



# OFFICE OF AUDITOR OF STATE

STATE OF IOWA

State Capitol Building  
Des Moines, Iowa 50319-0004

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

Mary Mosiman, CPA  
Auditor of State

## NEWS RELEASE

Contact: Mary Mosiman  
515/281-5835  
or Tami Kusian  
515/281-5834

FOR RELEASE \_\_\_\_\_ June 26, 2015 \_\_\_\_\_

Auditor of State Mary Mosiman today released a report on a special investigation of the City of Moorland for the period January 1, 2008 through October 31, 2013. The special investigation was requested by City officials as a result of concerns regarding payments to the former City Clerk, Rosemary Thompson. The City Council appointed an acting City Clerk in October 2013 to fill in for Ms. Thompson as a result of health concerns. Ms. Thompson did not subsequently perform the City Clerk's duties. She served as the City Clerk for more than 30 years.

Mosiman reported the special investigation identified \$51,941.04 of improper disbursements and \$6,250.00 of estimated undeposited utility billings for a total loss to the City of approximately \$58,200.00. The improper disbursements identified include:

- \$38,040.14 of improper payroll to Ms. Thompson,
- \$9,485.52 of improper reimbursements to Ms. Thompson,
- \$1,585.00 of bank fees,
- \$1,511.12 of IRS penalties and interest, and
- \$1,319.26 of late fees and penalties paid to IPERS.

Mosiman also reported it was not possible to determine if additional amounts were improperly disbursed or if other collections were undeposited during the period reviewed because adequate records were not available.

The report includes recommendations to strengthen the City's internal controls and overall operations, such as improving segregation of duties, performing bank reconciliations, requiring adequate documentation to properly support disbursements, and performing an independent review of bank statements and financial information presented to the City Council. In addition,

the report includes a recommendation to ensure all disbursements are presented to the City Council for approval, as well as ensuring all City Council meeting minutes are properly signed by the Mayor and the City Clerk.

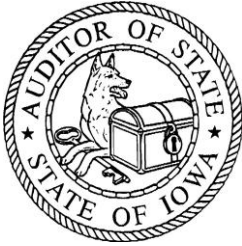
Copies of the report have been filed with the Division of Criminal Investigation, the Webster County Attorney's Office, and the Attorney General's Office. A copy of the report is available for review in the Office of Auditor of State and on the Auditor of State's website at <http://auditor.iowa.gov/specials/1222-0908-BE00.pdf>.

###

**REPORT ON SPECIAL INVESTIGATION**  
**OF THE**  
**CITY OF MOORLAND**  
**FOR THE PERIOD**  
**JANUARY 1, 2008 THROUGH OCTOBER 31, 2013**

## Table of Contents

	<u>Page</u>
Auditor of State's Report	3-4
Investigative Summary:	
Background Information	5
Detailed Findings	6-14
Recommended Control Procedures	14-16
Exhibits:	
	<u>Exhibit</u>
Summary of Findings	A      19
Checks to Rosemary Thompson	B      20-43
Excess Pay to Rosemary Thompson	C      44-45
Payments to the Mayor	D      46-48
Staff	49



# OFFICE OF AUDITOR OF STATE

STATE OF IOWA

Mary Mosiman, 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 concerns regarding certain disbursements and at your request, we conducted a special investigation of the City of Moorland. We have applied certain tests and procedures to selected financial transactions of the City for the period January 1, 2008 through October 31, 2013. Based on a review of relevant information and discussions with City officials and personnel, we performed the following procedures:

- (1) Evaluated internal controls to determine whether adequate policies and procedures were in place and operating effectively.
- (2) Scanned images of checks redeemed from the City's checking accounts for reasonableness. We also examined certain disbursements to determine if they were for appropriate purposes, were properly approved, and were supported by adequate documentation.
- (3) Examined certain deposits to the City's checking accounts to determine the source, purpose, and propriety of each deposit and to determine deposits were made intact.
- (4) Examined all payments from the City's bank accounts to Rosemary Thompson, the former City Clerk, to determine if the payments were appropriate, were properly approved, and were supported by adequate documentation. We also determined whether the payments were payroll or reimbursements. For payroll payments, we determined if the appropriate number of payroll disbursements had been made and payroll withholdings were properly remitted.
- (5) Examined payments to the Mayor to determine if the amounts disbursed were appropriate, were properly approved, and were supported by adequate documentation.
- (6) Confirmed payments to the City by the State of Iowa and Webster County to determine whether they were properly deposited to the City's checking accounts in a timely manner.
- (7) Reviewed available City Council meeting minutes to identify significant actions and to determine if certain payments were properly approved.
- (8) Reviewed the City's Annual Financial Reports to determine if the cash balances were accurately reported.

These procedures identified \$51,941.04 of improper disbursements and \$6,250.00 of estimated undeposited utility billings for the period January 1, 2008 through October 31, 2013. We were unable to determine if additional amounts may have been improperly disbursed or if other collections were undeposited during this time period because adequate records were not available. Several internal control weaknesses were also identified. Our detailed findings and recommendations are presented in the Investigative Summary and **Exhibits A** through **D** 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 Moorland, other matters might have come to our attention that would have been reported to you.

Copies of this report have been filed with the Division of Criminal Investigation, the Webster County Attorney's Office, and the Attorney General's Office.

We would like to acknowledge the assistance and many courtesies extended to us by the officials and personnel of the City of Moorland during the course of our investigation.



MARY MOSIMAN, CPA  
Auditor of State



WARREN G. JENKINS, CPA  
Chief Deputy Auditor of State

April 30, 2015

City of Moorland  
Investigative Summary

**Background Information**

The City of Moorland is located in Webster County with a population of approximately 170. The City employs a part-time City Clerk who is responsible for the business operations of the City. Rosemary Thompson served as City Clerk for over 30 years. The City Council appointed an acting City Clerk in October 2013 because Ms. Thompson's health prevented her from carrying out her duties as the City Clerk. The acting City Clerk eventually was appointed as the City Clerk when it became apparent Ms. Thompson would not return to the position. Because the City does not have a City Hall, Ms. Thompson worked from her home to fulfill her responsibilities as City Clerk. As the City Clerk, Ms. Thompson was responsible for:

- 1) Receipts – collecting, posting to the accounting records, and preparing and making bank deposits,
- 2) Disbursements – making purchases, receiving certain goods and services, presenting disbursements to the City Council for approval, maintaining supporting documentation, preparing, signing and distributing checks and posting payments to the accounting records,
- 3) Payroll – calculating, preparing, signing and distributing checks and posting payments to the accounting records,
- 4) Bank accounts – receiving and reconciling monthly bank statements to accounting records, and
- 5) Reporting – preparing City Council meeting minutes and financial reports, including monthly City Clerk reports and the Annual Financial Report.

The City's primary revenue sources include local option sales tax and road use tax from the State of Iowa and property tax collected by Webster County and remitted to the City. The City receives payments from the State and County electronically. All other payments are collected through the mail. Based on records available for our review, Ms. Thompson did not prepare receipts for collections or record the collections on an initial receipts listing.

All City disbursements, including payroll, are to be made by check. All disbursements are to be supported by invoices or other documentation obtained by or submitted to the City Clerk. Each month, the City Clerk is to prepare a listing of bills to be paid and provide the listing to the City Council for approval. After the City Council approves the bills, the City Clerk is to prepare and sign the checks. The checks only require the City Clerk's signature.

The City established bank accounts at several local banks. However, some of the accounts were closed and balances were transferred to new accounts. Monthly statements for the City's bank accounts were mailed to the City's post office box. Bank statements and check images were not periodically reviewed by members of the City Council. The bank statements were not reconciled or independently reviewed.

A City Council member contacted the State Ombudsman's Office and the Office of Auditor of State regarding concerns about City operations and the lack of response to her request for certain City records.

As a result of the concerns identified, the Office of Auditor of State reviewed the City's financial transactions. We performed the procedures detailed in the Auditor of State's report for the period January 1, 2008 through October 31, 2013.

## Detailed Findings

These procedures identified \$51,941.04 of improper disbursements and \$6,250.00 of estimated undeposited utility billings for the period January 1, 2008 through October 31, 2013. The improper disbursements identified include:

- \$38,040.14 of improper payroll to Ms. Thompson,
- \$9,485.52 of improper reimbursements to Ms. Thompson,
- \$1,585.00 of bank fees,
- \$1,511.12 of IRS penalties and interest, and
- \$1,319.26 of late fees and penalties paid to IPERS.

It was not possible to determine if additional amounts may have been improperly disbursed or if other collections were undeposited during this period because adequate records were not available. All findings are summarized in **Exhibit A** and a detailed explanation of each finding follows.

### IMPROPER AND UNSUPPORTED DISBURSEMENTS

Because not all bank statements and related documents were available from the City, we obtained copies of monthly statements for the City's bank accounts directly from the banks. Some of the monthly statements included images of redeemed checks and deposit slips for deposits to the accounts. However, some monthly statements did not include images of the redeemed checks and deposit slips. For these accounts, we requested copies of certain redeemed checks. Because we did not request copies of all checks redeemed from the accounts, we are unable to identify the parties to which certain checks were issued.

We reviewed disbursements from the City's bank accounts for which a copy of the redeemed check for the period January 1, 2008 through October 31, 2013 was available or requested. In addition, we reviewed available documentation for certain payments to determine if they were appropriate; however, supporting documentation was not available for most disbursements. As a result, we reviewed the payees on images of the redeemed checks, discussed the disbursements with City officials and reviewed disbursement listings approved by the City Council to determine if the payments were appropriate.

Based on our review of disbursement listings approved by the City Council, discussions with City officials, the vendor, and the frequency and the amount of payments, we classified payments as improper or reasonable. Payments were classified as improper if they appeared personal in nature or were not reasonable for the City's operations. Payments were classified as reasonable if the disbursement appeared to be for the City's operations based on disbursements approved by the City Council, the vendor, amount of payment, and frequency of the payments to the vendor. The improper disbursements identified are explained in detail in the following paragraphs.

**Checks to Rosemary Thompson** - We identified 348 checks Ms. Thompson issued to herself from 2 of the City's checking accounts between January 1, 2008 and October 31, 2013. We did not have copies of checks issued to Ms. Thompson prior to January 1, 2008 because images of the checks were not readily available from the City's banks. In addition, we did not have an image for each check issued from 1 of the 2 City checking accounts from which payments were made to Ms. Thompson. As a result, additional checks may have been issued to Ms. Thompson which we were unable to identify.

According to a City official we spoke with, Ms. Thompson was to be paid monthly. City officials we spoke with also stated it was reasonable for Ms. Thompson to receive reimbursements for mileage, training, and various office supplies.



The 348 checks we identified are listed in **Exhibit B** and total \$62,762.53. As illustrated by the **Exhibit**, the notation Ms. Thompson made on many of the checks indicate they were for wages, [preparation of] water bills, annual wage adjustments, OT [overtime] wages, and reimbursements for supplies or expenses. In addition, some of the notations indicate the checks included both payroll and reimbursements.

Based on the notations Ms. Thompson made on the checks, we determined how much of each check, if any, was for payroll and what portion, if any, was for reimbursements. The amount we identified as payroll included checks which were described on the memo line of the check as wages, water bills, annual wage adjustments, or OT wages. Amounts we identified as payroll also included checks which did not have a description on the memo line of the check but were for the same, or very similar, amount of other checks described as payroll.

The checks which included descriptions of both wages and reimbursements were allocated between these categories. If the check was for an amount greater than a typical check for wages during the period issued, the portion of the check which agreed with other payroll checks of the period was classified as wages. Any remaining amount of the check was classified as a reimbursement. For example, check number 4501 issued on February 19, 2008 for \$237.40 was described as “wages – ½ expenses” in the memo portion. Because checks described as wages during that period were routinely for \$167.66, that amount was classified as wages for check number 4501 and the remaining \$69.74 was classified as a reimbursement.

If a check did not include a description and was for an amount less than a typical check for wages during the period issued, the whole check amount was classified as a reimbursement.

The checks issued to Ms. Thompson we identified are summarized in **Table 1** by year. As illustrated by the **Table**, the subtotal of checks described and/or classified as wages, water bills, annual wage adjustments, and OT wages are described as payroll. Each of these amounts are payments which are considered covered wages for IPERS purposes and wages or salary for income tax purposes.

**Table 1**

<b>Year</b>	<b>Wages</b>	<b>Water Bills</b>	<b>Annual Wage Adjustment</b>	<b>OT Wages</b>	<b>Subtotal Payroll</b>	<b>Reimburse-ments</b>	<b>Total</b>
2008	\$ 5,358.39	-	1,025.00	299.43	6,682.82	771.72	7,454.54
2009	9,706.33	-	1,000.00	222.81	10,929.14	2,763.83	13,692.97
2010	8,925.16	167.10	400.00	-	9,492.26	1,676.09	11,168.35
2011	8,162.65	3,626.82	1,000.00	-	12,789.47	2,178.17	14,967.64
2012	4,978.05	1,980.27	775.00	-	7,733.32	1,825.30	9,558.62
2013 <sup>^</sup>	5,650.00	-	-	-	5,650.00	270.41	5,920.41
Total	\$ 42,780.58	5,774.19	4,200.00	522.24	53,277.01	9,485.52	62,762.53

<sup>^</sup> - From January 1, 2013 through October 31, 2013.

As illustrated by the **Table**, the total payments Ms. Thompson issued to herself each year for various types of wages ranged from \$6,682.82 during 2008 to \$12,789.47 during 2011. During 2013, she also issued checks to herself for various types of wages which total \$5,650.00 from January 1, 2013 through October 31, 2013. The checks Ms. Thompson issued to herself are discussed in detail in the following paragraphs.

**Payroll** – A payroll register which summarized the amounts paid to Ms. Thompson and any related withholdings from her payroll was not available. As a result, we reviewed minutes of City Council meetings to determine if the amounts paid to Ms. Thompson for payroll as City Clerk could be supported by actions taken by the City Council. We reviewed minutes available for meetings from January 1, 2008 through November 19, 2013. The only notation regarding wages

for Ms. Thompson was in the minutes for the June 20, 2012 meeting. According to the minutes, a City Council member made a motion to increase the City Clerk's wages to \$500.00 per month. The minutes also document the motion was approved by the City Council.

With the exception of the monthly salary documented in the minutes of the June 20, 2012 meeting, City officials we spoke with were not able to provide documentation or estimates of Ms. Thompson's authorized monthly salary.

As illustrated by **Table 1**, Ms. Thompson issued checks to herself totaling \$4,200.00 which were described as "annual wage adjustments." The disbursement listings approved by the City Council did not include these payments. In addition, the minutes of City Council meetings available for our review did not include any notation regarding the annual wage adjustments.

We also reviewed monthly wage and contribution reports obtained from IPERS. These reports document the amount of payroll Ms. Thompson reported to IPERS for each City employee and should include any wages earned, annual wage adjustments, and overtime wages. Ms. Thompson was the only City employee included in the reports for the period of our investigation. **Table 2** summarizes the monthly wages reported for Ms. Thompson.

<b>Time period</b>	<b>Monthly Payroll</b>
October 2007 – July 2011	\$ 166.00
August 2011 – May 2012	241.67
June 2012 – August 2012	325.00
September 2012 – September 2013	500.00
October 2013	-

The minutes of the June 20, 2012 meeting do not document when the increase to \$500.00 per month was to be effective. As illustrated by **Exhibit B**, the first check Ms. Thompson issued to herself for \$500.00 was dated July 5, 2012. However, she did not report this amount to IPERS as her authorized wages until September 2012.

Because the amounts reported to IPERS as monthly wages were for Ms. Thompson's gross pay, the monthly amounts should have exceeded the net pay amounts issued to Ms. Thompson each month. However, as illustrated by **Exhibit B**, Ms. Thomson frequently received more than 1 check for payroll per month and the total she received each month typically exceeded the monthly gross wages she reported to IPERS for herself. The amounts of some of the payroll checks issued to Ms. Thompson and the months during which she received these checks are summarized in **Table 3**. As illustrated by the **Table**, the time periods overlap, meaning it was not unusual for Ms. Thompson to receive more than 1 payroll check in a given pay period. The **Table** also illustrates the amounts and dates of the checks Ms. Thompson issued to herself do not agree with the amounts and periods she reported to IPERS.

<b>Time period</b>	<b>Check Amounts (Approximate)</b>
January 2008 – June 2012	\$ 166.00 – 167.00
June 2012 – August 2013	170.00 – 200.00
September 2012 – August 2013	250.00 – 300.00
November 2009 – June 2012	325.00
July 2012 – September 2013	500.00

While the amounts summarized in **Table 2** should be Ms. Thompson's gross pay, the amounts of the checks actually issued to her should be her net pay. At a minimum, the amount actually paid to Ms. Thompson should be net of the employee's share of FICA and IPERS contributions withheld from her gross pay. Ms. Thompson may have chosen to not have any income taxes withheld from her gross pay.

To determine the maximum amount which should have been paid to Ms. Thompson for her monthly payroll, we used the gross amount of payroll she reported to IPERS to calculate the employee's share of FICA and IPERS contributions. We then deducted these withholding amounts from her gross pay and compared the calculated maximum net pay to the amount of the payroll checks she issued to herself. Our calculations are illustrated in **Exhibit C** and summarized in **Table 4**.

**Table 4**

<b>Calendar Year</b>	<b>Payroll Checks Issued</b>	<b>Calculated Maximum Net Pay</b>	<b>Excess Pay</b>
2008	\$ 6,682.82	1,788.82	4,894.00
2009	10,929.14	1,784.83	9,144.31
2010	9,492.26	1,780.85	7,711.41
2011	12,789.47	2,152.04	10,637.43
2012	7,733.32	3,771.98	3,961.34
2013 <sup>^</sup>	5,650.00	3,958.35	1,691.65
Total	\$ 53,277.01	15,236.87	38,040.14

<sup>^</sup> - From January 1, 2013 through October 31, 2013.

The \$38,040.14 of excess pay summarized in **Table 4** is included in **Exhibit A** as improper disbursements.

**Reimbursements** – As stated previously, **Exhibit B** includes the notations Ms. Thompson made on the checks which indicate they were for payroll and reimbursements for items such as office supplies, postage, phone, mileage, and filing cabinets. The **Exhibit** also illustrates some of the notations indicate the checks included both payroll and reimbursements. Of the 348 checks we identified Ms. Thompson issued to herself during the period January 1, 2008 through October 31, 2013, the notations indicate 75 included only reimbursements and 10 included both payroll and reimbursements.

As summarized in **Table 1**, we determined the portion of the 85 checks which appear to be for reimbursements total \$9,485.52. The 85 checks are included in **Exhibit B**. **Table 5** summarizes the reimbursements by calendar year. The **Table** also includes the number of checks issued each year and the average amount per check.

**Table 5**

<b>Calendar Year</b>	<b>Number of Checks</b>	<b>Amount</b>	<b>Average per Check</b>	<b>Range</b>
2008	10	\$ 771.72	77.17	28.35 – 120.52
2009	24	2,763.83	115.15	34.08 – 365.82
2010	14	1,676.09	119.72	23.45 – 167.52
2011	18	2,178.17	121.00	48.11 – 285.43
2012	14	1,825.30	130.37	25.08 – 325.00
2013 <sup>^</sup>	5	270.41	54.08	20.00 – 88.42
Total	85	\$ 9,485.52		

<sup>^</sup> - From January 1, 2012 through October 31, 2013.

As illustrated by the **Table**, the number of checks Ms. Parizek issued to herself from January 2008 through October 2013 ranged from 5 during the 10 months in 2013 to 24 in 2009.

The **Table** illustrates the number, total amount, and average amount per check increased significantly after 2008, with the exception of 2013. The individual reimbursements ranged from \$20.00 in 2013 to \$365.82 in 2009. During this period, we also identified checks Ms. Thompson issued from the City’s bank accounts to vendors, such as Office Max, which appear to be for office supplies.

None of the reimbursement checks Ms. Thompson issued to herself were approved by the City Council and none were supported by documentation available for our review. Some of the checks simply stated “expenses” on the memo line of the check and did not provide any additional explanation. Examples of items included on the memo line of other checks include supplies, postage, phone, and mileage. In addition, 4 checks included a filing cabinet or “(2) file cabinets” on the memo line. We did not locate 5 filing cabinets at the City. When we spoke with an individual who was on the City Council during the period of our review about the filing cabinets, she stated the City did not have any filing cabinets. She explained when she asked Ms. Thompson for certain records, she was told they were in boxes and Ms. Thompson did not know where to find what the City Council member requested. However, the current City Clerk stated she received 1 filing cabinet with City records. We are unable to determine which, if any, of the 4 checks were used to purchase the filing cabinet provided to the current City Clerk.

As illustrated by **Exhibit B**, 3 of the checks include “Rent, etc.” on the memo line. The 3 checks were for \$325.00 each. When we spoke with a former City Council member about these payments, she stated she was unaware of any rent payments due to Ms. Thompson.

Based on our experience with cities of comparable size, the frequency and amount of the reimbursement checks to Ms. Thompson are unusually large in number and the amount of some of the checks was unusually large when compared to reimbursements and mileage amounts typically paid to a City Clerk. For example, we identified 3 instances in which Ms. Thompson issued 2 reimbursement checks to herself on the same day. We also identified a number of instances in which Ms. Thompson issued herself 2 or more reimbursement checks within 10 days. This is an unusual frequency.

Because supporting documentation was not available, the amounts and frequency of the checks were large, and the City Council did not approve the disbursements, the \$9,485.52 of reimbursements identified in **Exhibit B** are included in **Exhibit A** as improper disbursements.

**Bank Fees** – Using the City’s bank statements, we determined the City incurred various bank fees on a number of occasions during the period January 1, 2008 through October 31, 2013. The fees are summarized in **Table 6**.

**Table 6**

<b>Account Number</b>	<b>Main-tenance</b>	<b>Account Analysis</b>	<b>Over-drawn</b>	<b>Over-draft</b>	<b>Insufficient Funds</b>	<b>Total</b>
XXX26*	\$ 553.00	1,132.11	315.00	1,120.00	-	3,120.11
XXX860*	327.00	840.49	-	-	-	1,167.49
XXX677*	390.00	-	-	-	-	390.00
XXX46	-	-	-	-	150.00	150.00
Total	\$ 1,270.00	1,972.60	315.00	1,120.00	150.00	4,827.60

\* - Account closed and moved to another bank.

The maintenance and account analysis fees incurred by the City total \$3,242.60 and were based on the type of account City officials established with Bank of America. The fees are discussed in detail in the following paragraphs:

- The \$1,132.11 of account analysis fees for account number XXX26 are composed of monthly fees incurred from January 2008 through March 2009. The monthly fees ranged from \$21.90 to \$209.51.

The City also incurred \$553.00 of monthly maintenance fees for the account from April 2009 through August 2012. The monthly fees were \$10.00 in April 2009, \$12.00 per month through November 2010, and \$15.00 per month through August 2012.

- The \$840.49 of account analysis fees for account number XXX860 are composed of monthly fees incurred from January 2008 through November 2010. The monthly fees ranged from \$19.53 to \$101.60.

The City also incurred \$327.00 of monthly maintenance fees for the account from November 2010 through August 2012. The monthly fees were \$12.00 in November 2010 and \$15.00 per month through August 2012. In addition to the maintenance fees, most of the other disbursements from the account for this period were composed of 18 checks which total \$3,927.30.

- The \$390.00 of monthly maintenance fees for account number XXX677 are composed of \$10.00 monthly fees incurred from April 2009 through August 2012. The account was rarely used by the City. In addition to the maintenance fees, the only other disbursements from the account for this period included 7 transfers to other City bank accounts.

It is not a good use of City funds to incur these fees when the City could have established accounts at another financial institution which would not have charged the fees. The 3 accounts which incurred the account analysis and maintenance fees were closed in September 2012 and the balances were moved to a bank which did not charge a monthly maintenance or account analysis fee. While the fees could have been avoided, it was not improper for the City to pay them. As a result, they are not included in **Exhibit A**.

The \$315.00 of overdrawn fees, \$1,120.00 of overdraft fees, and \$150.00 of insufficient funds fees were a result of the improper payments Ms. Thompson issued to herself. Had Ms. Thompson not issued improper payments to herself, the costs would not have been incurred by the City. As a result, the \$1,585.00 total of overdrawn, overdraft, and insufficient funds fees are included in **Exhibit A** as improper disbursements.

**IRS Penalties and Interest** – At our request, the current City Clerk contacted the Internal Revenue Service (IRS) and obtained reports summarizing the payments remitted by the City for calendar years 2008 through 2013. We traced each payment to the City's bank accounts. We determined the payments included \$1,234.29 of penalties and \$276.83 of interest which were incurred because Ms. Thompson did not remit payments in a timely manner. The \$1,511.12 of IRS penalties and interest incurred by the City are included in **Exhibit A** as improper disbursements.

**IPERS Late Fees and Interest** – We contacted a representative of IPERS and obtained reports summarizing the payments remitted by the City for calendar years 2008 through 2013. We traced each payment to the City's bank accounts. We identified payments which included \$719.26 of late fees and \$600.00 of interest which were incurred because Ms. Thompson did not remit payments in a timely manner. The \$1,319.26 of IPERS late fees and interest incurred by the City are included in **Exhibit A** as improper disbursements.

## COLLECTIONS

As previously stated, the City's primary revenue sources include taxes from the State of Iowa and Webster County. We reviewed documentation related to these revenue sources to determine if collections were properly deposited.

**Taxes from the State of Iowa** – The majority of revenues received from the State of Iowa are road use tax and local option sales tax. We confirmed all payments to the City by the State of Iowa and determined they were properly deposited to the City's bank accounts.

**Taxes from Webster County** – We confirmed all payments to the City by Webster County were properly deposited to the City's bank accounts.

**Estimated Undeposited Utility Billings** – Ms. Thompson had sole responsibility for the City's utility billings during her tenure as City Clerk. She was responsible for preparing the billings, collecting payments, preparing deposits, delivering deposits to the bank, and posting billings and collections to customer accounts.

During our investigation, City officials were unable to locate any reconciliations between the utility billings and the collections. In addition, an outstanding or delinquent customer listing could not be located for the period of our investigation. There were no records of unpaid amounts due by customer or an aging of receivables maintained by the City. There was no periodic comparison of amounts recorded in the accounting system to supporting documentation.

To determine if the amount deposited to the City's bank accounts for utilities from January 1, 2012 through October 31, 2013 was reasonable, we compared the amounts deposited to the expected amount of collections. The expected amount of collections for water and garbage services was calculated by multiplying the minimum monthly billing amount by the estimated number of households in the City. We also included a 10% allowance for uncollected accounts in our calculation, which is greater than the delinquency rate the City is currently experiencing. Our comparison is summarized in **Table 8**.

<b>Description</b>	<b>Amount</b>
Calculated minimum collections	\$ 49,500.00
Less 10% allowance for uncollected accounts	(4,950.00)
Subtotal	44,500.00
Amount actually deposited	38,267.96
Difference	\$ 6,282.04
Rounded difference	\$ 6,250.00

The \$6,250.00 difference between the calculated expected collections and the amount actually deposited for utility billings is included in **Exhibit A** as undeposited collections.

**Community Center Rental** – The minutes from the October 18, 2011 City Council meeting document 2 Park Board members gave a report regarding the Community Building. According to the minutes, the Park Board members reported the Community Center is rented out about 4-6 times a year and rental charges were \$300.00 for weddings and \$75.00 for other 1 day events. In addition, the minutes from the November 28, 2012 City Council meeting document a Park Board member provided a sample contract to rent the Community Center. The Park Board member also explained the contract is destroyed as soon as the Community Center is used.

Based on the accounting records provided for our review, receipts were not prepared for collections associated with the rental of the Community Center. Because sufficient records were not maintained to document the dates the Community Center was rented, the purpose of the rental, or the amount of the rent charged, we were unable to determine if all collections were properly deposited.

## OTHER ADMINISTRATIVE ISSUES

**Payments to the Mayor** – As previously stated, we reviewed disbursements from the City’s bank accounts using check images available or requested for the period January 1, 2008 through October 31, 2013. We identified 85 checks issued to the City’s Mayor, Brad Hoffman, from 4 of the City’s checking accounts between January 1, 2008 and October 31, 2013. We could not obtain copies of checks issued prior to January 1, 2008. In addition, we did not have an image for each check issued from 1 of the City’s bank accounts from which payments were made to Mr. Hoffman. As a result, additional checks may have been issued to Mr. Hoffman which we were unable to identify.

Based on the notations made on the memo lines of the checks, amounts, and/or dates of the checks, we determined 6 of the 85 checks were annual payments for the Mayor’s wages. The 6 payments total \$4,432.80. We also determined 5 of the checks, which total \$1,025.94, were for mowing. The remaining 74 checks were wages for water testing or maintaining the City’s pump house. The 74 checks total \$18,576.99.

When we reviewed the minutes available for City Council meetings from January 1, 2008 through November 19, 2013, we determined a number of disbursement listings approved by the City Council included monthly payments to Mr. Hoffman. While the disbursement listings did not specify his duties, the minutes from the June 20, 2012 meeting document the City Council approved action “to increase Mayor Hoffman’s wages to \$9.00 per day to check Pump House daily.” According to a City official we spoke with, Mr. Hoffman was to be paid for testing water and checking on the pump house each day.

The 85 checks issued to Mr. Hoffman we identified are listed in **Exhibit D** based on the description included on the memo line, the amount, and/or the date of the check. The 85 checks are summarized in **Table 9** by fiscal year.

**Table 9**

<b>Fiscal Year</b>	<b>Water Wages</b>	<b>Mowing</b>	<b>Subtotal</b>	<b>Mayor’s Wages</b>	<b>Total</b>
2008*	\$ 1,408.30	-	1,408.30	-	1,408.30
2009	2,945.00	144.00	3,089.00	738.80	3,827.80
2010	2,912.00	502.00	3,414.00	738.80	4,152.80
2011	2,929.69	168.00	3,097.69	738.80	3,836.49
2012	2,928.00	211.94	3,139.94	738.80	3,878.74
2013	3,519.00	-	3,519.00	738.80	4,257.80
2014^	1,935.00	-	1,935.00	738.80	2,673.80
<b>Total</b>	<b>\$ 18,576.99</b>	<b>1,025.94</b>	<b>19,602.93</b>	<b>4,432.80</b>	<b>24,035.73</b>

\* - From January 1, 2008 through June 30, 2008.

^ - From July 1, 2013 through January 20, 2014.

As illustrated by the **Table**, the payments to the Mayor for mowing, water testing, and/or pump house maintenance services exceeded \$2,500.00 during fiscal years 2009 through 2013. We are unable to determine the total amount paid to the Mayor during fiscal years 2008 and 2014 because images of checks issued to him prior to January 1, 2008 and after January 20, 2014, respectively, were not readily available.

Payments to City officials are governed by sections 372.13(8) and 362.5 of the *Code of Iowa*. These requirements allow officials of cities with populations of less than 2,500 to be compensated up to \$2,500.00 per fiscal year for services provided to the City, such as mowing, snow plowing, and other services, without those services being awarded through a competitive bid process. Based on the minutes of City Council meetings, the City did not award contracts for mowing, water testing, and pump house maintenance through a competitive bid process. As a result, the City did not comply with the applicable sections of the *Code*.

**City Council Meeting Minutes** - We reviewed the City Council meeting minutes available from January 1, 2008 through November 19, 2013 and determined the minutes were signed only by the City Clerk. The minutes were not signed by the Mayor or a City Council member to authenticate the record. We also determined the minutes did not include the financial reports the City Clerk presented for the City Council's review and approval. In addition, not all disbursements were presented to the City Council for approval.

The City Council meeting minutes available for review routinely stated the minutes from the prior meeting were read to the City Council by the City Clerk. The City Council members did not receive a copy of the minutes for review. However, a notation was made in the City Council minutes on a number of occasions the minutes were not read to the City Council because of the condition of the City Clerk's voice or because the City Clerk had not yet prepared the minutes from the prior City Council meeting. As a result, the City Council members would not have been aware of what was recorded in the minutes and did not authenticate the accuracy of what was recorded.

### **Recommended Control Procedures**

As part of our investigation, we reviewed the procedures used by the City of Moorland to perform bank reconciliations and process receipts, disbursements and payroll. An important aspect of internal control is to establish procedures which provide accountability for assets susceptible to loss from error and irregularities. These procedures provide the actions of one individual will act as a check on 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. Segregation of Duties - An important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. The former City Clerk had control over each of the following areas:
- (1) Receipts - collecting, depositing and posting.
  - (2) Disbursements - making purchases, receiving certain goods and services, presenting disbursements to the City Council for approval, maintaining supporting documentation, preparing, signing and distributing checks and posting payments.
  - (3) Payroll - calculating, preparing, signing and distributing checks and posting payments.
  - (4) Bank accounts - receiving and reconciling monthly bank statements to accounting records.
  - (5) Reporting - preparing City Council meeting minutes and financial reports.

Recommendation - We realize segregation of duties is difficult with a limited number of office employees. However, the duties within each function listed above should be segregated between the City Clerk, the Mayor, and City Council members. In addition, the Mayor or City Council members should review financial records, perform reconciliations and examine supporting documentation for accounting records on a periodic basis.

In addition, bank statements should be delivered to an official who does not collect or disburse City funds. The bank statements should be reviewed in a timely manner for unusual activity. Bank reconciliations should be performed monthly and should be reviewed by someone independent of other financial responsibilities. The reviews should be documented by the signature or initials of the reviewer and the date of the review.



B. Disbursements – During our review of the City’s disbursements, the following were identified:

- (1) Disbursements were not always supported by invoices or other documentation.
- (2) Not all disbursements were approved by the City Council.
- (3) The City incurred bank overdraft fees and late fees and interest for IPERS payments which were not remitted in a timely manner.

Recommendation – All City disbursements should be approved by the City Council prior to payment, with the exception of those specifically allowed by a City Council approved policy. For those disbursements paid prior to City Council approval, a listing should be provided to the City Council at the next City Council meeting for review and approval. All payments should be remitted in a timely manner to ensure late fees and interest are not incurred.

To strengthen internal control, each check should be prepared and signed by one person and detailed supporting vouchers and invoices should be provided, along with the check, to a second independent person for review and countersignature.

C. Reconciliation of Utility Billings, Collections, and Delinquent Accounts – The former City Clerk had sole responsibility for preparing the City’s utility billings, collecting payments, preparing deposits, delivering deposits to the bank, and posting billings and collections to customer accounts. In addition, utility billings, collections, and delinquent accounts were not reconciled.

Recommendation – Procedures should be established to ensure utility billings are reconciled to subsequent collections and delinquent accounts for each billing period. The City Council, or an independent individual designated by the City Council, should review the reconciliations and monitor delinquent accounts. The reviews of the reconciliations should be documented by the signature or initials of the reviewer and the date of the review. Delinquent accounts should not be written off without City Council approval.

D. Payments to City Officials – Payments to City officials are governed by sections 372.13(8) and 362.5 of the *Code of Iowa*. These *Code* sections allow officials of cities with populations of less than 2,500 to be compensated up to \$2,500.00 per fiscal year for services provided to the City, such as mowing, snow plowing, and other services, without those services being awarded through a competitive bid process. Based on the minutes of City Council meetings, the City did not award contracts for mowing, water testing, and pump house maintenance through a competitive bid process.

We identified a number of payments made to the Mayor for various services performed for the City. The Mayor received a payment each month for water testing and/or pump house maintenance. The Mayor also periodically performed mowing services. The wages he received for these services totaled more than \$2,500.00 per fiscal year.

We also determined the wages the Mayor received were reported on Form 1099 as if the Mayor was an independent contractor. The IRS provides guidance on distinguishing between an employee and an independent contractor. Because the Mayor is considered an employee in accordance with these guidelines, his wages for mowing, testing water, and maintaining the pump house should have been reported on a W-2 form.

Recommendation – Procedures should be established which monitor the payments to City officials to ensure compliance with the *Code of Iowa*. In addition, the City should consult legal counsel to determine appropriate action to be taken for the payments made to the Mayor in excess of the amount allowed by the *Code*. The City should also report the Mayor’s wages earned for mowing, testing water, and/or maintaining the pump house on a W-2 form. The City should consult legal counsel to determine if revised tax forms should be prepared by the City.

E. City Council Meeting Minutes – Chapter 21 of the *Code of Iowa* requires minutes be kept of all meetings of governmental bodies. During our review of City Council minutes, we determined:

- The minutes available for review were properly signed by the City Clerk as required by section 380.7(4) of the *Code*, but they did not include the signature of the Mayor or a City Council member to authenticate the record.
- The minutes routinely stated the minutes from the prior meeting were read to the City Council by the City Clerk. The City Council members did not receive a copy of the minutes for review. However, a notation was made in the minutes on a number of occasions the minutes were not read to the City Council because of the condition of the City Clerk's voice or because the City Clerk had not yet prepared the minutes from the prior City Council meeting.
- Not all disbursements were presented to the City Council for approval.
- The minutes did not include financial reports prepared by the City Clerk.

Recommendation – The City should implement procedures to ensure the Mayor or a City Council member sign all meeting minutes as well as the City Clerk. In addition, the minutes should be reviewed in a timely manner so any errors can be identified and corrected. The City Council should also ensure all City obligations are presented to the City Council for approval prior to payment and financial reports the City Clerk presents to the City Council are filed with the related minutes.

The City Council should ensure all minutes, including bill listings to be approved by the City Council, are maintained at City Hall and an official copy is kept in the City Council meeting minutes book.

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

## **Exhibits**

Report on Special Investigation of the  
City of Moorland

Summary of Findings  
For the Period January 1, 2008 through October 31, 2013

<b>Description</b>	<b>Exhibit/Table/ Page Number</b>	<b>Amount</b>
Improper disbursements:		
Payroll to Rosemary Thompson	<b>Table 4</b>	\$ 38,040.14
Reimbursements to Rosemary Thompson	<b>Exhibit B</b>	9,485.52
Bank fees	<b>Pages 10 and 11</b>	1,585.00
IRS penalties and interest	<b>Page 11</b>	1,511.12
IPERS late fees and interest	<b>Page 11</b>	1,319.26
Subtotal		51,941.04
Estimated undeposited utility collections	<b>Table 8</b>	6,250.00
Total improper disbursements and estimated undeposited collections		\$ 58,191.04

Report on Special Investigation of the  
City of Moorland

Checks to Rosemary Thompson  
For the Period January 1, 2008 through October 31, 2013

**Per Check Image**

<b>Account Number</b>	<b>Check Date</b>	<b>Check Number</b>	<b>Date Cleared</b>	<b>Memo</b>	<b>Amount</b>
XXX26	01/03/08	4492	01/07/08	<i>none</i>	\$ 167.33
XXX26	01/07/08	4498	01/08/08	wages	167.66
XXX26	02/04/08	4494	02/05/08	wages	164.57
XXX26	02/19/08	4501	02/21/08	wages - 1/2 expenses	237.40
XXX26	02/29/08	4504	02/29/08	wages	167.66
XXX26	03/04/08	4507	03/06/08	wages	167.66
XXX26	03/25/08	4510	03/26/08	wages	167.10
XXX26	03/31/08	4514	04/01/08	wages	167.57
XXX26	04/07/08	4517	04/08/08	wages - supplies	195.92
XXX26	05/02/08	4525	05/05/08	wages	167.82
XXX26	05/19/08	4531	05/20/08	wages	172.92
XXX46	06/06/08	5950	06/06/08	wages	166.57
XXX26	06/06/08	4533	06/10/08	wages	166.57
XXX46	06/10/08	5951	06/10/08	Supplies, Postage, Phone	67.68
XXX46	06/19/08	5953	06/20/08	Reimburse expenses	52.18
XXX46	07/01/08	5957	07/02/08	Wages	166.57
XXX46	07/09/08	5961	07/11/08	Mileage, Phone, Supplies	85.79
XXX46	07/19/08	5965	07/19/08	Reimburse Filing Cabinet, ITC	87.52
XXX26	07/22/08	4542	07/24/08	wages	167.57
XXX46	07/31/08	5968	08/01/08	<i>none</i>	167.57
XXX46	09/04/08	5978	09/08/08	Wages	167.57
XXX26	09/04/08	4551	09/08/08	wages	167.57
XXX46	09/06/08	5979	09/09/08	Annual Wage Adjustment	200.00
XXX46	09/06/08	5980	09/10/08	Annual Wage Adjustment	225.00
XXX26	09/15/08	4553	09/17/08	wages + expenses	167.57
XXX46	10/01/08	5984	10/02/08	Wages	167.47
XXX26	10/06/08	4561	10/07/08	wages	167.55
XXX26	10/08/08	4564	10/09/08	annual Increase	200.00
XXX46	10/08/08	5989	10/09/08	Mileage, Phone	101.79
XXX46	10/21/08	5993	10/22/08	Wages	167.57
XXX26	10/21/08	4568	10/22/08	wages	167.57

<b>Classification</b>					
<b>Payroll</b>					
<b>Wages</b>	<b>Water Bills</b>	<b>Wage Adjustment</b>	<b>OT Wages</b>	<b>Total</b>	<b>Reimbursements</b>
167.33	-	-	-	167.33	-
167.66	-	-	-	167.66	-
164.57	-	-	-	164.57	-
167.66	-	-	-	167.66	69.74
167.66	-	-	-	167.66	-
167.66	-	-	-	167.66	-
167.10	-	-	-	167.10	-
167.57	-	-	-	167.57	-
167.57	-	-	-	167.57	28.35
167.82	-	-	-	167.82	-
172.92	-	-	-	172.92	-
166.57	-	-	-	166.57	-
166.57	-	-	-	166.57	-
-	-	-	-	-	67.68
-	-	-	-	-	52.18
166.57	-	-	-	166.57	-
-	-	-	-	-	85.79
-	-	-	-	-	87.52
167.57	-	-	-	167.57	-
167.57	-	-	-	167.57	-
167.57	-	-	-	167.57	-
167.57	-	-	-	167.57	-
-	-	200.00	-	200.00	-
-	-	225.00	-	225.00	-
167.57	-	-	-	167.57	-
167.47	-	-	-	167.47	-
167.55	-	-	-	167.55	-
-	-	200.00	-	200.00	-
-	-	-	-	-	101.79
167.57	-	-	-	167.57	-
167.57	-	-	-	167.57	-

Report on Special Investigation of the  
City of Moorland

Checks to Rosemary Thompson  
For the Period January 1, 2008 through October 31, 2013

**Per Check Image**

<b>Account Number</b>	<b>Check Date</b>	<b>Check Number</b>	<b>Date Cleared</b>	<b>Memo</b>	<b>Amount</b>
XXX46	10/25/08	5988	10/28/08	O.T. Wages	124.97
XXX46	10/30/08	6000	10/31/08	Wages	167.57
XXX26	11/01/08	4571	11/04/08	none	167.66
XXX46	11/03/08	6007	11/04/08	Phone, Mileage, + Supplies	108.07
XXX46	11/06/08	5999	11/06/08	Filing Cabinet Reimburse	50.08
XXX46	11/10/08	6010	11/10/08	OT Wages	76.80
XXX46	11/14/08	6013	11/17/08	Wages	167.55
XXX46	11/20/08	6008	11/25/08	Wages	167.57
XXX46	11/28/08	6016	12/02/08	Wages	167.57
XXX26	11/30/08	4576	12/02/08	wages	167.57
XXX26	12/08/08	4579	12/10/08	annual Wage Adjustment.	200.00
XXX46	12/08/08	6022	12/08/08	Wages	167.57
XXX46	12/12/08	6023	12/18/08	Phone, Mileage, Supplies, etc	120.52
XXX46	12/12/08	6031	12/16/08	Wages	167.52
XXX46	12/29/08	6046	12/30/08	OT Wages and Wage Adjustment	297.66
XXX46	12/29/08	6045	12/31/08	Wages	164.57
Subtotal for 2008					7,454.54
XXX46	01/06/09	6050	01/08/09	Wages	164.57
XXX46	01/09/09	6051	01/06/09	Reimburse Cost Supplies	34.08
XXX26	01/09/09	4580	01/07/09	wages	164.57
XXX46	01/20/09	6055	01/20/09	Postage, Supplies, Mileage	39.15
XXX46	01/20/09	6059	01/23/09	Reimburse Filing Cabinet - Misc. Supplies	160.00
XXX46	01/22/09	6060	01/23/09	Wages	167.57
XXX46	01/30/09	6064	02/02/09	Wages	172.85
XXX26	02/01/09	4589	02/02/09	wages	167.57
XXX46	02/02/09	6068	02/03/09	Wage Adjustment	200.00
XXX46	02/02/09	6070	02/05/09	Wages	164.57
XXX26	02/02/09	4594	02/03/09	wages adj.	200.00
XXX46	02/06/09	6073	02/09/09	Wages	167.57
XXX46	02/12/09	6076	02/12/09	Supplies, Phone - OT Wages	99.82



<b>Classification</b>					
<b>Payroll</b>					<b>Reimburse- ments</b>
<b>Wages</b>	<b>Water Bills</b>	<b>Wage Adjustment</b>	<b>OT Wages</b>	<b>Total</b>	
-	-	-	124.97	124.97	-
167.57	-	-	-	167.57	-
167.66	-	-	-	167.66	-
-	-	-	-	-	108.07
-	-	-	-	-	50.08
-	-	-	76.80	76.80	-
167.55	-	-	-	167.55	-
167.57	-	-	-	167.57	-
167.57	-	-	-	167.57	-
167.57	-	-	-	167.57	-
-	-	200.00	-	200.00	-
167.57	-	-	-	167.57	-
-	-	-	-	-	120.52
167.52	-	-	-	167.52	-
-	-	200.00	97.66	297.66	-
164.57	-	-	-	164.57	-
5,358.39	-	1,025.00	299.43	6,682.82	771.72
164.57	-	-	-	164.57	-
-	-	-	-	-	34.08
164.57	-	-	-	164.57	-
-	-	-	-	-	39.15
-	-	-	-	-	160.00
167.57	-	-	-	167.57	-
172.85	-	-	-	172.85	-
167.57	-	-	-	167.57	-
-	-	200.00	-	200.00	-
164.57	-	-	-	164.57	-
-	-	200.00	-	200.00	-
167.57	-	-	-	167.57	-
-	-	-	-	-	99.82

Report on Special Investigation of the  
City of Moorland

Checks to Rosemary Thompson  
For the Period January 1, 2008 through October 31, 2013

**Per Check Image**

<b>Account Number</b>	<b>Check Date</b>	<b>Check Number</b>	<b>Date Cleared</b>	<b>Memo</b>	<b>Amount</b>
XXX46	02/14/09	6078	02/19/09	Wages	167.57
XXX46	02/19/09	6081	02/23/09	Reimburse Supplies	54.82
XXX46	02/21/09	6082	02/25/09	Computer	365.82
XXX46	02/25/09	6067	02/27/09	Wages	164.57
XXX46	03/02/09	6075	03/02/09	Phone + Mileage	54.68
XXX46	03/02/09	6080	03/04/09	Reimburse	353.08
XXX26	03/02/09	4597	03/03/09	wages	164.57
XXX26	03/06/09	4603	03/09/09	wages	164.57
XXX46	03/07/09	6088	03/11/09	Wages	164.57
XXX46	03/13/09	6091	03/13/09	Wages	164.57
XXX46	03/20/09	6094	03/24/09	Wages	164.57
XXX26	03/20/09	4605	03/23/09	wages	164.57
XXX46	03/23/09	6095	03/23/09	OT Wages - Expense	185.72
XXX46	03/28/09	6097	04/01/09	Wages	164.57
XXX46	04/01/09	6103	04/03/09	OT Wages + Reimburse expense	168.02 ^
XXX46	04/03/09	6104	04/03/09	Mileage, Phone, Supplies	85.08
XXX26	04/03/09	4608	04/03/09	wages	164.57
XXX46	04/06/09	6106	04/08/09	Wages	164.57
XXX46	04/09/09	6110	04/13/09	Reimburse Supplies - Phone	64.78
XXX46	04/11/09	6113	04/15/09	Wages	164.57
XXX46	04/17/09	6115	04/22/09	Wages	164.57
XXX26	04/21/09	4615	04/22/09	wages	164.57
XXX46	04/24/09	6117	04/27/09	Wages	164.57
XXX46	04/25/09	6118	04/29/09	Annual Increase	200.00
XXX46	05/01/09	6121	05/01/09	Wages	164.57
XXX26	05/01/09	4619	05/04/09	wages	164.57
XXX46	05/05/09	6124	05/07/09	OT Wages, Supplies, Phone, Mileage	142.57 ^
XXX46	05/08/09	6127	05/08/09	Desk	98.52
XXX46	05/11/09	6129	05/13/09	Phone, Mileage-Supplies	71.08
XXX46	05/11/09	6130	05/13/09	Wages	164.57
XXX26	05/11/09	4627	05/12/09	wages	164.57

Classification					
Payroll					
Wages	Water Bills	Wage Adjustment	OT Wages	Total	Reimbursements
167.57	-	-	-	167.57	-
-	-	-	-	-	54.82
-	-	-	-	-	365.82
164.57	-	-	-	164.57	-
-	-	-	-	-	54.68
-	-	-	-	-	353.08
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
-	-	-	185.72	185.72	-
164.57	-	-	-	164.57	-
-	-	-	-	-	168.02
-	-	-	-	-	85.08
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
-	-	-	-	-	64.78
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
-	-	200.00	-	200.00	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
-	-	-	-	-	142.57
-	-	-	-	-	98.52
-	-	-	-	-	71.08
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-

Report on Special Investigation of the  
City of Moorland

Checks to Rosemary Thompson  
For the Period January 1, 2008 through October 31, 2013

**Per Check Image**

<b>Account Number</b>	<b>Check Date</b>	<b>Check Number</b>	<b>Date Cleared</b>	<b>Memo</b>	<b>Amount</b>
XXX46	05/14/09	6133	05/14/09	OT Wages	37.09
XXX46	05/15/09	6134	05/20/09	(2) File Cabinets Reimburse	145.82
XXX46	05/16/09	6136	05/20/09	Wages	164.57
XXX26	05/16/09	4630	05/19/09	wages	164.57
XXX46	05/26/09	6139	05/28/09	Wage + Expense	217.07
XXX26	05/26/09	4633	05/27/09	wages + expenses	217.07
XXX26	05/31/09	4635	06/01/09	wages	164.57
XXX46	06/01/09	6142	06/03/09	Wages	164.57
XXX26	06/06/09	4637	06/08/09	wages	164.57
XXX46	06/08/09	6145	06/10/09	Wages	164.57
XXX46	06/22/09	6148	06/24/09	Wages	164.57
XXX26	06/22/09	4642	06/23/09	wages	164.57
XXX46	07/02/09	6158	07/06/09	Wages	164.57
XXX46	07/06/09	6160	07/08/09	Supplies, Postage, Mileage, Phone	107.84
XXX46	07/06/09	6161	07/07/09	Wages	44.08
XXX26	07/06/09	4646	07/07/09	wages	164.57
XXX46	07/29/09	6163	07/31/09	Wages	164.57
XXX46	08/03/09	6166	08/05/09	Annual Increase	200.00
XXX26	08/03/09	4652	08/04/09	wages	164.57
XXX46	08/05/09	6167	08/05/09	1/2 Expenses, Phone-Mileage, Supplies	65.72
XXX46	08/06/09	6172	08/06/09	Supplies	35.74
XXX46	08/07/09	6176	08/10/09	Wages	119.54
XXX46	08/17/09	6181	08/18/09	Wages	66.08
XXX46	08/24/09	6187	08/26/09	Wages	167.54
XXX26	08/24/09	4663	08/25/09	wages	167.54
XXX26	-	4667	09/01/09	Bank did not provide copy	164.57
XXX46	09/02/09	6191	09/03/09	Wages	164.57
XXX46	09/04/09	6194	09/04/09	Supplies, Mileage, Phone, Etc	109.08
XXX46	09/11/09	6199	09/11/09	Wages	164.57
XXX46	09/25/09	6202	09/25/09	Wages	164.57
XXX46	10/02/09	6205	10/02/09	Wages	164.57

<b>Classification</b>					
<b>Payroll</b>					<b>Reimburse- ments</b>
<b>Wages</b>	<b>Water Bills</b>	<b>Wage Adjustment</b>	<b>OT Wages</b>	<b>Total</b>	
-	-	-	37.09	37.09	-
-	-	-	-	-	145.82
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	52.50
164.57	-	-	-	164.57	52.50
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
-	-	-	-	-	107.84
44.08	-	-	-	44.08	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
-	-	200.00	-	200.00	-
164.57	-	-	-	164.57	-
-	-	-	-	-	65.72
-	-	-	-	-	35.74
119.54	-	-	-	119.54	-
66.08	-	-	-	66.08	-
167.54	-	-	-	167.54	-
167.54	-	-	-	167.54	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
-	-	-	-	-	109.08
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-

Report on Special Investigation of the  
City of Moorland

Checks to Rosemary Thompson  
For the Period January 1, 2008 through October 31, 2013

**Per Check Image**

<b>Account Number</b>	<b>Check Date</b>	<b>Check Number</b>	<b>Date Cleared</b>	<b>Memo</b>	<b>Amount</b>
XXX26	10/03/09	4680	10/05/09	wages	164.57
XXX46	10/07/09	6208	10/06/09	Phone, Mileage, Postage	72.09
XXX46	10/12/09	6209	10/13/09	Wages	78.20
XXX46	10/26/09	6214	10/28/09	Wages	164.57
XXX46	11/05/09	6223	11/09/09	Wages	164.57
XXX46	11/12/09	6224	11/12/09	Wages	164.57
XXX46	11/30/09	6230	12/02/09	Wages	325.00
XXX46	12/04/09	6233	12/07/09	Clerk's wages	164.57
XXX46	12/11/09	6235	12/11/09	Reimburse Phone, Mileage, Supplies	154.12
XXX26	12/12/09	4699	12/14/09	wages	164.57
XXX46	12/21/09	6247	12/23/09	Annual Increase - Wages	200.00
XXX46	12/28/09	6255	12/30/09	Mileage, Phone, Supplies	176.92
XXX46	12/31/09	6258	12/31/09	Wages	325.00
Subtotal for 2009					13,692.97
XXX26	01/04/10	4706	01/05/10	wages	225.00
XXX46	01/11/10	6263	01/12/10	Wages	200.00
XXX46	01/16/10	6266	01/19/10	Phone, Mileage, Supplies	147.82
XXX26	01/27/10	4716	02/02/10	wages	175.00
XXX46	01/29/10	6275	01/29/10	Supplies + Expenses	97.10
XXX46	01/31/10	6277	02/02/10	Wages	325.00
XXX46	02/06/10	6280	02/08/10	Telephone, Supplies, Mileage, Etc	123.08
XXX46	02/12/10	6283	02/17/10	Wages	202.50
XXX46	02/22/10	6284	02/25/10	Wages	200.00
XXX26	02/23/10	4725	02/24/10	wages	199.72
XXX46	03/01/10	6289	03/04/10	Wages	200.00
XXX46	03/02/10	6286	03/05/10	Wages	125.00
XXX46	03/12/10	6292	03/12/10	Supplies, Mileage, Phone	125.08
XXX26	03/16/10	4729	03/16/10	wages	167.57
XXX46	03/26/10	6299	04/01/10	Wages	167.66
XXX46	03/31/10	6304	04/01/10	Wages	325.00

<b>Classification</b>					
<b>Payroll</b>					
<b>Wages</b>	<b>Water Bills</b>	<b>Wage Adjustment</b>	<b>OT Wages</b>	<b>Total</b>	<b>Reimbursements</b>
164.57	-	-	-	164.57	-
-	-	-	-	-	72.09
78.20	-	-	-	78.20	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
325.00	-	-	-	325.00	-
164.57	-	-	-	164.57	-
-	-	-	-	-	154.12
164.57	-	-	-	164.57	-
-	-	200.00	-	200.00	-
-	-	-	-	-	176.92
325.00	-	-	-	325.00	-
9,706.33	-	1,000.00	222.81	10,929.14	2,763.83
225.00	-	-	-	225.00	-
200.00	-	-	-	200.00	-
-	-	-	-	-	147.82
175.00	-	-	-	175.00	-
-	-	-	-	-	97.10
325.00	-	-	-	325.00	-
-	-	-	-	-	123.08
202.50	-	-	-	202.50	-
200.00	-	-	-	200.00	-
199.72	-	-	-	199.72	-
200.00	-	-	-	200.00	-
125.00	-	-	-	125.00	-
-	-	-	-	-	125.08
167.57	-	-	-	167.57	-
167.66	-	-	-	167.66	-
325.00	-	-	-	325.00	-

Report on Special Investigation of the  
City of Moorland

Checks to Rosemary Thompson  
For the Period January 1, 2008 through October 31, 2013

**Per Check Image**

<b>Account Number</b>	<b>Check Date</b>	<b>Check Number</b>	<b>Date Cleared</b>	<b>Memo</b>	<b>Amount</b>
XXX46	04/09/10	6305	04/12/10	Wages	167.57
XXX46	04/13/10	6307	04/13/10	Reimburse Phone, Mileage, Supplies	98.52
XXX46	05/04/10	6317	05/07/10	Wages	325.00
XXX46	05/17/10	6319	05/24/10	Mileage, Phone, Supplies	157.30
XXX46	05/23/10	6326	05/24/10	Wages	325.00
XXX26	05/26/10	5014	05/28/10	wages	167.66
XXX26	06/01/10	5017	06/01/10	wages	164.57
XXX46	06/02/10	6329	06/07/10	Wages	167.57
XXX46	06/07/10	6332	06/07/10	Postage, Phone, Mileage, Supplies	146.08
XXX26	06/16/10	5021	06/18/10	wages	167.57
XXX26	06/24/10	5024	06/25/10	wages	167.10
XXX26	06/30/10	5026	07/01/10	Mileage, Phone, Supplies	167.52
XXX46	07/02/10	6340	07/09/10	Annual Wage Adjustment	200.00
XXX46	07/02/10	6338	07/09/10	Wages	325.00
XXX46	07/07/10	6343	07/07/10	Expense, Phone, Postage, Mileage, Supplies	87.08
XXX26	07/08/10	5033	07/12/10	wages	167.57
XXX46	07/13/10	6345	07/13/10	Wages	92.10
XXX46	07/19/10	6349	07/19/10	Wages	87.02
XXX46	07/26/10	6352	07/27/10	Wages	178.19
XXX46	07/29/10	6358	07/30/10	Wages	325.00
XXX46	08/02/10	6361	08/03/10	Wages	88.14
XXX46	08/09/10	6368	08/09/10	Wages	167.67
XXX46	08/13/10	6372	08/16/10	Wage - Supplies	98.42 ^
XXX26	08/19/10	5047	08/20/10	wages	125.00
XXX46	08/30/10	6376	08/30/10	Wages	166.57
XXX26	08/30/10	5050	08/30/10	wages	199.09
XXX46	09/10/10	6381	09/13/10	Wages-Mileage	188.02
XXX46	09/28/10	6385	09/29/10	Expense-Mileage-Phone-Supplies	97.10
XXX46	09/28/10	6384	09/29/10	Wages	325.00
XXX26	10/02/10	5057	10/04/10	wages	164.57
XXX46	10/10/10	6390	10/12/10	Annual Increase	200.00



<b>Classification</b>					
<b>Payroll</b>					<b>Reimburse- ments</b>
<b>Wages</b>	<b>Water Bills</b>	<b>Wage Adjustment</b>	<b>OT Wages</b>	<b>Total</b>	
167.57	-	-	-	167.57	-
-	-	-	-	-	98.52
325.00	-	-	-	325.00	-
-	-	-	-	-	157.30
325.00	-	-	-	325.00	-
167.66	-	-	-	167.66	-
164.57	-	-	-	164.57	-
167.57	-	-	-	167.57	-
-	-	-	-	-	146.08
167.57	-	-	-	167.57	-
167.10	-	-	-	167.10	-
-	-	-	-	-	167.52
-	-	200.00	-	200.00	-
325.00	-	-	-	325.00	-
-	-	-	-	-	87.08
167.57	-	-	-	167.57	-
92.10	-	-	-	92.10	-
87.02	-	-	-	87.02	-
178.19	-	-	-	178.19	-
325.00	-	-	-	325.00	-
88.14	-	-	-	88.14	-
167.67	-	-	-	167.67	-
-	-	-	-	-	98.42
125.00	-	-	-	125.00	-
166.57	-	-	-	166.57	-
199.09	-	-	-	199.09	-
164.57	-	-	-	164.57	23.45
-	-	-	-	-	97.10
325.00	-	-	-	325.00	-
164.57	-	-	-	164.57	-
-	-	200.00	-	200.00	-

Report on Special Investigation of the  
City of Moorland

Checks to Rosemary Thompson  
For the Period January 1, 2008 through October 31, 2013

**Per Check Image**

<b>Account Number</b>	<b>Check Date</b>	<b>Check Number</b>	<b>Date Cleared</b>	<b>Memo</b>	<b>Amount</b>
XXX26	10/17/10	5060	10/18/10	wages	167.57
XXX46	10/28/10	6394	10/28/10	Wages	167.57
XXX46	11/01/10	6396	11/23/10	Wages	325.00
XXX46	11/04/10	6400	11/05/10	Supplies, Phone, Mileage	140.43
XXX26	11/04/10	5071	11/05/10	wages	164.57
XXX46	11/15/10	6403	11/15/10	Wages	167.57
XXX46	11/23/10	6406	11/23/10	Wages	325.00
XXX46	11/30/10	6410	12/02/10	Wages	200.00
XXX26	11/30/10	5066	11/30/10	wages	167.10
XXX26	12/21/10	5072	12/22/10	water bills	167.10
XXX46	12/24/10	6417	12/27/10	Wages	325.00
XXX46	12/27/10	6421	12/28/10	Expense, Phone, Supplies, Etc	167.11
XXX46	12/30/10	6425	12/30/10	Wages	175.80
Subtotal for 2010					11,168.35
XXX46	01/03/11	6430	01/05/11	Wages	325.00
XXX46	01/04/11	6418	01/06/11	Reimburse Expenses	75.00
XXX26	01/14/11	5077	01/14/11	water bills	167.66
XXX46	02/04/11	6433	02/07/11	Wages	167.66
XXX26	02/04/11	5083	02/04/11	wages	325.00
XXX46	02/09/11	6435	02/09/11	Phone, Mileage, Supplies	79.82
XXX46	02/09/11	6434	02/10/11	Wages	325.00
XXX46	02/15/11	6440	02/15/11	Annual Wage Adjustment	200.00
XXX26	02/22/11	5089	02/22/11	water bills	164.57
XXX46	02/24/11	6454	02/24/11	Expense, mileage, phone, supplies	79.32
XXX26	02/28/11	5090	02/28/11	wages	325.00
XXX46	03/01/11	6457	03/03/11	Wages	166.47
XXX26	03/05/11	5093	03/07/11	water bills	167.66
XXX46	03/10/11	6463	03/10/11	Wages	164.57
XXX26	03/10/11	5092	03/11/11	wages	164.57
XXX46	04/04/11	6467	04/05/11	Wages	164.11

<b>Classification</b>					
<b>Payroll</b>					
<b>Wages</b>	<b>Water Bills</b>	<b>Wage Adjustment</b>	<b>OT Wages</b>	<b>Total</b>	<b>Reimbursements</b>
167.57	-	-	-	167.57	-
167.57	-	-	-	167.57	-
325.00	-	-	-	325.00	-
-	-	-	-	-	140.43
164.57	-	-	-	164.57	-
167.57	-	-	-	167.57	-
325.00	-	-	-	325.00	-
200.00	-	-	-	200.00	-
167.10	-	-	-	167.10	-
-	167.10	-	-	167.10	-
325.00	-	-	-	325.00	-
-	-	-	-	-	167.11
175.80	-	-	-	175.80	-
<b>8,925.16</b>	<b>167.10</b>	<b>400.00</b>	<b>-</b>	<b>9,492.26</b>	<b>1,676.09</b>
325.00	-	-	-	325.00	-
-	-	-	-	-	75.00
-	167.66	-	-	167.66	-
167.66	-	-	-	167.66	-
325.00	-	-	-	325.00	-
-	-	-	-	-	79.82
325.00	-	-	-	325.00	-
-	-	200.00	-	200.00	-
-	164.57	-	-	164.57	-
-	-	-	-	-	79.32
325.00	-	-	-	325.00	-
166.47	-	-	-	166.47	-
-	167.66	-	-	167.66	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
164.11	-	-	-	164.11	-

Report on Special Investigation of the  
City of Moorland

Checks to Rosemary Thompson  
For the Period January 1, 2008 through October 31, 2013

**Per Check Image**

<b>Account Number</b>	<b>Check Date</b>	<b>Check Number</b>	<b>Date Cleared</b>	<b>Memo</b>	<b>Amount</b>
XXX46	04/07/11	6469	04/08/11	Wages	325.00
XXX46	04/08/11	6466	04/08/11	Phone, Mileage, Supplies	98.07
XXX26	04/13/11	5096	04/13/11	wages	325.00
XXX46	04/14/11	6474	04/14/11	Supplies + Phone Expense	48.11
XXX46	05/01/11	6475	05/03/11	Wages	325.00
XXX46	05/03/11	6479	05/03/11	Expenses	164.57
XXX26	05/03/11	5102	05/06/11	none	164.57
XXX46	05/07/11	6482	05/09/11	Annual Wage Adjustment.	200.00
XXX26	05/10/11	5105	05/11/11	May water bills	164.57
XXX46	05/27/11	6486	05/31/11	Wages	325.00
XXX46	05/27/11	6488	05/31/11	Water Bills	164.57
XXX46	06/02/11	6491	06/06/11	Phone, Mileage, Supplies	89.01
XXX26	06/02/11	5111	06/02/11	wages	325.00
XXX26	06/02/11	5112	06/02/11	water bills	164.57
XXX46	06/03/11	6497	06/06/11	Expenses	192.08
XXX26	06/13/11	5119	06/13/11	wages	164.57
XXX46	06/27/11	6499	06/29/11	Wages	325.00
XXX26	06/27/11	5122	06/27/11	water bills	164.57
XXX46	07/06/11	6503	07/08/11	Wages	325.00
XXX26	07/06/11	5135	07/06/11	wages	164.57
XXX46	07/09/11	6508	07/09/11	Wages	164.57
XXX26	07/09/11	5136	07/12/11	wages	325.00
XXX46	07/11/11	6515	07/11/11	Expenses - Phone, Mileage, Supplies	155.10
XXX26	07/11/11	5137	07/12/11	water bills	164.57
XXX46	07/25/11	6518	07/28/11	Wages	164.57
XXX26	07/25/11	5134	07/26/11	water bills	164.57
XXX46	07/28/11	6512	08/01/11	Annual Wage Adjustment.	200.00
XXX46	07/30/11	6524	08/01/11	Wages	325.00
XXX26	07/30/11	5144	08/01/11	wages	325.00
XXX46	08/03/11	6526	08/04/11	Phone, Mileage, Supplies	138.04
XXX46	08/03/11	6525	08/04/11	Wages	164.57

<b>Classification</b>					
<b>Payroll</b>					<b>Reimburse- ments</b>
<b>Wages</b>	<b>Water Bills</b>	<b>Wage Adjustment</b>	<b>OT Wages</b>	<b>Total</b>	
325.00	-	-	-	325.00	-
-	-	-	-	-	98.07
325.00	-	-	-	325.00	-
-	-	-	-	-	48.11
325.00	-	-	-	325.00	-
-	-	-	-	-	164.57
164.57	-	-	-	164.57	-
-	-	200.00	-	200.00	-
-	164.57	-	-	164.57	-
325.00	-	-	-	325.00	-
-	164.57	-	-	164.57	-
-	-	-	-	-	89.01
325.00	-	-	-	325.00	-
-	164.57	-	-	164.57	-
-	-	-	-	-	192.08
164.57	-	-	-	164.57	-
325.00	-	-	-	325.00	-
-	164.57	-	-	164.57	-
325.00	-	-	-	325.00	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
325.00	-	-	-	325.00	-
-	-	-	-	-	155.10
-	164.57	-	-	164.57	-
164.57	-	-	-	164.57	-
-	164.57	-	-	164.57	-
-	-	200.00	-	200.00	-
325.00	-	-	-	325.00	-
325.00	-	-	-	325.00	-
-	-	-	-	-	138.04
164.57	-	-	-	164.57	-

Report on Special Investigation of the  
City of Moorland

Checks to Rosemary Thompson  
For the Period January 1, 2008 through October 31, 2013

**Per Check Image**

<b>Account Number</b>	<b>Check Date</b>	<b>Check Number</b>	<b>Date Cleared</b>	<b>Memo</b>	<b>Amount</b>
XXX26	08/03/11	5149	08/03/11	water bills	164.57
XXX26	08/08/11	5158	08/08/11	water bills	164.57
XXX46	08/11/11	6532	08/11/11	Phone expense, Mileage, Supplies	78.42
XXX46	08/12/11	6535	08/15/11	Aug water bills	164.57
XXX26	08/24/11	5161	08/24/11	wages	164.57
XXX46	08/26/11	6537	08/29/11	Wages	164.57
XXX46	08/30/11	6541	09/01/11	Wages	325.00
XXX26	09/06/11	5153	09/06/11	water bills	164.67
XXX46	09/09/11	6550	09/09/11	Phone, Mileage, Supplies	153.11
XXX26	09/12/11	5167	09/12/11	water bills	164.57
XXX46	09/15/11	6545	09/15/11	Telephone Expense	58.42
XXX26	09/19/11	5152	09/20/11	annual adj.	200.00
XXX46	09/24/11	6551	09/26/11	none	164.57
XXX46	09/27/11	6553	09/28/11	Supplies	65.14
XXX46	10/03/11	6556	10/03/11	Wages + Expenses	450.00
XXX46	10/06/11	6560	10/07/11	Water Bills	164.57
XXX26	10/06/11	5177	10/05/11	water bills	164.57
XXX46	10/11/11	6565	10/11/11	Reimburse cost of supplies	72.08
XXX46	10/16/11	6568	10/16/11	Water Bills	164.57
XXX46	10/21/11	6571	10/24/11	Water Bills	164.57
XXX46	10/28/11	6574	10/28/11	Wages - Expense	154.08
XXX26	10/31/11	5190	10/31/11	wages	325.00
XXX26	10/31/11	5191	10/31/11	water bills	164.57
XXX46	11/07/11	6561	11/07/11	Wages	164.57
XXX26	11/08/11	5195	11/08/11	water bills	164.57
XXX46	11/28/11	6572	11/29/11	Wages	325.00
XXX46	12/01/11	6577	12/01/11	Water Bills	164.57
XXX46	12/07/11	6580	12/07/11	Wage Increase-Annual	200.00
XXX46	12/15/11	6589	12/15/11	Phone, Mileage, etc	192.37
XXX26	12/20/11	5201	12/20/11	water bills	164.57
Subtotal for 2011					14,967.64

<b>Classification</b>					
<b>Payroll</b>					
<b>Wages</b>	<b>Water Bills</b>	<b>Wage Adjustment</b>	<b>OT Wages</b>	<b>Total</b>	<b>Reimbursements</b>
-	164.57	-	-	164.57	-
-	164.57	-	-	164.57	-
-	-	-	-	-	78.42
-	164.57	-	-	164.57	-
164.57	-	-	-	164.57	-
164.57	-	-	-	164.57	-
325.00	-	-	-	325.00	-
-	164.67	-	-	164.67	-
-	-	-	-	-	153.11
-	164.57	-	-	164.57	-
-	-	-	-	-	58.42
-	-	200.00	-	200.00	-
164.57	-	-	-	164.57	-
-	-	-	-	-	65.14
164.57	-	-	-	164.57	285.43
-	164.57	-	-	164.57	-
-	164.57	-	-	164.57	-
-	-	-	-	-	72.08
-	164.57	-	-	164.57	-
-	164.57	-	-	164.57	-
-	-	-	-	-	154.08
325.00	-	-	-	325.00	-
-	164.57	-	-	164.57	-
164.57	-	-	-	164.57	-
-	164.57	-	-	164.57	-
325.00	-	-	-	325.00	-
-	164.57	-	-	164.57	-
-	-	200.00	-	200.00	-
-	-	-	-	-	192.37
-	164.57	-	-	164.57	-
8,162.65	3,626.82	1,000.00	-	12,789.47	2,178.17

Report on Special Investigation of the  
City of Moorland

Checks to Rosemary Thompson  
For the Period January 1, 2008 through October 31, 2013

**Per Check Image**

<b>Account Number</b>	<b>Check Date</b>	<b>Check Number</b>	<b>Date Cleared</b>	<b>Memo</b>	<b>Amount</b>
XXX46	01/07/12	6576	01/09/12	Water bills	164.57
XXX46	01/25/12	6591	01/26/12	Rent, etc.	325.00
XXX26	01/26/12	5204	01/27/12	water bills	164.57
XXX46	02/07/12	6594	02/08/12	<i>none</i>	325.00
XXX46	02/16/12	6596	02/21/12	Water Bills	164.57
XXX46	03/01/12	6601	03/05/12	Rent, Etc	325.00
XXX46	03/05/12	6602	03/05/12	Water Bills	164.57
XXX46	03/13/12	6605	03/13/12	Expenses	55.42
XXX46	04/02/12	6608	04/03/12	Rent, Etc	325.00
XXX26	04/02/12	5229	04/02/12	water bills	164.57
XXX46	04/03/12	6610	04/04/12	Annual Wage Increase	200.00
XXX46	04/09/12	6611	04/10/12	Water Bills	164.57
XXX46	04/16/12	6617	04/17/12	Water Bills	164.57
XXX46	04/27/12	6620	04/27/12	Water Bills	164.57
XXX46	05/01/12	6621	05/02/12	Wages - Rent	325.00
XXX46	05/03/12	6623	05/04/12	Wage Adjustment	200.00
XXX26	05/05/12	5235	05/03/12	water bills	164.57
XXX46	05/11/12	6628	05/11/12	Water Bills	164.57
XXX46	05/25/12	6638	05/25/12	Wages	325.00
XXX46	06/08/12	6639	06/11/12	<i>none</i>	200.00
XXX46	06/08/12	6643	06/11/12	Wages	325.00
XXX26	06/08/12	5249	06/08/12	water bills	164.57
XXX46	06/14/12	6636	06/14/12	Telephone, Gas, Etc	84.57
XXX46	06/20/12	6644	06/21/12	Expenses	160.95
XXX26	06/20/12	5255	06/20/12	water bills	170.00
XXX46	06/21/12	6646	06/21/12	Wage Increase	175.00
XXX46	07/05/12	6653	07/06/12	Wages	500.00
XXX46	07/12/12	6657	07/12/12	Expenses	54.12
XXX46	08/03/12	6660	08/06/12	Wages	500.00
XXX46	08/05/12	6665	08/07/12	Wages	200.00
XXX46	08/08/12	6669	08/08/12	Telephone, Gas - Supplies	58.92



Classification					
Payroll					Reimburse- ments
Wages	Water Bills	Wage Adjustment	OT Wages	Total	
-	164.57	-	-	164.57	-
-	-	-	-	-	325.00
-	164.57	-	-	164.57	-
325.00	-	-	-	325.00	-
-	164.57	-	-	164.57	-
-	-	-	-	-	325.00
-	164.57	-	-	164.57	-
-	-	-	-	-	55.42
-	-	-	-	-	325.00
-	164.57	-	-	164.57	-
-	-	200.00	-	200.00	-
-	164.57	-	-	164.57	-
-	164.57	-	-	164.57	-
-	164.57	-	-	164.57	-
325.00	-	-	-	325.00	-
-	-	200.00	-	200.00	-
-	164.57	-	-	164.57	-
-	164.57	-	-	164.57	-
325.00	-	-	-	325.00	-
-	-	200.00	-	200.00	-
325.00	-	-	-	325.00	-
-	164.57	-	-	164.57	-
-	-	-	-	-	84.57
-	-	-	-	-	160.95
-	170.00	-	-	170.00	-
-	-	175.00	-	175.00	-
500.00	-	-	-	500.00	-
-	-	-	-	-	54.12
500.00	-	-	-	500.00	-
200.00	-	-	-	200.00	-
-	-	-	-	-	58.92

Report on Special Investigation of the  
City of Moorland

Checks to Rosemary Thompson  
For the Period January 1, 2008 through October 31, 2013

**Per Check Image**

<b>Account Number</b>	<b>Check Date</b>	<b>Check Number</b>	<b>Date Cleared</b>	<b>Memo</b>	<b>Amount</b>
XXX46	08/29/12	6670	08/30/12	Sept Wages	500.00
XXX46	08/31/12	6673	09/04/12	Expenses - Aug + Sept	92.48
XXX46	09/04/12	6674	09/05/12	Wages	250.00
XXX46	09/10/12	6677	09/11/12	Wages	250.00
XXX46	09/13/12	6681	09/13/12	Gave Extra Hours - Court House	95.08
XXX46	09/26/12	6682	09/26/12	Supplies	25.08
XXX46	10/03/12	6686	10/03/12	Wages - Telephone - Supplies	150.48 #
XXX46	10/10/12	6693	10/10/12	Mileage - Court House - Lawyer	110.18
XXX46	11/08/12	6698	11/09/12	Wages	250.00
XXX46	11/14/12	6701	11/14/12	Gas, Phone, Supplies	55.08
XXX46	12/03/12	6695	12/03/12	Wages	250.00
XXX46	12/07/12	6696	12/07/12	Expenses - Gas - Postage + Supplies	58.42
XXX46	12/10/12	6711	12/11/12	Wages - January	500.00
XXX46	12/12/12	6715	12/12/12	Wages	77.57
XXX46	12/24/12	6737	12/24/12	Wages	250.00
Subtotal for 2012					9,558.62
XXX46	01/08/13	6739	01/08/13	Wages	150.00
XXX46	01/09/13	6740	01/09/13	Wages	50.00
XXX46	01/23/13	6745	01/23/13	Wages	50.00
XXX46	01/28/13	6748	01/28/13	Wages	100.00
XXX46	02/07/13	6752	02/07/13	Wages	200.00
XXX46	02/10/13	6758	02/12/13	Phone, Gas, Supplies	64.82
XXX46	02/28/13	6770	02/28/13	Wages	50.00
XXX46	03/06/13	6776	03/06/13	Wages	500.00
XXX46	04/01/13	6785	04/02/13	Wages	300.00
XXX46	04/02/13	6791	04/01/13	Wages	150.00
XXX46	04/13/13	6797	04/13/13	Wages	100.00
XXX46	05/03/13	6800	05/06/13	Wages	500.00
XXX46	05/08/13	6805	05/08/13	Wages	200.00
XXX46	05/16/13	6806	05/17/13	none	58.09 ^

Classification						
Payroll					Total	Reimburse- ments
Wages	Water Bills	Wage Adjustment	OT Wages			
500.00	-	-	-	500.00	-	
-	-	-	-	-	92.48	
250.00	-	-	-	250.00	-	
250.00	-	-	-	250.00	-	
-	-	-	-	-	95.08	
-	-	-	-	-	25.08	
150.48	-	-	-	150.48	-	
-	-	-	-	-	110.18	
250.00	-	-	-	250.00	-	
-	-	-	-	-	55.08	
250.00	-	-	-	250.00	-	
-	-	-	-	-	58.42	
500.00	-	-	-	500.00	-	
77.57	-	-	-	77.57	-	
250.00	-	-	-	250.00	-	
4,978.05	1,980.27	775.00	-	7,733.32	1,825.30	

150.00	-	-	-	150.00	-
50.00	-	-	-	50.00	-
50.00	-	-	-	50.00	-
100.00	-	-	-	100.00	-
200.00	-	-	-	200.00	-
-	-	-	-	-	64.82
50.00	-	-	-	50.00	-
500.00	-	-	-	500.00	-
300.00	-	-	-	300.00	-
150.00	-	-	-	150.00	-
100.00	-	-	-	100.00	-
500.00	-	-	-	500.00	-
200.00	-	-	-	200.00	-
-	-	-	-	-	58.09

Report on Special Investigation of the  
City of Moorland

Checks to Rosemary Thompson  
For the Period January 1, 2008 through October 31, 2013

**Per Check Image**

<b>Account Number</b>	<b>Check Date</b>	<b>Check Number</b>	<b>Date Cleared</b>	<b>Memo</b>	<b>Amount</b>
XXX46	05/29/13	6802	05/30/13	Wages	300.00
XXX46	06/03/13	6773	06/03/13	Wages	300.00
XXX46	06/06/13	6813	06/07/13	Phone, Gas, Supplies	88.42
XXX46	06/06/13	6812	06/07/13	Wages	200.00
XXX46	06/13/13	6793	06/13/13	Wages	250.00
XXX46	06/18/13	6818	06/18/13	Wages	100.00
XXX46	06/25/13	6815	06/27/13	Wages	450.00
XXX46	07/05/13	6821	07/05/13	Wages	150.00
XXX46	07/08/13	6823	07/08/13	Wages	350.00
XXX46	07/10/13	6824	07/16/13	Phone, Gas, Supplies	39.08
XXX46	08/02/13	6830	08/02/13	Wages	200.00
XXX46	08/22/13	6837	08/23/13	Cost of Paper	20.00
XXX46	08/26/13	6829	08/27/13	Wages	300.00
XXX46	09/03/13	6842	09/03/13	Wages	500.00
XXX46	09/13/13	6847	09/13/13	Wages	100.00
XXX46	10/09/13	6849	10/10/13	Wages	100.00
Subtotal for 2013					5,920.41
Total					\$ 62,762.53

^ - Classified as a reimbursement due to lack of additional information.

# - Classified total as payroll because there were no other checks for "wages" in October 2012.

<b>Classification</b>					
<b>Payroll</b>					
<b>Wages</b>	<b>Water Bills</b>	<b>Wage Adjustment</b>	<b>OT Wages</b>	<b>Total</b>	<b>Reimbursements</b>
300.00	-	-	-	300.00	-
300.00	-	-	-	300.00	-
-	-	-	-	-	88.42
200.00	-	-	-	200.00	-
250.00	-	-	-	250.00	-
100.00	-	-	-	100.00	-
450.00	-	-	-	450.00	-
150.00	-	-	-	150.00	-
350.00	-	-	-	350.00	-
-	-	-	-	-	39.08
200.00	-	-	-	200.00	-
-	-	-	-	-	20.00
300.00	-	-	-	300.00	-
500.00	-	-	-	500.00	-
100.00	-	-	-	100.00	-
100.00	-	-	-	100.00	-
5,650.00	-	-	-	5,650.00	270.41
42,780.58	5,774.19	4,200.00	522.24	53,277.01	9,485.52

Report on Special Investigation of the  
City of Moorland

Excess Pay to Rosemary Thompson  
For the Period January 1, 2008 through October 31, 2013

Months	Per IPERS Reports				Employee's Share			
	Gross Wages per Month	# of Months	Total Gross Wages		FICA Rate	Rounded FICA	IPERS Rate	Rounded IPERS
Jan. - June 2008	\$ 166.00	6	\$ 996.00		6.20%	\$ 61.75	3.90%	\$ 38.84
July - Dec. 2008	166.00	6	<u>996.00</u>	\$ 1,992.00	6.20%	61.75	4.10%	40.84
Jan. - June 2009	166.00	6	996.00		6.20%	61.75	4.10%	40.84
July - Dec. 2009	166.00	6	<u>996.00</u>	1,992.00	6.20%	61.75	4.30%	42.83
Jan. - June 2010	166.00	6	996.00		6.20%	61.75	4.30%	42.83
July - Dec. 2010	166.00	6	<u>996.00</u>	1,992.00	6.20%	61.75	4.50%	44.82
Jan. - June 2011	166.00	6	996.00		4.20%	41.83	4.50%	44.82
July 2011	166.00	1	166.00		4.20%	6.97	5.38%	8.93
Aug. - Dec. 2011	241.67	5	<u>1,208.35</u>	2,370.35	4.20%	50.75	5.38%	65.01
Jan. - May 2012	241.67	5	1,208.35		4.20%	50.75	5.38%	65.01
Jun-12	325.00	1	325.00		4.20%	13.65	5.38%	17.49
July - Aug. 2012	325.00	2	650.00		4.20%	27.30	5.78%	37.57
Sept. - Dec. 2012	500.00	4	<u>2,000.00</u>	4,183.35	4.20%	84.00	5.78%	115.60
Jan. - June 2013	500.00	6	3,000.00		6.20%	186.00	5.78%	173.40
July - Sept. 2013	500.00	3	1,500.00		6.20%	93.00	5.95%	89.25
Oct. 2013	-	1	- 4,500.00		6.20%	-	5.95%	-
Total			<u>\$ 17,029.70</u>			<u>924.75</u>		<u>868.08</u>

<b>Calculated Maximum Net Pay</b>	<b>Subtotal by Year</b>	<b>Actual Checks Issued - Subtotal by Year</b>	<b>Excess Pay</b>
895.41			
<u>893.41</u>	1,788.82	6,682.82	4,894.00
893.41			
<u>891.42</u>	1,784.83	10,929.14	9,144.31
891.42			
<u>889.43</u>	1,780.85	9,492.26	7,711.41
909.35			
150.10			
<u>1,092.59</u>	2,152.04	12,789.47	10,637.43
1,092.59			
293.86			
585.13			
<u>1,800.40</u>	3,771.98	7,733.32	3,961.34
2,640.60			
1,317.75			
-	3,958.35	5,650.00	1,691.65
	<u>15,236.87</u>	<u>53,277.01</u>	<u>38,040.14</u>

**Exhibit D**

Report on Special Investigation of the  
City of Moorland

Payments to the Mayor  
For the Period January 1, 2008 through October 31, 2013

Account Number	Check Date	Check Number	Per Check Image		Amount
			Memo		
<b>Payments for Mayor Wages:</b>					
XXX46	12/17/08	6019	Mayor Wages - 400-49-6055-11.60 MCD	\$	738.80
XXX46	12/21/09	6248	Mayor's wages		738.80
XXX46	12/21/10	6416	Wages		738.80
XXX46	12/20/11	6581	Wages - 49.60 55 11.60 med		738.80
XXX46	12/12/12	6717	Mayor's Wages, 49.60 SS, 11.60 Med		738.80
XXX46	12/17/13	6873	Wages/Mayor		738.80
Subtotal					<u>4,432.80</u>
<b>Payments for Mowing:</b>					
XXX46	11/04/08	6001	Mowing		144.00
XXX46	08/19/09	6182	<i>none</i>		100.00
XXX46	10/21/09	6213	Mowing Rice + Ellis		402.00
XXX46	01/03/11	6428	Mowing - Lien Property		168.00
XXX46	10/16/11	6566	Mowing @ Bill-Repair		211.94
Subtotal					<u>1,025.94</u>
<b>Wages for Pump House Maintenance/Water Testing:</b>					
XXX26	01/19/08	4475	wages		248.00
XXX26	02/19/08	4499	wages 248.00 - 15.38ss - 3.60 Med		229.02
XXX26	03/12/08	4497	wages 232.00 - 14.38ss - 3.36 Med		214.26
XXX26	04/15/08	4520	wages		248.00
XXX26	05/16/08	4530	wages		240.00
XXX26	06/16/08	4535	wages 248.00 - 3.60 Med - 15.38 SS		229.02
Subtotal for fiscal year 2008*					<u>1,408.30</u>
XXX26	07/13/08	4541	wages		240.00
XXX26	08/19/08	4547	wages		248.00
XXX26	09/16/08	4554	wages		248.00
XXX26	10/22/08	4565	wages		240.00
XXX26	11/18/08	4569	wages		273.00
XXX46	12/17/08	6020	Wages		240.00
XXX26	01/20/09	4582	wages		248.00
XXX26	02/09/09	4592	water testing		248.00
XXX46	03/17/09	6092	Wages		224.00
XXX26	04/21/09	4613	Pump House wages		248.00
XXX26	05/17/09	4629	wages		240.00
XXX46	06/16/09	6147	Wages		248.00
Subtotal for fiscal year 2009					<u>2,945.00</u>



Report on Special Investigation of the  
City of Moorland

Payments to the Mayor  
For the Period January 1, 2008 through October 31, 2013

Account Number	Check Date	Check Number	Per Check Image	Amount
			Memo	
XXX26	07/21/09	4647	water operator - June	240.00
XXX46	08/17/09	6178	Wages	248.00
XXX26	09/15/09	4673	water testing - August	248.00
XXX26	10/21/09	4687	Pump House	240.00
XXX26	11/17/09	4692	Pump House	248.00
XXX26	12/21/09	4704	30 Days @ 8.00 Pump House	240.00
XXX26	01/18/10	4709	wages	240.00
XXX26	02/16/10	4719	wages	248.00
XXX26	03/16/10	4730	wages	224.00
XXX26	04/20/10	4732	wages	248.00
XXX26	05/17/10	5009	wages	240.00
XXX26	06/20/10	5022	wages	248.00
Subtotal for fiscal year 2010				2,912.00
XXX26	07/15/10	5034	wages	240.00
XXX26	08/17/10	5045	wages	248.00
XXX46	09/21/10	6382	Wages	248.00
XXX26	10/19/10	5062	wages 240.00 Supplies 17.69	257.69
XXX46	11/15/10	6395	Wages	248.00
XXX26	12/21/10	5069	wages	240.00
XXX26	01/26/11	5081	wages	248.00
XXX26	02/15/11	5084	wages	248.00
XXX46	03/15/11	6458	Wages	224.00
XXX26	04/20/11	5098	wages	240.00
XXX26	05/19/11	5108	wages	240.00
XXX26	06/28/11	5123	wages	248.00
Subtotal for fiscal year 2011				2,929.69
XXX26	07/08/11	5129	wages	240.00
XXX26	08/24/11	5160	wages	248.00
XXX26	09/20/11	5171	August wages	248.00
XXX26	10/16/11	5184	Checking Pump House	240.00
XXX26	11/16/11	5197	wages	248.00
XXX26	12/20/11	5211	Check Pump House	240.00
XXX26	01/18/12	5202	Pump House	248.00
XXX26	02/17/12	5222		248.00
XXX26	03/21/12	5227	Pump House	232.00
XXX26	04/18/12	5232	Check Pump House	248.00
XXX26	05/16/12	5243	"Ck" on Pump House	240.00
XXX26	06/20/12	5250	Checking Daily water testing	248.00
Subtotal for fiscal year 2012				2,928.00

**Exhibit D**

Report on Special Investigation of the  
City of Moorland

Payments to the Mayor  
For the Period January 1, 2008 through October 31, 2013

Account Number	Check Date	Check Number	Per Check Image		Amount
				Memo	
XXX26	07/25/12	5261	June - 30 Days @ 9.00		270.00
XXX26	08/21/12	5273	wages		279.00
XXX82	09/26/12	3001	none		279.00
XXX82	10/17/12	3006	Wages		270.00
XXX82	11/21/12	3010	none		279.00
XXX82	12/18/12	3012	Nov. Wages Pump House		279.00
XXX46	12/20/12	6725	none		225.00
XXX82	01/15/13	3020	Checking Pump House		279.00
XXX82	02/26/13	3022	Pump House		279.00
XXX35	03/19/13	3026	Wages- Pump House		252.00
XXX35	04/17/13	3029	Wages		279.00
XXX35	05/24/13	3037	Checking/Pump House		240.00
XXX35	06/21/13	3049	Wages		309.00
Subtotal for fiscal year 2013					3,519.00
XXX35	07/16/13	3053	Wages - June 2013		270.00
XXX35	08/20/13	3062	Checking water daily		279.00
XXX35	09/17/13	3073	Daily Water Tests		279.00
XXX46	10/22/13	6856	Month of Sept Water Testing		270.00
XXX35	11/20/13	3015	Water Testing - Daily		279.00
XXX35	12/17/13	3020	Daily Test of Water		279.00
XXX35	01/20/14	3085	Water Testing		279.00
Subtotal for fiscal year 2014^					1,935.00
Total					\$ 24,035.73

\* - From January 1, 2008 through June 30, 2008.

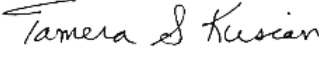
^ - From July 1, 2013 through January 20, 2014.

Report on Special Investigation of the  
City of Moorland

Staff

This special investigation was performed by:

Annette K. Campbell, CPA, Director  
Tyler J. Guffy, Staff Auditor

  
Tamera S. Kusian, CPA  
Deputy Auditor of State