



**OFFICE OF AUDITOR OF STATE
STATE OF IOWA**

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Rob Sand
Auditor of State

NEWS RELEASE

FOR RELEASE

May 3, 2023

Contact: Rob Sand
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or Jim Cunningham
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Auditor of State Rob Sand today released a report on a special investigation of the City of Allerton located in Wayne County. The special investigation was requested by City officials as a result of concerns regarding certain financial transactions processed by the City's two former City Clerks and former Water Superintendent for the period January 1, 2017 through June 30, 2022.

Sand reported the special investigation identified \$151.63 of improper disbursements, \$36,486.74 of unsupported disbursements, and \$3,136.80 in undeposited utilities collections. The improper disbursements identified includes \$151.63 of interest and late fees to IPERS.

The \$36,486.74 of unsupported disbursements identified includes \$30,832.72 of health insurance payments to the former City Clerks, \$3,614.02 of purchases made from Quill Corporation, and \$2,040.00 in treasurer services payments issued to the former City Clerks.

Sand also reported the \$3,136.80 of undeposited utilities collections identified includes utility services billed to the former Water Superintendent but not collected. It was not possible to determine if additional funds were improperly disbursed or if any additional collections were not properly deposited during the period reviewed because adequate records were not available.

Sand recommended City officials implement procedures to strengthen the City's internal controls and operations, such as improving segregation of duties, performing utility reconciliations, and ensuring all disbursements are properly supported, approved, and paid in a timely manner.

Copies of this report have been filed with the Iowa Division of Criminal Investigation, the Wayne County Attorney's Office, and the Attorney General's Office. A copy of the report is available for review on the Auditor of State's website at [Special Interest Reports](#).

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**REPORT ON SPECIAL INVESTIGATION
OF THE
CITY OF ALLERTON
FOR THE PERIOD
JANUARY 1, 2017 THROUGH JUNE 30, 2022**

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Auditor of State's Report

To the Honorable Mayor and
Members of the City Council:

As a result of alleged improprieties regarding certain financial transactions processed by the City's two former City Clerks and Water Superintendent and at your request, we have conducted a special investigation of the City of Allerton. We have applied certain tests and procedures to selected financial transactions of the City for the period January 1, 2017 through June 30, 2022, except as noted below. Based on a review of relevant information and discussions with City officials and personnel, we performed the following procedures.

- (1) Evaluated internal controls to determine whether adequate policies and procedures were in place and operating effectively.
- (2) Reviewed activity in the City's bank accounts to identify any unusual activity.
- (3) Examined bank records for certain deposits to the City's bank accounts to determine the source, purpose, and propriety of each deposit.
- (4) Compared collections recorded in the City's accounting system to detailed records for certain bank deposits to determine if collections were properly deposited for the period January 1, 2017 through November 30, 2022.
- (5) Scanned images of redeemed checks issued from the City bank account for reasonableness. We also examined supporting documentation for selected disbursements to determine if they were properly approved, supported by adequate documentation, and appropriate for operations.
- (6) Obtained supporting documentation directly from selected vendors for certain purchases to determine if the items purchased were appropriate for City operations.
- (7) Examined payroll disbursements and reimbursements to select former city employees, to determine the propriety of the payments.
- (8) Interviewed City officials and personnel to determine the purpose of certain disbursements to individuals and vendors.
- (9) Reviewed available City Council meeting minutes to identify significant actions and to determine if certain payments were properly approved.
- (10) Reviewed payments to IPERS to determine if the proper amount of payroll contributions was remitted in a timely manner.

These procedures identified \$151.63 of improper disbursements, \$36,486.74 in unsupported disbursements, and \$3,136.00 of uncollected utility billings. We were unable to determine if additional utility collections were not properly deposited during the period of our review because adequate records were not available. Several internal control weaknesses were also identified. Our detailed findings and recommendations are presented in the Investigative Summary and **Exhibits A** through **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 City of Allerton, 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 Wayne County Attorney's Office, and the Attorney General's Office.

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

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

ROB SAND
Auditor of State

April 20, 2023

City of Allerton

Investigative Summary

Background Information

The City of Allerton (City) is located in Wayne County and has a population of approximately 430. The City employs a part-time City Clerk, who is responsible for the business operations of the City. In addition, the City employs a full-time Water Superintendent, who is responsible for managing the City's water and sewer operations.

For the period of our review, the City employed two City Clerks. Sheryldene (Jan) Hysell was employed by the City as the City Clerk for the period 2003 through June 2020. After Ms. Hysell left employment with the City, the City hired Nikki Sayler as the City Clerk. Ms. Sayler began employment with the City as the City Clerk in July 2020 and subsequently resigned as the City Clerk in May 2022. As the City Clerk, Ms. Hysell and Ms. Sayler were responsible for the following functions:

- Receipts – opening mail, collecting receipts, posting all collections to the accounting records, and preparing and making bank deposits.
- Disbursements – making certain purchases, receiving certain goods and services, presenting proposed disbursements to the City Council for approval, maintaining supporting documentation, preparing, signing, and distributing checks and posting to the accounting records.
- Payroll – calculating payroll amounts, preparing, signing, and distributing checks, posting payments to the accounting records, and filing required payroll reports.
- Utility billings – preparing and mailing billings, receipting and depositing collections, posting collections to customer accounts and accounting records, and preparing and making bank deposits.
- Bank accounts – receiving and reconciling monthly bank statements to accounting records.
- Reporting – preparing City Council meeting minutes and financial reports, including monthly City Clerk reports and Annual Financial Reports.

As previously stated, the City employs a Water Superintendent. Adam Beavers first started working for the City as the Road Superintendent on January 1, 2010 until July 2013 when he was promoted to Water Superintendent. He stayed in that position until his resignation on March 28, 2022. As the Water Superintendent, Mr. Beavers was responsible for the following functions:

- Taking water samples and readings for sewer and Water reports, to keep the City in compliance with State Regulations and DNR.
- Reading, checking, and replacing water meters in a timely manner.
- Managing the maintenance of all City vehicles and equipment.

The City's primary revenue sources include local option sales tax and road use tax from the State of Iowa and property tax collected by Wayne County and remitted to the City. The City receives payments from the State and County electronically. Revenue is also received from customers for water, sewer, and garbage services. Utility payments and other payments are collected through the mail, in person, or in the collection box at City Hall. Former City Clerks Ms. Hysell and Ms. Sayler did not consistently prepare receipts for collections or record the collections on an initial receipt listing.

Utility meter readings are performed by City employees. After the readings were provided to the City Clerk, she recorded the readings in the utility system which calculated the water and sewer charges based on the amount of usage for the month and the rates entered into the system. Once the bills were

calculated, they were printed and mailed by the City Clerk. The rates charged by the City for water and sewer are established by City ordinance. According to City officials, neither Ms. Hysell or Ms. Sayler prepared utility reconciliations and the City Council did not request the information.

All City disbursements, including payroll, are to be made by both check and electronically. All disbursements are required to be supported by invoices or other supporting documentation obtained by or submitted to the City Clerk. Each month, the City Clerk prepared a listing of bills to be paid and provided the listing to the City Council for approval. After the City Council approved the bills, the City Clerk prepared and signed the checks. The checks are to be given to the Mayor to be countersigned.

The City established a bank account which is used for all City operations. The monthly bank statements for the City's bank account are mailed directly to City Hall and opened by the City Clerk. According to City officials, the monthly statements and related images of redeemed checks were not periodically reviewed by members of the City Council or the Mayor unless they requested. City officials also stated that they were unclear if bank reconciliations were performed by either of the former City Clerks and City Council did not request reconciliations.

According to a written statement provided by Ms. Sayler, on March 3, 2022, "Adam Beavers informed me that he had logged in to my computer and "finalized" his account. He then asked me to create a new account for him."

In addition, Ms. Sayler provided another written statement which noted "on March 8, 2022 Adam told me he had been on my computer and discovered that even though his old acct. was "final" and he had a new "active" account, the information and balance on the old acct. would pop up when his name was searched. He said he couldn't figure out how to delete the old acct. from the system completely and asked if I could do it for him." Ms. Sayler stated, "I informed him I could not because I didn't know how to either. He asked multiple times for me to contact our software company to find out how, which I never did."

On March 23, 2022, Mr. Beavers was placed on leave with pay pending a review of his delinquent water bill. According to notes provided by City officials, Mr. Beavers "admitted that the bill did exist and said it was over \$3,000.00." In addition, the notes also stated, on March 24, 2022, "He is willing to let the City garnish his wages, set up a payment plan, or possibly pay \$300.00 a month to get it taken care of. He admitted to being on the computer and accessing the Banyon Software. He wanted to see if it was possible to make the accounts of delinquent homes into a report by themselves."

The notes also stated, Mr. Beavers "said that he went into his own account as he didn't want to mess up any of the other accounts if he made a mistake. He accidentally clicked on the final tab. He told Nikki that she needed to set up a new account under his name. The last payment of \$100.00 was received in December 2020. It has been going on for the last 3 ½ years with an occasional payment. He said that it just snowballed out of control and basically quit making payments. On March 28, 2022, Mr. Beavers submitted his letter of resignation.

As a result of the concerns identified, City officials requested the Office of Auditor of State review the City's financial records. We performed the procedures detailed in the Auditor of State's Report for the period January 1, 2017, through June 30, 2022.

Detailed Findings

Procedures performed identified \$151.63 of improper disbursements, \$36,468.74 unsupported disbursements, and \$3,136.80 in uncollected utility payments for the period of January 1, 2017, through June 30, 2022. The improper disbursements identified includes \$ \$151.63 dollars in late fees and interest fees to IPERS.

The unsupported disbursements identified include:

- \$30,832.72 in unsupported health insurance payments.
- \$3,614.02 in unsupported disbursements to Quill Corporation.
- \$2,040.00 paid to Ms. Hysell and Ms. Sayler for “treasury” services which could not be supported.

The \$3,136.80 of uncollected utility billings from Adam Beavers was the result of the accumulation of unbilled utility charges recorded in an account which was in inactive account status. On March 28, 2022, the day Mr. Beavers resigned, he also repaid the accumulated balance of \$3,136.

We were unable to determine if additional funds were improperly disbursed or if any additional collections were not properly deposited during the period reviewed because adequate records were not available. All findings are summarized in **Exhibit A** and a detailed explanation of each finding follows.

UNDEPOSITED COLLECTIONS

As previously stated, Mr. Beavers was the former Water Superintendent and was responsible for managing the City’s water operations. Also as previously stated, according to a written statement provided by Ms. Sayler, on March 3, 2022, “Adam Beavers informed me that he had logged in to my computer and “finalized” his account. He then asked me to create a new account for him.”

Subsequently, Mr. Beavers was placed on leave with pay pending a review of his delinquent water bill. According to notes provided by the City, Mr. Beavers “admitted that the bill did exist and said it was over \$3,000.00.” He admitted to being on the computer and accessing the Banyon Software.

Based on the concerns identified by City officials, we reviewed Mr. Beavers’ account and confirmed it was placed in an inactive status. As a result, the inactive status allowed Mr. Beavers to receive utility services (water, sewer, and garbage) but not be billed for services. During our review of Mr. Beavers’ bill history report, we noticed the balance for Mr. Beavers’ first account steadily increased from \$203.74 in August 2017, \$1,058.25 in January 2019, \$2,071.14 in March 2020, and \$3,136.80 in February 2022.

On March 28, 2022, the same day Mr. Beavers’ resigned from his position with City, Mr. Beavers issued a check to the City in the amount of \$3,136.80 on his account which brought the balance of his utility account to \$0.00. After the payment was received, Mr. Beavers’ utility account balance remained \$0.00 for the remainder of our period reviewed.

In addition, we reviewed a new utility account established for Mr. Beavers address in April 2022. Based on our review of Mr. Beavers’ new utility account, from May 2022 through November 2022 payments were consistently made on the account.

Because Mr. Beavers utility account was billed but uncollected for the period August 2017 until March 28, 2022, we have included the \$3,136.80 as an undeposited collection in **Exhibit A**. However, because Mr. Beavers’ paid his outstanding utility balance in full on the day of his resignation, we included the \$3,136.80 in **Exhibit A** as a repayment.

In addition, to reviewing Mr. Beavers’ utility account, we attempted to review customer history reports for all other utility accounts. However, the City’s utility reports did not provide enough detail regarding the payment type received such as cash or check and other information, therefore, we were unable to reconcile billings to collections to deposits.

Because sufficient records were not maintained, we are unable to determine if amounts billed for services provided were not collected; collected but not properly deposited; or split between uncollected and not properly deposited.

However, during our review of available utility records, we identified several adjustments recorded to the former City Clerk's utility accounts and their relatives with no explanation provided and/or documented for the adjustments. Based on available utility reports, we identified \$2,804.30 of adjustments recorded to individual utility accounts in the City's utility system which reduced the balances owed on both former City Clerks and their relatives.

Due to the lack of detailed utility records, we were unable to determine if these adjustments were appropriate. As a result, we did not include the \$2,840.30 in **Exhibit A**.

IMPROPER AND UNSUPPORTED DISBURSEMENTS

As previously stated, the City established a checking account for City operations. Also as previously stated, all City disbursements are to be made by check. We reviewed all statements for the City's general operating checking account and copies of all checks redeemed from the account for the period January 1, 2017 through June 30, 2022.

Using supporting documentation available from the City's records; information obtained from selected vendors; internet searches; discussions with City officials; the vendor, frequency, and amount of the payments; we classified payments as improper, unsupported, or reasonable. Disbursements were classified as improper if they were personal in nature or not necessary or reasonable for operations of the City. Disbursements were classified as unsupported if appropriate documentation was not available or it was not possible to determine if disbursements were related to City operations or personal in nature. Other disbursements were classified as reasonable based on the vendor, frequency and amount of the payments.

The improper and unsupported disbursements from the City's checking account and credit card charges are explained in detail in the following paragraphs.

Quill

During our review of the City disbursements, we identified 22 checks and/or electronic checks issued to Quill for the period January 1, 2017 through June 30, 2022. Quill is an office supply vendor which also provides promotional items to customers based on items purchased. Because purchases were frequently made from Quill and because promotional items can be attractive for personal purposes, we reviewed the invoices available for Quill to determine if the purchases were reasonable for City operations.

During our review, we identified 11 disbursements totaling \$3,614.02 which did not have supporting documentation. The 11 disbursements are listed in **Exhibit B**. As illustrated by the **Exhibit**, the 11 disbursements occurred between March 21, 2021 and March 24, 2022. The amounts disbursements ranged from \$46.97 to \$710.89.

Because supporting documentation was not available, we were unable to determine if the purchases to Quill were for City operations or personal in nature. As a result, the \$3,614.02 has been included in **Exhibit A** as unsupported disbursements.

As previously stated, Quill offers promotional items based on purchases. Because frequent purchases with Quill were made by the City, the City received several free promotional items. All of the promotional items are listed in **Exhibit C**. As illustrated by the **Exhibit**, promotional items listed on the invoices to the City include duffle bag, storage containers, flatware caddy set, beach tote bag, thermos, traveler bag, and personal grooming system. City personnel were unable to locate the promotional items at City Hall. These items are not included in **Exhibit A** because they did not result in additional disbursements by the City.

Payroll and Reimbursements

According to City officials, City Clerks were eligible for reimbursement of any expenses or mileage incurred on behalf of the City. Mileage was reimbursed at the IRS rate for the given year. However, the does not have a travel reimbursement policy specifying mileage rates, addressing limits on meals and lodging, or the required supporting documentation to be submitted along with the travel reimbursement request form submitted to the City.

We reviewed payroll and reimbursements made to Ms. Hysell and Ms. Sayler for the period September 1, 2017 through May 31, 2022. During our review of checks issued, we identified a total of \$81,157.54 in pay and \$34,379.90 in reimbursements issued to Ms. Hysell and Ms. Sayler. Specifically, Ms. Hysell received \$50,173.41 in payroll and \$22,457.83 in reimbursements from September 2017 through April 2020 and Ms. Sayler received \$30,984.13 in payroll and \$11,922.07 in reimbursements from September 2020 through May 2022.

During our review of reimbursements issued to Ms. Hysell and Ms. Sayler, we identified reimbursements were issued for mileage trips to the bank and purchase of office supplies. In addition, we identified payments issued for “Treasury Services” and insurance.

Treasury Services Reimbursements

During our review of reimbursements, we identified six payments issued to Ms. Hysell and Ms. Sayler for “Treasury Services” for the period December 2017 through December 2020. The six payments are summarized in **Table 1**.

Table 1

Check Date	Check Number	Issued to:	Amount *
12/05/17	19353	Jan Hysell	\$ 340.00
12/04/18	19861	Jan Hysell	340.00
12/05/19	20405	Jan Hysell	340.00
			\$ 1,020.00
12/08/20	20945	Nikki Sayler	340.00
12/06/21	21397	Nikki Sayler	340.00
04/14/22	21544	Nikki Sayler	340.00
			1,020.00
Total			\$ 2,040.00

* - Amounts included are only a portion of the checks listed as the Treasury pay was combined with other payroll.

As illustrated by the **Table**, we identified \$2,372.00 of “Treasury Service” payments issued to Ms. Hysell and Ms. Sayler. We were unable to locate supporting documentation for the six payments. Due to the lack of supporting documentation, we discussed the payments with City representatives. According to City representatives, they are unclear on what the payments are for.

Because supporting documentation was not available and City representatives were unable to recall what the payments were for, the \$1,020.00 of payments issued to Ms. Hysell and the \$1,020.00 of payments issued to Ms. Sayler are included in **Exhibit A** as unsupported disbursements.

Insurance Expense Reimbursement

As previously stated, we identified payments issued for insurance. According to the City's Handbook, "the City will pay for health insurance for each full-time employee. City share not exceed \$600.00 a month. Proof of insurance cost must be presented to Employer."

During our review, we identified health insurance payments were issued to City employees at the beginning of each month for the period August 1, 2017 through May 31, 2022. We reviewed health insurance payments to Ms. Hysell and Ms. Sayler to ensure checks for insurance were issued around the same time each month and there was only one checks per month.

However, supporting documentation was not available for any of the insurance payments issued to Ms. Hysell and Ms. Sayler which totaled \$30,832.72. Due to the lack of supporting documentation, we were unable to determine if the amounts paid to Ms. Hysell and Ms. Sayler were reasonable or the amounts paid by the City exceed the actual insurance cost for Ms. Hysell and/or Ms. Sayler. In addition, we were unable to locate documentation which provided proof of insurance cost in accordance with the City's Handbook.

Because supporting documentation was not available the \$30,832.72 of insurance payments have been included in **Exhibit A** as an improper disbursement and unsupported disbursement.

IPERS Late Fees and Interest Fees

Using reports obtained from IPERS for the period of January 1, 2017 through May 31, 2022, we determined the City paid \$151.63 of late fees and interest charges because required reports were not filed and required contributions were not remitted in a timely manner. Because Ms. Sayler was responsible for ensuring timely payment of all City bills, including IPERS payments, the \$151.63 of late fees and interest identified is included in **Exhibit A** as improper disbursements.

OTHER ADMINISTRATIVE ISSUE

Oversight – City officials have a fiduciary responsibility to exercise authority over its funds, efficiently and effectively achieve its mission, provide oversight of the City's operations, and maintain the public trust. Oversight is typically defined as the "watchful and responsible care" a governing body exercises in its fiduciary capacity. Based on our review, we determined the City officials did not provide sufficient oversight of the City's financial transactions and did not:

- Compare the bill listings to supporting documentation and checks.
- Require and maintain original, itemized receipts for all disbursements, including employee reimbursements, and review the supporting documentation to ensure an appropriate purpose of the disbursements.
- Request and review bank reconciliations.
- Request and review utility reconciliations.
- Review the City's bank statements.

Recommended Control Procedures

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

- A. Segregation of Duties – An important aspect of internal control is the segregation of duties among individuals to prevent one person from handling duties which are incompatible. The former City Clerks had control over each of the following areas:
- (1) Receipts – opening mail, collecting, posting to the accounting records, and preparing and making bank deposits,
 - (2) Disbursements – making certain purchases, receiving certain goods and services, presenting disbursements to the City Council for approval, maintaining supporting documentation, preparing, signing, and distributing checks, and posting to the accounting records,
 - (3) Payroll – calculating payroll amounts, preparing, signing, and distributing checks, posting payments to the accounting records, and filing required payroll reports,
 - (4) Cash – handling, and recording,
 - (5) Bank accounts – receiving and reconciling monthly bank statements to accounting records, and
 - (6) Reporting – preparing City Council meeting minutes and financial reports, including monthly City Clerk reports and the Annual Financial Reports.

Recommendation – We realize segregation of duties is difficult with a limited number of staff. However, the duties within each function listed above should be segregated between the City Clerk, the Mayor, and City Council members. In addition, the Mayor and City Council 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 and reviewed by an official who does not collect or disburse City funds and bank reconciliations should be performed monthly. The reviews should be documented by the signature or initials of the reviewer and the date of the review.

- B. Disbursements – During our review of the City's disbursements, the following conditions were identified:
- Disbursements were not consistently supported by invoices or other documentation.
 - Not all disbursements were approved by the City Council.
 - The City incurred late fees and interest because the former City Clerk did not pay certain City obligations in a timely manner.

Recommendation – All City disbursements should be approved by the City Council prior to payment, except for those that are routine, repetitive, and specifically allowed by a City Council approved policy. For those disbursements paid prior to City Council approval, a listing should be provided to the City Council at the next City Council meeting for review and approval.

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

- C. Reconciliation of Utility Billings, Collections and Delinquent Accounts – The former City Clerk’s had sole responsibility for preparing utility billings, collecting payments, and recording the payments in the accounting system. We determined reconciliations of utility billings and collections, and delinquent accounts were not prepared or reviewed by the City Council. We also determined supporting documentation was not maintained for adjustments posted to customers’ accounts.

Recommendation – Procedures should be established to ensure utility billings are reconciled to subsequent collections and delinquent accounts for each billing period. The City Council, or an independent individual designated by the City Council, should review the reconciliations and monitor delinquencies. The review should be documented by the signature or initials of the reviewer and date of the review.

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

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

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

Exhibits

**Special Investigation of the
City of Allerton**

Report on Special Investigation
of the City of Allerton

Summary of Findings
For the Period January 1, 2017 through June 30, 2022

Description	Exhibit / Table / Page Number	Improper	Unsupported	Total
Undeposited, uncollected, and/or unbilled utility charges:				
Undeposited and/or uncollected utility charges	Page 7	\$ 3,136.80	-	3,136.80
Improper and unsupported disbursements:				
Quill Corporation	Exhibit B	-	3,614.02	3,614.02
Payroll and reimbursements:				
Treasury payments to Ms. Hysell	Table 1	-	1,020.00	1,020.00
Treasury payments to Ms. Sayler	Table 1	-	1,020.00	1,020.00
Insurance payments	Page 10		30,832.72	30,832.72
IPERS late fees and interest	Page 10	151.63	-	151.63
Subtotal of improper and unsupported disbursements		3,288.43	36,486.74	39,775.17
Less Repayments:				
Utility payment	Page 6	(3,136.80)	-	(3,136.80)
Totals		\$ 151.63	36,486.74	36,638.37

Report on Special Investigation
of the City of Allerton

Quill Corporation
For the Period January 1, 2017 through June 30, 2022

Per Bank Statement		
Date	Description	Amount
03/17/21	BT0316 QUILL CORPORATIO CCD 000000133384160	\$ 359.62
03/17/21	BT0316 QUILL CORPORATIO CCD 000000133383806	554.72
03/19/21	BT0318 QUILL CORPORATIO CCD 000000133555450	322.11
05/21/21	BT0520 QUILL CORPORATIO CCD 000000139 591673	257.97
09/03/21	BT0902 QUILL CORPORATIO CCD 000000149856476	488.34
09/16/21	BT0915 QUILL CORPORATIO CCD 000000151136718	46.97
09/17/21	BT0916 QUILL CORPORATIO CCD 000000151238728	173.87
12/02/21	BT1201 QUILL CORPORATIO CCD 000000159006174	179.44
12/02/21	BT1201 QUILL CORPORATIO CCD 000000159005984	278.92
03/03/22	BT0302 QUILL CORPORATIO CCD 000000168632118	710.89
03/24/22	BT0323 QUILL CORPORATIO CCD 000000170942568	241.17
		<u>\$ 3,614.02</u>

Report on Special Investigation
of the City of Allerton

Quill Promotional Items
For the Period January 1, 2017 through June 30, 2022

Invoice Date	Invoice Number	Description
01/15/21	13855333	Sophia duffel bag
01/28/21	14204198	Mrs. Fields qp cookie box
04/15/21	16074993	4 piece flatware caddy set
05/18/21	16828372	Burts bees essentials kit holi
05/18/21	16828372	Mrs. Fields qp cookie box
09/02/21	19248698	Beach tote bag
09/15/21	19527406	Thermos 24 oz bottle blue
10/27/21	20559508	Ostrich traveler bag
12/01/21	21320892	Conairman personal grooming sy
12/08/21	21506266	Pyrex holiday collection 4 pie
01/27/22	22665875	Balanced meal complete lunch s
01/27/22	22665875	Pyrex 10-Pc simply store food
02/04/22	22856111	Burlingame lunch kit teal and
02/04/22	22856111	Pyrex littles 3Pc set
04/20/22	24609897	Mrs. Fields qp cookie box

Report on Special Investigation
of the
City of Allerton

Staff

This special investigation was performed by:

Melissa J. Finestead, CFE, Director
Richard D. Flenory, CFE, Staff Auditor

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by a long, horizontal, slightly wavy line that tapers to the right.

James S. Cunningham, CPA
Deputy Auditor of State