



**OFFICE OF AUDITOR OF STATE**  
**STATE OF IOWA**

David A. Vaudt, CPA  
Auditor of State

State Capitol Building  
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 242-6134

**NEWS RELEASE**

Contact: David A. Vaudt  
515/281-5835  
or Tami Kusian  
515/281-5834

FOR RELEASE July 20, 2012

Auditor of State David A. Vaudt today released a report on a special investigation of the City of Callender for the period January 1, 2009 through January 3, 2012. The special investigation was requested by City officials as a result of alleged improper purchases by the former City Maintenance Supervisor using City funds.

Vaudt reported the special investigation identified \$3,766.75 of improper and unsupported disbursements made using the City's charge accounts by Mr. Craig Hanson, former City Maintenance Supervisor, for purchases which were not, or may not have been, for City operations. The City established charge accounts at Arnold Supply, O'Reilly Auto Parts and NAPA Auto Parts. The \$1,076.66 of improper disbursements identified on the City's charge accounts include auto parts for vehicles such as a Buick LeSabre, Chevrolet Impala, Ford Focus and Pontiac Grand Prix which are not vehicles owned by the City. The unsupported disbursements of \$2,690.09 were for auto parts without a specific vehicle identified on the invoice. Vaudt reported attempts were made to obtain further detail for the invoices, such as vehicle information, but either the parts purchased were universal or the vendor was unable to provide supporting documentation.

Vaudt also reported it was not possible to determine if additional amounts were improperly disbursed because adequate records for disbursements were not available.

The report includes recommendations to strengthen the City's internal controls and overall operations, such as requiring adequate documentation to support disbursements, performing independent reviews of meter readings and retaining broken or damaged water and electric meters.

Copies of the report have been filed with the Webster County Attorney's Office, the Attorney General's Office and the Division of Criminal Investigation. A copy of the report is available for review in the Office of Auditor of State and on the Auditor of State's website at <http://auditor.iowa.gov/specials/1222-0900-BE00.pdf>.

###



**REPORT ON SPECIAL INVESTIGATION  
OF THE  
CITY OF CALLENDER  
FOR THE PERIOD  
JANUARY 1, 2009 THROUGH JANUARY 3, 2012**

## Table of Contents

	<u>Page</u>
Auditor of State's Report	3
Investigative Summary:	
Background Information	4
Detailed Findings	4-7
Recommended Control Procedures	7
Exhibits:	
Arnold Supply Charge Account	<u>Exhibit</u> A 10-17
O'Reilly Auto Parts Charge Account	B 18-23
Staff	24



OFFICE OF AUDITOR OF STATE  
STATE OF IOWA

David A. Vaudt, CPA  
Auditor of State

State Capitol Building  
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 242-6134

Auditor of State's Report

To the Honorable Mayor and  
Members of the City Council:

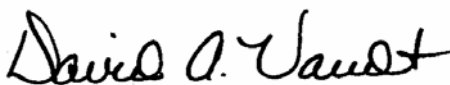
As a result of alleged improprieties regarding certain disbursements and at your request, we conducted a special investigation of the City of Callender. We have applied certain tests and procedures to selected financial transactions of the City for the period January 1, 2009 through January 3, 2012. Based on a review of relevant information and discussions with City officials and staff, we performed the following procedures:

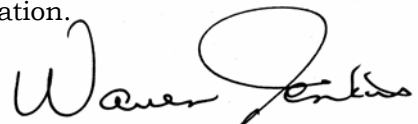
- (1) Evaluated internal controls to determine whether adequate policies and procedures were in place and operating effectively for the City's charge accounts and utility meter readings.
- (2) Reviewed all activity on several charge accounts established in the City's name, determined if purchases made with the charge accounts were authorized and determined if payments on the charge accounts were made using City funds.
- (3) Obtained and reviewed a listing of all City owned vehicles and equipment to determine if purchases on charge accounts were appropriate.
- (4) Reviewed certain customer history reports for residents to determine if:
  - utility bills were significantly higher for meters read by the former City Maintenance Supervisor, Craig Hanson, compared to meters read by another City employee,
  - seasonal trends occurred in utility bills based on certain customer history reports and
  - utility rates increased as approved by the City Council.

These procedures identified \$3,766.75 of improper and unsupported disbursements. We were unable to determine if additional amounts were improperly disbursed because adequate records for disbursements were not available. Several internal control weaknesses were also identified. Our detailed findings and recommendations are presented in the Investigative Summary and **Exhibits A** and **B** of this report.

The procedures described above do not constitute an audit of financial statements conducted in accordance with U. S. generally accepted auditing standards. Had we performed additional procedures, or had we performed an audit of financial statements of the City of Callender, other matters might have come to our attention that would have been reported to you.

Copies of this report have been filed with the Webster County Attorney's Office, the Attorney General's Office and the Division of Criminal Investigation. We would like to acknowledge the assistance and many courtesies extended to us by the officials and personnel of the City of Callender during the course of our investigation.

  
DAVID A. VAUDT, CPA  
Auditor of State

  
WARREN G. JENKINS, CPA  
Chief Deputy Auditor of State

April 25, 2012

City of Callender  
Investigative Summary

**Background Information**

The City of Callender is located in Webster County and has a population of approximately 375. On November 16, 1983, Craig Hanson was hired for the City Maintenance Department and eventually became the City Maintenance Supervisor on October 30, 2007. As the City Maintenance Supervisor, Mr. Hanson was responsible for:

- 1) Operating and maintaining the water and sewer plants,
- 2) Street maintenance, including snow removal and grading,
- 3) Maintaining all City equipment through general preventative maintenance,
- 4) Maintaining an inventory of all City equipment and parts and
- 5) Completing and filing all reports for testing of water and sewer operations.

According to the City Clerk, revenue is received from households and businesses in the City for water, sewer and electric services. Collections are to be deposited to the City's checking account. As City Maintenance Supervisor, Mr. Hanson was responsible for reading water and electric meters and providing the meter readings to the City Clerk each month.

All City disbursements are to be made by checks signed by the City Clerk. All disbursements are to be approved by the City Council at City Council meetings. The City had several charge accounts established at certain vendors. According to the City Clerk, 3 City employees were authorized to charge on the City's charge accounts, consisting of the City Clerk, the Maintenance Supervisor and the other Maintenance employee. The City does not use purchase orders for purchases made on the City's charge accounts. According to the City Clerk, receipts were to be turned in by City employees to be matched up to the monthly statements received from various vendors. However, neither the receipts nor the statements contained sufficient information to identify the types of vehicles for which parts were purchased.

In December 2010, a monthly statement was received from NAPA Auto Parts, but the City Clerk did not have all of the receipts which corresponded with the charges identified on the monthly statement. As a result, the City Clerk went to NAPA Auto Parts to obtain the missing receipts and noticed a \$29.46 part was purchased for a Buick LeSabre, which is not a City owned vehicle. The City Clerk notified the Mayor and the City Council. According to a City representative, the City Council requested additional receipts from Arnold Supply, O'Reilly Auto Parts and NAPA Auto Parts and identified additional purchases which were not for City owned vehicles. Due to the concerns identified, the City Council contacted the City Attorney to determine the appropriate actions.

On January 3, 2012, Mr. Hanson resigned from employment with the City and on January 10, 2012, the City's attorney requested the Office of Auditor of State perform an investigation of the City's financial transactions. As a result, we performed the procedures detailed in the Auditor of State's Report for the period January 1, 2009 through January 3, 2012.

**Detailed Findings**

These procedures identified \$3,766.75 of improper and unsupported disbursements. Of this amount, \$1,076.66 was improper for the City and \$2,690.09 was not supported by adequate documentation for purchases made using the City's charge accounts for auto parts. We were unable to determine whether additional amounts were improperly disbursed because adequate

---

records for disbursements were not available. **Table 1** summarizes the improper and unsupported disbursements identified. A detailed explanation of each finding is discussed in the following sections of this report.

**Table 1**

<b>Charge Accounts</b>	<b>Exhibit/ Table</b>	<b>Improper</b>	<b>Unsupported</b>	<b>Total</b>
Arnold Supply	<b>Exhibit A</b>	\$ 943.50	1,983.82	2,927.32
O'Reilly's Auto Parts	<b>Exhibit B</b>	103.70	706.27	809.97
NAPA Auto Parts	<b>Table 2</b>	29.46	-	29.46
Total		\$ 1,076.66	2,690.09	3,766.75

### **IMPROPER AND UNSUPPORTED DISBURSEMENTS**

According to the City Clerk, 3 City employees were authorized to charge on the City's charge accounts, which included the City Clerk, the Maintenance Supervisor and the other Maintenance employee. We reviewed charge account activity for purchases made during the period January 1, 2009 through January 3, 2012 and identified a number of unusual disbursements. Because the City changed accounting software on January 1, 2009, earlier accounting records were not available.

As previously stated, the City had charge accounts with Arnold Supply, O'Reilly's Auto Parts and NAPA Auto Parts. When possible, we obtained invoices and/or transaction history directly from the vendors which contained information sufficient to identify the types of vehicles for which parts were purchased and reviewed individual purchases made on the charge accounts to determine if the purchases were for City purposes or were personal in nature. In addition, we obtained a listing of all City owned vehicles to determine if purchases were for City equipment and/or vehicles. The City vehicles consisted of a 1993 International truck, a 1999 Freightliner and a 2004 Chevrolet Silverado pickup truck.

The improper and unsupported disbursements identified on the City's charge accounts were not, or may not have been, for City owned vehicles. However, according to the City Clerk, Mr. Hanson serviced vehicles for various individuals outside of City employment. Therefore, the purchases made on the City's charge accounts are explained in more detail in the following sections of this report. Improper or unsupported disbursements to other vendors were not identified.

**Arnold Supply** – The City's charge account at Arnold Supply was established in August 1998. We obtained and reviewed the invoices included on statements for the City's Arnold Supply charge account for the period January 1, 2009 through January 3, 2012. The January 2009 statement included purchases made in December 2008.

We reviewed each transaction posted to the City's charge account at Arnold Supply and identified 51 transactions totaling \$3,171.57 which are listed in **Exhibit A**. Of the 51 transactions, we identified 3 transactions totaling \$244.25 for the Chevrolet Silverado owned by the City. We also identified 11 transactions totaling \$943.50 which were not purchases for City owned vehicles. As illustrated in the **Exhibit**, auto parts were purchased for vehicles not owned by the City, including a Chevrolet Impala, Ford Focus, GMC truck and Pontiac Grand Prix.

The transactions listed in **Exhibit A** include 36 totaling \$1,983.82 for which we were unable to determine the vehicle the parts were purchased for. We attempted to obtain further detail for the invoices from the vendor but, according to a representative of the vendor, either the part purchased was a universal part or the vendor was unable to provide supporting documentation. As a result, we have classified the 36 transactions as unsupported disbursements.

The 11 improper and 36 unsupported transactions totaling \$2,927.32 are included in **Table 1**.

**O'Reilly Auto Parts** – The City’s charge account at O'Reilly Auto Parts was established prior to December 1998. We obtained and reviewed the invoices for the City’s O'Reilly Auto Parts charge account for the period January 1, 2009 through January 3, 2012.

We reviewed each transaction posted to the City’s charge account at O'Reilly Auto Parts and identified 29 transactions totaling \$921.93 which are listed in **Exhibit B**. Of the 29 transactions, we identified a \$79.98 transaction which included a \$19.99 part for a Chevrolet Silverado and a \$59.99 part for an International truck, which are both owned by the City. We also identified the purchase of a ball mount and hitch ball totaling \$31.98 which are mounted on a City vehicles. Also, we identified 2 transactions which were for parts for vehicles the City did not own. As illustrated in the **Exhibit**, parts were purchased for a Chrysler and a Ford. The 3 transactions for parts which were not for City vehicles total \$103.70.

The transactions listed in **Exhibit B** include 24 totaling \$706.27 for which we were unable to determine the vehicle the parts were purchased for. We attempted to obtain further detail for the invoices from the vendor, but, according to a representative of the vendor, either the part purchased was a universal part or the vendor was unable to provide supporting documentation. As a result, we have classified the 24 transactions as unsupported disbursements.

The 3 improper and 24 unsupported transactions totaling \$809.97 are included in **Table 1**.

**NAPA Auto Parts** – The City’s charge account at NAPA Auto Parts was established prior to September 1998. We obtained and reviewed the available invoices for the City’s NAPA Auto Parts charge account for the period January 1, 2009 through January 3, 2012.

We reviewed each transaction posted to the City’s charge account at NAPA Auto Parts. Supporting documentation was not available for a significant number of the transaction on the City’s charge account. We attempted to obtain further detail for the transactions, but the vendor was unable to provide additional supporting documentation. As a result, we were unable to identify any additional improper purchases. However, as previously stated, the City Clerk went to the NAPA Auto Parts store to obtain missing documentation for purchases on the charge account and identified a \$29.46 purchase for a Buick LeSabre, which is not a City owned vehicle. The purchase was made on November 18, 2011 and was recorded on invoice number 130842. The improper purchase identified by the City is summarized in **Table 2**.

<b>Item Purchased</b>	<b>Amount</b>
Side Marker Bulb	\$ 8.90
Fuel Filter	20.56
Total	\$ 29.46

We also reviewed the remaining transactions to determine if additional items similar to the items identified in the **Table** were purchased. However, we did not identify any additional purchases of items similar to those listed in the **Table**. The improper purchase of \$29.46 is included in **Table 1**.

We were unable to determine if any other purchases were improper because supporting documentation was not available to determine the type of vehicle the parts were for.

**UNDEPOSITED COLLECTIONS**

As previously stated, revenue is received from households and businesses in the City for water, sewer and electric services. Collections are to be deposited to the City’s checking account. As City Maintenance Supervisor, Mr. Hanson was responsible for reading water and electric meters and providing the meter readings to the City Clerk monthly. In addition, Mr. Hanson was responsible for changing meters if damaged or not working properly.



According to the City Clerk, Mr. Hanson read water and electric meters in a particular area of the City and the remaining meters were read by another City employee. As a result, we reviewed all customer history reports for residents in the area Mr. Hanson was responsible for reading meters and Mr. Hanson's personal and relatives' customer history reports to determine if utility bills were significantly lower compared to utility bills of other residents. In addition, we reviewed certain customer history reports to determine if seasonal trends occurred and to determine if utility rate increases approved by the City Council occurred.

We identified significant increases in utility bills in August 2011 and October 2011 for the selected customer history reports reviewed. According to the City Clerk and review of the City Council meeting minutes, the City Council approved a 5.4% electric rate increase in July 2011 which affected August 2011 utility bills. In September 2011, the City Clerk stopped providing the previous month's meter readings and, according to the City Clerk, residents complained about the increase in the utility bill. According to the City Clerk, the complaints were received City wide and were not limited to any section of the City. In addition, utility bills for meters read by Mr. Hanson and the other City employee responsible for reading meters did not show significant variances. Also, utility bills illustrated seasonal trends and the City Council approved rate increase.

As previously stated, Mr. Hanson was responsible for changing meters if damaged or not working properly. According to a City official, Mr. Hanson also changed meters to allow City employees to remotely read them, but after Mr. Hanson replaced the meter, the old meter was destroyed, which was not approved by the City Council. Because the meters were destroyed, the City was unable to compare the final reading to the accounting system. As a result, we were unable to determine if the City should have collected additional revenues as a result of meter readings not accurately reported.

### **Recommended Control Procedures**

As part of our investigation, we reviewed the procedures used by the City to process disbursements. An important aspect of internal control is to establish procedures that provide accountability for assets susceptible to loss from error and irregularities. These procedures provide the actions of one individual will act as a check of those of another and provide a level of assurance errors or irregularities will be noted within a reasonable time during the course of normal operations. Based on our findings and observations detailed below, the following recommendations are made to strengthen the City's internal controls.

- A. Disbursements - During our review of the City's disbursements, we determined the City Clerk and the City Council did not always receive detailed supporting documentation for purchases made on the City's charge accounts. As a result, we were unable to determine if a significant number of purchases made were for City operations.

Recommendation - All purchases made on the City's charge accounts should be supported by a detailed receipt to ensure purchases are appropriate for City operations.

- B. Utility Meter Readings - The City Maintenance Supervisor was responsible for reading electric and water meters monthly and replacing any broken or damage meters. Because broken or damaged meters were not maintained by the City after being replaced, a final reading could not be verified.

Recommendation - The City should implement a policy for the retention of broken or damaged meters to ensure all meters are retained to ensure a final reading can be verified. The City should ensure the City Clerk periodically reviews utility billings while posting to the City's accounting software to ensure the utility bills appear reasonable.

**Report on Special Investigation of the  
City of Callender**

## **Exhibits**

Report on Special Investigation of the  
City of Callender

Arnold Supply Charge Account  
For the period January 1, 2009 through January 3, 2012

**Per Arnold Supply Invoice**

<b>Invoice Date</b>	<b>Vehicle/Equipment</b>	<b>Description</b>	<b>Amount</b>
12/02/08	1995 GMC Truck C & K1500	Auto Poly-V Belt	\$ 32.99
12/02/08	1995 GMC Truck C & K1500	Idler/Ten Pulley	23.99
			56.98
01/06/09	Briggs and Stratton model	OBAS 499521	117.23
01/06/09	Briggs and Stratton model	Shipping Charges	6.06
			123.29
01/20/09	NA	Carburetor	71.47
01/20/09	NA	Shipping Charges	7.17
			78.64
02/06/09	1995 GMC Truck C & K1500	Auto Poly-V Belt	41.99
04/07/09	NA	QT Duraglass Filler	20.99
04/10/09	NA	Quick Strut	148.62
04/10/09	NA	Quick Strut	148.62
			297.24
04/14/09	NA	Module Ignition	50.17
04/16/09	NA	50 SHT/SL WT/DRY	0.73
04/16/09	NA	Primer	6.09
			6.82
04/25/09	NA	Breaker	10.35
04/25/09	NA	Condenser	5.20
			15.55
05/15/09	NA	Spark Plugs	40.14
05/15/09	NA	Ign-Wire-Set	24.95
			65.09
05/29/09	NA	Labor - Install seats	52.65
05/29/09	NA	Labor - Misc. Valve Operation	18.75
05/29/09	NA	Labor - Clean head	10.75
05/29/09	NA	Shop supplies/Haz. Waste	6.57
05/29/09	NA	Seat	10.79
05/29/09	NA	Freight Charge	10.50
			110.01
06/02/09	NA	Blades	30.00
06/02/09	NA	Shipping Charges	3.50
			33.50
07/11/09	NA	Solenoid	37.45
07/11/09	NA	Shipping Charges	6.25
			43.70

<b>Supported</b>	<b>Improper</b>	<b>Unsupported</b>
-	32.99	-
-	23.99	-
-	-	117.23
-	-	6.06
-	-	71.47
-	-	7.17
-	41.99	-
-	-	20.99
-	-	148.62
-	-	148.62
-	-	50.17
-	-	0.73
-	-	6.09
-	-	10.35
-	-	5.20
-	-	40.14
-	-	24.95
-	-	52.65
-	-	18.75
-	-	10.75
-	-	6.57
-	-	10.79
-	-	10.50
-	-	30.00
-	-	3.50
-	-	37.45
-	-	6.25

Report on Special Investigation of the  
City of Callender

Arnold Supply Charge Account  
For the period January 1, 2009 through January 3, 2012

**Per Arnold Supply Invoice**

Invoice Date	Vehicle/Equipment	Description	Amount
08/12/09	NA	Idlr Ply Flat Ayp	19.36
08/12/09	NA	Bld Smplcty 16-3/4 (3)	52.95
08/12/09	NA	Belt	35.90
08/12/09	NA	Shipping Charges	7.26
			115.47
08/27/09	NA	Labor - Install bushing	52.50
08/27/09	NA	Install bushings, hone hole & polish shaft	4.20
08/27/09	NA	Shop supplies/Haz. Waste	9.92
08/27/09	NA	HY-T V-Belt	10.11
			76.73
09/17/09	NA	Spndl Assy Ayp HD	37.98
09/17/09	NA	Shipping Charges	7.13
			45.11
10/16/09	2002 Ford Focus	Dsc Pad ST	34.40
10/16/09	2002 Ford Focus	Brake Rotor (2)	52.38
			86.78
11/16/09	2006 Chevrolet Impala	NAO Ceramic	60.19
11/16/09	2006 Chevrolet Impala	Brake Rotor (2)	99.78
			159.97
12/02/09	Tecumseh	Carburetor	64.04
01/14/10	1997 Pontiac Grand Prix	Sensor	80.26
01/14/10	1997 Pontiac Grand Prix	Washer Fluid Gal	2.49
			82.75
03/22/10	2002 Ford Focus	SBLK	49.94
04/05/10	NA	Labor - Misc. Labor	20.75
04/05/10	NA	Shop supplies/Haz. Waste	1.66
			22.41
04/06/10	NA	Crlisl Tir 13x500	30.66
04/06/10	NA	Blade Adptr Kt	2.24
04/06/10	NA	Bld Formd 20"	9.39
04/06/10	NA	Freight Charge	10.00
			52.29
04/19/10	NA	Spndl Assy - Ayp (2)	69.50
04/19/10	NA	Solenoid Univ Dual	7.57
			77.07

<b>Supported</b>	<b>Improper</b>	<b>Unsupported</b>
-	-	19.36
-	-	52.95
-	-	35.90
-	-	7.26
-	-	52.50
-	-	4.20
-	-	9.92
-	-	10.11
-	-	37.98
-	-	7.13
-	34.40	-
-	52.38	-
-	60.19	-
-	99.78	-
-	64.04	-
-	80.26	-
-	2.49	-
-	49.94	-
-	-	20.75
-	-	1.66
-	-	30.66
-	-	2.24
-	-	9.39
-	-	10.00
-	-	69.50
-	-	7.57

Report on Special Investigation of the  
City of Callender

Arnold Supply Charge Account  
For the period January 1, 2009 through January 3, 2012

**Per Arnold Supply Invoice**

<b>Invoice Date</b>	<b>Vehicle/Equipment</b>	<b>Description</b>	<b>Amount</b>
04/27/10	1996 Pontiac Bonneville	Brake Rotor (2)	47.04
04/27/10	1996 Pontiac Bonneville	Dsc Pad St	45.91
			92.95
05/07/10	NA	Assortment	15.51
05/27/10	NA	Pad	23.21
06/04/10	1996 Pontiac Grand Am	Brake Rotor (2)	32.68
06/04/10	1996 Pontiac Grand Am	Dsc Pad St	26.78
			59.46
06/22/10	NA	Pump-Fuel	24.95
07/13/10	2004 Chevy Truck Silverado	NAO Ceramic	60.19
07/13/10	2004 Chevy Truck Silverado	NAO Ceramic	52.54
			112.73
07/14/10	NA	Magneto Coil	34.58
08/05/10	NA	Quill MTD	54.30
08/05/10	NA	Idler Pulley Flat	10.58
08/05/10	NA	Shipping Charges	5.50
			70.38
08/06/10	NA	Returned Quill MTD	(54.30)
08/06/10	NA	Bld Ayp 17-3/8 (3)	24.06
08/10/10	NA	Spndl Assy Ayp	30.99
08/24/10	NA	Magneto Coil W/EL	36.51
10/29/10	NA	Fuel Filter OWIX 33032	3.86
11/26/10	NA	Labor - Misc. Labor	21.75
11/26/10	NA	Shop supplies/Haz. Waste	1.74
11/26/10	NA	Rethread Carb Body	32.50
			55.99
03/14/11	NA	Gasket Set	17.50
03/14/11	NA	Carb Kit B&S	16.98
			34.48
03/17/11	1999 Chrysler Cirrus	Wheel Hub Assembly (2)	119.54
03/17/11	1999 Chrysler Cirrus	Frnt Brake Rotor (2)	34.82
03/17/11	1999 Chrysler Cirrus	Dsc Pad St	24.29
03/17/11	1999 Chrysler Cirrus	Brake Rotor (2)	41.86
03/17/11	1999 Chrysler Cirrus	Dsc Pad St	24.29
			244.80



<b>Supported</b>	<b>Improper</b>	<b>Unsupported</b>
-	47.04	-
-	45.91	-
-	-	15.51
-	-	23.21
-	32.68	-
-	26.78	-
-	-	24.95
60.19	-	-
52.54	-	-
-	-	34.58
-	-	54.30
-	-	10.58
-	-	5.50
-	-	(54.30)
-	-	24.06
-	-	30.99
-	-	36.51
-	-	3.86
-	-	21.75
-	-	1.74
-	-	32.50
-	-	17.50
-	-	16.98
-	119.54	-
-	34.82	-
-	24.29	-
-	41.86	-
-	24.29	-

Report on Special Investigation of the  
City of Callender

Arnold Supply Charge Account  
For the period January 1, 2009 through January 3, 2012

**Per Arnold Supply Invoice**

<b>Invoice Date</b>	<b>Vehicle/Equipment</b>	<b>Description</b>	<b>Amount</b>
03/18/11	1999 Chrysler Cirrus	Wheel Nut M12-1	3.84
04/20/11	NA	Battery	29.99
04/20/11	NA	Brake Rotor	20.93
04/20/11	NA	Dsc Pad St	24.29
			<u>45.22</u>
05/06/11	NA	Kit Repair Solenoid	65.77
05/06/11	NA	Shipping Charges	7.81
			<u>73.58</u>
06/21/11	NA	Brake Rotor	40.85
06/21/11	NA	NAO Ceramic	46.60
06/21/11	NA	Caliper	44.07
06/21/11	NA	Core	40.00
			<u>171.52</u> ^
06/24/11	NA	Returned core	<u>(40.00)</u> ^
07/26/11	NA	Swtch PTO Exmrk	28.43
08/24/11	NA	Cltch Elec PTO Ayp	166.04
08/24/11	NA	Blt Ayp 1/2x34	31.26
08/24/11	NA	Shipping Charges	10.39
			<u>207.69</u>
09/16/11	NA	Kit Mod Igntn CDI	56.90
09/16/11	NA	Shipping Charges	7.71
			<u>64.61</u>
12/10/11	2005 Chevrolet Impala	P/M New Water Pump	28.29
12/10/11	2005 Chevrolet Impala	Oil Filter	5.75
12/10/11	2005 Chevrolet Impala	50/50 Peak Extende	16.98
12/10/11	2005 Chevrolet Impala	Battery	84.99
12/10/11	2005 Chevrolet Impala	Core	10.00
			<u>146.01</u>
12/31/11	2005 Chevrolet Impala	P/M New Water Pump	(28.29)
12/31/11	2005 Chevrolet Impala	Oil Filter	(5.75)
12/31/11	2005 Chevrolet Impala	50/50 Peak Extende	(16.98)
12/31/11	2005 Chevrolet Impala	Battery	(84.99)
12/31/11	2005 Chevrolet Impala	Core	(10.00)
			<u>(146.01)</u>
Total			<u>\$ 3,171.57</u>

NA - Vehicle make and model were not documented on invoice.

^ - Per City official, these purchases are for the City-owned Silverado.

<b>Supported</b>	<b>Improper</b>	<b>Unsupported</b>
-	3.84	-
-	-	29.99
-	-	20.93
-	-	24.29
-	-	65.77
-	-	7.81
40.85	-	-
46.60	-	-
44.07	-	-
40.00	-	-
(40.00)	-	-
-	-	28.43
-	-	166.04
-	-	31.26
-	-	10.39
-	-	56.90
-	-	7.71
-	28.29	-
-	5.75	-
-	16.98	-
-	84.99	-
-	10.00	-
-	(28.29)	-
-	(5.75)	-
-	(16.98)	-
-	(84.99)	-
-	(10.00)	-
<b>244.25</b>	<b>943.50</b>	<b>1,983.82</b>

Report on Special Investigation of the  
City of Callender

O'Reilly Auto Parts Charge Account  
For the period January 1, 2009 through January 3, 2012

<b>Per O'Reilly Auto Parts Invoice</b>			<b>Additional</b>
<b>Invoice</b>	<b>Description</b>	<b>Amount</b>	<b>Description</b>
<b>Date</b>			<b>Provided by Vendor</b>
01/03/09	Copper lugs	\$ 1.99	-
01/03/09	Copper lugs	1.99	-
01/03/09	Batt Cable	31.25	-
		<u>35.23</u>	
01/22/09	Wheel Nuts	13.20	-
01/22/09	Socket	5.99	-
01/22/09	Socket	4.99	-
01/22/09	Socket	5.99	-
01/22/09	Socket	3.99	-
01/22/09	Socket	5.99	-
01/22/09	Extractor	22.99	-
		<u>63.14</u>	
01/26/09	Adapter	4.99	-
01/26/09	Wheel Nuts	8.80	-
		<u>13.79</u>	
02/05/09	Radiator	182.59	-
02/05/09	Mini Lamp	5.04	-
02/05/09	Mini Lamp	3.43	-
02/05/09	Oil Filter	5.49	-
02/05/09	Host Clamp	1.99	-
02/05/09	Host Clamp	1.99	-
02/05/09	128oz Antfrz	9.99	-
02/05/09	Air Freshner	2.49	-
		<u>213.01</u>	
03/11/09	Rubber Plugs	2.99	-
03/11/09	Rubber Plugs	2.99	-
		<u>5.98</u>	
03/26/09	GalAntifreze	12.99	-
03/26/09	Terminal	2.19	-
03/26/09	Tie Down	8.99	-
03/26/09	Battery	36.99	-
03/26/09	Rubber Plugs	3.69	-
		<u>64.85</u>	
04/09/09	Cond Disc	3.96	-
04/09/09	Cut-Off Whl	1.99	-
04/09/09	Cut-Off Whl	1.99	-
04/09/09	Riveter Set	9.99	-
		<u>17.93</u>	

<b>Supported</b>	<b>Improper</b>	<b>Unsupported</b>
-	-	1.99
-	-	1.99
-	-	31.25
-	-	13.20
-	-	5.99
-	-	4.99
-	-	5.99
-	-	3.99
-	-	5.99
-	-	22.99
-	-	4.99
-	-	8.80
-	-	182.59
-	-	5.04
-	-	3.43
-	-	5.49
-	-	1.99
-	-	1.99
-	-	9.99
-	-	2.49
-	-	2.99
-	-	2.99
-	-	12.99
-	-	2.19
-	-	8.99
-	-	36.99
-	-	3.69
-	-	3.96
-	-	1.99
-	-	1.99
-	-	9.99

Report on Special Investigation of the  
City of Callender

O'Reilly Auto Parts Charge Account  
For the period January 1, 2009 through January 3, 2012

<b>Per O'Reilly Auto Parts Invoice</b>			<b>Additional</b>
<b>Invoice</b>			<b>Description</b>
<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Provided by Vendor</b>
04/22/09	Oil Filter	10.70	-
04/22/09	Feeler Gauge	6.99	-
04/22/09	Scraper	4.99	-
		<u>22.68</u>	
05/05/09	Grinder Whl	4.72	-
05/13/09	Air Filter	6.49	-
05/13/09	Oil Filter	10.70	-
		<u>17.19</u>	
08/04/09	Oil Filter	5.35	-
08/04/09	Oil Filter	8.88	-
		<u>14.23</u>	
09/08/09	Oil Filter	6.20	-
09/08/09	Oil Filter	5.35	-
09/08/09	15ozDegreaser	2.79	-
09/08/09	15ozDegreaser	2.79	-
09/08/09	Fuel Filter	2.49	-
09/08/09	Shutoff Vlv	4.69	-
		<u>24.31</u>	
10/24/09	Battery	55.99	-
11/24/09	Air Freshner	2.49	-
11/24/09	Air Freshner	2.49	-
		<u>4.98</u>	
01/11/10	Fuel Filter	12.61	-
02/03/10	Air Filter	29.54	-
02/03/10	Fuel Filter	(12.61)	-
02/08/10	Mini Lamp	1.80	-
02/08/10	Mini Lamp	1.80	-
		<u>3.60</u>	
02/24/10	Solenoid	16.50	-
02/25/10	HYD Filter	47.72	-
02/26/10	Air Freshner	2.49	-

<b>Supported</b>	<b>Improper</b>	<b>Unsupported</b>
-	-	10.70
-	-	6.99
-	-	4.99
-	-	4.72
-	-	6.49
-	-	10.70
-	-	5.35
-	-	8.88
-	-	6.20
-	-	5.35
-	-	2.79
-	-	2.79
-	-	2.49
-	-	4.69
-	-	55.99
-	-	2.49
-	-	2.49
-	-	12.61
-	-	29.54
-	-	(12.61)
-	-	1.80
-	-	1.80
-	-	16.50
-	-	47.72
-	-	2.49

Report on Special Investigation of the  
City of Callender

O'Reilly Auto Parts Charge Account  
For the period January 1, 2009 through January 3, 2012

<b>Per O'Reilly Auto Parts Invoice</b>			<b>Additional</b>
<b>Invoice</b>			<b>Description</b>
<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Provided by Vendor</b>
03/24/10	EGR Tube	46.66	86-92 Ford
03/24/10	Multi Pack	1.75	86-92 Ford
03/24/10	EGR Gasket	1.59	86-92 Ford
03/24/10	DOR Freight	12.63	86-92 Ford
		<u>62.63</u>	
03/25/10	Mini Lamp	1.80	-
04/09/10	Mufflr Clamp	0.99	-
04/09/10	Mufflr Clamp	0.99	-
04/09/10	Muffler	36.33	-
		<u>38.31</u>	
04/23/10	Brk Contrlr	59.99	International truck
04/23/10	Mated Harnes	19.99	03-06 GM/Chevy
		<u>79.98</u>	
05/03/10	Ball Mount	19.99	-
05/03/10	Hitch Ball	11.99	-
		<u>31.98</u>	
07/07/10	Hose Clamps	2.29	-
07/07/10	Heater Hose	5.99	-
		<u>8.28</u>	
03/19/11	Brk Caliper	81.07	89-2000 Chrysler
03/21/11	Brk Caliper	(40.00)	89-2000 Chrysler
Total		<u>\$ 921.93</u>	




<b>Supported</b>	<b>Improper</b>	<b>Unsupported</b>
-	46.66	-
-	1.75	-
-	1.59	-
-	12.63	-
-	-	1.80
-	-	0.99
-	-	0.99
-	-	36.33
59.99	-	-
19.99	-	-
19.99	-	-
11.99	-	-
-	-	2.29
-	-	5.99
-	81.07	-
-	(40.00)	-
<u>111.96</u>	<u>103.70</u>	<u>706.27</u>

Report on Special Investigation of the  
City of Callender

Staff

This special investigation was performed by:

Annette K. Campbell, CPA, Director  
Melissa J. Knoll-Speer, Senior Auditor II

  
Tamera S. Kusian, CPA  
Deputy Auditor of State