PLAINFIELD CAUCUS

Tuesday, January 2, 2024

Municipal Building

114 W. Clark Street

6:30 P.M.

1. CALL TO ORDER: President, Jerry Lauer
2. APPOINTMENTS:
 - a. Caucus Chairman
 - b. Tellers
3. NOMINATIONS FOR THE FOLLOWING OFFICES:
 - a. Village Trustee for two years to succeed Jessica Beggs
 - b. Village Trustee for two years to succeed Wayne Cummings
 - c. Village Trustee for two years to succeed Sandi Lockhart
4. ADJOURN

OFFICIAL MINUTES OF THE PROCEEDINGS OF
THE
VILLAGE OF PLAINFIELD BOARD

December 5, 2023

The meeting was called to order at 7:00 p.m. by President Jerry Lauer at the Village of Plainfield Municipal Building. Roll call showed the following present: Trustees Cummings, Weis, Lockhart, Beggs, Miller, and Schultz. The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Trustee Schultz made a motion to approve the agenda as presented, seconded by Trustee Weis. The motion was carried by voice vote.

APPROVAL OF MINUTES

Trustee Lockhart moved to approve the minutes of the November 7, 2023, monthly Village Board meeting. The motion was seconded by Trustee Schultz and was carried by voice vote.

APPROVAL OF BILLS

President Lauer moved to approve the bills as presented, seconded by Trustee Schultz. The motion was carried by voice vote.

GUESTS

Fire Chief Baughman and Library Director Stainbrook, Steven Bender, and Brian Bauer.

PUBLIC COMMENTS - None

REPORTS

Library Director Stainbrook reported the library had 1,688 circulations for November 2023. Substantial increase over last year. There are 30 library locations; 2 locations had no change in circulation, 17 declined in circulation, 11 increased in circulation by 3% and Plainfield increased 34% over last year. The library will be open during the winter parade for bathrooms. Planning on having a float in the parade with Winnie the Fox. Looking to get more holiday programs into the library, along with Read to a Dog and cookie decorating day. Participating in the county wide Angel Tree project where cards are gifted to kids.

Fire Chief Baughman reported a busy month to include 5 calls in the last 5 days. Wrapping up the end of the year

Trustee Weis read Police Chief Fenske's resignation/retirement letter. Service date until March 22, 2024.

Chair Beggs reported on the continued Ordinance project.

Chair Miller reported on the water and sewer committee meeting on the utility 2024 budget.

Chair Schultz reported attending the annual Cemetery meeting.

DISCUSSION/MOTION ACTION ITEMS

President Lauer reported the budget is being presented. The only change is adjusting \$9,000 from the sewer budget to the general fund for roads and streets. Trustee Schultz moved to approve the 2024 budgets for the General Fund & Public Works. The motion was seconded by Trustee Lockhart and was carried out by voice vote.

Trustee Schultz moved to approve the Village Caucus date of Tuesday, January 2, 2024, at 6:30 P.M. The motion was seconded by Trustee Weis and was carried by voice vote.

Trustee Schultz moved to approve the Clerk writing overpaid tax refund checks due to escrow discrepancies. The motion was seconded by Trustee Cummings and was carried by voice vote.

ANNOUNCEMENTS

The winter parade is scheduled for Saturday, December 9th at 5:00 P.M.

Time sheets were turned in to the Village Clerk from the Board Members.

SUGGESTIONS FOR NEXT BOARD MEETING – None

FUTURE MEETINGS

Ordinance Committee meeting on Thursday, January 11, 2024, at 5:00 P.M.

ADJOURNMENT

There being no further business, Trustee Lockhart moved to adjourn, seconded by Trustee Schultz; motion carried. The meeting was thus adjourned at 7:14 P.M.

I, Donna Klanchich, clerk for the Village of Plainfield, Wis., do hereby certify that the foregoing is the unapproved minutes of the Village of Plainfield Board at its regular monthly meeting held November 1, 2023.

/s/ Donna Klanchich, Village of Plainfield Clerk

Plainfield Library Board Minutes December 2023

The meeting was called to order at 6:35 p.m. on Tuesday, December 26, 2023. Birdie, Jerry, Carla, Marj, Jesse, Kelly, and Tiffany were present.

The December bills were approved by Jesse and Jerry.

The treasurer's report shows a balance of \$7358.13 in the checking account and \$3074.75 in the savings account. Brittany recorded the maturity dates of the CDs and the discussion of moving funds into a higher yield account will continue in the new year.

The minutes from the November meeting were read.

In the Directors report; The November numbers remain strong, and as of the end of October, the Plainfield Library had seen a 34% increase in circulation over 2022. This far surpasses all the other libraries in Winnefox- the next highest circ increase at a Winnefox library was 24% and the average circ increase was 2-3%. November library programs included Storytime every Tuesday and two Read-to-a-Dog events; the library was closed on Thanksgiving and the day after Thanksgiving, with regular business hours the rest of the month. In December, there was Storytime every Tuesday, Read to a Dog twice, and Drop-in garland and ornament making and cookie decorating. The library hosted an Angel Tree for the Waushara County Holiday Project and a gift was purchased for every tag on the tree. The library had a float in the Plainfield Winter Parade and was open during the parade as a warming station and for bathroom access. Extra sale items were put out in the meeting room as a mini-holiday book sale in December- sales were a little slow, but a handful of people did come to the library just to shop for books.

A replacement for the missing wi-fi hotspot has been ordered. The village credit card was used to place the order, but we will be reimbursed with funds from the Tech Reserve Acct at Winnefox. The company (Mobile Beacon) asked if we wanted a CIPA (Child Internet Protection Act) filter on the hotspot that would block any sites that were deemed inappropriate. The Winnefox Library System doesn't require/use CIPA filtering on any of it's in-library internet systems or on it's hotspots because CIPA filters can be problematic in that they aren't completely effective; sometimes they block material that isn't inappropriate and sometimes things that are inappropriate slip past the filter. Also, the American Library Association is opposed to blanket-CIPA filtering because they consider it a first amendment violation. There's no cost to have the filter and it can be turned on or off by calling the company, so to err on the side of caution, Birdie had the filter activated until the board could be consulted. Jesse made a motion to have the CIPA filter turned off, and Marj seconded; motion passed.

Upcoming 2024 events and projects: The Policy and Handbook Subcommittee will be wrapping up early in the year, and a Strategic Planning Subcommittee will be formed. The Annual Report is due in March, so will be brought forward for approval at the February meeting. We will be launching a 1000 Books Before Kindergarten program this spring, and we are working on launching a Local History Club, Book Club(s), Local Gardening and/or Civic Pride Volunteering

group. In 2024 we're also planning on re-vamping the Friends of the Library and Junior Friends of the Library groups. Planning for the 2024 Summer Reading Program is underway- the theme is "Adventure Begins at Your Library". Other 2024 events will include painting nights, cooking classes, weekly Storytime, Read to a Dog, Take & Make crafts, drop-in activities, TC School book pick-up/drop-off, and a Bluebird house building class (Saturday, April 13th).

Jesse suggested contacting the Waushara Co. Sherriff Dept to inquire about doing a "Read to a Dog" with a police dog.

Annual performance reviews were conducted for all three library assistants, and all three scored very high on their reviews.

The library was closed Christmas Day, Monday, December 25th, and will be closed New Years Day, Monday, January 1st, 2024, with regular business hours all other days.

Policy and Handbook Subcommittee Report: The committee did not meet in December; next scheduled meeting is Monday, January 8th at 5pm at the library.

Marj made a motion to approve the reports, Tiffany seconded. Motion passed.

In Old Business: The 2024 Library Budget proposal was discussed. Concerns were raised about how to ensure that the wages line item wouldn't go over budget due to coverage for vacations, illness, etc. Ideas to prevent going over budget included possibly utilizing unpaid volunteers to staff the library for short periods of time or closing the library for short periods of time as necessary. The board was also reminded that the line item allotments aren't fixed and funds from one category can be shifted to another as needed. There was general agreement that the budget proposal looks good as long as careful attention is given to ensuring that we don't go over budget as a result of granting time off.

A motion to approve the 2024 budget proposal was made by Marj, seconded by Jesse; motion passed.

In New Business: Board will continue to discuss how much vacation the director has and the specifics of being salaried, possibly expanding library business hours in order to open at 10am Mon-Friday, and about the possibility of offering the rest of the library staff flex or comp time.

A motion to adjourn was made by Marj and seconded by Jesse; motion passed.

Meeting was adjourned at 8:37 pm. Next meeting will be held January 15, 2023 at 6:30pm at the library.

INDEPENDENT AUDITOR'S REPORT

To the Village Board
Village of Plainfield
Plainfield, Wisconsin

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Plainfield, Wisconsin, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Village of Plainfield, Wisconsin's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Plainfield, Wisconsin, as of December 31, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Village of Plainfield, Wisconsin, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

As discussed in Note 1 to the financial statements, effective January 1, 2022, the Village of Plainfield adopted provisions of GASB statement No. 87, *Leases*. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village of Plainfield, Wisconsin's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village of Plainfield, Wisconsin's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village of Plainfield, Wisconsin's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, and Wisconsin Retirement System schedules be presented to supplement the basic financial statements. Such information is the responsibility of management and although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the Management Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinions on the basic financial statements are not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Plainfield, Wisconsin's basic financial statements. The supplementary information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Johnson Block & Company, Inc.
DATE XX, 2023

AUDIT MATTERS REQUIRING COMMUNICATION TO THE GOVERNING BODY

To the Village Board
Village of Plainfield
Plainfield, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Plainfield for the year ended December 31, 2022 and issued our report thereon dated Date XX, 2023. 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 January 9, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Village of Plainfield are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, the Village of Plainfield implemented accounting policies and financial statement presentation changes by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 87, Leases, effective January 1, 2022. We noted no transactions entered into by the Village of Plainfield 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. The most sensitive estimates affecting the Village of Plainfield's financial statements were:

Management's estimate of the pension asset and deferred outflows and inflows of resources are based on various factors. These estimates were computed by the pension plan administrators.

Management's estimates of the depreciable lives of property and equipment are based on the expected use of the respective assets and management's experience with similar assets used by the Village.

Qualitative Aspects of Accounting Practices (Continued)

Management's estimate of the leases receivable and deferred inflows of resources on future lease transactions are based on the terms outlined within the lease agreement and a discount rate.

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 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 trivial, and communicate them to the appropriate level of management. The following material misstatements detected as a result of audit procedures were corrected by management: The entries are attached.

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 dated Date XX, 2023.

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 these 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 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.

Other Matters

We applied certain limited procedures to the budgetary comparison information, the Wisconsin Retirement Systems schedules, and the local retiree life insurance fund schedules, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

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

Sincerely,

Johnson Block & Company, Inc.

Date XX, 2023

INTERNAL CONTROL COMMUNICATIONS

To the Village Board
Village of Plainfield
Plainfield, Wisconsin

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Village of Plainfield as of and for the year ended December 31, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered Village of Plainfield's 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 Plainfield's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village of Plainfield'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 significant deficiencies or material weaknesses and therefore, there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

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 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 did not identify any deficiencies in internal control that we consider to be significant deficiencies.

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 deficiency in the Village of Plainfield's internal control to be a material weakness:

2022-001 Material Audit Adjustments

Material Audit Adjustments

The Village, like many others, has made the determination that because of the ever changing and numerous reporting requirements associated with preparing financial statements that are in conformity with accounting principles generally accepted in the United States of America, it is more cost advantageous to rely on the expertise of its outside auditors to assist in the preparation of its financial statements including assisting with year-end closing adjustments.

Material Audit Adjustments (Continued)

Because management relies on the auditor to assist with the preparation of the financial statements, the Village's system of internal control may not prevent, detect, or correct misstatements in the financial statements.

Proper financial closing and year-end reconciliation procedures should be in place to identify and adjust the financial records to ensure the financial statements are fairly stated. During our audit procedures we proposed various audit adjustments that, if not made, we feel would have resulted in the financial statements being materially misstated.

We recommend the Village review the various year-end processes and transactions necessary to close the financial records and establish written procedures to be followed.

We will continue to work with the Village, providing information and training where needed, to make the Village's personnel more knowledgeable about its responsibility for the financial statements.

In addition, we noted other matters involving the internal control and its operation that we have reported to management of the Village of Plainfield in a separate letter dated Date XX, 2023.

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

Johnson Block & Company, Inc.
Date XX, 2023

DRAFT

MANAGEMENT LETTER

To the Village Board
Village of Plainfield
Plainfield, Wisconsin

In planning and performing our audit of the financial statements of the Village of Plainfield for the year ended December 31, 2022, we considered the Village's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control.

However, during our audit we became aware of other matters that are opportunities for strengthening internal controls and operating efficiency. The following pages that accompany this letter summarize our comments and suggestions regarding those matters. This letter does not affect our report dated Date XX, 2023, on the financial statements of the Village of Plainfield.

We would like to take this opportunity to acknowledge the many courtesies extended to us by the Village's personnel during the course of our work. In particular, we would like to note the considerable assistance and cooperation provided to us by Donna Klanchich.

We shall be pleased to discuss any of the matters referred to in this letter. Should you desire assistance in implementing any of the following suggestions, we would welcome the opportunity of assisting you in these matters.

Johnson Block & Company, Inc.
Date XX, 2023

ADJUSTING JOURNAL ENTRIES

We are frequently requested by our clients to discuss the overall condition of their accounting records and what our role is as your audit firm. We believe that these matters should be discussed at each audit. The following section describes your accounting process in general terms and the ways in which we work with your staff.

The Village processes accounting transactions based on the type of transaction involved. Money coming in is processed using a cash receipt system. The payment of bills is done through an accounts payable system. Employees' salaries are paid using a payroll system. These three systems are responsible for recording and summarizing the vast majority of your financial transactions.

Beyond the three systems described in the preceding paragraph, another system is used to make corrections and to record non-cash transactions. This system involves preparing general journal entries. Journal entries provide the ability to make changes to the financial data entered in the other systems. As your auditor, our role is to substantiate year-end financial balances and information presented by your accounting personnel, and compare it to supporting information and outside confirmations. When information in your records does not agree with audit evidence, an adjusting entry is necessary to correct your records. Sometimes these entries are identified by your staff as they get ready for the audit. Other adjustments are prepared by us as we discover that your general ledger balances need to be changed to reflect the correct balances. Please see the attached journal entries in the appendix.

The proposed entries were accepted by the Village's management. All of these changes are reflected properly in your audited financial statements. A copy of the adjusting entries has been provided to your staff and they have been posted to your 2022 general ledger.

Because we are providing assistance to your staff by proposing changes to correct your financial information, you should be aware of these processes. Many of our clients rely on us to make year-end adjustments as we have described. In many cases, we have the experience or expertise to compute, and identify, corrections to your records. We work with many clients on similar issues, so it may be more efficient for you to have us do some of the one-time adjustments, rather than your staff spending hours researching the proper adjustment.

Due to the technical nature of financial reporting and complying with financial reporting standards, most clients have their CPA firm prepare the year-end financial statements and note disclosures. We have provided these services to your Village.

We are communicating this information to you to give you a better understanding of what we do and how the year end process works. Our job as auditors is to bring in an outside perspective and provide a level of comfort that your financial reporting system is materially correct and accurately reflects the financial activity for the year.

We hope that by providing this information on what we do, you will have a better understanding of our role, and the various ways that we work with your staff.

PASSED JOURNAL ENTRIES

Passed journal entries may occur due to transaction timing, industry practices or lack of overall significance. There were no potential (passed) journal entries identified in our audit that were not posted to the general ledger.

ADDITIONAL COMMENTS AND RECOMMENDATIONS

Cash Deposits

On December 31, 2022, the Village had approximately \$1.3 million deposited in the bank that was uninsured and uncollateralized. This risk is primarily present at the end of the year when the Village becomes the collection agency for the tax roll. A significant amount of these deposits are settled in January and February each year to the overlaying taxing jurisdictions. The board should be aware that this situation has some risk for the Village.

Cash Account Reconciliation

During our audit procedures, we documented that not all of the Village cash accounts, and activity are regularly recorded in the general ledger. This is primarily related to the non-operating accounts designated for special purposes. We recommend that management record monthly account activity for all village deposits and reconcile all accounts monthly. This will ensure that there are no unusual or unauthorized transactions processed in the Villages bank accounts. It is our understanding that while completing the conversion to Workhorse, all Village accounts will be captured and reconciled monthly.

Required Debt Covenants

The water and sewer utilities have issued debt through USDA that are subject to covenant clauses, whereby the annual revenues net of all operating expenses shall be equal to not less than the annual principal and interest requirements on the debt obligations times 120%. This requirement was not met in either of the utilities for 2022. We recommend that the Village review the required loan covenants as well as financial operating results to determine if rate increases are necessary to ensure these requirements are met.

Interfund Transactions

As a result of the different accounting modules as well as non-pooled accounts, the Village uses interfund accounts to maintain and track amounts paid for by one fund but owed by another. Our procedures identified that these accounts were not always in balance or reconciled to ensure that the correct transactions were being accounted for correctly. We recommend that if the use of interfund accounting is the continued practice, that these accounts be reviewed and reconciled on a regular basis.

It is our understanding that as part of moving to one general ledger package within Workhorse, that the Village intends to reduce the use of interfund transactions.

Expenses in Excess of Budget

Expenditures in several departments were in excess of budget in 2022. State statutes prohibit Villages from spending more than has been budgeted. We recommend that management monitor the budget to actual reports during the year and make the necessary adjustments. This would come in the form of budget amendments approved by the board.

ARPA Remaining Funding

In June 2021 and 2022, the Village received \$43,751 in American Rescue Plan Act - Local Fiscal Recovery Funds, respectively. As of December 31, 2022, the Village had spent \$76,792 of the funds. Therefore, the total remaining funds of \$10,710 were reported as unearned revenue as of December 31, 2022, and will be recognized as revenue when the eligible expenses are incurred. Records identified that the Village had intended to use a portion of the funds to cover delinquent utility charges, however it was determined that since those charges were put on the annual tax roll, they would not be eligible to be claimed with ARPA funds. The Village should be aware of the remaining funds so that they are spent or obligated by the required period of performance.

Internal Accounting Controls - Segregation of Duties

Many smaller municipalities, like the Village of Plainfield, have an accounting and financial reporting department that consists of just one to two people. The necessity for a large multi-staffed accounting and financial reporting department could result in inefficient use of personnel time and be cost prohibitive.

As a result, the size of the office staff precludes a proper separation of functions to assure adequate internal control. This is not unusual in organizations of your size, but the Board should continue to be aware of this condition and realize that the concentration of duties and responsibilities in a limited number of individuals is not desirable from a control point of view.

Effective internal controls with a proper segregation of duties would provide an adequate “checks and balances”, thereby reducing the risk of a material misstatement to the financial statements due to an error or fraud.

Under these conditions, the most effective controls lie in the Board’s knowledge and monitoring of matters relating to the Village of Plainfield’s operations. The Board of the Village of Plainfield should take an active part in monitoring matters relating to Village of Plainfield operations.

We recommend the Village review the current makeup of the financial accounting department and determine what accounting functions would be best assigned to individuals to maximize segregation of duties and strengthen controls.

Capitalization Policy

We recommend that the Village establish a written capitalization policy. Such a policy would identify what types of assets would be capitalized, the estimated useful lives as well as a dollar threshold used for identifying potential capital assets. Currently it appears small dollar items have historically been capitalized. We recommend a policy that establishes a minimum threshold of \$5,000 to reduce the amount of administrative burden for tracking and maintaining capital asset schedules.

Accounting Manual

The Village does not have a complete accounting procedures manual. Such a manual can be very helpful in ensuring that transactions are properly and consistently recorded. It would document the many accounting processes and procedures that the Village has implemented. It also provides a useful training aid for new employees.

We suggest that the Village prepare a written accounting policy and procedures manual. The State Uniform Chart of Accounts can provide a useful starting point. Additional pages could be added to describe specific procedures such as determining the amounts and timing of payments of utility debt service and other interfund payments; recording cost allocations; reconciling balance sheet accounts; budgeting; and recording various other journal entries.

Subscription-Based Information Technology Arrangements

The Governmental Accounting Standards Board issued Statement No. 96 (GASB 96), Subscription-Based Information Technology Arrangements (SBITA). GASB 96 provides guidance on accounting for SBITA when a government contracts for the right to use another party's software. The standards for SBITAs are based on the standards established in GASB Statement No. 87, Leases. GASB 96 is effective for fiscal years beginning after June 15, 2022.

A SBITA is defined as a contract that conveys control of the right to use a vendor's software, alone or in combination with the underlying information technology (IT) assets, as specified in the contract for a period of time in an exchange or exchange-like transaction.

A SBITA can be for software as a service, infrastructure as a service, or a platform as a service arrangement. One important question to ask when determining if a SBITA exists is: will this software no longer work/will we no longer be able to log in once the contract term ends? If your answer is yes, it is likely that a SBITA exists.

The subscription term includes the period during which a government has a noncancelable right to use the underlying IT assets. The subscription term also includes periods covered by an option to extend or to terminate (if it is reasonably certain that the government or SBITA vendor will not exercise that option).

When applicable under GASB 96, a government will recognize a right to use subscription asset and a corresponding subscription liability. GASB 96 provides an exception for short-term SBITAs. Short-term SBITAs have a maximum possible term under the SBITA contract of 12-months (or less), including any options to extend, regardless of their probability of being exercised. Subscription payments for short-term SBITAs should be recognized as outflows of resources (for example, expenditures).

We are here to help. Ongoing tracking and annual journal entries may be a large undertaking for our clients. To assist with GASB 96 compliance, many different accounting software packages are available for purchase. Instead of our clients potentially purchasing new software, we will be offering a new nonaudit service. This service will include tracking of SBITA in a software purchased by Johnson Block and Company, Inc. Our software will make the necessary calculations needed to record the annual GASB 96 journal entries.

CONCLUDING REMARKS

We would like to thank you for allowing us to serve you. We are committed to assisting you in the long-term financial success of the Village of Plainfield and our comments are intended to draw to your attention issues which need to be addressed by the Village to meet its goals and responsibilities.

The comments and suggestions in this communication are not intended to reflect in any way on the integrity or ability of the personnel of the Village. They are made solely in the interest of establishing sound internal control practices required by changing professional standards. The Village's staff is deeply committed to maintaining the financial reporting system so that informed decisions can be made. They were receptive to our comments and suggestions.

We will review the status of these comments during each audit engagement.

If you have any questions or comments regarding this communication or the financial statements, do not hesitate to contact us.

COOPERATIVE AGREEMENT BETWEEN THE VILLAGE OF PLAINFIELD AND WAUSHARA COUNTY DEPARTMENT OF AGING & DISABILITY SERVICES

AGREEMENT

This agreement entered into is by and between the Waushara County Department of Aging & Disability Services, Waushara County Courthouse, hereafter known as the Department, and the Village of Plainfield, Plainfield, hereafter known as the Village.

In consideration of the mutual promises contained herein, the Village and the Department agree to the following:

I. PURPOSE

The purpose of this agreement is to arrange for the location of the Plainfield Senior Dining Center.

II. RESPONSIBILITIES

A. VILLAGE shall:

1. Provide room and kitchen space for location of the Plainfield Senior Dining Center and allow for parking near the facility. This facility will be utilized by the Department on Mondays, Wednesdays, and every other Friday from 10:30 a.m. to 1:30 p.m.
2. Provide notification, with at least two weeks' advance notice, to the Department or staff person responsible for the program on location of any scheduled function that will conflict with the program's use of the facility on stated days.
3. Comply with all Federal, State, and Local laws and regulations governing the use of a public building, and is responsible for all safety inspections. Provide a copy of Certificate of Liability Insurance upon request.
4. Be responsible for the general upkeep and cleanliness of the rental space, including kitchen, serving, and dining areas, restroom facilities, and other areas of common use. Will address pest control issues as necessary.
5. Assure that facility is restored to appropriate level of cleanliness after the facility is used for purposes other than for senior dining.
6. Maintain the facility in a condition that is safe and accessible, i.e. snow/ice removal, stable entryways, etc.
7. Make available to the program, as needed, the use of the Village food service equipment, dishes, utensils, tables/chairs, garbage receptacle, etc.
8. Make space available for the proper, safe, and secure storage of nutrition site equipment and supplies.
9. Assure that dishes, steam table, and other equipment owned by the Department are not used by other organizations without prior approval by the Department.
10. Notify the Department in advance of any major repair expense pertaining to the meal site that the Board will expect the Department to pay or contribute towards, and be willing to review and consider three (3) bids before work is completed.
11. Allow a Waushara County Senior Dining Center sign to be displayed on the exterior of the building or near the nutrition site facility.
12. Allow for a set of keys to the building and any internal secured areas utilized by the Department to be made for the Dining Center Manager and Department-employed substitutes or a department-approved volunteer.

IV. MISCELLANEOUS PROVISIONS

A. ENTIRE AGREEMENT

This agreement represents the entire agreement of the parties and supersedes all verbal agreements and prior written agreements between the Village and the Department and shall have a term from **January 1, 2024, through December 31, 2024.**

B. AMENDMENTS

This agreement may be amended only in writing signed by both parties.

C. SEVERABILITY

The various terms, provisions and covenants herein contained shall be deemed to be separate and severable and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

D. GOVERNING LAW

This agreement shall be governed by and enforced in accordance with the laws of the State of Wisconsin.

In witness of this agreement, the following parties, recognized as the official representatives stated, do hereby agree to the above written provisions of this agreement, and do hereby agree to the provisions stated herein.



Debbie L. Paavola, Director
Waushara County Aging & Disability Services

12/15/23

Date

Mr. Jerry Lauer, President
Village of Plainfield

Date