



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

State Capitol Building
Des Moines, Iowa 50319-0004

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

Rob Sand
Auditor of State

NEWS RELEASE

Contact: Rob Sand
515/281-5835
Or Jim Cunningham
515/281-5834

FOR RELEASE December 19, 2023

Auditor of State Rob Sand today released a report on a special investigation of the City of Yale for the period June 1, 2020 through June 30, 2023. The special investigation was requested by City officials as a result of concerns regarding certain financial transactions processed by the former City Clerk, Jill White.

Sand reported the special investigation identified \$19,384.70 of improper disbursements and \$644.52 of unsupported disbursements. The improper disbursements identified includes \$7,753.29 of payment to Ms. White's Capital One Credit card and Credit One Bank Credit card bills, \$5,008.38 of excess checks issued to Ms. White, \$2,525.15 of payroll related late fees and interest, \$1,977.27 of personal purchases made with the City's credit card, \$724.49 of purchases at gas stations, and \$1,396.12 of personal purchases made at Fareway and Hy-Vee.

The \$644.52 of unsupported disbursements identified includes \$500.00 of reimbursements issued to Ms. White, \$119.52 of purchases made with the City's credit cards to various vendors, and \$25.00 for a purchase of a gift card. Because the credit card charges and payments were not supported by sufficient documentation to determine the items paid for, it was not possible to determine if payments were for City operations or personal in nature.

In addition, Sand reported City officials did not implement policies or procedures to address the recommendations included in a report released by Gronewold, Bell, Kyhnn, and Co., PC. In November 2021 for the period ending March 21, 2021. The report included recommendations to segregate duties, reconcile bank accounts, disbursements exceeding budgeted amounts, not maintaining a written investment policy or depository resolution, approval of all disbursements by council, and preparation of timesheets.

Sand recommended City officials implement procedures to ensure the City's internal controls are strengthened, including properly segregating duties, performing independent reviews of bank reconciliations, and ensuring all disbursements are properly supported, approved, and paid in a timely manner.

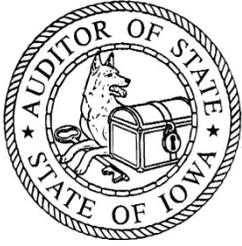
Copies of this report have been filed with the Guthrie County Sheriff's Office, Iowa Division of Criminal Investigation, the Guthrie County Attorney's Office, and the Attorney General's Office. A copy of the report is available for review on the Auditor of State's website at [Special Interest Reports](#).

#

**REPORT ON SPECIAL INVESTIGATION
OF THE
CITY OF YALE
FOR THE PERIOD
JUNE 1, 2020 THROUGH JUNE 30, 2023**

Table of Contents

	<u>Page</u>	
Auditor of State's Report	3-4	
Investigative Summary:		
Background Information	5-6	
Detailed Findings	6-11	
Recommended Control Procedures	12-13	
Exhibits:		
	<u>Exhibit</u>	
Summary of Findings	A	16
Improper and Unsupported Purchases – Other Vendors	B	17-18
Improper and Unsupported Hy-Vee and Fareway Purchases	C	19-46
Improper Fuel Vendor Purchases	D	48
Improper and Unsupported Credit Card Purchases – Other Vendors	E	49-50
Staff		51



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

State Capitol Building
Des Moines, Iowa 50319-0004

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

Rob Sand
Auditor of State

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 former City Clerk and at your request, we have conducted a special investigation of the City of Yale. We have applied certain tests and procedures to selected financial transactions of the City for the period June 1, 2020 through June 30, 2023 unless otherwise specified. 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) Reviewed available City Council meeting minutes to identify significant actions and to determine if certain payments were properly approved.
- (4) 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 City operations.
- (5) Obtained and examined City credit card statements to determine if purchases were supported by adequate documentation, appropriate for City operations, and properly approved for payment. We also examined the payments posted to the City's credit card accounts to determine if the payments were issued from the City's bank account.
- (6) Obtained supporting documentation for certain purchases directly from selected vendors to determine if the items purchased were appropriate for City operations.
- (7) Examined payroll disbursements and reimbursements to Ms. White, to determine the propriety of the payments.
- (8) Reviewed payments to IPERS to determine if payroll contributions were remitted in a timely manner.
- (9) Reviewed notices provided by the City from the Internal Revenue Service, Iowa Department of Revenue, and Iowa Workforce Development to determine payroll withholdings were remitted in a timely manner.
- (10) Interviewed City officials and personnel to determine the purpose of certain reimbursements to individuals and vendors.
- (11) Interviewed Ms. White to obtain an understanding of her job duties and explanations for certain transactions.

These procedures identified \$19,384.70 of improper disbursements, and \$644.52 of unsupported disbursements. We were unable to determine if additional amounts were improperly disbursed during the period reviewed 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 **E** 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 Yale, other matters might have come to our attention that would have been reported to you.

Copies of this report have been filed with the Guthrie County Sheriff's Office, the Division of Criminal Investigation, the Guthrie 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 Yale during the course of our investigation.

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

ROB SAND
Auditor of State

December 8, 2023

City of Yale

Investigative Summary

Background Information

The City of Yale is located in Guthrie County and has a population of approximately 250. The City employs a part-time City Clerk who is responsible for the business operations of the City. In addition, the City employs a part-time city maintenance worker, and part-time water superintendent.

Jill White began employment with the City as the City Clerk on June 2, 2020. As the City Clerk, Ms. White was responsible for the following functions:

- 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;
- Receipts – opening mail, collecting receipts, posting all collections to the accounting records, and preparing and making bank deposits;
- Utility Billings – preparing and mailing billings, receipting and depositing all collections, posting collections to customer accounts and accounting records and preparing and making bank deposits;
- Payroll – calculating payroll amounts, preparing, signing, and distributing checks, posting payments to the accounting records, and filing required payroll reports;
- Credit cards – making certain purchases, receiving and reconciling monthly credit card statements, maintaining supporting documentation, and payments via checks;
- Bank accounts – receiving and reconciling monthly bank statements to accounting records; and
- Reporting – preparing City Council meeting minutes and financial reports, including monthly bank reconciliation.

According to City officials we spoke with, Ms. White's position was a salaried position with no eligibility for overtime and was paid monthly. However, Ms. White was eligible for reimbursement of travel costs, such as mileage and meals, for training and/or conferences she attended.

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 Guthrie County and remitted to the City. Revenue is also received from customers for water, sewer, landfill, and garbage. The City also collects miscellaneous revenues such as donations for use of the pickleball courts, building permit fees, and sale of rock. Utility payments and other payments are collected through the mail, in person, online payments, cash directly paid to the bank, or payments can be placed in the collection box located at City Hall.

All City disbursements, including payroll, are made by check, City credit card, or occasionally some vendors were paid online. The City assigned a credit card to the City Clerk. All disbursements are to be supported by invoices or other documentation obtained by or submitted to the City Clerk. Each month, the City Clerk is to prepare a listing of bills to be paid and provides the listing to the City Council for approval. After the City Council approves the bills, the City Clerk prepares the checks, and the City Clerk and Mayor signs the checks.

Monthly credit card statements are received by the City Clerk. Credit card purchases are to be supported by receipts, invoices, or other documentation and included in the monthly bill listing for City Council approval.

The City established a bank account used for all City operations. In addition, the City established a Money Market account, Fire Department bank account, and a Gym bank account. The monthly bank statements and related images of redeemed checks were periodically reviewed by the Mayor while Ms. White was the City Clerk. In addition, City officials stated that bank reconciliations were prepared by Ms. White; however, reconciliations were not prepared properly. The bank reconciliations were not provided to City Council and were not independently reviewed.

In May 2023, the bank informed the City of Yale of a check issued to Ms. White which seemed to be more than her usual payroll. The bank stopped the check, but the previous two had already been issued to Ms. White. According to City officials, Ms. White was questioned by the Mayor about the duplicate checks and admitted to issuing the extra checks to herself. After her meeting with the Mayor, Ms. White resigned her employment with the City of Yale on June 1, 2023.

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 June 1, 2020 through June 30, 2023.

Detailed Findings

The procedures performed identified \$19,384.70 of improper disbursements and \$644.52 of unsupported disbursements for the period June 1, 2020 through June 30, 2023. The improper disbursements identified include:

- \$7,753.29 of personal purchases from other vendors using the City's operating account,
- \$5,008.38 of unauthorized checks to Ms. White,
- \$1,396.12 of personal purchases from Fareway and Hy-Vee,
- \$1,977.27 of personal purchases on the City's credit cards,
- \$724.49 of personal purchases from gas stations, and
- \$2,525.15 of late fees, penalties, and interest issued to the Internal Revenue Service, IPERS, Department of Revenue, and Iowa Workforce Development.

The \$644.52 of unsupported disbursements identified includes purchases made using the City's credit cards and reimbursement payments to Ms. White using the City's operating account for which adequate documentation was not available to determine if the purchases were related to City operations or personal in nature.

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.

We conducted an interview with Ms. White on December 6, 2023 to obtain an understanding of her job duties and explanations for certain transactions. During the interview, she provided information regarding her job duties as City Clerk and answered questions related to the City's credit card and her payroll. The information Ms. White provided is described in the following sections of the report.

IMPROPER AND UNSUPPORTED DISBURSEMENTS

As previously stated, the City established a checking account for City operations, as well as a Money Market, Gym, and Fire Department bank accounts. Also as previously stated, all City disbursements are to be made by check or by using one of the City's credit cards, occasionally direct electronic payments would be made. Because Ms. White had the ability to issue checks from the City bank account and had access to the City's credit card, we reviewed all disbursements and redeemed checks from the City's bank accounts and all charges to the City credit cards for the period June 1, 2020 through June 30, 2023.

Using the supporting documentation available from the City's records; information obtained from selected vendors; internet searches; discussions with City officials; the vendors, frequency and amount of the payments; and approved disbursement listings, 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 the City's operations. 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. Other disbursements were classified as reasonable based on supporting documentation or discussions with City personnel and/or frequency and amount of the payments if sufficient supporting documentation was not available.

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

Checking Account Disbursements

As previously stated, the City established a bank account to be used for City operations. All City disbursements are to be made by check or with the City's credit cards, occasionally the City would make a direct electronic payment. We reviewed all disbursements from the City's checking account for the period June 1, 2020 through June 30, 2023.

Using the available supporting documentation, information obtained from selected vendors, internet searches, the vendor, the frequency and amount of the payments, and discussions with City officials, and approved disbursement listings, we classified payments as improper, unsupported, or reasonable. The improper and unsupported disbursements identified in the City's checking account are explained in detail in the following paragraphs.

Other Vendors – During our review of disbursements from the City's checking account, we identified seven payments to various vendors which appeared unusual. The seven payments totaling \$7,803.29 are listed in **Exhibit B**.

As illustrated by the **Exhibit**, we identified six payments issued to either credit cards not established by the City or another financial institution for which the City does not hold any accounts. Because the City does not hold any accounts or credit cards at these financial institutions, these payments are not for City operations and are considered improper. The six payments totaled \$7,753.29.

In addition, we identified a transaction totaling \$50.00 to Mickey's. According to City officials, the City gives a \$25.00 gift card each month to residents who have the yard of the month. However, according to City officials, they were unsure why this month the amount was \$50.00 instead of \$25.00. Because \$25.00 is the amount designated for this community activity, we classified \$25.00 as reasonable. The remaining \$25.00 was classified as unsupported due to lack of supporting documentation.

The \$7,753.29 of improper disbursements and \$25.00 of unsupported disbursements are included in **Exhibit A**.

During our interview with Ms. White, we asked about the payments to Credit One Bank and Capital One, Ms. White stated she did not know those companies. However, when asked about these credit card companies again Ms. White stated she knew of those companies, and she had a credit card through Capital One until a few months ago.

Reimbursements to Ms. White – During our review, we reviewed all reimbursement checks issued to Ms. White for the period of June 1, 2020 through June 30, 2023. Ms. White was authorized and encouraged to go to trainings that would be beneficial for her position as the City Clerk. In the event Ms. White attended training, she would be entitled to receive reimbursement for mileage and any other

expenses incurred which were not purchased through the City’s credit card. However, according to City officials, Ms. White did not attend any trainings during her employment as City Clerk.

During our review of payments issued to Ms. White, we identified four reimbursement checks issued to Ms. White. Of the four reimbursement checks issued, two reimbursements checks were recorded for postage, and one was for a Microsoft product. Since postage would be a reasonable expense for City operations, these three reimbursements were considered reasonable. The remaining reimbursement check had vague description recorded on the City’s accounting system. The reimbursement totaled \$500.00 and are summarized in **Table 1**.

Table 1

Check Date	Check Number	Payee	Amount	Description
02/07/23	17852	Jill White	\$ 500.00	Reimbursement office
Total			\$ 500.00	

For the reimbursement summarized in the **Table**, supporting documentation could not be located and was not available. During our interview with Ms. White, she stated that she did not know what the reimbursement was for. Therefore, we were unable to determine what was purchased. As a result, the reimbursement check totaling \$500.00 is classified as unsupported and included in **Exhibit A**.

Unauthorized Checks to Ms. White – During our review, we reviewed all payroll checks issued to Ms. White for the period of June 1, 2020 through June 30, 2023. As part of our review, we identified two additional checks issued to Ms. White which she was not authorized to receive.

Table 2 summarizes the two additional checks issued to Ms. White which occurred outside of the City’s normal payroll cycle.

Table 2

Check Date	Check Number	Payee	Amount
04/04/23	17892	Jill G White	\$ 2,432.50
05/02/23	17912	Jill G White	2,575.88
Total			\$ 5,008.38

As illustrated by the **Table**, we identified two additional checks issued to Ms. White totaling \$5,008.38. We were unable to locate supporting documentation for these two checks. In addition, these two checks were not approved by City Council and Ms. White was not entitled to receive vacation so the checks would not be for a vacation payout. As previously stated, in May 2023, the bank notified the City of an unauthorized check issued to Ms. White. However, the bank did not process the check due to the amount and frequency of the checks for that month.

As a result, the \$5,008.38 of additional checks are included in **Exhibit A** as an improper disbursement.

During our interview with Ms. White, she was unable to explain why she issued herself additional checks but did confirm she issued herself these two additional checks.

Late Fees, Penalties, and Interest

IPERS contributions – As previously state, Ms. White’s duties as City Clerk included preparing financial reports and submitting the reports to the appropriated entity in a timely manner. We also obtained the

IPERS Annual Statements for the City to determine if any late fees and/or interest was assessed to the City due to Ms. White not submitting reports and payments in a timely manner.

Using the reports obtained from IPERS and payment information from the City, we determined monthly contributions were not remitted in a timely manner to IPERS resulting in the City incurring charges for late fees and interest totaling \$378.42.

The \$378.42 of late fees and interest charges are included in **Exhibit A** as an improper disbursement.

Internal Revenue Service – Using the documentation obtained from the City, we determined the City’s federal withholdings were filed late or not filed in the calendar year 2020. As a result, the City was assessed a total of \$1,583.80 of late fees and penalties by the IRS. This amount is included in **Exhibit A** as improper disbursements.

Department of Revenue – Based on documentation provided by City officials, we determined that the City was assessed \$262.09 of late filing penalties, late payment penalties, and interest for one quarter in calendar year 2020, two quarters in calendar year 2021, and one quarter in calendar year 2022. All of these quarters are within our period of review. As a result, this amount is included in **Exhibit A** as improper disbursement.

Iowa Workforce Development – Based on documentation provided by the City, we determined that the City was incurred \$300.84 of penalty fees from IWD for the 2021 and 2022 years due to unpaid contributions. This amount is included in **Exhibit A** as improper disbursement.

Credit Card Purchases

As previously stated, Ms. White, was issued a City credit card to purchase supplies and other necessary items for City operations. City employees were required to provide copies of receipts or other documentation for the charges made on the credit cards. However, the City did not have any formal policies or procedures in place for the use of City credit cards.

According to City officials, Ms. White received the credit card statements and was responsible for reviewing the charges and ensuring supporting documentation was provided for all credit card charges. In addition, Ms. White was responsible for preparing a bill listing for the City Council’s review and approval each month.

During our review of the credit card statements, we identified a number of improper purchases. Specifically, we identified personal purchases from Fareway, Hy-Vee, fuel vendors, and other vendors. These purchases are described in the following paragraphs.

Grocery Stores – During our review, we identified 18 charges from Hy-Vee and Fareway on Ms. White’s City issued credit card. We contacted Hy-Vee and Fareway to obtain information for which they provide detailed receipts for purchases.

As illustrated by the **Exhibit C**, we identified seventeen improper transactions totaling \$1,396.12 which occurred from December 19, 2022 through May 25, 2023. The improper charges identified include pop, candy, lunchables, lunch meat, tuna, chips, frozen pizza, cream cheese, salmon fillets, milk, and other similar items. According to City officials, these purchases were not authorized by the City and were not for City operations.

As a result, the \$1,396.12 of improper purchases are included in **Exhibit A**.

During our interview with Ms. White, we asked about purchases at Hy-Vee and Fareway and she stated that she used the city's credit card for personal use at those vendors. In addition, Ms. White stated she did not reimburse the City for these purchases.

Fuel Vendors – During our review, we identified charges from Casey's, Yale Fast Stop, Kum & Go, and Heartland Co-Op on Ms. White's City issued credit card. We attempted to obtain support documentation from the fuel vendors directly because the City did not have any supporting documentation available for any of these purchases. However, we were only able to obtain support from Kum & Go and Heartland Co-Op, but per discussions with City officials, the City Clerk did not have a reason to make purchases at gas stations.

According to City officials, Ms. White did not have access to a City vehicle, nor did she travel for any trainings. Therefore, the charges to the various gas stations are improper.

The 15 improper charges on the City's credit card statements are listed in **Exhibit D**. As illustrated by the **Exhibit**, the 15 improper transactions totaling \$724.49 occurred from December 27, 2022 through May 24, 2023. According to City officials, these purchases were not authorized by the City and were not for City operations. Because these purchases were not authorized, not for City operations, and City officials stated there was not a reason for the City Clerk to make these purchases, all 15 of these charges are considered improper disbursements.

As a result, the \$724.49 of improper purchases are included in **Exhibit A**.

During our interview with Ms. White, we asked about purchases at fuel vendors. Ms. White stated she sometimes used the card accidentally when purchasing gas but could not recall the number of instances. In addition, Ms. White stated she did not reimburse the City for these purchases.

Other Vendors – During our review of the credit card statements, we identified additional charges which did not appear reasonable for City operations based on the vendor, including charges from hotels, retail stores, adventure parks, and online vendors. Based on our review, we identified eight purchases totaling \$1,977.27 which were personal in nature. The eight improper charges identified are listed in **Exhibit E**.

As illustrated by the **Exhibit**, we identified charges from Hampton Inns, Guthrie Co Treasurer, and Meriwether Wilson. Based on available supporting documentation, we identified a hotel charge for Ms. White and her husband in Cedar Rapids from March 4, 2023 through March 5, 2023 which was a Saturday and Sunday. In addition, we identified registration for a 2022 Ford Explorer XLT which did not belong to the City and a payment for tax preparation services for Ms. White. We discussed these charges with City officials to determine the propriety of the purchases. According to City officials we spoke with, these purchases were not for City operations.

In addition to the eight improper purchases, we identified two charges for which supporting documentation was not available. Due to the lack of supporting documentation, we were unable to determine whether the charges were personal in nature or for City operations. According to City officials, they were unsure of what the charges were for.

The \$1,977.27 of improper purchases and \$119.52 of unsupported purchases are included in **Exhibit A**.

During our interview with Ms. White, we asked about multiple purchases found in **Exhibit E**. Ms. White stated that the following purchases were personal and not approved by Council; Adventureland Park, Hampton Inn, Meriwether Wilson, Guthrie County Treasurer, Scheels, and State Automobile Ins. The remain purchases she did not recall if she purchased from these vendors.

OTHER ADMINISTRATIVE ISSUES

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.
- Properly review payroll supporting documentation prior to issuance.
- Review the City’s bank statements and credit card statements.
- Request and review all bank reconciliations.
- Request and review utility reconciliations.

Oversight procedures ensure sufficient controls are in place over items which are susceptible to loss or improper use, such as credit cards. Oversight procedures also ensure timesheets are reviewed in a manner in which hours reported in excess of the amount authorized by the City Council would be identified prior to approval of the timesheet and preparation of the related payroll check.

Recommended Control Procedures

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

- A. Segregation of Duties – An important aspect of internal control is the segregation of duties among individuals to prevent one person from handling duties which are incompatible. The former City Clerk had control over each of the following areas:
- (1) Receipts – opening mail, posting all collections 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) Utility billings – preparing and mailing billings, posting collection to customer accounts and accounting records,
 - (4) Payroll – calculating payroll amounts, preparing, signing, and distributing checks, posting payments to the accounting records, and filing required payroll reports,
 - (5) Cash – handling, and recording,
 - (6) Bank accounts – receiving and reconciling monthly bank statements to accounting records, and
 - (7) 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 member. 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 an official who does not collect or disburse City funds. The bank statements should be reviewed in a timely manner for unusual activity. Bank reconciliations should be performed monthly and should be reviewed by someone independent of other financial responsibilities. The review should be documented by the signature or initials of the reviewer and the date of the review.

- B. Credit Card – The City has a credit card for use by the City Clerk for purchases related to City operations. The City does not have a credit card policy in place for credit card transactions. Documentation or complete documentation was not always maintained which identified if individual purchases were for City operations. In addition, there was no independent review of the credit card statements.

Recommendation – City officials should develop and implement a written policy to ensure all credit card purchases are supported by appropriate receipts and the receipts, invoices, or other supporting documentation should be attached to the monthly credit card statement during reconciliation. Also, payments should be remitted in a timely manner to ensure late fees are not incurred. In addition, a timely review of the credit card statements by an independent person should be conducted and the date and initials of the review should be documented on the statement.

C. 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.

Recommendation – All City disbursements should be approved by the City Council prior to payment, with the exception of 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.

D. Reimbursements – The City does not have a reimbursement policy addressing mileage rates or limits on meals and lodging or the required supporting documentation to be submitted along with the travel disbursement request form submitted to the City.

Recommendation – City officials should develop and implement a travel reimbursement policy establishing mileage reimbursement rates, limits on meals and lodging and requiring original, itemized receipts for all disbursements.

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

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

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

For example, bank statements should be delivered to an official who does not collect or disburse City funds and credit card statements should be delivered to an official who does not have access to a City credit card. The bank statements and credit card statements should be reviewed in a timely manner for unusual activity. Bank reconciliations should be performed monthly and reviewed by someone independent of other financial responsibilities. The review should be documented by the signature or initials of the reviewer and the date of the review. In addition, reviews of timesheets should be completed in a thoughtful, thorough manner and any discrepancies resolved prior to approval.

Exhibits

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

Report on Special Investigation of the
City of Yale

Summary of Findings
For the Period June 1, 2020 through June 30, 2023

Description	Exhibit/Table/ Page Number	Improper	Unsupported	Total
Improper and unsupported disbursements:				
Bank account transactions:				
Other vendors	Exhibit B	\$ 7,753.29	25.00	7,778.29
Reimbursements	Table 1	-	500.00	500.00
Unauthorized checks to Ms. White	Table 2	5,008.38	-	5,008.38
Payroll related late fees and interest:				
IPERS	Page 8	378.42	-	378.42
Internal Revenue Service	Page 9	1,583.80	-	1,583.80
Iowa Dept of Revenue	Page 9	262.09	-	262.09
Iowa Workforce Development	Page 9	300.84	-	300.84
Credit card transactions:				
Hy-Vee and Fareway	Exhibit C	1,396.12	-	1,396.12
Fuel vendors	Exhibit D	724.49	-	724.49
Other vendors	Exhibit E	1,977.27	119.52	2,096.79
Total improper and unsupported disbursements		<u>\$ 19,384.70</u>	<u>644.52</u>	<u>20,029.22</u>

Report on Special Investigation of the
City of Yale

Improper and Unsupported Purchases - Other Vendors
For the Period June 1, 2020 through June 30, 2023

Per Bank Statements or Check Images

Date	Check Number	Payee	Amount	Description per Supporting Documentation
06/28/22	17675	MICKEY'S	\$ 50.00	Yard of the Month award
03/20/23	<i>ACH</i>	<i>Credit One Bank</i>	1,697.45	Credit One Bank, Credit One Ba 230316 50678634 D610550
04/13/23	<i>ACH</i>	<i>Credit One Bank</i>	1,681.44	Credit One Bank, Credit One Ba 230412 50678634 D610550
05/04/23	<i>ACH</i>	<i>Credit One Bank</i>	1,619.06	Credit One Bank, Credit One Ba 230503 50678634 D610550
05/08/23	<i>ACH</i>	<i>Capital One</i>	625.44	CAPITAL ONE, ONLINE PMT 230505 3RKDO3LPU8OUHKC D610550
05/23/23	<i>ACH</i>	<i>Credit One Bank</i>	1,681.15	Credit One Bank, Credit One Ba 230522 50678634 D610550
05/24/23	<i>ACH</i>	<i>Capital One</i>	448.75	CAPITAL ONE, ONLINE PMT 230523 3RNZ8FC2Y3GKDBG D610550
			<u>\$ 7,803.29</u>	

Note: Information in italics was added by Auditor.

	Reasonable	Improper	Unsupported
\$	25.00	-	25.00
	-	1,697.45	-
	-	1,681.44	-
	-	1,619.06	-
	-	625.44	-
	-	1,681.15	-
	-	448.75	-
\$	25.00	7,753.29	25.00

Report on Special Investigation of the
City of Yale

Improper and Unsupported Hy-Vee and Fareway Purchases
For the Period June 1, 2020 through June 30, 2023

Per Credit Card Statement

Transaction Date	Vendor Name/Description		Amount
12/19/22	Hy-Vee F&F Jefferson	\$	46.42
12/27/22	Fareway Stores #124 Adel IA		47.47
12/31/22	Hy-Vee WDM 1889		111.43

Per Supporting Documentation obtained by Subpoena

Description	Amount	Qty	Improper
Purchase of 16.011 gallons of fuel at \$2.899 in Jefferson, IA	\$ 46.42	16.011	\$ 46.42
	<hr/> 46.42		
ROSINA ANGUS BEEF MEATBALLS	7.88	1	7.88
FWAY 4% COTT CHS	3.48	1	3.48
FWAY GRATED PARMESAN CHEESE	3.48	1	3.48
PREGO THREE CHEESE	2.24	1	2.24
KOTEX CLICK TAMPON REG 32CT	6.97	1	6.97
BARILLA SPAGHETTI	1.99	1	1.99
BERTOLLI ELOO 16.9OZ	8.99	1	8.99
FWAY KETCHUP 38OZ	2.69	1	2.69
HDN VLY RNCH LT 24OZ	4.99	1	4.99
DIXIE 10" EVERYDAY PLATES	3.99	1	3.99
Tax 1	0.77		0.77
Visa	<hr/> 47.47		
GLAD OS LAV TALL KIT	9.99	1	9.99
TOSTITOS SCOOPS PRTY	5.29	1	5.29
LD MINI CC MUFFIN	2.99	1	2.99
FRITOS CHILI CHEESE	5.19	1	5.19
RITZ CRACKERS	2.77	1	2.77
HYV SHRED MILD CHDR	2.88	1	2.88
HYV CRM CHS BAR	1.67	1	1.67
HYV SHRED MILD CHDR	2.88	1	2.88
HYV SHRED MILD CHDR	2.88	1	2.88
HYV RANCH DIP	6.99	1	6.99

Report on Special Investigation of the
City of Yale

Improper and Unsupported Hy-Vee and Fareway Purchases
For the Period June 1, 2020 through June 30, 2023

Per Credit Card Statement

Transaction Date	Vendor Name/Description	Amount
01/04/23	Hy-Vee Waukee 1873	10.69
03/03/23	Hy-Vee Jefferson 1297	158.93

Per Supporting Documentation obtained by Subpoena

Description	Amount	Qty	Improper
HYV CRM CHS BAR	1.67	1	1.67
HYV CRM CHS BAR	1.66	1	1.66
HYV CRM CHS BAR	1.67	1	1.67
HYV BNLS SKNLS CKN	5.25	1.316	5.25
HYV BNLS SKNLS CKN	5.51	1.381	5.51
RED ONIONS	1.49	0.75	1.49
HRML CHILI W/BEANS	2.00	1	2.00
HYV WHL KERNEL CORN	0.99	1	0.99
ROLAND TINY SHRIMP	5.99	1	5.99
ROLAND TINY SHRIMP	5.99	1	5.99
HYV WHL KERNEL CORN	0.99	1	0.99
HRML CHILI W/BEANS	2.00	1	2.00
12 VEGGIE TRAY	25.00	1	25.00
3 WHITE/3 CHC CUPCAKE	6.99	1	6.99
TAX	0.70		0.70
	<u>111.43</u>		
COMBO #2	9.99	1	9.99
TAX	0.70		0.70
	<u>10.69</u>		
DORITOS NACHO CHE	5.59	1	5.59
LAYS BAKED ORIG	3.49	1	3.49
BMCHCKAPOP LTLY	3.99	1	3.99
BARILLA FARFALLE	1.84	1	1.84
LD NUTTY BUDDY	2.50	1	2.50
GHOST CITRUS ENER	2.50	1	2.50

Report on Special Investigation of the
City of Yale

Improper and Unsupported Hy-Vee and Fareway Purchases
For the Period June 1, 2020 through June 30, 2023

Per Credit Card Statement

Transaction Date	Vendor Name/Description	Amount
-------------------------	--------------------------------	---------------

Per Supporting Documentation obtained by Subpoena

Description	Amount	Qty	Improper
PRIME META MOON	5.64	3	5.64
PRIME BLUE RASP	1.88	1	1.88
PRIME HYDRA TROPI	1.88	1	1.88
GHOST CITRUS ENE	2.50	1	2.50
GATORADE PB CHOC	3.98	2	3.98
IAMS SMART PUPPY	32.99	1	32.99
ROSINA ITALIAN MT	7.49	1	7.49
HSH GENOA CHEESE	7.98	2	7.98
HYV SUMMER SSAGE	4.68	1	4.68
HYV SHRED MOZZARE	2.79	1	2.79
HV LOW CARB TORT	2.99	1	2.99
JD SAUSAGE EGG &	5.99	1	5.99
HYV COLBY JCK BRI	2.89	1	2.89
HYV GARLIC POWDER	4.49	1	4.49
BREW PUB 4 MEAT	6.99	1	6.99
DOLE MANDARIN ORA	3.49	1	3.49
BULK B/S CKN BREA	5.49	1.376	5.49
PINK LADY APPLES	4.64	2.33	4.64
RED BELL PEPPER	3.00	2	3.00
GRNHOUSE YELLOW	4.00	2	4.00
SLICED MUSHROOMS	2.50	1	2.50
80%LEAN 20%FAT GD	5.98	2	5.98
FRSH EXP 3 CLR CO	2.19	1	2.19
HYV CKD SHRIMP	6.99	1	6.99
HYV THREE CHS PAS	1.99	1	1.99
TAX	3.59		3.59
	<hr/> 158.93		

Report on Special Investigation of the
City of Yale

Improper and Unsupported Hy-Vee and Fareway Purchases
For the Period June 1, 2020 through June 30, 2023

Per Credit Card Statement

Transaction Date	Vendor Name/Description	Amount
03/06/23	Hy-Vee Perry 1522	82.10
03/11/23	Fareway Stores #124 Adel IA	226.57

Per Supporting Documentation obtained by Subpoena

Description	Amount	Qty	Improper
FRESH EXP CAESAR	4.49	1	4.49
FRSH EXP SHREDS I	2.29	1	2.29
DAN YOG LT&FIT	4.99	1	4.99
OM DF ROTISS CKN	4.99	1	4.99
MONTEREY SLCD BAB	2.50	1	2.50
JVILLE FC TURKEY	4.99	1	4.99
AL FRESCO CKN BAC	4.99	1	4.99
SC LRG FAJITA VEG	5.99	1	5.99
PLLSBRY CINN ROLL	4.49	1	4.49
HYV CORN MUFFIN M	0.79	1	0.79
HDN VLY LT RANCH	4.99	1	4.99
HDN VLY RNCH MIX	3.49	1	3.49
JIF RF CRMY PB	2.99	1	2.99
GATORADE MINT CHO	1.25	1	1.25
GATORADE PB CHOC	1.25	1	1.25
GATORADE MINT CHO	1.25	1	1.25
GATORADE PB CHOC	1.25	1	1.25
SIMPLY 10" DSGNR	3.79	1	3.79
BALL PARK BUNS	3.39	1	3.39
HYV UNSWTND ICE T	3.79	1	3.79
TIDE LQ 2X HE ULT	12.97	1	12.97
TAX	1.18		1.18
	<u>82.10</u>		
PEPPERS SWEET MINI	2.99	1	2.99
SEAPAK PCORN SHRMP	9.99	1	9.99
LOTZZA 4 MEAT PIZZA	7.99	1	7.99

Report on Special Investigation of the
City of Yale

Improper and Unsupported Hy-Vee and Fareway Purchases
For the Period June 1, 2020 through June 30, 2023

Per Credit Card Statement

Transaction Date	Vendor Name/Description	Amount
-------------------------	--------------------------------	---------------

Per Supporting Documentation obtained by Subpoena

Description	Amount	Qty	Improper
OM DELI FRSH ROTIS SSND CHKN	5.99	1	5.99
OLD WIS BEEF STICKS	14.99	1	14.99
HORMEL CNDN BCN	4.99	1	4.99
DAN LT FIT ZS STRAWBERRY 4PK	3.88	1	3.88
AE COTT CHS LOW FAT 12OZ	2.69	1	2.69
AE PARTY DIP 16OZ	2.49	1	2.49
FWAY GRCL TXS TST	3.50	1	3.50
KODIAK BTRMLK VAN PWR WAFFLES	5.00	1	5.00
FWAY GRCL TXS TST	3.50	1	3.50
SKINNYPOP ORIG 6PK	5.48	1	5.48
FWAY SOUR CRM ONION CHIPS 8OZ	2.24	1	2.24
RUFFLES PRTY SZ ORIGINAL	3.30	1	3.30
AE BUFFALO RANCH DIP 8OZ	1.69	1	1.69
PLSBRY CRECENTS SWT HAWAIIAN	3.99	1	3.99
COOKIES BUFFALO SAUCE	2.99	1	2.99
AL FRESCO FC CHICKEN BACON	4.99	1	4.99
HDN VLY RANCH SSNG MIX 8OZ	8.98	1	8.98
JIF RF CREAMY 40OZ	6.49	1	6.49
OM BUN LENGTH BEEF FRANKS	4.88	1	4.88
OLD WIS HNY TRKY BITES	4.50	1	4.50
FWAY SHRD CHDR 8OZ	2.68	1	2.68
OREO FAM SZ DBL STUF	5.69	1	5.69
LITTLE BITES SEASONAL MUFFINS	7.99	1	7.99
BAKED LAYS ORIG	4.19	1	4.19
FWAY PETITE PRETZEL	1.67	1	1.67
REESE SF MINIATURES	2.79	1	2.79
HORMEL TRKY PEPPERONI	4.49	1	4.49

Report on Special Investigation of the
City of Yale

Improper and Unsupported Hy-Vee and Fareway Purchases
For the Period June 1, 2020 through June 30, 2023

Per Credit Card Statement

Transaction Date	Vendor Name/Description	Amount
-------------------------	--------------------------------	---------------

Per Supporting Documentation obtained by Subpoena

Description	Amount	Qty	Improper
CHOPPED CAESAR	4.49	1	4.49
CLUB ORIGINAL CRACKER	4.28	1	4.28
1ST PHORM PRTN STCK SMKHS	3.49	1	3.49
1ST PHORM PRTN STCK SMKHS	3.49	1	3.49
1ST PHORM PRTN STCK SMKHS	3.49	1	3.49
BNLS CHICKEN BREAST	2.24	1	2.24
BERTOLLI ALFREDO	3.00	1	3.00
BERTOLLI ALFREDO	3.00	1	3.00
DR PEPPER 10PK	5.49	1	5.49
Bottle Deposit : \$0.50	0.50	39	0.50
FWAY CHILI W BEANS	1.99	1	1.99
FWAY CHILI W BEANS	1.99	1	1.99
FWAY MNDRN ORNG 100% JC 4PK	2.99	1	2.99
BARILLA FETTUCCINE	1.84	1	1.84
LD NUTTY BUDDY 12 CT	2.59	1	2.59
SUDDENLY SALAD CAESAR	2.50	1	2.50
BERTOLLI ELOO 16.9OZ	9.99	1	9.99
GUERRERO ZNC FLOUR TORT 14CT	4.19	1	4.19
SQUASH SPAGHETTI	2.46	1	2.46
OYSTER CRACKERS	4.99	1	4.99
APPLES FUJI	1.98	1	1.98
VH COTTAGE BREAD	3.89	1	3.89
FWAY 1% MILK GAL	4.09	1	4.09
Tax 1	0.58		0.58
	<hr/> 226.57		

Report on Special Investigation of the
City of Yale

Improper and Unsupported Hy-Vee and Fareway Purchases
For the Period June 1, 2020 through June 30, 2023

Per Credit Card Statement

Transaction Date	Vendor Name/Description	Amount
03/14/23	Hy-Vee Perry 1522	80.71
03/31/23	Hy-Vee Jefferson 1297	153.86

Per Supporting Documentation obtained by Subpoena

Description	Amount	Qty	Improper
7-UP 2 LITER	2.79	1	2.79
.05 FS BTL DEP	0.05	1	0.05
ROSES GRENADINE	3.99	1	3.99
MONSTER ZERO ULTR	7.99	1	7.99
.20 FS BTL DEP	0.20	4	0.20
GATORADE PB CHOC	1.99	1	1.99
GATORADE PB CHOC	1.99	1	1.99
THOMAS LT MULTIGR	4.79	1	4.79
LEGENDARY BDAY	2.99	1	2.99
HYV OVN RST CKN S	5.99	1	5.99
HYV OVN RST CKN	5.99	1	5.99
HYV UNSWTND ICE	3.79	1	3.79
COPENHAGEN NTRL	7.02	1	7.02
COPENHAGEN NTRL	7.02	1	7.02
COPENHAGEN NTRL	7.02	1	7.02
COPENHAGEN NTRL	7.02	1	7.02
COPENHAGEN NTRL	7.02	1	7.02
1280333 Cope/Skoal/RedSe	(0.40)	1	(0.40)
TAX	3.46		3.46
	<hr/> 80.71		
OM BUN LGTH WIENE	2.98	1	2.98
CHOB NF PLAIN GRE	1.22	1	1.22
B B RED RASPBERRI	1.88	1	1.88
HYV STEAM SUPER S	1.99	1	1.99
HYV SHRED MILD CH	2.79	1	2.79
HYV STRING CHEESE	4.89	1	4.89

Report on Special Investigation of the
City of Yale

Improper and Unsupported Hy-Vee and Fareway Purchases
For the Period June 1, 2020 through June 30, 2023

Per Credit Card Statement

Transaction Date	Vendor Name/Description	Amount
-------------------------	--------------------------------	---------------

Per Supporting Documentation obtained by Subpoena

Description	Amount	Qty	Improper
CHOB NF PLAIN GRE	1.22	1	1.22
FRSH EXPRESS SPIN	3.49	1	3.49
HYV 100% EGG WHT	4.99	1	4.99
80%LEAN 20%FAT GD	2.98	1	2.98
80%LEAN 20%FAT GD	2.98	1	2.98
B B RED RASPBERRI	1.88	1	1.88
B B BLUEBERRIES	3.99	1	3.99
FARM RAISED ATL S	11.98	2	11.98
PORK LOIN BNLS BT	3.34	2	3.34
PORK LOIN BNLS BT	3.34	2	3.34
WATERMELON WEDGES	3.93	1.795	3.93
HYV X WIDE EGG NO	2.69	1	2.69
HYV HOT DOG BUNS	2.49	1	2.49
VH COTTAGE BREAD	3.99	1	3.99
MISSION 8 CARB BA	5.49	1	5.49
MINUTE RTS BROWN	2.69	1	2.69
MINUTE RTS BROWN	2.69	1	2.69
TS MUSHROOMS STM/	1.39	1	1.39
HYV HR CREAM MUSH	1.68	1	1.68
KRFT ORIG MAC & C	1.39	1	1.39
HYV RS BEEF BROTH	2.49	1	2.49
HRML CHILI W/BEAN	2.99	1	2.99
HYV NSA BLACK BEA	1.19	1	1.19
HYV EDGE CHOC WHE	16.99	1	16.99
TOWN HOUSE CRACKE	4.28	1	4.28
LD NUTTY BUDDY	2.59	1	2.59
BRETON MG CRACKER	3.99	1	3.99

Report on Special Investigation of the
City of Yale

Improper and Unsupported Hy-Vee and Fareway Purchases
For the Period June 1, 2020 through June 30, 2023

Per Credit Card Statement

Transaction Date	Vendor Name/Description	Amount
03/31/23	Fareway Stores #124 Adel IA	101.49

Per Supporting Documentation obtained by Subpoena

Description	Amount	Qty	Improper
HRML CHILI W/BEAN	2.99	1	2.99
CHOC CHIP COOKIES	5.99	1	5.99
HYV CHNK LT TUNA	1.04	1	1.04
HYV CHNK LT TUNA	1.04	1	1.04
BD LS ALMONDS	7.99	1	7.99
TS MINCED ONION	0.99	1	0.99
HYV TOMATO KETCHU	2.99	1	2.99
HYV UNSWT VAN ALM	3.16	1	3.16
W FARMS RSPBRY VI	4.99	1	4.99
HYV UNSWTND ICE	3.79	1	3.79
	<hr/>		
	153.86		
IDAHO SUPER CRISPY TOTS	5.99	1	5.99
FWAY SHRD HSHBRWN	2.88	1	2.88
OREO CONES 4CT	5.88	1	5.88
TYSON FUN NUGGETS	6.99	1	6.99
FROOT LOOPS 13.2OZ	4.99	1	4.99
BAKED RUFFLES ORIG	4.19	1	4.19
DORITOS PRTY SZ NACHO CHS	5.50	1	5.50
REESES FAM PK MINIATURE CUPS	7.99	1	7.99
REESE SF MINIATURES	2.79	1	2.79
LOTZZA BRKFST SAUSG BCN PIZZA	8.99	1	8.99
CHOICE TOP SIRLOIN STEAK 10OZ	23.96	4	23.96
YOCRUNCH OREO 4CT	3.98	1	3.98
LITTLE BITES SEASONAL MUFFINS	7.99	1	7.99
DR PEPPER 12PK CAN	7.49	1	7.49

Report on Special Investigation of the
City of Yale

Improper and Unsupported Hy-Vee and Fareway Purchases
For the Period June 1, 2020 through June 30, 2023

Per Credit Card Statement

Transaction Date	Vendor Name/Description	Amount
04/18/23	Hy-Vee Urbandale 1759	59.60
04/18/23	Fareway Stores #124 Adel IA	40.41

Per Supporting Documentation obtained by Subpoena

Description	Amount	Qty	Improper
Bottle Deposit : \$0.60	0.60	39	0.60
Tax 1	1.28		1.28
Visa	101.49		
GATORADE ZERO BER	1.34	1	1.34
GATORADE ZERO BER	1.33	1	1.33
GATORADE ZERO BER	1.33	1	1.33
TOSTITOS QUESO BL	3.99	1	3.99
JIF RF CRMY PB	2.99	1	2.99
KOTEX CLICK REG U	7.39	1	7.39
BALL PARK HAMBURG	3.49	1	3.49
CG QUAD SHEER NUD	7.48	1	7.48
677581 20% Discount	(1.50)		(1.50)
LASHBLAST CLEAN B	10.99	1	10.99
677581 20% Discount	(2.20)		(2.20)
LASHBLAST CLEAN B	10.99	1	10.99
677581 20% Discount	(2.20)		(2.20)
GAIN ORIGINAL DRY	6.79	1	6.79
HYV 24PK SPRING W	4.99	1	4.99
TAX	2.40		2.40
	59.60		
FWAY 85 15 GRND BF PATTIES	15.88	1	15.88
AL FRESCO SMPLY CHKN BURGER	3.99	1	3.99
LOTZZA BRKFST SAUSG BCN PIZZA	7.99	1	7.99
FWAY 1% MILK GAL	4.09	1	4.09
DOLE BUTTER BLISS	3.99	1	3.99

Report on Special Investigation of the
City of Yale

Improper and Unsupported Hy-Vee and Fareway Purchases
For the Period June 1, 2020 through June 30, 2023

Per Credit Card Statement

Transaction Date	Vendor Name/Description	Amount
04/20/23	Fareway Stores #124 Adel IA	28.30
05/02/23	Fareway Stores #124 Adel IA	63.61

Per Supporting Documentation obtained by Subpoena

Description	Amount	Qty	Improper
FWAY SOUP HLTHY CRM CHKN	1.48	1	1.48
FWAY STHRN STYL HSHBRWN	2.99	1	2.99
Visa	40.41		
FWAY KETCHUP 38OZ	2.50	1	2.50
HDN VLY RNCH LT 24OZ	4.99	1	4.99
BERTOLLI ELOO 16.9OZ	9.99	1	9.99
FWAY CHNK LT TUNA IN WTR 5OZ	0.94	1	0.94
FWAY CHNK LT TUNA IN WTR 5OZ	0.94	1	0.94
THOMAS ENG MFN MLTGRN	4.19	1	4.19
DOLE BUTTER BLISS	3.99	1	3.99
BANANAS	0.76	1	0.76
Visa	28.30		
LOTZZA BRKFST SAUSG BCN PIZZA	5.88	1	5.88
LOTZZA 4 MEAT PIZZA	5.88	1	5.88
PSWT GRILL BRUSSEL CRRT ONION	3.75	1	3.75
PSWT GRILL BRUSSEL CRRT ONION	3.75	1	3.75
FWAY BROCCOLI FLORETS	2.25	1	2.25
SC SALMON FILLETS	8.99	1	8.99
FWAY CAULIFLOWER	2.25	1	2.25
FWAY CAULIFLOWER	2.25	1	2.25
FWAY HVY DUTY PLATES	3.99	1	3.99
DOLE BUTTER BLISS	3.99	1	3.99
JIF RF CREAMY 40OZ	6.99	1	6.99
SKIPPY RF CREAMY	2.64	1	2.64
ALANI NU CHERRY SLUSH	2.49	1	2.49

Report on Special Investigation of the
City of Yale

Improper and Unsupported Hy-Vee and Fareway Purchases
For the Period June 1, 2020 through June 30, 2023

Per Credit Card Statement

Transaction Date	Vendor Name/Description	Amount
05/23/23	Fareway Stores #124 Adel IA	59.27

Per Supporting Documentation obtained by Subpoena

Description	Amount	Qty	Improper
Bottle Deposit : \$0.05	0.05	39	0.05
ALANI NU CHERRY SLUSH	2.49	1	2.49
Bottle Deposit : \$0.05	0.05	39	0.05
TOMATOES GLORYS	5.29	1	5.29
Tax 1	0.63		0.63
Visa	63.61		
VH COTTAGE BREAD	3.89	1	3.89
FWAY PETITE PRETZEL	1.67	1	1.67
BIGS DILL PICKLE SEEDS	1.75	1	1.75
BIGS DILL PICKLE SEEDS	1.75	1	1.75
NERDS GUMMY CLUSTERS	4.00	1	4.00
NERDS GUMMY CLUSTERS	4.00	1	4.00
HILLSHIRE HNY TRKY	5.99	1	5.99
LUNCHABLES TURKEY N AMERICAN	3.49	1	3.49
HILLSHIRE SNK ITLN DRY SALAME	2.99	1	2.99
HILLSHIRE SNK ITLN DRY SALAME	2.99	1	2.99
HILLSHIRE SNK ITLN DRY SALAME	2.99	1	2.99
HILLSHIRE SNK ITLN DRY SALAME	2.99	1	2.99
STRAWBERRIES 16OZ	2.99	1	2.99
NERDS GUMMY CLUSTERS	4.00	1	4.00
NERDS GUMMY CLUSTERS	4.00	1	4.00
LINDOR TRFL ASST CHOC	5.49	1	5.49
LD NUTTY BUDDY 12 CT	2.79	1	2.79
Tax 1	1.50		1.50
Visa	59.27		

Report on Special Investigation of the
City of Yale

Improper and Unsupported Hy-Vee and Fareway Purchases
For the Period June 1, 2020 through June 30, 2023

Per Credit Card Statement

Transaction Date	Vendor Name/Description	Amount
05/24/23	Fareway Stores #124 Adel IA	80.59

Per Supporting Documentation obtained by Subpoena

Description	Amount	Qty	Improper
MTN DEW DT 20OZ	2.29	1	2.29
Bottle Deposit : \$0.05	0.05	39	0.05
GOLD PEAK TEA UNSWT 6PK	7.99	1	7.99
JIF RF CREAMY 40OZ	6.99	1	6.99
NERDS GUMMY CLUSTERS 5OZ	2.69	1	2.69
NERDS GUMMY CLUSTERS 5OZ	2.69	1	2.69
BIGS DILL PICKLE SEEDS	1.75	1	1.75
BIGS DILL PICKLE SEEDS	1.75	1	1.75
MONSTER ZERO ULTRA 4PK	7.99	1	7.99
Bottle Deposit : \$0.20	0.20	39	0.20
FWAY STRING CHEESE 12CT	4.49	1	4.49
NO YOLK EXTRA BROAD NOODLES	2.99	1	2.99
PLSBRY CRECENTS SWT HAWAIIAN	3.99	1	3.99
MAC N CHS ORIG CUPS 4PK	6.49	1	6.49
FWAY SOUP FF CRM MSHRM	1.48	1	1.48
GIORGIO PIECES & STEMS	1.59	1	1.59
TOMATOES GRAPE	1.99	1	1.99
DOLE BUTTER BLISS	3.99	1	3.99
REESE SF MINIATURES	2.38	1	2.38
WF THOUSAND ISLAND DRESSING	4.29	1	4.29
FWAY BROTH BEEF 32OZ	1.68	1	1.68
THOMAS ENG MFN MLTGRN	3.99	1	3.99
KRAFT SQZ LT MAYO 22OZ	5.59	1	5.59
Tax 1	1.26		1.26
	<hr/>		
	80.59		

Report on Special Investigation of the
City of Yale

Improper and Unsupported Hy-Vee and Fareway Purchases
For the Period June 1, 2020 through June 30, 2023

Per Credit Card Statement

Transaction Date	Vendor Name/Description	Amount
05/25/23	Fareway Stores #124 Adel IA	44.67

\$ 1,396.12

Notes in italics were added by Auditor.

^^ - information not available

Per Supporting Documentation obtained by Subpoena

Description	Amount	Qty	Improper
VH COTTAGE BREAD	3.89	1	3.89
SWEDISH FISH 1.8LB	5.99	1	5.99
SKITTLES ORIGINAL 15.6OZ	4.99	1	4.99
ZIPLOC SNDWCH BAG 90 CT	4.68	1	4.68
HEFTY SLIDR GAL FRZR BAG 10CT	3.49	1	3.49
FWAY CHNK PPR JACK 8OZ	2.22	1	2.22
FWAY BEEF SUMMER SAUSG	6.99	1	6.99
FWAY CHNK CLBY JACK 8OZ	2.22	1	2.22
LUNCHABLES SM TRKY & AMRCN	2.69	1	2.69
LUNCHABLES SM TRKY & AMRCN	2.69	1	2.69
FWAY SPRNG WTR 24PK .5L	3.48	1	3.48
Tax 1	1.34		1.34
	<u>44.67</u>		
			<u><u>\$ 1,396.12</u></u>

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

Report on Special Investigation of the
City of Yale

Improper Fuel Vendor Purchases
For the Period June 1, 2020 through June 30, 2023

Per Credit Card statements

Transaction Date	Vendor Name/Description	Amount	Description per Supporting Documentation
12/27/22	CASEYS #1680 ADEL IA	\$ 51.07	<i>No support available</i>
01/05/23	YALE FAST STOP	49.01	<i>No support available</i>
01/09/23	CASEYS #0092 PANORA IA	52.63	<i>No support available</i>
03/03/23	CASEYS #1617 JEFFERSON IA	52.22	<i>No support available</i>
03/06/23	YALE FAST STOP	52.39	<i>No support available</i>
03/09/23	KUM & GO	51.37	Purchase of super unleaded gas in Adel, IA on 3/9/23
03/13/23	KUM & GO	49.53	Purchase of super unleaded gas in Adel, IA on 3/13/23
03/28/23	YALE FAST STOP	51.10	<i>No support available</i>
03/31/23	CASEYS #0091 DALLAS CENTER	37.71	<i>No support available</i>
04/20/23	Heartland CO-OP	54.45	Purchase of super unleaded gas on 4/20/23 in Earlham, IA (45 minutes from Yale, IA)
04/24/23	CASEYS #2698 PERRY IA	60.55	<i>No support available</i>
05/06/23	CASEYS #0092 PANORA IA	45.70	<i>No support available</i>
05/06/23	CASEYS #1680 ADEL IA	55.21	<i>No support available</i>
05/23/23	CASEYS #1680 ADEL IA	56.10	<i>No support available</i>
05/24/23	CASEYS #1680 ADEL IA	5.45	<i>No support available</i>
		<u>\$ 724.49</u>	

Report on Special Investigation of the
City of Yale

Improper and Unsupported Credit Card Purchases – Other Vendors
For the Period June 1, 2020 through June 30, 2023

Per Credit Card Statement			
Transaction Date	Vendor Name/ Description	Amount	Description per Supporting Documentation from Vendors
01/04/23	WALMART	\$ 22.15	<i>No support available</i>
03/05/23	HAMPTON INNS	130.94	Hotel stay for Jill White and Lee White in Cedar Rapids for Saturday, March 4 thru Sunday March 5
03/30/23	SP THENATRUAL TRANSFO	153.77	<i>No support available</i>
03/30/23	INTERNATIONAL TXN FEE	1.54	<i>No support available</i>
04/19/23	Adventureland Park	250.09	<i>No support available</i>
05/03/23	MERIWETHER WILSON	416.00	Payment for tax return preparation invoiced to Lee & Jill White
05/09/23	Guthrie Co Treasurer	430.47	Registration for 2022 Ford Explorer XLT
05/14/23	STATE AUTOMOBILE INS	476.76	<i>No support available</i>
05/24/23	SCHEELS ALL SPORTS	117.70	<i>No support available</i>
05/25/23	SP AND K DESIGNS	97.37	<i>No support available</i>
		<u>\$ 2,096.79</u>	

Notes in italics were added by auditor.

Vendor Details per Internet Search	Amount	Improper	Unsupported
<i>Retail store</i>	\$ 22.15	-	22.15
	<u>22.15</u>		
<i>Hotel in Cedar Rapids, Iowa</i>	130.94	130.94	-
	<u>130.94</u>		
<i>Weight loss supplements and programs</i>	153.77	153.77	-
	1.54	1.54	-
	<u>155.31</u>		
<i>Attractions park in Altoona, Iowa</i>	250.09	250.09	-
	<u>250.09</u>		
<i>CPA Firm in West Des Moines, Iowa</i>	416.00	416.00	-
	<u>416.00</u>		
<i>County treasurer office</i>	430.47	430.47	-
	<u>430.47</u>		
<i>Automobile insurance</i>	476.76	476.76	-
	<u>476.76</u>		
<i>Retail store</i>	117.70	117.70	-
	<u>117.70</u>		
<i>Decals and designs store</i>	97.37	-	97.37
	<u>97.37</u>		
		<u>\$ 1,977.27</u>	<u>119.52</u>

Report on Special Investigation of the
City of Yale

Staff

This special investigation was performed by:

Melissa J. Finestead, CFE, Director
Priscilla M. Ruiz Torres, Senior Auditor
Gono Quaye, 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