

OFFICE OF AUDITOR OF STATE
STATE OF IOWA

State Capitol Building
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 281-6518

Rob Sand
Auditor of State

NEWS RELEASE

Contact: Rob Sand
515/281-5835
Or Annette Campbell
515/281-5834

FOR RELEASE

March 30, 2021

Auditor of State Rob Sand today released a report on a special investigation of the City of Missouri Valley for the period January 1, 2014 through December 31, 2019. The special investigation was requested by City officials as a result of concerns regarding certain financial transactions processed by the former Water Billing Clerk, Brenda Osborn.

Sand reported the special investigation identified \$1,257.59 of undeposited collections, including checks substituted for cash collections recorded in the City's accounting system but not deposited in the City's bank accounts and cash collections recorded in the City's utility system but not deposited in the City's bank accounts.

Sand also reported the special investigation identified concerns regarding how utility security deposits were processed from January 1, 2014 through March 31, 2018. During this period, a total of \$42,200.00 of utility security deposits were collected. The portion received in checks was converted to cash and placed in the City's safe along with cash collections for up to 33 days before being deposited. Deposits were made when cash in the safe totaled approximately \$1,000.00. Sand reported because the collections were not deposited in a timely manner, they were at risk for misuse prior to deposit.

Sand reported it was not possible to determine if additional collections were not properly deposited because adequate documentation was not available and collections were not consistently deposited in a secure manner or held in an area that restricted access to limited City staff. In addition, because utility accounts are removed from City records after three years of inactivity, it was not possible to determine the propriety of activity in accounts which were inactive from January 1, 2014 through December 31, 2016.

Sand recommended City officials implement procedures to ensure the City's internal controls are strengthened, including segregation of duties and performing and independently reviewing utility reconciliations. Sand also recommended all amounts collected by the City be deposited intact and in a timely manner.

Copies of the report have been filed with the Harrison County Sheriff's Office, the Iowa Division of Criminal Investigation, the Harrison County Attorney's Office, and the Iowa Attorney General's Office. A copy of the report is available for review on the Auditor of State's web site at <https://www.auditor.iowa.gov/reports/audit-reports/>.

#

**REPORT ON SPECIAL INVESTIGATION
OF THE
CITY OF MISSOURI VALLEY
FOR THE PERIOD
JANUARY 1, 2014 THROUGH DECEMBER 31, 2019**

Table of Contents

	<u>Page</u>
Auditor of State's Report	3-4
Investigative Summary:	
Background Information	5-6
Detailed Findings	6-13
Recommended Control Procedures	14-15
Exhibit:	
Check Substitutions	<u>Exhibit</u> A 17-54
Staff	55



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

Rob Sand
Auditor of State

State Capitol Building
Des Moines, Iowa 50319-0006

Telephone (515) 281-5834 Facsimile (515) 281-6518

Auditor of State's Report

To the Honorable Mayor and
Members of the City Council:

As a result of concerns regarding certain financial transactions processed by the former Water Billing Clerk and at your request, we conducted a special investigation of the City of Missouri Valley. We have applied certain tests and procedures to selected financial transactions of the City for the period January 1, 2014 through December 31, 2019. 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) Reviewed activity in the City's bank accounts to identify any unusual activity.
- (3) Examined bank records for certain deposits to the City's bank accounts to determine their source, purpose, and propriety.
- (4) Compared collections recorded in the City's accounting system to detailed records for certain bank deposits to determine if collections were properly deposited.
- (5) Confirmed payments to the City by the State of Iowa and Harrison County to determine if they were properly deposited to the City's bank accounts in a timely manner.
- (6) Obtained and reviewed the former Water Billing Clerk's personal bank statements to identify the source of certain deposits for the period January 1, 2014 through December 31, 2019. We also reviewed images of redeemed checks from the accounts to determine if any payments were made to the City.
- (7) Interviewed the former Water Billing Clerk to obtain an understanding of the City's utility collection and deposit procedures and explanations for certain transactions.

These procedures identified \$1,257.59 of undeposited collections from January 1, 2014 through December 31, 2019. The procedures performed also identified concerns regarding how utility security deposits were processed from January 1, 2014 through March 31, 2018. During this period, a total of \$42,200 of utility security deposits were received. The portion received in checks was converted to cash and placed in the City's safe along with cash collections for up to 33 days before being deposited. Deposits were made when cash in the safe totaled approximately \$1,000.00. Because the collections were not deposited in a timely manner, they were at risk for misuse prior to deposit.

We were unable to determine if additional collections were not properly deposited because adequate documentation was not available and collections were not consistently deposited in a secure manner or held in an area that restricted access to limited City staff. In addition, because utility accounts are removed from City records after three years of inactivity, we are unable to determine the propriety of activity in utility accounts which were inactive from January 1, 2014 through December 31, 2016.

Several internal control weaknesses were also identified. Our detailed findings and recommendations are presented in the Investigative Summary and **Exhibit A** 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 Missouri Valley, other matters might have come to our attention that would have been reported to you.

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

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

A handwritten signature in black ink, appearing to read "Rob Sand". The signature is stylized with a large, looped "R" and "S".

ROB SAND
Auditor of State

February 19, 2021

City of Missouri Valley

Investigative Summary

Background Information

The City of Missouri Valley (City) is located in Harrison County and has a population of approximately 2,630. The City employs a full-time City Administrator, Deputy Clerk, Water Billing Clerk, and Records Clerk. In addition, there are other full-time and part-time employees in the parks, street, building, and police departments. According to the City Administrator, Brenda Osborn began as the Water Billing Clerk in 2001 and was responsible for:

- Receipts – opening mail, collecting receipts, posting all collections to the accounting system, and preparing and making bank deposits; and
- Utility billings – preparing and mailing billings, receipting and depositing collections, posting collections to customer accounts and accounting records, and preparing and making bank deposits. Ms. Osborn was also responsible for notifying the maintenance company when there were broken water meters that needed to be replaced.

In addition, Ms. Osborn and the other Clerks were custodians of the City's cash drawer. When an individual visits City Hall to pay their utility bill, fines, pet licenses, or make another type of payment, the first available Clerk is to collect the payment, place it in the cash drawer, and record it in the accounting system. Ms. Osborn was to later collect payments from the cash drawer, prepare the deposit, and deliver it to the bank. All collections recorded in the City's accounting system were included in a daily receipt listing which was to be printed and filed.

Other financial responsibilities, such as preparing disbursements and financial reports, were completed by the City Administrator, Deputy Clerk, and Records Clerk. Each Clerk had their own computer and log in credentials for the City's accounting system. Once logged into a computer, any transaction processed on the computer included the initials of the individual who was logged into the computer. According to the City Administrator, employee passwords are shared because only certain computers have certain capabilities. As a result, employees share one another's computers.

The City established a checking account used for City operations. The monthly bank statements for the checking account and a money market account are mailed directly to City Hall and opened by the City Administrator. The City Administrator reconciles the monthly bank statements to the accounting system. The Mayor and a City Council member review and sign off on the bank reconciliation.

The City's primary funding sources include proceeds from utility billings, property taxes collected by the County on behalf of the City, and taxes remitted to the City by the State, such as road use tax. The City also collects fees for building permits, pet licenses, pool admissions, camping fees, and collections forwarded from the Harrison County Clerk of Court.

During October 2019, while the City Administrator was preparing for the City's annual audit, she was asked by the City's CPA firm to provide a report of adjustments made to account activity generated from the utility system. While reviewing the report, the City Administrator noticed Ms. Osborn's personal utility account had been adjusted for a number of months in a row, going back to February 2018. Each adjustment increased the water usage from zero to a small amount which resulted in a monthly bill of less than \$50.00. According to the City Administrator, this indicated to her the meter at Ms. Osborn's residence may have been broken.

On October 25, 2019, the Mayor and the City Administrator confronted Ms. Osborn with this information. Ms. Osborn stated that her meter was broken, and she had requested a new one in September 2019. The City Administrator stated the manual adjustments went back to February 2018 and asked why the meter had not been replaced earlier. According to the City Administrator, Ms. Osborn replied “no reason.” After this meeting, Ms. Osborn was placed on paid administrative leave and proceeded to clean out her desk.

The City Administrator subsequently contacted the Office of Auditor of State. On December 3, 2019, Ms. Osborn submitted a letter of resignation to the City Administrator and the City Council accepted her resignation.

As a result of the concerns identified, the Office of Auditor of State was requested to review the City’s financial records. We performed the procedures detailed in the Auditor of State’s Report for the period January 1, 2014 through December 31, 2019.

Detailed Findings

The procedures performed identified \$1,257.59 of undeposited collections. The undeposited collections identified includes checks substituted for cash collections recorded in the City’s accounting system but not deposited in the City’s bank accounts and cash collections recorded in the City’s utility system but not deposited in the City’s bank accounts. These findings are summarized in **Table 1**.

Table 1	
Description	Undeposited Collections
Checks substituted for cash	\$ 1,207.59
Cash not deposited	50.00
Total	<u>\$ 1,257.59</u>

The procedures performed also identified concerns regarding how utility security deposits were processed from January 1, 2014 through March 31, 2018. During this period, a total of \$42,200.00 of utility security deposits were received. The portion received in checks was converted to cash and placed in the City’s safe along with cash collections for up to 33 days before being deposited. Deposits were made when cash in the safe totaled approximately \$1,000.00. Because the collections were not deposited in a timely manner, they were at risk for misuse prior to deposit.

Because supporting documentation was not available for all transactions and collections were not consistently deposited in a secure manner or held in an area that restricted access to limited City staff, it was not possible to determine if additional collections were not deposited. In addition, because utility accounts are removed from City records after three years of inactivity, we are unable to determine the propriety of activity in accounts which were inactive from January 1, 2014 through December 31, 2016.

We conducted an interview with Ms. Osborn on February 12, 2021, during which she provided information regarding her job duties as Water Billing Clerk. She also provided information regarding how collections were handled and bank deposits prepared. A more detailed explanation of each finding identified along with information Ms. Osborn provided is described in the following sections of this report.

UNDEPOSITED COLLECTIONS

As previously stated, the City established a checking account for City operations. The account was used to deposit collections from utility billings, property taxes collected by the County on behalf of the City, and taxes remitted to the City by the State, such as road use tax. The City also deposits collections such as building permits, pet licenses, pool admissions, camping fees, and collections forwarded from the Harrison County Clerk of Court.

The City bills households and local businesses each month for water, sewer, and recycling services. City staff electronically read the water meters each month. The meter readings are downloaded to the City utility system from the electronic readers. The utility system calculates the monthly utility bills using the established rates entered into the system. A flat fee for recycling is also added to the bill. During her employment, Ms. Osborn was responsible for printing and mailing the bills. According to the City Administrator, Ms. Osborn did not prepare utility reconciliations and the City Council did not request the information.

Utility payments are due on the 15th of each month. The utility system automatically applies penalties to outstanding bills on the first business day following the 15th. According to City officials we spoke with, utility payments are primarily received through the mail. Residents may also pay their bill at City Hall during normal business hours or place their payments in a drop box located at City Hall. According to the City Administrator, there are several residents who pay their bills electronically. These payments are automatically deposited into the City's checking account each month. According to the City Administrator, Ms. Osborn opened the mail that pertained to utility billings but did not prepare an initial listing of collections received through the mail.

All collections were to be recorded in the City's accounting system or utility system by Ms. Osborn or another Clerk when received. Ms. Osborn was responsible for preparing the deposit at the end of the day and taking the deposit to the City's bank.

We reviewed the deposits to each of the City's bank accounts to identify any unusual activity. We also compared collections recorded in the City's accounting system to the deposit detail provided by the City's bank to determine if all recorded collections were properly deposited.

When we attempted to reconcile the collections recorded in the City's accounting system to the deposits to the City's checking account, we identified concerns regarding undeposited collections, including:

- Checks substituted for cash in the deposits to the City's checking account, including checks from customers for utility payments, checks for utility security deposits, checks issued by the City for petty cash replenishment, and personal checks from City employees.
- Cash not deposited.
- Entries in the City's utility system which indicate water deposits for utility services were collected, but for which the payments were not recorded in the daily receipts listing and there was not a deposit to the City's bank accounts.

Through our testing, we determined some of these instances overlapped. Our findings are explained in detail in the following paragraphs.

Checks Substituted for Cash

As previously stated, all collections were to be recorded in the City's accounting system and a daily receipt listing was to be printed from the accounting system and filed. As the Water Billing Clerk, Ms. Osborn was responsible for preparing the utility billings, collecting and recording the related payments in the utility system for each customer, and preparing and making bank deposits. While all Clerks were responsible for recording collections in the accounting system which were not for utility payments, only Ms. Osborn was responsible for recording utility collections in the utility system.

We obtained copies of the daily receipt listings from the City for the period January 1, 2014 through December 31, 2019. The listings generated by the City's accounting system included the following information for each individual collection recorded:

- the receipt number assigned by the accounting system;
- the type of payment, such as monthly utility bill, pool fees, camping fees, building permit, or pet license;
- the individual making the payment;
- if applicable, the utility account number the payment was for;
- the amount of each collection recorded; and
- the form of each payment designated as cash or check and, if applicable, the check number.

The daily receipt listings also included total amounts for the day's activity, including the total amounts collected in cash and checks.

Using the City's bank statements and deposit slips, we identified all deposits to the City's checking account for the period January 1, 2014 through December 31, 2019. We also determined the cash and check composition for each deposit. We then compared the amount of cash and checks recorded on the daily receipt listings to the amount of cash and checks included in the deposits to the City's checking account.

Based on this comparison, we identified deposits for which the composition of cash and checks deposited to the City's bank accounts was not the same as the amount of cash and checks recorded on the City's daily receipt listing. For these deposits, we obtained the deposit detail from the City's bank and compared the detailed bank records to the individual collections recorded in the daily receipts listings from the City's accounting system. Using the detailed bank records, which included images of the checks deposited to the City's bank accounts, we identified 230 instances for which cash collected by the City and recorded in the accounting system was not deposited intact to the City's bank accounts. The 230 instances identified included 276 checks which were substituted for the recorded cash. The instances identified and the related checks are listed in **Exhibit A**.

Exhibit A also identifies additional information we determined for each check. For example, we determined the cash that was withheld and replaced with utility security deposit checks was deposited to the City's bank accounts at later dates. **Table 2** summarizes additional information identified for the 276 checks that were deposited when they were received in lieu of cash collected by the City. Each classification listed in the **Table** is discussed in detail in the paragraphs following the **Table**.

Table 2

Additional Information		
Description	Number of Checks	Value of Checks
Utility security deposits subsequently deposited	210	\$ 20,800.00
Checks redeemed for cash	43	1,235.35
Petty cash replenishment checks	4	274.28
Undeposited collections	19	1,207.59
Total	276	\$ 23,517.22

As discussed in the following paragraphs, we determined cash was eventually deposited in an amount equal to some of the checks which were not properly deposited. For those checks, we were able to confirm the checks were recorded in manual receipt books. However, we were unable to verify all collections were properly recorded in the manual receipt book and/or accounting records. As a result, we cannot determine if there were any additional undeposited collections.

Checks for utility security deposits – The City collects a \$100.00 security deposit when each utility account is established. During our interview with Ms. Osborn, we asked why the cash and check amounts recorded in the City’s utility system for certain days were different from the cash and check amounts deposited. The only explanation Ms. Osborn provided involved checks received for utility security deposits.

According to Ms. Osborn, if an individual submitted a check for a utility security deposit, the check was exchanged for cash on hand from other City collections and the cash was placed in the City’s safe until there was between \$1,000.00 and \$1,200.00 of cash utility security deposits on hand. She reported the cash held in the safe was recorded in the accounting system as a single “consumer deposit” the day the accumulated cash was removed from the safe and deposited to the bank. According to Ms. Osborn, the practice of holding cash in the safe and subsequently making large lump sum consumer deposits was discontinued when a new City Administrator began employment in March 2018. Ms. Osborn also reported receipts were provided to individuals remitting a security deposit.

Based on Ms. Osborn’s statements, we obtained and reviewed receipt books for utility security deposits and determined the amounts of the recorded receipts agreed with amounts subsequently recorded in the accounting system as consumer deposits and were included in deposits to the City’s bank accounts. Using the receipt books, we also confirmed a receipt was issued for each check identified in **Exhibit A** as a utility security deposit. However, we were not able to verify all collections received by the City were properly recorded in the receipt book.

We also obtained and reviewed utility reports for all entries recorded as “consumer deposits” for the period of January 1, 2014 through January 2021. Using the reports, we identified consumer deposits of approximately \$1,000.00 each which were composed of cash from January 2014 into March 2018. However, the reports also showed \$100.00 consumer deposits composed of both cash and checks on a much more frequent basis beginning in March 2018.

Table 3 summarizes the total amount of consumer deposits recorded in the utility system by calendar year through March 31, 2018. As illustrated by the **Table**, the City recorded \$42,200.00 of consumer deposits for the period January 1, 2014 through March 31, 2018.

Table 3

Year	Amount
2014	\$ 8,700.00
2015	10,300.00
2016	8,300.00
2017	12,000.00
2018*	2,900.00
Total	\$ 42,200.00

* - Through March 31, 2018

As previously stated, we confirmed the \$42,200.00 of consumer deposits recorded in the utility system from January 1, 2014 through March 31, 2018 were included in the amounts deposited in cash to the City’s bank accounts. Of this amount, \$20,800.00 was initially received as a check which was substituted for cash from January 1, 2014 through March 31, 2018. The \$20,800.00 of utility security deposits received as checks but subsequently deposited to the City’s bank accounts in cash are identified in **Exhibit A**.

As previously stated, Ms. Osborn reported the deposits summarized in **Table 3** consisted of cash that had been held in the City’s safe. While we confirmed with reports from the City’s utility system that the consumer deposits recorded during and prior to March 2018 were composed of cash, we also confirmed with the City Administrator that utility security deposits were held in cash in the City’s safe until the collections totaled approximately \$1,000.00, at which point the cash was deposited to the City’s checking account. She also confirmed she ended this practice shortly after she began employment with the City and, from that point on, utility security deposits were deposited to the City’s checking account intact and in a timely manner.

Using the dates receipts were issued and bank deposit dates, we determined cash was deposited to the City’s checking account up to 33 days after the security deposits were collected during and prior to March 2018. However, we were not able to ensure the cash remained intact once it was placed in the safe. It is possible the cash security deposits were improperly “borrowed” from the safe by those with access to it and subsequently replaced prior to deposit. All City employees had access to the safe.

Because we were able to confirm the utility deposit checks listed in **Exhibit A** were recorded in the manual receipt book and the amount of cash for which they were redeemed was subsequently deposited to the City’s checking account, we have not included the \$20,800.00 of substituted checks in **Table 1**.

Checks redeemed for cash – Of the 276 checks identified for which cash collected by the City and recorded in the accounting system was not deposited intact to the City’s bank accounts, 43 checks are classified as “Checks Redeemed for Cash” in **Exhibit A**. The 43 checks are listed in **Exhibit A** by date and amount of the individual checks which were substituted for the undeposited cash.

Using images of the checks deposited to the City’s checking account, we determined a City employee issued a personal check to the City for 42 of the 43 checks identified and redeemed it for cash using the City’s cash collections on hand. The 42 checks ranged from \$10.00 to \$100.00 for the period January 1, 2014 through December 31, 2019. City officials we spoke with reported they were aware of this practice and the City does not have a policy prohibiting the cashing of personal checks.

The remaining check was from an individual who purchased a dog permit which costs \$10.00; however, the individual issued a check to the City for \$20.00 resulting in the City providing \$10.00 in cash.

Because the City did not incur a loss as a result of these checks being redeemed for cash, we did not include the \$1,235.35 total from **Exhibit A** in **Table 1**.

Checks to replenish petty cash – As illustrated by **Table 2**, we identified four City checks issued to replenish petty cash funds which were used to replace cash collections in four deposits. The four checks, which were individually less than \$100.00 each and totaled \$274.28, are identified in **Exhibit A**.

These four checks do not represent a loss of funds to the City and they should not have been included in the daily receipt listings because they are not an amount collected by the City. They are simply a means by which to move City funds from the City's checking account to the City's petty cash fund. By design, the checks issued to replenish petty cash should be redeemed for cash; however, ideally, the amounts collected by the City should be deposited intact so that the deposit amounts are supported by the daily receipts listing. Instead, the City cashed the petty cash replenishment checks from those collections.

Because the City did not incur a loss as a result of redeeming the checks for cash, we have not included the \$274.28 total from **Exhibit A** in **Table 1**.

Undeposited collections – As previously stated, we obtained and reviewed receipt books and determined the amounts of the recorded receipts agreed with amounts subsequently recorded in the accounting system and were included in deposits to the City's bank accounts. However, we were not able to verify all collections received by the City were properly recorded in the receipt book or the accounting system.

As illustrated by **Table 2**, we identified 19 instances totaling \$1,207.59 which we could not trace to a subsequent deposit. **Exhibit A** lists the 19 instances for which we determined the amount of cash and checks deposited to the City's bank accounts did not agree with the amount of cash and checks recorded in the City's accounting system.

For each of these instances, we determined the source of the checks deposited and searched the collections recorded in the City's receipt books and accounting and utility systems for a corresponding payment based on the amount and date of the check, the payor's name and/or address listed on the check. We also searched recorded collections based on any notations in the memo portion of the check, such as a customer's name, address, description of the payment, and/or account number. However, the 19 checks listed in **Exhibit A** did not match any records of collections from the City. Because the amounts received were not included in any of the City's records as amounts due to the City, it was not readily apparent when the checks were used to substitute for cash collections.

As illustrated by **Exhibit A**, the total value of the checks deposited with the bank equaled the amount of cash recorded in the City's accounting system but not deposited with the bank. In addition, the checks do not match any characteristics of the substituted checks described in the previous paragraphs. As a result, it is apparent the unrecorded checks were substituted for cash collections recorded in the City's accounting system. The \$1,207.59 of undeposited cash collections listed in **Exhibit A** are included in **Table 1** as undeposited collections.

Cash Not Deposited

In addition to identifying checks substituted for cash, we determined the deposit to the City's checking account on April 15, 2015 was \$50.00 less than amount of cash recorded in the daily receipt listing. According to the daily receipt listing, the City collected \$667.33 in cash and \$7,789.19 in checks for total collections of \$8,456.52. However, the deposit detail showed \$617.33 in cash and \$7,789.19 in checks deposited on April 15, 2015 for a total deposit of \$8,406.52.

According to supporting documentation, there was not any cash returned to customers as change or any adjustments for the period around April 15, 2015. As a result, the \$50.00 of cash collected but not deposited is included in **Table 1** as an undeposited collection.

As previously stated, we were unable to verify all collections were properly recorded in the manual receipt book and/or accounting records. As a result, we cannot determine if there were any additional undeposited collections.

Ms. Osborn's Personal Utilities

As previously stated, City officials identified several adjustments to Ms. Osborn's utility account. We reviewed the activity in Ms. Osborn's utility account to determine the propriety of the adjustments. We also examined the payments recorded in Ms. Osborn's utility account to determine if a payment was actually received by the City and properly deposited in the City's checking account.

During our review, we identified an adjustment recorded in Ms. Osborn's utility account in June 2017 and 18 additional adjustments between February 2018 and October 2019. Each adjustment increased the water usage for the month recorded from zero to a small amount which resulted in a monthly bill of less than \$50.00. The billings in Ms. Osborn's utility account, which resulted from the adjustments, averaged \$29.64 per month from February 1, 2018 through October 1, 2019.

A new meter was placed in service at Ms. Osborn's residence on October 25, 2019. Bills posted to her account from November 1, 2019 through February 1, 2021 averaged \$32.24 per month. Because detailed supporting documentation was not available, we were unable to determine if the meter reading adjustments to Ms. Osborn's account prior to the meter being replaced were accurate. However, the amounts appear reasonable based on the monthly billings applied to the account during the 16 months following installation of the new meter. In addition, we traced all payments recorded in Ms. Osborn's utility account to a check deposited in the City's checking account for the period January 1, 2014 through October 31, 2019. As a result, we have not included an amount in **Table 1**.

Utility Meter Issues

In addition to identifying adjustments to Ms. Osborn's utility account, City officials identified adjustments to other customers' utility accounts. City officials provided us a list of 21 utility accounts which had adjustments or did not appear to be properly billed for all services provided. We reviewed the customer history reports and adjustment reports for the 21 utility accounts to determine if the utility accounts were properly billed. Based on available the individual account histories, periodic adjustments appeared reasonable compared to other months' activity.

For 3 of the 21 utility accounts, City officials provided handwritten meter readings which were prepared by the City's water vendor. We compared the handwritten meter readings to the meter readings recorded in the City's utility software and determined the readings and the usage amounts were significantly different. As an example, we have summarized information for three months activity in one account in **Table 4**.

Table 4

Description	Oct. 2018	Nov. 2018	Dec. 2018
Monthly meter reading:			
Per manual notations	28,266	28,300	28,327
Per utility system	19,779	19,783	19,789
Difference	8,487	8,517	8,538
Monthly usage*:			
Per manual notations	27	34	27
Per utility system	5	4	6
Difference	22	30	21

*- Thousands of gallons

As illustrated by the **Table**, the readings and usage amounts recorded in the utility system were routinely less than the manual notations for the account. We discussed the meter reading discrepancies with City officials; however, a number of the adjustments occurred during a period for which information is not available for why they were made. Members of current City administration were not able to provide any information regarding why the adjustments were made. Also, City officials were unable to locate discussion of certain utility accounts in the City Council meeting minutes.

It is possible adjustments may have been necessary because of leaks or malfunctioning meters. A chronic leak would explain the discrepancies illustrated as an example in **Table 4**. It is also possible City officials at the time the leak was identified instructed the Utility Billing Clerk to adjust the meter readings to reflect the estimated amount of water used and not bill for the estimated leaked amount.

City officials also provided documentation showing 131 utility meters were replaced after October 31, 2019. Based on our review of the supporting documentation, the meters were replaced because some portion of the meter stopped working resulting in inaccurate readings. After meters were replaced, adjustments were no longer made to the related utility accounts.

We are unable to determine when City officials were notified the meters were broken or were not operating properly. Because it appears meters were not replaced in a timely manner and due to lack of documentation regarding adjustments, we were unable to determine if the adjustments to the utility accounts were appropriate or if some utility accounts were not properly billed.

Recommended Control Procedures

As part of our investigation, we reviewed the procedures used by the City of Missouri Valley for receipt collection and deposit. 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 identified 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 individuals to prevent one person from handling duties which are incompatible. The former Water Billing Clerk had control over each of the following areas:
- Receipts – collecting, posting to the accounting records, and preparing and making bank deposits, and
 - Utility billings – preparing and mailing billings, receipting and depositing collections, posting collections to customer accounts and accounting records, and preparing and making bank deposits.

Recommendation – We realize segregation of duties is difficult with a limited number of staff. However, the duties listed above should be segregated between the City Administrator, Deputy Clerk, Water Billings Clerk, and Records Clerk. In addition, a utility reconciliation should be performed and independently reviewed. According to City officials, deposit preparation has been rotated between Clerks since November 2019.

- B. Reconciliation of Utility Billings, Collections, and Delinquent Accounts – The former Water Billing Clerk had sole responsibility for preparing billings for the City's utilities. We determined reconciliations of utility billings and collections and delinquent accounts were not required, prepared, or reviewed by the City Council. We also determined supporting documentation was not maintained for adjustments posted to customers' accounts.

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 delinquencies. Delinquent accounts should not be written off without City Council approval.

- C. Independent Comparison of Collections and Deposits – During our review of collections and deposits, we determined:
- An initial listing of mail receipts is not being done.
 - Collections and postings to the receipt accounting software were not compared to deposits by an independent person.

We also determined utility security deposits collected by the City were not deposited in a timely manner prior to March 2018 and utility security deposit collections received as checks were converted to cash.

Recommendation – Procedures should be established to ensure an initial listing for mail receipts is being completed. City officials should also implement procedures which ensure someone independent of collecting, recording, and depositing receipts compares the total amount of collections recorded in the City's accounting system and summarized on the daily receipt listings agree with individual bank deposits. The individual making the comparisons should also ensure the composition of the listing and deposits agree between cash and checks.

The City discontinued delaying the deposit of utility security deposits in March 2018. City officials should implement procedures to ensure all collections continue to be deposited intact in a timely manner.

- D. Redeeming Checks for Cash – Checks issued from the City’s checking account for petty cash replenishment were cashed from collections received by the City. City employees were also allowed to redeem personal checks from the City’s cash collections. As a result, collections received by the City were not deposited intact.

Recommendation – City officials should ensure procedures are implemented with ensure all amounts collected by the City are deposited to the bank intact. City officials should establish a policy which prohibits cash collections being used to redeem checks for City employees or others. In addition, City checks issued for petty cash replenishment should be redeemed for cash at the bank to allow for a proper audit trail.

- E. Oversight by City Officials – City officials have a fiduciary responsibility to provide oversight of the City’s operations and financial transactions. Oversight is typically defined as the “watchful and responsible care” a governing body exercises in its fiduciary capacity.

Based on our observations and the procedures we performed, we determined City officials failed to exercise proper fiduciary oversight. The lack of appropriate oversight and the failure to ensure implementation of adequate internal controls permitted an employee to exercise too much control over the financial operations of the City.

Recommendation – Oversight by City officials is essential and should be an ongoing effort. City officials should exercise due care and review all pertinent information. City officials should also ensure sufficient information is prepared and provided to them for making decisions and appropriate policies and procedures are adopted, implemented, and monitored to ensure compliance.

For example, utility reconciliations should be prepared and reviewed by City officials. In addition, an initial listing of receipts should be maintained and periodically reviewed by someone independent of the receipting, recording, and depositing functions. The reviews should be documented by the signature or initials of the reviewer and the date of the review.

Exhibit

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
01/09/14	\$ 417.76	3,272.20	3,689.96	01/10/14	\$ 317.76	3,372.20	3,689.96
01/24/14	311.16	1,052.82	1,363.98	01/27/14	261.16	1,102.82	1,363.98
01/28/14	657.32	1,233.70	1,891.02	01/29/14	557.32	1,333.70	1,891.02
01/31/14	433.47	2,169.19	2,602.66	01/31/14	333.47	2,269.19	2,602.66
02/04/14	762.03	3,015.66	3,777.69	02/05/14	662.03	3,115.66	3,777.69
02/18/14	1,440.78	6,529.27	7,970.05	02/19/14	1,340.78	6,629.27	7,970.05
02/21/14	470.67	939.48	1,410.15	02/24/14	170.67	1,239.48	1,410.15
				02/24/14			
				02/24/14			
02/28/14	821.95	4,819.40	5,641.35	02/28/14	806.95	4,834.40	5,641.35
03/10/14	392.35	9,613.68	10,006.03	03/10/14	372.35	9,633.68	10,006.03
03/17/14	877.75	7,122.48	8,000.23	03/18/14	837.75	7,162.48	8,000.23
03/19/14	391.92	5,519.85	5,911.77	03/20/14	291.92	5,619.85	5,911.77
04/07/14	734.72	5,587.93	6,322.65	04/08/14	634.72	5,687.93	6,322.65

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
100.00	(100.00)	-	1006	01/08/14	\$ 100.00	-	-	-	100.00
					<u>100.00</u>				
50.00	(50.00)	-	1177	01/24/14	50.00	-	50.00	-	-
					<u>50.00</u>				
100.00	(100.00)	-	2595	01/28/14	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1010	01/31/14	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	27699	02/03/14	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	27710	02/14/14	100.00	100.00	-	-	-
					<u>100.00</u>				
300.00	(300.00)	-	1547	02/21/14	100.00	100.00	-	-	-
			1046	02/21/14	100.00	100.00	-	-	-
			104	02/21/14	100.00	100.00	-	-	-
					<u>300.00</u>				
15.00	(15.00)	-	1185	02/27/14	15.00	-	15.00	-	-
					<u>15.00</u>				
20.00	(20.00)	-	1190	03/07/14	20.00	-	20.00	-	-
					<u>20.00</u>				
40.00	(40.00)	-	2426	03/17/14	40.00	-	40.00	-	-
					<u>40.00</u>				
100.00	(100.00)	-	1002	03/19/14	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	2032	04/11/14	100.00	100.00	-	-	-
					<u>100.00</u>				

Report on the Special Investigation of the
City of Missouri Valley
Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
05/09/14	394.72	5,024.32	5,419.04	05/12/14	294.72	5,124.32	5,419.04
05/12/14	1,084.55	9,907.54	10,992.09	05/13/14	984.55	10,007.54	10,992.09
05/14/14	518.36	5,522.53	6,040.89	05/15/14	418.36	5,622.53	6,040.89
05/22/14	237.65	2,413.65	2,651.30	05/23/14	137.65	2,513.65	2,651.30
05/27/14	4,011.54	7,146.12	11,157.66	05/28/14	3,931.54	7,226.12	11,157.66
05/30/14	1,391.56	1,892.21	3,283.77	05/30/14	1,291.56	1,992.21	3,283.77
06/10/14	1,461.62	3,833.39	5,295.01	06/11/14	1,361.62	3,933.39	5,295.01
06/12/14	1,605.22	4,253.88	5,859.10	06/13/14	1,505.22	4,353.88	5,859.10
06/16/14	2,304.17	9,243.93	11,548.10	06/17/14	2,168.68	9,379.42	11,548.10
				06/17/14			
06/20/14	508.67	2,513.45	3,022.12	06/23/14	408.67	2,613.45	3,022.12
07/01/14	518.45	687.49	1,205.94	07/02/14	18.45	1,187.49	1,205.94
				07/02/14			
				07/02/14			
				07/02/14			
				07/02/14			

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
100.00	(100.00)	-	2006	05/09/14	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	4872	05/12/14	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	3302	05/14/14	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	24422	05/21/14	100.00	100.00	-	-	-
					<u>100.00</u>				
80.00	(80.00)	-	1218	05/23/14	80.00	-	80.00	-	-
					<u>80.00</u>				
100.00	(100.00)	-	4625	05/30/14	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	2033	06/10/14	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	3682	06/12/14	100.00	-	-	-	100.00
					<u>100.00</u>				
135.49	(135.49)	-	1321	06/13/14	35.49	-	-	-	35.49
			479	06/13/14	100.00	100.00	-	-	-
					<u>135.49</u>				
100.00	(100.00)	-	1015	06/20/14	100.00	100.00	-	-	-
					<u>100.00</u>				
500.00	(500.00)	-	4346	07/01/14	100.00	100.00	-	-	-
			11458	06/30/14	100.00	100.00	-	-	-
			None	06/30/14	100.00	100.00	-	-	-
			1908	06/30/14	100.00	100.00	-	-	-
			296	06/30/14	100.00	100.00	-	-	-
					<u>500.00</u>				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
07/02/14	784.37	1,665.34	2,449.71	07/03/14	684.37	1,765.34	2,449.71
07/03/14	1,314.20	3,522.33	4,836.53	07/07/14	1,284.20	3,552.33	4,836.53
07/15/14	842.18	10,466.79	11,308.97	07/16/14	742.18	10,566.79	11,308.97
07/24/14	519.93	3,868.82	4,388.75	07/25/14	499.93	3,888.82	4,388.75
08/01/14	1,248.71	5,905.04	7,153.75	08/04/14	1,048.71	6,105.04	7,153.75
				08/04/14			
08/04/14	2,191.78	3,939.37	6,131.15	08/05/14	1,891.78	4,239.37	6,131.15
				08/05/14			
				08/05/14			
08/05/14	1,060.95	4,293.35	5,354.30	08/06/14	960.95	4,393.35	5,354.30
08/11/14	1,128.43	11,011.74	12,140.17	08/12/14	928.43	11,211.74	12,140.17
				08/12/14			
08/13/14	387.61	4,844.73	5,232.34	08/14/14	287.61	4,944.73	5,232.34
08/21/14	637.57	1,058.67	1,696.24	08/22/14	437.57	1,258.67	1,696.24
				08/22/14			
08/27/14	549.56	1,233.26	1,782.82	08/28/14	529.56	1,253.26	1,782.82

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
100.00	(100.00)	-	237	07/01/14	100.00	100.00	-	-	-
					<u>100.00</u>				
30.00	(30.00)	-	1224	07/02/14	30.00	-	30.00	-	-
					<u>30.00</u>				
100.00	(100.00)	-	2027	07/15/14	100.00	100.00	-	-	-
					<u>100.00</u>				
20.00	(20.00)	-	1230	07/24/14	20.00	-	20.00	-	-
					<u>20.00</u>				
200.00	(200.00)	-	2096	07/31/14	100.00	100.00	-	-	-
			603	07/31/14	100.00	100.00	-	-	-
					<u>200.00</u>				
300.00	(300.00)	-	2465	08/04/14	100.00	100.00	-	-	-
			3584	08/04/14	100.00	100.00	-	-	-
			1443	08/01/14	100.00	100.00	-	-	-
					<u>300.00</u>				
100.00	(100.00)	-	MO	07/04/14	100.00	100.00	-	-	-
					<u>100.00</u>				
200.00	(200.00)	-	2082	08/11/14	100.00	100.00	-	-	-
			1654	08/08/14	100.00	-	-	-	100.00
					<u>200.00</u>				
100.00	(100.00)	-	1740	08/13/14	100.00	100.00	-	-	-
					<u>100.00</u>				
200.00	(200.00)	-	1614	08/20/14	100.00	100.00	-	-	-
			3300	08/21/14	100.00	100.00	-	-	-
					<u>200.00</u>				
20.00	(20.00)	-	1240	08/27/14	20.00	-	20.00	-	-
					<u>20.00</u>				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
09/10/14	312.65	3,793.02	4,105.67	09/11/14	12.65	4,093.02	4,105.67
				09/11/14			
				09/11/14			
09/11/14	114.65	7,972.07	8,086.72	09/12/14	14.65	8,072.07	8,086.72
09/15/14	1,608.67	8,399.00	10,007.67	09/16/14	1,408.67	8,599.00	10,007.67
				09/16/14			
10/16/14	663.67	4,057.67	4,721.34	10/17/14	563.67	4,157.67	4,721.34
11/10/14	557.85	10,998.52	11,556.37	11/12/14	457.85	11,098.52	11,556.37
11/12/14	586.04	7,204.26	7,790.30	11/13/14	556.08	7,234.22	7,790.30
12/03/14	273.26	2,732.03	3,005.29	12/04/14	173.26	2,832.03	3,005.29
12/15/14	1,068.62	7,558.80	8,627.42	12/16/14	852.62	7,774.80	8,627.42
				12/16/14			
				12/16/14			
12/22/14	311.08	2,574.76	2,885.84	12/23/14	211.08	2,674.76	2,885.84
12/23/14	135.11	861.36	996.47	12/24/14	75.11	921.36	996.47
12/30/14	1,134.47	2,761.90	3,896.37	12/31/14	934.47	2,961.90	3,896.37
				12/31/14			

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
300.00	(300.00)	-	6635	09/08/14	100.00	100.00	-	-	-
			1906	09/09/14	100.00	100.00	-	-	-
			None	09/10/14	100.00	100.00	-	-	-
					<u>300.00</u>				
100.00	(100.00)	-	4670	09/11/14	100.00	100.00	-	-	-
					<u>100.00</u>				
200.00	(200.00)	-	1171	09/17/14	100.00	-	-	-	100.00
			6943	09/10/14	100.00	100.00	-	-	-
					<u>200.00</u>				
100.00	(100.00)	-	None	10/15/14	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	2519	11/10/14	100.00	-	100.00	-	-
					<u>100.00</u>				
29.96	(29.96)	-	6742	11/10/14	29.96	-	29.96	-	-
					<u>29.96</u>				
100.00	(100.00)	-	262	12/02/14	100.00	100.00	-	-	-
					<u>100.00</u>				
216.00	(216.00)	-	6751	12/15/14	16.00	-	16.00	-	-
			1015	12/12/14	100.00	100.00	-	-	-
			19149	12/10/14	100.00	100.00	-	-	-
					<u>216.00</u>				
100.00	(100.00)	-	1288	12/22/14	100.00	100.00	-	-	-
					<u>100.00</u>				
60.00	(60.00)	-	1269	12/22/14	60.00	-	60.00	-	-
					<u>60.00</u>				
200.00	(200.00)	-	None	12/30/14	100.00	100.00	-	-	-
			None	12/30/14	100.00	100.00	-	-	-
					<u>200.00</u>				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
01/05/15	1,046.87	5,297.98	6,344.85	01/06/15	746.87	5,597.98	6,344.85
				01/06/15			
				01/06/15			
01/12/15	1,083.33	11,474.17	12,557.50	01/13/15	1,033.33	11,524.17	12,557.50
01/23/15	184.71	1,420.00	1,604.71	01/26/15	84.71	1,520.00	1,604.71
02/12/15	154.62	4,146.94	4,301.56	02/13/15	114.62	4,186.94	4,301.56
02/18/15	198.56	789.76	988.32	02/19/15	98.56	889.76	988.32
				02/19/15			
				02/19/15			
02/20/15	260.76	1,647.38	1,908.14	02/23/15	160.76	1,747.38	1,908.14
03/02/15	1,072.56	5,603.97	6,676.53	03/03/15	972.56	5,703.97	6,676.53
03/13/15	715.26	5,774.33	6,489.59	03/16/15	640.26	5,849.33	6,489.59
				03/16/15			
03/18/15	826.08	1,390.08	2,216.16	03/19/15	726.08	1,490.08	2,216.16
04/03/15	350.51	2,180.99	2,531.50	04/06/15	250.51	2,280.99	2,531.50
04/10/15	544.01	3,772.08	4,316.09	04/13/15	444.01	3,872.08	4,316.09

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
300.00	(300.00)	-	304	01/02/15	100.00	100.00	-	-	-
			1666	01/01/15	100.00	100.00	-	-	-
			1845	01/02/15	100.00	100.00	-	-	-
					<u>300.00</u>				
50.00	(50.00)	-	MO	01/12/15	50.00	-	-	-	50.00
					<u>50.00</u>				
100.00	(100.00)	-	None	01/23/15	100.00	100.00	-	-	-
					<u>100.00</u>				
40.00	(40.00)	-	1276	02/11/15	40.00	-	40.00	-	-
					<u>40.00</u>				
100.00	(100.00)	-	4309	02/17/15	33.00	33.00	-	-	-
			11297	02/17/15	34.00	34.00	-	-	-
			3700	02/16/15	33.00	33.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	8224	02/20/15	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1085	03/01/15	100.00	100.00	-	-	-
					<u>100.00</u>				
75.00	(75.00)	-	1843	01/30/15	30.00	-	-	-	30.00
			1844	02/03/15	45.00	-	-	-	45.00
					<u>75.00</u>				
100.00	(100.00)	-	9684	03/17/15	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1674	04/03/15	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	86885	04/07/15	100.00	100.00	-	-	-
					<u>100.00</u>				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
05/15/15	322.48	7,168.73	7,491.21	05/18/15	222.48	7,268.73	7,491.21
05/20/15	569.37	295.22	864.59	05/21/15	469.37	395.22	864.59
06/01/15	2,418.17	3,485.09	5,903.26	06/02/15	2,218.17	3,685.09	5,903.26
				06/02/15			
06/08/15	1,869.36	14,539.81	16,409.17	06/09/15	1,769.36	14,639.81	16,409.17
06/18/15	958.18	2,390.70	3,348.88	06/19/15	807.33	2,541.55	3,348.88
				06/19/15			
06/22/15	776.90	1,016.45	1,793.35	06/23/15	676.90	1,116.45	1,793.35
06/23/15	3,217.21	1,078.13	4,295.34	06/24/15	3,117.21	1,178.13	4,295.34
07/01/15	466.58	404.12	870.70	07/02/15	366.58	504.12	870.70
07/21/15	1,948.26	3,398.81	5,347.07	07/22/15	1,848.26	3,498.81	5,347.07
07/24/15	1,045.78	743.37	1,789.15	07/27/15	945.78	843.37	1,789.15
07/31/15	1,556.25	2,787.56	4,343.81	07/31/15	1,546.25	2,797.56	4,343.81
08/17/15	1,965.28	6,018.25	7,983.53	08/18/15	1,865.28	6,118.25	7,983.53

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
100.00	(100.00)	-	101	05/15/15	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1084	05/19/15	100.00	100.00	-	-	-
					<u>100.00</u>				
200.00	(200.00)	-	5510	06/01/15	100.00	100.00	-	-	-
			1031	05/29/15	100.00	100.00	-	-	-
					<u>200.00</u>				
100.00	(100.00)	-	11221	05/06/15	100.00	100.00	-	-	-
					<u>100.00</u>				
150.85	(150.85)	-	1005	06/18/15	100.00	100.00	-	-	-
			27336	06/17/15	50.85	-	-	50.85	-
					<u>150.85</u>				
100.00	(100.00)	-	4959	06/24/15	100.00	-	-	-	100.00
					<u>100.00</u>				
100.00	(100.00)	-	153	06/22/15	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	2603	06/30/15	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	5639	07/21/15	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1808	07/24/15	100.00	100.00	-	-	-
					<u>100.00</u>				
10.00	(10.00)	-	1315	07/30/15	10.00	-	10.00	-	-
					<u>10.00</u>				
100.00	(100.00)	-	1306	08/17/15	100.00	100.00	-	-	-
					<u>100.00</u>				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
08/19/15	878.19	1,879.24	2,757.43	08/20/15	778.19	1,979.24	2,757.43
08/21/15	374.42	5,086.42	5,460.84	08/24/15	329.42	5,131.42	5,460.84
08/31/15	1,066.00	7,855.79	8,921.79	08/31/15	866.00	8,055.79	8,921.79
				08/31/15			
09/02/15	526.70	2,958.99	3,485.69	09/03/15	426.70	3,058.99	3,485.69
09/11/15	425.44	5,523.51	5,948.95	09/14/15	325.44	5,623.51	5,948.95
09/15/15	1,239.43	3,655.58	4,895.01	09/16/15	1,139.43	3,755.58	4,895.01
09/16/15	1,196.32	4,510.80	5,707.12	09/17/15	1,151.38	4,555.74	5,707.12
09/21/15	743.31	3,056.71	3,800.02	09/22/15	689.43	3,110.59	3,800.02
09/22/15	293.21	570.30	863.51	09/23/15	93.21	770.30	863.51
				09/23/15			
10/02/15	781.25	2,297.27	3,078.52	10/05/15	681.25	2,397.27	3,078.52
10/08/15	168.94	3,903.04	4,071.98	10/09/15	11.82	4,060.16	4,071.98
				10/09/15			
10/09/15	1,864.69	4,377.58	6,242.27	10/12/15	1,764.69	4,477.58	6,242.27

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
100.00	(100.00)	-	7515	08/19/15	100.00	100.00	-	-	-
					<u>100.00</u>				
45.00	(45.00)	-	2605	08/21/15	45.00	-	45.00	-	-
					<u>45.00</u>				
200.00	(200.00)	-	1005	08/31/15	100.00	100.00	-	-	-
			187	08/28/15	100.00	100.00	-	-	-
					<u>200.00</u>				
100.00	(100.00)	-	3176	09/01/15	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	4729	09/10/15	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1342	09/15/15	100.00	100.00	-	-	-
					<u>100.00</u>				
44.94	(44.94)	-	6860	09/15/15	44.94	-	44.94	-	-
					<u>44.94</u>				
53.88	(53.88)	-	4003	09/19/15	53.88	-	-	-	53.88
					<u>53.88</u>				
200.00	(200.00)	-	2609	09/21/15	100.00	100.00	-	-	-
			3444	09/21/15	100.00	100.00	-	-	-
					<u>200.00</u>				
100.00	(100.00)	-	2139	10/02/15	100.00	100.00	-	-	-
					<u>100.00</u>				
157.12	(157.12)	-	1121	10/07/15	100.00	100.00	-	-	-
			27751	10/07/15	57.12	-	-	57.12	-
					<u>157.12</u>				
100.00	(100.00)	-	11273	10/07/15	100.00	100.00	-	-	-
					<u>100.00</u>				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
10/12/15	925.20	1,244.87	2,170.07	10/13/15	825.20	1,344.87	2,170.07
10/14/15	759.20	3,128.51	3,887.71	10/15/15	649.20	3,238.51	3,887.71
				10/15/15			
10/23/15	562.96	661.05	1,224.01	10/26/15	462.96	761.05	1,224.01
10/26/15	348.65	3,157.66	3,506.31	10/27/15	248.65	3,257.66	3,506.31
10/30/15	1,328.54	4,302.27	5,630.81	10/30/15	1,228.54	4,402.27	5,630.81
11/06/15	372.33	3,483.92	3,856.25	11/09/15	172.33	3,683.92	3,856.25
				11/09/15			
11/12/15	412.18	4,466.70	4,878.88	11/13/15	277.18	4,601.70	4,878.88
11/24/15	201.52	3,239.54	3,441.06	11/25/15	101.52	3,339.54	3,441.06
12/02/15	1,242.80	5,727.07	6,969.87	12/03/15	1,222.80	5,747.07	6,969.87
12/04/15	988.81	3,253.34	4,242.15	12/07/15	888.81	3,353.34	4,242.15
12/09/15	1,500.50	5,172.72	6,673.22	12/10/15	1,460.50	5,212.72	6,673.22
01/26/16	403.13	628.86	1,031.99	01/27/16	303.13	728.86	1,031.99

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
100.00	(100.00)	-	1560	10/12/15	100.00	100.00	-	-	-
					<u>100.00</u>				
110.00	(110.00)	-	6877	10/14/15	10.00	-	10.00	-	-
			2365	10/14/15	100.00	100.00	-	-	-
					<u>110.00</u>				
100.00	(100.00)	-	8312	10/21/15	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	7070	10/26/15	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1162	10/29/15	100.00	100.00	-	-	-
					<u>100.00</u>				
200.00	(200.00)	-	1370	11/06/15	100.00	100.00	-	-	-
			1084	11/06/15	100.00	100.00	-	-	-
					<u>200.00</u>				
135.00	(135.00)	-	1107	11/09/15	135.00	-	-	-	135.00
					<u>135.00</u>				
100.00	(100.00)	-	1997	11/23/15	100.00	100.00	-	-	-
					<u>100.00</u>				
20.00	(20.00)	-	6892	12/02/15	20.00	-	20.00	-	-
					<u>20.00</u>				
100.00	(100.00)	-	107181	11/24/15	100.00	100.00	-	-	-
					<u>100.00</u>				
40.00	(40.00)	-	13931	12/09/15	40.00	-	40.00	-	-
					<u>40.00</u>				
100.00	(100.00)	-	1003	01/26/16	100.00	100.00	-	-	-
					<u>100.00</u>				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
01/29/16	1,315.29	5,241.73	6,557.02	01/29/16	1,215.29	5,341.73	6,557.02
02/01/16	1,094.46	15,897.66	16,992.12	02/03/16	994.46	15,997.66	16,992.12
02/02/16	712.40	5,426.02	6,138.42	02/04/16	612.40	5,526.02	6,138.42
02/29/16	1,928.99	15,056.35	16,985.34	02/29/16	1,828.99	15,156.35	16,985.34
03/02/16	588.12	3,432.39	4,020.51	03/03/16	488.12	3,532.39	4,020.51
03/03/16	1,458.96	1,742.03	3,200.99	03/04/16	1,358.96	1,842.03	3,200.99
03/04/16	1,243.62	3,815.29	5,058.91	03/07/16	1,143.62	3,915.29	5,058.91
03/10/16	368.55	3,492.66	3,861.21	03/11/16	268.55	3,592.66	3,861.21
03/17/16	65.49	2,048.52	2,114.01	03/18/16	44.26	2,069.75	2,114.01
				03/18/16			
03/25/16	602.98	1,127.95	1,730.93	03/28/16	502.98	1,227.95	1,730.93
03/29/16	658.73	1,700.40	2,359.13	03/30/16	558.73	1,800.40	2,359.13
03/31/16	235.11	1,803.79	2,038.90	03/31/16	135.11	1,903.79	2,038.90
04/04/16	925.14	3,743.40	4,668.54	04/05/16	825.14	3,843.40	4,668.54

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
100.00	(100.00)	-	1076	01/28/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	2559	02/01/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1000	02/01/15	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1024	02/25/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1023	03/01/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1058	03/02/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1003	03/03/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	MO	03/10/16	100.00	-	-	-	100.00
					<u>100.00</u>				
21.23	(21.23)	-	6933	03/17/16	14.98	-	14.98	-	-
		-	6934	03/17/16	6.25	-	6.25	-	-
					<u>21.23</u>				
100.00	(100.00)	-	2692	03/25/16	100.00	-	100.00	-	-
					<u>100.00</u>				
100.00	(100.00)	-	3386	03/28/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	109	03/29/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	4935	04/01/16	100.00	100.00	-	-	-
					<u>100.00</u>				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
04/11/16	652.94	11,560.69	12,213.63	04/12/16	552.94	11,660.69	12,213.63
05/02/16	978.13	1,961.20	2,939.33	05/03/16	878.13	2,061.20	2,939.33
05/11/16	526.82	7,854.27	8,381.09	05/12/16	511.82	7,869.27	8,381.09
05/13/16	852.15	4,925.82	5,777.97	05/16/16	752.15	5,025.82	5,777.97
05/23/16	783.34	1,591.54	2,374.88	05/24/16	639.34	1,735.54	2,374.88
				05/24/16			
05/31/16	4,344.21	10,053.61	14,397.82	05/31/16	4,244.21	10,153.61	14,397.82
06/03/16	1,745.97	3,651.22	5,397.19	06/06/16	1,645.97	3,751.22	5,397.19
06/07/16	1,254.16	7,116.28	8,370.44	06/08/16	1,154.16	7,216.28	8,370.44
06/17/16	2,192.65	3,527.60	5,720.25	06/20/16	2,092.65	3,627.60	5,720.25
06/22/16	1,180.63	745.47	1,926.10	06/23/16	1,080.63	845.47	1,926.10
07/01/16	1,420.21	41,541.15	42,961.36	07/05/16	1,320.21	41,641.15	42,961.36
07/13/16	878.87	2,898.75	3,777.62	07/14/16	778.87	2,998.75	3,777.62
07/20/16	1,469.29	1,274.25	2,743.54	07/21/16	1,369.29	1,374.25	2,743.54

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
100.00	(100.00)	-	310	04/11/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1601	05/02/16	100.00	100.00	-	-	-
					<u>100.00</u>				
15.00	(15.00)	-	6960	05/11/16	15.00	-	15.00	-	-
					<u>15.00</u>				
100.00	(100.00)	-	6524	05/12/16	100.00	100.00	-	-	-
					<u>100.00</u>				
144.00	(144.00)	-	2824	05/20/16	100.00	100.00	-	-	-
			1026	05/13/16	44.00	-	-	-	44.00
					<u>144.00</u>				
100.00	(100.00)	-	220	05/31/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1076	06/03/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1074	06/06/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1108	06/17/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1067	06/22/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1052	07/01/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	2609	07/12/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	None	07/20/16	100.00	100.00	-	-	-
					<u>100.00</u>				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
07/22/16	1,877.95	2,502.40	4,380.35	07/25/16	1,777.95	2,602.40	4,380.35
07/29/16	1,800.32	3,059.70	4,860.02	07/29/16	1,600.32	3,259.70	4,860.02
				07/29/16			
08/05/16	1,001.10	4,088.12	5,089.22	08/08/16	901.10	4,188.12	5,089.22
08/08/16	1,051.60	18,357.91	19,409.51	08/09/16	951.60	18,457.91	19,409.51
08/11/16	1,082.12	3,432.86	4,514.98	08/12/16	1,052.16	3,462.82	4,514.98
08/12/16	794.02	4,435.57	5,229.59	08/15/16	774.02	4,455.57	5,229.59
08/25/16	185.62	759.14	944.76	08/26/16	85.62	859.14	944.76
08/26/16	438.54	1,139.71	1,578.25	08/29/16	338.54	1,239.71	1,578.25
08/31/16	659.67	11,628.71	12,288.38	08/31/16	559.67	11,728.71	12,288.38
09/01/16	815.25	718.86	1,534.11	09/02/16	715.25	818.86	1,534.11
09/16/16	582.74	5,746.21	6,328.95	09/19/16	482.74	5,846.21	6,328.95
10/03/16	1,102.35	4,956.54	6,058.89	10/04/16	1,002.35	5,056.54	6,058.89
10/11/16	431.18	6,019.59	6,450.77	10/12/16	331.18	6,119.59	6,450.77

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
100.00	(100.00)	-	1141	07/21/16	100.00	100.00	-	-	-
					<u>100.00</u>				
200.00	(200.00)	-	1097	07/28/16	100.00	100.00	-	-	-
			2230	07/29/16	100.00	100.00	-	-	-
					<u>200.00</u>				
100.00	(100.00)	-	1041	08/05/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1027	08/05/16	100.00	100.00	-	-	-
					<u>100.00</u>				
29.96	(29.96)	-	7009	08/10/16	29.96	-	29.96	-	-
					<u>29.96</u>				
20.00	(20.00)	-	1374	08/11/16	20.00	-	20.00	-	-
					<u>20.00</u>				
100.00	(100.00)	-	1062	08/25/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	2159	08/26/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	3645	08/26/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	31661	08/29/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1144	09/15/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1025	09/29/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	5640	10/10/16	100.00	100.00	-	-	-
					<u>100.00</u>				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
10/18/16	499.72	878.32	1,378.04	10/19/16	489.72	888.32	1,378.04
10/19/16	505.21	1,106.85	1,612.06	10/20/16	405.21	1,206.85	1,612.06
10/24/16	421.69	2,244.46	2,666.15	10/25/16	221.69	2,444.46	2,666.15
				10/25/16			
11/04/16	608.97	2,239.15	2,848.12	11/07/16	508.97	2,339.15	2,848.12
11/07/16	331.42	10,911.29	11,242.71	11/08/16	226.42	11,016.29	11,242.71
				11/08/16			
11/15/16	1,385.43	10,355.81	11,741.24	11/16/16	1,285.43	10,455.81	11,741.24
11/30/16	2,813.15	6,025.70	8,838.85	12/15/16	2,713.15	6,125.70	8,838.85
12/09/16	209.63	2,276.03	2,485.66	12/12/16	109.63	2,376.03	2,485.66
12/14/16	496.01	6,398.56	6,894.57	12/15/16	396.01	6,498.56	6,894.57
12/20/16	160.07	5,922.36	6,082.43	12/21/16	60.07	6,022.36	6,082.43
12/21/16	364.99	600.92	965.91	12/22/16	214.99	750.92	965.91
				12/22/16			
12/27/16	770.01	3,459.10	4,229.11	12/28/16	670.01	3,559.10	4,229.11

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
10.00	(10.00)	-	7040	10/18/16	10.00	-	10.00	-	-
					<u>10.00</u>				
100.00	(100.00)	-	4514	None	100.00	100.00	-	-	-
					<u>100.00</u>				
200.00	(200.00)	-	1258	10/24/16	100.00	100.00	-	-	-
			2102	10/21/16	100.00	100.00	-	-	-
					<u>200.00</u>				
100.00	(100.00)	-	1704	11/04/16	100.00	100.00	-	-	-
					<u>100.00</u>				
105.00	(105.00)	-	1105	11/04/16	100.00	100.00	-	-	-
			5231	11/04/16	5.00	-	-	-	5.00
					<u>105.00</u>				
100.00	(100.00)	-	1517	11/09/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1218	12/13/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	4890	12/08/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1218	12/13/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	2536	12/08/16	100.00	100.00	-	-	-
					<u>100.00</u>				
150.00	(150.00)	-	1401	12/21/16	50.00	-	50.00	-	-
			2863	12/21/16	100.00	100.00	-	-	-
					<u>150.00</u>				
100.00	(100.00)	-	1161	12/27/16	100.00	100.00	-	-	-
					<u>100.00</u>				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
12/28/16	323.20	850.99	1,174.19	12/29/16	223.20	950.99	1,174.19
12/29/16	730.67	1,925.02	2,655.69	12/29/16	630.67	2,025.02	2,655.69
01/16/17	551.78	2,432.99	2,984.77	01/17/17	451.78	2,532.99	2,984.77
01/17/17	454.62	8,075.35	8,529.97	01/18/17	354.62	8,175.35	8,529.97
01/20/17	883.49	6,123.63	7,007.12	01/23/17	873.49	6,133.63	7,007.12
01/31/17	712.65	11,271.72	11,984.37	01/31/17	612.65	11,371.72	11,984.37
02/03/17	859.34	1,443.10	2,302.44	02/06/17	759.34	1,543.10	2,302.44
02/14/17	472.70	2,259.14	2,731.84	02/15/17	372.70	2,359.14	2,731.84
02/23/17	365.50	5,690.88	6,056.38	02/24/17	198.04	5,858.34	6,056.38
				02/24/17			
02/28/17	2,003.25	3,812.97	5,816.22	02/28/17	1,903.25	3,912.97	5,816.22
03/06/17	877.97	30,822.70	31,700.67	03/07/17	777.97	30,922.70	31,700.67
03/20/17	609.24	4,527.46	5,136.70	03/21/17	509.24	4,627.46	5,136.70
03/21/17	710.34	546.07	1,256.41	03/22/17	610.34	646.07	1,256.41

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
100.00	(100.00)	-	3004	12/27/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1053	12/28/16	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1233	01/16/17	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	125	01/17/17	100.00	100.00	-	-	-
					<u>100.00</u>				
10.00	(10.00)	-	1716	01/19/17	10.00	-	10.00	-	-
					<u>10.00</u>				
100.00	(100.00)	-	1068	01/30/17	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1354	02/02/17	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	90887	02/13/17	100.00	100.00	-	-	-
					<u>100.00</u>				
167.46	(167.46)	-	1070	02/23/17	100.00	100.00	-	-	-
			29456	02/22/17	67.46	-	-	67.46	-
					<u>167.46</u>				
100.00	(100.00)	-	None	02/24/17	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	9122	03/03/17	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	10765	03/20/17	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	None	03/21/16	100.00	100.00	-	-	-
					<u>100.00</u>				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
03/28/17	686.07	3,936.28	4,622.35	03/29/17	586.07	4,036.28	4,622.35
03/29/17	546.12	453.66	999.78	03/30/17	446.12	553.66	999.78
05/22/17	795.87	1,915.82	2,711.69	05/23/17	695.87	2,015.82	2,711.69
06/09/17	1,189.04	3,019.92	4,208.96	06/12/17	1,089.04	3,119.92	4,208.96
06/14/17	1,187.95	4,584.70	5,772.65	06/15/17	1,087.95	4,684.70	5,772.65
06/16/17	2,191.94	5,232.92	7,424.86	06/19/17	2,091.94	5,332.92	7,424.86
06/19/17	1,852.21	2,000.39	3,852.60	06/20/17	1,752.21	2,100.39	3,852.60
06/22/17	601.90	7,367.47	7,969.37	06/23/17	501.90	7,467.47	7,969.37
06/23/17	530.91	561.62	1,092.53	06/26/17	430.91	661.62	1,092.53
06/27/17	853.66	2,237.59	3,091.25	06/28/17	753.66	2,337.59	3,091.25
06/28/17	865.32	1,931.54	2,796.86	06/29/17	765.32	2,031.54	2,796.86
06/30/17	1,469.77	17,347.69	18,817.46	06/30/17	1,369.77	17,447.69	18,817.46
07/05/17	1,517.74	4,044.56	5,562.30	07/06/17	1,417.74	4,144.56	5,562.30

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
100.00	(100.00)	-	1210	03/27/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	6437	03/29/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	2518	05/22/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	101	06/09/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	1057	06/13/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	1017	06/15/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	3000445	06/13/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	1933	06/22/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	5702	06/22/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	1561	06/25/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	1230	06/27/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	1008	06/30/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	4893	07/03/17	100.00	100.00	-	-	-
					100.00				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
07/10/17	2,475.15	11,505.55	13,980.70	07/11/17	2,375.15	11,605.55	13,980.70
08/04/17	852.13	4,307.78	5,159.91	08/07/17	752.13	4,407.78	5,159.91
08/09/17	476.88	6,063.90	6,540.78	08/10/17	376.88	6,163.90	6,540.78
08/11/17	454.11	2,355.34	2,809.45	08/14/17	354.11	2,455.34	2,809.45
08/16/17	1,071.20	4,626.17	5,697.37	08/17/17	971.20	4,726.17	5,697.37
08/21/17	1,709.17	7,397.82	9,106.99	08/22/17	1,609.17	7,497.82	9,106.99
08/23/17	534.94	799.39	1,334.33	08/24/17	434.94	899.39	1,334.33
08/24/17	415.79	3,020.79	3,436.58	08/25/17	315.79	3,120.79	3,436.58
08/28/17	912.50	4,693.73	5,606.23	08/29/17	712.50	4,893.73	5,606.23
				08/29/17			
08/29/17	1,123.98	631.28	1,755.26	08/30/17	1,023.98	731.28	1,755.26
08/31/17	1,342.26	958.89	2,301.15	08/31/17	1,242.26	1,058.89	2,301.15
09/05/17	1,373.04	4,837.84	6,210.88	09/06/17	1,273.04	4,937.84	6,210.88
09/11/17	951.19	11,692.37	12,643.56	09/12/17	851.19	11,792.37	12,643.56

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
100.00	(100.00)	-	3155	07/10/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	1347	08/04/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	1643	08/07/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	1608	08/10/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	1144	08/15/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	1734	08/21/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	7792	08/21/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	35347	08/23/17	100.00	100.00	-	-	-
					100.00				
200.00	(200.00)	-	1016	08/28/17	100.00	100.00	-	-	-
			None	08/28/17	100.00	100.00	-	-	-
					200.00				
100.00	(100.00)	-	17035	08/29/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	4007	08/30/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	1129	09/01/17	100.00	100.00	-	-	-
					100.00				
100.00	(100.00)	-	4016	09/06/17	100.00	100.00	-	-	-
					100.00				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
09/14/17	642.90	5,250.45	5,893.35	09/15/17	542.90	5,350.45	5,893.35
09/19/17	2,483.17	715.74	3,198.91	09/20/17	2,383.17	815.74	3,198.91
09/29/17	1,802.14	3,606.63	5,408.77	09/29/17	1,702.14	3,706.63	5,408.77
10/02/17	1,680.66	1,432.03	3,112.69	10/03/17	1,650.70	1,461.99	3,112.69
10/03/17	1,076.75	1,576.79	2,653.54	10/04/17	976.75	1,676.79	2,653.54
10/04/17	430.50	2,014.70	2,445.20	10/05/17	405.50	2,039.70	2,445.20
10/05/17	418.52	4,056.10	4,474.62	10/06/17	318.52	4,156.10	4,474.62
				10/06/17			
10/12/17	475.74	10,828.41	11,304.15	10/13/17	375.74	10,928.41	11,304.15
10/24/17	854.73	1,183.47	2,038.20	10/25/17	654.73	1,383.47	2,038.20
				10/25/17			
10/25/17	942.99	2,117.90	3,060.89	10/26/17	842.99	2,217.90	3,060.89
11/01/17	2,139.91	53.79	2,193.70	11/02/17	2,109.95	83.75	2,193.70
11/13/17	434.92	8,502.46	8,937.38	11/14/17	334.92	8,602.46	8,937.38

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
100.00	(100.00)	-	1003	09/14/17	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1083	09/18/17	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1018	09/25/17	100.00	100.00	-	-	-
					<u>100.00</u>				
29.96	(29.96)	-	7183	10/02/17	29.96	-	29.96	-	-
					<u>29.96</u>				
100.00	(100.00)	-	1621	10/03/17	100.00	100.00	-	-	-
					<u>100.00</u>				
25.00	(25.00)	-	7185	10/03/17	25.00	-	25.00	-	-
					<u>25.00</u>				
100.00	(100.00)	-	1090	10/04/17	50.00	50.00	-	-	-
			2210858	10/03/17	50.00	50.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1100	10/11/17	100.00	100.00	-	-	-
					<u>100.00</u>				
200.00	(200.00)	-	1140	10/24/17	100.00	100.00	-	-	-
			6575	10/19/17	100.00	100.00	-	-	-
					<u>200.00</u>				
100.00	(100.00)	-	1037	10/25/17	100.00	100.00	-	-	-
					<u>100.00</u>				
29.96	(29.96)	-	7196	11/01/17	29.96	-	29.96	-	-
					<u>29.96</u>				
100.00	(100.00)	-	1838	11/13/17	100.00	100.00	-	-	-
					<u>100.00</u>				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
11/14/17	1,354.95	12,790.24	14,145.19	11/15/17	1,254.95	12,890.24	14,145.19
11/16/17	1,167.34	8,262.65	9,429.99	11/17/17	1,141.36	8,288.63	9,429.99
11/17/17	137.77	2,560.74	2,698.51	11/20/17	37.77	2,660.74	2,698.51
11/27/17	1,054.22	4,536.60	5,590.82	11/28/17	954.22	4,636.60	5,590.82
11/30/17	1,721.21	2,569.11	4,290.32	11/30/17	1,621.21	2,669.11	4,290.32
12/06/17	870.68	4,645.35	5,516.03	12/07/17 12/07/17	670.68	4,845.35	5,516.03
12/07/17	203.45	4,158.93	4,362.38	12/08/17 12/08/17	4.60	4,357.78	4,362.38
12/08/17	1,681.90	3,209.22	4,891.12	12/11/17	1,581.90	3,309.22	4,891.12
12/11/17	854.24	8,593.84	9,448.08	12/12/17	754.24	8,693.84	9,448.08
12/14/17	156.87	8,971.89	9,128.76	12/15/17	56.87	9,071.89	9,128.76
12/28/17	551.20	575.30	1,126.50	12/28/17	451.20	675.30	1,126.50
01/02/18	1,208.95	2,676.14	3,885.09	01/03/18	1,108.95	2,776.14	3,885.09

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
100.00	(100.00)	-	1032	10/14/17	100.00	100.00	-	-	-
					<u>100.00</u>				
25.98	(25.98)	-	2682	11/15/17	25.98	-	-	-	25.98
					<u>25.98</u>				
100.00	(100.00)	-	8223	11/18/17	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	3461	11/22/17	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	126	11/29/17	100.00	100.00	-	-	-
					<u>100.00</u>				
200.00	(200.00)	-	1364	12/05/17	100.00	100.00	-	-	-
			8125	12/05/17	100.00	100.00	-	-	-
					<u>200.00</u>				
198.85	(198.85)	-	1008	12/06/17	100.00	100.00	-	-	-
			30452	12/07/17	98.85	-	-	98.85	-
					<u>198.85</u>				
100.00	(100.00)	-	7161	12/06/17	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1086	None	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	17-258405157	None	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1181	12/27/17	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	7136	01/02/18	100.00	100.00	-	-	-
					<u>100.00</u>				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019

Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
01/11/18	215.82	3,060.06	3,275.88	01/12/18	115.82	3,160.06	3,275.88
01/22/18	557.64	11,793.37	12,351.01	01/23/18	457.64	11,893.37	12,351.01
01/29/18	740.99	2,133.60	2,874.59	01/30/18	596.40	2,278.19	2,874.59
				01/30/18			
02/02/18	858.32	1,803.07	2,661.39	02/05/18	758.32	1,903.07	2,661.39
02/06/18	448.29	5,666.93	6,115.22	02/07/18	348.29	5,766.93	6,115.22
02/07/18	1,122.28	3,665.76	4,788.04	02/08/18	922.28	3,865.76	4,788.04
				02/08/18			
02/09/18	430.55	3,115.98	3,546.53	02/12/18	230.55	3,315.98	3,546.53
02/21/18	449.19	1,450.22	1,899.41	02/22/18	439.19	1,460.22	1,899.41
02/23/18	488.28	1,403.21	1,891.49	02/26/18	288.28	1,603.21	1,891.49
				02/26/18			
02/26/18	750.99	1,459.31	2,210.30	02/27/18	650.99	1,559.31	2,210.30
03/02/18	1,379.03	5,213.83	6,592.86	03/05/18	1,279.03	5,313.83	6,592.86
04/19/18	357.49	881.18	1,238.67	04/20/18	312.51	926.16	1,238.67

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
100.00	(100.00)	-	1163	01/11/18	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	2332	01/22/18	100.00	100.00	-	-	-
					<u>100.00</u>				
144.59	(144.59)	-	7251	01/26/18	100.00	100.00	-	-	-
			6320	01/23/18	44.59	-	-	-	44.59
					<u>144.59</u>				
100.00	(100.00)	-	1450	02/01/18	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1067	02/06/18	100.00	100.00	-	-	-
					<u>100.00</u>				
200.00	(200.00)	-	1010	02/07/18	100.00	100.00	-	-	-
			2448	02/07/18	100.00	100.00	-	-	-
					<u>200.00</u>				
200.00	(200.00)	-	8083	02/08/18	200.00	200.00	-	-	-
					<u>200.00</u>				
10.00	(10.00)	-	7231	02/21/18	10.00	-	10.00	-	-
					<u>10.00</u>				
200.00	(200.00)	-	144	02/23/18	100.00	100.00	-	-	-
			1766	02/22/18	100.00	100.00	-	-	-
					<u>200.00</u>				
100.00	(100.00)	-	9651	02/26/18	100.00	100.00	-	-	-
					<u>100.00</u>				
100.00	(100.00)	-	1069	03/02/18	100.00	100.00	-	-	-
					<u>100.00</u>				
44.98	(44.98)	-	1616	04/18/18	44.98	-	-	-	44.98
					<u>44.98</u>				

Report on the Special Investigation of the
City of Missouri Valley

Check Substitutions
For the period January 1, 2014 through December 31, 2019


Per Daily Receipt Listing				Per Validated Deposit Slips			
Date	Cash	Checks	Total	Deposit Date	Cash	Checks	Total
06/06/18	915.55	3,975.34	4,890.89	06/07/18	875.55	4,015.34	4,890.89
06/26/18	743.54	678.47	1,422.01	06/27/18	689.87	732.14	1,422.01
11/01/18	339.19	192.69	531.88	11/02/18	307.63	224.25	531.88
12/14/18	456.08	4,097.19	4,553.27	12/17/18	442.30	4,110.97	4,553.27
12/20/18	185.27	3,676.89	3,862.16	12/21/18	157.27	3,704.89	3,862.16
12/21/18	644.76	1,138.63	1,783.39	12/24/18	629.76	1,153.63	1,783.39
01/14/19	819.79	8,626.61	9,446.40	01/15/19	799.79	8,646.61	9,446.40
03/29/19	628.48	4,213.07	4,841.55	03/29/19	613.48	4,228.07	4,841.55
10/01/19	677.27	2,435.63	3,112.90	10/02/19	667.27	2,445.63	3,112.90
10/18/19	139.49	2,627.47	2,766.96	10/21/19	109.49	2,657.47	2,766.96
				10/21/19			
12/06/19	1,126.45	3,558.38	4,684.83	12/09/19	1,106.45	3,578.38	4,684.83
12/10/19	404.29	1,609.27	2,013.56	12/11/19	394.29	1,619.27	2,013.56
Total	\$ 207,960.86	1,048,168.24	1,256,129.10		\$ 184,443.64	1,071,685.46	1,256,129.10

Difference			Checks Substituted for Cash			Additional Information			
Cash	Checks	Total	Check Number	Check Date	Amount	Security Deposits Subsequently Deposited	Checks Redeemed for Cash	Petty Cash	Undeposited Collections
40.00	(40.00)	-	1031	06/05/18	40.00	-	-	-	40.00
					<u>40.00</u>				
53.67	(53.67)	-	1002	06/26/18	53.67	-	-	-	53.67
					<u>53.67</u>				
31.56	(31.56)	-	7328	10/31/18	31.56	-	31.56	-	-
					<u>31.56</u>				
13.78	(13.78)	-	7345	12/14/18	13.78	-	13.78	-	-
					<u>13.78</u>				
28.00	(28.00)	-	7348	12/20/18	28.00	-	28.00	-	-
					<u>28.00</u>				
15.00	(15.00)	-	7349	12/21/18	15.00	-	15.00	-	-
					<u>15.00</u>				
20.00	(20.00)	-	7355	01/14/19	20.00	-	20.00	-	-
					<u>20.00</u>				
15.00	(15.00)	-	7379	03/28/19	15.00	-	15.00	-	-
					<u>15.00</u>				
10.00	(10.00)	-	7417	10/01/19	10.00	-	10.00	-	-
					<u>10.00</u>				
30.00	(30.00)	-	7426	10/17/19	20.00	-	20.00	-	-
			7425	10/17/19	10.00	-	10.00	-	-
					<u>30.00</u>				
20.00	(20.00)	-	7435	12/06/19	20.00	-	20.00	-	-
					<u>20.00</u>				
10.00	(10.00)	-	7439	12/10/19	10.00	-	10.00	-	-
					<u>10.00</u>				
<u>23,517.22</u>	<u>(23,517.22)</u>	<u>-</u>			<u>\$ 23,517.22</u>	<u>20,800.00</u>	<u>1,235.35</u>	<u>274.28</u>	<u>1,207.59</u>

Report on the Special Investigation of the
City of Missouri Valley
Staff

This special investigation was performed by:

Melissa J. Finestead, CFE, Manager
Drew Carter, CPA, Staff Auditor


Annette K. Campbell, CPA
Deputy Auditor of State