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**NEWS RELEASE**

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FOR RELEASE \_\_\_\_\_ January 16, 2007 \_\_\_\_\_

Auditor of State David A. Vaudt today released a report on a special investigation of selected accounts at Kennedy High School in Cedar Rapids for the period June 1, 2003 through May 31, 2006. The special investigation was requested by officials of the Cedar Rapids Community School District as a result of concerns regarding certain disbursements identified from the Thespa checking account. The Thespa account was established by parents of students active in the Drama Department and was used by former Drama Director Marc Hammes. Mr. Hammes resigned from his teaching position on June 6, 2006.

Vaudt reported the special investigation identified \$7,038.96 of improper disbursements, \$445.00 of cash withheld from deposit and \$11,766.00 of estimated undeposited collections. The improper disbursements include \$887.65 of cash withdrawals from automated teller machines, improper purchases made with a check card totaling \$2,793.60 and improper checks totaling \$1,937.20.

Purchases made with the check card included \$207.70 at a sports bar, \$169.60 for tickets to a Broadway show, \$150.00 for Marriott gift cards, \$146.15 from Hy-Vee and \$105.35 from Expression Salon and Spa. The improper checks include 3 issued to Mr. Hammes which totaled \$1,120.00. Vaudt also reported overdraft fees and related charges of \$1,370.22 were incurred as a result of the improper disbursements.

In addition, Vaudt estimated \$14,840.00 of collections from the sale of tickets to theatre performances were not deposited to the School's Drama fund. However, excess funds of \$3,745.00 were deposited to the Thespa account. Vaudt reported the net amount of \$11,095.00 has not been deposited to the School's Drama fund. Vaudt also reported \$671.00 of proceeds from concession sales also were not deposited to the Thespa account resulting in a total of \$11,766.00 of estimated undeposited collections.

The report includes recommendations to strengthen Kennedy High School's internal controls and overall operations.

Copies of the report have been filed with the Division of Criminal Investigation, the Linn 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 <http://auditor.iowa.gov/specials/specials.htm>.

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**REPORT ON SPECIAL INVESTIGATION  
OF SELECTED ACCOUNTS AT  
KENNEDY HIGH SCHOOL  
CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT  
  
FOR THE PERIOD  
JUNE 1, 2003 THROUGH MAY 31, 2006**

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Auditor of State's Report

To the Board of Education of the  
Cedar Rapids Community School District:

As a result of alleged improprieties regarding certain disbursements and at your request, we conducted a special investigation of selected accounts at Kennedy High School. We have applied certain tests and procedures to selected financial transactions of the Thespa checking account (Thespa account) and the School's Drama student activity fund (Drama fund) for the period June 1, 2003 through May 31, 2006. Based on discussions with School personnel and a review of relevant information, we performed the following procedures:

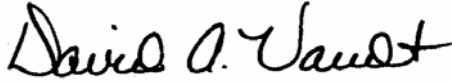
- (1) Evaluated internal controls to determine whether adequate policies and procedures were in place and operating effectively.
- (2) Examined the bank statements for the Thespa account to identify any unusual activity.
- (3) Examined available documentation for selected disbursements from the Thespa account to determine if they were for appropriate purposes, properly supported and approved.
- (4) Reviewed the School's Drama fund and other disbursements to determine if amounts were authorized and appropriate.
- (5) Examined bank documents to determine the source of certain deposits made to the Thespa account.
- (6) Interviewed parents and School officials to determine if the activity in the Thespa account and Drama fund was appropriate and complete.
- (7) Calculated expected proceeds from ticket sales and concessions for drama events. Expected proceeds were compared to deposits made to the Thespa account and Drama fund.
- (8) Reviewed the personal bank statements of Marc Hammes, the School's former Drama Director.

These procedures identified \$7,038.96 of improper disbursements, \$445.00 of cash withheld from deposit and \$11,766.00 of estimated undeposited collections. Adequate records for receipts were not available to determine if all collections were properly deposited. 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.

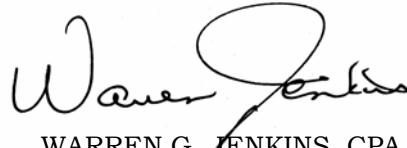
The procedures described above do not constitute an audit of financial statements conducted in accordance with U. S. generally accepted auditing standards. Had we performed additional procedures, or had we performed an audit of financial statements of the Cedar Rapids Community School District, other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

Copies of this report have been filed with the Division of Criminal Investigation, the Linn 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 personnel of the Cedar Rapids Community School District during the course of our investigation.



DAVID A. VAUDT, CPA  
Auditor of State



WARREN G. JENKINS, CPA  
Chief Deputy Auditor of State

October 30, 2006

Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District

Investigation Summary

**Background Information**

Student activity funds are “public funds”. As such, they are subject to the statutory requirements for all public funds of the school district and may only be spent for the public benefit. Student activity funds are under the fiduciary control and responsibility of the School District’s Board of Education (Board). The Board establishes policies and then procedures are put into place by the School District’s Administration/Business Office to establish internal control over these funds and to ensure compliance with Board policies and other statutory requirements.

Student activity funds are established by school districts for purposes of supporting specific athletic teams or functions, such as band or drama. The activity funds are subject to Board oversight and approval. Moneys in this fund are to be used to support only the cocurricular program defined in the Department of Education’s administrative rules. Documentation for disbursements from student activity funds is maintained by the District and disbursements are subject to a prescribed approval process prior to payment.

In addition to student activity funds, athletic teams or functions, such as band and drama, often receive financial support from Booster or parent-sponsored organizations. The Thespa checking account (Thespa account) was initially established and controlled by parents of Kennedy High School drama students and/or boosters of the School’s Drama Department for the purpose of providing financial support to the Drama Department at the times it is not appropriate or possible to use the Drama student activity fund (Drama fund). The account was not considered a student activity fund. As a result, the financial activities of the account were not reported as part of the Cedar Rapids Community School District or the Kennedy High School activity funds.

The Thespa account was established as a separately maintained checking account for the purpose of purchasing miscellaneous supplies for the drama program, such as fabric and paint, without having to follow the District’s “purchase order” process as would be required for a student activity fund. The Thespa account was primarily funded by flower sales and concessions sold to patrons at drama events. However, controls were not established over the account. Financial reports and record keeping were not required to ensure the funds were used for the purpose intended.

The Thespa account was maintained until the end of the 2002/2003 school year by a parent of a student active in drama. At that time, Marc Hammes, Kennedy High School’s Drama Director, became an account holder/authorized signer of the Thespa account and he assumed responsibility for the account. When Mr. Hammes assumed these responsibilities, he obtained a check card for the account which could be used as a debit card and credit card with purchase amounts withdrawn directly from the account. The Thespa account remained a separate account outside the District’s oversight.

In May 2006, a Thespa account bank statement was accidentally put in another teacher’s mail box. The teacher inadvertently opened the envelope containing the bank statement and noticed the account had several overdraft charges and fees, in addition to negative account balances. The teacher notified District officials who, upon further review of the statement, discovered several cash withdrawals from automated teller machines as well as check card purchases from Wendy’s, Wal Mart and K-Mart. Mr. Hammes subsequently provided an \$800.00 check dated May 31, 2006 to School officials to replace funds for an \$800.00 check he issued to himself from the Thespa account in early May. However, based on our recommendation, the check was held and had not been deposited by the time we completed our review.

As a result of the concerns identified, the Office of Auditor of State was requested to conduct an investigation of the Thespa account. We performed the procedures detailed in the Auditor of State's Report for the period June 1, 2003 through May 31, 2006.

In addition, after District officials reviewed these matters with Mr. Hammes, the Cedar Rapids Board of Education and the Cedar Rapids Education Association approved an "Agreement and Release" document which terminated Mr. Hammes' teaching contract and stipulated voluntary resignation of his employment, effective June 6, 2006.

### Detailed Findings

The procedures we performed identified \$7,038.96 of improper disbursements, \$445.00 of cash withheld from deposit and \$11,766.00 of estimated undeposited collections from June 1, 2003 through May 31, 2006. All findings are summarized in **Exhibit A** and a detailed explanation of each finding follows.

### FINANCIAL ACTIVITY

The Thespa account had very few deposits and disbursements prior to January 2004. In addition, the check card was not used prior to January 2004. **Table 1** summarizes account activity from June 1, 2002 through May 31, 2006.

**Table 1**

Dates	Number of				Total Transactions
	Deposits	Checks	Check Card Purchases	Check Card Withdrawals	
06/01/02 - 05/31/03	8	14	-	-	23
06/01/03 - 05/31/04	4	11	22	3	41
06/01/04 - 05/31/05	10	10	70	10	100
06/01/05 - 05/31/06	9	14	34	9	66

As illustrated in **Table 1**, the activity increased during the year ended May 31, 2004 and increased significantly again during the subsequent year. A significant portion of the 2003/2004 school year's activity occurred after February 2004. **Table 2** lists months with 5 or more checks or check card transactions on the bank statement.

**Table 2**

Month/Year	Number of			
	Deposits	Checks	Check Card Purchases	Check Card Withdrawals
March 2004	1	1	6	2
April 2004	2	1	9	-
June 2004	1	-	8	-
August 2004	-	1	5	3
November 2004	-	-	9	1
January 2005	-	-	4	1
March 2005	1	-	4	2
April 2005	2	3	15	-
May 2005	1	3	17	-
November 2005	-	7	2	-
December 2005	1	3	3	-
January 2006	1	1	3	1
March 2006	1	-	5	3
May 2006	1	2	15	1

As illustrated by **Table 3**, the balance in the Thespa account decreased from \$2,685.99 on July 1, 2003 to \$365.94 on May 31, 2006. The balance fell below \$1,000.00 for the first time during March 2004 and oscillated near that amount for several months before decreasing significantly in mid to late 2004. The account was in an overdraft position in November 2004 and January 2005 before recovering in the Spring of 2005. However, the recovery was short lived and the account was again in an overdraft position in May 2005. As illustrated by the **Table**, on several occasions the account balance increased significantly from the previous month's ending balance only to fall sharply again a short time later. Also as illustrated by the **Table**, the account balance was in an overdraft position at the end of several months. Between July 1, 2003 and May 31, 2006, the account incurred overdraft charges and bank fees in excess of \$100.00 during 7 months. The charges and fees exceeded \$200.00 in 3 of those 7 months. These charges include overdraft charges, continuous overdraft fees, bank analysis fees and related taxes.

**Table 3**

Month	Bank Balance at the End of the Month			
	2003	2004	2005	2006
January	\$ 2,151.77	1,688.02	(428.85)	10.74
February	2,306.82	1,861.95	255.37	.04
March	2,336.82	959.99	1,077.83	(344.73)
April	2,778.49	1,438.66	2,331.49	1,185.48
May	2,760.99	771.12	(552.47)	365.94
June	2,685.99	1,025.96	217.75	#
July	2,685.99	997.66	116.62	#
August	2,685.99	637.70	89.85	#
September	2,685.99	343.28	89.85	#
October	2,228.26	416.90	1,270.65	#
November	1,808.26	(397.82)	155.14	#
December	1,808.26	28.02	(135.09)	#

# - Not included in our review.

### IMPROPER DISBURSEMENTS

During our investigation, we examined all disbursements from the Thespa account and identified a number of improper disbursements that appear to be personal in nature or unrelated to the Drama Department. Many of the remaining disbursements, while not an improper use of Thespa funds, were disbursements that could have been made from the School's Drama fund.

Some of the improper disbursements were made with a check card issued for the Thespa account that could be used as a debit card (with the use of a personal identification number) or as a credit card. Other improper disbursements were made by checks issued from the checking account. The improper disbursements are explained in detail in the following sections.

**Cash Withdrawals** - We identified 22 cash withdrawals made at automated teller machines (ATM) involving the Thespa account. In addition, there was 1 balance inquiry made at an ATM. For a number of these transactions, fees and taxes were charged to the Thespa account. Some fees were charged by the financial institution holding the Thespa account, while other fees were charged by the financial institution owning the ATM from which cash was withdrawn. Each transaction is listed in **Exhibit B**. As illustrated by the **Exhibit**, the cash withdrawals, fees and taxes total \$909.22.

According to School representatives, supporting documentation is not available to support the withdrawals. School representatives also indicated there would be no reason to withdraw cash from the Thespa account. Of the 22 withdrawals, 18 were made in Cedar Rapids, 1 was made in Ames and 3 were made in New York City in August 2004. As illustrated by the **Exhibit**, 5 of the withdrawals were made during the 2004 summer break and 4 were made during the 2005 summer break. The total has been included in **Exhibit A**.



**Check Card Purchases** - We identified 126 purchases made with the check card. The check card was in Mr. Hammes' name and was held by him. The 126 purchases total \$8,206.93 and are listed in **Exhibit C**. As illustrated by the **Exhibit**, the check card was used for purchases at a number of vendors. Also as illustrated by the **Exhibit**, 4 purchases were made in New York City in August 2004 during the summer break.

According to School representatives, supporting documentation is not available to support the purchases. However, for 41 purchases we were able to obtain supporting documentation from the vendors from whom purchases were made to determine what was purchased and if the purchase was personal in nature. We also reviewed these 41 purchases with representatives from Kennedy High School to determine if the purchase was appropriate for the Thespa account. For the remaining 85 purchases, we reviewed the transactions with representatives of Kennedy High School to determine if the vendor and the date and amount of the purchase appeared appropriate for the Thespa account.

Of the 41 purchases for which we were able to obtain documentation, we reviewed 12 receipts for purchases made at Wal Mart. The 12 purchases total \$520.51 and are detailed in **Exhibit D**. As illustrated by the **Exhibit**, the purchases include clothing, \$20.00 cash back, pop, cleaning supplies, health and beauty aids, electronic items and theatre supplies which were not purchased during Kennedy High School's theatre season. Also, as illustrated by the **Exhibit**, we categorized each item purchased as appropriate for Thespa operations or improper. We determined \$280.47 of the Wal Mart purchases were improper.

When School officials asked Mr. Hammes what the disbursements from the Thespa account had been used for, he stated props had been purchased for use at the School. However, when School officials attempted to confirm the purchase of props with another teacher from the Drama Department, they were informed new props had not been purchased for several years. According to the teacher who was responsible for the inventory of props, the Drama Department does not make a practice of buying props. Rather, props are built for specific productions. Materials are obtained from old sets or funds from the School's Drama fund are used to purchase materials from local home centers.

When we reviewed bank statements from Mr. Hammes' personal account, we identified purchases made from the same vendors from whom purchases were made with the Thespa check card. In addition to periodic purchases made at specific local discount stores, grocery stores and restaurants, **Table 4** summarizes the vendors identified and compares the payments from both accounts.

<b>Vendor</b>	<b>Account</b>	<b>Date</b>	<b>Amount</b>	<b>Vendor</b>	<b>Account</b>	<b>Date</b>	<b>Amount</b>
<u>Adult Entertainment Broadcast Network, Inc.</u>				<u>Verizon Wireless</u>			
	Thespa	06/01/04	\$ 19.95		Thespa	05/06/05	\$ 174.89
	Thespa	08/09/04	19.95		Personal	03/27/06	121.00
	Thespa	12/06/04	19.95		Personal	04/25/06	185.00
	Thespa	03/21/05	29.95		Personal	05/16/06	225.00
	Personal	03/28/06	11.95		Personal	06/12/06	160.00
	Personal	05/16/06	19.95				
	Personal	05/30/06	19.95				
	Personal	06/09/06	19.95				

As illustrated by **Exhibit C**, \$2,793.60 of the purchases made with the check card are considered improper and are included in **Exhibit A**.

**Reimbursement for Supplies** – As illustrated by **Exhibit C**, a \$28.72 purchase was made at Target on October 21, 2005 with the Thespa check card. We determined the purchase was for supplies that would be an appropriate use of Thespa funds. However, on November 1, 2005, Mr. Hammes filed a claim for reimbursement from the School’s Drama student activity fund for the same \$28.72 purchase. According to the claim, Mr. Hammes purchased \$28.72 of supplies for the Drama Department at Target on October 20, 2005. The claim was supported by an original receipt. Based on the claim, the District issued check number 45033 to Mr. Hammes from the Drama fund on November 8, 2005.

According to the bank statements for the Thespa account, the purchase was made with the Thespa check card rather than Mr. Hammes’ personal funds. Copies of the documents are included in **Appendix 1**. Because the supplies were paid for by the School’s Drama fund, the \$28.72 should not have also been paid by the Thespa account. As a result, it has been included in **Exhibit A**.

**Disbursements by Check** - We discussed each check issued from the Thespa account during the period of our review with representatives of Kennedy High School. According to School representatives, supporting documentation is not available to support the checks. However, for 9 disbursements we were able to obtain supporting documentation related to the payments. We also reviewed each check with representatives from Kennedy High School to determine if the payment was appropriate for Thespa operations. For the remaining purchases, we reviewed the transactions with representatives of Kennedy High School to determine if the vendor and the date and amount of the purchase appeared appropriate for the Thespa account.

We identified 11 improper checks. Each check contains Mr. Hammes’ name as the signer and they are listed in **Exhibit E**. As illustrated by the **Exhibit**, the checks were issued to a number of payees and ranged in amount from \$10.00 to \$800.00.

The \$800.00 check was issued to Mr. Hammes. As illustrated by **Table 5**, 2 additional checks were issued to Mr. Hammes. As previously stated, we reviewed bank statements for Mr. Hammes’ personal bank account. We identified a number of instances in which he was charged overdraft and returned check fees. After Mr. Hammes deposited the \$800.00 check from the Thespa account to his personal account on May 8, 2006, the balance of his personal account increased to \$881.59. The next deposit to the account was Mr. Hammes’ paycheck from the District which was deposited on May 12. However, several checks cleared the account between the 2 dates. Had the \$800.00 deposit not been made, Mr. Hammes would have incurred additional overdraft charges. A copy of the \$800.00 check is included in **Appendix 2**.

**Table 5**

<b>Payee</b>	<b>Date Cleared Bank</b>	<b>Check Number</b>	<b>Amount</b>
Marc Hammes	10/27/04	648	\$ 120.00
Marc Hammes	05/03/05	652	200.00
Marc Hammes	05/09/06	673	800.00
Total			<u>\$ 1,120.00</u>

As illustrated by **Exhibit E**, the checks issued from the Thespa account by Mr. Hammes included payments to Wilson Leather, Papa John's, individuals and 2 checks to the Linn County Izaak Walton League. According to School officials, the payments to the Izaak Walton League were for a year-end staff party. We spoke with a representative of the Izaak Walton League who confirmed the \$200.00 payment was a deposit and the \$300.00 was a rental fee. According to a School

official, the year-end staff party should have been funded by collections throughout the school year from the sale of pop, coffee and popcorn in the faculty lounge. In addition, staff and guests attending the event paid a fee to assist in covering the costs of the event. We determined a \$500.00 check payable to Kennedy Thespa and issued from "The Lounge" account was deposited to the Thespa account on April 25, 2005. As a result, the Thespa account did not bear the cost of renting the facility for the 2004/2005 year-end staff party.

All unsupported payments for which Kennedy High School representatives were not able to determine a drama related purpose were considered improper. The total improper amount of \$1,937.20 has been included in **Exhibit A**.

**Bank Charges and Fees** - As a result of improper disbursements made from the Thespa account, certain charges were incurred. We identified \$1,370.22 of charges by the bank for overdrafts, analysis fees and withdrawal fees. The individual charges have been listed in **Exhibit F** and the total is included in **Exhibit A**.

### **UNDEPOSITED COLLECTIONS**

During our investigation, we examined each deposit to the Thespa account. Each type of deposit made to the Thespa account and our findings are described in the following paragraphs.

**Reimbursements** - Some of the deposits to the Thespa account were reimbursements for ticket purchases for a theatre production. During 2005, a number of drama students and parents planned to travel to Chicago for a performance of *CATS*. However, the trip was cancelled. Based on the deposits to the Thespa account, it appears those planning to participate had paid in advance for their tickets. Their payments were subsequently refunded.

Some of the reimbursements to the Thespa account were for payments made from the account when they should have been made from another source. As previously stated, costs for the year-end staff party were reimbursed to the Thespa account. Reimbursements were also made from student activity funds for a DJ and shipping costs associated with sending books to Kenya.

**Cash Withheld from Deposit** - On April 26, 2004, a deposit was made to the Thespa account. The deposit was made just a few days after the completion of a Drama Department production held from April 22 through April 24. We determined from bank documents \$445.00 was withheld from the \$745.00 gross deposit. As stated earlier, Thespa activities were not conducted in cash. The cash withheld has been included in **Exhibit A**.

**Theatre Performances** - For each theatre performance held at Kennedy High School, collections should have been made for ticket and concession sales. Proceeds from ticket sales should have been deposited to the School's Drama fund. According to School officials and parents of former drama students we spoke with, proceeds from concession sales should have been deposited to the Thespa account. In addition, for performances of musicals in the spring, proceeds from the sale of flowers were also to be deposited to the Thespa account.

According to parents we spoke with who were previously directly involved with the Thespa account, parents sold flowers during performances of the Spring musical. Through the 2003 musical, the flowers were donated by a parent. For the performance of *CATS* in 2006, the donating parent, who works at a florist, billed the Drama Department, at cost, for the flowers sold.

According to the parent, she sold 200 carnations to the Drama Department and she believes the flowers were sold for \$1.50 each, generating \$300.00 of proceeds for the Thespa account. She also stated she sent a bill to Mr. Hammes for \$76.00 and she recalls having to send the bill twice before it was paid by Kennedy High School. We found the payment was made from the Drama fund held by the School.

In addition to the flowers, parents also donated baked goods and candy products which were sold during performance intermissions. The proceeds from the sale of the flowers and concessions were deposited to the Thespa account. The parents we spoke with stated they typically collected approximately \$100 per performance. This amount is consistent with the approximately \$325 collected during 3 performances held in October 2006.

- a) **Concession Sales** – The Thespa account included a number of deposits made around the dates of Drama Department productions. The amounts of cash deposited to the Thespa account on dates near performances are listed in **Exhibit G**. As illustrated by the **Exhibit**, cash deposits made to the Thespa account near the dates of performances total \$6,076.90.

However, **Exhibit G** also illustrates deposits were made near the time of Children’s Theatre performances. We are unable to determine the source of these funds. Concessions were not sold during these performances and the School received a single \$4,500.00 payment for each of the productions. The \$4,500.00 payments were properly deposited to the School’s Drama fund. In addition, concessions were not sold during performances of *Tony and Tina’s Wedding* because it was a dinner theatre. It is possible the money deposited to the Thespa account near the time of this production is composed of proceeds from ticket sales which should have been deposited in the Drama fund.

As illustrated by **Exhibit G**, the Kennedy Drama Department held 19 performances at which concessions were sold near the time of the deposits. Using average concession sales of approximately \$100.00 per performance and \$200.00 - \$300.00 for the sale of flowers at musicals, we would expect approximately \$3,000.00 to be deposited near these dates. **Table 6** compares the amounts deposited and the expected deposit amounts.

**Table 6**

Production	Expected Deposit Amount			Amount Deposited	Difference
	Concessions	Flowers	Total		
<i>Chicago</i>	\$ 400.00	200.00	600.00	1,217.92	(617.92)
<i>Murder Mystery</i>	300.00	-	300.00	-	300.00
<i>Tony and Tina's Wedding</i>	-	-	-	580.00	(580.00)
<i>Variety Show</i>	100.00	-	100.00	580.00	(480.00)
<i>Music Man</i>	400.00	200.00	600.00	2,254.95	(1,654.95)
<i>Noises Off</i>	300.00	-	300.00	468.03	(168.03)
<i>Diary of Anne Frank</i>	300.00	-	300.00	547.00	(247.00)
<i>Talent Show</i>	100.00	-	100.00	-	100.00
<i>CATS</i>	400.00	300.00	700.00	429.00	271.00
Total	\$ 2,300.00	700.00	3,000.00	6,076.90	(3,076.90)

As illustrated by the **Table**, for 6 of the 9 productions the deposits to the Thespa account exceeded the expected deposits from concession and flower sales. In these instances, it appears a portion of ticket sales were deposited to the Thespa account rather than the Drama fund. For 2 of the 3 remaining productions, no proceeds were deposited to the Thespa account. Because concessions were sold at these performances, there should have been a deposit for each.

- b) **Ticket Sales** – Because it appeared proceeds from the sale of tickets to Drama Department productions were deposited to the Thespa account rather than the School’s Drama fund, we analytically compared expected proceeds of each production to the amounts actually deposited in the Drama fund.

According to a Drama teacher we spoke with, he asked Mr. Hammes after the performances of the *Diary of Anne Frank* (in December 2005) about the lack of funds in the School’s Drama fund. The teacher stated Mr. Hammes reported he put ticket proceeds in the Thespa account to cover anticipated expenses related to the upcoming production of *CATS*. However, we did not find a deposit to the Thespa account large enough to explain the undeposited anticipated proceeds from the performances. The amount deposited to the Thespa account near the dates of the *Diary of Anne Frank* performances is only approximately \$250.00 greater than the amount expected for concessions sold during the 3 nights of the performances.

To determine an estimated number of tickets sold for each production and with a Drama teacher’s assistance, we determined which theatre each production was held in, the number of performances and an estimated number of paying audience members. The estimated number of tickets sold was multiplied by a price the Drama teacher thought was appropriate, based on the tiered ticket prices and the mix of the audience. **Exhibit H** illustrates how we determined the expected proceeds for each production. **Table 7** compares the expected proceeds to the amounts actually deposited to the Drama fund.

**Table 7**

<b>Production</b>	<b>Expected Deposit Amount</b>	<b>Amount Deposited</b>	<b>Difference</b>
<i>Winnie the Pooh</i>	\$ 4,500.00	4,500.00	-
<i>Chicago</i>	13,500.00	9,652.39	(3,847.61)
<i>Murder Mystery</i>	2,160.00	1,530.34	(629.66)
<i>Tony and Tina's Wedding</i>	6,600.00	5,213.76	(1,386.24)
<i>Peter Pan</i>	4,500.00	4,500.00	-
Variety Show	1,200.00	525.30	(674.70)
<i>Music Man</i>	9,000.00	7,030.65	(1,969.35)
<i>Noises Off</i>	4,905.00	1,781.70	(3,123.30)
<i>Diary of Anne Frank</i>	2,160.00	778.00	(1,382.00)
Talent Show	1,200.00	1,022.75	(177.25)
<i>Charlotte's Web</i>	4,500.00	4,500.00	-
<i>CATS</i>	12,600.00	10,891.65	(1,708.35)
Total	\$ 66,825.00	51,926.54	(14,898.46)

As illustrated by **Table 7**, the amount of proceeds expected was reasonably close to the amount actually deposited for several productions. However, for productions such as *Noises Off*, the *Diary of Anne Frank* and the Variety Show, the amounts deposited were less than half the amount expected.

As stated previously, a number of variables were considered in determining the expected deposit amount. However, given that most of the performances were sold out, the only variable that may impact our expectations is the differential between ticket prices. Because the differentials are not individually significant and are even less significant when the composition of the whole audience is considered, we would anticipate our expected deposit amount to be relatively accurate.

Because it appears a portion of the proceeds from ticket sales was deposited to the Thespa account, the variance identified in **Table 7** has been reduced by the excess deposits identified in **Table 6**. **Table 8** illustrates this comparison and a calculation of the net amount of estimated undeposited proceeds from ticket sales. The net remaining estimated undeposited proceeds of \$11,766.00 has been included in **Exhibit A**.

**Table 8**

<b>Production</b>	<b>Difference Between Expected Ticket Sales and Actual Deposit (Table 7, rounded)</b>	<b>Less: Excess Deposit to Thespa Acct. (Table 6, rounded)</b>	<b>Net Estimated Undeposited Ticket Sales</b>	<b>Add: Estimated Undeposited Concessions and Flower Sales (Table 6)</b>	<b>Estimated Undeposited Collections</b>
<i>Chicago</i>	\$ 3,840.00	615.00	3,225.00	-	3,225.00
<i>Murder Mystery</i>	625.00	-	625.00	300.00	925.00
<i>Tony and Tina's Wedding</i>	1,375.00	580.00	795.00	-	795.00
Variety Show	670.00	480.00	190.00	-	190.00
<i>Music Man</i>	1,960.00	1,655.00	305.00	-	305.00
<i>Noises Off</i>	3,120.00	168.00	2,952.00	-	2,952.00
<i>Diary of Anne Frank</i>	1,375.00	247.00	1,128.00	-	1,128.00
Talent Show	175.00	-	175.00	100.00	275.00
CATS	1,700.00	-	1,700.00	271.00	1,971.00
Total	\$ 14,840.00	3,745.00	11,095.00	671.00	11,766.00

When we reviewed Mr. Hammes' personal bank statements, we did not identify any significant amount of cash deposited or significant unexplained deposits near the times of the productions for which we identified undeposited ticket proceeds.

**Repayments by Mr. Hammes** – Deposits to the Thespa account included 5 checks issued by Theatre Cedar Rapids to Mr. Hammes. According to a representative of Theatre Cedar Rapids, the payments were for work Mr. Hammes performed for the organization or reimbursements to him for supplies he purchased at local vendors. The payments were not contributions to the Thespa organization. The 5 checks total \$420.63. According to Mr. Hammes, the payments were for props, costumes or other items. Because we cannot determine the exact circumstances surrounding these checks to Mr. Hammes, the deposits have not been included in **Exhibit A**.

We also identified a number of deposits to the Thespa account for which we are unable to determine the source. For these deposits, we reviewed Mr. Hammes' personal bank account to determine if we could identify funds taken from Mr. Hammes' account and placed in the Thespa account. Because Mr. Hammes' paycheck was directly deposited to his account, it would be our expectation funds would have to be withdrawn from his account if Mr. Hammes were to repay any of the personal expenses for which Thespa funds were used. We did not identify any withdrawals from Mr. Hammes' personal account that appeared to have been subsequently deposited to the Thespa account. The deposits for which we were unable to determine a source of funds are summarized in **Table 9**. Because we are unable to draw any conclusions regarding these deposits, they have not been included in **Exhibit A**.

**Table 9**

<b>Date of Deposit</b>	<b>Amount</b>
02/03/04	\$ 332.00
03/03/04	100.00
06/01/04	120.26
02/01/05	105.00
04/18/05	210.25
03/22/06	96.00
Total	\$ 958.51

## **Recommended Control Procedures**

As part of our investigation, we reviewed the procedures used by Kennedy High School to process collections and disbursements. An important aspect of internal control is to establish procedures that provide accountability for assets susceptible to loss from errors 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 of 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 School's internal controls.

- (A) Student Activity Funds and Separately Maintained Bank Accounts - Student activity funds are established by school districts for purposes of supporting specific athletic teams or functions, such as band or drama. The activity funds are subject to Board oversight and approval. Documentation for disbursements from student activity funds are maintained by the District and disbursements are subject to a prescribed approval process prior to payment.

In addition to student activity funds, athletic teams or functions, such as band and drama, often receive financial support from Booster Clubs or parent-sponsored organizations. The Thespa account was initially established and controlled by parents of Kennedy High School drama students and/or boosters of the School's Drama Department for purposes of providing financial support at times it is not appropriate or possible to use the Drama fund. The account was not considered a school activity fund and was initially maintained by a member of the parent-sponsored organization. However, in June 2003, the former Drama Director became the custodian of the account. Subsequent to the former Director's resignation, the Thespa account has been held in the Principal's name.

Recommendation – School officials should review the purpose of the Thespa account and determine the appropriate manner in which the account should be maintained.

Section 291.12 of the *Code of Iowa* requires all District funds be received by the District Treasurer. If the nature of the proceeds deposited to the account include District funds, the Thespa account should be included in the District's Student Activity Fund and be subject to Board oversight and approval, as are all disbursements from District accounts.

If the Thespa account is intended to be controlled by the members of the Booster Club or parent-sponsored organization, the account should not be included in the District's Student Activity Fund. In addition, if the account is intended to be used for purchases that would not be an allowable use of District funds or may not meet the test of public purpose, the account should be established as a Booster Club or parent-sponsored organization account. (Disbursements of this nature often include clothing or uniforms for specific coaches or students, food for teams or student groups, gift certificates to volunteers or other similar purchases.) Accounts for Booster Clubs or other parent-sponsored organizations should not be maintained by a School official or employee.

In addition, to ensure sponsorships are clearly documented, the District should establish policies and procedures pertaining to camps and fundraising activities, including approval and accountability for the event and related financial activity. The sponsorship of all fundraisers, including camps and clinics for high school athletes and youth, should be clearly documented on posters, flyers or other marketing materials. Booster Club sponsorship should be documented in the minutes of Booster Club (or other parent-sponsored organizations) meetings.



(B) Financial Accountability – The Drama Director had control over each of the following areas for the Thespa account:

- (1) Receipts - collecting, depositing and recording in the check register.
- (2) Disbursements – preparing and signing checks, mailing/distributing checks and recording payments in the check register.

In addition, very limited documentation was maintained for the Thespa account. Receipts and disbursements were not journalized, receipts were not issued for collections, disbursements were not independently approved, dual signatures were not required on checks, supporting documentation for receipts and disbursements was not available and an independent review of financial transactions was not performed. In addition, monthly financial reports were not prepared and reviewed.

Recommendation – Although the District is not responsible for separate Booster Clubs or other parent-sponsored organizations, the District could assist those organizations in maintaining adequate financial accountability by adopting recommended operating policies and procedures to provide guidance to individuals involved in the financial and accounting functions for those organizations. The recommended operating policies and procedures should include:

- (1) Segregating receipt and disbursement functions between appropriate individuals.
  - (2) Periodic review of supporting documentation for receipts and disbursements by an independent individual.
  - (3) Maintenance of formal accounting records of receipts and disbursements through the use of receipt and disbursement journals to categorize receipts and disbursements.
  - (4) Issuance of prenumbered receipts for all collections, with the sequence of prenumbered receipts accounted for.
  - (5) Preparation of checks by one individual with a review by an independent individual, including a comparison of the check to invoices or other supporting documentation, prior to the independent individual countersigning the check.
  - (6) Preparation of detailed monthly financial reports which are provided to the organization’s governing body for review and approval on a periodic basis.
- (C) Admission Fees – During our review, we identified 7 drama productions for which the amount of admission fees deposited to the Drama fund and/or Thespa account was less than the amount collected. Admission fees collected for drama events gate and change boxes were not reconciled with event tickets. In addition, the number of tickets issued was not recorded or maintained.

In addition, a portion of the proceeds were deposited to the Thespa account. All ticket proceeds should have been deposited to the Drama fund held by the School.

Recommendation - The District should require the use of prenumbered tickets at all events and establish appropriate reconciliation procedures for admissions collected. The reconciliation should consider the number of tickets issued, the amount of cash in the change box at the beginning of the event and the amount of cash collected. Additionally, the reconciliation documentation should be retained to support collections turned in to the main office and to support the deposit.

(D) Concession and Flower Sales – According to School representatives and parents we spoke with, baked goods and candy sold during intermissions of theatre performances were donated by parents of drama students. However, the pop sold during the intermissions

was purchased by the School. The Drama teacher we spoke with stated the School was reimbursed for the pop by transferring a set fee per cup sold from the Drama fund to the School's General Fund. However, we were unable to locate the transfers in the School's accounting records and an individual responsible for transfers of this nature did not recall the reimbursements.

In addition, we determined funds from the School's Drama fund were used to purchase flowers for resale at the performances of *CATS*. However, proceeds from the sales were deposited to the Thespa account.

Recommendation – Procedures should be implemented to ensure the School is properly reimbursed when supplies for the benefit of any extracurricular or cocurricular activity are provided.

**Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District**

## **Exhibits**

**Exhibit A**

Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District

Summary of Findings  
For the period June 1, 2003 through May 31, 2006

<b>Description</b>	<b>Exhibit / Page Number</b>	<b>Amount</b>
Improper disbursements:		
Cash withdrawals (including fees and taxes)	<b>Exhibit B</b>	\$ 909.22
Check card purchases	<b>Exhibit C</b>	2,793.60
Reimbursement for supplies	<b>Page 9</b>	28.72
Disbursements by check	<b>Exhibit E</b>	1,937.20
Bank charges and fees	<b>Exhibit F</b>	1,370.22
Subtotal		<u>\$ 7,038.96</u>
Undeposited collections:		
Cash withheld from deposit	<b>Page 10</b>	445.00
Estimated undeposited collections	<b>Table 8</b>	11,766.00
Subtotal		<u>12,211.00</u>
Total		<u><u>\$ 19,249.96</u></u>

Special Investigation of Selected Accounts at  
Kennedy High School  
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Cash Withdrawals  
For the period June 1, 2003 through May 31, 2006

<b>Date</b>	<b>Location</b>	<b>Cash Withdrawn</b>	<b>Fees and Taxes*</b>	<b>Total</b>
03/03/04	Cedar Rapids, IA	\$ 40.00	1.58	41.58
03/03/04	Cedar Rapids, IA	121.50	-	121.50
05/24/04	Cedar Rapids, IA	22.00	1.58	23.58
07/21/04	Cedar Rapids, IA	42.00	1.58	43.58
07/22/04	Cedar Rapids, IA	20.00	-	20.00
08/12/04	New York, NY	61.75	1.58	63.33
08/12/04	New York, NY	122.95	1.58	124.53
08/13/04	New York, NY	22.95	1.58	24.53
10/27/04	Cedar Rapids, IA	20.00	-	20.00
11/19/04	Ames, IA	20.00	-	20.00
01/18/05	Cedar Rapids, IA	20.00	1.58	21.58
03/08/05	Cedar Rapids, IA	20.00	-	20.00
03/28/05	Cedar Rapids, IA	-	1.05	1.05 ^
03/28/05	Cedar Rapids, IA	102.00	1.58	103.58
06/22/05	Cedar Rapids, IA	40.00	-	40.00
06/23/05	Cedar Rapids, IA	40.00	-	40.00
07/13/05	Cedar Rapids, IA	50.00	-	50.00
08/08/05	Cedar Rapids, IA	22.00	1.58	23.58
01/18/06	Cedar Rapids, IA	10.00	-	10.00
03/06/06	Cedar Rapids, IA	22.00	2.10	24.10
03/09/06	Cedar Rapids, IA	22.00	2.10	24.10
03/15/06	Cedar Rapids, IA	20.00	-	20.00
05/08/06	Cedar Rapids, IA	26.50	2.10	28.60
	<b>Total</b>	<b>\$ 887.65</b>	<b>21.57</b>	<b>909.22</b>

\* - The fees and taxes displayed separately are those charged by the financial institution holding the Thespa checking account. Fees and taxes charged by other financial institutions may be included in the amount shown as cash withdrawn.

^ - Fee for a balance inquiry at another network.

Special Investigation of Selected Accounts at  
Kennedy High School  
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Check Card Purchases  
For the period June 1, 2003 through May 31, 2006

<b>Bank Stmt Date</b>	<b>Vendor (Location)</b>	<b>Description per Receipt, School Representative* or Internet Search</b>
01/20/04	Factory Card Out (IA)	# <i>unknown</i>
01/20/04	Hy-Vee Foods #10 (IA)	# <i>unknown</i>
01/21/04	Econofoods (IA)	# <i>unknown</i>
02/27/04	Oriental Trading Co. (NE)	# Props and costumes
03/01/04	Magic Tricks (VA)	# Props and costumes
03/12/04	Theatre Effects (MD)	# Stage fireworks
03/22/04	Stu Stumps (IN)	# <i>unknown</i>
03/26/04	Wal Mart Supercenter (IA)	See <b>Exhibit D</b>
03/29/04	Wal Mart Supercenter (IA)	See <b>Exhibit D</b>
03/31/04	Office Max (IA)	White, yellow and red paper
04/09/04	Wilson's Leather (IA)	# <i>unknown</i>
04/12/04	Oriental Trading Co. (NE)	# Props and costumes
04/12/04	Oscor Drug (IA)	# <i>unknown</i>
04/12/04	Office Max (IA)	12" wood trimmer, form board, AB assorted 5 color, rubber cement, glue stick
04/15/04	Theatre Effects (MD)	# Stage fireworks
04/19/04	Target (IA)	# <i>unknown</i>
04/19/04	Kinko's #0397 (IA)	# Printing
04/19/04	Papa John's Pizza (IA)	# Cast food
04/30/04	UPS (IA)	# Shipping back to publisher
05/07/04	Educational Theatre (OH)	# Medals and awards
05/10/04	Michaels	Prom decorations
05/24/04	College Handimart	# <i>unknown</i>
06/01/04	Adult Entertainment Broadcast Network, Inc. (NC)	# Subscription
06/04/04	CVS Pharmacy-4116 Center Point (IA)	# <i>unknown</i>
06/08/04	Hy-Vee Foods #10 (IA)	# <i>unknown</i>
06/15/04	Walgreens-2821 1st Ave SE (IA)	# <i>unknown</i>
06/21/04	Wal Mart Supercenter (IA)	See <b>Exhibit D</b>

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<b>Amount</b>	<b>Appears</b>	
	<b>Appropriate</b>	<b>Improper</b>
\$ 4.17	-	4.17
4.06	-	4.06
14.01	-	14.01
23.65	23.65	-
47.80	47.80	-
579.95	579.95	-
34.91	-	34.91
50.61	-	50.61
37.32	37.32	-
36.71	36.71	-
42.00	-	42.00
16.60	16.60	-
12.58	-	12.58
61.90	30.00	-
169.85	169.85	-
20.96	-	20.96
46.41	46.41	-
149.90	149.90	-
19.05	19.05	-
446.25	446.25	-
180.54	180.54	-
17.17	-	17.17
19.95	-	19.95
17.29	-	17.29
42.00	-	42.00
18.27	-	18.27
23.84	-	23.84



Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District

Check Card Purchases  
For the period June 1, 2003 through May 31, 2006

<b>Bank Stmt Date</b>	<b>Vendor (Location)</b>	<b>Description per Receipt, School Representative* or Internet Search</b>
06/24/04	Hy-Vee Foods #10 (IA)	# <i>unknown</i>
06/25/04	Expression Salon & Spa	Haircut and products
06/25/04	Wal Mart #1528 (IA)	See <b>Exhibit D</b>
07/20/04	Walgreens-2821 1st Ave SE (IA)	# <i>unknown</i>
08/09/04	Adult Entertainment Broadcast Network, Inc. (NC)	# Subscription
08/12/04	MTA Vending Mach (NY)	# Metro card
08/13/04	MTV Retail Store, New York, NY	# <i>unknown</i>
08/16/04	H & M #5, New York, NY	# <i>unknown</i>
08/16/04	Modell's #109, New York, NY	# <i>unknown</i>
09/28/04	Casa Las Glorias (IA)	# <i>unknown</i>
10/27/04	Moose McDuffey's (IA)	Restaurant services
10/29/04	Kinko's (IA)	# Printing
11/01/04	Moose McDuffey's (IA)	Food, tip
11/04/04	Samuel French Inc. (NY)	# Script
11/08/04	Target (IA)	# <i>unknown</i>
11/10/04	Amazon Payment (WA)	# <i>unknown</i>
11/12/04	AMZ SuperStore (WA)	# <i>unknown</i>
11/15/04	Super Target-1030 Blairs Ferry Road (IA)	# <i>unknown</i>
11/16/04	CVS Systems (IN)	# 15' x 25' Flag
11/17/04	Dramatist Play Service (NY)	# Script
11/17/04	Samuel French Inc. (NY)	# Script
12/06/04	Adult Entertainment Broadcast Network, Inc. (NC)	# Subscription
12/28/04	IBL Ibills.Com	# Billing service for Adult content websites
01/10/05	Instawares (GA)	# Restaurant supplies vendor
01/10/05	Moose McDuffey's (IA)	Food, tip
01/12/05	Cyber Island Shop (FL)	# <i>unknown</i>
01/19/05	Northwestern Cos (MN)	# Costume rental

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<b>Amount</b>	<b>Appears</b>	
	<b>Appropriate</b>	<b>Improper</b>
23.87	-	23.87
55.35	-	55.35
8.30	-	8.30
13.76	-	13.76
19.95	-	19.95
10.00	-	10.00
13.03	-	13.03
31.15	-	31.15
43.44	-	43.44
24.42	-	24.42
123.75	-	123.75
2.63	2.63	-
50.95	-	50.95
14.70	14.70	-
78.65	-	78.65
7.44	-	7.44
24.84	-	24.84
27.75	-	27.75
355.45	355.45	-
13.77	13.77	-
18.73	18.73	-
19.95	-	19.95
14.95	-	14.95
59.35	-	59.35
17.80	-	17.80
27.97	-	27.97
59.34	59.34	-

Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District

Check Card Purchases  
For the period June 1, 2003 through May 31, 2006

<b>Bank Stmt Date</b>	<b>Vendor (Location)</b>	<b>Description per Receipt, School Representative* or Internet Search</b>
02/18/05	Carver Ace Hardware (IA)	Keys
02/17/05	Flowerama (IA)	# <i>unknown</i>
03/04/05	Super Target-3400 Edgewood Road (IA)	# <i>unknown</i>
03/10/05	Office Max (IA)	Parallel print cable, underdesk keyboard manager
03/14/05	Super Target-1030 Blairs Ferry Road (IA)	# <i>unknown</i>
03/21/05	Adult Entertainment Broadcast Network, Inc. (NC)	# Subscription
04/01/05	Office Max	Invite white 100 count, double # ticket blue, standard rubber band, page-up-sandy blue
04/01/05	Panera Bread #32 (IA)	# <i>unknown</i>
04/04/05	Prime Time Bar & Grill	Restaurant services
04/06/05	Wal Mart #1528 (IA)	See <b>Exhibit D</b>
04/12/05	Goodwill Industries (IA)	# <i>unknown, may be props for drama production</i>
04/15/05	BulbFulfillment	# <i>unknown</i>
04/15/05	Oriental Trading Co. (NE)	# Props and costumes
04/18/05	Papa Johns #1137 (IA)	# Cast food
04/19/05	Wal Mart #1528 (IA)	See <b>Exhibit D</b>
04/20/05	Hy-Vee Foods #10 (IA)	# <i>unknown</i>
04/25/05	Granite City Food & Brewery (IA)	Restaurant services
04/25/05	Theatre Effects (MD)	# Stage fireworks
04/28/05	Wal Mart Supercenter (IA)	See <b>Exhibit D</b>
04/28/05	Wal Mart #1528 (IA)	See <b>Exhibit D</b>
04/29/05	Samuel French Inc. (NY)	# Script
05/02/05	AMZ SuperStore (WA)	# <i>unknown</i>
05/02/05	G Com Premium Sr	# <i>unknown</i>
05/02/05	Papa Johns (IA)	# Cast food
05/04/05	Granite City Food & Brewery (IA)	Restaurant services
05/04/05	Mariott (IA)	Gift card
05/04/05	Mariott (IA)	Gift card

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<b>Amount</b>	<b>Appears</b>	
	<b>Appropriate</b>	<b>Improper</b>
7.30	-	7.30
57.75	-	57.75
2.10	-	2.10
94.47	94.47	-
25.16	-	25.16
29.95	-	29.95
25.05	25.05	-
30.00	-	30.00
45.25	-	45.25
12.80	-	12.80
6.76	6.76	-
132.80	-	132.80
49.19	49.19	-
147.00	147.00	-
50.47	50.47	-
23.90	-	23.90
31.23	-	31.23
141.45	141.45	-
77.43	77.43	-
42.93	22.93	20.00
10.87	10.87	-
43.15	-	43.15
9.95	-	9.95
123.23	123.23	-
53.50	-	53.50
100.00	-	100.00
50.00	-	50.00

Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District

Check Card Purchases  
For the period June 1, 2003 through May 31, 2006

<b>Bank Stmt Date</b>	<b>Vendor (Location)</b>	<b>Description per Receipt, School Representative* or Internet Search</b>
05/05/05	CVS Pharmacy-4116 Center Point (IA)	# <i>unknown</i>
05/06/05	Verizon Wireless-255 Parks Folsom (CA)	# Cell phone products or services
05/11/05	Wynnsong Carmike Cinemas (IA)	8 Star Wars III tickets
05/11/05	AMZ SuperStore (WA)	# <i>unknown</i>
05/17/05	Wynnsong Carmike Cinemas (IA)	# 1 Star Wars III Ticket
05/19/05	Wal Mart #1528 (IA)	See <b>Exhibit D</b>
05/20/05	Muddy Waters (IA)	# <i>unknown</i>
05/23/05	Wal Mart Supercenter (IA)	See <b>Exhibit D</b>
05/25/05	United States Postal Service - Shipping	# Shipping (books to Kenya)^
05/26/05	Wendys #3433 (IA)	# <i>unknown</i>
05/27/05	Educational Theatre (OH)	# Medals and awards
07/05/05	Wal Mart Supercenter (IA)	See <b>Exhibit D</b>
08/08/05	Hy-Vee Foods #10 (IA)	# <i>unknown</i>
10/05/05	Wal Mart #2716 (IA)	See <b>Exhibit D</b>
10/05/05	Target (IA)	# <i>unknown</i>
10/11/05	Playbill On-Line	# Script
10/21/05	@ Target (IA)	Men's hats, teapot, Meiers, bottle deposit, 2 beachcliffs, 2 moustaches, spider, 2 spider webs
11/02/05	Target (IA)	# <i>unknown</i>
11/07/05	TM Cats	Tickets to a Broadway show
12/05/05	Hy-Vee Foods #10 (IA)	# <i>unknown</i>
12/06/05	Best Buy (IA)	2 - 50 Pk. Color CD sleeves, 1 - 50 Pk. CDR (less \$25 gift card tendered)
12/14/05	McDonald's F1850 (IA)	# <i>unknown</i>
01/19/06	Amoco Oil 07 (IA)	# <i>unknown</i>
01/19/06	Hacienda Las Glorias (IA)	# <i>unknown</i>
01/23/06	Irish Democrat Pub & Grille (IA)	Liquor and tip
03/15/06	College Handimart (IA)	# <i>unknown</i>

<b>Amount</b>	<b>Appears</b>	
	<b>Appropriate</b>	<b>Improper</b>
10.06	-	10.06
174.89	-	174.89
45.00	-	45.00
14.22	-	14.22
9.00	-	9.00
59.21	-	59.21
11.14	-	11.14
51.89	51.89	-
1,013.50	1,013.50	-
15.72	-	15.72
447.50	447.50	-
99.79	-	99.79
3.19	-	3.19
5.92	-	5.92
31.49	-	31.49
21.10	21.10	-
28.72	28.72	-
34.91	-	34.91
169.60	-	169.60
16.00	-	16.00
7.52	7.52	-
6.71	-	6.71
15.02	-	15.02
27.15	-	27.15
9.00	-	9.00
10.00	-	10.00

Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District

Check Card Purchases  
For the period June 1, 2003 through May 31, 2006

Bank Stmt Date	Vendor (Location)	Description per Receipt, School Representative* or Internet Search
03/17/06	Moose McDuffy's (IA)	Restaurant services
03/20/06	Gazette Communications (IA)	Apartment for rent ad in Cedar Rapids Gazette
03/22/06	Theatre Effects (MD)	# Stage fireworks
03/27/06	Star Light and Magic (KY)	# Stage lighting
05/08/06	Blend (IA)	Gift Certificate purchase
05/08/06	Cedar Brewing Company (IA)	Restaurant services
05/08/06	Expression Salon & Spa (IA)	Gift card
05/08/06	Peck's Flower and Garden Shop (IA)	<i>unknown</i>
05/08/06	Twin Pines Golf Course (IA)	18 hole weekend pass
05/08/06	Educational Theatre (OH)	# Medals and awards
05/08/06	Factory Card Outlet (IA)	# <i>unknown</i>
05/10/06	Hy-Vee Foods # 10 (IA)	# <i>unknown</i>
05/10/06	Noel Ridge Park Church (IA)	# <i>unknown</i>
05/11/06	Guppy's on the Go, Conoco, Inc. (IA)	12 pk. Corona, bottle deposit
05/11/06	Texas Roadhouse (IA)	Food and alcohol (less \$25 gift card tendered)
05/12/06	Guppy's on the Go, Conoco, Inc. (IA)	Gasoline
05/12/06	Claire's Boutique (IA)	# <i>unknown</i>
05/24/06	Samuel French Inc. (NY)	# Script
05/30/06	Hy-Vee Foods # 10 (IA)	# <i>unknown</i>
	Total	

# - Unable to obtain a copy of the receipt for the purchase.

\* - Descriptions provided by School representatives were based on known or past purchases from the vendor and the date of the purchase.

^ - This disbursement was an improper use of Thespa funds, but the payment was reimbursed to the Thespa checking account by the Student Government activity fund. As a result, the payment is not identified as an improper disbursement.

@ - Purchase was reimbursed to Mr. Hammes by the District (see page 9).

<b>Amount</b>	<b>Appears</b>	
	<b>Appropriate</b>	<b>Improper</b>
15.20	-	15.20
23.49	-	23.49
246.95	246.95	-
300.93	300.93	-
50.00	-	50.00
25.00	-	25.00
50.00	-	50.00
25.00	-	25.00
17.25	-	17.25
245.00	245.00	-
17.84	-	17.84
29.64	-	29.64
10.00	-	10.00
16.34	-	16.34
14.83	-	14.83
10.02	-	10.02
24.15	-	24.15
20.82	20.82	-
3.49	-	3.49
<b>\$8,206.93</b>	<b>5,381.43</b>	<b>2,793.60</b>



**Exhibit D**

Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District

Purchases at Wal Mart  
For the period June 1, 2003 through May 31, 2006

<b>Transaction</b>		<b>Unit</b>	<b>Quantity</b>	<b>Extended</b>	<b>Appears</b>	
<b>Date</b>	<b>Description per receipt</b>	<b>Cost</b>	<b>Purchased</b>	<b>Cost</b>	<b>Appropriate</b>	<b>Improper</b>
03/25/04	Mt Dew	\$ 1.07	1	1.07	-	1.07
	Ia Deposit	0.05	1	0.05	-	0.05
	The Works	2.39	1	2.39	-	2.39
	GV Glass	0.97	1	0.97	-	0.97
	Dish Soap	2.46	1	2.46	-	2.46
	GV Bath	4.53	1	4.53	-	4.53
	Scott Brl	4.97	1	4.97	-	4.97
	Storage Boxes	3.97	8	31.76	-	31.76
	Tax			2.41	-	2.41
				50.61	-	50.61
03/26/04	Tote box	5.86	2	11.72	11.72	-
	Storage box	3.97	6	23.82	23.82	-
	Tax			1.78	1.78	-
				37.32	37.32	-
06/21/04	GV 120Z Bowl	1.28	1	1.28	-	1.28
	Feathers	0.96	1	0.96	-	0.96
	Indian Feath	1.96	2	3.92	-	3.92
	Ext. Paint	12.94	1	12.94	-	12.94
	Wht Postbrd	3.60	1	3.60	-	3.60
	Tax			1.14	-	1.14
				23.84	-	23.84
06/24/04	Twin Pops	1.66	5	8.30	-	8.30
04/05/05	Str Men Sock	3.98	1	3.96	-	3.96
	No Pkt Tee	4.47	1	4.47	-	4.47
	Clock	3.76	1	3.76	-	3.76
	Tax			0.61	-	0.61
				12.80	-	12.80
04/19/05	Floral Bush	3.00	1	3.00	3.00	-
	Floral Bush	0.86	2	1.72	1.72	-
	Bush	3.00	1	3.00	3.00	-
	Ribbon	0.56	1	0.56	0.56	-
	Floral Bush	1.50	1	1.50	1.50	-
	Craft Ribbon	1.88	2	3.76	3.76	-
	Org. Pink	2.56	1	2.56	2.56	-
	Hot Melt Glu	0.97	1	0.97	0.97	-
	Ribbon	1.83	1	1.83	1.83	-
	Craft Ribbon	1.48	1	1.48	1.48	-
	Narrow Ribbo	1.88	1	1.88	1.88	-
	Glue Gun	1.97	1	1.97	1.97	-
	Ribbon Acces	0.77	2	1.54	1.54	-
	No sew Snps	1.97	2	3.94	3.94	-

Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District

Purchases at Wal Mart  
For the period June 1, 2003 through May 31, 2006

Transaction	Unit	Quantity	Extended	Appears		
Date	Description per receipt	Cost	Purchased	Cost	Appropriate	Improper
	Trim	6.73	1	6.73	6.73	-
	Applique	1.23	2	2.46	2.46	-
	Applique	1.64	5	8.20	8.20	-
	Elastic	0.97	1	0.97	0.97	-
	Tax			2.40	2.40	-
				50.47	50.47	-
04/27/05	DVD Player	26.87	2	73.74	73.74	-
	Tax			3.69	3.69	-
				77.43	77.43	-
04/28/05	RF Modulator	16.84	1	16.84	16.84	-
	Toothbrush	0.5	10	5.00	5.00	-
	Cash			20.00	-	20.00
	Tax			1.09	1.09	-
				42.93	22.93	20.00
05/18/05	GE SS Polyno	14.24	1	14.24	-	14.24
	FTL 2pk Crew	5.97	1	5.97	-	5.97
	Hane Bxrbrie	8.97	1	8.97	-	8.97
	Jerzees Sock	3.77	1	3.77	-	3.77
	Mach3turbo	7.84	1	7.84	-	7.84
	Toothpaste	1.58	1	1.58	-	1.58
	Gels	1.84	1	1.84	-	1.84
	Anti-Perspir	1.68	1	1.68	-	1.68
	Toothbrush	0.50	21	10.50	-	10.50
	Tax			2.82	-	2.82
				59.21	-	59.21
05/23/05	Labels	3.77	1	3.77	3.77	-
	13 Pk Hanger	1.22		1.22	1.22	-
	Frames	3.94	6	23.64	23.64	-
	Card Stock	5.97	1	5.97	5.97	-
	Storage Box	4.94	3	14.82	14.82	-
	Tax			2.47	2.47	-
				51.89	51.89	-
07/03/05	Computer Arm	88.84	1	88.84	-	88.84
	Eq Antacid	2.23	1	2.23	-	2.23
	Eq Xs Cplts	3.97	1	3.97	-	3.97
	Tax			4.75	-	4.75
				99.79	-	99.79
10/03/05	Coil Cord	5.64	1	5.64	-	5.64
	Tax			0.28	-	0.28
				5.92	-	5.92
	Total			\$ 520.51	240.04	280.47

Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District

Disbursements by Check  
For the period June 1, 2003 through May 31, 2006

**Per Check**

<b>Check Date</b>	<b>Check #</b>	<b>Payee / Vendor</b>	<b>Memo</b>	<b>Amount</b>
09/24/03	633	Jared Hebl	<i>none</i>	\$ 45.00 ^
10/07/03	634	Wilson Leather	<i>none</i>	296.78 ^
10/17/03	635	Prince Albert	<i>none</i>	115.95 ^
10/21/03	636	KHS Foundation for the Performing Arts	Chair for Black box Thespa	210.00 ^
10/21/03	637	KHS Foundation for the Performing Arts	Chair for Black box Thespa	210.00 ^
12/28/03	638	Rachel Kolb	Videos	50.00 ^
01/22/04	640	Will Boyd	Shoes	65.00 ^
01/23/04	641	Bob Assink	<i>none</i>	33.00 ^
01/29/04	642	Grace Lagunas	<i>none</i>	94.42 ^
02/17/04	643	David Horton	<i>none</i>	40.00 ^
04/20/04	644	Matt Lindstrom	Thanks	200.00 ^
08/25/04	645	Jeff Ilten	<i>none</i>	30.00 ^
09/10/04	646	Kirkwood Comm. College	<i>none</i>	120.00 ^
09/21/04	647	## Generation X	<i>none</i>	150.00 ^
10/27/04	648	Marc Hammes	<i>none</i>	120.00 ^
04/12/05	649	Jesse Geers	<i>none</i>	70.00 ^
04/14/05	650	Bob Assink	<i>none</i>	446.00 ^
04/23/05	651	Kennedy Band Parents	80 - Dinners	400.00 ^
04/29/05	652	Marc Hammes	<i>none</i>	200.00 ^
05/01/05	653	** Linn County Izaak Walton League	<i>none</i>	200.00 ^
05/01/05	654	** Linn County Izaak Walton League	<i>none</i>	300.00 ^
06/06/05	655	American Cancer Society	<i>none</i>	100.00 ^
10/20/05	656	Gail Sladek	<i>none</i>	71.00 ^
11/03/05	657	Paul Klein	Refund	100.00
11/03/05	658	Patti Perra	Refund	200.00
11/03/05	659	?? Nosek	Refund	100.00
11/03/05	660	Mike Thompson	Refund	150.00
11/03/05	662	Anya Bernstein	Refund	150.00
11/03/05	663	Gail Sladek	Refund	100.00
11/03/05	665	Patty Walsh	Refund	140.00
11/18/05	666	Diane R	Refund	150.00
12/01/05	668	Sue Covington	Thanks & Sorry	50.00
01/27/06	669	Papa John's	<i>none</i>	15.00 ^
01/28/06	672	Renate Bernstein	<i>none</i>	10.00 ^
05/05/06	673	Marc Hammes	<i>none</i>	800.00 ^
05/23/06	675	Sam Huston	Construction / sets	60.00 ^
Total				<u>\$5,592.15</u>

## - Reimbursed by the Class of 2006 Activity Fund.

^ - Unable to obtain a copy of a receipt for the purchase or other supporting documentation.

\*\* - Reimbursed by "The Lounge" account.

Description	Appears Appropriate	Improper
Art work for drama dept	\$ 45.00	-
<i>Unknown</i>	-	296.78
Tux Rental	115.95	-
Chair purchase	210.00	-
Chair purchase	210.00	-
Tape a show	50.00	-
Expense for production	65.00	-
Children Theatre supplies	33.00	-
<i>Unknown</i>	-	94.42
Set material Reim.	40.00	-
Bonus for choreography	-	200.00
Expense for freshman orientation	30.00	-
Drama Camp Reg.	120.00	-
Payment for a D.J.	150.00	-
<i>Unknown</i>	-	120.00
<i>Unknown</i>	-	70.00
Music Man costume Reim.	446.00	-
Feed Cast Parents & students	400.00	-
<i>Unknown</i>	-	200.00
End of year staff party rent for hall	200.00	-
End of year staff party rent for hall	300.00	-
Raffle and donation	100.00	-
<i>Unknown</i>	-	71.00
Ticket refund	100.00	-
Ticket refund	200.00	-
Ticket refund	100.00	-
Ticket refund	150.00	-
Ticket refund	150.00	-
Ticket refund	100.00	-
Ticket refund	140.00	-
Ticket refund	150.00	-
Ticket refund	50.00	-
<i>Unknown</i>	-	15.00
<i>Unknown</i>	-	10.00
<i>Unknown</i>	-	800.00
<i>Unknown</i>	-	60.00
	\$ 3,654.95	1,937.20

Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District

Bank Charges and Fees  
For the period June 1, 2003 through May 31, 2006

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<b>Date</b>	<b>Description</b>	<b>Fee</b>	<b>Tax</b>	<b>Total</b>
11/16/04	Overdraft Charge	\$ 30.00	-	30.00
11/17/04	Overdraft Charge	30.00	-	30.00
11/18/04	Overdraft Charge	30.00	-	30.00
11/18/04	Overdraft Charge	30.00	-	30.00
11/22/04	Continuous Overdraft Fee	7.00	-	7.00
11/22/04	Overdraft Charge	34.00	-	34.00
11/23/04	Continuous Overdraft Fee	7.00	-	7.00
11/24/04	Continuous Overdraft Fee	7.00	-	7.00
11/26/04	Continuous Overdraft Fee	14.00	-	14.00
11/29/04	Continuous Overdraft Fee	21.00	-	21.00
11/30/04	Continuous Overdraft Fee	7.00	-	7.00
12/01/04	Continuous Overdraft Fee	7.00	-	7.00
12/02/04	Continuous Overdraft Fee	7.00	-	7.00
12/03/04	Continuous Overdraft Fee	7.00	-	7.00
12/07/04	Continuous Overdraft Fee	7.00	-	7.00
12/07/04	Overdraft Charge	34.00	-	34.00
12/08/04	Continuous Overdraft Fee	7.00	-	7.00
12/09/04	Continuous Overdraft Fee	7.00	-	7.00
12/10/04	Continuous Overdraft Fee	7.00	-	7.00
12/13/04	Continuous Overdraft Fee	21.00	-	21.00
12/14/04	Analysis Service Charge	1.20	0.06	1.26
12/14/04	Continuous Overdraft Fee	7.00	-	7.00
12/15/04	Continuous Overdraft Fee	7.00	-	7.00
01/11/05	Overdraft Charge	34.00	-	34.00
01/11/05	Overdraft Charge	34.00	-	34.00
01/13/05	Continuous Overdraft Fee	7.00	-	7.00
01/13/05	Overdraft Charge	34.00	-	34.00
01/14/05	Analysis Service Charge	2.70	0.13	2.83
01/14/05	Continuous Overdraft Fee	7.00	-	7.00
01/19/05	Overdraft Charge	34.00	-	34.00
01/20/05	Continuous Overdraft Fee	7.00	-	7.00
01/20/05	Overdraft Charge	34.00	-	34.00
01/21/05	Continuous Overdraft Fee	7.00	-	7.00

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Special Investigation of Selected Accounts at  
 Kennedy High School  
 Cedar Rapids Community School District

Bank Overdraft Charges  
 For the period June 1, 2003 through May 31, 2006

<b>Date</b>	<b>Description</b>	<b>Fee</b>	<b>Tax</b>	<b>Total</b>
01/24/05	Continuous Overdraft Fee	21.00	-	21.00
01/25/05	Continuous Overdraft Fee	7.00	-	7.00
01/26/05	Continuous Overdraft Fee	7.00	-	7.00
01/27/05	Continuous Overdraft Fee	7.00	-	7.00
01/28/05	Continuous Overdraft Fee	7.00	-	7.00
01/31/05	Continuous Overdraft Fee	21.00	-	21.00
02/01/05	Continuous Overdraft Fee	7.00	-	7.00
02/02/05	Continuous Overdraft Fee	7.00	-	7.00
02/03/05	Continuous Overdraft Fee	7.00	-	7.00
02/04/05	Continuous Overdraft Fee	7.00	-	7.00
02/07/05	Continuous Overdraft Fee	21.00	-	21.00
02/08/05	Continuous Overdraft Fee	7.00	-	7.00
02/16/05	Analysis Service Charge	1.65	0.08	1.73
02/18/05	Overdraft Charge	34.00	-	34.00
02/22/05	Overdraft Charge	34.00	-	34.00
03/14/05	Analysis Service Charge	1.18	0.05	1.23
05/26/05	Overdraft Charge	34.00	-	34.00
05/27/05	Overdraft Charge	34.00	-	34.00
05/31/05	Overdraft Charge	34.00	-	34.00
06/01/05	Continuous Overdraft Fee	7.00	-	7.00
06/02/05	Continuous Overdraft Fee	7.00	-	7.00
06/03/05	Continuous Overdraft Fee	7.00	-	7.00
06/06/05	Continuous Overdraft Fee	21.00	-	21.00
06/04/05	Continuous Overdraft Fee	7.00	-	7.00
06/14/05	Analysis Service Charge	0.75	0.03	0.78
07/18/05	Analysis Service Charge	1.28	0.06	1.34
12/13/05	Overdraft Charge	34.00	-	34.00
12/15/05	Continuous Overdraft Fee	7.00	-	7.00
12/15/05	Overdraft Charge	34.00	-	34.00
12/19/05	Continuous Overdraft Fee	21.00	-	21.00
12/19/05	Overdraft Charge	34.00	-	34.00
12/20/05	Continuous Overdraft Fee	7.00	-	7.00
12/21/05	Continuous Overdraft Fee	7.00	-	7.00
12/22/05	Continuous Overdraft Fee	7.00	-	7.00

**Exhibit F**

Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District

Bank Overdraft Charges  
For the period June 1, 2003 through May 31, 2006

<b>Date</b>	<b>Description</b>	<b>Fee</b>	<b>Tax</b>	<b>Total</b>
12/23/05	Continuous Overdraft Fee	7.00	-	7.00
12/27/05	Continuous Overdraft Fee	28.00	-	28.00
12/28/05	Continuous Overdraft Fee	7.00	-	7.00
12/29/05	Continuous Overdraft Fee	7.00	-	7.00
12/30/05	Continuous Overdraft Fee	7.00	-	7.00
01/03/06	Continuous Overdraft Fee	28.00	-	28.00
01/04/06	Continuous Overdraft Fee	7.00	-	7.00
01/05/06	Continuous Overdraft Fee	7.00	-	7.00
01/06/06	Continuous Overdraft Fee	7.00	-	7.00
01/09/06	Continuous Overdraft Fee	21.00	-	21.00
01/10/06	Continuous Overdraft Fee	7.00	-	7.00
01/17/06	Analysis Service Charge	0.96	0.04	1.00
02/16/06	Analysis Service Charge	0.67	0.03	0.70
03/16/06	Overdraft Charge	35.00	-	35.00
03/20/06	Continuous Overdraft Fee	7.00	-	7.00
03/20/06	Overdraft Charge	35.00	-	35.00
03/21/06	Continuous Overdraft Fee	7.00	-	7.00
03/21/06	Overdraft Charge	35.00	-	35.00
03/28/06	Overdraft Charge	35.00	-	35.00
03/30/06	Continuous Overdraft Fee	7.00	-	7.00
03/31/06	Continuous Overdraft Fee	7.00	-	7.00
04/03/06	Continuous Overdraft Fee	21.00	-	21.00
04/04/06	Continuous Overdraft Fee	7.00	-	7.00
04/14/06	Analysis Service Charge	0.76	0.03	0.79
05/12/06	Analysis Service Charge	0.54	0.02	0.56
	Total	\$1,369.69	0.53	1,370.22

Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District

Deposits to Thespa Checking Account Near Dates of Performances  
For the period June 1, 2003 through May 31, 2006

<b>Production</b>	<b>Performance Dates</b>	<b>Number of Performances</b>	<b>Deposit Date</b>	<b>Deposit Amount</b>
<i>Chicago</i>	04/22/04 - 04/24/04^	4	04/26/04	\$ 300.00
			04/27/04	<u>917.92</u>
<i>Tony and Tina's Wedding</i>	12/16/04 - 12/18/04	##	12/23/04	580.00
Variety Show	02/21/05	1	02/23/05	580.00
<i>Music Man</i>	04/21/05 - 04/23/05	4	04/25/05	2,254.95
<i>Noises Off</i>	10/27/05 - 10/29/05	3	10/31/05	468.03
<i>Diary of Anne Frank</i>	12/15/05 - 12/17/05	3	12/22/05	247.00
			01/12/06	300.00
CATS	04/27/06 - 04/29/06	<u>4</u>	05/01/06	<u>429.00</u>
Total		<u>19</u>		<u>\$6,076.90</u>

^ Amount shown is net of \$445.00 cash withheld from deposit.

## - Concessions were not sold during Children's Theatre performances or during *Tony and Tina's Wedding* because it was a dinner theatre.



Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District

Expected Proceeds from Ticket Sales  
For the period June 1, 2003 through May 31, 2006

<b>Production</b>	<b>Performance Dates</b>	<b>Admissions per Performance</b>	<b>Number of Performances</b>	<b>Total Admissions</b>	<b>Less: Free Tickets ^</b>
<i>Winnie the Pooh</i>	01/28/04 - 01/31/04	##	##	##	##
<i>Chicago</i>	04/22/04 - 04/24/04	750	4	3,000	-
<i>Murder Mystery</i>	10/28/04 - 10/30/04	220	3	660	(180)
<i>Tony and Tina's Wedding</i>	12/16/04 - 12/18/04	220	3	660	-
<i>Peter Pan</i>	01/26/05 - 01/29/05	##	##	##	##
Variety Show	02/21/05	400	1	400	-
<i>Music Man</i>	04/21/05 - 04/23/05	500	4	2,000	-
<i>Noises Off</i>	10/27/05 - 10/29/05	450	3	1,350	(260)
<i>Diary of Anne Frank</i>	12/15/05 - 12/17/05	220	3	660	(180)
Talent Show	02/20/06	400	1	400	-
<i>Charlotte's Web</i>	01/25/06 - 01/28/06	##	##	##	##
<i>CATS</i>	04/27/06 - 04/29/06	700	4	2,800	-
Total					

## - Children's Theatre production for which the School receives a flat amount of \$4,500 per production.

^ - Students with activity tickets received free admission to non-musical productions.

<b>Number of Tickets Sold</b>	<b>Expected Average Price per Ticket</b>	<b>Expected Proceeds</b>
##	##	\$ 4,500.00
3,000	\$ 4.50	13,500.00
480	4.50	2,160.00
660	10.00	6,600.00
##	##	4,500.00
400	3.00	1,200.00
2,000	4.50	9,000.00
1,090	4.50	4,905.00
480	4.50	2,160.00
400	3.00	1,200.00
##	##	4,500.00
2,800	4.50	12,600.00
		<u>\$ 66,825.00</u>

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Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District

Staff

This special investigation was performed by:

Annette K. Campbell, CPA, Director  
Suzanne R. Hanft, CPA, Manager  
John G. Vanis, CGFM, Senior Auditor  
Philip J. Cloos, Staff Auditor



Tamera S. Kusian, CPA  
Deputy Auditor of State

## **Appendix**





Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District



CEDAR RAPIDS NORTH - 319-393-1600  
10/20/2005 11:59 AM  
RECEIPT EXPIRES ON 01/18/06



A receipt dated within 90 days is  
required for ALL returns & exchanges.  
Giving a gift? Include a gift receipt!

044020443	MENS HATS	T	5.97
	3 @ 1.99		
200011056	TEA POT	T	9.99
213080086	MEIERS	FT	3.98
	2 @ 1.99		
213980292	DEPOSIT	N	0.05
213980292	DEPOSIT	N	0.05
212120385	BEACHCLIFF	FN	1.18
	2 @ 0.59		
234020204	MUSTACHES	T	2.00
	2 @ 1.00		
240110975	SPIDER		3.50 ↓
234020225	SPIDER WEB		2.00
	2 @ 1.00		

NOV 20 2005 28.72  
TAX EXEMPT SALE 0.00  
TOTAL 28.72

CHECK # 45033  
KENNEDY HIGH SCHOOL

CEDAR RAPIDS, IOWA  
RECEIPT ID# 2-5293-1768-0100-6547-9  
TM#\*\*\*\*4628  
VCD# 751-251-246

↓ INDICATES SALE PRICE

Save ALL Receipts  
Give Gift Receipts & Gift Cards  
Ask about Receipt Lookup

Special Investigation of Selected Accounts at  
Kennedy High School  
Cedar Rapids Community School District

**KENNEDY THESPA** 96-54  
790 9292 673

DATE May 5 2006

PAY TO THE ORDER OF Maria Hammes \$ 900.00

Eight hundred & 00/100 DOLLARS

**FIRSTAR** Bank, N.A.  
Bank Without Boundaries  
www.firstar.com

MEMO \_\_\_\_\_

MEMO SIGNATURE: [Signature]

MEMO NUMBER: 0000080000

DO NOT WRITE IN THESE SPACES

033388469  
0730 0000  
0508 0000  
0780 0000  
0509 0000  
ENT 0000

00075360100 > 3900108<  
P3 05082006 Guaranty Bank & Trust  
0000005700400012 Cedar Rapids, Iowa

15 61732

DO NOT WRITE IN THESE SPACES

STAMP OR SIGNATURE THIS LINE

ENDC

\* FED. RES. OF GOVERNORS REG. CO