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### NEWS RELEASE

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FOR RELEASE June 27, 2017

Auditor of State Mary Mosiman today released a report on a special investigation of the City of Harlan for the period July 1, 2004 through June 30, 2016. The special investigation was requested by City officials as a result of concerns regarding certain travel reimbursements issued to the former City Administrator, Terry Cox.

Mosiman reported the special investigation identified \$144,872.32 of improper and unsupported disbursements. In addition, Mosiman reported the City frequently provided meals, snacks, and/or drinks for City Committee, City Council, or City employee meetings involving volunteers from the community. However, the City does not have a written policy addressing the public purpose of such disbursements. For the period June 1, 2011 through June 30, 2016, \$5,703.61 of disbursements for food, drinks, snacks, decorations, and plastic dinnerware were identified for which there is no documentation of the public purpose served.

The \$123,543.67 of improper disbursements identified includes \$33,953.88 of payments issued to Mr. Cox for travel reimbursements primarily for excess mileage claimed, expenses reimbursed by third parties, expenses for events not attended or for events which provided no public benefit, expenses supported by altered documentation, and alcoholic beverages included on meal receipts. In addition, Mosiman reported the improper disbursements identified include \$35,197.60 of payroll checks issued to Mr. Cox for hours recorded on the payroll register which Mr. Cox did not work. The City incurred additional FICA and IPERS contributions for the improper payroll totaling \$5,501.30.

The improper disbursements identified also include:

- a \$9,457.60 vacation payout issued to Mr. Cox which he was not entitled to,
- \$12,600.00 of payments issued to Mr. Cox for a monthly car allowance, which was previously discontinued,
- \$1,315.88 of unauthorized salary issued to Mr. Cox,

- \$15,364.72 of payments to vendors,
- \$4,811.78 of purchases made on the City credit card issued to Mr. Cox,
- \$1,792.48 of purchases made on another City credit card,
- \$114.51 of fees including finance charges, late fees, and foreign transaction fees on City credit cards,
- \$1,055.00 of payments issued on behalf of City employees for eyeglasses, which did not comply with the City's policy, and
- \$169.85 of payments issued to Harlan Municipal Utilities for the HBO Multiplex package for Mr. Cox's office included with the cable television services provided at City Hall.

In addition, because the payments issued to Mr. Cox were processed through the City's payroll system, the City incurred additional FICA and, in some cases, IPERS contributions for the improper payouts, car allowance, and salary totaling \$1,788.06 and \$112.40, respectively. Although limited records were available for the period prior to July 1, 2004, an additional \$308.61 of improper disbursements for the period November 1, 1999 through June 29, 2001 were identified for improper purchases made on the City fuel card issued to Mr. Cox.

Mosiman reported the \$21,328.65 of unsupported disbursements identified includes:

- \$15,391.26 of reimbursements for Mr. Cox,
- \$3,111.15 of purchases made on the City credit card issued to Mr. Cox, and
- \$2,826.24 of purchases made on another City credit card.

In addition, Mosiman reported it was not possible to determine if additional amounts were improperly disbursed because adequate documentation was not available.

The report includes recommendations to strengthen the City's internal controls, such as improvements to segregation of duties, performing independent review of utility billings, collections, and delinquencies, and ensuring all disbursements are properly supported, approved, and paid in a timely manner.

Copies of the report have been filed with the Iowa Division of Criminal Investigation, the Shelby County Attorney's Office, and the Iowa 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 web site at <https://auditor.iowa.gov/reports/1620-0790-BE00>.

**REPORT ON SPECIAL INVESTIGATION  
OF THE  
CITY OF HARLAN  
  
FOR THE PERIOD  
JULY 1, 2004 THROUGH JUNE 30, 2016**

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### 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 Harlan. We have applied certain tests and procedures to selected financial transactions of the City for the period July 1, 2004 through June 30, 2016, unless otherwise identified. 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) Examined reimbursements to the former City Administrator, Terry Cox, to determine if the payments were for appropriate purposes, properly approved, and supported by adequate documentation.
- (3) Examined payroll disbursements to Mr. Cox to determine if payments were properly approved, properly supported, and the amount and frequency of the payments were reasonable.
- (4) Examined certain disbursements to determine if they were for appropriate purposes, properly approved, and supported by adequate documentation for the period June 1, 2011 through June 30, 2016.
- (5) Obtained and reviewed the City's credit card statements to determine if the purchases made were for appropriate purposes, properly approved, and supported by adequate documentation for the period February 1, 2012 through April 30, 2016.
- (6) Examined certain purchases made using the City fuel card issued to Mr. Cox for the period November 1, 1999 through June 29, 2001 to determine if the purchases made were for appropriate purposes.
- (7) Confirmed Mr. Cox's attendance at various conferences and trainings with certain professional organizations for the dates for which attendance records were available. In addition, obtained detailed player's card activity for certain casinos to determine if playing time overlapped with business hours.
- (8) Interviewed City officials and personnel to determine the purpose of certain disbursements and reimbursements made to employees and vendors.
- (9) Reviewed City Council meeting minutes to identify significant actions and to determine if certain payments were properly approved.

These procedures identified \$144,872.32 of improper and unsupported disbursements. We were unable to determine if additional amounts were improperly disbursed because adequate documentation was not available. In addition, for the period June 1, 2011 through June 30, 2016, \$5,703.61 of disbursements for which there is no documentation of the public purpose served were identified. Several internal control weaknesses were also identified. Our detailed findings and recommendations are presented in the Investigative Summary and **Exhibits A** through **H** 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 Harlan, other matters might have come to our attention that would have been reported to you.

Copies of this report have been filed with the Iowa Division of Criminal Investigation, the Shelby 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 Harlan during the course of our investigation.

  
MARY MOSIMAN, CPA  
Auditor of State

April 4, 2017

City of Harlan  
Investigative Summary

**Background Information**

The City of Harlan (City) is located in Shelby County and has a population of approximately 5,100. The City employs a City Administrator who is responsible for managing the business operations of the City. The City also employs a full-time City Clerk/Finance Director, a full-time Deputy City Clerk, a full-time Bookkeeper, and a part-time Receptionist who all work from City Hall.

Terry Cox began employment with the City as the City Engineer on July 1, 1977 and was promoted to City Administrator in 1980. As the City Administrator, Mr. Cox was responsible for the following functions:

- Disbursements – making certain purchases, receiving certain goods and services, presenting certain disbursements to the City Council for approval, maintaining supporting documentation, and preparing and signing checks during the period the City Clerk position was vacant;
- Payroll – reviewing and approving timesheets and signing checks; and
- Administration – Supervision of all City Department Heads and City Hall personnel.

According to City officials, typical hours at City Hall were from 8:00 a.m. to 5:00 p.m. Monday through Friday. In addition to being at City Hall during the hours it was open, the City Administrator was to be at all City Council meetings, held the first and third Tuesdays of each month. According to City officials, the City Administrator also attended various City Committee meetings and conferences and training held by various municipal groups within the State and nationally. The City Administrator was a salaried contract employee and was exempt from overtime.

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 Shelby County and remitted to the City. The City receives payments from the State and County electronically. Revenue is also received from customers for water, sewer, and energy services. The City's utilities are separately controlled by Harlan Municipal Utilities (HMU). HMU bills, collects, and deposits collections into its separate bank account. Each month the City pays HMU for its utility costs. After the completion of each billing cycle, HMU issues a check to the City for its share of that month's collections. However, the City does not have a method to independently review or verify the payment received from HMU for accuracy. All other payments received by the City are collected through the mail or in person at City Hall.

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 Bookkeeper. Twice each month, the Bookkeeper 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 Bookkeeper is to prepare the checks and the City Clerk signs the checks. All checks greater than \$5,000 are also signed by a City Council member. After our fieldwork was completed, City officials changed the policy to \$2,500.00.

Monthly statements for the City's bank accounts are mailed directly to City Hall and opened by the Receptionist. The monthly statements and related images of redeemed checks are not periodically reviewed by members of the City Council or the Mayor. The Bookkeeper performs monthly bank reconciliations and the City's appointed Treasurer, a representative from Shelby County State Bank, reviews the monthly bank reconciliations.

The City also maintains 9 Mastercard credit cards through Town and Country Credit Union. Each City Department Head and the City Clerk were assigned a card. In addition, the City Clerk and the City Administrator had a Visa credit card through First National Bank of Omaha. Monthly

statements are received which show the purchases made with the individual credit cards. Credit card purchases are to be supported by receipts, invoices, or other documentation and included in the bi-monthly bill listing for City Council approval. However, the City did not have a written credit card policy. In October 2007, a former City Clerk issued a memo to Mr. Cox and all City Department Heads summarizing the findings identified by the City's independent auditors. On June 7, 2017, the current City Clerk presented a written credit card policy to the City Council, which was approved.

In April 2016, the City Clerk identified concerns regarding certain travel reimbursements submitted by Mr. Cox. Specifically, reimbursement requests were identified which included:

- hotel expenses paid for with a City credit card,
- hotel expenses for complimentary rooms provided by the hotel,
- hotel expenses paid for by a sponsoring professional organization,
- and handwritten, unitemized, or non-existent receipts.

In addition, City staff identified certain documents which were submitted multiple times for reimbursement. As a result of the concerns identified, the City staff also reviewed other payments to or for Mr. Cox. They subsequently determined Mr. Cox frequently received reimbursement for golf and entertainment expenses and purchased new eyeglasses each year although the City's policy specifies this benefit is biennial. They also identified receipts for employee recognition events which did not include an itemized list of the purchases. Upon further inquiry, they determined the detailed receipts included significant purchases of alcoholic beverages. In addition a previous concern regarding Mr. Cox's use of a City fuel card was identified in 2001 resulting in the deactivation of the fuel card assigned to Mr. Cox. The City Clerk discussed the concerns identified with the Mayor and City Council.

According to City officials, the concerns identified were discussed with Mr. Cox who subsequently submitted his resignation at the May 3, 2016 City Council meeting, effective June 30, 2016. According to City officials, upon his resignation, Mr. Cox was escorted from City Hall by law enforcement and was only permitted to return to City Hall if law enforcement was present. The City sent a letter to Mr. Cox stating he would continue to receive his salary through the end of the fiscal year but no additional compensation would be paid.

On May 10, 2016, the City sent a letter to the Office of Auditor of State summarizing the concerns identified and requesting the Office of Auditor of State review the City's financial transactions. As a result of that request, we performed the procedures detailed in the Auditor of State's Report for the period July 1, 2004 through June 30, 2016.

### **Detailed Findings**

The procedures performed identified \$144,872.32 of improper and unsupported disbursements. In addition, for the period June 1, 2011 through June 30, 2016, \$5,703.61 of disbursements for which there is no documentation of the public purpose served were identified.

The \$144,872.32 includes \$123,543.67 of improper disbursements and \$21,328.65 of unsupported disbursements. The \$123,543.67 of improper disbursements identified includes:

- \$33,953.88 of improper reimbursements issued to Mr. Cox,
- \$35,197.60 of improper payroll issued to Mr. Cox for hours recorded which Mr. Cox did not work,
- \$5,501.30 for the City's share of FICA and IPERS for the improper payroll,
- \$9,457.60 for an improper vacation payout issued to Mr. Cox which he was not entitled to,
- \$723.51 for the City's share of FICA for the improper payout,



- \$12,600.00 of improper payments for a monthly car allowance issued to Mr. Cox, which was previously discontinued,
- \$963.90 for the City's share of FICA for the improper car allowance,
- \$1,315.88 of unauthorized salary issued to Mr. Cox,
- \$213.05 for the City's share of FICA and IPERS for the unauthorized salary,
- \$15,364.72 of improper disbursements to vendors,
- \$4,811.78 and \$1,792.48 of improper purchases on the City credit card issued to Mr. Cox and another City credit card, respectively,
- \$1,055.00 of improper purchases for eyeglasses for City employees, which did not comply with the City's policy,
- \$308.61 of improper purchases on the City fuel card issued to Mr. Cox,
- \$169.85 of improper payments to HMU for the HBO Multiplex package for Mr. Cox's office included with the cable television services at City Hall, and
- \$114.51 of late fees.

The \$21,328.65 of unsupported disbursements identified includes:

- \$15,391.26 of reimbursements to Mr. Cox and
- \$3,111.15 and \$2,826.24 of purchases on the City credit card issued to Mr. Cox and another City credit card, respectively.

It was not possible to determine if additional amounts were improperly disbursed because adequate documentation was not available. All findings are summarized in **Exhibit A** and a detailed explanation of each finding follows.

After the completion of our fieldwork, we contacted Mr. Cox through his attorney to provide an opportunity for him to meet with us, but he declined.

## **IMPROPER AND UNSUPPORTED DISBURSEMENTS**

We reviewed all reimbursements issued to Mr. Cox for the period July 1, 2004 through June 30, 2016 and disbursements to certain vendors for the period June 1, 2011 through June 30, 2016. In addition, we reviewed the City's credit card statements for the period February 1, 2012 through April 30, 2016. We also reviewed available documentation to determine if the reimbursements and disbursements selected were appropriate; however, complete supporting documentation was not available for all disbursements. Because complete supporting documentation was not available for many disbursements, we reviewed the disbursement listings approved by the City Council, discussed the disbursements with City officials, and reviewed any available documentation related to the payments to determine if they were appropriate.

Based on our review of the available supporting documentation, the vendor, the frequency and amount of the payments, discussions with City officials, and approved disbursement listings, we classified payments as reasonable, improper, or unsupported. Payments were classified as improper if they were personal in nature or not reasonable for City operations. Payments were classified as unsupported if the City Council approved the payment, but appropriate documentation was not available or it was not possible to determine if the payment was related to City operations or was personal in nature. Other payments were classified as reasonable based on the vendor, the frequency and amount of the payments, and approved disbursement listings. The improper and unsupported disbursements identified are explained in detail in the following paragraphs.

**Checks Issued to Terry Cox** – As previously stated, Mr. Cox began employment with the City on July 1, 1977. He was paid biweekly, and his payroll information was manually recorded on

timesheets and was also recorded in the computerized accounting system by the Deputy City Clerk. Mr. Cox was also eligible for reimbursement of expenses related to City operations if he submitted supporting documentation and performance bonuses awarded based on his employee evaluations. In addition, his employment contract for fiscal years 2006 through 2008 allowed for a \$350.00 monthly car allowance for use of his personal vehicle for business-related travel in the Harlan area, which was included in the 2<sup>nd</sup> paycheck each month.

Reimbursements – We identified 327 checks totaling \$104,744.47 paid to Mr. Cox during the period of our investigation for reimbursement of expenses, such as mileage, lodging, meals, conference or training registrations, transportation expenses, purchase of supplies, and entertainment. The checks identified are listed in **Exhibit B**. According to City officials, Mr. Cox was entitled to reimbursement for any expenses or mileage he incurred on behalf of the City or to attend conferences, meetings and/or events held by various professional organizations. However, except for travel expenses related to training, they stated there would be no significant expenses Mr. Cox would have incurred on behalf of the City.

Mileage was reimbursed at the rate set by the IRS for the given year per City Council resolution. However, the City does not have a travel reimbursement policy addressing limits on meals and lodging or the required supporting documentation to be submitted along with the travel reimbursement form submitted to the City.

For the period July 1, 2004 through June 30, 2016, we reviewed the available supporting documentation to determine the propriety of the reimbursements identified. In addition, we confirmed Mr. Cox's attendance at various conferences and trainings for the dates for which attendance records were available with the following professional organizations:

- Asphalt Paving Association of Iowa (APAI),
- American Public Works Association (APWA),
- Iowa City/County Management Association (IaCMA),
- Iowa Concrete Paving Association (ICPA),
- Iowa League of Cities (ILOC),
- Iowa Municipal Management Institute (IMMI),
- Metropolitan Area Planning Agency (MAPA), and
- Statewide Urban Design and Specifications (SUDAS).

Citing record retention policies, APWA only confirmed attendance for the period July 1, 2012 through June 30, 2016. If the responding organization had no record of an event being held or had no record of Mr. Cox's attendance at a scheduled event, the corresponding reimbursement was determined to be improper.

During our fieldwork, a City employee was contacted by a representative of an engineering firm frequently hired by the City regarding a concern the firm paid for meals which may have also been included on reimbursement requests submitted to the City by Mr. Cox. The representative provided copies of receipts for meals the firm paid for which Mr. Cox attended. We compared the receipts provided to the reimbursements submitted by Mr. Cox and determined Mr. Cox improperly received reimbursement for meals which were paid for by the engineering firm. As a result, we confirmed whether the professional organizations listed above issued any reimbursements to Mr. Cox or directly paid any costs associated with events attended by Mr. Cox. If Mr. Cox received reimbursement from a professional organization or did not incur expenses, the reimbursement issued by the City was determined to be improper. We also recalculated the reimbursements for mileage to determine whether the correct number of miles and approved mileage rate were used. As a result, we identified the following concerns:

- Sufficient supporting documentation was not consistently provided for amounts claimed on the travel reimbursement form submitted to the City.

- A significant number of instances where the mileage reimbursement did not recalculate primarily due to excess miles claimed or mileage was claimed for an event which was not held or which Mr. Cox did not attend, resulting in overpayments to Mr. Cox.

In certain instances, mileage to a conference or training was documented on Mr. Cox's mileage claim; however, there was no date or location listed. In addition, there were several instances where attendance records were not available from the professional organization sponsoring the conference or training. As a result, we were unable to verify the travel was legitimate.

- A significant number of instances where meals and/or lodging reimbursements were requested by Mr. Cox for conferences or trainings for which there was no record of his attendance or there was no record of an event being held. We also identified several instances where Mr. Cox received reimbursement for tips in excess of 20%. We classified tips on meals up to 20% as reasonable to be reimbursed by the City. However, tips greater than 20% were determined to be improper.
- 42 instances where Mr. Cox received reimbursement for travel expenses and registration fees associated with golf outings or tournaments or for entertainment expenses. None of the entertainment expenses were supported by invoices or other supporting documentation.
- 41 instances where Mr. Cox received reimbursement for meals purchased within the City or within close proximity to the City. We determined it was the City's practice to provide meals for the majority of City Committee or employee meetings. However, the City does not have a written policy addressing the public purpose of providing meals within the City and the public purpose served by these expenses is not clear. Meals claimed within close proximity to the City primarily resulted from the purchase of breakfast at the beginning of a trip. We also identified 2 instances where Mr. Cox received reimbursement for lodging within an hour from the City.

Any meals purchased within the City should have been included in Mr. Cox's taxable income. However, because these purchases were processed through the accounts payable system and not the payroll system, any meals reimbursed to Mr. Cox which were purchased within the City were not properly included on his W-2 tax form.

- 36 instances where Mr. Cox submitted reimbursement for expenses which were reimbursed by a professional organization, meals and/or lodging which were provided complimentary by the vendor, or expenses which were paid using the City's credit card. Specifically, we identified reimbursement requests submitted by Mr. Cox which included:
  - 20 instances where Mr. Cox received reimbursement for mileage and/or lodging which was reimbursed by the professional organization sponsoring the event,
  - 10 instances where Mr. Cox received reimbursement for meals and/or lodging which were provided complimentary by the restaurant or hotel at a casino. A copy of a receipt from Ameristar Kansas City is included in **Appendix 1**. Although the receipt was faded, as illustrated by the **Appendix**, payment was "Match Comp," which indicates the meal was provided complimentary by the casino. A copy of a printout from Ameristar in Kansas City, Missouri is included in **Appendix 2**. As illustrated by the **Appendix**, payment was "Comp 93.36", which indicates the lodging was provided complimentary by the casino.
  - 6 instances where Mr. Cox received reimbursement for meals or banquets provided at no cost by the sponsoring professional organization or included as part of the registration costs for the event which were paid by the City,
  - 3 instances where Mr. Cox received reimbursement for expenses which were paid with the City's credit card, and

- 2 instances where Mr. Cox received reimbursement for meals which were paid for by an engineering firm frequently hired by the City. We determined Mr. Cox submitted the detailed receipt from the restaurant, which did not show the payment method.
- 24 instances where Mr. Cox received reimbursement for valet parking and/or taxi services. However, we determined the hotel at which the valet parking charges were incurred offered free self-parking for guests. In addition, we identified instances where Mr. Cox was reimbursed for taxi services and car rental fees for the same trip.
- 21 instances where Mr. Cox received reimbursement for alcoholic beverages included on his meal receipts.
- 21 instances where altered receipts or invoices were submitted with the travel reimbursement form to the City. We identified several instances where the arrival and departure dates on hotel invoices were either covered with correction fluid or crossed out with different handwritten dates added to the invoice. A copy of an altered hotel invoice from Ameristar Hotel Casino is included in **Appendix 3**. As illustrated by the **Appendix**, the arrival and departure dates were covered with correction fluid and the handwritten date of April 18, 2014 was added to the invoice.

We also identified an instance where the same hotel invoice from Harrah's was submitted for reimbursement on April 23, 2006, December 17, 2006, and January 26, 2008. The invoice appeared intact with the April 2006 reimbursement. However, when the invoice was submitted with the December 2006 and January 2008 reimbursement claims, the top right corner of the invoice was covered removing the arrival and departure dates. The individual charge listed on the invoice was dated April 20, 2006 with all 3 reimbursements. A copy of the original invoice and a copy of the altered invoice is included in **Appendix 4**.

- 20 instances where meal receipts included multiple meals or hotel invoices listed another individual as the hotel guest. If the additional meals included on the receipt were for other City employees, those individuals should have sought reimbursement for the meal. If the additional meals included on the receipt were for non-City personnel, only Mr. Cox's meal should have been reimbursed by the City. Sufficient detail was not available to determine which meal expense was for Mr. Cox. Therefore, to be conservative, we classified the most expensive meal on the receipt as reasonable, and the remainder of the receipt was determined to be improper.

If sufficient payment information was included on the hotel invoices to allow a determination of who paid the hotel cost, we classified the lodging expense as reasonable if Mr. Cox paid the expense and improper if another individual or entity paid the expense. If we were unable to determine who paid the lodging expense, we classified the cost as unsupported.

- 13 instances where Mr. Cox received reimbursement for meals in locations for which there was no legitimate City purpose. For example, Mr. Cox traveled to Kansas City, Missouri for a national conference in May 2006; however, a meal receipt provided was from St. Louis, Missouri. Because the distance between the 2 cities is 248 miles, it is unlikely he traveled to St. Louis for a meal.

In another instance, Mr. Cox traveled to Dubuque, Iowa in June 2005 for a conference and submitted a hotel invoice showing lodging for the night of June 21, 2005; however, he also submitted a meal receipt for a restaurant in Washington, Iowa dated June 21, 2005. The distance between the 2 cities is 130 miles.

- 5 instances where Mr. Cox received reimbursement for meals and/or lodging for additional personal travel days extending beyond the dates of the conference or training attended without using vacation.

As illustrated by **Exhibit B**, we identified reasonable reimbursements totaling \$55,267.83, improper reimbursements totaling \$33,953.88, and unsupported reimbursements totaling \$15,391.26 issued to Mr. Cox. The improper and unsupported reimbursements of \$33,953.88 and \$15,391.26, respectively, are included in **Exhibit A**. In addition, we identified 2 purchases totaling \$131.50 for meals and a deli tray reimbursed to Mr. Cox for City organized meetings which do not meet the test of public purpose. These purchases are discussed further in the “Other Administrative Issues” section of this report.

Payroll – As previously stated, we identified numerous instances where the event recorded by Mr. Cox on his travel reimbursement form was not held, provided no public benefit, or he did not attend. As a result, we compared the dates for which improper travel expenses were identified to Mr. Cox’s timesheets to determine if he used vacation for any of those dates. To be conservative, we only reviewed full business days, or 8 hours, and did not pro-rate any partial days which may have been determined to be improper.

Based on our comparison, we identified 544 hours, or 68 business days, for which Mr. Cox received his salary but did not attend an event as documented on his travel reimbursement form or participated in an event for which there is no public benefit, such as a golf tournament. Of the 544 hours identified, we determined Mr. Cox used 8 hours of vacation. Using the “Payroll History – Fiscal Year Gross Wage Detail” from the City’s accounting system, we calculated Mr. Cox’s hourly rate by dividing his gross payroll by the number of hours worked for each fiscal year, excluding any gross payroll received for performance bonuses or the monthly car allowance. As illustrated by **Exhibit C**, we used the calculated hourly rate to determine Mr. Cox received gross payroll of \$28,220.16 for the 536 hours, or 67 business days, not worked.

In addition, during our review of Mr. Cox’s travel reimbursements, we determined he often received reimbursement for meals and/or lodging costs at various casinos, and he often received complimentary meals and lodging. This occurred most often at 3 casinos, including Prairie Meadows Casino, Racetrack, and Hotel in Altoona, Iowa; the Ameristar in Council Bluffs, Iowa; and the Ameristar in Kansas City, Missouri. Because we identified numerous instances where the event documented by Mr. Cox on his travel reimbursement forms were not held or not attended, we requested the detailed activity for Mr. Cox’s player’s card at each of these casinos to identify the dates and times Mr. Cox was in the casinos.

We compared the dates listed on the player’s card activity reports provided by the casinos to the dates recorded on Mr. Cox’s travel reimbursement forms and eliminated any dates previously identified as improper. We compared the remaining dates to the calendar for the given year to determine if the activity occurred during the business hours of 8:00 a.m. to 5:00 p.m. on Monday through Friday. We summarized all player’s card activity, in minutes, which overlapped with normal business hours, converted the minutes to hours, and compared the dates identified to Mr. Cox’s timesheets to determine if he used vacation for any of those dates.

Based on our comparison, we identified 140.16 hours, or 17.52 business days, for which Mr. Cox’s player’s cards showed activity during normal business hours. However, we also determined Mr. Cox used 8 days of vacation during the period reviewed. The vacation hours used overlapped with 7.28 hours of Mr. Cox’s player’s card activity. As previously stated, we used the “Payroll History – Fiscal Year Gross Wage Detail” report to calculate Mr. Cox’s hourly rate. As illustrated by **Exhibit C**, we used the calculated hourly rate to determine the gross payroll associated with the 132.88 hours, or 16.61 business days, recorded as worked by Mr. Cox while he was at the casino totaling \$6,977.44.

Because we did not obtain detailed information from all casinos identified and Mr. Cox may have spent time at the 3 casinos listed above without using his player’s card, there may be additional time spent at a casino which overlapped with normal business hours which we did not identify.

As previously stated, **Exhibit C** lists the dates identified for which Mr. Cox did not work his expected hours and illustrates the calculation of gross payroll for the dates identified. As illustrated by the **Exhibit**, we determined Mr. Cox received \$35,197.60 of gross payroll for 668.88

hours which he did not work, including \$28,220.16 for 536 hours recorded as worked for events which were not held, events he did not attend, or events which did not provide a public benefit and \$6,977.44 for 132.88 hours recorded as worked which overlapped with activity on his player's card. In addition to the improper gross payroll, the City incurred the employer's share of FICA and IPERS contributions for the improper payroll, which total \$2,692.61 and \$2,808.69, respectively. Because Mr. Cox was paid for hours not worked, the \$35,197.60 of gross payroll and the \$5,501.30 of excess FICA and IPERS contributions incurred by the City are included in **Exhibit A**.

Sick Leave and Vacation Payouts – During our fieldwork, the City Clerk provided a copy of a text message sent between the former Deputy City Clerk and Mr. Cox regarding the final payroll check to be issued to Mr. Cox after the end of the fiscal year without the City Council's knowledge. These text messages stated he would receive a vacation payout for his July 1, 2016 vacation accrual and a sick leave payout for half of his accrued sick leave hours. As previously stated, at the time of Mr. Cox's resignation, the City sent a letter stating he would receive his salary through the end of the fiscal year (June 30, 2016) but no additional compensation would be paid.

Because Mr. Cox resigned, the City Clerk stated he was not entitled to either a vacation payout or a sick leave payout based on current City policy. We reviewed Mr. Cox's resignation letter, his vacation and sick leave balances recorded in the City's payroll system, and the City's policy regarding payout of vacation and sick leave included in the City's employee handbook. As a result of that review, we identified the following:

- Mr. Cox's letter dated May 3, 2016 states, "Today I announce my resignation as City Manager...effective June 30, 2016, waiving my 90 day contract agreement."
- The City's vacation policy states an employee shall be paid for all unused vacation upon resignation or termination. However, at June 30, 2016, Mr. Cox did not have any unused vacation. The text message from the former Deputy City Clerk stated both Mr. Cox's vacation and floating holiday balances were reduced to 0 in April. However, she further stated the City would pay out the 160 hours Mr. Cox would have accrued on July 1, 2016. Because Mr. Cox's resignation was effective June 30, 2016, he was not entitled to the July 1 vacation accrual.
- The City's sick leave policy states an employee shall be paid one half of their unused, accumulated sick leave upon retirement. However, the policy also states an employee shall not be paid for accumulated sick leave upon termination of employment for any reason. Because Mr. Cox resigned, he was not entitled to a payout of unused sick leave.

According to discussions with City officials on July 13, 2016, they were going to issue the vacation payout calculated by the former Deputy City Clerk to Mr. Cox but were going to withhold the payout of unused sick leave pending completion of the special investigation. At that time, the City sent correspondence to Mr. Cox notifying him of the City's decision and requesting a meeting with Mr. Cox. In response, the City received correspondence from Mr. Cox's attorney stating all future communication between the City and Mr. Cox should be in writing via his office.

In February 2017, the Mayor contacted the Office of Auditor of State regarding potential pending litigation against the City brought by Mr. Cox for withholding his sick leave payout. At that time, City officials requested our findings regarding the vacation and sick leave payouts. We informed City officials it did not appear Mr. Cox was entitled to either of the payouts in accordance with City policy. However, we recommended the City consult with legal counsel to resolve the matter. The City entered negotiations with Mr. Cox through his attorney, which resulted in the City's agreement to pay Mr. Cox one half of his unused sick leave subject to applicable payroll taxes as well as his attorney's fees.

According to the current City Administrator, the attorney consulted by the City presented options to the City Council to assist in making a decision. The current City Administrator further stated the vacation payout was issued according to the City's policy. However, as previously stated,

Mr. Cox did not have any unused vacation at the time of his resignation and the July 1 accrual had not yet been credited to his vacation balance. In addition, according to the current City Administrator, the sick leave payout was issued to avoid potential litigation where the City may not have prevailed. According to the attorney consulted by the City, he only discussed the sick leave payout with the City and was not consulted regarding the vacation payout.

**Table 1** summarizes the sick leave and vacation payouts issued to Mr. Cox, as well as the City's share of FICA. Because Mr. Cox had no unused vacation as of June 30, 2016 and the July 1, 2016 accrual had not yet been credited to his vacation balance, he was not entitled to the vacation payout. As a result, the \$9,457.60 vacation payout issued to Mr. Cox, as well as the City's share of FICA totaling \$723.51, are included in **Exhibit A** as improper disbursements. Although Mr. Cox submitted a resignation letter and did not retire, because the attorney consulted by the City advised the City to issue the sick leave payout, that amount is not included on **Exhibit A**.

<b>Table 1</b>			
<b>Description</b>	<b>Payout</b>	<b>FICA</b>	<b>Total</b>
Sick leave	\$ 19,388.08	1,483.19	20,871.27
Vacation	9,457.60	723.51	10,181.11
Total	\$ 28,845.68	2,206.70	31,052.38

Salary Components per Contract – As previously stated, Mr. Cox was a salaried contract employee. We reviewed the payroll check amounts recorded in the City's payroll system and compared them to Mr. Cox's employment contracts for the period July 1, 2006 through June 30, 2016 to determine propriety. Employment contracts prior to July 1, 2006 were not readily available. As previously stated, in addition to his salary, Mr. Cox received performance bonuses and a \$350.00 monthly car allowance. All performance bonuses were authorized by the City Council at the net value and were considered one-time payments which did not affect Mr. Cox's base salary.

We also determined Mr. Cox received longevity pay increases in addition to his base salary in accordance with the City's policy included in the employee handbook. We recalculated Mr. Cox's authorized salary, taking into consideration the various components of his salary including performance bonuses, longevity pay, and the monthly car allowance and identified the following concerns:

- 5 instances where Mr. Cox was awarded the incorrect hourly rate for longevity pay,
- 2 instances where Mr. Cox received additional payroll recorded as "Service" which was not properly approved by City Council and could not be explained by City officials, and
- an instance where Mr. Cox received additional payroll recorded as "Misc Pay" which was not properly approved by City Council and could not be explained by City officials.

In addition, based on our review of minutes from the City's Personnel and Finance Committee, we determined the car allowance funding was eliminated effective July 1, 2001 and Mr. Cox's base salary was adjusted by \$500. However, Mr. Cox's fiscal year 2006 through 2008 contract still included the provision for the monthly car allowance for use of his vehicle in the Harlan area. We are unable to determine if this was an oversight or if the City Council was unaware this provision was still included. There is no evidence the contract was reviewed for compliance. However, there is no public purpose served by providing a monthly car allowance for travel within the City.

**Table 2** summarizes the additional payroll identified, the monthly car allowance, and the City's share of FICA and IPERS on these components by fiscal year. Because the additional payroll could not be explained and the City's Personnel and Finance Committee eliminated the monthly car allowance for local driving, the \$13,915.88 and \$1,176.95 for the City's share of FICA and IPERS are included in **Exhibit A** as improper disbursements.

**Table 2**

<b>Fiscal Year</b>	<b>Additional Payroll</b>	<b>Monthly Car Allowance</b>	<b>FICA</b>	<b>IPERS</b>	<b>Total</b>
2006	\$ -	4,200.00	321.30	-	4,521.30
2007	-	4,200.00	321.30	-	4,521.30
2008	79.24	4,200.00	327.36	4.79	4,611.39
2012	208.00	-	15.91	16.79	240.70
2013	396.64	-	30.34	34.39	461.37
2014	208.00	-	15.91	18.57	242.48
2015	208.00	-	15.91	18.57	242.48
2016	216.00	-	16.52	19.29	251.81
Total	\$ 1,315.88	12,600.00	1,064.55	112.40	15,092.83

Note: No additional payroll or car allowance payments were identified for fiscal years 2009 to 2011.

**Payments to Vendors** – As previously stated, we reviewed disbursements to certain vendors for the period June 1, 2011 through June 30, 2016 to determine if they were appropriate. City officials identified certain vendors for which they had concerns regarding the propriety of the purchases. According to discussions with City officials, the disbursements to these vendors were not reasonable for City operations. We reviewed the disbursements to the vendors identified by the City and determined 84 payments were unusual for the City's operations. Based on a review of the supporting documentation, items purchased included meals, pop, and coffee for City employees, alcoholic beverages, business social membership dues at the Harlan Golf and Country Club, meeting rooms and/or hotel rooms for supervisor retreats, and rent and clean up for the City-owned community center. The 84 checks identified, totaling \$15,364.72, are listed in **Exhibit D** and are included in **Exhibit A** as improper disbursements.

According to discussions with City officials, it was common practice for the City to provide food and/or drinks for City employees and volunteers attending various City Committee meetings. However, the City does not have a policy regarding the public purpose of providing meals at such meetings. In addition, City officials stated meals purchased were not available for members of the public. Rather, meals were only provided to the Committee members and City employees in attendance. We also identified numerous instances where alcoholic beverages were purchased in conjunction with City-sponsored events.

An Attorney General's opinion dated April 25, 1979 states, in part, "The key is 'public purpose'; public monies may be spent only for the public benefit. Iowa Constitution, Article III, Section 31." A significant number of the disbursements listed in **Exhibit D** are for the purchase of meals for the Veterans Memorial Auditorium Commission meetings, the Parks and Recreation Board meetings, the Personnel and Finance Committee, and various other City Committees. Because the 84 disbursements identified included alcoholic beverages, expenses for supervisor retreats, and rent for the City-owned community center, these disbursements did not provide a public benefit. Of the 84 checks identified:

- 70 were issued to the Harlan Golf and Country Club for meals, pop, coffee, and alcoholic beverages for City employees, as well as business social membership dues. We determined the City held a business membership at the Harlan Golf and Country Club throughout the period reviewed, ranging from \$275 to \$325 each year.
- 6 were issued to Pizza Ranch for meals and delivery charges.
- 3 were issued to the C.G. Therkildsen Activity Center (Therkildsen Center) for community room rent, cleaning, and alcoholic beverages. However, the Therkildsen Center is owned by the City, and the City does not pay rent or cleaning for its use.



In addition, based on a review of the supporting documentation for a payment issued to the Therkildsen Center on February 19, 2013, the invoice provided was falsified to appear as though the charge was for rental of the community room on February 15, 2013. However, as illustrated by **Appendix 5**, the original detailed statement provided by the Manager of the Therkildsen Center listed the majority of the charges were for wine and beer. Also, as illustrated by the **Appendix**, the detailed invoice was flagged “Do not give to auditors!”

- 2 were issued to Hy-Vee Accounts Receivable for kitchen meals and an eyeglasses repair kit.
- 2 were issued to Lake Panorama National Resort for meeting rooms and/or hotel rooms, meals, pop, coffee, and alcoholic beverages for supervisor retreats, which were not open to members of the public.
- 1 was issued to Goozman’s Westside Bar and Grill for alcoholic beverages.

Because a majority of these meals were purchased in Harlan, any meals included in a payment to a vendor should have been included in the applicable employees’ taxable income. However, because these purchases were processed through the accounts payable system and not the payroll system, any meals included in a payment to a vendor were not properly included on employee W-2 tax forms.

We also determined in certain instances the City paid sales tax on the purchases identified. If we were able to easily separate the sales tax associated with an improper disbursement, the amount of sales tax paid is included with the corresponding disbursement on **Exhibit D**. However, not all sales tax paid by the City is separately identified. As a governmental entity, the City should not pay sales tax on any disbursements, except reimbursement of expenses to individual employees.

**Credit Card Purchases** – As previously stated, the City maintains 9 Mastercard credit cards through Town and Country Credit Union. Each City Department Head and the City Clerk were assigned a card. In addition, the City Clerk and City Administrator held 2 Visa credit cards through First National Bank of Omaha which were opened in February 2012. The Visa credit card accounts were closed after our fieldwork was completed and a Mastercard was obtained for the City Administrator.

We reviewed the detailed credit card statements maintained in the City’s records for the credit card assigned to the City Clerk position for the period February 1, 2012 through October 31, 2015, when the former City Clerk resigned, and February 1, 2012 through April 30, 2016 for Mr. Cox. Because Mr. Cox did not have access to his City credit card after April 30, 2016, we did not review the credit card statements after that date.

**Card Assigned to Terry Cox** – **Exhibit E** lists the purchases made with the City’s Visa credit card by Mr. Cox during the period February 1, 2012 through April 30, 2016. As illustrated by the **Exhibit**, purchases were made from a number of vendors, including various hotels, convenience stores, restaurants, taxi services, airlines, event sponsors, and cell phone retailers. Supporting documentation was not available for 21 of the 105 transactions on Mr. Cox’s credit card. When possible, we used supporting documentation maintained in the City’s records to determine if the items purchased were improper or reasonable for City operations. We also discussed certain purchases with City officials to determine the propriety of the purchases and researched certain vendors on the internet to determine the goods and/or services provided.

Purchases were determined to be improper if the type of item was personal in nature or the quantity purchased was not reasonable for City operations. When specific purchase information from the vendor was not available, charges which were consistent with City operations, based on the vendor and/or the amount of the charge, were classified as reasonable. Purchases from vendors which could be for City or for personal use were classified as unsupported. **Exhibit E** illustrates how individual charges were categorized as improper, reasonable, or unsupported. As shown by the **Exhibit**, \$7,107.92 was determined to be reasonable for City operations. These

charges include office supplies, office furniture, cell phone accessories for the City cell phone issued to Mr. Cox, training registration fees, and lodging and meal expenses for Mr. Cox to attend conferences and/or training.

As illustrated by the **Exhibit**, we identified \$4,811.78 of improper credit card charges during the period reviewed which were not for City operations. **Table 3** lists the categories in which improper charges were identified and the improper amount identified for each category.

<b>Table 3</b>	
<b>Category</b>	<b>Improper Amount</b>
Hotel	\$ 3,432.37
Restaurant	760.51
Convenience store	491.66
Office supplies	62.99
Taxi services	38.68
Airline	25.57
Total	<u>\$ 4,811.78</u>

The credit card charges which were determined to be improper are summarized below.

- 6 charges at various hotels totaling \$3,432.37, including:
  - 3 charges totaling \$2,629.98 for lodging for events which were not held or Mr. Cox did not attend,
  - 2 charges totaling \$329.89 for lodging in locations with no corresponding travel and/or no City business identified, and
  - a charge totaling \$472.50 for 3 suites for an overnight City supervisor retreat with the Mayor at Lake Panorama National Resort as discussed in the “Payments to Vendors” section of this report.
- 25 charges at various restaurants totaling \$760.51, including meals purchased for various City Committee meetings and meals claimed while traveling for events which were not held or Mr. Cox did not attend.
- 34 charges at convenience stores totaling \$491.66 for meals at various City Committee meetings which were not available to the public.
- 3 charges for miscellaneous purchases, including \$25.57 for an airline fee and \$38.68 for taxi service for an event Mr. Cox did not attend and \$62.99 for a leather briefcase.

Because Mr. Cox at times traveled to and from his destination on the same day and purchased meals in Harlan, any meals charged to the City’s credit card should have been included in his taxable income. However, because these purchases were processed through the accounts payable system and not the payroll system, any meals charged to the City’s credit card were not properly included on Mr. Cox’s W-2 tax form.

**Exhibit E** also includes \$3,111.15 of unsupported credit card charges, including:

- 14 charges at various hotels totaling \$641.64 primarily for charges at hotel bars and/or restaurants for which detailed receipts were not provided.
- 5 charges at various restaurants, including HuHot Mongolian Grill, Chips, Twin Peaks, P.F. Chang’s, and Joe’s Crab Shack, totaling \$201.37 for which detailed receipts were not provided or on dates for which Mr. Cox’s attendance at a conference or training could not be confirmed by the sponsoring entity due to limited availability of records.

- a charge to “Gov Contract Registration” totaling \$2,000.00 and a charge to “ZAPEVENT” totaling \$268.14. We were unable to determine what these registrations were for or the organization(s) sponsoring the event.

Other City Credit Card – **Exhibit F** lists the purchases made with the City’s Visa credit card assigned to the City Clerk position during the period February 1, 2012 through October 31, 2015. As illustrated by the **Exhibit**, purchases were made from a number of vendors, including various hotels, convenience stores, restaurants, department stores, online retailers, taxi services, airlines, event sponsors, floral shops, and printing shops. Supporting documentation was not available for 59 of the 282 transactions reviewed. When possible, we used supporting documentation maintained in the City’s records to determine if the items purchased were improper or reasonable for City operations. We also discussed certain purchases with City officials to determine the propriety of the purchases and researched certain vendors on the internet to determine the goods and/or services provided.

Purchases were determined to be improper if the type of item was personal in nature or the quantity purchased was not reasonable for City operations. When specific purchase information from the vendor was not available, charges which were consistent with City operations, based on the vendor and/or the amount of the charge, were classified as reasonable. Purchases from vendors which could be for City or for personal use were classified as unsupported. **Exhibit F** illustrates how individual charges were categorized as improper, reasonable, or unsupported.

As shown by the **Exhibit**, \$13,500.22 was determined to be reasonable for City operations. These charges include office supplies, computer software for City computers, membership dues, training registration fees, and lodging, meal, taxi, and airline expenses associated with attending conferences and/or training. In addition, we identified 7 purchases totaling \$508.31 which do not meet the test of public purpose. These 7 purchases are discussed further in the “Other Administrative Issues” section of this report.

As illustrated by the **Exhibit**, we identified \$1,792.48 of improper credit card charges during the period reviewed which were not for City operations. **Table 4** lists the categories in which improper charges were identified and the improper amount identified for each category.

<b>Category</b>	<b>Improper Amount</b>
Restaurant	\$ 1,086.77
Floral shop	499.31
Online retailer	130.97
Hotel	52.14
Convenience store	19.34
Department store	3.95
Total	<u>\$ 1,792.48</u>

Examples of the credit card charges which were determined to be improper are summarized below.

- 32 charges at various restaurants totaling \$1,086.77, including meals purchased for various City Committee meetings which were not available to the public and meals purchased in Harlan or within close proximity of Harlan.
- 7 charges at floral shops totaling \$499.31 primarily for sympathy flowers for family members of City personnel; however, the City does not have a policy documenting the public purpose of such disbursements.

- 9 charges at online retailers, primarily Amazon, totaling \$130.97 for books purchased for a book club the former City Clerk belonged to through the International Institute of Municipal Clerks. Based on a review of the titles, the books were not related to local government operations.
- a charge at a hotel for \$50.00 for a room upgrade at a conference and a charge at a hotel for \$2.14 for bottled water.

As previously stated, according to discussions with City officials, it was common practice for the City to provide food and/or drinks for City employees and volunteers attending various City Committee meetings. However, the City does not have a policy regarding the public purpose of providing meals at such meetings. In addition, City officials stated meals purchased were not available for members of the public. Rather, meals were only provided to the Committee members and City employees in attendance.

Also as previously stated, an Attorney General's opinion dated April 25, 1979 states, in part, "The key is 'public purpose'; public monies may be spent only for the public benefit. Iowa Constitution, Article III, Section 31." Because disbursements such as providing meals at Committee meetings and purchasing sympathy flowers do not provide a public benefit or the City has not documented how a public benefit is served, the disbursements identified were classified as improper disbursements.

This credit card was also used by the former City Clerk at times to travel to and from her destination on the same day and purchase meals in Harlan. Any meals charged to the City's credit card should have been included in her taxable income. However, because these purchases were processed through the accounts payable system and not the payroll system, any meals charged to the City's credit card were not properly included on the former City Clerk's W-2 tax form.

**Exhibit F** also includes \$2,826.24 of unsupported credit card charges, including:

- 32 charges at various restaurants, including HuHot Mongolian Grill, P.F. Chang's, Cheesecake Factory, Red Lobster, McDonald's, and Hickory Park totaling \$1,083.73 for which detailed receipts were not provided.
- 23 charges at various hotels totaling \$1,278.19 either for charges at hotel bars and/or restaurants for which detailed receipts were not provided or for lodging expenses which we were unable to verify were for City-related travel.
- 3 charges at department stores in Harlan totaling \$439.32 for which detailed receipts were not provided. We were unable to verify whether the charges were for City-related business or were personal in nature.
- a charge to an airline totaling \$25.00 which we were unable to determine what was purchased.

In addition to the improper purchases identified on the credit cards reviewed, the City incurred finance charges, late fees, foreign transaction fees, and interest totaling \$114.51. Because the former City Clerk and City Administrator were responsible for ensuring timely payment of all City bills, including credit card bills, the additional charges and fees are improper disbursements. **Table 5** summarizes the finance charge, late fees, foreign transaction fees, and interest incurred by fiscal year.

<b>Table 5</b>						
<b>Fiscal Year</b>	<b>Finance Charges</b>	<b>Late Fees</b>	<b>Foreign Transaction Fees</b>	<b>Interest Charges</b>	<b>Reversals</b>	<b>Total</b>
2014	\$ -	39.00	-	9.85	(48.85)	-
2015	1.75	70.00	36.69	6.07	-	114.51
Total	\$ 1.75	109.00	36.69	15.92	(48.85)	114.51

We also determined in certain instances the City paid sales tax on the purchases identified. If we were able to easily separate the sales tax associated with an improper disbursement, the amount of sales tax paid is included with the corresponding disbursement on **Exhibits E** and **F**. However, not all sales tax paid by the City is separately identified. As a governmental entity, the City should not pay sales tax on any disbursements, except reimbursement of expenses to individual employees.

Because the City paid the credit card bills which include the improper charges of \$4,811.78 and \$1,792.48 and the unsupported charges of \$3,111.15 and \$2,826.24, as well as the additional charges and fees of \$114.51, those amounts are included in **Exhibit A** as improper and unsupported disbursements.

**Eyeglasses for City Employees** – As previously stated, the City’s employee handbook states each full-time employee is eligible for an eye exam and a new pair of eyeglasses every 2 years. According to City officials, this policy was not followed. We reviewed the “Employee Glasses Purchased” spreadsheet for fiscal years 2012 through 2016 compiled by the City Clerk, as well as disbursements made from the City’s bank accounts to Harlan Vision Clinic. According to the City Clerk, eye exams and eyeglass purchases were not tracked prior to fiscal year 2012. As a result of our review, we identified the following concerns:

- 2 employees received eye exams totaling \$290.00 more frequently than the 2-year period allowed by the City’s policy.
- Mr. Cox received an eye exam and purchased new eyeglasses for 3 consecutive years from fiscal year 2012 through 2014 and purchased eyeglass frames in 2015. In accordance with City policy, the eye exams and eyeglass purchases in 2012 and 2014 are reasonable. However, the eye exam and eyeglasses purchased in 2013 and the eyeglass frames purchased in 2015, totaling \$765.00, are not in compliance with the City’s policy.

Because the disbursements identified do not comply with the City’s policy, the total of \$1,055.00 for the eye exams and eyeglasses is included in **Exhibit A** as improper disbursements.

**Fuel Card Assigned to Mr. Cox** – As previously stated, a concern related to misuse of a City-issued fuel card was identified by the City in 2001, resulting in the deactivation of Mr. Cox’s fuel card. Although adequate records were not available prior to July 1, 2004 for the other concerns identified, City officials were able to provide documentation of Mr. Cox’s fuel card usage for the period November 1, 1999 through June 29, 2001 related to the 2001 concern.

We reviewed the charges on the “FSC Harlan Cardtrol” fuel card #2079 for vehicle #22, which was assigned to Mr. Cox, to determine when and how often Mr. Cox used the fuel card assigned. As a result, we identified the following concerns:

- 60 instances where Mr. Cox used the fuel card on weekends and/or holidays. However, because Mr. Cox occasionally returned on a Saturday or departed on a Sunday for City-related travel, we were unable to determine the propriety of these charges.
- 18 instances of multiple transactions on a single day. Specifically, there were 4 transactions on December 23, 2000 ranging from 5.96 gallons to 16.93 gallons. According to City officials, these transactions led to the deactivation of Mr. Cox’s fuel card.
- 6 instances of transactions occurring on Saturday and Sunday of the same weekend. Although Mr. Cox occasionally traveled on Saturday or Sunday, it would not be reasonable for him to fuel his vehicle twice in the same weekend.

To be conservative, if there were multiple gas card transactions on the same day or within the same weekend, we classified the more expensive charge as reasonable and any remaining charges as improper. The 24 charges identified, totaling \$308.61, are listed in **Exhibit G** and are included in **Exhibit A** as improper disbursements.

**HMU Cable Bills** – During our fieldwork, the City received its May 2016 bill from HMU. When the City Clerk reviewed the itemized charges, she identified a charge for the HBO multiplex package. She immediately contacted HMU to cancel the service, and the City received a credit of \$12.60 on its June 2016 HMU bill. We asked City officials what services were provided to the City by HMU and determined City Hall receives telephone, internet, and cable television services. According to City officials, the cable television package was added to the City’s service at the discretion of Mr. Cox to allow him to be aware of current events and changes in weather. The only television in City Hall was located in Mr. Cox’s office.

According to representatives of HMU and the City, HMU provides a monthly bill to the City for telephone, internet, and cable television services. The City remits full payment to HMU; however, a portion of the bill is reimbursed to the City by HMU shortly after the City’s payment is received. Each of the City buildings has telephone and internet services, but only City Hall had cable television service. The City began receiving cable television service from HMU in 1996 when HMU started offering the service. The HBO multiplex package was added to the City’s services in January 2009, which is primarily a movie and entertainment package.

We reviewed the City’s monthly HMU bills as well as detailed reimbursement ledgers obtained from HMU beginning in January 2012. Detailed billing and reimbursement records were not available from HMU prior to January 2012 due to a software change. We summarized the amounts billed and reimbursed to the City for the period January 1, 2012 through July 6, 2016. As a result, we determined the City was billed and fully reimbursed for cable television service, including the HBO multiplex package, from January 31, 2012 through July 28, 2015. However, beginning in August 2015, the City’s bill for cable television service increased to \$105.94 per month, including the HBO multiplex package, but the HMU reimbursement covered only the portion of the bill for basic cable television service and not the HBO multiplex package.

**Table 6** summarizes the amount billed, reimbursed, and paid for City cable television service for the period August 28, 2015 through June 28, 2016. Because cable television service was added at Mr. Cox’s discretion, the television in City Hall was located in Mr. Cox’s office, and there is no public purpose for the HBO multiplex package, the \$169.85 of payments made by the City is included in **Exhibit A** as improper disbursements.

<b>Table 6</b>			
<b>Billing Date</b>	<b>Billed Amount</b>	<b>Reimbursed Amount</b>	<b>Amount Paid</b>
08/28/15	\$ 105.94	(90.99)	14.95
09/28/15	105.94	(90.99)	14.95
10/28/15	105.94	(90.99)	14.95
11/28/15	105.94	(90.99)	14.95
12/28/15	105.94	(90.99)	14.95
01/28/16	105.94	(90.99)	14.95
02/28/16	105.94	(90.99)	14.95
03/28/16	105.94	(90.99)	14.95
04/28/16	105.94	(90.99)	14.95
05/28/16	105.94	(72.99)	32.95
06/28/16	75.34	(72.99)	2.35
Total	\$ 1,134.74	(964.89)	169.85

## OTHER ADMINISTRATIVE ISSUES

**Public Purpose** – As previously stated, it was common practice for the City to provide food and/or drinks for City employees and volunteers attending the various City Committee meetings. However, the City does not have a policy regarding the public purpose of providing meals at such meetings. In addition, City officials stated meals purchased were not available for members of the public. Rather, meals were only provided to the Committee members and City employees in attendance. An Attorney General's opinion dated April 25, 1979 states, in part, "It has been recognized that a public purpose is served and public funds may be spent in commemorating those important...events in which all citizens should take an interest."

Also as previously stated, the Attorney General's opinion dated April 25, 1979 states, in part, "The key is 'public purpose'; public monies may be spent only for the public benefit. Iowa Constitution, Article III, Section 31." Although it is possible for such disbursements to meet the test of serving a public purpose under certain circumstances, such items will certainly be subject to a deserved close scrutiny. The line to be drawn between a proper and an improper purpose is very thin.

We identified 16 checks totaling \$5,703.61. The 16 checks identified are payment for 19 purchases which do not appear to meet the requirements of public purpose as defined in an Attorney General's opinion dated April 25, 1979, including:

- 2 checks issued to Mr. Cox totaling \$131.50 for meals and a deli tray for a Parks and Recreation Board meeting and the Mayor and City Council which were not available to the public included on **Exhibit B**.
- 4 checks issued for payment on a City credit card for purchases totaling \$508.13 included on **Exhibit F** for supplies for an employee appreciation dinner, including mints, table skirts, decorations, candles, and plastic dinnerware, and donuts for an office meeting for which there was no documentation of public purpose.
- 10 checks issued to various vendors totaling \$5,063.98 included on **Exhibit H** for items such as facility rental, food, and pop for employee recognition dinners and water, plastic dinnerware, and snacks for various meetings for which there was no documentation of public purpose.

The 16 checks identified are not included in **Exhibit A**.

**Training for the City Administrator** – As previously stated, we identified a number of professional organizations which held conferences and/or training Mr. Cox attended. Also, as previously stated, Mr. Cox began employment with the City on July 1, 1977 as the City's Engineer but was promoted to City Administrator in 1980.

Several of the professional organizations identified, such as APAI, APWA, and ICPA, hold conferences and/or training which are relevant to the City Engineer position. However, it is not clear how these conferences and/or trainings pertained to the City Administrator position. While there may be a public purpose for the Department Head of the City's Sanitation or Street Departments to attend such conferences, there is no clear public purpose for the City Administrator's attendance.

**City Council Oversight** – During our investigation, we determined the City Council did not properly carry out its fiduciary responsibilities as officials of the City by not:

- requiring original, itemized receipts for all disbursements, including employee reimbursements, and reviewing the supporting documentation to ensure the public purpose of the disbursements,
- monitoring the travel and training expenses of City employees to ensure the use of funds is in the best interests of the City and meets a public purpose, and
- implementing policies to address certain transactions, such as travel expenses, or ensuring established City policies are complied with.

## **Recommended Control Procedures**

As part of our investigation, we reviewed the procedures used by the City of Harlan 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 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 City Clerk had control over handling, reconciling, and recording cash transactions.

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

- B. Travel Reimbursement Policy – The City does not have a travel reimbursement policy addressing limits on meals and lodging, the conferences and/or training which are considered reasonable, or the required supporting documentation to be submitted along with the travel reimbursement form submitted to the City. We identified several conferences and/or trainings attended by Mr. Cox which did not appear to pertain to his job duties as City Administrator.

In addition, we identified several taxable meals which were not properly included on employee W-2 tax forms because they were paid with the City's credit card or included in a payment to a vendor.

Recommendation – The City Council should develop and implement a travel reimbursement policy establishing limits on meals and lodging, establishing the conferences and/or training which will be approved, and requiring original, itemized receipts for all disbursements. The City Council should review conferences and/or trainings attended by City employees to ensure they are relevant to the individual employee's job duties and provide a benefit for the City.

In addition, the City should implement procedures to ensure any taxable meals charged on a City credit card or included in a payment to a vendor are properly included on the applicable employees' W-2 tax forms.

- C. 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) Certain disbursements were supported with altered invoices or other documentation.
- (3) The City incurred finance charges and late payment fees because the former City Clerk did not pay certain City obligations in a timely manner.
- (4) Several disbursements included the purchase of alcoholic beverages for employee events and/or employee travel.

Recommendation – All City disbursements 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 an independent individual for review and countersignature. In addition, the City Council should ensure all disbursements meet the test of public purpose. If public purpose is not clear, the City Council should document the public benefit through a City policy or through its approval as documented in the City Council meeting minutes.

- D. Reconciliation of Utility Collections – HMU is responsible for the City’s utility billings and collections. Each month, HMU issues a check to the City for its share of that month’s collections. However, the City does not have a method in place to independently review or verify the payment received from HMU for accuracy.

Recommendation – Procedures should be established to independently review or verify the payment received from HMU to ensure the amount remitted is appropriate.

- E. Credit Cards – The City had 8 credit card accounts; however, the City did not have a written credit card policy. On June 7, 2017, the current City Clerk presented a written credit card policy to the City Council, which was approved. We identified several improper purchases and several purchases made with the credit cards which were not supported by adequate documentation. In addition, we determined the City incurred finance charges and late payment fees because the former City Clerk did not pay the balance on the credit card accounts each month and/or did not make payments in a timely manner.

Recommendation – Monthly credit card statements should be opened and reviewed by someone without access to the credit cards. Any concerns identified during the review should be resolved in a timely manner.

Also, original receipts should be submitted to the City Clerk for any purchases made with the credit cards, as required, and an independent person should review the original receipts for any purchases made by the City Clerk on the credit card assigned to that position. In addition, the City Council should document allowable uses for the credit cards, such as travel expenses and supply purchases, and appropriate limits which may be charged on the credit card accounts. The City Council should also periodically review the credit card statements to ensure charges appear appropriate and payments are made in a timely manner so the City does not incur any finance charges or late payment fees.

- F. Payroll – During our review of payroll, we identified numerous instances where the City Administrator was paid for hours not worked and received longevity pay calculated at an incorrect rate. In addition, there was no evidence of independent review of payroll registers by the City Council.

In addition, the vacation payout issued by the City did not comply with the City’s established policy. According to the City’s policy, vacation is earned after years of service have been completed. However, the vacation payout was based on vacation hours which had not yet been credited to the employee’s vacation balance.

Recommendation – The City should implement procedures to ensure payroll is calculated properly. In addition, the City Council, or a designated City Council member familiar with employee travel, should review and approve travel reimbursements and compare them to the employee’s timesheet for each pay period. The review and approval should be documented by the signature or initials of the reviewer and the date of approval.

The City Council should review the City’s vacation and sick leave policies to determine if they should remain as written and, if so, ensure current practice regarding payouts complies with established policy. In addition, the City Council should revise the vacation policy to clarify when vacation hours are earned and when vacation hours are credited to an employee’s balance.

- G. City Council Oversight – The City Council has 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 the City Council neglected to exercise proper fiduciary oversight regarding:

- payment of disbursements which were not accompanied by sufficient supporting documentation and/or did not meet the requirements of public purpose,
- monitoring of travel and training expenses for City employees to ensure the use of funds was in the best interest of the City and met the requirements of public purpose, and
- implementation of policies to address all City transactions, such as travel expenses, and ensuring compliance with established City policies.

The lack of appropriate oversight and the failure to ensure implementation of adequate internal controls in these areas permitted an employee to exercise too much control over the operations of the City.

Recommendation – Oversight by the City Council is essential and should be an ongoing effort by all members. In the future, the City Council should exercise due care and require and review pertinent information and documentation prior to making decisions affecting the City. In addition, appropriate policies and procedures should be adopted, implemented, and monitored to ensure compliance with established policies and procedures and to ensure all disbursements meet the test of public purpose. If public purpose is not clear, the City Council should document the public benefit through a City policy or through its approval as documented in the City Council meeting minutes..

## **Exhibits**

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

Report on Special Investigation of the  
City of Harlan

Summary of Findings  
For the Period July 1, 2004 through June 30, 2016

<b>Description</b>	<b>Exhibit/Table/ Page Number</b>	<b>Improper</b>	<b>Unsupported</b>	<b>Total</b>
Improper and unsupported disbursements:				
Payments to or for Terry Cox:				
Reimbursements	<b>Exhibit B</b>	\$ 33,953.88	15,391.26	49,345.14
Improper payroll for time not worked	<b>Exhibit C</b>	35,197.60	-	35,197.60
City's share of FICA and IPERS	<b>Exhibit C</b>	5,501.30	-	5,501.30
Unauthorized vacation payout	<b>Table 1</b>	9,457.60	-	9,457.60
City's share of FICA	<b>Table 1</b>	723.51	-	723.51
Salary components and related City share of FICA and IPERS	<b>Table 2</b>	15,092.83	-	15,092.83
Payments to vendors:				
Miscellaneous purchases	<b>Exhibit D</b>	15,364.72	-	15,364.72
Purchases on the credit card held by Terry Cox	<b>Exhibit E</b>	4,811.78	3,111.15	7,922.93
Purchases on another City credit card	<b>Exhibit F</b>	1,792.48	2,826.24	4,618.72
Late fees	<b>Table 5</b>	114.51	-	114.51
Eyeglasses for City employees	<b>Page 19</b>	1,055.00	-	1,055.00
Purchases on the fuel card held by Terry Cox	<b>Exhibit G</b>	308.61	-	308.61
Harlan Municipal Utilities	<b>Table 6</b>	169.85	-	169.85
Total improper and unsupported disbursements		<u>\$ 123,543.67</u>	<u>21,328.65</u>	<u>144,872.32</u>

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Report on Special Investigation of the  
City of Harlan

Reimbursements to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

Per Check Image		
Check Date	Check Number	Check Amount
07/27/04	32374	\$ 108.75
08/24/04	32522	327.97
08/31/04	32546	501.53
09/08/04	32629	215.49
09/17/04	32646	1,845.77
09/28/04	32716	158.44
10/06/04	32793	31.75
11/19/04	33025	238.50
12/09/04	33144	126.75
01/05/05	33277	106.50
01/19/05	33367	206.45
02/02/05	33431	105.36
02/09/05	33442	315.79
02/22/05	33541	101.88
03/16/05	33687	365.83
03/29/05	33715	359.71
05/12/05	33947	170.98
05/24/05	34019	338.92
06/08/05	34059	203.29
06/17/05	34164	191.24
06/22/05	34178	62.79
06/28/05	34250	680.71
08/17/05	34479	378.37
09/22/05	34733	1,411.00
10/20/05	34891	345.33
11/08/05	34972	222.64
11/16/05	34989	191.20
11/21/05	35064	411.42
12/14/05	35186	123.61

Reasonable	Improper	Unsupported	Questionable Public Purpose
-	59.62	49.13	-
259.09	22.13	46.75	-
304.24	118.29	79.00	-
49.13	116.36	50.00	-
1,314.60	272.15	259.02	-
143.84	14.60	-	-
28.75	3.00	-	-
25.05	-	213.45	-
124.50	2.25	-	-
75.00	31.50	-	-
89.51	39.68	77.26	-
91.36	-	14.00	-
181.87	60.72	73.20	-
96.39	5.49	-	-
161.56	132.77	71.50	-
234.91	19.43	105.37	-
117.05	29.93	24.00	-
44.96	33.36	260.60	-
-	203.29	-	-
101.57	89.67	-	-
59.96	2.83	-	-
89.51	230.01	361.19	-
98.42	234.60	45.35	-
821.92	438.58	150.50	-
267.71	52.87	24.75	-
174.28	32.36	16.00	-
130.82	34.38	26.00	-
314.23	72.19	25.00	-
100.83	22.78	-	-

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Report on Special Investigation of the  
City of Harlan

Reimbursements to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

Per Check Image		
Check Date	Check Number	Check Amount
12/29/05	35273	441.97
01/18/06	35346	112.69
01/30/06	35412	340.04
02/08/06	35441	491.50
02/22/06	35543	402.95
03/14/06	35679	310.33
03/22/06	35700	438.40
04/05/06	35763	249.04
04/25/06	35903	437.37
05/09/06	35985	124.25
05/24/06	36075	473.09
05/30/06	36083	247.00
06/07/06	36109	104.63
06/21/06	36209	462.86
06/26/06	36296	585.94
07/05/06	36308	52.51
07/25/06	36443	465.68
08/24/06	36602	678.61
09/14/06	36700	1,054.47
09/25/06	36781	383.78
10/04/06	36800	254.55
10/18/06	36874	75.12
10/26/06	36948	146.56
11/14/06	37057	268.85
12/20/06	37197	496.62
01/09/07	37330	117.24
01/17/07	37347	332.53
02/21/07	37557	103.94
03/13/07	37644	370.72



Reasonable	Improper	Unsupported	Questionable Public Purpose
-	-	441.97	-
82.33	1.33	29.03	-
276.56	28.48	35.00	-
260.81	138.81	91.88	-
341.36	43.49	18.10	-
156.83	124.39	29.11	-
306.58	92.17	39.65	-
224.04	-	25.00	-
352.88	54.49	30.00	-
102.69	11.56	10.00	-
341.40	84.23	47.46	-
-	247.00	-	-
-	104.63	-	-
347.95	49.32	65.59	-
399.32	130.41	56.21	-
-	52.51	-	-
341.40	58.22	66.06	-
392.75	234.94	50.92	-
690.49	130.73	233.25	-
358.60	10.23	14.95	-
199.81	26.18	28.56	-
-	75.12	-	-
132.61	3.95	10.00	-
202.82	32.92	33.11	-
-	496.62	-	-
107.24	-	10.00	-
306.37	16.66	9.50	-
98.94	5.00	-	-
-	245.58	125.14	-

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Report on Special Investigation of the  
City of Harlan

Reimbursements to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

Per Check Image		
Check Date	Check Number	Check Amount
03/21/07	37667	124.54
03/27/07	37744	583.38
04/04/07	37768	201.85
04/18/07	37838	56.26
05/16/07	38010	243.93
05/29/07	38092	548.71
06/07/07	38198	108.05
07/03/07	38325	619.08
07/25/07	38457	270.09
07/31/07	38520	475.13
08/22/07	38641	461.91
08/28/07	38686	195.00
09/05/07	38705	135.31
09/14/07	38765	1,341.46
10/03/07	38885	726.27
10/17/07	38982	384.47
10/23/07	39049	213.99
11/08/07	39171	86.33
12/05/07	39273	499.76
12/19/07	39363	234.61
01/14/08	39561	39.37
01/23/08	39581	72.11
01/29/08	39633	398.81
02/12/08	39731	382.18
02/20/08	39746	126.05
02/26/08	39811	51.63
03/05/08	39832	381.63
03/11/08	39880	250.10
03/19/08	39901	185.16

Reasonable	Improper	Unsupported	Questionable Public Purpose
-	-	124.54	-
412.02	81.86	89.50	-
117.75	84.10	-	-
-	-	56.26	-
140.17	16.00	87.76	-
340.96	56.25	151.50	-
-	11.64	96.41	-
379.00	232.78	7.30	-
161.02	22.31	86.76	-
406.19	63.19	5.75	-
402.16	40.06	19.69	-
-	-	195.00	-
123.68	11.63	-	-
907.95	243.10	190.41	-
648.15	66.92	11.20	-
108.16	224.98	51.33	-
-	-	213.99	-
32.98	53.35	-	-
412.61	63.95	23.20	-
181.88	40.73	12.00	-
27.27	12.10	-	-
62.11	-	10.00	-
250.44	127.37	21.00	-
151.39	222.29	8.50	-
103.67	22.38	-	-
25.90	25.73	-	-
338.48	43.15	-	-
186.51	38.88	24.71	-
148.08	37.08	-	-

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Report on Special Investigation of the  
City of Harlan

Reimbursements to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

Per Check Image		
Check Date	Check Number	Check Amount
03/21/08	39969	123.22
04/08/08	40038	297.17
04/28/08	40123	463.55
05/14/08	40242	766.93
05/21/08	40260	425.99
05/27/08	40310	247.06
06/10/08	40382	448.08
07/02/08	40525	144.76
07/30/08	40684	240.64
08/06/08	40713	476.66
08/22/08	40875	1,247.56
09/03/08	40897	186.25
09/17/08	40966	118.09
09/29/08	41058	779.47
09/30/08	41063	160.20
10/08/08	41086	177.56
10/22/08	41181	287.24
11/05/08	41251	77.22
11/12/08	41300	43.87
11/20/08	41391	1,091.77
12/17/08	41490	271.94
01/16/09	41652	101.94
01/29/09	41730	220.81
02/04/09	41739	304.79
02/10/09	41796	405.36
02/18/09	41813	99.15
02/25/09	41886	114.40
03/10/09	41955	380.37
03/18/09	41976	408.53

Reasonable	Improper	Unsupported	Questionable Public Purpose
123.22	-	-	-
-	297.17	-	-
334.00	116.55	13.00	-
542.46	174.47	50.00	-
326.90	84.09	15.00	-
107.06	140.00	-	-
-	154.58	293.50	-
-	144.76	-	-
122.52	118.12	-	-
142.65	324.01	10.00	-
755.93	309.30	182.33	-
-	120.81	65.44	-
64.94	25.15	28.00	-
262.67	474.05	42.75	-
-	160.20	-	-
-	-	177.56	-
130.46	13.99	142.79	-
-	77.22	-	-
39.78	4.09	-	-
906.93	53.36	131.48	-
231.44	-	40.50	-
-	101.94	-	-
182.83	37.98	-	-
157.85	146.94	-	-
274.74	62.70	67.92	-
-	6.20	92.95	-
114.40	-	-	-
238.75	74.80	66.82	-
121.55	259.16	27.82	-

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Report on Special Investigation of the  
City of Harlan

Reimbursements to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

Per Check Image		
Check Date	Check Number	Check Amount
03/31/09	42043	582.80
04/22/09	42158	81.85
04/30/09	42225	559.72
06/03/09	42398	248.95
06/17/09	42472	285.45
07/22/09	46288	241.05
07/27/09	42748	375.75
08/05/09	42772	599.73
08/24/09	42917	203.95
09/02/09	42935	873.30
09/16/09	43011	305.22
09/18/09	43069	1,495.55
09/29/09	43079	796.17
10/21/09	43216	206.80
10/27/09	43266	75.00
11/10/09	43356	165.48
11/18/09	43371	1,596.47
11/24/09	43436	512.94
12/08/09	43509	291.10
12/22/09	43606	119.90
01/20/10	43703	451.89
02/03/10	43781	49.40
02/10/10	43826	354.10
03/03/10	43923	82.50
03/24/10	44054	506.89
03/29/10	44055	391.59
04/21/10	44189	247.64
04/28/10	44245	206.59
05/25/10	44415	756.79

Reasonable	Improper	Unsupported	Questionable Public Purpose
261.34	209.90	111.56	-
69.85	-	12.00	-
345.22	82.50	132.00	-
121.55	114.40	13.00	-
122.65	150.05	12.75	-
-	241.05	-	-
121.55	136.40	117.80	-
418.63	164.10	17.00	-
-	203.95	-	-
163.69	627.61	82.00	-
140.25	164.97	-	-
1,213.01	103.89	178.65	-
689.25	22.00	84.92	-
184.25	22.55	-	-
-	50.00	25.00	-
92.28	38.50	34.70	-
1,049.98	278.87	267.62	-
366.64	24.75	121.55	-
229.05	33.35	28.70	-
119.90	-	-	-
253.63	148.26	50.00	-
-	17.60	31.80	-
222.50	105.50	26.10	-
-	82.50	-	-
252.99	219.90	34.00	-
308.59	58.00	25.00	-
88.44	127.20	32.00	-
151.88	-	54.71	-
290.25	304.41	162.13	-

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Report on Special Investigation of the  
City of Harlan

Reimbursements to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

Per Check Image		
Check Date	Check Number	Check Amount
06/02/10	44433	261.93
06/09/10	44473	257.05
06/22/10	44585	96.00
07/02/10	44611	226.50
07/21/10	44708	493.68
07/27/10	44774	340.68
08/24/10	44944	1,291.15
09/08/10	44978	161.00
09/21/10	45068	709.61
10/06/10	45137	632.67
11/17/10	45367	105.00
11/23/10	45429	437.45
12/08/10	45460	973.80
01/05/11	45652	100.00
01/13/11	45701	75.87
01/25/11	45785	98.70
02/02/11	45810	509.67
02/09/11	45855	382.85
02/16/11	45878	57.12
02/24/11	45943	541.32
03/02/11	45976	37.74
03/08/11	46036	361.06
03/16/11	46062	146.88
03/22/11	46144	817.94
03/30/11	46155	116.28
04/20/11	46274	118.32
04/25/11	46330	579.20
05/16/11	46426	269.76
05/25/11	46455	1,688.28



Reasonable	Improper	Unsupported	Questionable Public Purpose
261.93	-	-	-
-	22.50	234.55	-
-	96.00	-	-
111.50	115.00	-	-
-	9.80	483.88	-
77.00	82.00	181.68	-
675.01	265.69	350.45	-
127.50	33.50	-	-
372.91	296.20	40.50	-
535.19	49.69	47.79	-
-	-	105.00	-
203.76	213.69	20.00	-
-	-	973.80	-
100.00	-	-	-
75.87	-	-	-
95.70	3.00	-	-
305.97	117.10	86.60	-
308.61	61.71	12.53	-
-	-	57.12	-
449.95	49.47	41.90	-
37.74	-	-	-
245.29	61.20	54.57	-
-	146.88	-	-
470.30	142.26	205.38	-
112.71	3.57	-	-
112.71	5.61	-	-
231.38	318.82	29.00	-
-	269.76	-	-
1,429.37	139.06	119.85	-

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Report on Special Investigation of the  
City of Harlan

Reimbursements to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

Per Check Image		
Check Date	Check Number	Check Amount
06/08/11	46562	113.24
06/22/11	46660	155.78
06/29/11	46751	117.81
07/20/11	46868	68.82
07/25/11	46943	907.22
08/05/11	47050	59.94
08/17/11	47075	147.69
08/29/11	47148	479.45
09/07/11	47242	125.49
09/23/11	47330	2,269.72
10/05/11	47343	64.38
10/19/11	47423	68.82
11/16/11	47593	117.66
11/23/11	47671	128.76
12/12/11	47783	218.14
12/21/11	47818	14.10
01/12/12	47963	101.35
01/24/12	48034	248.28
01/30/12	48039	254.54
02/08/12	48064	327.94
02/16/12	48141	154.85
02/22/12	48160	142.07
03/07/12	48240	329.24
03/12/12	48299	130.52
03/27/12	48372	473.99
03/30/12	48380	127.10
04/13/12	48442	153.18
04/23/12	48524	67.16
04/24/12	48526	208.21

Reasonable	Improper	Unsupported	Questionable Public Purpose
-	113.24	-	-
113.73	42.05	-	-
-	117.81	-	-
68.82	-	-	-
669.54	76.77	160.91	-
59.94	-	-	-
118.77	7.22	21.70	-
234.48	223.16	21.81	-
-	125.49	-	-
797.86	1,216.32	255.54	-
-	64.38	-	-
68.82	-	-	-
117.66	-	-	-
123.77	4.99	-	-
181.49	16.65	20.00	-
-	14.10	-	-
77.03	24.32	-	-
177.05	27.73	43.50	-
142.99	99.74	11.81	-
230.93	45.51	51.50	-
141.53	13.32	-	-
122.66	19.41	-	-
243.32	63.72	22.20	-
130.52	-	-	-
305.51	76.98	-	91.50
122.66	4.44	-	-
123.77	29.41	-	-
51.06	16.10	-	-
177.53	-	30.68	-

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Report on Special Investigation of the  
City of Harlan

Reimbursements to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

Per Check Image		
Check Date	Check Number	Check Amount
04/27/12	48530	188.69
05/22/12	48667	433.61
06/01/12	48688	268.48
06/14/12	48773	168.53
06/19/12	48803	265.31
06/26/12	48882	101.74
06/29/12	48947	70.49
07/28/12	49089	122.66
07/30/12	49095	263.70
08/31/12	49261	1,459.60
09/18/12	49352	110.98
09/24/12	49424	475.98
10/02/12	49443	179.81
10/08/12	49494	42.74
10/16/12	49506	14.97
11/20/12	49681	203.70
11/21/12	49739	16.56
11/30/12	49744	430.49
12/06/12	49796	107.44
01/03/13	49882	35.85
01/21/13	49976	146.97
01/29/13	50058	731.81
02/05/13	50073	158.16
02/11/13	50134	260.88
02/14/13	50136	42.18
02/27/13	50233	14.97
03/01/13	50239	187.14
03/08/13	50311	142.59
03/15/13	50317	121.55

Reasonable	Improper	Unsupported	Questionable Public Purpose
172.04	16.65	-	-
123.77	309.84	-	-
241.84	26.64	-	-
58.83	22.20	87.50	-
185.93	60.00	19.38	-
87.17	14.57	-	-
-	70.49	-	-
122.66	-	-	-
-	263.70	-	-
1,089.68	75.83	294.09	-
-	110.98	-	-
437.59	12.51	25.88	-
128.84	29.97	21.00	-
37.74	5.00	-	-
-	14.97	-	-
123.77	79.93	-	-
-	16.56	-	-
72.71	47.17	310.61	-
77.89	29.55	-	-
26.46	9.39	-	-
126.00	20.97	-	-
331.38	370.43	30.00	-
-	158.16	-	-
179.87	50.51	30.50	-
38.42	3.76	-	-
-	14.97	-	-
-	187.14	-	-
138.70	3.89	-	-
121.55	-	-	-

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Report on Special Investigation of the  
City of Harlan

Reimbursements to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

Per Check Image		
Check Date	Check Number	Check Amount
03/25/13	50384	1,025.41
04/02/13	50405	419.94
04/04/13	50461	39.96
04/26/13	50546	154.85
05/31/13	50713	883.63
06/06/13	50791	186.04
06/18/13	50826	147.39
07/16/13	51023	112.27
07/24/13	51084	1,194.49
08/27/13	51341	500.11
09/13/13	51418	1,186.68
09/24/13	51526	844.06
09/28/13	51554	399.46
10/08/13	51609	290.07
10/09/13	51611	198.37
11/19/13	51817	644.85
12/09/13	51927	633.72
12/18/13	52036	142.95
12/19/13	52046	117.00
01/10/14	52149	47.55
01/14/14	52152	421.69
01/31/14	52222	123.20
01/31/14	52222	75.90
01/31/14	52229	424.20
01/31/14	52229	38.15
02/07/14	52302	161.33
02/25/14	52408	426.36
03/04/14	52426	363.77
03/14/14	52493	239.96

Reasonable	Improper	Unsupported	Questionable Public Purpose
554.42	341.04	129.95	-
124.87	249.37	45.70	-
-	39.96	-	-
124.87	29.98	-	-
208.12	661.51	14.00	-
-	-	186.04	-
126.00	21.39	-	-
76.28	13.99	22.00	-
460.81	640.55	93.13	-
3.00	450.31	46.80	-
599.44	169.49	417.75	-
62.72	771.34	10.00	-
349.74	49.72	-	-
-	245.78	44.29	-
198.37	-	-	-
182.89	461.96	-	-
10.07	578.65	45.00	-
137.30	5.65	-	-
-	77.00	-	40.00
47.55	-	-	-
1.61	384.08	36.00	-
-	123.20	-	-
75.90	-	-	-
352.51	25.84	45.85	-
-	-	38.15	-
134.33	5.77	21.23	-
-	426.36	-	-
-	363.77	-	-
133.62	106.34	-	-

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Report on Special Investigation of the  
City of Harlan

Reimbursements to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

Per Check Image		
Check Date	Check Number	Check Amount
03/25/14	62588	657.03
03/28/14	52598	121.00
04/01/14	52611	110.00
04/07/14	52665	328.45
04/21/14	52761	484.59
04/28/14	52768	250.80
05/06/14	52789	28.60
05/12/14	52869	38.50
05/20/14	52876	473.37
05/27/14	52939	938.04
06/05/14	53017	264.90
06/25/14	53114	408.86
07/15/14	53243	233.10
07/22/14	53288	336.30
08/05/14	53320	143.25
08/25/14	53506	516.11
09/02/14	53510	254.16
09/05/14	53516	300.16
09/16/14	53587	284.85
09/30/14	53660	69.44
11/10/14	53876	70.40
12/02/14	54036	194.88
12/12/14	54057	145.04
12/31/14	54160	153.90
01/08/15	54252	70.73
01/27/15	54334	6.00
02/03/15	54351	50.00
02/03/15	54351	142.83
02/10/15	54409	152.03



Reasonable	Improper	Unsupported	Questionable Public Purpose
257.05	337.99	61.99	-
-	-	121.00	-
110.00	-	-	-
233.47	-	94.98	-
-	484.59	-	-
123.76	127.04	-	-
20.16	8.44	-	-
38.50	-	-	-
-	427.70	45.67	-
445.00	419.17	73.87	-
-	259.15	5.75	-
19.66	361.20	28.00	-
206.08	20.52	6.50	-
85.54	250.76	-	-
123.75	-	19.50	-
-	516.11	-	-
-	254.16	-	-
266.56	33.60	-	-
156.64	118.21	10.00	-
-	-	69.44	-
-	70.40	-	-
73.36	121.52	-	-
136.08	8.96	-	-
153.90	-	-	-
70.73	-	-	-
-	6.00	-	-
-	50.00	-	-
127.08	5.75	10.00	-
127.08	14.95	10.00	-

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Report on Special Investigation of the  
City of Harlan

Reimbursements to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

Per Check Image		
Check Date	Check Number	Check Amount
02/18/15	54481	12.83
02/25/15	54498	224.78
03/10/15	54584	385.74
03/23/15	54660	329.57
03/31/15	54677	135.13
04/20/15	54772	153.38
04/27/15	54837	236.95
05/18/15	54981	131.10
05/20/15	54990	70.15
05/28/15	55065	178.10
06/05/15	55073	128.03
06/12/15	55181	99.13
06/16/15	55188	200.52
06/30/15	55275	338.63
07/15/15	55366	78.61
07/21/15	55387	575.67
08/12/15	55553	70.73
08/20/15	55641	67.20
08/24/15	55654	429.83
08/28/15	55660	167.93
09/15/15	55751	343.03
09/18/15	55817	484.10
11/17/15	56147	305.71
11/24/15	56220	168.75
12/04/15	56309	45.43
12/11/15	56311	51.75
12/15/15	56331	71.30
12/30/15	56416	108.15
01/11/16	56485	100.49

Reasonable	Improper	Unsupported	Questionable Public Purpose
-	-	12.83	-
127.08	97.70	-	-
-	-	385.74	-
266.53	63.04	-	-
127.08	8.05	-	-
75.33	78.05	-	-
127.08	94.87	15.00	-
75.33	55.77	-	-
-	70.15	-	-
161.93	16.17	-	-
-	128.03	-	-
83.62	15.51	-	-
0.22	200.30	-	-
128.23	156.91	53.49	-
73.60	5.01	-	-
551.52	24.15	-	-
-	70.73	-	-
46.00	9.20	12.00	-
-	126.35	303.48	-
-	167.93	-	-
127.08	215.95	-	-
-	484.10	-	-
127.08	178.63	-	-
128.23	40.52	-	-
39.10	6.33	-	-
39.10	12.65	-	-
71.30	-	-	-
97.94	10.21	-	-
98.00	2.49	-	-

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Report on Special Investigation of the  
City of Harlan

Reimbursements to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

Per Check Image		
Check Date	Check Number	Check Amount
01/27/16	56571	124.74
02/02/16	56592	425.08
02/05/16	56652	21.05
02/16/16	56682	177.55
03/01/16	56770	129.06
03/07/16	56815	360.32
03/23/16	56884	328.82
03/30/16	56893	340.38
Total		<u>\$ 104,744.47</u>

\*\* - For certain improper and/or unsupported reimbursements, no description was available. Description may apply to only a portion of the amount shown.

<b>Reasonable</b>	<b>Improper</b>	<b>Unsupported</b>	<b>Questionable Public Purpose</b>
119.34	5.40	-	-
119.34	305.74	-	-
-	21.05	-	-
165.13	12.42	-	-
125.82	3.24	-	-
255.58	99.74	5.00	-
255.92	72.90	-	-
-	54.68	285.70	-
55,267.83	33,953.88	15,391.26	131.50

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Report on Special Investigation of the  
City of Harlan

Improper Payroll Issued to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

<b>Date</b>	<b>Location</b>	<b>Event and/or Location Description**</b>	<b>Number of Hours</b>
06/29/04	Storm Lake, IA	APAI golf tournament	8.00
07/02/04	Altoona, IA	Prairie Meadows Casino	3.48
09/11/04	Atlanta, GA	APWA golf tournament	8.00
03/23/05	Altoona, IA	Prairie Meadows Casino	4.73
05/06/05	Altoona, IA	Prairie Meadows Casino	1.72
05/17/05	Polk City, IA	APWA golf tournament	8.00
06/06/05	##	PUP golf outing	8.00
06/21/05	Altoona, IA	Prairie Meadows Casino	0.47
09/16/05	Altoona, IA	Prairie Meadows Casino	4.50
10/13/05	Altoona, IA	Prairie Meadows Casino	2.63
11/10/05	Altoona, IA	Prairie Meadows Casino	2.35
02/01/06	Altoona, IA	Prairie Meadows Casino	2.43
03/10/06	Altoona, IA	Prairie Meadows Casino	2.37
05/15/06	Bellevue, NE	National Public Works golf outing	8.00
05/25/06	Harlan, IA	Golf	8.00
06/05/06	Clive, IA	PUP golf outing	8.00
09/29/06	Iowa City, IA	<i>No event</i>	8.00
11/09/06	Altoona, IA	Prairie Meadows Casino	1.13
06/22/07	Iowa City, IA	Registration for "golf tournament"	8.00
10/09/07	Des Moines, IA	APWA golf outing	8.00
10/18/07	Altoona, IA	Prairie Meadows Casino	3.13
03/25/08	Iowa City, IA	IMMI conference^	8.00
03/26/08	Iowa City, IA	IMMI conference^	8.00
03/27/08	Iowa City, IA	IMMI conference^	8.00
03/28/08	Iowa City, IA	IMMI conference^	8.00

		Improper Amount		
		Employer's Share		
Hourly Rate	Gross Payroll	FICA	IPERS	
\$ 37.54	300.32	22.98	17.27	
38.08	132.52	10.14	7.62	
38.08	304.64	23.30	17.52	
38.08	180.12	13.78	10.36	
38.08	65.50	5.01	3.77	
38.08	304.64	23.30	17.52	
38.08	304.64	23.30	17.52	
38.08	17.90	1.37	1.03	
43.82	197.19	15.09	11.34	
43.82	115.25	8.82	6.63	
43.82	102.98	7.88	5.92	
43.82	106.48	8.15	6.12	
43.82	103.85	7.95	5.97	
43.82	350.56	26.82	20.16	
43.82	350.56	26.82	20.16	
43.82	350.56	26.82	20.16	
43.82	350.56	26.82	20.16	
43.82	49.52	3.79	2.85	
45.12	360.96	27.61	20.76	
46.33	370.64	28.35	22.42	
46.33	145.01	11.09	8.77	
46.33	370.64	28.35	22.42	
46.33	370.64	28.35	22.42	
46.33	370.64	28.35	22.42	
46.33	370.64	28.35	22.42	

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Report on Special Investigation of the  
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Improper Payroll Issued to Terry Cox  
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<b>Date</b>	<b>Location</b>	<b>Event and/or Location Description**</b>	<b>Number of Hours</b>
06/02/08	Panora, IA	PUP golf outing	8.00
06/26/08	Altoona, IA	Prairie Meadows Casino	0.79
08/14/08	New Orleans, LA	<i>No event</i>	8.00
08/15/08	New Orleans, LA	<i>No event</i>	8.00
08/21/08	New Orleans, LA	<i>No event</i>	8.00
08/27/08	Des Moines, IA	ICPA golf outing	8.00
10/03/08	Rhodes, IA	Golf at the Harvester	8.00
10/15/08	Altoona, IA	Prairie Meadows Casino	0.05
03/24/09	Altoona, IA	Prairie Meadows Casino	0.42
05/28/09	##	PUP golf outing	8.00
07/16/09	Council Bluffs, IA	APWA golf outing	8.00
07/28/09	Waverly, IA	Centennial Oaks Golf Club	8.00
07/31/09	Altoona, IA	Prairie Meadows Casino	1.22
08/21/09	Altoona, IA	Prairie Meadows Casino	1.87
08/25/09	Des Moines, IA	APAI golf tournament	8.00
11/18/09	Altoona, IA	Prairie Meadows Casino	0.65
04/16/10	Altoona, IA	Prairie Meadows Casino	0.80
05/27/10	Altoona, IA	Prairie Meadows Casino	0.63
02/10/11	Council Bluffs, IA	Ameristar Casino	1.48
03/02/11	Altoona, IA	Prairie Meadows Casino	0.90
04/21/11	Altoona, IA	Prairie Meadows Casino	0.10
04/27/11	Council Bluffs, IA	Ameristar Casino	1.63
05/12/11	Council Bluffs, IA	Public Works outing	8.00
05/20/11	Council Bluffs, IA	Ameristar Casino	1.17
06/10/11	Council Bluffs, IA	Ameristar Casino	0.55



Hourly Rate	Improper Amount		
	Gross Payroll	Employer's Share	
		FICA	IPERS
46.33	370.64	28.35	22.42
46.33	36.60	2.80	2.22
48.39	387.12	29.61	24.58
48.39	387.12	29.61	24.58
48.39	387.12	29.61	24.58
48.39	387.12	29.61	24.58
48.39	387.12	29.61	24.58
48.39	2.42	0.19	0.15
48.39	20.32	1.55	1.29
48.39	387.12	29.61	24.58
50.06	400.48	30.64	26.63
50.06	400.48	30.64	26.63
50.06	61.07	4.67	4.06
50.06	93.61	7.16	6.23
50.06	400.48	30.64	26.63
50.06	32.54	2.49	2.16
50.06	40.05	3.06	2.66
50.06	31.54	2.41	2.10
51.79	76.65	5.86	5.33
51.79	46.61	3.57	3.24
51.79	5.18	0.40	0.36
51.79	84.42	6.46	5.87
51.79	414.32	31.70	28.80
51.79	60.59	4.64	4.21
51.79	28.49	2.18	1.98

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Report on Special Investigation of the  
City of Harlan

Improper Payroll Issued to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

<b>Date</b>	<b>Location</b>	<b>Event and/or Location Description**</b>	<b>Number of Hours</b>
06/17/11	Altoona, IA	Prairie Meadows Casino	2.01
06/22/11	Council Bluffs, IA	Ameristar Casino	1.32
06/23/11	Altoona, IA	Prairie Meadows Casino	1.37
08/24/11	Fort Dodge, IA	APWA fall golf outing	8.00
08/31/11	Carroll, IA	APAI golf tournament	8.00
09/16/11	Council Bluffs, IA	Ameristar Casino	1.00
09/29/11	Council Bluffs, IA	Ameristar Casino	1.82
10/12/11	Council Bluffs, IA	Ameristar Casino	1.50
10/20/11	Council Bluffs, IA	Ameristar Casino	0.50
12/04/11	Council Bluffs, IA	Ameristar Casino	2.05
01/26/12	Council Bluffs, IA	Ameristar Casino	0.72
02/02/12	Altoona, IA	Prairie Meadows Casino	0.88
02/09/12	Council Bluffs, IA	Ameristar Casino	0.77
03/01/12	Altoona, IA	Prairie Meadows Casino	3.05
04/05/12	Altoona, IA	Prairie Meadows Casino	0.31
04/26/12	Altoona, IA	Prairie Meadows Casino	0.60
05/17/12	Papillion, NE	APWA golf outing	8.00
05/24/12	Council Bluffs, IA	Ameristar Casino	0.08
05/31/12	Altoona, IA	Prairie Meadows Casino	1.37
06/14/12	Altoona, IA	Prairie Meadows Casino	1.13
07/20/12	Altoona, IA	Prairie Meadows Casino	2.57
07/26/12	Ames, IA	ICPA golf outing	8.00
11/16/12	Altoona, IA	Prairie Meadows Casino	1.70
01/18/13	Altoona, IA	Prairie Meadows Casino	2.22
02/01/13	Altoona, IA	Prairie Meadows Casino	1.17

Hourly Rate	Improper Amount		
	Gross Payroll	Employer's Share	
		FICA	IPERS
51.79	104.10	7.96	7.24
51.79	68.36	5.23	4.75
51.79	70.95	5.43	4.93
53.68	429.44	32.85	34.66
53.68	429.44	32.85	34.66
53.68	53.68	4.11	4.33
53.68	97.70	7.47	7.89
53.68	80.52	6.16	6.50
53.68	26.84	2.05	2.17
53.68	110.04	8.42	8.88
53.68	38.65	2.96	3.12
53.68	47.24	3.61	3.81
53.68	41.33	3.16	3.34
53.68	163.72	12.52	13.21
53.68	16.64	1.27	1.34
53.68	32.21	2.46	2.60
53.68	429.44	32.85	34.66
53.68	4.29	0.33	0.35
53.68	73.54	5.63	5.94
53.68	60.66	4.64	4.90
56.09	144.15	11.03	12.50
56.09	448.72	34.33	38.90
56.19	95.52	7.31	8.28
56.19	124.74	9.54	10.82
56.19	65.74	5.03	5.70

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Report on Special Investigation of the  
City of Harlan

Improper Payroll Issued to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

<b>Date</b>	<b>Location</b>	<b>Event and/or Location Description**</b>	<b>Number of Hours</b>
03/07/13	Altoona, IA	Prairie Meadows Casino	1.65
04/25/13	Altoona, IA	Prairie Meadows Casino	0.75
05/15/13	Council Bluffs, IA	Ameristar Casino	0.30
05/16/13	Kansas City, MO	<i>No event</i>	8.00
05/17/13	Kansas City, MO	<i>No event</i>	8.00
06/14/13	Altoona, IA	Prairie Meadows Casino	1.58
07/22/13	Altoona, IA	Prairie Meadows Casino	2.60
07/23/13	Council Bluffs, IA	Ameristar Casino	5.47
08/23/13	Kansas City, MO	Ameristar Casino	1.05
08/27/13	Chicago, IL	APWA golf tournament	8.00
08/29/13	Altoona, IA	Prairie Meadows Casino	0.93
09/12/13	Kansas City, MO	<i>No event</i>	8.00
09/13/13	Kansas City, MO	<i>No event</i>	8.00
10/23/13	Council Bluffs, IA	Ameristar Casino	4.35
11/14/13	Kansas City, MO	<i>No event</i>	8.00
11/15/13	Kansas City, MO	<i>No event</i>	8.00
11/29/13	Council Bluffs, IA	Ameristar Casino	0.03
12/27/13	Council Bluffs, IA	Ameristar Casino	1.42
01/03/14	Council Bluffs, IA	Ameristar Casino	1.15
01/10/14	Kansas City, MO	Ameristar Casino	1.35
01/29/14	Altoona, IA	Prairie Meadows Casino	0.42
02/20/14	Kansas City, MO	<i>No event</i>	8.00
02/21/14	Kansas City, MO	<i>No event</i>	8.00
02/26/14	Des Moines, IA	<i>No event</i>	8.00
02/27/14	Des Moines, IA	<i>No event</i>	8.00

Hourly Rate	Improper Amount		
	Gross Payroll	Employer's Share	
		FICA	IPERS
56.19	92.71	7.09	8.04
56.19	42.14	3.22	3.65
56.19	16.86	1.29	1.46
56.19	449.52	34.39	38.97
56.19	449.52	34.39	38.97
56.19	88.78	6.79	7.70
56.19	146.09	11.18	13.05
56.19	307.36	23.51	27.45
56.19	59.00	4.51	5.27
56.19	449.52	34.39	40.14
56.19	52.26	4.00	4.67
56.19	449.52	34.39	40.14
56.19	449.52	34.39	40.14
56.19	244.43	18.70	21.83
56.19	449.52	34.39	40.14
56.19	449.52	34.39	40.14
56.19	1.69	0.13	0.15
56.19	79.79	6.10	7.13
56.19	64.62	4.94	5.77
56.19	75.86	5.80	6.77
56.19	23.60	1.81	2.11
56.19	449.52	34.39	40.14
56.19	449.52	34.39	40.14
56.19	449.52	34.39	40.14
56.19	449.52	34.39	40.14

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Report on Special Investigation of the  
City of Harlan

Improper Payroll Issued to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

<b>Date</b>	<b>Location</b>	<b>Event and/or Location Description**</b>	<b>Number of Hours</b>
02/28/14	Des Moines, IA	<i>No event</i>	8.00
03/14/14	Council Bluffs, IA	Ameristar Casino	2.35
03/27/14	Council Bluffs, IA	Ameristar Casino	3.52
04/16/14	Council Bluffs, IA	Ameristar Casino	0.43
04/17/14	Kansas City, MO	<i>No event</i>	8.00
04/18/14	Kansas City, MO	<i>No event</i>	8.00
04/24/14	Altoona, IA	Prairie Meadows Casino	0.17
05/05/14	Council Bluffs, IA	Ameristar Casino	0.78
05/08/14	Council Bluffs, IA	Ameristar Casino	1.17
05/20/14	Council Bluffs, IA	Ameristar Casino	1.53
05/22/14	Kansas City, MO	<i>No event</i>	8.00
05/23/14	Kansas City, MO	<i>No event</i>	8.00
05/29/14	Papillion, NE	APWA golf outing	8.00
06/02/14	Panora, IA	PUP golf outing	8.00
06/23/14	Council Bluffs, IA	Ameristar Casino	0.08
07/15/14	Altoona, IA	Prairie Meadows Casino	3.07
07/16/14	Council Bluffs, IA	Ameristar Casino	0.25
07/18/14	Ames, IA	<i>No event</i>	8.00
07/23/14	Council Bluffs, IA	Ameristar Casino	0.03
08/12/14	Council Bluffs, IA	Ameristar Casino	1.17
08/18/14	Toronto, ON, CA	National APWA conference^	8.00
08/19/14	Toronto, ON, CA	National APWA conference^	8.00
08/20/14	Toronto, ON, CA	National APWA conference^	8.00
08/21/14	Toronto, ON, CA	National APWA conference^	8.00
08/22/14	Toronto, ON, CA	National APWA conference^	8.00

Hourly Rate	Improper Amount		
	Gross Payroll	Employer's Share	
		FICA	IPERS
56.19	449.52	34.39	40.14
56.19	132.05	10.10	11.79
56.19	197.79	15.13	17.66
56.19	24.16	1.85	2.16
56.19	449.52	34.39	40.14
56.19	449.52	34.39	40.14
56.19	9.55	0.73	0.85
56.19	43.83	3.35	3.91
56.19	65.74	5.03	5.87
56.19	85.97	6.58	7.68
56.19	449.52	34.39	40.14
56.19	449.52	34.39	40.14
56.19	449.52	34.39	40.14
56.19	449.52	34.39	40.14
56.19	4.50	0.34	0.40
57.40	176.22	13.48	15.74
57.40	14.35	1.10	1.28
57.40	459.20	35.13	41.01
57.40	1.72	0.13	0.15
57.40	67.16	5.14	6.00
57.40	459.20	35.13	41.01
57.40	459.20	35.13	41.01
57.40	459.20	35.13	41.01
57.40	459.20	35.13	41.01
57.40	459.20	35.13	41.01

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Report on Special Investigation of the  
City of Harlan

Improper Payroll Issued to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

<b>Date</b>	<b>Location</b>	<b>Event and/or Location Description**</b>	<b>Number of Hours</b>
08/26/14	Denison, IA	APAI golf tournament	8.00
08/27/14	Panora, IA	PUP golf outing	8.00
10/31/14	Council Bluffs, IA	Ameristar Casino	0.25
11/19/14	Council Bluffs, IA	Ameristar Casino	0.43
12/05/14	Council Bluffs, IA	Ameristar Casino	5.65
12/12/14	Council Bluffs, IA	Ameristar Casino	1.35
12/26/14	Council Bluffs, IA	Ameristar Casino	0.17
02/04/15	Altoona, IA	Prairie Meadows Casino	2.72
02/27/15	Council Bluffs, IA	Ameristar Casino	1.67
03/05/15	Altoona, IA	Prairie Meadows Casino	0.30
03/17/15	Council Bluffs, IA	Ameristar Casino	0.10
04/02/15	Council Bluffs, IA	Ameristar Casino	0.70
04/03/15	Council Bluffs, IA	Ameristar Casino	0.15
04/22/15	Altoona, IA	Prairie Meadows Casino	1.13
04/30/15	Council Bluffs, IA	Ameristar Casino	0.63
05/20/15	Council Bluffs, IA	Ameristar Casino	2.08
06/01/15	Panora, IA	PUP golf outing	8.00
06/12/15	Ankeny, IA	CIC/IES golf outing	8.00
06/24/15	Council Bluffs, IA	Ameristar Casino	0.03
08/17/15	Council Bluffs, IA	Ameristar Casino	0.16
08/19/15	Marion, IA	APWA fall golf outing	8.00
08/25/15	Denison, IA	APAI golf tournament	8.00
08/27/15	Panora, IA	ICPA golf outing	8.00
09/11/15	Oakland, NE	Wild West Chamber golf outing	8.00
08/28/15	Phoenix, AZ	National APWA conference^	8.00



Hourly Rate	Improper Amount		
	Gross Payroll	Employer's Share	
		FICA	IPERS
57.40	459.20	35.13	41.01
57.40	459.20	35.13	41.01
57.40	14.35	1.10	1.28
57.40	24.68	1.89	2.21
57.40	324.31	24.81	28.96
57.40	77.49	5.93	6.92
57.40	9.76	0.75	0.87
57.40	156.13	11.94	13.94
57.40	95.86	7.33	8.56
57.40	17.22	1.32	1.54
57.40	5.74	0.44	0.51
57.40	40.18	3.07	3.59
57.40	8.61	0.66	0.77
57.40	64.86	4.96	5.79
57.40	36.16	2.77	3.23
57.40	119.39	9.13	10.66
57.40	459.20	35.13	41.01
57.40	459.20	35.13	41.01
57.40	1.72	0.13	0.15
58.25	9.32	0.71	0.83
58.25	466.00	35.65	41.61
58.25	466.00	35.65	41.61
58.25	466.00	35.65	41.61
58.25	466.00	35.65	41.61
58.25	466.00	35.65	41.61

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Report on Special Investigation of the  
City of Harlan

Improper Payroll Issued to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

Date	Location	Event and/or Location Description**	Number of Hours
08/31/15	Phoenix, AZ	National APWA conference^	8.00
09/01/15	Phoenix, AZ	National APWA conference^	8.00
09/02/15	Phoenix, AZ	National APWA conference^	8.00
09/03/15	Phoenix, AZ	National APWA conference^	8.00
09/04/15	Phoenix, AZ	National APWA conference^	8.00
11/13/15	Council Bluffs, IA	Ameristar Casino	0.05
12/04/15	Council Bluffs, IA	Ameristar Casino	0.05
12/11/15	Council Bluffs, IA	Ameristar Casino	0.35
12/22/15	Council Bluffs, IA	Ameristar Casino	1.07
01/06/16	Council Bluffs, IA	Ameristar Casino	1.56
01/27/16	Altoona, IA	Prairie Meadows Casino	2.27
03/11/16	Council Bluffs, IA	Ameristar Casino	0.73
03/18/16	Council Bluffs, IA	Ameristar Casino	0.10
03/22/16	Council Bluffs, IA	Ameristar Casino	0.42
04/01/16	Council Bluffs, IA	Ameristar Casino	1.82
Total			<u>668.88</u>

\*\* - Based on available supporting documentation.

## - Location could not be determined.

^ - Per confirmation received, Mr. Cox did not attend this event.

**Note:** Auditor's notations are in italics.

Hourly Rate	Improper Amount		
	Gross Payroll	Employer's Share	
		FICA	IPERS
58.25	466.00	35.65	41.61
58.25	466.00	35.65	41.61
58.25	466.00	35.65	41.61
58.25	466.00	35.65	41.61
58.25	466.00	35.65	41.61
58.25	2.91	0.22	0.26
58.25	2.91	0.22	0.26
58.25	20.39	1.56	1.82
58.25	62.33	4.77	5.57
59.11	92.21	7.05	8.23
59.11	134.18	10.26	11.98
59.11	43.15	3.30	3.85
59.11	5.91	0.45	0.53
59.11	24.83	1.90	2.22
59.11	107.58	8.23	9.60
	<u>\$ 35,197.60</u>	<u>2,692.63</u>	<u>2,808.72</u>

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Report on Special Investigation of the  
City of Harlan

Improper Disbursements to Vendors  
For the Period July 1, 2004 through June 30, 2016

Per Check Image				
Check Date	Check Number	Payee	Check Amount	
06/22/11	46675	Harlan Golf/Country Club	\$	58.70
07/20/11	46887	Harlan Golf/Country Club		28.80
10/19/11	47436	Harlan Golf/Country Club		154.40
11/16/11	47607	Harlan Golf/Country Club		179.05
12/07/11	47719	Harlan Golf/Country Club		46.15
12/21/11	47831	Harlan Golf/Country Club		312.09
01/18/12	47994	Harlan Golf/Country Club		395.90
02/22/12	48171	Goozman's Westside Bar & Grill		569.83
02/22/12	48173	Harlan Golf/Country Club		100.65
04/17/12	48472	Harlan Golf/Country Club		82.00
05/15/12	48628	Harlan Golf/Country Club		68.00
06/19/12	48817	Harlan Golf/Country Club		146.90
07/17/12	49041	Harlan Golf/Country Club		61.25
09/18/12	49368	Harlan Golf/Country Club		85.00
10/02/12	49460	Harlan Golf/Country Club		88.80
11/06/12	49616	Harlan Golf/Country Club		14.70
12/18/12	49833	Harlan Golf/Country Club		81.45
01/22/13	50006	Harlan Golf/Country Club		299.75
02/19/13	50153	C.G. Therkildsen Activity Center		250.00
03/19/13	50346	Harlan Golf/Country Club		140.75

Description per Receipt**	Purpose per Supporting Documentation**
-	Veterans Memorial Auditorium Commission meeting
Food, pop, and tip	-
Food, pop, and tip	Veterans Memorial Auditorium Commission meeting, CEO meeting, and 2 meetings for Terry Cox
Food and tip	Meeting for Terry Cox and 2 Veterans Memorial Auditorium Commission meetings
Food, bottle pop, glass pop, and tip	City Hall meeting
^ Beer, wine, liquor, bar, and tip	Retirement dinner and Veterans Memorial Auditorium Commission meeting
Food, pop, bottle pop, glass pop, tax, tip, and 2012 business social	Meeting for Tim Miller and 2012 business social membership dues
^ Beer, wine, and tip	Annual employee appreciation dinner
Food, bottle pop, glass pop, and tip	Meeting for Terry Cox, meeting for Tim Miller, and budget meeting
Food, bottle pop, and tip	Veterans Memorial Auditorium Commission meeting and meeting for Terry Cox
Food, bottle pop, and tip	Veterans Memorial Auditorium Commission meeting
Food, bottle pop, glass pop, and tip	Meeting regarding Dye Street, Veterans Memorial Auditorium Commission meeting, meeting with the City's independent auditor, and a CEO meeting
Food and bottle pop	Veterans Memorial Auditorium Commission meeting and pop for Terry Cox
Food, bottle pop, glass pop, and tip	Veterans Memorial Auditorium Commission meeting
Food, bottle pop, and tip	Veterans Memorial Auditorium Commission meeting
Food, glass pop, and tip	Meeting for Terry Cox
Food, bottle pop, glass pop, and tip	4 meetings for Terry Cox
Food, glass pop, coffee, tip, and 2013 business social	Meeting for Terry Cox and 2013 business social membership dues
^ Beer and wine	Employee recognition banquet
Food, bottle pop, glass pop, and tip	2 meetings for Terry Cox, Veterans Memorial Auditorium Commission meeting, and a union meeting with the Mayor and City Council

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Report on Special Investigation of the  
City of Harlan

Improper Disbursements to Vendors  
For the Period July 1, 2004 through June 30, 2016

Per Check Image			
Check Date	Check Number	Payee	Check Amount
05/16/13	50683	Harlan Golf/Country Club	115.20
07/16/13	51035	Harlan Golf/Country Club	412.25
08/20/13	51285	Harlan Golf/Country Club	135.65
09/17/13	51478	Harlan Golf/Country Club	181.70
10/15/13	51649	Harlan Golf/Country Club	149.75
10/15/13	51659	Lake Panorama National Resort	564.19
11/05/13	51746	Harlan Golf/Country Club	75.50
12/17/13	51994	Harlan Golf/Country Club	118.70
01/07/14	52099	Harlan Golf/Country Club	534.95
02/04/14	52260	Harlan Golf/Country Club	55.00
02/18/14	52334	Harlan Golf/Country Club	143.60
03/04/14	52420	C.G. Therkildsen Activity Center	350.00
03/18/14	52533	Harlan Golf/Country Club	113.30
04/15/14	52704	Harlan Golf/Country Club	86.20
05/06/14	52809	Harlan Golf/Country Club	84.75
05/20/14	52886	C.G. Therkildsen Activity Center	581.00
05/20/14	52902	Harlan Golf/Country Club	208.85
06/17/14	53060	Harlan Golf/Country Club	96.00
07/11/14	53211	Harlan Golf/Country Club	50.25

Description per Receipt**	Purpose per Supporting Documentation**
Food, bottle pop, and tip	2 meetings for Terry Cox and Veterans Memorial Auditorium Commission meeting
Food, bottle pop, glass pop, and tip	Activity Center Committee meeting, 2 Veterans Memorial Auditorium Commission meetings, 2 meetings for Terry Cox, Parks and Recreation Board meeting, and Public Safety Committee meeting
Food, glass pop, and tip	Veterans Memorial Auditorium Commission meeting and RAGBRAI Committee Meeting
Food, bottle pop, glass pop, and tip	3 meetings for Terry Cox, a Blue Zone meeting, and a Parks and Recreation Board meeting
Food, glass pop, and tip	Software training, Veterans Memorial Auditorium Commission meeting, and a Parks and Recreation Board meeting
Meeting rooms, meals, alcohol, pop, and coffee	Supervisors, Mayor, and Personnel and Finance Committee Chair retreat
Food, bottle pop, glass pop, and tip	Veterans Memorial Auditorium Commission meeting and a CEO meeting
Food, glass pop, and tip	2 Veterans Memorial Auditorium Commission meetings and a Blue Zone meeting
Food, bottle pop, glass pop, tip, and 2014 business social	3 meetings for Terry Cox, a Blue Zone meeting, a Parks and Recreation Board meeting, and 2014 business social membership dues
Food	Personnel and Finance Committee budget meeting
Food, bottle pop, glass pop, and tip	2 Blue Zone meetings, Veterans Memorial Auditorium Commission meeting, and a meeting for Terry Cox
Community room rent and cleanup	-
Food, bottle pop, glass pop, coffee, and tip	2 meetings for Terry Cox, a Fire Department meeting, and a Blue Zone meeting
Food, bottle pop, and tip	Meeting for Terry Cox and Veterans Memorial Auditorium Commission meeting
Food	Parks and Recreation Board meeting
Room rental	APWA Top Ten Award Presentation
Food, bottle pop, glass pop, coffee, liquor, tax, and tip	4 meetings for Terry Cox and 2 Blue Zone meetings
Food	Parks and Recreation Board meeting
Food, bottle pop, glass pop, and tip	Meeting for Terry Cox and a Manager's meeting

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Report on Special Investigation of the  
City of Harlan

Improper Disbursements to Vendors  
For the Period July 1, 2004 through June 30, 2016

Per Check Image			
Check Date	Check Number	Payee	Check Amount
08/19/14	53440	Harlan Golf/Country Club	280.15
10/07/14	53696	Harlan Golf/Country Club	89.50
10/21/14	53755	Harlan Golf/Country Club	56.25
11/18/14	53909	Harlan Golf/Country Club	192.05
12/02/14	54002	Harlan Golf/Country Club	117.70
12/02/14	54010	Lake Panorama National Resort	1,329.24
12/16/14	54091	Harlan Golf/Country Club	55.75
01/06/15	54198	Harlan Golf/Country Club	443.95
01/20/15	54289	Harlan Golf/Country Club	60.80
02/03/15	54366	Harlan Golf/Country Club	95.75
02/17/15	54441	Harlan Golf/Country Club	116.70
03/03/15	54533	Harlan Golf/Country Club	105.60
03/17/15	54618	Harlan Golf/Country Club	634.70
03/31/15	54964	Harlan Golf/Country Club	61.85
04/03/15	54729	Harlan Golf/Country Club	59.80
05/12/15	54907	Harlan Golf/Country Club	103.10
05/26/15	55019	Harlan Golf/Country Club	77.85
06/23/15	55214	Harlan Golf/Country Club	221.80
07/21/15	55405	Harlan Golf/Country Club	35.25
07/22/15	55454	Harlan Golf/Country Club	72.30
08/18/15	55590	Harlan Golf/Country Club	50.70



Description per Receipt**	Purpose per Supporting Documentation**
Food, bottle pop, glass pop, and tip	4 meetings for Terry Cox, Veterans Memorial Auditorium Commission meeting, and a Parks and Recreation Board meeting
Food	Parks and Recreation Board meeting
Food and glass pop	Veterans Memorial Auditorium Commission meeting and a meeting for Terry Cox
Food, bottle pop and tip	CEO meeting, meeting for Terry Cox, and 2 Veterans Memorial Auditorium Commission meetings
Food	Parks and Recreation Board meeting
Meeting rooms, hotel rooms, and Links Lounge	Superintendent's retreat
Food	Veterans Memorial Auditorium Commission meeting
Food, bottle pop, open bar, tip, and 2015 business social	Parks and Recreation Board meeting, a CEO meeting, a meeting for Terry Cox, and the 2015 business social membership dues
Food	Personnel and Finance Committee budget meeting
Food	Personnel and Finance Committee budget meeting
Food, bottle pop, glass pop, and tip	Veterans Memorial Auditorium Commission meeting and a meeting for Terry Cox
Food	Parks and Recreation Board meeting
^ Food, glass pop, beer, liquor, and tip	2 meetings for Terry Cox, Veterans Memorial Auditorium Commission meeting, and an employee recognition event
Food	Veterans Memorial Auditorium Commission meeting
Food	Parks and Recreation Board meeting
Food, bottle pop, glass pop, and tip	2 meetings for Terry Cox and Veterans Memorial Auditorium Commission meeting
Food	Parks and Recreation Board meeting
Food, bottle pop, glass pop, and tip	3 meetings for Terry Cox and a Parks and Recreation Board meeting
Food, bottle pop, and tip	2 meetings for Terry Cox
Food	Parks and Recreation Board meeting
Food	Veterans Memorial Auditorium Commission meeting

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Report on Special Investigation of the  
City of Harlan

Improper Disbursements to Vendors  
For the Period July 1, 2004 through June 30, 2016

Per Check Image			
Check Date	Check Number	Payee	Check Amount
08/20/15	55642	Harlan Golf/Country Club	139.05
09/15/15	55766	Harlan Golf/Country Club	41.00
10/06/15	55875	Harlan Golf/Country Club	109.75
10/20/15	55993	Harlan Golf/Country Club	200.35
11/03/15	56072	Harlan Golf/Country Club	95.75
11/17/15	56163	Harlan Golf/Country Club	304.40
12/01/15	56252	Harlan Golf/Country Club	88.25
12/01/15	56254	Pizza Ranch	146.12
12/15/15	56343	Harlan Golf/Country Club	160.65
12/15/15	56345	Pizza Ranch	39.44
01/05/16	56443	Pizza Ranch	51.95
01/19/16	56523	Harlan Golf/Country Club	435.75
01/19/16	56528	Pizza Ranch	85.60
01/19/16	56529	Pizza Ranch	64.40
01/19/16	56534	HyVee Accounts Receivable	31.34
02/02/16	56605	Harlan Golf/Country Club	101.80
02/02/16	56607	Pizza Ranch	199.35
02/02/16	56609	HyVee Accounts Receivable	8.98
02/16/16	56694	Harlan Golf/Country Club	280.20
03/01/16	56784	Harlan Golf/Country Club	83.80
03/15/16	56840	Harlan Golf/Country Club	366.25

Description per Receipt**	Purpose per Supporting Documentation**
Food	Parks and Recreation Board meeting
Food, bottle pop, and tip	Meeting for Terry Cox
Food	Parks and Recreation Board meeting
Food, bottle pop, glass pop, and tip	3 meetings for Terry Cox, a nuisance meeting for the City Council, and a Supervisor's meeting
Food	Parks and Recreation Board meeting
Food and tip	4 meetings for Terry Cox and Veterans Memorial Auditorium Commission meeting
Food	Parks and Recreation Board meeting
Food and delivery charge	Meeting with SWIPCO, a Personnel and Finance Committee meeting, a Special City Council meeting, and a Streets, Alleys, and Sidewalks Committee meeting
Food, glass pop, and tip	2 meetings for Terry Cox and a Parks and Recreation Board meeting
Food and delivery charge	Nuisance meeting
Food and delivery charge	Personnel and Finance Committee meeting
Food, bottle pop, and tip for 2016 Business Social	Meeting for Terry Cox, a Personnel and Finance Committee meeting, and the 2015 business social membership dues
Food and tax	Fire Department
Food and delivery charge	Personnel and Finance Committee meeting
^ 6 hot kitchen meals	City Hall - Streets Department
Food	Parks and Recreation Board meeting
Food, delivery charge, and tax	Public Health and Sanitation meeting and Personnel and Finance Committee budget meeting
^ Pepsi and eyeglasses repair kit	City facilities
Food, pop, and tip	2 Personnel and Finance Committee budget meetings and Veterans Memorial Auditorium Commission meeting
Food	Personnel and Finance Committee budget meeting
Food, bottle pop, and tip	CEO meeting, an insurance meeting, Veterans Memorial Auditorium Commission meeting, a meeting for Terry Cox, and a Nuisance Committee meeting

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Report on Special Investigation of the  
City of Harlan

Improper Disbursements to Vendors  
For the Period July 1, 2004 through June 30, 2016

Per Check Image			
Check Date	Check Number	Payee	Check Amount
04/05/16	56934	Harlan Golf/Country Club	660.89
04/05/16	56935	Harlan Golf/Country Club	95.75
05/03/16	57084	Harlan Golf/Country Club	92.10
			<u>\$ 15,364.72</u>

\*\* - For certain disbursements, no description was available.  
Description may apply to only a portion of the amount shown.

^ - These checks were issued for an amount greater than shown;  
however, a portion of the amount was properly supported by  
invoices and considered reasonable. As a result, only  
the improper amount is shown in the **Exhibit**.

Description per Receipt**	Purpose per Supporting Documentation**
^ Beer, wine, liquor, bar, and tip	Employee Recognition event
Food	Parks and Recreation Board meeting
Food	Parks and Recreation Board meeting

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Report on Special Investigation of the  
City of Harlan

Purchases on the City Credit Card Issued to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

**Per Credit Card Statement**

<b>Transaction Date</b>	<b>Vendor</b>	<b>Amount</b>
03/14/12	SHERATON IOWA CITY HOTEL IOWA CITY IA	\$ 146.23
04/06/12	SHERATON-DES MOINES WEST DES MOIN IA	102.99
04/26/12	PRAIRIE MEADOWS RACE ALTOONA IA	110.88
04/26/12	PRAIRIE MEADOWS RACE ALTOONA IA	151.34
09/18/12	FAST STOP 15600156612 HARLAN IA	29.94
09/28/12	STONE CRK INN OF SIOU SIOUX CITY IA	281.44
02/08/13	AIRPORT HOLIDAY INN & CO DES MOINES IA	196.51
02/25/13	SANDWICH BOWL HARLAN IA	41.09
03/19/13	FAST STOP 15600156612 HARLAN IA	14.97
03/30/13	SHERATON-DES MOINES WEST DES MOIN IA	3.54
04/23/13	Z WIRELESS HARLAN CHATBUR HARLAN IA	85.58
04/23/13	FAST STOP 15600156612 HARLAN IA	14.97
05/14/13	FAST STOP 15600156612 HARLAN IA	14.97
08/13/13	FAST STOP 15600156612 HARLAN IA	14.97
08/29/13	HILTON HOTELS CHICAGO CHICAGO IL	1,609.15
10/03/13	LAKE PANORAMA NATIONAL PANORAMA IA	472.50
10/08/13	FAST STOP 15600156612 HARLAN IA	14.97
11/12/13	FAST STOP 15600156612 HARLAN IA	14.97
11/07/13	PAYMENT REVERSAL ADJ	980.33
12/10/13	FAST STOP 15600156612 HARLAN IA	14.97
01/07/14	FAST STOP 15600156612 HARLAN IA	14.97
01/26/14	OFFICE MAC COUNCIL BLUFF IA	62.99
01/28/14	FAST STOP 15600156612 HARLAN IA	14.97
02/11/14	AMERICAN PUBLIC WORKS ASS 515-2834079 IA	185.00
02/25/14	FAST STOP 15600156612 HARLAN IA	13.99
02/28/14	HAMPTON INN DES MOINES IA DES MOINES IA	188.16
03/18/14	FAST STOP 15600156612 HARLAN IA	14.97
03/20/14	SHERATON IOWA CITY HOTEL IOWA CITY IA	233.14
03/25/14	FAST STOP 15600156612 HARLAN IA	14.97
04/22/14	AMERICAN PUBLIC WORKS 8164726100 MQ	785.35

Category per Invoices or Internet	Reasonable	Improper	Unsupported
Hotel	\$ 127.68	-	18.55
Hotel	94.08	-	8.91
Hotel	110.88	-	-
Hotel	110.88	-	40.46
Convenience store	-	29.94	-
Hotel	268.94	-	12.50
Hotel	183.68	-	12.83
Restaurant	-	41.09	-
Convenience store	-	14.97	-
Hotel	-	-	3.54
Electronics	85.58	-	-
Convenience store	-	14.97	-
Convenience store	-	14.97	-
Convenience store	-	14.97	-
Hotel	1,609.15	-	-
Hotel	-	472.50	-
Convenience store	-	14.97	-
Convenience store	-	14.97	-
Credit card adjustment	980.33	-	-
Convenience store	-	14.97	-
Convenience store	-	14.97	-
Office supplies	-	62.99	-
Convenience store	-	14.97	-
Event registration	185.00	-	-
Convenience store	-	13.99	-
Hotel	-	188.16	-
Convenience store	-	14.97	-
Hotel	185.92	-	47.22
Convenience store	-	14.97	-
Event registration	785.35	-	-

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04/22/14	FAST STOP 15600156612 HARLAN IA	14.97
05/01/14	FAST STOP 15600156612 HARLAN IA	14.97
05/20/14	FAST STOP 15600156612 HARLAN IA	14.97
06/12/14	ZAPEVENT EVENT REG 612-548-5648 MN	268.14
06/12/14	HONEY CREEK RESORT ST PAR MORAVIA IA	114.59
07/11/14	HONEY CREEK RESORT ST PAR MORAVIA IA	132.00
07/29/14	FAST STOP 15600156612 HARLAN IA	14.97
08/16/14	CHICAGO BLACKH20250130 CHICAGO IL	17.00
08/16/14	AIRPORT EXPRESS MISSISSAUGA ON	38.68
08/16/14	THE KEG YORK STREET TORONTO ON	72.46
08/17/14	JACK ASTOR'S FRONT ST. TORONTO ON	22.62
08/19/14	E11EVEN TORONTO ON	45.69
08/21/14	4188 T1 RED ROCKET MISSISSAUGU ON	4.17
08/21/14	WESTIN (WESTINHOTELS) TORONTO ON	1,014.91
08/21/14	AIR CANADA 0167456068314 WINNIPEG MB	25.57
09/10/14	JEFF PIZZA SHOP AMES IA	27.01
09/09/14	FAST STOP 15600156612 HARLAN IA	14.97
09/12/14	GATEWAY HOTEL AND CONFERE AMES, IA	109.44
09/30/14	BOYS TOWN PRESS 800-2826657 NE	24.99
11/04/14	FAST STOP 15600156612 HARLAN IA	12.83
11/06/14	DARRELL'S PLACE HAMILIN IA	36.76
11/10/14	OLD MAIN STREET GRILLE AVOCA IA	30.04
11/19/14	HUHOT COUNCIL BLUFF COUNCIL BLUFF IA	38.91
11/25/14	FAST STOP 15600156612 HARLAN IA	12.83
12/10/14	CHIPS RESTAURANT ANKENY IA	75.87
12/11/14	OFFICEMAX/OFFICEDEPOT #65 COUNCIL BLUFF IA	74.99
12/16/14	FAST STOP 15600156612 HARLAN IA	12.83
12/18/14	HY VEE 1241 HARLAN IA	13.50
01/12/15	MI CASA HARLAN IA	25.68
01/13/15	FAST STOP 15600156612 HARLAN IA	12.83



Category per Invoices or Internet	Reasonable	Improper	Unsupported
Convenience store	-	14.97	-
Convenience store	-	14.97	-
Convenience store	-	14.97	-
Event registration	-	-	268.14
Hotel	114.59	-	-
Hotel	114.59	-	17.41
Convenience store	-	14.97	-
Restaurant	-	17.00	-
Taxi	-	38.68	-
Restaurant	-	72.46	-
Restaurant	-	22.62	-
Restaurant	-	45.69	-
Restaurant	-	4.17	-
Hotel	-	1,014.91	-
Airline	-	25.57	-
Restaurant	27.01	-	-
Convenience store	-	14.97	-
Hotel	109.44	-	-
Book publisher	24.99	-	-
Convenience store	-	12.83	-
Restaurant	-	36.76	-
Restaurant	-	30.04	-
Restaurant	-	-	38.91
Convenience store	-	12.83	-
Restaurant	-	-	75.87
Office supplies	74.99	-	-
Convenience store	-	12.83	-
Restaurant	-	13.50	-
Restaurant	-	25.68	-
Convenience store	-	12.83	-

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<b>Transaction Date</b>	<b>Vendor</b>	<b>Amount</b>
01/20/15	UI CTR FOR CONFERENCES 319-335-2912 IA	420.00
02/06/15	PRAIRIE MEADOWS RACE ALTOONA	231.45
03/06/15	PF CHANGS #9961 WEST DES MOIN IA	31.98
03/20/15	SHERATON IOWA CITY HOTEL IOWA CITY IA	269.10
03/24/15	FAST STOP 15600156612 HARLAN IA	12.83
03/27/15	TWIN PEAKS RESTAURANT WDM IA	16.31
03/28/15	SHERATON DES MOINES WEST DES MOIN IA	256.76
04/23/15	PRAIRIE MEADOWS RACE ALTOONA	274.05
04/28/15	FAST STOP 15600156612 HARLAN IA	14.97
06/23/15	CASEY'S GEN STORE 2914 HARLAN IA	12.83
07/21/15	A WIRELESS HARLAN HARLAN IA	32.09
07/21/15	CASEY'S GEN STORE 2914 HARLAN IA	12.83
08/18/15	CASEY'S GEN STORE 2914 HARLAN IA	9.62
08/21/15	BEST WESTERN LONG BRANCH CEDAR RAPIDS IA	362.07
08/30/15	HOOTERS PHOENIX PHOENIX AZ	21.92
08/29/15	BRICK PHOENIX AZ	32.07
08/29/15	1130 THE RESTAURANT PHOENIX AZ	59.82
08/30/15	THE BREAKFAST CLUB - CS PHOENIX AZ	16.25
09/01/15	HANNYS PHOENIX AZ	38.95
09/03/15	SHERATON PHOENIX AZ	1,426.91
09/02/15	THE BREAKFAST CLUB - CS PHOENIX AZ	19.50
09/02/15	TOM'S TAVERN/ROJO REST PHOENIX AZ	20.50
09/02/15	MOTHER MRUNCH BREWING PHEONIX AZ	32.08
09/03/15	Good Egg Restaurants 202 PHOENIX AZ	20.02
09/03/15	COOPER'STOWN PHOENIX AZ	45.72
09/22/15	CASEY'S GEN STORE 2914 HARLAN IA	11.22
09/29/15	CASEY'S GEN STORE 2914 HARLAN IA	12.83
10/27/15	CASEY'S GEN STORE 2914 HARLAN IA	14.70
11/06/15	HY VEE 1241 HARLAN IA	30.52
11/09/15	HY VEE 1241 HARLAN IA	17.92

Category per Invoices or Internet	Reasonable	Improper	Unsupported
Event registration	420.00	-	-
Hotel	221.76	-	9.69
Restaurant	-	31.98	-
Hotel	252.32	-	16.78
Convenience store	-	12.83	-
Restaurant	-	-	16.31
Hotel	221.76	-	35.00
Hotel	244.16	-	29.89
Convenience store	-	14.97	-
Convenience store	-	12.83	-
Electronics	32.09	-	-
Convenience store	-	12.83	-
Convenience store	-	9.62	-
Hotel	-	-	362.07
Restaurant	-	21.92	-
Restaurant	-	32.07	-
Restaurant	-	59.82	-
Restaurant	-	16.25	-
Restaurant	-	38.95	-
Hotel	-	1,426.91	-
Restaurant	-	19.50	-
Restaurant	-	20.50	-
Restaurant	-	32.08	-
Restaurant	-	20.02	-
Restaurant	-	45.72	-
Convenience store	-	11.22	-
Convenience store	-	12.83	-
Convenience store	-	14.70	-
Restaurant	-	30.52	-
Restaurant	-	17.92	-

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<b>Transaction Date</b>	<b>Vendor</b>	<b>Amount</b>
11/11/15	GOV CONTRACT REGISTRATION 866-4969735 FL	2,000.00
11/24/15	CASEY'S GEN STORE 2914 HARLAN IA	14.70
12/01/15	HINELINE HOME FURNISHINGS 712-7555118IA	89.00
12/21/15	CASEY'S GEN STORE 2914 HARLAN IA	12.83
01/19/16	HY VEE 1241 HARLAN IA	19.12
02/01/16	MI CASA HARLAN IA	45.13
02/03/16	SETTLE INN AND SUITES 605-5211717 IA	150.71
02/12/16	RAMADA NORTHWEST DES MOINES IA	110.88
02/16/16	CASEY'S GEN STORE 2914 HARLAN IA	12.83
02/22/16	SHOPKO 682 00206821 HARLAN IA	17.11
03/01/16	PF CHANGS #9961 WEST DES MOIN IA	32.25
03/04/16	JOECRBSHK-W.DES MOINES W DES MOINES IA	38.03
02/05/16	RAMADA NORTHWEST DES MOINES IA	179.18
03/19/16	SHERATON IOWA CITY HOTEL IOWA CITY IA	332.55
03/22/16	CASEY'S GEN STORE 2914 HARLAN IA	14.70
Total		<u>\$ 15,030.85</u>

Category per Invoices or Internet	Reasonable	Improper	Unsupported
Event registration	-	-	2,000.00
Convenience store	-	14.70	-
Furniture	89.00	-	-
Convenience store	-	12.83	-
Restaurant	-	19.12	-
Restaurant	-	45.13	-
Hotel	-	150.71	-
Hotel	110.88	-	-
Convenience store	-	12.83	-
Department store	17.11	-	-
Restaurant	-	-	32.25
Restaurant	-	-	38.03
Hotel	-	179.18	-
Hotel	305.76	-	26.79
Convenience store	-	14.70	-
	\$ 7,107.92	4,811.78	3,111.15

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Purchases on Another City Credit Card  
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<b>Transaction Date</b>	<b>Vendor</b>	<b>Amount</b>
02/10/12	OAKES VARIETY LLC HARLAN IA	\$ 69.27
02/10/12	HUHOT DES MOINES DES MOINES IA	34.63
02/10/12	DOLLAR-GENERAL #2377 HARLAN IA	31.57
02/11/12	SHERATON-DES MOINES WEST DES MOIN IA	110.88
02/11/12	SHERATON-DES MOINES WEST DES MOIN IA	4.00
02/25/12	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	12.39
02/28/12	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	20.97
03/06/12	JOU*JOURNEYED 800-8749001 TX	49.72
03/06/12	CRONK'S CAFÉ RESTAURANT & DENISON IA	10.08
03/22/12	HR - ONE SOURCE 515-221-1718 IA	298.00
03/29/12	PF CHANGS #9961 WEST DES MOIN IA	56.86
04/18/12	PF CHANGS #9961 WEST DES MOIN IA	75.62
04/18/12	MCDONALD'S F18447 WALNUT IA	12.70
04/19/12	AIRPORT HOLIDAY INN CONF/ DES MOINES IA	21.25
04/20/12	AIRPORT HOLIDAY INN CONF/ DES MOINES IA	23.01
04/20/12	CHEESECAKE WEST DES MOINE W DES MOINES IA	58.51
04/25/12	PF CHANGS #9961 WEST DES MOIN IA	61.15
06/25/12	PIZZA HUT HARLAN HARLAN IA	128.40
07/16/12	GATEWAY HOTEL & CONVEN AMES IA	23.53
07/16/12	OKOBOJI GRILL OF AMES AMES IA	13.35
07/17/12	APPLEBEES 879300210021 AMES IA	23.12
07/18/12	HICKORY PARK RESTAURANT C AMES IA	19.48
07/19/12	MONGOLIAN BUFFET AMES IA	14.31
07/20/12	GATEWAY HOTEL AND CONFERE AMES IA	609.66
07/20/12	MCDONALD'S F12235 DES MOINES IA	3.17
07/21/12	GATEWAY HOTEL & CONVEN AMES IA	9.42
07/22/12	APPLEBEES 879300210021 AMES IA	17.84

Category per Invoices or Internet	Reasonable	Improper	Unsupported	Questionable Public Purpose
Department store	\$ -	-	69.27	-
Restaurant	-	-	34.63	-
Department store	31.57	-	-	-
Hotel	110.88	-	-	-
Hotel	-	-	4.00	-
Online retailer	-	12.39	-	-
Online retailer	-	20.97	-	-
Computer software	49.72	-	-	-
Restaurant	-	10.08	-	-
Registration for training	298.00	-	-	-
Restaurant	-	-	56.86	-
Restaurant	-	-	75.62	-
Restaurant	-	12.70	-	-
Hotel	-	-	21.25	-
Hotel	-	-	23.01	-
Restaurant	-	-	58.51	-
Restaurant	-	-	61.15	-
Restaurant	-	128.40	-	-
Restaurant	-	-	23.53	-
Restaurant	13.35	-	-	-
Restaurant	23.12	-	-	-
Restaurant	19.48	-	-	-
Restaurant	-	-	14.31	-
Hotel	519.48	-	90.18	-
Restaurant	3.17	-	-	-
Restaurant	9.42	-	-	-
Restaurant	17.84	-	-	-

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07/23/12	RED LOBSTER US00007476 AMES IA	33.93
07/25/12	GATEWAY HOTEL AND CONFERE AMES IA	355.66
07/25/12	TEXAS ROADHOUSE #2410 AMES IA	23.56
07/26/12	GATEWAY HOTEL & CONVEN AMES IA	7.62
07/26/12	GATEWAY HOTEL & CONVEN AMES IA	11.13
08/18/12	WAL-MART #1671 LA VISTA NE	37.84
08/20/12	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	19.96
09/13/12	CRONK'S CAFÉ RESTAURANT & DENISON IA	10.56
09/27/12	BUFFALO ALICE SIOUX CITY IA	32.00
09/28/12	STONE CRK INN OF SIOU SIOUX CITY IA	268.94
09/28/12	STONE CRK INN OF SIOU SIOUX CITY IA	268.94
09/28/12	STONE CRK INN OF SIOU SIOUX CITY IA	268.94
10/05/12	OAKES VARIETY LLC HARLAN IA	56.57
10/05/12	IOWA LEAGUE OF CITIES 515-244-7282 IA	30.00
10/05/12	IOWA LEAGUE OF CITIES 515-244-7282 IA	30.00
10/05/12	IOWA LEAGUE OF CITIES 515-244-7282 IA	30.00
10/09/12	PAMIDA HARLAN IA	17.69
10/09/12	DOLLAR-GENERAL #2377 HARLAN IA	10.00
10/17/12	MCDONALD'S F18447 WALNUT IA	9.70
10/17/12	CHEESECAKE WEST DES MOINE W DES MOINES IA	84.41
10/17/12	AIRPORT HOLIDAY INN CONF/ DES MOINES IA	3.59
10/18/12	AIRPORT HOLIDAY INN CONF/ DES MOINES IA	20.19
10/19/12	AIRPORT HOLIDAY INN CONF/ DES MOINES IA	20.19
10/19/12	PF CHANGS #9961 WEST DES MOIN IA	25.00
11/08/12	SHELL OIL 93002432823 HARLAN IA	4.37
11/14/12	HARLAN PIZZA RANCH 712-7552262 IA	134.52
11/27/12	MCDONALD'S F30776 RED OAK IA	4.91



Category per Invoices or Internet	Reasonable	Improper	Unsupported	Questionable Public Purpose
Restaurant	-	-	33.93	-
Hotel	309.12	-	46.54	-
Restaurant	23.56	-	-	-
Restaurant	7.62	-	-	-
Restaurant	11.13	-	-	-
Department store	37.84	-	-	-
Online retailer	-	19.96	-	-
Restaurant	-	10.56	-	-
Restaurant	32.00	-	-	-
Hotel	268.94	-	-	-
Hotel	268.94	-	-	-
Hotel	-	-	268.94	-
Department store	-	-	56.57	-
Registration for training	30.00	-	-	-
Registration for training	30.00	-	-	-
Registration for training	30.00	-	-	-
Department store	17.69	-	-	-
Department store	10.00	-	-	-
Restaurant	-	9.70	-	-
Restaurant	84.41	-	-	-
Hotel	-	-	3.59	-
Hotel	-	-	20.19	-
Hotel	-	-	20.19	-
Restaurant	25.00	-	-	-
Convenience store	-	4.37	-	-
Restaurant	-	134.52	-	-
Restaurant	4.91	-	-	-

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11/29/12	SHOPKO 00206821 HARLAN IA	22.45
11/30/12	SHOPKO 00206821 HARLAN IA	110.80
11/30/12	SHOPKO 00206821 HARLAN IA	2.16
12/10/12	IOWA LEAGUE OF CITIES 515-244-7282 IA	50.00
12/10/12	IOWA LEAGUE OF CITIES 515-244-7282 IA	50.00
01/03/13	AMER ASSOC NOTARIESWE 713-644-2299 TX	19.00
01/03/13	AMER ASSOC NOTARIESWE 713-644-2299 TX	33.45
01/09/13	SUBWAY 00119016 HARLAN IA	7.47
01/15/13	CASEY'S GEN STORE 2914 HARLAN IA	31.04
01/08/13	MCDONALD'S F12235 DES MOINES IA	4.87
01/18/13	MCDONALD'S F18447 WALNUT IA	3.63
02/05/13	Z WIRELESS HARLN CHARBUR HARLAN IA	64.97
02/07/13	MCDONALD'S F18447 WALNUT IA	16.77
02/07/13	OLIVE GARD00011460 W DES MOINES IA	52.10
02/08/13	PARTY CITY #763 WDM IA	169.21
02/09/13	SHERATON-DES MOINES WEST DES MOIN IA	122.08
02/09/13	SHERATON-DES MOINES WEST DES MOIN IA	122.08
02/13/13	SHOPKO 00206821 HARLAN IA	15.98
02/14/13	HY VEE 1241 HARLAN IA	37.68
02/14/13	DOLLAR-GENERAL #2377 HARLAN IA	8.56
02/20/13	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	14.70
03/14/13	CRONKS CAFÉ RESTAURANT A DENISON IA	8.74
03/15/13	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	4.00
03/29/13	PALMERS DELI WEST DES MOI WEST DES MOIN IA	10.49
04/17/13	MCDONALD'S F18447 WALNUT IA	12.70
04/17/13	CHEESECAKE WEST DES MOINE W DES MOINES IA	30.98
04/17/13	CHEESECAKE WEST DES MOINE W DES MOINES IA	29.92

Category per Invoices or Internet	Reasonable	Improper	Unsupported	Questionable Public Purpose
Department store	22.45	-	-	-
Department store	110.80	-	-	-
Department store	2.16	-	-	-
Professional organization	50.00	-	-	-
Professional organization	50.00	-	-	-
Professional organization	19.00	-	-	-
Professional organization	33.45	-	-	-
Restaurant	-	7.47	-	-
Restaurant	-	31.04	-	-
Restaurant	4.87	-	-	-
Restaurant	-	3.63	-	-
Electronics	64.97	-	-	-
Restaurant	-	16.77	-	-
Restaurant	52.10	-	-	-
Party supplies	-	-	-	169.21
Hotel	122.08	-	-	-
Hotel	122.08	-	-	-
Department store	15.98	-	-	-
Grocery store	-	-	-	37.68
Department store	-	-	-	8.56
Online retailer	-	14.70	-	-
Restaurant	-	8.74	-	-
Online retailer	-	4.00	-	-
Restaurant	10.49	-	-	-
Restaurant	-	12.70	-	-
Restaurant	30.98	-	-	-
Restaurant	29.92	-	-	-

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<b>Transaction Date</b>	<b>Vendor</b>	<b>Amount</b>
04/17/13	AIRPORT HOLIDAY INN CONF/ DES MOINES IA	3.68
04/17/13	AIRPORT HOLIDAY INN CONF/ DES MOINES IA	4.82
04/18/13	AIRPORT HOLIDAY INN CONF/ DES MOINES IA	22.58
04/19/13	PF CHANGS #9961 WEST DES MOIN IA	40.56
04/24/13	JETHRO N JAKES SMOKEHOUSE ALTOONA IA	40.58
04/25/13	FLEMINGS 2601 WEST DES MOIN IA	334.59
04/25/13	PRAIRIE MEADOWS F AND B ALTOONA IA	27.06
04/25/13	PRAIRIE MEADOWS F AND B ALTOONA IA	116.38
04/25/13	PRAIRIE MEADOWS F AND B ALTOONA IA	110.88
05/12/13	BATH & BODY WORKS #2087 PAPILLION NE	21.40
05/13/13	COURT AVENUE BREWING CO. DES MOINES IA	64.15
05/14/13	HOLIDAY INN DOWTOWN R DES MOINES IA	24.18
05/15/13	HOLIDAY INN DOWTOWN R DES MOINES IA	94.08
05/15/13	HOLIDAY INN DOWTOWN R DES MOINES IA	94.08
05/30/13	INT*FLORAL ELEGANCE AND U HARLAN IA	32.10
05/30/13	INT*FLORAL ELEGANCE AND U HARLAN IA	72.20
05/30/13	MARKET STREET GIFTS 001-800254717 IA	3.95
06/14/13	MCDONALD'S F18447 WALNUT IA	3.95
06/19/13	BURGER KIND #5063 COUNCIL BLUFF IA	7.90
07/08/13	MCDONALD'S F28560 AMES IA	12.28
07/09/13	GATEWAY HOTEL AND CONFERE AMES IA	99.68
07/09/13	GATEWAY HOTEL AND CONFERE AMES IA	99.68
07/10/13	GATEWAY HOTEL AND CONFERE AMES IA	28.15
07/15/16	TEXAS ROADHOUSE #2410 AMES IA	25.27
07/16/16	OLDE MAIN BREWING CO & RE AMES IA	28.66
07/16/16	HICKORY PARK RESTAURANT C AMES IA	17.34
07/17/16	RED LOBSTER US 00007476 AMES IA	42.00

Category per Invoices or Internet	Reasonable	Improper	Unsupported	Questionable Public Purpose
Restaurant	-	-	3.68	-
Restaurant	-	-	4.82	-
Restaurant	-	-	22.58	-
Restaurant	-	-	40.56	-
Restaurant	40.58	-	-	-
Restaurant	-	334.59	-	-
Restaurant	27.06	-	-	-
Restaurant	-	-	116.38	-
Hotel	-	-	110.88	-
Department store	21.40	-	-	-
Restaurant	64.15	-	-	-
Restaurant	-	-	24.18	-
Hotel	-	-	94.08	-
Hotel	-	-	94.08	-
Floral shop	-	32.10	-	-
Floral shop	-	72.20	-	-
Department store	-	3.95	-	-
Restaurant	-	3.95	-	-
Restaurant	7.90	-	-	-
Restaurant	12.28	-	-	-
Hotel	99.68	-	-	-
Hotel	99.68	-	-	-
Restaurant	-	-	28.15	-
Restaurant	25.27	-	-	-
Restaurant	28.66	-	-	-
Restaurant	-	-	17.34	-
Restaurant	42.00	-	-	-

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Report on Special Investigation of the  
City of Harlan

Purchases on Another City Credit Card  
For the Period July 1, 2004 through June 30, 2016

**Per Credit Card Statement**

<b>Transaction Date</b>	<b>Vendor</b>	<b>Amount</b>
07/17/16	JIMMY JOHN'S # 794 - M AMES IA	11.00
07/18/13	BUFFALO WILD WINGS 0303 AMES IA	16.88
07/18/13	TACO BELL #27410 AMES IA	5.55
07/19/13	MCDONALD'S F28727 CARROLL IA	3.95
07/19/13	GATEWAY HOTEL AND CONFERE AMES IA	543.30
07/20/13	GATEWAY HOTEL AND CONFERE AMES IA	4.90
07/25/13	CASEY'S GEN STORE 2914 HARLAN IA	5.34
08/11/13	BATHANDBODYWORKS.COM 800-756-5005-PA	49.72
08/21/13	STU*STUMPS 800-348-5084 IN	57.93
08/23/13	INT*FLORAL ELEGANCE AND U HARLAN IA	54.20
08/28/13	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	29.16
09/03/13	MI CASA HARLAN IA	24.06
09/06/13	SANDWICH BOWL HARLAN IA	41.66
09/13/13	IOWA LEAGUE OF CITIES 515-244-7282 IA	285.00
09/24/13	MCDONALD'S F12288 STUART IA	14.09
09/24/13	TONY ROMA	103.83
09/25/13	CRUST DUBUQUE IA	45.78
09/27/13	GRAND HARBOR RESORT DUBUQUE IA	402.39
09/27/13	GRAND HARBOR RESORT DUBUQUE IA	363.02
09/27/13	GRAND HARBOR RESORT DUBUQUE IA	15.26
09/27/13	OKOBOJI GRILL JOHNSTON JOHNSTON IA	35.96
11/06/13	IOWA LEAGUE OF CITIES 515-244-7282 IA	35.00
12/02/13	WAL-MART #1732 DENISON IA	32.01
12/03/13	ADOBE SYSTEMS, INC. 800-833-6687 WA	23.88
12/06/13	SHOPKO 00206821 HARLAN IA	55.17
12/12/13	MCDONALD'S F23477 DENISON IA	4.95
01/17/14	AMAZON MKTPLACE PMTS MAZN.COM/BILL WA	6.47

Category per Invoices or Internet	Reasonable	Improper	Unsupported	Questionable Public Purpose
Restaurant	11.00	-	-	-
Restaurant	16.88	-	-	-
Restaurant	5.55	-	-	-
Restaurant	3.95	-	-	-
Hotel	492.80	2.14	48.36	-
Restaurant	-	-	4.90	-
Convenience store	-	-	-	5.34
Department store	49.72	-	-	-
Department store	57.93	-	-	-
Floral shop	-	54.20	-	-
Online retailer	-	29.16	-	-
Restaurant	-	24.06	-	-
Restaurant	-	41.66	-	-
Registration for training	285.00	-	-	-
Restaurant	14.09	-	-	-
Restaurant	103.83	-	-	-
Restaurant	45.78	-	-	-
Hotel	332.64	-	69.75	-
Hotel	332.64	-	30.38	-
Hotel	-	-	15.26	-
Restaurant	35.96	-	-	-
Registration for training	35.00	-	-	-
Department store	32.01	-	-	-
Computer software	23.88	-	-	-
Department store	55.17	-	-	-
Restaurant	-	-	4.95	-
Online retailer	-	6.47	-	-

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<b>Transaction Date</b>	<b>Vendor</b>	<b>Amount</b>
01/17/14	AMAZON MKTPLACE PMTS MAZN.COM/BILL WA	6.45
01/19/14	BATH & BODY WORKS 0032 COUNCIL BLUFF IA	21.40
01/31/14	CHEESECAKE WEST DES MOINE W DES MOINES IA	28.68
02/06/14	MCDONALD'S F18447 WALNUT IA	4.70
02/07/14	PF CHANGS #9961 WEST DES MOINES IA	23.03
02/08/14	SHERATON-DES MOINES WEST DES MOIN IA	122.08
02/10/14	MI CASA HARLAN IA	20.38
02/16/14	FACTORY CARD OUTLET #157 OMAHA NE	182.22
02/16/14	WAL-MART #5361 OMAHA NE	78.66
02/19/14	WAL-MART #1732 DENISON IA	26.46
03/10/14	UNITED 0167388454791 800-932-2732 TX	268.00
03/11/14	MICHAELS STORES 3101 W DES MOINES IA	48.29
03/13/14	MCDONALD'S F23477 DENISON IA	5.55
03/14/14	OLD CHICAGO 7009 ANKENY IA	17.58
03/14/14	MICHAELS STORES 3733 ANKENY IA	47.67
03/19/14	MI CASA HARLAN IA	22.52
04/03/14	INT*FLORAL ELEGANCE AND U HARLAN IA	80.25
04/09/14	MCDONALD'S F18447 WALNUT IA	11.74
04/09/14	WAL-MART #3762 WEST DES MOINES IA	10.60
04/09/14	CHEESECAKE WEST DES MOINE W DES MOINES IA	70.85
04/09/14	MCDONALD'S F12235 DES MOINES IA	6.87
04/10/14	HY VEE 1148 DES MOINES IA	9.00
04/10/14	AIRPORT HOLIDAY INN CONF/ DES MOINES IA	20.40
04/11/14	AIRPORT HOLIDAY INN CONF/ DES MOINES IA	18.56
04/11/14	PF CHANGS #9961 WEST DES MOINES IA	41.83
04/14/14	MI CASA HARLAN IA	31.01
04/23/14	JETHRO N JAKES SMOKEHOUSE ALTOONA IA	40.93



Category per Invoices or Internet	Reasonable	Improper	Unsupported	Questionable Public Purpose
Online retailer	-	6.45	-	-
Department store	21.40	-	-	-
Restaurant	-	-	28.68	-
Restaurant	-	4.70	-	-
Restaurant	-	-	23.03	-
Hotel	122.08	-	-	-
Restaurant	-	20.38	-	-
Party supplies	-	-	-	182.22
Department store	-	-	-	78.66
Department store	-	-	-	26.46
Airline	268.00	-	-	-
Department store	48.29	-	-	-
Restaurant	-	5.55	-	-
Restaurant	17.58	-	-	-
Department store	47.67	-	-	-
Restaurant	-	22.52	-	-
Floral shop	-	80.25	-	-
Restaurant	-	11.74	-	-
Department store	10.60	-	-	-
Restaurant	70.85	-	-	-
Restaurant	6.87	-	-	-
Restaurant	9.00	-	-	-
Restaurant	-	-	20.40	-
Restaurant	18.56	-	-	-
Restaurant	-	-	41.83	-
Restaurant	-	31.01	-	-
Restaurant	-	-	40.93	-

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<b>Transaction Date</b>	<b>Vendor</b>	<b>Amount</b>
04/23/14	THE OLIVE GARDEN 11460 WDM IA	31.96
04/24/14	PRAIRIE MEADOWS F AND B ALTOONA IA	12.34
04/24/14	PRAIRIE MEADOWS RACE ALTOONA IA	198.93
04/24/14	PRAIRIE MEADOWS RACE ALTOONA IA	122.08
04/25/14	JOESCRBSHK-W.DES MO WEST DES MOIN IA	60.72
05/16/14	PARKWHIZ, INC. 888-472-7594 IL	36.00
05/18/14	MCDONALD'S F22821 CHICAGO IL	7.68
05/18/14	HILTON HOTELS F&B MILWAUKEE WI	28.40
05/19/14	HILTON HOTELS F&B MILWAUKEE WI	11.09
05/19/14	HILTON HOTELS F&B MILWAUKEE WI	3.77
05/20/14	HILTON HOTELS F&B MILWAUKEE WI	11.09
05/20/14	MO'S IRISH PUB-MKE MILWAUKEE WI	27.00
05/21/14	APPLEBEES 976663697668 MILWAUKEE WI	14.60
05/21/14	HILTON HOTELS F&B MILWAUKEE WI	8.17
05/22/14	GO RITEWAY TRANSPORTATION RICHFIELD WI	14.00
05/22/14	HILTON HOTELS F&B MILWAUKEE WI	16.26
05/22/14	HILTON HOTELS F&B MILWAUKEE WI	7.37
05/22/14	DELTA AIR 0068241535900 MILWAUDEE WI	25.00
05/23/14	GODFATHERS A M20353363 ST PAUL MN	8.24
05/23/14	DM AIRPORT PARKING RAMP DES MOINES IA	30.00
05/23/14	HILTON HOTELS F&B MILWAUKEE WI	7.59
05/23/14	HILTON HOTELS MILWAUKEE WI	995.89
06/12/14	MSDONALD'S F23477 DENISON IA	4.95
06/12/14	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	118.20
06/13/14	Z WIRELESS HARLAN SHARBUR HARLAN IA	96.28
06/23/14	INT*FLORAL ELEGANCE AND U HARLAN IA	69.55
06/24/14	MI CASEA HARLAN IA	19.59

Category per Invoices or Internet	Reasonable	Improper	Unsupported	Questionable Public Purpose
Restaurant	31.96	-	-	-
Restaurant	12.34	-	-	-
Hotel	122.08	-	76.85	-
Hotel	122.08	-	-	-
Restaurant	60.72	-	-	-
Parking	36.00	-	-	-
Restaurant	7.68	-	-	-
Restaurant	-	-	28.40	-
Restaurant	11.09	-	-	-
Restaurant	3.77	-	-	-
Restaurant	11.09	-	-	-
Restaurant	-	-	27.00	-
Restaurant	14.60	-	-	-
Restaurant	8.17	-	-	-
Taxi	14.00	-	-	-
Restaurant	16.26	-	-	-
Restaurant	7.37	-	-	-
Airline	-	-	25.00	-
Restaurant	8.24	-	-	-
Parking	30.00	-	-	-
Restaurant	7.59	-	-	-
Hotel	915.05	50.00	30.84	-
Restaurant	-	4.95	-	-
Online retailer	118.20	-	-	-
Electronics	96.28	-	-	-
Floral shop	-	69.55	-	-
Restaurant	-	19.59	-	-

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07/08/14	MCDONALD'S f28727 CARROLL IA	4.80
07/15/14	MI CASA HARLAN IA	19.77
08/15/14	MI CASA HARLAN IA	21.73
08/16/14	BATH & BODY WORKS #2080 OMAHA NE	34.24
08/26/14	INT*FLORAL ELEGANCE AND U HARLAN IA	119.85
09/02/14	POTTSIE'S PUB & GRILL ALGONA IA	100.62
09/08/14	HARLAN PIZZA RANCH 712-7552262 IA	55.79
09/19/14	CHEESECAKE WEST DES MOINE W DES MOINES IA	27.68
09/24/14	RUBY TUESDAY #7242 COUNCIL BLUFF IA	23.29
09/25/14	TEXAS ROADHOUSE #2334 COUNCIL BLUFF IA	17.31
10/03/14	INT*FLORAL ELEGANCE AND U HARLAN IA	71.16
10/12/14	BATH & BODY WORKS 0127 OMAHA, NE	25.68
10/15/14	AIRPORT HOLIDAY INN CONF/ DES MOINES IA	20.55
10/15/14	CHEESECAKE WEST DES MOINE W DES MOINES IA	69.91
10/15/14	AIRPORT HOLIDAY INN CONF/ DES MOINES IA	4.06
10/16/14	STARBUCKS #10556 DES MOIN Des Moines IA	12.35
10/17/14	WAL - MART #3762 WEST DES MOINES IA	17.69
10/17/14	AIRPORT HOLIDAY INN CONF/ DES MOINES IA	20.68
10/17/14	PF CHANGS #9961 WEST DES MOINES IA	41.85
10/25/14	AMER ASSOC NOTARIESWE 713-644-2299 TX	21.90
10/24/14	IA SECRETARY OF STATE 888-7678683 IA	30.00
11/13/14	MCDONALD'S F23477 DENISON IA	4.65
12/04/14	DOLLAR-GENERAL #2377 HARLAN IA	79.45
12/09/14	TARGET 00023838 OMAHA NE	25.66
12/09/14	MICHAELS STORES 2779 OMAHA NE	12.80
12/12/14	WISCONSIN MUNICIPAL CLER 920-568-9278 WI	75.00
12/15/14	MCDONALD'S F12288 STUART IA	7.27

Category per Invoices or Internet	Reasonable	Improper	Unsupported	Questionable Public Purpose
Restaurant	4.80	-	-	-
Restaurant	-	19.77	-	-
Restaurant	-	21.73	-	-
Department store	34.24	-	-	-
Floral shop	-	119.85	-	-
Restaurant	-	-	100.62	-
Restaurant	-	55.79	-	-
Restaurant	27.68	-	-	-
Restaurant	23.29	-	-	-
Restaurant	17.31	-	-	-
Floral shop	-	71.16	-	-
Department store	25.68	-	-	-
Restaurant	-	-	20.55	-
Restaurant	69.91	-	-	-
Restaurant	-	-	4.06	-
Restaurant	12.35	-	-	-
Department store	17.69	-	-	-
Restaurant	20.68	-	-	-
Restaurant	41.85	-	-	-
Professional organization	21.90	-	-	-
State agency	30.00	-	-	-
Restaurant	4.65	-	-	-
Department store	79.45	-	-	-
Department store	25.66	-	-	-
Department store	12.80	-	-	-
Professional organization	75.00	-	-	-
Restaurant	7.27	-	-	-

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01/13/15	DLX FOR BUSINESS 800-328-0304 MN	181.40
01/13/15	FAST STOP 15600156612 HARLAN IA	14.97
01/22/15	MCDONALD'S F23477 DENISON IA	6.41
01/24/15	HOTEL WINNESHIEK DECORAH IA	152.56
01/24/15	ALBERT'S RESTAURANT DECORAH IA	9.53
01/24/15	MCDONALD'S F4749 CLEAR LAKE IA	6.62
01/26/15	AMSTERDAM PRINT & LITHO 88-842-6006 NY	77.89
02/21/15	RAMADA NORTHWEST DES MOINES IA	110.88
04/02/15	PITNEY BOWES PI 800-243-7824 CT	51.47
04/03/15	THE EDGEWATER HOTEL COM MADISON WI	266.79
04/12/15	MCDONALD'S F23477 DENISON IA	14.10
04/10/15	MI CASA HARLAN IA	32.09
04/12/15	THE OLIVE GARD00015164 DUBUQUE IA	50.13
04/13/15	THE OLD FASHIONED MADISON WI	36.44
04/14/15	EINSTEIN BROS BAGELS2902 MADISON WI	17.37
04/14/15	DOOLITTLES WOODIR MADISON WI	42.32
04/14/15	BATH & BODY WORKS #2159 WILLIAMSBURG IA	46.01
04/14/15	BATH & BODY WORKS #2159 WILLIAMSBURG IA	19.26
04/14/15	THE OLIVE GARD00011460 WDW IA	49.41
04/14/15	THE EDGEWATER HOTEL COM MADISON WI	380.70
04/15/15	CHEESECAKE WEST DES MOINE W DES MOINES IA	68.08
04/15/15	AIRPORT HOLIDAY INN CONF/ DES MOINES IA	20.40
04/16/15	STARBUCKS #10556 DES MOIN Des Moines IA	7.84
04/17/15	SKIPS DES MOINES IA	35.21
04/21/15	MCDONALD'S F12288 STUART IA	6.84
04/22/15	JETHRO N JAKES SMOKEHOUSE ALTOONA IA	18.85
04/22/15	FOOD AND BEVERAGE ALTOONA IA	12.60

Category per Invoices or Internet	Reasonable	Improper	Unsupported	Questionable Public Purpose
Department store	181.40	-	-	-
Convenience store	-	14.97	-	-
Restaurant	-	6.41	-	-
Hotel	130.53	-	22.03	-
Restaurant	-	-	9.53	-
Restaurant	-	6.62	-	-
Printing	77.89	-	-	-
Hotel	110.88	-	-	-
Shipping	51.47	-	-	-
Hotel	266.79	-	-	-
Restaurant	14.10	-	-	-
Restaurant	-	32.09	-	-
Restaurant	-	-	50.13	-
Restaurant	36.44	-	-	-
Restaurant	17.37	-	-	-
Restaurant	42.32	-	-	-
Department store	46.01	-	-	-
Department store	19.26	-	-	-
Restaurant	49.41	-	-	-
Hotel	328.24	-	52.46	-
Restaurant	68.08	-	-	-
Restaurant	-	-	20.40	-
Restaurant	7.84	-	-	-
Restaurant	35.21	-	-	-
Restaurant	6.84	-	-	-
Restaurant	18.85	-	-	-
Restaurant	12.60	-	-	-

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04/22/15	CHILI'S #656 CLIVE IA	23.05
04/23/15	PRAIRIE MEADOWS RACE ALTOONA IA	257.03
05/10/15	Amazon.comAMZN.COM/BILL WA	111.17
05/08/15	AMAZON.COM.AMZN.COMBILL WA	111.17
05/08/15	Amazon.comAMZN.COM/BILL WA	47.96
05/08/15	Amazon.comAMZN.COM/BILL WA	111.17
05/08/15	MI CASA HARLAN IA	29.41
05/12/15	Amazon.comAMZN.COM/BILL WA	111.17
05/29/15	WAL-MART #1965 COUNCIL BLUFF IA	86.05
06/03/15	WM SUPERCENTER #1732 DENISON IA	34.45
06/24/15	DOLLAR-GENERAL #2377 HARLAN IA	27.77
06/25/15	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	10.99
06/26/15	ARC*SESRVICES/TRAINING 800-733-2767 GA	385.00
06/30/15	MARKET STREET GIFTS HARLAN IA	313.48
07/02/15	WAL-MART #1965 COUNCIL BLUFF IA	31.84
07/26/15	RED LOBSTER US 00007476 AMES IA	42.09
07/28/15	BUFFALO WILD WINGS 0303 AMES IA	23.44
07/30/15	GATEWAY HOTEL AND CONFERE AMES IA	11.10
07/30/15	GATEWAY HOTEL AND CONFERE AMES IA	10.17
07/30/15	OLD CHICAGO 7010 ANKENY IA	15.00
07/29/15	GATEWAY HOTEL AND CONFERE AMES IA	414.96
08/04/15	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	152.39
08/07/15	Amazon.com AMZN.COM/BILL WA	81.86
08/12/15	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	284.45
08/22/15	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	141.58
09/03/15	IOWA LEAGUE OF CITIES 515-244-7282 IA	123.00
09/05/15	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	16.87



Category per Invoices or Internet	Reasonable	Improper	Unsupported	Questionable Public Purpose
Restaurant	23.05	-	-	-
Hotel	244.16	-	12.87	-
Online retailer	111.17	-	-	-
Online retailer	111.17	-	-	-
Online retailer	47.96	-	-	-
Online retailer	111.17	-	-	-
Restaurant	-	29.41	-	-
Online retailer	111.17	-	-	-
Department store	86.05	-	-	-
Department store	34.45	-	-	-
Department store	27.77	-	-	-
Online retailer	10.99	-	-	-
Training	385.00	-	-	-
Department store	-	-	313.48	-
Department store	31.84	-	-	-
Restaurant	-	-	42.09	-
Restaurant	23.44	-	-	-
Restaurant	11.10	-	-	-
Restaurant	10.17	-	-	-
Restaurant	15.00	-	-	-
Hotel	341.50	-	73.46	-
Online retailer	152.39	-	-	-
Online retailer	81.86	-	-	-
Online retailer	284.45	-	-	-
Online retailer	141.58	-	-	-
Online retailer	123.00	-	-	-
Online retailer	-	16.87	-	-

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**Per Credit Card Statement**

<b>Transaction Date</b>	<b>Vendor</b>	<b>Amount</b>
09/13/15	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	7.00
09/23/15	MCDONALD'S F18447 WALNUT IA	3.94
09/24/15	JERSEY'S PUB & GRUB CEDAR RAPIDS IA	26.46
09/25/15	ARBY'S 6485 WEST DES MOIN IA	7.61
09/26/15	DOUBLETREE CEDAR RAPID CEDAR RAPIDS IA	322.88
09/26/15	DOUBLETREE CEDAR RAPID CEDAR RAPIDS IA	340.10
09/29/15	GET ME REGISTERED 317-8460078 IA	235.00
10/05/15	INTERNATIONAL INSTITUTE O 909-9444162 CA	180.00
10/08/15	USPS 18390605329145711 HARLAN IA	5.95
10/14/15	IOWA LEAUGUE OF CITIES 515-244-7282 IA	40.00
10/20/15	THE OTHER PLACE CLIVE IA	13.71
10/21/15	CHEESECAKE WEST DES MOINE W DES MOINES IA	49.85
	Total	<u><u>\$ 18,627.07</u></u>

Category per Invoices or Internet	Reasonable	Improper	Unsupported	Questionable Public Purpose
Online retailer	7.00	-	-	-
Restaurant	-	3.94	-	-
Restaurant	26.46	-	-	-
Restaurant	7.61	-	-	-
Hotel	322.88	-	-	-
Hotel	291.10	-	49.00	-
Registration for training	235.00	-	-	-
Registrtration for training	180.00	-	-	-
Shipping	5.95	-	-	-
Registration for training	40.00	-	-	-
Restaurant	13.71	-	-	-
Restaurant	49.85	-	-	-
	<u>\$ 13,500.22</u>	<u>1,792.48</u>	<u>2,826.24</u>	<u>508.13</u>

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

Report on Special Investigation of the  
City of Harlan

Improper Purchases on the City Fuel Card Issued to Terry Cox  
For the Period July 1, 2004 through June 30, 2016

Per Fuel Card Statement		
Transaction Date	Total Gallons	Total Price
11/06/99	12.10	\$ 13.90
01/22/00	15.22	18.70
02/19/00	9.25	12.75
02/25/00	11.20	15.45
02/28/00	0.71	0.98
03/17/00	6.39	9.39
04/15/00	8.98	11.85
04/16/00	14.69	19.37
05/20/00	13.26	19.74
05/24/00	12.68	18.88
07/01/00	4.83	7.96
07/09/00	8.75	13.56
07/22/00	7.18	10.05
07/23/00	7.60	10.63
07/29/00	11.44	15.43
08/05/00	6.23	8.09
08/31/00	7.53	10.53
09/07/00	5.67	8.22
09/25/00	9.31	14.05
10/29/00	10.08	14.81
11/26/00	9.60	13.82
12/23/00	16.19	21.19
12/23/00	5.96	7.80
12/23/00	8.75	11.46
Total		<u>\$ 308.61</u>

Note: Although these transactions preceded the period of our investigation, because sufficient supporting documentation was available, we included these transactions in our procedures.

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Report on Special Investigation of the  
City of Harlan

Disbursements to Vendors with Questionable Public Purpose  
For the Period July 1, 2004 through June 30, 2016

Per Check Image			
Check Date	Check Number^	Payee	Amount^
12/21/11	47831	Harlan Golf/Country Club	\$ 933.10
02/22/12	48171	Goozman's Westside Bar & Grill	188.19
02/19/13	50153	C.G. Therkildsen Activity Center	50.00
03/17/15	54618	Harlan Golf/Country Club	1,586.06
12/15/15	56347	HyVee Accounts Receivable	73.74
01/05/16	56431	Fareway	9.97
01/05/16	56445	HyVee Accounts Receivable	25.89
01/19/16	56512	Fareway	23.15
02/02/16	56609	HyVee Accounts Receivable	41.84
04/05/16	56934	Harlan Golf/Country Club	2,132.04
			<u>\$ 5,063.98</u>

^ - These checks were issued for an amount greater than shown; however, a portion of the amount was properly supported by invoices and considered reasonable. As a result, only the questionable public purpose amount is shown in the **Exhibit**.

\*\* - For certain improper and/or unsupported reimbursements, no description was available. Description may apply to only a portion of the amount shown.

Description per Receipt**	Purpose per Supporting Documentation**
Food, facility rental - room and linens, bottle pop, glass pop, and tip	Retirement dinner
Pop, appetizers, and tip	Annual appreciation dinner
Pop	Employee recognition banquet
Food, facility rent, glass pop, and tip	Employee recognition banquet
Water, pop, coffee, paper bowls/plates, plastic utensils, napkins, chips, and assorted rolls/donuts	Meeting supplies for City Hall and rolls/donuts for Police Department
Coffee and creamer	Safety meeting at Activity Center
Water, ketchup, and paper plates	Meeting supplies
Water, granola bars, pizza, orange juice, and fruit	Budget meeting supplies
Water, pop, coffee creamer, plastic utensils, and napkins	Office and meeting supplies
Food, facility rental, bottle pop, glass pop, and tip	Employee Recognition event

Report on Special Investigation of the  
City of Harlan

Staff

This special investigation was performed by:

Annette K. Campbell, CPA, Director  
Jennifer Campbell, CPA, Manager  
Ryan T. Jelsma, Senior Auditor II  
Christian E. Cottingham, Senior Auditor  
Eileen D. Loomis, Staff Auditor  
Alex D. Dau, Assistant Auditor  
Cole J. Hanley, Assistant Auditor

A handwritten signature in black ink that reads "Tamera S. Kusian". The signature is written in a cursive style with a large, stylized 'T' and 'K'.

Tamera S. Kusian, CPA  
Deputy Auditor of State



## **Appendices**

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

Report on Special Investigation of the  
City of Harlan

Copy of Ameristar Kansas City Receipt with Complimentary Meal

Ameristar Kansas City  
(888) 414-6000  
1/22/2013 11:15  
11:15  
Guest: 1  
Server: K...  
Terminal: 00  
Kugala  
French Fry  
Orange Juice/Soft  
water Buffet  
Coffee Dessert  
total 12.95  
total 17.95  
Match Comp 17.95  
Line above states "Match Comp."  
7401002 01/22/2013 11:15  
Signature Not Provided  
Orange Juice/Soft  
water Buffet  
Load With The Card  
\*\*\*\*\*  
TILL US NOW OR DUE TOMORROW  
Complete a short survey to be  
eligible for \$5 off your next visit  
(\$5.00 minimum purchase required)  
Go to www.ameristarfeedback.com  
Code #1071 (Phone #451,71)  
Offer redemption expires 30 days  
after date printed on this receipt  
\*\*\*\*\*

Appendix 2

Report on Special Investigation of the  
City of Harlan

Copy of Hotel Invoice with Complimentary Lodging

11/22/2010  
16:46:41  
CI: RKARL  
CO: MTREV

RY COX

Wing/Room KC 717

No Party 2

Fol ID 404706886494

Page 1 11/19/2010 07:49:00

Arrival 11/18/2010

Departure 11/19/2010

Bill Code

Group CAS2010

PLAN IA 51537

DATE	REFERENCE	DESCRIPTION	\$ CHARGES	\$ BALANCE
8/2010	404999000003	KC ARENA FEE	1.74	1.74
		KANSAS CITY ARENA FEE		
8/2010	404999000311	ROOM CHARGE KC 717	79.00	
		TAX2	12.62	93.36
9/2010	405009100333	COMP	93.36-	

SUMMARY OF CHARGES

ROOM	80.50
TAX2	12.86

# Report on Special Investigation of the City of Harlan

## Copy of Altered Hotel Invoice – Ameristar Casino Hotel

CASINO \* HOTEL  
3200 N. Ameristar Drive  
Kansas City, MO 64161

PAGE 1 of 1

Check-out By \_\_\_\_\_

RESERVED FOR  
TERRY COX  
[REDACTED]  
HARLAN IA 51537

ROOM KC 401 ACCOUNT [REDACTED] # OF GUEST ROOM 1  
ARRIVAL DATE DEPARTURE [REDACTED] GROUP CODE CAS2013

PLAYER ID [REDACTED]

4/18/2014

**PLEASE NOTE:**

- o The hotel offers safe deposit boxes located at the registration desk, we cannot be responsible for money, jewelry, documents or other valuables left in your room.
- o Please lock your vehicle and leave it in a designated area. Management is not responsible for theft, fire, or other damage.
- o Use of ATM/Debit cards will result in immediate charge to the card of room and tax, plus anticipated incidental charges per day.
- o Please be advised that checkout time is at 11:00am. A late checkout charge will be incurred.
- o I agree to be liable for any damage caused to the room or any items removed from the room.

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any or the full amount of these charges. I also agree that all the charges contained in this account are correct and any disputes or requests for copies must be made within five days of my departure.

GUEST SIGNATURE \_\_\_\_\_

SHARE WITH \_\_\_\_\_

PLAYER ID \_\_\_\_\_

DATE	DESCRIPTION	AMOUNT
	415289000136 KC ARENA FEE	1.50
	KANSAS CITY ARENA FEE	
	415289000243 ROOM CHARGE KC 401	80.00
	TAX2	14.08
4/18/2014	SUMMARY OF CHARGES	
	ROOM	81.50
	TAX2	14.08
	Account Balance	95.58

We want to hear from you!

Please take a moment to accept our emailed survey invitation from Tell Us About Us that you will receive after your visit.


**AMERISTAR**  
CASINO \* HOTEL

For Reservations Call 866.MORE.FUN(667-3386)  
www.ameristar.com

Report on Special Investigation of the  
City of Harlan

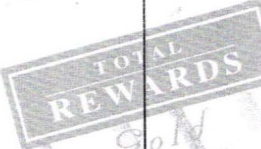
Copy of Hotel Invoices – Harrah's Casino Hotel

Page: 1



**North Kansas City** Original Invoice  
One Riverboat Drive, NKC, MO 64116

Name: TERRY COX Address: [REDACTED] HARLAN IA 51537-2318 US Company Name: Convention Code: Travel Agent No.:	Room: LV 773 Arrive: 4/20/06 Depart: 4/21/06 Persons: 2 Deposit Amt: Reservation ID: 388246562485 Guest Folio ID: 388246562489	
--	--	--

DATE	REFERENCE	DESCRIPTION	TKT#	S	AMOUNT	DATE	REFERENCE	DESCRIPTION	TKT#	S	AMOUNT
04/20/06	388269000135	ROOM CHARGE LV 773	LV 773		79.00						
		TAX									
<div style="position: relative;"> <span style="font-size: 2em; transform: rotate(-15deg); display: inline-block;">No TAX Gov.</span> <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%);">  </div> </div>											
TOTAL											79.00

C/O CASHIER DIA COU

**DEBIT & CREDIT CARDS ARE PRE-AUTHORIZED FOR \$35.00**

 <b>Guest Card</b>	 <b>Guest Card</b>
Arrival Date: <input type="text"/> Departure Date: <input type="text"/> Room No: <input type="text"/> Signature: <input type="text"/>	Arrival Date: <input type="text"/> Departure Date: <input type="text"/> Room No: <input type="text"/> Signature: <input type="text"/>

Report on Special Investigation of the  
City of Harlan

Copy of Hotel Invoices – Harrah's Casino Hotel

**Harrah's**  
*Oh Yeah!*

**North Kansas City**  
One Riverboat Drive, NKC, MO 64116

Altered Invoice

Name: TERRY COX  
Address: [REDACTED]  
HARLAN IA 51537-2318  
US

Company Name:  
Convention Code:  
Travel Agent No.:

Res.  
Guest Folio:

DATE	REFERENCE	DESCRIPTION	TKT#	S	AMOUNT	DATE	REFERENCE	DESCRIPTION
04/20/06	388269000135	ROOM CHARGE LV 773	LV 773		79.00			
		TAX						
					TOTAL 79.00			

No TAX  
Gov.

TOTAL  
REWARDS  
\$0.00

C/O CASHIER

DIA COU

**DEBIT & CREDIT CARDS ARE PRE-AUTHORIZED FOR \$35.00**

<b>Harrah's</b>		<b>Guest Card</b>		<b>Harrah's</b>		<b>Guest Card</b>	
Arrival Date:		Room No:		Arrival Date:		Room No:	
Departure Date:				Departure Date:			
Signatures:				Signatures:			

Report on Special Investigation of the  
City of Harlan

Copy of February 2013 C.G. Therkildsen Activity Center Invoice



**C. G. THERKILDSEN  
ACTIVITY CENTER**

706 Victoria Street ♥ P. O. Box 650 ♥ Harlan, Ia 51537-0650  
712-733-1103 Voice ♥ 712-733-1104 Fax ♥ 712-579-2191 Cell ♥ turkcenter@harlanet.com Email

February 18, 2013

City of Harlan  
711 Durant  
Harlan, Iowa 51537

Thank you for choosing the C. G. Therkildsen Activity Center for your  
Employee Recognition Banquet. This is your statement for usage.

Rent Due for Use:

Friday February 15, 2013  
Community Room

\$300.00

Total

\$300.00

Please make check payable to the City of Harlan and mail to  
P. O. Box 650.

Thanks for choosing to use the Therkildsen Center for your meetings.  
We hope everything was to your satisfaction!

Timothy A. Miller  
Manager

001-5-6010-6490

INV #22013

#111

Rec'd  
2/18/13  
K

OK to pay  
Mayor  
Council  
Cont.





Report on Special Investigation of the  
City of Harlan

Copy of February 2013 C.G. Therkildsen Activity Center Invoice



**C. G. THERKILDSSEN  
ACTIVITY CENTER**

706 Victoria Street ♥ P. O. Box 650 ♥ Harlan, Ia 51537-0650  
712-733-1103 Voice ♥ 712-733-1104 Fax ♥ 712-579-2191 Cell ♥ turkcenter@harlannet.com Email

February 18, 2013

City Recognition Banquet

Statement for City of Harlan Employee Recognition Banquet:

Pop	\$50.00
Wine	\$30.00
Beer	<u>\$220.00</u>
Total	\$300.00

Thank You

*Tim Miller*  
Timothy A. Miller  
Manager

