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NEWS RELEASE

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FOR RELEASE

June 29, 2017

Auditor of State Mary Mosiman today released a report on a special investigation of The Village Early Childhood Center (Center) located in Osceola, Iowa for the period January 1, 2013 through January 31, 2015. The special investigation was requested as a result of concerns identified by Center officials.

Mosiman reported the special investigation identified \$92,367.30 of improper and unsupported disbursements, undeposited collections, and unbilled and unpaid tuition charges. The \$68,533.62 of undeposited collections identified is composed of cash collected from parents or guardians for tuition which was not properly deposited to the Center's bank account. The \$2,169.90 of unbilled and unpaid tuition charges identified are composed of amounts not billed to or paid by the Center's former Director, Deana Stubbe, for daycare services provided for her children.

The \$19,139.34 of improper disbursements identified include payroll tax penalties and interest, personal purchases from retail vendors, payment to the Center's former Director, and late fees. The \$2,524.44 of unsupported disbursements identified include purchases from retail vendors.

Mosiman also reported it was not possible to determine if additional amounts were improperly disbursed or if additional tuition payments were not properly collected and/or deposited because sufficient documentation was not available.

The report includes recommendations to strengthen the Center's internal controls and operations of the Center, such as improvements to segregation of duties, customer account records and receipt processes, and establishing and enforcing policies regarding Center fees.

Copies of the report have been filed with the Osceola Police Department, the Division of Criminal Investigation, the Clarke County Attorney's Office, and the Attorney General's Office. A copy of the report is available for review in the Office of Auditor of State and on the Auditor of State's web site at <https://auditor.iowa.gov/reports/1660-4010-BE01>.

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**REPORT ON SPECIAL INVESTIGATION
OF THE
VILLAGE EARLY CHILDHOOD CENTER**

**FOR THE PERIOD
JANUARY 1, 2013 THROUGH JANUARY 31, 2015**

Table of Contents

	<u>Page</u>
Auditor of State's Report	3-4
Investigative Summary:	
Background Information	5-6
Detailed Findings	6-13
Recommended Control Procedures	14-15
Exhibits:	<u>Exhibit</u>
Summary of Findings	A 17
Purchases from Wal-Mart	B 18-39
Purchases from Other Vendors	C 40-43
Staff	44



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Auditor of State's Report

To the Board Members of
The Village Early Childhood Center:

As a result of alleged improprieties regarding certain financial transactions and at your request, we conducted a special investigation of The Village Early Childhood Center (Center). We have applied certain tests and procedures to selected financial transactions of the Center for the period January 1, 2013 through January 31, 2015 or the period specified. Based on discussions with Center staff members and officials and a review of relevant information, we performed the following procedures:

- (1) Evaluated internal controls to determine whether adequate policies and procedures were in place and operating effectively.
- (2) Examined activity in the Center's bank accounts to identify any unusual activity.
- (3) Compared tuition payments recorded in the Center's accounting system to amounts deposited to the Center's bank accounts to determine if all recorded tuition payments were properly deposited.
- (4) Examined the tuition amounts recorded in the Center's billing system for the former Center Director's family for the period June 1, 2012 through January 31, 2015 to determine if the appropriate amounts were recorded for the days her children attended the Center. We also examined the tuition payments recorded in the Center's accounting system for the former Center Director's family to determine if the tuition payments recorded were deposited to the Center's bank accounts.
- (5) Confirmed payments to the Center by the State of Iowa and Clarke County Development Corporation to determine if they were properly deposited to the Center's bank accounts in a timely manner.
- (6) Examined supporting documentation for selected disbursements to determine if they were for appropriate purposes, were properly approved, and were supported by adequate documentation.
- (7) Confirmed payroll checks issued from the Center's bank accounts were payable to individuals currently or previously employed by the Center.
- (8) Examined payroll checks issued to the former Center Director to determine if the number of checks issued and the amounts were appropriate.
- (9) Obtained an understanding of how paid time off was tracked for eligible Center employees and attempted to determine if the amount paid to the former Center Director for her unused paid leave was correctly calculated when her employment terminated.


- (10) Obtained and reviewed the former Center Director's personal bank statements to identify the source of certain deposits and to determine if tuition payments recorded in the Center's accounting system were issued from the personal bank account.

These procedures identified \$92,367.30 of improper and unsupported disbursements, undeposited collections, and unbilled and unpaid tuition charges. We were unable to determine if additional amounts were improperly disbursed or if additional tuition payments were not properly collected and/or deposited because sufficient documentation was not available. Several internal control weaknesses were also identified. Our detailed findings and recommendations are presented in the Investigative Summary and **Exhibits A** through **C** 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 Village Early Childhood Center, other matters might have come to our attention that would have been reported to you.

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

We would like to acknowledge the assistance and many courtesies extended to us by the officials and personnel of The Village Early Childhood Center during the course of our investigation.


MARY MOSIMAN, CPA
Auditor of State

June 14, 2017

The Village Early Childhood Center
Investigative Summary

Background Information

The Village Early Childhood Center (Center) is a child care center providing services to families with infants, pre-school children, and school-aged children. The Center is governed by a Board which is responsible for developing, establishing, and enforcing the Center's policies. The Board also provides oversight of all functions, including financial and regulatory, and hires and supervised the Center's Director.

Day-to-day management and supervision of the Center is provided by the Director. Deana (Smith) Stubbe began as the Center's Director in August 2013. Prior to becoming the Director, she was a teacher at the Center and was also the Assistant Director. During her employment as the Director, Ms. Stubbe's responsibilities included:

- Preparing and distributing billings to Center customers,
- Collecting receipts from customers when on duty at the Center,
- Preparing deposits for all collections received by the Center,
- Recording collections and maintaining customer account records,
- Preparing year-end statements for customers for tax purposes,
- Maintaining attendance records for all children,
- Making purchases for the Center and preparing disbursements to vendors,
- Preparing payroll checks for employees,
- Ordering food and supplies for the Center, and
- Managing Center employee schedules.

As the Director, Ms. Stubbe was responsible for recordkeeping, daily operations, and assisting with supervision of children in the Center. The Center uses the Procure Software® system to track billings and payments by individual families. During her tenure as Director, Ms. Stubbe had primary responsibility for preparing deposits and maintaining the billing system and recording the tuition amounts charged to families and the payments received. She also assisted with these duties while she was the Assistant Director. The billing system also allows identification of the individual recording transactions.

All disbursements for the Center were made by check or electronically for certain vendors. Disbursements were authorized after receipt of sufficient supporting documentation and approval of the expense by the Director and Board. Checks for payments were prepared by Ms. Stubbe. While the Center's primary revenue source is tuition payments from the Center's customers, funds are also received from the State of Iowa and Clarke County Development Corporation (CCDC). During the period of our investigation, the Center had 2 checking accounts, a savings account, and a money market account. All of the bank accounts were held at a single financial institution.

Clarke County entered into a USDA Rural Development loan agreement in August 2002 involving \$550,000 of revenue notes to finance a portion of the cost of constructing and furnishing the Center. An agreement was also established between the County, CCDC, the City of Osceola, and the Center which stated the City agreed to guarantee 25% of the loan, CCDC agreed to guarantee 25% of the loan, and the remaining 50% was guaranteed by the County. The notes are to be paid over 40 years solely from the revenues of the Center. However, the Center has not been able to meet the financial obligations established by the agreement. As a result, the City of Osceola, Clarke County, and CCDC have paid a portion of the debt obligations associated with the revenue notes.

In early 2015, Center officials identified improper purchases made with the Center's debit card and contacted the Osceola Police Department. In addition, Ms. Stubbe's employment was terminated effective January 15, 2015.

A representative of the Police Department subsequently contacted the Office of Auditor of State to request a review of the Center's financial records. As a result, we performed the procedures detailed in the Auditor of State's Report for the period January 1, 2013 through January 31, 2015.

Detailed Findings

Based on these procedures, we identified \$92,367.30 of improper and unsupported disbursements, undeposited collections, and unbilled and unpaid tuition charges. The \$68,533.62 of undeposited collections identified is composed of cash collected from parents or guardians for tuition which was not properly deposited to the Center's bank account. The \$2,169.90 of unbilled and unpaid tuition charges identified are composed of amounts not billed to or paid by Ms. Stubbe, for daycare services provided for her children.

The \$19,139.34 of improper disbursements identified include payroll tax penalties and interest, personal purchases from retail vendors, payment to the Center's former Director, and late fees. The \$2,524.44 of unsupported disbursements identified include purchases from retail vendors.

We were unable to determine if additional amounts were improperly disbursed or if additional tuition payments were not properly collected and/or deposited because sufficient documentation was not available. We left a message on Ms. Stubbe's cell phone on June 19, 2017 requesting a meeting, but she did not return the phone call. All findings are summarized in **Exhibit A** and a detailed explanation of each finding follows.

UNDEPOSITED COLLECTIONS

Cash tuition payments - According to brochures and the Family Handbook provided to customers by the Center, payments are due the Monday of each week's care. Payments were made by cash, check, or electronically. As previously stated, Ms. Stubbe was responsible for recording the payments in the customer's account within the Center's billing system. She also prepared the collections for deposit to the Center's primary bank account.

The Center provided us summaries of account histories for families with children attending the Center for the period June 1, 2012 through January 31, 2015. Information from the billing system was not readily available for the period prior to June 1, 2012. The account histories summarize the amounts due from the families for each week of service and list all payments by the families. In addition, the method of payment (cash, check, electronic payment, etc.) is recorded in the billing system and included in the account histories.

Using the account histories and bank records, we determined \$68,533.62 of cash collections recorded in the billing system were not properly deposited to the Center's primary checking account. We also determined tuition payments were not deposited to the Center's other bank accounts.

Specifically, we selected certain payments recorded in the billing system as made electronically and by check to determine if they were properly deposited. We did not identify any significant concerns with these payments. However, when we compared cash payments recorded in the billing system to bank records, we determined \$83,009.22 of cash payments were recorded in the billing system from June 1, 2012 through January 31, 2015. However, only \$14,475.60 of cash was deposited to the Center's primary checking account for the same period.

The \$68,533.62 of cash collections are included in **Exhibit A** as undeposited collections.

Table 1 summarizes the average amount of cash deposits to the Center’s primary checking account for the period June 1, 2012 through January 31, 2015.

Time Period	Average Cash Collections Deposited
June 2012 through April 2013	\$ 791.42
May 2013 through September 2013	468.80
October and November 2013	40.00
December 2013 through December 2014	0.00
January 2015	3,346.00

We were unable to review any information from the billing system prior to June 1, 2012. As a result, we were unable to compare cash payments from families to bank deposits for this period. Also as previously stated, Ms. Stubbe was responsible for preparing collections for deposit to the Center’s bank account and her employment was terminated in January 2015.

As illustrated by the **Table**, the average amount of cash collections decreased from June 2012 through September 2013, then decreased again to just \$40.00 per month for October and November 2013. During our review of the bank statements, we did not identify any cash collections deposited from December 2013 through December 2014. However, the cash deposited during January 2015 totaled \$3,346.00. Prior to Ms. Stubbe’s departure on January 15, 2015, \$935.00 of cash collections received in January was deposited to the bank. The remaining \$2,411.00 deposited in January was after Ms. Stubbe’s departure.

As stated previously, none of the cash collections recorded in the billing system during December 2013 through December 2014 were deposited. However, 2 deposits were made in January 2015 prior to Ms. Stubbe’s departure. According to Center officials, they had met with Ms. Stubbe during December 2014 to determine why the Center was experiencing financial difficulties. We are unable to determine if these discussions affected the timing of the cash deposits made in January 2015.

From the State of Iowa – The majority of revenues received from the State of Iowa are payments from the Department Human Services for child care assistance; however, amounts are also received from the Department of Education for a nutrition program. We confirmed all payments to the Center by the State of Iowa to determine if they were properly deposited to the Center’s bank accounts. As a result, we identified 24 warrants issued to the Center by the State which were seized by the State’s Offset Program, resulting in \$43,646.47 being retained by the State for outstanding Center obligations and \$175.00 in offset fees being incurred by the Center. The amounts retained by the State were seized by the Department of Revenue and Iowa Workforce Development for payment of payroll withholding obligations.

Because Ms. Stubbe was responsible for ensuring timely payment of all the Center’s bills, the \$175.00 of offset fees is included in **Exhibit A** as improper disbursements.

From Clarke County Economic Development – We confirmed all payments to the Center by CCED were properly deposited to the Center’s bank accounts.

UNBILLED AND UNPAID TUITION CHARGES

In addition to cash and checks received from customers for daycare services, the Center is paid for daycare services provided to family members of Center employees. However, the payments from employees are to be made through payroll deduction rather than by cash or check. The payments withheld from employees’ pay for tuition are recorded in the Center’s billing system as payroll deduction amounts. The amounts withheld are also recorded in the Center’s payroll system and illustrated on each employee’s pay stub.

In addition, employees receive discounted tuition rates for the daycare services provided to family members. After Ms. Stubbe’s termination, the Center developed written procedures regarding the discounted rates; however, during Ms. Stubbe’s tenure, there was not a written policy in place regarding the discounts. According to Center staff members we spoke with, prior to establishing a written procedure, the Center’s practice was to discount tuition by 50% for the employee’s first family member and 60% for additional family members. During our review of customer account summaries for employees, we verified these discount rates were consistently applied to tuition charged to employees.

As previously stated, we were able to review customer account summaries from the Center’s billing system for the period June 1, 2012 through January 31, 2015. Information from the billing system was not readily available for the period prior to June 1, 2012.

During our review of Ms. Stubbe’s account in the Center’s billing system, we determined tuition charges were recorded for her 3 children for the period June 2, 2014 through August 14, 2014. The tuition charges recorded totaled \$762.50. The information in the billing system also included 3 checks which totaled \$762.50. As a result, the billing system did not show a remaining balance due for Ms. Stubbe’s family. Because each of the transactions in the billing system for Ms. Stubbe’s family was recorded with Ms. Stubbe’s initials as the “user,” we determined Ms. Stubbe recorded the transactions.

We determined the 3 checks recorded in the billing system were not deposited in the Center’s bank accounts. Specifically, we determined the 3 checks and their related amounts were not included in the payments listed on the deposit slips Ms. Stubbe prepared when tuition payments were deposited. The information recorded in the account summary for the 3 checks is listed in **Table 2**.

User*	Post Date	Description	Comment	Amount
DKS	06/25/14	Pmt by Check	#5788	\$ 599.00
DKS	08/08/14	Pmt by Check	#5794	131.00
DKS	08/15/14	Pmt by Check	#5796	32.50
Total				\$ 762.50

* - DKS represents Ms. Stubbe’s initials.

We also reviewed Ms. Stubbe’s personal bank account statements and determined the 3 check numbers and amounts of the checks did not clear Ms. Stubbe’s personal bank account as she described in the billing system. Specifically, check number 5788 posted in the billing system on June 25, 2014 did not clear her personal account on or near the date recorded in the account summary. However, check numbers immediate preceding and following check number 5788 cleared Ms. Stubbe’s personal bank account during June and July 2014.

In addition, while check numbers 5794 and 5796 cleared Ms. Stubbe’s personal bank account in July 2014, check number 5794 was issued to Schwan’s for \$34.99 on July 9, 2014 and check number 5796 was issued to Family Table, a local restaurant, for \$45.22 on July 10, 2014. We did not identify any disbursements from Ms. Stubbe’s personal account for \$131.00 or \$32.50 during July, August, or September 2014.

The billing system did not include any payments in Ms. Stubbe’s family account which were described as payroll deductions, which was the method by which employees were to pay for discounted tuition. In addition, we reviewed Ms. Stubbe’s payroll stubs which documented nothing had been withheld from Ms. Stubbe’s biweekly pay for tuition payments.

We also reviewed the attendance sheets signed by parents as they drop off and pick up their children. Attendance sheets for 2012 were not available for our review. However, when we

compared information from the attendance sheets including Ms. Stubbe’s children for the period January 1, 2013 through January 31, 2015 to the billing system, we identified certain concerns.

- While the billing system included tuition charges for Ms. Stubbe’s children for the period June 2, 2014 through August 14, 2014, attendance sheets did not include Ms. Stubbe’s children for this period. As previously stated, the billing system shows Ms. Stubbe recorded all the transactions in the billing system for her family. We are unable to determine why she recorded tuition charges in the billing system for her children during a period they did not attend the Center.
- Because the payments recorded in the billing system by Ms. Stubbe were not deposited to the Center’s bank account, the unpaid tuition charges for days the children did not attend the Center do not result in a loss of tuition to the Center or excess of tuition amounts improperly paid by Ms. Stubbe. As a result, **Exhibit A** does not include any tuition charges for this irregularity.
- The billing system did not include tuition charges for certain days Ms. Stubbe’s children attended the Center. Attendance records we reviewed document 2 of Ms. Stubbe’s children attended the Center on a part time basis. In addition, another child attended on a full time basis from January 2, 2013 through May 24, 2013. The child then attended on a part time basis beginning in September 2013.
- The dates Ms. Stubbe’s children were listed on the attendance sheets and the related discounted tuition charges which should have been recorded in the Center’s billing system are summarized in **Table 3**.

Table 3

Child	Dates on Attendance Sheet	Number of Days	Discounted Tuition
Child #1	01/02/13 – 12/23/14	201	\$ 1,336.50
Child #2	09/06/13 – 12/23/14	124	404.40
Child #3	09/06/13 – 12/23/14	119	429.00
Total		444	\$ 2,169.90

The \$2,169.90 of unbilled and unpaid tuition charges for the days Ms. Stubbe’s children attended the Center from January 1, 2013 through December 23, 2014 is included in **Exhibit A**.

IMPROPER AND UNSUPPORTED DISBURSEMENTS

During our review of the Center’s financial records, we examined the Center’s bank statements, images of redeemed checks, certain tax records, and any available supporting documents related to payments made from the Center’s bank accounts. However, supporting documentation was not available for certain disbursements. As the Director, Ms. Stubbe was responsible for ensuring all disbursements were appropriate for the Center’s operations and adequate supporting documentation was maintained.

We reviewed all disbursements from the Center’s bank accounts for the period January 1, 2013 through January 31, 2015. When supporting documentation was not available for certain disbursements, we reviewed the payees and other notations on images of the redeemed checks. We also reviewed minutes of Board meetings and obtained records from certain vendors. In addition, we discussed certain disbursements with Board members and the current Director to determine the propriety of certain vendors or if the level of purchases from certain vendors appeared reasonable.

Based on our review, we identified several improper and unsupported disbursements. We classified payments as improper, unsupported or reasonable based on our review of available supporting documentation; the vendor, frequency, and amount of payments; and discussions with Center officials. Payments were classified as improper if they were personal in nature or not reasonable or necessary for the Center's operations. Payments were classified as unsupported if the appropriate documentation was not available or if it was not possible to determine if the payment was related to the Center's operations or was personal in nature. Payments were classified as reasonable if supporting documentation included a description of the good or services, and/or the goods and services were reasonable and necessary for the Center's operations.

The improper and unsupported disbursements identified were issued by Ms. Stubbe to herself and to certain vendors and are explained in more detail in the following paragraphs.

Purchases from Wal-Mart – During our review of disbursements from the Center's bank accounts, we identified a number of purchases from Wal-Mart for which supporting documentation was not readily available. As a result, we obtained information regarding the items purchased directly from Wal-Mart.

According to Center staff members we spoke with, infant formula, baby and toddler food, and baby items were routinely purchased from Wal-Mart for use at the Center. In addition, certain items were purchased from Wal-Mart for the Center's operations, such as a limited number of office supplies, craft supplies, and cleaning items. We discussed certain purchases with Center officials to determine propriety. The purchases from Wal-Mart which were determined to be improper are listed in **Exhibit B**. The **Exhibit** also includes items which were classified as unsupported because we were unable to determine their propriety.

As illustrated by the **Exhibit**, the improper items purchased include a laptop, Chromebook, a 7-piece cookware set, groceries, candy, and 2-litre bottles of pop. The unsupported purchases included in **Exhibit B** include a surge protector, repair items for a toilet, batteries, and office supplies.

The \$2,080.45 of improper and \$453.07 of unsupported disbursements listed in **Exhibit B** are included in **Exhibit A**.

Purchases from other vendors – During our review of disbursements from the Center's bank accounts, we identified a number of disbursements to retail and online vendors. Some of the payments were supported by receipts, invoices, or other appropriate documentation which showed the disbursements were related to the Center's operations. However, some of the disbursements for which supporting documentation was not available were to vendors which were not common for the Center or were for unusual amounts. These purchases were discussed with Center officials. In addition to the vendor and amount of the disbursements, the Center officials considered the date of the payments. These disbursements are listed in **Exhibit C**.

As illustrated by the **Exhibit**, we determined 10 of the disbursements totaling \$513.37 were improper. These disbursements include 2 online payments to Quick Tag, a vendor from which pet tags can be ordered. The improper purchases also included a \$37.80 payment to Great Clips, a hair salon in West Des Moines, on May 19, 2014; a \$26.75 purchase from Hunter Brothers, a tree farm in Chariton, IA on December 2, 2014; and \$141.01 spent at fuel vendors in Osceola. The \$177.31 purchase from Coast to Coast was for chocolates and the purchaser received a \$10 gift card for the purchase.

The \$513.37 of improper disbursements identified are included in **Exhibit A**.

During our review of the disbursements from the Center's bank account, we also identified payments to Wells Fargo Leasing for a copier. Of the payments reviewed, 5 included late fees

which are listed in **Table 4**. Because Ms. Stubbe was responsible for making lease payments in a timely manner, the \$246.77 of late fees are included in **Exhibit A** as improper disbursements.

Table 4

Check Date	Check Number	Lease Payment	Late Fee	Check Total
10/15/14	201894	\$ 393.20	32.65	425.85
02/27/15	201994	709.85	124.48	834.33
12/05/13	202243	105.39	29.00	134.39
09/12/13	202216	280.48	60.64	341.12
Total		\$ 1,488.92	246.77	\$ 1,735.69

Exhibit C also includes the 28 disbursements totaling \$2,071.37 which were identified as unsupported. The unsupported disbursements include 5 purchases from Amazon and 8 from Wayfair. We also identified a \$200.00 check issued on July 1, 2013 to the Center’s bank for \$200.00 which was described as “Trolley Quarters.” We confirmed the Center pays cash for each child riding the local trolley; however, sufficient records are not maintained for the cash held on hand at the Center to confirm the proceeds from the \$200.00 check were used for the children to ride the trolley. The unsupported disbursements listed in **Exhibit C** are included in **Exhibit A**.

Checks to Ms. Stubbe – Ms. Stubbe was to be paid once every 2 weeks. She was also eligible for reimbursement of expenses related to Center operations if she submitted supporting documentation. We identified 59 checks totaling \$45,751.63 paid to Ms. Stubbe between January 1, 2013 and December 31, 2014. Of this total, 54 checks totaling \$45,292.46 were for payroll and the remaining 5 checks totaling \$459.17 appear to have been issued to Ms. Stubbe for reimbursement purposes.

Payroll – We identified 1 instance where Ms. Stubbe was issued an additional payroll check. Check number 18964 was issued to Ms. Stubbe on August 28, 2014 for \$924.99, which was the net amount of her biweekly salary. The stub for the check number 18964 showed the check was for the pay period August 11, 2014 through August 24, 2014 and amounts were withheld from Ms. Stubbe’s gross pay for federal and state income tax, FICA contributions, and health insurance premiums.

We also determined check number 18965 was issued to Ms. Stubbe on August 28, 2014 for \$352.20. The stub for check number 18965 showed it was also for the pay period August 11, 2014 through August 24, 2014. In addition, the stub showed the gross amount of the check was \$380.00 and amounts had been withheld for FICA, but nothing was withheld for federal or state income tax. The checks issued to Ms. Stubbe after these checks did not show an increase in her authorized gross pay. As a result, it is apparent check number 18965 was not for a retroactive pay increase. Center officials were unable to provide an explanation for the additional check.

We also determined check number 19135 issued to Ms. Stubbe on November 20, 2014 was for \$80.00 in excess of her authorized salary. The check’s stub shows withholdings were incurred for the excess \$80.00. Center officials were unable to provide an explanation for the additional amount.

Table 5 summarizes the excess payroll amounts issued to Ms. Stubbe and the additional FICA amounts the Center incurred as a result of the excess payments.

Table 5

Check Date	Check Number	Unauthorized Gross Pay	Employer's Share of FICA	Total Excess Costs Incurred
08/28/14	18965	\$ 380.00	29.07	409.07
11/20/14	19135	80.00	6.12	86.12
Total		\$ 460.00	35.19	495.19

As illustrated by the **Table**, the Center incurred \$35.19 of additional costs for the employer's share of FICA contributions as a result of the \$460.00 of unauthorized gross pay issued to Ms. Stubbe. The \$495.19 of excess costs incurred by the Center are included in **Exhibit A** as improper disbursements.

The Center issued check number 19290 to Ms. Stubbe on January 26, 2015 for \$841.24. According to Center officials, the check was for Ms. Stubbe's final 3 days of employment during the pay period January 12, 2015 through January 25, 2015 and the balance of her unused earned time off. Using the Center's bank records, we determined the check had not been redeemed as of March 31, 2015. According to Center officials, the check has not been redeemed as of June 21, 2017.

Because sufficient records were not maintained by the Center, we are unable to determine the propriety of the portion of the check for unused earned time off. Center officials stated they do not maintain records summarizing their tracking of earned time off after an employee terminates employment. Because we are unable to determine the propriety of the payout of Ms. Stubbe's unused earned time off, an amount is not included in **Exhibit A**.

Reimbursements – As previously stated, we identified 5 checks totaling \$459.17 which appear to have been issued to Ms. Stubbe for reimbursement purposes. The 5 checks are listed in **Table 6**.

Table 6

Check Date	Check Number	Amount
08/31/13	202152	\$ 64.96
11/14/13	202240	26.61
10/17/13	202196	30.74
02/28/14	202323	37.36
08/14/14	18929	299.50
Total		\$ 459.17

Ms. Stubbe submitted documentation for all of the disbursements with the exception of check number 18929. Based on the documentation, amounts, and frequency of the 4 payments, they are reasonable for the Center's operations. However, check number 18929 issued to Ms. Stubbe on August 14, 2014 is an unusually large amount. In addition, it is for a "round" amount which makes it appear to not be for mileage or reimbursement of a cost incurred on behalf of the Center. Center officials were unable to identify any purchases of such an amount Ms. Stubbe would make on behalf of the Center. As a result, the \$299.50 check is included in **Exhibit A** as an improper disbursement.

Payroll tax penalties and interest – Payroll taxes should be paid in a timely manner. As the Director, it was Ms. Stubbe's responsibility to ensure payroll taxes were paid in a timely manner or to discuss with the Center's Board members what other options should be considered.

According to Center officials we spoke with, no one was aware payroll taxes had not been paid in a timely manner. By reviewing account transcripts Center officials obtained from the Internal

Revenue Service, we identified a net amount of \$13,095.16 of penalties and interest incurred by the Center for the tax periods ending March 31, 2013 through September 30, 2015. The \$13,095.16 of penalties and interest is included in **Exhibit A** as improper disbursements.

Overdraft fees – During the period of our testing, the Center had 5 bank accounts. The Director was responsible for processing financial transactions and ensuring sufficient funds were available in the accounts before issuing checks or disbursing funds from the accounts. During our review of the Center’s bank account statements, we identified 65 fees related to overdrafts. The amounts are summarized by account in **Table 7**.

Table 7

Account	Number of Overdrafts	Amount
Primary Checking, #XXX088	16	\$ 1,195.80
Savings, #XXX488	8	16.00
Savings, #XXX782	9	18.00
Money Market, #XXX984	4	36.00
2 nd Checking, #XXX984	28	948.10
Total	65	\$ 2,213.90

The \$2,213.90 of overdraft fees are included in **Exhibit A** as improper disbursements.

Cash withdrawal – According to Center officials we spoke with, none of the Center’s disbursements should have been made in cash. All collections should have been deposited intact and all disbursements should have been made with a check or electronically. During our review of the Center’s bank account statements, we identified a \$20.00 cash withdrawal on November 21, 2012 from the Center’s money market account. The \$20.00 is included in **Exhibit A** as an improper disbursement.

OTHER ADMINISTRATIVE ISSUES

Based on documents we observed, certain W-2 documents submitted by the Center did not agree with information submitted to the IRS on quarterly payroll tax reports for the Center. We were unable to determine if corrections were properly made to the W-2 documents and/or the quarterly tax reports. As a result, we are unable to determine if the proper payroll amounts were appropriately reported to agencies such as the Social Security Administration on behalf of the Center’s employees.

In addition, during our review of the tuition amounts charged to employees for daycare services provided to family members, we determined the discount rate provided to employees exceeds the discount allowed to be excluded from income. Specifically, in accordance with section 132 of the U.S. Tax Code, when an employee receives a discount which allows an employee to obtain services from an employer at a price below that available to the general public, the possibility of a taxable benefit to the employee exists. However, the benefit is excludable if it is no more than 20% of the price charged to the general public for the service. Because the Center provides a 50% discount to employees, a portion of the benefits may be considered taxable income.

The Center should seek appropriate guidance to determine the tax consequences of continuing to provide a discount exceeding 20%. In addition, Center officials should consider what dependent care assistance benefits, if any, should be considered for employees. Specifically, section 129 of the U.S. Tax Code allows an employee to exclude from gross income amounts paid or incurred by an employer for dependent care assistance services provided to the employee under a written plan. The maximum amount excluded cannot exceed \$5,000.00.

Recommended Control Procedures

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

- A. Segregation of Duties – An important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. The former Center Director had control over multiple incompatible duties related to collections and disbursements.

Recommendation – We realize segregation of duties is difficult with a limited number of employees. However, the collection and disbursement duties should be segregated between employees of the Center. In addition, periodic oversight should be provided by someone independent of those duties. Specifically, Board members should review financial records, perform reconciliations, and examine supporting documentation for accounting records on a periodic basis.

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

- B. Minutes of Board Meetings – During our review of Board minutes, we determined there was no reporting of related costs or results of activities to the Board. In addition, any reports provided to the Board were not included with the official minutes.

Recommendation – The Board should ensure all obligations are presented to the Board for its approval and all payments are made in the amount approved by the Board. In addition, all collections should be reported to the Board in a timely manner and the Board should make inquiries when information is not sufficient for members to properly carry out their fiduciary responsibilities.

- C. Payroll – During our review of payments to the former Director, we determined procedures were not in place to ensure she did not receive more than her authorized salary amount.

In addition, the Center incurred a number of significant penalty and interest charges because payroll taxes were not remitted to the IRS in a timely manner and certain payments from the State of Iowa were withheld from the Center because payments were not remitted to the Department of Revenue and Iowa Workforce Development in a timely manner.

Based on documents we observed, certain W-2 documents submitted by the Center did not agree with information submitted to the IRS on quarterly payroll tax reports. We were unable to determine if corrections were properly made to the W-2 documents and/or the quarterly tax reports. As a result, we are unable to determine if the proper payroll amounts were appropriately reported to agencies such as the Social Security Administration on behalf of the Center's employees.

Recommendation – The Board should ensure payroll checks are included in the payment listing presented to the Board for approval. The periodic review should also ensure increases to gross pay are properly approved and calculated.

In addition, all travel reimbursements should be included in the payments listing presented to the Board for approval. They should also be supported by adequate reimbursement reports which include dates, destinations, descriptions of events, and any other related supporting documentation.

The Board should also ensure appropriate procedures are put in place to ensure payroll taxes are remitted in a timely manner so penalties and interest charges are not incurred. Procedures should also be developed to ensure all W-2 documents and quarterly payroll reports are accurately prepared using the Center's payroll system. The Board should consult with legal counsel to ensure all corrections have been properly made for previous periods.

- D. Supporting Documentation – Sufficient supporting documentation was not available for a number of disbursements from the Center's bank accounts. As a result, we are unable to determine propriety for certain transactions.

Recommendation – The Board should ensure sufficient supporting documentation for all financial transactions is maintained, all electronic records are backed up, and the back-ups are maintained off-site. Board members should also ensure the minutes include a detailed listing of all payments approved by the Board.

- E. Executive Board Oversight – The Board has a fiduciary responsibility to provide oversight of the Center's operations and financial transactions. Oversight is typically defined as the "watchful and responsible care" a governing body exercises in its fiduciary capacity. The lack of appropriate oversight and the failure to ensure implementation of adequate internal controls permitted an employee to exercise too much control over the Center's operations.

Recommendation – Oversight by the Board is essential and should be an ongoing effort by all members. The Board should exercise due care and require and review pertinent information and documentation prior to making decisions affecting the Center.

- F. Debit Card Purchases – We identified purchases made with the debit card associated with the Center's checking account. The purchases were not consistently supported by appropriate documentation. Purchases made using a debit card are an immediate payment and do not allow the proper authorization by an oversight Board.

Recommendation – The Board should implement procedures requiring all purchases with Center funds be properly supported with original invoices, receipts, or other appropriate documentation. In addition, officials should consider eliminating the use of a debit card and using a credit card in its place if necessary. A debit card instantly uses Center funds without any independent review or approval. However, a credit card allows Board members to determine the propriety of purchases prior to authorizing the use of Center funds to pay for purchases made with a credit card.

In addition, the Board should establish a written policy which prohibits the personal use of the credit card. The policy should specify the potential consequences of using the credit card for personal purchases. The policy should be clearly communicated to all Center employees and each employee using the credit card should be required to sign a statement regarding their understanding of the policy.

Exhibits

Report on Special Investigation of the
Village Early Childhood Center

Summary of Findings
For the period January 1, 2013 through January 31, 2015

Description	Exhibit/Table Page Number	Improper	Unsupported	Total
Undeposited collections and unbilled and unpaid tuition:				
Undeposited cash collections	Page 6	\$ 68,533.62	-	68,533.62
Unbilled and unpaid tuition charges	Table 3	2,169.90	-	2,169.90
Subtotal		70,703.52	-	70,703.52
Improper and unsupported disbursements:				
From the State of Iowa	Page 7	175.00	-	175.00
Purchases from Wal-Mart	Exhibit B	2,080.45	453.07	2,533.52
Purchases from other vendors	Exhibit C	513.37	2,071.37	2,584.74
Late fees paid to Wells Fargo Leasing	Table 4	246.77	-	246.77
Payroll to Deana Stubbe	Table 5	495.19	-	495.19
Reimbursements to Deana Stubbe	Page 12	299.50	-	299.50
Payroll tax penalties and interest	Pages 12 & 13	13,095.16	-	13,095.16
Overdraft fees	Table 7	2,213.90	-	2,213.90
Cash withdrawal	Page 13	20.00	-	20.00
Subtotal		19,139.34	2,524.44	21,663.78
Total		\$ 89,842.86	2,524.44	92,367.30

Report on Special Investigation of the
Village Early Childhood Center

Purchases from Wal-Mart
For the period January 1, 2013 through January 31, 2015

From Wal-Mart

Visit Date	Signing Description	Size	Unit Quantity	Cost
01/09/14	ARTCOLOR WATERCOLOR SET		1 \$	7.97
01/09/14	FELT FLOWER.	1.0EA	1	1.97
01/09/14	FELT SMILEYFACE	1.0EA	1	1.97
01/09/14	EXPRESSIONS TAPE, REMOVABLE		1	2.88
01/09/14	SCOTCH EXPRESSIONS TAPE	300"	1	2.88
01/09/14	EXPRESSIONS TAPE, REMOVABLE		1	2.88
01/09/14	2X3 ALUMINUM FRAME BOARD	1.0UN	1	19.96
	TAX			
01/16/14	WIGGLE EYES 25MM 12 PACK		5	4.85
01/16/14	BLACK CARD STOCK	1.0EA	1	3.97
	TAX			
01/20/14	17X23MAGNETIC DRYER	17X23	1	6.97
01/20/14	QUARTET;6PK REWRITABLES MINI-MARKER		1	3.47
01/20/14	ELMER'S 20X30 WHITE FOAM BOARD	1.0EA	1	1.47
01/20/14	PRIMARY CARD STOCK	1.0EA	1	3.97
	TAX			
01/21/14	WARRANTY PLAN		1	28.00
01/21/14	CHROMEBOOK		1	199.00
	TAX			
01/22/14	SHARPIE ACCENT RT 8CT ASST HL	1.0EA	1	8.88
	TAX			
02/10/14	.75"X1000IN STATIONERY TAPE REFILL ROLLS	1.0EA	1	11.97
02/10/14	DESIGNER PAPER PHOTO MATS BRIGHTS	12.0EA	1	3.00
02/10/14	COLORBOK 12IN PAPER FOIL BRILLIANT JEWEL	12.0EA	1	5.00
02/10/14	BLACK 3 PRONG PORTFOLIO		5	3.85
02/10/14	BLUE 3 PRONG PORTFOLIO		5	3.85
	TAX			
03/05/14	NESTLE GOOBERS CHOCOLATE CANDY BOX	3.5OZ	1	0.98
03/05/14	HERSHEY MILK DUDS THEATER BOX	5 OZ	1	0.98
03/05/14	RAISINETS THEATER BOX	3.5OZ	1	0.98
03/05/14	U.S. ACRYLIC, PLASTIC CUPS	30OZ.	2	1.76
03/05/14	KERNEL SEASONS NACHO CHDR POPCORN FLAVOR	2.85OZ	1	1.98

Sales Tax	Amount Tendered	Reasonable	Improper	Unsupported
2.84	43.35	-	-	43.35
0.62	9.44	-	-	9.44
1.11	16.99	-	-	16.99
15.89	242.89	-	242.89	-
0.62	9.50	-	-	9.50
1.94	29.61	-	29.61	-

Report on Special Investigation of the
Village Early Childhood Center

Purchases from Wal-Mart
For the period January 1, 2013 through January 31, 2015

From Wal-Mart

Visit Date	Signing Description	Size	Unit Quantity	Cost
03/05/14	IA SNGL BOTTLE DEP.	SNGL	2	0.10
03/05/14	PEPSI 2 LITER	2LTR	1	1.48
03/05/14	MOUNTAIN DEW 2 LITER	2LTR	1	1.48
03/05/14	ORVILLE MOVIE THEATER BUTTER TUB	3.9OZ	1	2.28
03/05/14	OREO COOKIES 14.3Z	14.3OZ	1	2.98
03/05/14	OVAL SEAGRASS BASKET	1.0EA	1	4.97
03/05/14	DESPICABLE ME 2 BD+DVD+DC STD WS TAX	BD+DVD	1	19.96
03/13/14	CUMBERLAND SWAN 3% HYDROGEN PEROXIDE	32 FO	10	8.80
03/13/14	SUAVE COCOA BUTTER 32 OZ	32 FO	1	3.93
03/13/14	SUAVE ADVANCED THERAPY LOTION 30Z	3.0FO	1	0.93
03/13/14	GREAT VALUE FOOD COLOR ASSORTED	1.0FO	1	1.94
03/13/14	GREAT VALUE PLAIN SALT	26OZ	1	0.44
03/13/14	GV ALL PURPOSE FLOUR 5LB	5 LB	1	1.68
03/13/14	HUNGRY JACK MASHED POTATOES 26.7OZ	26.7OZ	1	2.98
03/13/14	GREAT VALUE LONG GRAIN RICE 20LB	320 OZ	2	19.96
03/13/14	GREAT VALUE BOWTIES 12 OZ	12 OZ	1	1.00
03/13/14	GREAT VALUE GARDEN ROTINI 16 OZ	16 OZ	1	1.00
03/13/14	GREAT VALUE YELLOW CORN MEAL	5.0LB	1	2.36
03/13/14	S1ST DBL DOOR SLIDE LOCK 2PK	1.0EA	2	6.00
03/13/14	S1ST SIDE BY SIDE CAB LOCK	2EA	1	4.00
03/13/14	48CT WASHABLE SW CHALK	48.01N	1	4.97
03/13/14	GREAT VALUE WHOLE WHEAT ROTINI 13.25 OZ	13.25Z	1	1.00
03/13/14	GREAT VALUE WHOLE WHEAT PENNE 13.25 OZ	13.25Z	1	1.00
03/13/14	GREAT VALUE RADIATORE-7/16 OZ	16 OZ	1	1.00
03/13/14	91% ISOPROPYL ALCOHOL 32 OZ	32.0FO	5	12.90
03/13/14	100 OZ. BUBBLES TAX	1.0EA	1	5.00
03/17/14	UNIBALL 207 ASRT 8CT .7	1.0EA	1	11.97
03/17/14	IT`S A BREEZE (<i>binder</i>)	1.5"	1	4.97
03/17/14	DAZZLE ME 1 SUB NTBK TAX	1.0EA	1	2.47
03/25/14	WHOPPER BIG BOX	5 OZ	1	0.98
03/25/14	SKITTLES ORIGINAL THEATER BOX 4OZ	4.0OZ	1	0.98
03/25/14	HERSHEY MILK DUDS THEATER BOX	5 OZ	1	0.98

Sales Tax	Amount Tendered	Reasonable	Improper	Unsupported
2.28	42.21	-	42.21	-
3.26	84.15	-	84.15	-
1.36	20.77	-	-	20.77

Report on Special Investigation of the
Village Early Childhood Center

Purchases from Wal-Mart
For the period January 1, 2013 through January 31, 2015

From Wal-Mart

Visit Date	Signing Description	Size	Unit Quantity	Cost
03/25/14	RAISINETS THEATER BOX	3.5OZ	1	0.98
03/25/14	BOWL, 2 TONE GREEN	1.0EA	1	2.44
03/25/14	ORVILLE POUR OVER MOVIE THEATER BUTTTER	9.9OZ	1	2.18
03/25/14	SOLID COLOR PAPER PORT 2 POCKET 3 PRONG		13	5.72
03/25/14	OVAL SEAGRASS BASKET	1.0EA	1	4.97
03/25/14	FROZEN DVD STD WS	DVD	1	19.96
03/25/14	SOUR PATCH KIDS SOFT CANDY KIDS FAT FREE TAX	3.5OZ	1	0.98
04/09/14	KODAK BLACK INK CARTRIDGE 30XL TAX	1.0EA	2	39.94
04/14/14	WIRELESS BLU-TRACE MOUSE		1	13.97
04/14/14	HP PAVILION TOUCHSMART 15-B129WM LAPTOP TAX	15.6"	1	378.00
06/05/14	SUAVE CD LAVENDER 12Z	12 FO	1	0.94
06/05/14	SUAVE WATERFALL MIST CONDITIONER	12 FO	1	0.94
06/05/14	SUAVE CD 12Z NTRLS GRN APPL	12.0FO	1	0.94
06/05/14	.75IN DUCK BRAND MASKING TAPE	55YD	1	0.96
06/05/14	OCELO HANDY SPONGE 6CT	6CT	1	2.98
06/05/14	SNUGGLE SHEET BLUE 200CT	200CT	1	5.97
06/05/14	HP 564 COMBO CREATIVE PACK		1	29.98
06/05/14	HP 564 BLACK TWIN D72		1	23.98
06/05/14	Coupon TAX			(0.75)
06/12/14	PINT REGULAR GLASS JAR WITH LID/RING	PINT	1	7.47
06/12/14	REESE PIECES LAYDOWN BAG	15.0OZ	5	14.40
06/12/14	HALF PINT GLASS JAR WITH LID/RING TAX	1/2PNT	1	6.97
06/23/14	PINT REGULAR GLASS JAR WITH LID/RING TAX	PINT	-1	(7.47)
07/07/14	BARBASOL SHAVING CREAM 100OZ ORIGINAL	10.0OZ	5	8.35
07/07/14	SNUGGLE SHEET BLUE 200CT	200CT	1	5.97
07/07/14	JOHNSONS SAFETY COTTON SWABS 55 CT	55CT	1	1.38

Sales Tax	Amount Tendered	Reasonable	Improper	Unsupported
2.59	42.76	-	42.76	-
2.80	42.74	-	42.74	-
27.44	419.41	-	419.41	-
4.67	70.61	-	70.61	-
2.02	30.86	-	30.86	-
(0.52)	(7.99)	-	(7.99)	-

Report on Special Investigation of the
Village Early Childhood Center

Purchases from Wal-Mart
For the period January 1, 2013 through January 31, 2015

From Wal-Mart

Visit Date	Signing Description	Size	Unit Quantity	Cost
07/07/14	MERCURY FREE 357 SILVE OXIDE BATTERY		1	5.67
07/07/14	GREAT VALUE WHIPPED TOPPING 8OZ	8 OZ	1	1.16
07/07/14	GREAT VALUE STRAWBERRY GELATIN	3 OZ	2	1.00
07/07/14	GREAT VALUE LIME GELATIN	3 OZ	2	1.00
07/07/14	GREAT VALUE VANILLA INSTANT PUDDING	3	2	1.36
07/07/14	GV BAKING SODA 16 OZ	16 OZ	2	1.12
07/07/14	GREAT VALUE OLD FASHION OATMEAL 42OZ	42 OZ	2	4.96
07/07/14	GREAT VALUE INSTANT CHOCOLATE PUDDING	3.9 OZ	2	1.36
07/07/14	GV FRUIT SPINS CEREAL	17.0OZ	1	2.48
07/07/14	TISSUE CHERRY RED		1	0.97
07/07/14	TISSUE WHITE		1	1.47
07/07/14	HP 564 COMBO CREATIVE PACK		1	29.98
07/07/14	PENN CLASSIC WBF 3.5LB <i>(bird feed)</i>	3.5LB	2	5.48
07/07/14	HP 564 BLACK TWIN D72 <i>(ink)</i>		1	23.98
07/07/14	CORD WHITE HEMP	1.0EA	1	3.00
07/07/14	6 SHT TISSUE FIESTA BLUE TAX		1	0.97
07/14/14	OCELO HANDY SPONGE 6CT	6CT	1	2.98
07/14/14	HS WASP & HORNET KILLER	17.5OZ	1	2.98
07/14/14	COOL WHIP 8OZ	8 OZ	5	7.65
07/14/14	C&H SUGAR CANNISTER 4#	4 LB	1	3.54
07/14/14	FOLGERS CLASSIC ROAST GRND CAN 33.9OZ	33.9OZ	1	7.98
07/14/14	ARGO CANISTER CORN STARCH	16 OZ	2	3.36
07/14/14	GREAT VALUE LEMON JCE CONCENTRATE 32 OZ	32.0FO	1	2.28
07/14/14	GREAT VALUE MASHED POTATOES 26.7OZ	26.7OZ	2	5.36
07/14/14	100% COTTON 2PACK SHEET		1	12.84
07/14/14	EMERALD BACKPACK	1.0EA	1	16.00
07/14/14	SCTS FULL SIZE PINK LEMONADE TAX	WARMER	1	15.00
07/17/14	CRAYOLA 24CT CRAYONS	1.0EA	6	3.00
07/17/14	10CT CLASSIC BROAD MARKER	10CT	4	5.08
07/17/14	PAPERMATE	20.0EA	4	11.08
07/17/14	USA GOLD YELLOW PENCILS #2 LEAD 10CT	10CT	4	7.36
07/17/14	CLASSIC THIN 10 CT MARKER	10 CT	4	5.08
07/17/14	12-OUNCE AEROSOL WITH TRIGGER	12OZ	2	9.92
07/17/14	SOLID COLOR PAPER 2 POCKET PORTFOLIO		30	4.50

Sales Tax	Amount Tendered	Reasonable	Improper	Unsupported
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6.11	107.77	-	107.77	-
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3.49	83.46	-	83.46	-
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Report on Special Investigation of the
Village Early Childhood Center

Purchases from Wal-Mart
For the period January 1, 2013 through January 31, 2015

From Wal-Mart

Visit Date	Signing Description	Size	Unit Quantity	Cost
07/17/14	SHARPIE 8CT FASHION ASRT	8.0EA	1	3.97
07/17/14	SHARPIE	3.0EA	4	5.88
07/17/14	ILE 10X8 VERTICAL WM PLANNER	1.0EA	1	9.97
07/17/14	MEAD 18MNTH TROPIC POLY LRG	1.0EA	1	9.97
07/17/14	MED W/M 5X8 JOURNAL PLANNER	1.0EA	1	5.97
07/17/14	COMPACT STAPLER BLACK/NEON GREEN		1	3.27
07/17/14	COMPACT STAPLER BLACK/NEON ORANGE		1	3.27
07/17/14	SDCZ50-008G-AW46S E-AUCTION 2014	1.0EA	1	4.97
07/17/14	EXPO LO CHISEL ASST 4CT+1 UF TAX	1.0EA	5	14.85
07/17/14	NUWAVE 7 PIECE SET TAX		1	99.00
07/23/14	SP WASP & HORNET TWIN PK	40.0OZ	2	9.00
07/23/14	SP ANT SHIELD BAITS TAX	4.01N	1	1.97
07/31/14	MAGNETIC ADHESIVE FOAM		1	1.97
07/31/14	MAGNETIC SUPER STRONG 4 PACK		1	3.47
07/31/14	MAGNETIC STRIPS 18 PACK TAX	1.0EA	1	0.97
09/04/14	REESE JUMBO SNACK SIZE	19.5OZ	1	4.68
09/04/14	M&M MILK MINIS 12OZ	12.0OZ	1	2.88
09/04/14	HERSHEY'S MILK CHOCOLATE NUGGETS	12 OZ	1	3.54
09/04/14	HEATH SNACK SIZE	11.5OZ	1	2.50
09/04/14	YORK PEPPERMINT PATTY	40.0OZ	1	9.98
09/04/14	GV DRY ROAST PEANUT 16OZ	16.0OZ	1	2.98
09/04/14	M&M'S CHO PEANUT BUTTER 11.4OZ	11.4OZ	1	2.88
09/04/14	COOKIES'N'CREAM SNACK SIZE BAG	10.35Z	1	2.50
09/04/14	HERSHEY MILK CHOCOLATE SNACK SIZE BAG	10.35	1	2.50
09/04/14	BUTTERFINGER FUNSIZE 11.5OZ	11.5OZ	1	2.50
09/04/14	CANDY CORN - HALLOWEEN	21.0OZ	1	1.98
09/04/14	INDIAN CORN - HALLOWEEN	21.0OZ	1	1.98
09/04/14	MELLOWCREME PUMPKINS - HALLOWEEN TAX	21.0OZ	1	1.98

Sales Tax	Amount Tendered	Reasonable	Improper	Unsupported
7.57	115.71	-	-	115.71
6.93	105.93	-	105.93	-
0.77	11.74	-	-	11.74
0.45	6.86	-	-	6.86
2.62	45.50	-	45.50	-

Report on Special Investigation of the
Village Early Childhood Center

Purchases from Wal-Mart
For the period January 1, 2013 through January 31, 2015

From Wal-Mart

Visit Date	Signing Description	Size	Unit Quantity	Cost
09/09/14	MAGAZINE HOLDER - BLACK		2	9.84
09/09/14	C-RIM 3-TIER DESK ORGANIZER BLACK		1	9.97
09/09/14	C-RIM MAGAZINE FILE HOLDER BLACK		5	29.85
	TAX			
09/12/14	REESE MINIS PUCH	8.0OZ	1	2.50
09/12/14	SARA LEE PLAIN DELUXE BAGEL	20OZ	1	2.50
09/12/14	SARA LEE BLUEBERRY DELUXE BAGEL	20OZ	1	2.50
09/12/14	SARA LEE CINNAMON RAISIN DELUXE BAGEL	20OZ	1	2.50
09/12/14	SOJ GROVESTAND	59 FO	1	3.00
09/12/14	SIMPLY OJ ORIGINAL	59 FO	1	3.00
09/12/14	AE 2% CHOCOLATE MILK GAL	128 FO	1	5.05
09/12/14	PILLSBURY FLAKY CINNAMON ROLLS	13.0OZ	2	4.36
09/12/14	CIN CRM CHEESE ICING	12.4	2	4.00
09/12/14	BROWN SUG CIN CR CH SPRD 8OZ - GREAT V	8.0OZ	1	2.38
09/12/14	750 ML BRANDED TRITAN BOTTLE - BLUE	750 ML	1	4.97
09/12/14	cook white	10X15	1	12.97
09/12/14	THOMAS BAGELS LIMITED EDITION	19OZ	1	2.98
09/12/14	MUG - KIDS		1	2.97
09/12/14	8Z PHILADELPHIA CREAM CHEESE BLUEBERRY	8.0OZ	1	2.00
09/12/14	8Z PHILADELPHIA CREAM CHEESE STRAWBERRY	8.0OZ	1	2.00
09/12/14	BAG MG GEN DOTS ON BLUE	GB-MGA	1	4.67
	TAX			
09/26/14	DURACELL COPPERTOP C4	C4	1	6.97
	TAX			
10/13/14	NARROW RIBBON	.25	1	0.97
10/13/14	SELF STICK PEN HOLDER	6.0EA	1	2.88
10/13/14	VELLUM PAPER	8X11	1	3.97
10/13/14	COMMAND POSTER REMOVABLE STRIPS	12.01N	4	9.76
10/13/14	ENVELOPE	50CT	1	5.77
10/13/14	BRIGHT CARD STOCK	1.0EA	1	3.97
	TAX			
10/17/14	SCOTCHBLUE PAINTER'S TAPE .94IN X 60YD	60.0YD	3	11.01
10/17/14	IA SNGL BOTTLE DEP.	SNGL	1	0.05
10/17/14	PREMIUM MINIS 11Z	11OZ	1	2.50

Sales Tax	Amount Tendered	Reasonable	Improper	Unsupported
3.48	53.14	-	53.14	-
1.97	66.32	-	-	66.32
0.49	7.46	-	-	7.46
1.91	29.23	-	29.23	-

Report on Special Investigation of the
Village Early Childhood Center

Purchases from Wal-Mart
For the period January 1, 2013 through January 31, 2015

From Wal-Mart

Visit Date	Signing Description	Size	Unit Quantity	Cost
10/17/14	MOUNTAIN DEW 20 OZ BOTTLE	20OZ	1	1.68
10/17/14	7.6 OZ SARGENTO ULTRA THIN NATURAL CO	7.6 OZ	1	2.98
10/17/14	ULTRA THIN NATURAL SHARP CHEDDAR SLICES	6.84OZ	1	2.98
10/17/14	CLUB ORIGINAL CRACKER 13.7Z TAX	13.7OZ	1	2.88
10/21/14	NARROW RIBBON	.25	5	4.85
10/21/14	ECB DOT RUNNER PERMANENT 24/	1.0EA	1	3.48
10/21/14	VELLUM PAPER	8X11	1	3.97
10/21/14	BRIGHT CARD STOCK TAX	1.0EA	1	3.97
10/23/14	LOC 2OZ FUNTAK TABS STAT TAX	1.0EA	3	5.91
10/27/14	STRAWBERRY TWIZZLERS TWIST	16 OZ	4	8.92
10/27/14	CANDY CORN - HALLOWEEN	21.0OZ	2	3.96
10/27/14	M&MS MEGA MC 11.4 OZ TAX	11.4OZ	3	8.64
11/04/14	AUGER ANCH NYLON #6 #6SCRW 25PC	AN170	1	4.57
11/04/14	CHROME TOILET TANK LEVER		3	20.91
11/04/14	VERSAHOOK SWAG HOOK (WHITE)	8.0EA	1	4.57
11/04/14	SURGEPROTEC7OUTL3FTCRD1200J USB1.0A BLK	1.0EA	1	21.97
11/04/14	HEAVY DUTY 40 GAL ROPE TUB - STADIUM BLU TAX	1.0EA	3	47.91
11/05/14	LETRA TAPE REFIL 2PK		1	7.44
11/05/14	LETRATAG LT100H NEW CASEPACK X2	1.0EA	1	17.88
11/05/14	WM GV FS FORKS BOX 100 CT	100 CT	1	5.24
11/05/14	MH TITAN RED 60X84 AREA RUG	60X84	1	19.96
11/05/14	LOCK LIFT 2.5X25 RUG GRIPPER	2.5X25	1	6.87
11/05/14	GREAT VALUE APPLE 100% JUICE 96 OZ	96 OZ	2	4.96
11/05/14	C & H BROWN SUGAR 2LB	2 LB	3	5.88
11/05/14	OCEAN SPRAY CRANBERRY COCKTAIL JCE 64 OZ	64 FO	1	2.00
11/05/14	IA SNGLE BOTTLE DEP.	SNGL	2	0.10
11/05/14	MOUNTAIN DEW 20 OZ BOTTLE	20OZ	1	1.68
11/05/14	DIET COKE 20FO	20.0FO	1	1.68

Sales Tax	Amount Tendered	Reasonable	Improper	Unsupported
0.89	24.97	-	24.97	-
1.14	17.41	-	17.41	-
0.41	6.32	-	-	6.32
0.88	22.40	-	-	22.40
7.00	106.93	-	-	106.93
		7.44	-	-
		17.88	-	-
		-	5.24	-
		19.96	-	-
		6.87	-	-
		-	4.96	-
		-	5.88	-
		-	2.00	-
		-	0.10	-
		-	1.68	-
		-	1.68	-

Report on Special Investigation of the
Village Early Childhood Center

Purchases from Wal-Mart
For the period January 1, 2013 through January 31, 2015

From Wal-Mart

Visit Date	Signing Description	Size	Unit Quantity	Cost
11/05/14	REESE PIECES LAYDOWN BAG	15.0OZ	1	3.54
11/05/14	CARL BUDDIG ORIGINAL SMOKED HAM 2 OZ	2 OZ	2	1.12
11/05/14	BUTTERSCOTCH MAPLE CREAM WAX CUBES	WAX6PK	1	2.00
11/05/14	2 PACK PHILADELPHIA BRICK CREAM CHEESE	16 OZ	2	8.00
11/05/14	QUARTET DE FOAM ERASER		1	1.97
11/05/14	WALL CLOCK	8.75IN	1	3.88
11/05/14	GLITTER TUBE PURPLE	1.0EA	3	2.64
11/05/14	MAINSTAYS MULLED CIDER WAX MELTS		1	2.00
11/05/14	SCTS FULL SIZE WARMER SITARA	WARMER	1	15.00
11/05/14	GM CORN CHEX 12OZ	12.0OZ	2	5.00
11/05/14	GM RICE CHEX 12OZ	12.0OZ	2	5.00
11/05/14	ACCENT FLAVOR ENHANCER	4.5OZ	1	3.48
	TAX			
11/06/14	MARZETTI RANCH VEGGIE DIP 14OZ	14 OZ	1	3.58
11/06/14	128OZ CL GLT BOWL		1	1.97
11/06/14	WHITE OWL PLATE		2	5.96
11/06/14	96CT APPETIZER ST.		2	11.94
	TAX			
11/14/14	SHARPIE	8.0EA	1	5.97
11/14/14	10CT CLASSIC BROAD MARKER	10CT	4	9.88
11/14/14	BRITE BROAD 10 CT MARKERS	10CT	4	9.88
11/14/14	BH&G 13" BRONZE FINISH STEEL LAMP		1	11.97
11/14/14	SUPERTIPS 50CT	50.01N	1	6.96
11/14/14	SHARPIE 8CT FASHION ASRT	8.0EA	1	5.97
11/14/14	BHG MEDALION SHADE	1.0EA	1	8.97
	TAX			
11/20/14	AE PARTY DIP 16OZ	16OZ	1	2.22
11/20/14	AE FRENCH ONION DIP 16OZ	16OZ	1	2.22
11/20/14	SIERRA MIST NATURAL CRNBRY SPLASH 2 LT	2LTR	1	1.00
11/20/14	IA SNGLE BOTTLE DEP.	SNGL	5	0.25
11/20/14	PEPSI 2 LITER	2LTR	1	1.00
11/20/14	DIET PEPSI 2 LITER	2LTR	1	1.00
11/20/14	MOUNTAIN DEW 2 LITER	2LTR	2	2.00
11/20/14	RED SODONA PLASTIC BOWLS		1	1.50
11/20/14	VIOLET MAG PLASTIC CUPS		1	1.50

Sales Tax	Amount Tendered	Reasonable	Improper	Unsupported
		-	3.54	-
		-	1.12	-
		-	2.00	-
		-	8.00	-
		-	1.97	-
		-	3.88	-
		-	2.64	-
		-	2.00	-
		-	15.00	-
		-	5.00	-
		-	5.00	-
		-	3.48	-
6.56	133.88	-	6.56	-
1.39	24.84	-	24.84	-
4.17	63.77	-	63.77	-

Report on Special Investigation of the
Village Early Childhood Center

Purchases from Wal-Mart
For the period January 1, 2013 through January 31, 2015

From Wal-Mart

Visit Date	Signing Description	Size	Unit Quantity	Cost
11/20/14	AUTUMN ORANGE PLASTIC CUPS		1	1.50
11/20/14	RED SODONA PLASTIC CUPS		2	3.00
11/20/14	VIOLET MAG PLASTIC BOWLS		1	1.50
11/20/14	BOTAN GREEN PLASTIC BOWLS		1	1.50
11/20/14	AUTUMN ORANGE PLASTIC BOWLS		1	1.50
11/20/14	SLIM JIM 15CT 4.2OZ BEEF JERKY ORG GABLE	4.2OZ	3	8.94
11/20/14	CHEEZ-IT PROVOLONE CRACKER 12.4OZ	12.4OZ	1	2.88
11/20/14	CHEEZIT DUOZ CHDR/PRMGLK CRACKER 12.4Z	12.4OZ	1	2.88
11/20/14	CHEEZIT HOT&SPCY CRACKER 12.4Z	12.4OZ	1	2.00
11/20/14	LAYS CLASSIC XXL 10.0OZ	10.0OZ	1	2.50
11/20/14	LAYS SOUR CREAM & ONION XXL 9.5OZ	9.5OZ	1	2.50
11/20/14	BHG PP TRAY		1	6.00
	TAX			
11/26/14	18IN PUSHER/SHOVEL W/WEAR STRIP	18.0FT	1	9.96
11/26/14	KRFT MED CHD CHUNK	8 OZ	1	2.50
11/26/14	KFT MONT/JK PPR CHNK	8 OZ	1	2.50
11/26/14	ARCTIC GLACIER	5	1	1.57
11/26/14	CELERY SLEEVED	EA	2	1.74
11/26/14	SIERRA MIST NATURAL 2 LITER	2LTR	1	1.00
11/26/14	IA SNGLE BOTTLE DEP.	SNGL	7	0.35
11/26/14	DRP 2 L	2LTR	1	1.00
11/26/14	PEPSI 2 LITER	2LTR	1	1.00
11/26/14	MOUNTAIN DEW 20 OZ BOTTLE	20OZ	1	1.68
11/26/14	MOUNTAIN DEW 2 LITER	2LTR	3	3.00
11/26/14	SIMPLY LEMONADE 88.93FO	89 FO	1	3.68
11/26/14	CC SANDWICH ST 4PC CLAMMED NEW COLORS	4PC	1	9.97
11/26/14	GOLD PEAK SWEET TEA 89 FO	89 FO	1	3.00
11/26/14	GLD MDL WONDRA POUR N SHAKE FLOUR	13.5OZ	1	2.54
11/26/14	6" NEW YORK CHEESECAKE	16 OZ	1	5.98
11/26/14	16OZ STRAWBERRY SWIRL CHEESECAKE	16.0OZ	1	6.48
11/26/14	SOLO XMAS \$2.50 ASSORTMENT	30CT	1	2.50
	TAX			
11/26/14	SCOTCH THERMAL LAM SHEETS 9X11 50PK	50.0EA	1	12.88
	TAX			
12/05/14	WIRE HOOKS VALUE PACK 14 HOOKS	1.01N	1	8.88

Sales Tax	Amount Tendered	Reasonable	Improper	Unsupported
1.61	51.00	-	51.00	-
2.58	63.03	-	63.03	-
0.90	13.78	-	13.78	-

Report on Special Investigation of the
Village Early Childhood Center

Purchases from Wal-Mart
For the period January 1, 2013 through January 31, 2015

From Wal-Mart

Visit Date	Signing Description	Size	Unit Quantity	Cost
12/05/14	MED DESIGNER HOOKS VALUE PK 8 HKS	6.01N	1	8.88
12/05/14	BRACH'S PEPPERMINT CANES	6.00Z	1	0.98
12/05/14	20IN PRINTED DOT STOCKING-RED		1	6.98
12/05/14	20IN PRINTED DOT STOCKING-WHITE		1	6.98
12/05/14	GOLD TT BOW		2	3.96
12/05/14	BOXED ORNAMENTS	1.0EA	1	2.98
12/05/14	BOXED ORNAMENTS	1.0EA	1	2.98
12/05/14	CHRISTMAS ORNAMENT	1.0EA	1	0.98
12/05/14	CHRISTMAS ORNAMENT	1.0EA	1	0.98
12/05/14	1.5IN X 15FT RIBBON		3	7.41
12/05/14	GLTR HOLLY CONFETTI.		1	1.47
12/05/14	RED/GOLD CONFETTI		2	2.94
12/05/14	3CT RD TRAD WORD ORNS		1	1.98
12/05/14	XMAS BROWN BEAR		1	9.97
12/05/14	4CT RED OWL ORN		1	1.98
12/05/14	24IN BASIC WREATH.		2	7.96
	TAX			
12/14/14	BTY CRK SUPERMOIST BTR RECIPE YELLOW	15.25Z	2	2.16
12/14/14	CARNATION EVAPORATED MILK	12 OZ	2	2.00
12/14/14	C & H BROWN SUGAR 2LB	2 LB	2	3.92
12/14/14	LIBBY'S SOLID PACK PUMPKIN 29OZ	29 OZ	1	2.74
12/14/14	JIF 64OZ CREAMY PB	64 OZ	1	9.43
12/14/14	GV POWDERED SUGAR	2 LB	2	2.96
12/14/14	NESTLE TOLL HOUSE MORSELS MILK CHOC	23 OZ	2	8.56
12/14/14	HONEY MAID GRAHAMS 28.8Z	28.8OZ	2	9.96
12/14/14	COUNTRY CROCK MARGARINE STICKS 1 LB	16 OZ	2	3.56
12/14/14	GREAT VALUE SALTED BUTTER 2-1LB.	32 OZ	1	4.98
12/14/14	GM SUPERSIZE RICE CHEX 18.0 OZ	18.0OZ	2	6.00
12/14/14	GM SUPERSIZE CORN CHEX 18.0 OZ	18.0OZ	2	6.00
12/14/14	8OZ TREAT CUPS - CHEVRON - TRAYS 6CT	6.01N	1	0.97
12/14/14	H/C PAPER CUPS, 9OZ 8CT SANTA SYMBOLS	8.01N	2	1.94
12/14/14	8OZ TREAT CUPS - GREEN 6CT	6.01N	2	1.94
12/14/14	8CUP TREAT 5CT RED CHEVRON	5.01N	1	0.97
12/14/14	8CUP TREAT 5CT GRN CHEVRON	5.01N	1	0.97
	TAX			
12/15/14	PUMP BRUSH		2	5.76

<u>Sales Tax</u>	<u>Amount Tendered</u>	<u>Reasonable</u>	<u>Improper</u>	<u>Unsupported</u>
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5.48	83.77	-	83.77	-
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0.92	69.98	-	69.98	-
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Report on Special Investigation of the
Village Early Childhood Center

Purchases from Wal-Mart
For the period January 1, 2013 through January 31, 2015

From Wal-Mart

Visit Date	Signing Description	Size	Unit Quantity	Cost
12/15/14	R/G/B/S BW 10CT TINY		1	0.97
12/15/14	R/W/SL BW 10CT TINY		1	0.97
12/15/14	R/LM/W BW 10CT TINY		1	0.97
	TAX			
12/16/14	KINGS HAWAIIAN SAVORY BUTTER ROLLS	12OZ	3	7.44
12/16/14	KINGS HAWAIIAN ROLLS	12 OZ	3	7.44
12/16/14	ANDERSON ERICKSON FRENCH ONION DIP 8 OZ	8OZ	1	1.16
12/16/14	AE PARTY DIP 16OZ	16OZ	1	2.22
12/16/14	AE CHIVE DIP 8OZ	8OZ	1	1.16
12/16/14	BRACH'S PEPPERMINT CANES	6.00Z	10	9.80
12/16/14	BAKED RUFFLES CHEDDAR & SR CRM XL 6.25OZ	6.25OZ	1	2.98
12/16/14	ET EYE ENHANCING DUO SET	1.0EA	1	5.99
12/16/14	LAYS CLASSIC XXL 10.0OZ	10.0OZ	1	2.50
12/16/14	LAYS SOUR CREAM & ONION XXL 9.5OZ	9.5OZ	1	2.50
12/16/14	CHEETOS PUFFS REGULAR XL 8.5OZ	8.5OZ	1	2.50
12/16/14	LAYS BBQ XXL 9.5OZ	9.5OZ	1	2.50
12/16/14	MANICURE TOOL SET		1	3.00
12/16/14	CASH (CHANGE)			40.00
	TAX			
12/19/14	KENNY G HOLIDAY COLLECTION	45	1	5.00
12/19/14	BALL 4OZ QUILTED CRYSTAL JELLY JARS 12PK	4OZ	1	8.47
12/19/14	GV LT BROWN SUGAR	2 LB	3	4.44
12/19/14	LOUANA 30FO COCONUT OIL	30 FO	1	6.48
12/19/14	RUCKER,DARIUS EXC-WM-FDC-HOME FOR	02	1	11.88
	TAX			
12/22/14	ANGEL SWEET GRAPE TOMATO	EA	2	7.36
12/22/14	MARKETSIDE SHRED ICEBERG LETTUCE 8OZ	8 OZ	4	7.00
12/22/14	4.5LB 80/20 GROUND BEEF CHUCK TRAY	2	1	18.98
	TAX			
	Total			\$ 2,443.33

<u>Sales Tax</u>	<u>Amount Tendered</u>	<u>Reasonable</u>	<u>Improper</u>	<u>Unsupported</u>
0.61	9.28	-	-	9.28
1.32	92.51	-	92.51	-
1.77	38.04	-	38.04	-
-	33.34	-	33.34	-
<u>142.34</u>	<u>2,585.67</u>	<u>52.15</u>	<u>2,080.45</u>	<u>453.07</u>

Report on Special Investigation of the
Village Early Childhood Center

Purchases from Other Vendors
For the period January 1, 2013 through January 31, 2015

Per Bank Statement or Image of Redeemed Check

Account	Check Number	Check Date	Payee	Check Memo
XXX088	EP	03/18/13	LTD COMMODITIESLTD COMMOD 847-295-6058 IL	N/A
XXX088	EP	04/04/13	AMAZON MKTPLACEAMAZON MKT AMZN.COM/BILL	N/A
XXX088	EP	04/11/13	AMAZON MKTPLACEAMAZON MKT AMZN.COM/BILL	N/A
XXX088	EP	04/11/13	AMAZON MKTPLACEAMAZON MKT AMZN.COM/BILL	N/A
XXX984	EP	04/29/13	CASEYS GEN STORCASEYS GEN OSCEOLA IA	N/A
XXX088	EP	05/01/13	WAYFAIR*WayfairWAYFAIR* Wa 877-9293247 MA	N/A
XXX088	EP	05/06/13	Amazon.com Amazon.com AMZN.COM/BILL WA	N/A
XXX088	EP	05/06/13	Amazon.com Amazon.com AMZN.COM/BILL WA	N/A
XXX984	EP	05/17/13	HY VEE 1473 HY VEE 147 OSCEOLA IA	N/A
XXX088	EP	06/19/13	QUICK TAG ID TAQUICK TAG TEMPE AZ	N/A
XXX088	EP	06/19/13	QUICK TAG ID TAQUICK TAG TEMPE AZ	N/A
XXX088	202126	07/01/13	American State Bank	Trolley Quarters
XXX088	EP	09/27/13	VISTAPR*Vista Pr VISTA PR*V1 866-6148002 CA	N/A
XXX088	EP	09/27/13	VISTAPR*Vista Pr VISTA PR*V1 866-6148002 CA	N/A
XXX088	EP	11/12/13	WAYFAIR*WayfairWAYFAIR* Wa 877-9293247 MA	N/A
XXX088	EP	11/20/13	APPLIANCE PARTSAPPLIANCE 877-4777278 CA	N/A
XXX088	202260	12/05/13	Flowers-n-More	None
XXX088	EP	12/19/13	MILLS FLEET FARM FARMILLS FLEE 877-6337456 MN	N/A
XXX088	EP	01/02/14	BUILD-CHARGE.COBUILD-CHAR 800-375-3403 CA	N/A
XXX984	201437	01/07/14	Wayne County Hospital Clinics	Ewing Physical
XXX088	EP	01/24/14	WAYFAIR*WayfairWAYFAIR* Wa 877-9293247 MA	N/A
XXX088	EP	02/06/14	TARGET OTARGET WEST DES MOIN IA	N/A
XXX088	EP	02/26/14	WAYFAIR*WayfairWAYFAIR* Wa 877-9293247 MA	N/A
XXX088	EP	03/24/14	SHOPKO OSHOPKO CHARITON IA	N/A
XXX984	EP	04/15/14	CAN STOCK PHOTOCAN STOCK HALIFAX NS	N/A
XXX088	EP	05/14/14	WAYFAIR*WayfairWAYFAIR* Wa 877-9293247 MA	N/A
XXX984	EP	05/19/14	GREAT CLIPS- MGREAT CLIP W DES MOINES IA	N/A
XXX088	EP	06/12/14	TME*72R376*EWMATME*72R376 855-227-0735 NY	N/A
XXX088	EP	06/12/14	WAYFAIR*WayfairWAYFAIR* Wa 877-9293247 MA	N/A
XXX984	EP	07/28/14	CASEYS GEN STORCASEYS GEN OSCEOLA IA	N/A
XXX088	EP	08/21/14	MICHAELS STORESMICAEELS S W DES MOINES IA	N/A

	Check Amount	Improper	Unsupported
\$	185.90	-	185.90
	32.17	-	32.17
	62.95	-	62.95
	89.00	-	89.00
	57.42	57.42	-
	61.49	-	61.49
	15.96	-	15.96
	19.96	-	19.96
	118.50	118.50	-
	5.00	5.00	-
	5.00	5.00	-
	200.00	-	200.00
	3.75	-	3.75
	6.93	-	6.93
	152.93	-	152.93
	100.12	-	100.12
	31.75	-	31.75
	31.79	-	31.79
	29.28	-	29.28
	143.00	-	143.00
	82.09	-	82.09
	11.11	-	11.11
	264.15	-	264.15
	13.84	-	13.84
	12.10	-	12.10
	139.82	-	139.82
	37.80	37.80	-
	2.00	2.00	-
	90.10	-	90.10
	39.98	39.98	-
	59.30	-	59.30

Report on Special Investigation of the
Village Early Childhood Center

Purchases from Other Vendors
For the period January 1, 2013 through January 31, 2015

Per Bank Statement or Image of Redeemed Check

Account	Check Number	Check Date	Payee	Check Memo
XXX088	EP	08/27/14	TEACHERSPAYTEACHTEACHERSPA	<i>N/A</i>
XXX088	EP	09/29/14	TRAVEL PLAZA TRAVEL PLA OSCEOLA IA	<i>N/A</i>
XXX088	EP	10/15/14	WAYFAIR*WayfairWAYFAIR* Wa 877-9293247 MA	<i>N/A</i>
XXX088	EP	10/20/14	MICHAELS STORESMICAELS S W DES MOINES IA	<i>N/A</i>
XXX088	EP	12/02/14	IN *HUNTER BROSIN *HUNTER 641-2031999 IA	<i>N/A</i>
XXX088	EP	01/06/15	WAYFAIR*WayfairWAYFAIR* Wa wayfair.com MA	<i>N/A</i>
XXX088	201958	01/14/15	Coast to Coast	<i>None</i>
Total				

EP - Electronic payment. The date show is the bank statement date.
Auditor's notations are in italics.

Check Amount	Improper	Unsupported
5.00	-	5.00
43.61	43.61	-
90.47	-	90.47
19.06	-	19.06
26.75	26.75	-
117.35	-	117.35
177.31	177.31	-
\$ 2,584.74	513.37	2,071.37

Report on Special Investigation of the
Village Early Childhood Center

Staff

This special investigation was performed by:

Annette K. Campbell, CPA, Director
Stephen J. Hoffman, Senior II Auditor
Eileen D. Loomis, Staff Auditor



Tamera S. Kusian, CPA
Deputy Auditor of State