

**MANAGEMENT LETTER**

Village of Timberlake  
Lake County  
11 East Shore Boulevard  
Timberlake, OH 44095

To the Village Council:

We have audited the financial statements of the Village of Timberlake, Lake County (the Village) as of and for the years ended December 31, 2022 and 2021, and have issued our report thereon dated April 20, 2023.

*Government Auditing Standards* requires us to report significant internal control deficiencies, fraud (including noncompliance with laws and regulations), and also abuse and noncompliance with contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts. We have issued the required report dated April 20, 2023 for the years ended December 31, 2022 and 2021.

We are also submitting the following comments for your consideration regarding the Village's compliance with applicable laws, regulations, grant agreement, contract provisions and internal control. These comments reflect matters that do not require inclusion in the *Government Auditing Standards* report. Nevertheless, these comments represent matters for which we believe improvements in compliance or internal controls or operational efficiencies might be achieved. Due to the limited nature of our audit, we have not fully assessed the cost-benefit relationship of implementing these recommendations. However, these comments reflect our continuing desire to assist the Village. If you have any questions or concerns regarding these comments, please do not hesitate to contact us.

We wish to thank the Fiscal Officer for his assistance during the audit.

We intend this report for the information and use of the Village Council, audit committee, and management.



***Charles E. Harris & Associates, Inc.***  
April 20, 2023

**Management Recommendation:**

**Adjustments/Reclassifications**

In 2021 and 2022, several adjustments or reclassifications were required or the Village's accounting system mapped line items incorrectly. We noted the following:

- In 2021, the General Fund had Village hall rental receipts in Charges for Services of \$8,675. They were reclassified as Miscellaneous.
- In 2021, the Debt Service Fund had disbursements in Interest and Other Fiscal Charges \$1,416 that were reclassified to Principal Retirement.
- In 2022, the General Fund had Village hall rental receipts in Charges for Services of \$10,460. They were reclassified as Miscellaneous.
- In 2022, the Special Revenue Fund had receipts in Extraordinary Items of \$16,964. They were reclassified as Special Item.

The accompanying financial statements have been adjusted to properly reflect these transactions. Various other immaterial posting errors were also noted and brought to the attention of management.

Failure to report transactions correctly results in the financial statements not being accurately presented. We recommend that the Fiscal Officer refer to the Village Officers' Handbook, Uniform Accounting Network manual and other Auditor of State guidance to properly classify its transactions. In addition, we recommend the Fiscal Officer adopt policies and procedures on the reviewing all financial reports compiled by UAN to ensure their accuracy.