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NEWS RELEASE

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FOR RELEASE

November 6, 2025

Auditor of State Rob Sand today released a report on a special investigation of the City of Baxter for the period July 1, 2021 through February 29, 2024. The special investigation was requested by City officials as a result of concerns regarding certain financial transactions processed by former employees, William Daggett, former Police Chief; Katie Wilson, former City Clerk; and Randi Gliem, former EMS Coordinator.

Sand reported the special investigation identified \$75,073.73 of improper disbursements, \$11,294.57 of unsupported disbursements, and \$3,814.88 of unbilled, uncollected, and over-collected utility billings. However, because City records were not sufficiently maintained, it was not possible to determine if additional amounts were improperly disbursed or if additional utility transactions were improperly recorded or not properly billed and/or collected.

Sand reported the \$75,073.73 of improper disbursements identified includes:

- \$51,275.62 of improper payroll costs and excess comp time payments, respectively, paid to Mr. Daggett;
- \$3,509.55 of improper payroll costs and excess comp time payments, respectively, paid to Ms. Wilson;
- \$1,461.09 of improper payroll costs and excess vacation balance payout, respectively, paid to Ms. Gliem;
- \$1,776.99 of improper payroll to EMS volunteers;
- \$4,050.00 of improper payments to a former Water Affidavit Operator;
- \$10,475.05 of improper disbursements to vendors and cash withdrawals;

- \$2,037.66 of improper purchases made with the City's VISA credit card, late fees, and interest; and
- \$487.77 of improper disbursements to vendors for Police Department operations.

The \$11,294.57 of unsupported disbursements identified is composed of transactions for which the City could not provide supporting documentation, including purchases made with the City's VISA credit card, purchases from vendors, reimbursements issued to the former Librarian, and reimbursements issued to Ms. Wilson.

The uncollected, unbilled and over-collected utility billings identified includes \$2,851.91 of utility deposits not properly returned to certain customers, \$565.47 of utility penalties and \$397.50 of non-sufficient funds fees which should have been applied to account but were not.

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

Copies of the report have been filed with the Jasper County Sheriff's Office, the Iowa Division of Criminal Investigation, the Jasper County Attorney's Office, and the Iowa 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 BAXTER
FOR THE PERIOD
JULY 1, 2021 THROUGH FEBRUARY 29, 2024**

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Rob Sand
Auditor of State

Auditor of State's Report

To the Honorable Mayor and
Members of the City Council:

As a result of concerns regarding certain financial transactions, payroll processes, and at the request of City officials, we conducted a special investigation of the City of Baxter. We have applied certain tests and procedures to selected financial transactions of the City for the period July 1, 2021 through February 29, 2024 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) Examined utility billings, adjustment reports, and collection records to determine if billings were properly billed, collections were properly accounted for and deposited.
- (4) Scanned images of redeemed checks issued from the City's bank accounts for reasonableness. We examined supporting documentation for selected disbursements to determine if they were properly approved, supported by adequate documentation, and appropriate for the City's operations.
- (5) Reviewed the City's credit card statements to identify any unusual activity. We examined supporting documentation for selected purchases to determine if they were properly approved, supported by adequate documentation, and appropriate for the City's operations.
- (6) Interviewed City officials and personnel to determine the purpose of certain disbursements to vendors and reimbursements to employees.
- (7) Examined payroll disbursements and reimbursements issued to the former City Clerk, Katie Wilson, the former Police Chief, William Daggett, and the former EMS Coordinator, Randi Gliem to determine the propriety of the payments. In addition, we examined available work calendars, vacation leave requests, and timesheets.
- (8) Reviewed available City Council meeting minutes to identify significant actions and to determine if certain payments were properly approved.
- (9) Interviewed Mr. Daggett to obtain an understanding of how he carried out his job duties and explanations for certain disbursements.
- (10) Interviewed Ms. Gliem to obtain an understanding of how she carried out her job duties and explanations for certain disbursements.
- (11) Interviewed Ms. Wilson to obtain an understanding of how she carried out her job duties and explanations for certain disbursements and adjustments made to the City's utility system.

These procedures identified \$75,073.73 of improper disbursements, \$11,294.57 of unsupported disbursements, and \$3,814.88 of unbilled, uncollected or over collected utility billings. We were unable to determine if additional amounts were improperly disbursed or if additional utility transactions were improperly recorded or not properly billed and/or collected because adequate documentation was not available. Several internal control weaknesses were also identified. Our detailed findings and recommendations are presented in the Investigative Summary and **Exhibits A** through **K** 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 Baxter, other matters might have come to our attention that would have been reported to you.

Copies of this report have been filed with the Jasper County Sheriff's Office, Iowa Division of Criminal Investigation, the Jasper County Attorney's Office, and the Iowa Attorney General's Office.

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

A handwritten signature in black ink, appearing to read "Rob Sand".

ROB SAND
Auditor of State

October 30, 2025

City of Baxter

Investigative Summary

Background Information

The City of Baxter (City) is located in Jasper County and has a population of approximately 1,200. The City employs various staff for the operations of the City. The employees of the City are listed below:

- Two full-time employees, the City Clerk and Utility Billing Clerk, who oversee the business operations of the City.
- A full-time Public Works Director and two part-time maintenance employees who are responsible for making repairs to the water/sewer system, mowing, trimming and removing snow.
- A full-time Police Chief and part-time police officers and reserve officers who were responsible for law enforcement.
- A full-time City Librarian and two Library workers, who oversee the operations of the City's Library.
- A full-time Emergency Management Services (EMS) Coordinator, who oversees the operations of the Baxter rescue unit.

Katie Wilson began employment with the City as the City Clerk on December 5, 2022. As the City Clerk, Ms. Wilson was responsible for:

- 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 approving payroll ACHs, posting payments to the accounting records, and filing required payroll reports;
- Bank accounts – receiving and reconciling monthly bank statements to accounting records; and
- Reporting – preparing City Council meeting minutes and financial reports, including monthly City Clerk reports and the Annual Financial Reports.

William Daggett began employment with the City as the Police Chief on July 1, 2022. As the Police Chief, Mr. Daggett was responsible for providing law enforcement services to the City, specifically patrolling the City and conducting investigations. In addition, Mr. Daggett was responsible for overseeing the Police Department and its officers, including making certain purchases, receiving certain goods and services for the Police Department.

On April 28, 2021 the City entered a 28E agreement with the West Maleka Benefited Fire District (District) for ambulance services. As part of this agreement, the City developed an EMS department and created the position of EMS Coordinator. Randi Gliem began employment with the City as the EMS Coordinator on August 9, 2021. As the EMS Coordinator, Ms. Gliem was responsible for overseeing the EMS coverage of the City, submitting necessary reports to the state, billing for services and scheduling of EMS volunteers.

According to City and District officials we spoke with, the City was responsible for Ms. Gliem's contract and salary, but the District was responsible for the payroll of EMS volunteers from August 2021 through

June 2023. Due to concerns with billings and records maintained by the City's EMS Coordinator, in July 2023, the responsibility for EMS volunteers' payroll was turned over to the City.

According to City officials, City employees were eligible for reimbursement of travel costs, such as mileage and meals, for training and/or conferences they attended. Training expenses were approved by Council prior to attendance. In addition, City employees were eligible to receive reimbursements for other City operations.

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 Jasper 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, garbage, and recycling services. Utility payments and other payments are collected through the mail, in person, or in the collection box at City Hall.

As previously stated, utility meter readings are performed by a City employee. After the readings were provided to the Utility Billing 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 program. 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, the City Clerk and Utility Billing Clerk did not prepare utility reconciliations, and the City Council did not request the information.

City disbursements are made by check, with the exception of payroll, payments to IPERS, the IRS, employee benefits, and loan providers which are paid by electronic funds transfers (EFT). In addition, supplies may be purchased with a City credit card. The City assigned a credit card to the City Clerk, the Police Chief, the Public Works Director, and the Librarian. All disbursements are required 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 provide the listing to the City Council for approval. After the City Council approves the bills, the City Clerk is to prepare and sign the checks. The checks are to be given to the Mayor to be countersigned. According to City officials, all bills and the credit card statements should be mailed to City Hall.

The City established a bank account which is used for all City operations. In addition, the City established six savings accounts. 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 while Ms. Wilson was the City Clerk. City officials also stated bank reconciliations were not performed during Ms. Wilson's time as City Clerk and the City Council did not request reconciliations.

In January 2024, a new Mayor and three new City Council members took office. According to City officials, there was tension between Ms. Wilson, Mr. Daggett, Ms. Gliem, as well as other staff and contractors, and the newly elected officials. Due to growing tension, City officials began reviewing the financial transactions of the City, specifically payroll of all employees, vendor payments, and contracts for services.

On February 5, 2024, Ms. Gliem turned in her resignation to the Mayor via email stating she would not attend the Council meeting to review the findings of the City's internal investigation. On February 5, 2024, the Council accepted and approved Ms. Gliem's resignation at the special Council meeting called to discuss the findings of the City's internal investigation.

On February 15, 2024, Mr. Daggett turned in his resignation to the Mayor and the City attorney. On February 15, 2024, Ms. Wilson turned in her resignation to the Mayor via email. On February 16, 2024, the Council accepted and approved Mr. Daggett's and Ms. Wilson's resignation.

On March 6, 2024, City officials requested a meeting with the Office of Auditor of State to discuss concerns regarding certain financial transactions of the City. Specifically, City officials were concerned with excessive comp time balances, the Chief of Police not being in town and/or responding to calls, hours paid but not worked, disbursements made with the City's checking account and credit cards, fire arms purchased for the Police Department which were no longer in the possession of the City, EMS staff not being paid, and staff and/or contractors not having proper certifications for the City's wastewater treatment plant.

As a result of the concerns identified, City officials requested the Office of Auditor of State to review the City's financial records. We performed the procedures detailed in the Auditor of State's Report for the period July 1, 2021 through February 29, 2024.

Detailed Findings

The procedures performed identified \$75,073.73 of improper disbursements, \$11,294.57 of unsupported disbursements, and \$3,814.88 of unbilled, uncollected and over collected utility billings for the period of July 1, 2021 through February 29, 2024.

The \$75,073.73 of improper disbursements identified includes:

- \$51,275.62 of improper payroll costs and excess comp time payments issued to Mr. Daggett;
- \$3,509.55 of improper payroll costs and excess comp time payments issued to Ms. Wilson;
- \$1,461.09 of improper payroll and excess vacation balance payout issued to Ms. Gliem;
- \$1,776.99 of improper payroll to EMS volunteers;
- \$4,050.00 of improper payments to a former Water Affidavit Operator;
- \$10,475.05 of improper disbursements to vendors and cash withdrawals;
- \$2,037.66 of improper purchases using the City's VISA credit card, late fees, and interest; and
- \$487.77 of improper disbursements to vendors for Police Department operations.

We also identified \$11,294.57 of unsupported disbursements, which includes \$5,932.32 of purchases on the City's Visa credit card, \$3,726.87 of disbursements from the City's checking account to individuals and vendors, \$783.98 of reimbursements to the former Librarian, and \$589.40 of reimbursements to Ms. Wilson.

The unbilled, uncollected, and over collected utility billings identified includes \$2,851.91 of utility deposits not properly returned to certain customers. The unbilled and uncollected utility billings identified also include \$565.47 of utility penalties and \$397.50 of non-sufficient funds fees which should have been applied to accounts for which dishonored checks were provided as payment for certain accounts. Because sufficient records were not available, it was not possible to determine which, if any, of the transactions were amounts collected by the City but not properly deposited.

We were unable to determine if additional amounts were improperly disbursed or if additional utility transactions were improperly recorded or not properly billed and/or collected because adequate documentation was not available. All findings are summarized in **Exhibit A** and a detailed explanation of each finding follows.

At the completion of fieldwork, we interviewed Mr. Daggett, Ms. Wilson, and Ms. Gliem to obtain explanations for certain transactions and processes followed during and after their employment with the City. We also requested explanations for certain disbursements and/or adjustments to utility

accounts. The information Mr. Daggett, Ms. Wilson, and Ms. Gliem provided are described in the following sections of the report.

IMPROPER AND UNSUPPORTED DISBURSEMENTS

As previously stated, all City disbursements are to be made by check, EFT, and purchases may be made with the City's credit card. We scanned all disbursements and redeemed checks from the City's bank account from July 1, 2021 through February 29, 2024 to determine propriety. We also scanned all purchases made on the City's credit card for the same period.

Using the supporting documentation available from the City, information obtained from Amazon, internet searches, the vendor, the frequency and amount of the payments, discussions with City officials, 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 operations of the City. Disbursements were classified as unsupported if appropriate documentation was not available or it was not possible to determine if the disbursement was related to City operations or was personal in nature. Other disbursements were classified as reasonable if it appeared they were for City operations based on available supporting documentation, the vendor, frequency and amount of the payments, and/or discussions with the Mayor and City Clerk.

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

Checks Issued to William Daggett

As previously stated, Mr. Daggett began employment with the City in July 2022. An employment agreement approved by the City Council on July 15, 2022 documented Mr. Daggett's annual salary was established at \$73,000 effective July 15, 2022 for the position of Chief of Police. He was to be paid on a biweekly basis and was eligible for reimbursement of expenses related to City operations if he submitted supporting documentation.

The employment agreement states, "it is recognized that the Employee works in an occupation that provides full-time coverage, and therefore the Employee may work hours outside of normal business hours in addition to being called out during off hours ... As a result of this, Employee may accrue, use, or lose compensatory time at the rate or manner specified in the Baxter Employee Handbook."

The City's employee handbook states, "Overtime for hourly employees shall be paid either in cash or compensatory time, at the rate of time and one-half the employee's straight time hourly rate for hours worked in excess of forty hours in any workweek. Paid leaves, vacation time, and holidays shall not be counted as working time for the purpose of determining overtime". The City's employee handbook also allows for Police Department employees to receive one full day of compensatory time (eight hours) regardless of how long they work on any recognized holiday. While Mr. Daggett was a salary employee and not an hourly employee as the employee handbook dictates, because his contract allowed for overtime to be converted into comp time, he was eligible for comp time in accordance with the City's employee handbook.

In addition, the employment agreement stated, "As police work is varied and unique, the Employee shall be allowed to establish an appropriate work schedule for himself ... to meet the needs of the community." The City's employee handbook states, "Normal work week hours for the Police Department will be established by the Mayor and the City Council, at not less than 40 hours per week." While Mr. Daggett had authority to set his schedule per his employment agreement, the City's policy states the Mayor and Council dictate his schedule of at least 40 hours per week.

During review of the City's employee handbook, all City employees were to utilize a time clock to register hours worked with the exception of employees of the Police Department. However, Mr. Daggett

maintained his own timesheets during his employment with the City. In addition, when Mr. Daggett came on duty, he was to call into the Jasper County Sheriff's Office (Sheriff's Office) to log in as "in service", letting the Sheriff's Office know there was someone on patrol and able to respond to any 911 call received. Also Mr. Daggett was to call in to the Sheriff's Office when he was going off duty, so that Sheriff's knew there was no one in town to respond to 911 calls received. These call logs are maintained as part of the Unit Daily Activity List by the Sheriff's Office.

As previously stated, City officials had concerns regarding the Police Chief not being in town during the course of normal business hours and/or not responding to calls. Specifically, City officials we spoke with, stated that as part of Mr. Daggett's responsibilities as Police Chief, he was to regularly be present as the Resource Officer at the High School in Baxter. During our conversation with a City official, they were attempting to reach Mr. Daggett via his cellphone; however, they were unable to reach him. The City official stated they called the school and the staff at the school were unable to locate Mr. Daggett. As a result, the City official began reviewing Mr. Daggett's timesheets and the Unit Daily Activity List for Mr. Daggett maintained by the Sheriff's Office and identified discrepancies in the time listed as worked on his timesheets versus the time in service on the Sheriff's Office's report.

Due to the discrepancies in time reported identified by the City official, as well as Mr. Daggett being eligible for overtime and comp time, we reviewed payments issued to him from the City to determine propriety.

Excess Wages – As previously stated, during Mr. Daggett's employment, the Police Chief position was a full-time, 40 hours per week position, with the start and end times each day varying depending on his schedule and/or the City's need. In addition, Mr. Daggett was to call in to the Sheriff's Office each time he was "in service" and when he was no longer "in service", so the Sheriff's Office could provide law enforcement coverage in his absence. During our interview with Mr. Daggett, he said not all of his time would be "in service", as he was the Police Chief. Mr. Daggett added that some of his time would be spent for administrative duties, on things such as writing reports, follow-up phone calls, answering questions from officers on duty, and receiving phone calls from citizens.

Also as previously stated, Mr. Daggett received a salary when he was hired as the Police Chief. Mr. Daggett was not required to use the City's time clock system but did prepare timesheets on a bi-weekly basis which summarized the time he worked each day, any overtime hours worked, holidays, and paid time taken off, including vacation, sick leave and comp time. Each of Mr. Daggett's timesheets should have been reviewed and approved by the Mayor and/or City Council. Using the timesheets, we scheduled out the dates, times and number of hours reported by Mr. Daggett as working, being "in service", working from home, and administrative time.

Based on review of available supporting documentation, Mr. Daggett's timesheets were not available for 3 of the 42 pay periods for the period July 2022 through February 2024. We identified Mr. Daggett's timesheets were reviewed by the City Clerk based on her initials and date. As previously stated, Mr. Daggett received his payroll checks via direct deposit payments for his entire period of employment. The City Council approved the payroll journals for each pay period until his resignation in February 2024. The payroll journals include gross pay, deductions, net pay, and leave balances for all City employees. For the three timesheets which were not available, we were unable to determine if the hours recorded on the Sheriff's Office Unit Daily Activity List were worked by Mr. Daggett; therefore, no hours were questioned.

Using the scheduled timesheets, we removed all time listed as administrative, leave, and working from home time, leaving the time listed on his timesheets that he would have been "in service" and expected to have called into the Sheriff's Office. We compared the number of hours "in service" per the Sheriff's Office records to the hours reported on Mr. Daggett's timesheet per pay period to determine if the gross amount paid to Mr. Daggett was appropriate. In instances, where Mr. Daggett had more hours on his timesheet than the hours "in service" on the Unit Daily Activity List, the excess hours on his timesheet were considered improper. **Exhibit B** shows the comparison for each pay period.

As illustrated by the **Exhibit**, we identified 36 payroll checks which included hours in excess of the amount expected resulting in \$35,862.49 of excess gross wages. In addition to the excess gross payroll amounts identified in **Exhibit B**, the City incurred the City's share of FICA and IPERS contributions for the excess payroll, which total \$2,743.48 and \$3,338.80, respectively.

The \$41,944.77 of excess gross wages and employer's share of payroll related FICA and IPERS are included in **Exhibit A** as improper disbursements.

Excess Comp Time Payments – As previously stated, the City's employee handbook states comp time will be earned for hours worked in excess of 40 hours in any workweek. In addition, as previously stated, Mr. Daggett was a salary employee. However, based on Mr. Daggett's employment agreement, he may accrue, use or lose compensatory time at the rate or manner specified in the employee handbook. As a result, Mr. Daggett was eligible for comp time in accordance with the City's employee handbook.

We reviewed the comp time recorded as earned on his timesheets to determine compliance with the City's policy and to determine if the amounts of comp time earned, used, and paid out to Mr. Daggett were appropriate. In addition, we compared the comp time earned and used on Mr. Daggett's pay stubs to determine if the time off taken was comp time or another form of leave. We also used information recorded on Mr. Daggett's timesheets and pay stubs regarding comp time earned and used to determine the mathematical accuracy of the comp time balances recorded in the City's records for Mr. Daggett. During periods when Mr. Daggett's timesheet was not available, we accepted the change in Mr. Daggett's recorded comp time balance.

During our interview with Ms. Wilson, she confirmed that she was responsible for tracking overtime and comp time for all employees based on the individual's entries on her timesheet. She added that there was no review of the overtime and comp time tracking.

In addition, we recalculated the gross pay to be issued to Mr. Daggett when he redeemed portions of the comp time balance, he had accumulated by multiplying the number of comp time hours he was redeeming by his authorized hourly wage rate. By performing these procedures, we identified the following concerns.

- The City's employee handbook stated, in part, "Paid leaves, vacation time, and holidays shall not be counted as working time for the purpose of determining overtime."

We identified instances for which Mr. Daggett recorded on his timesheet he earned comp time even though he also used vacation or sick leave during the same week. In accordance with City policy, he was not eligible to earn comp time for these instances. As a result, we recalculated the balance of comp time for which Mr. Daggett was eligible during his employment.

- We identified a number of instances for which the hours worked recorded in the City's records for Mr. Daggett were not mathematically accurate. As previously stated, we recalculated the balance of comp time for which Mr. Daggett was eligible based on the information recorded on his timesheets compared to the hours "in service" on the Sheriff's Office Unit Daily Activity List.

Exhibit C shows the comparison of overtime, comp time earned, and comp time taken for each pay period. As illustrated by the **Exhibit**, we identified nine payroll checks which included comp time hours paid out as part of his normal salary totaling 161.46 hours. These nine instances in excess comp time paid to Mr. Daggett for comp time hours he had not earned, resulting in \$5,700.52 of gross payroll. In addition to the excess comp time amounts identified in **Exhibit C**, the City incurred the City's share of FICA and IPERS contributions for the excess payroll, which total \$436.09 and \$530.72, respectively.

The \$6,667.33 of excess comp time payments and employer's share of payroll related FICA and IPERS are included in **Exhibit A** as improper disbursements.

Duplication of Hours Between Two Entities – During our interview of Mr. Daggett and subsequent conversations with City officials, we determined when Mr. Daggett started with the City of Baxter on July 20, 2022, he was also employed as the Police Chief for the City of Van Meter. According to Van Meter City officials, Mr. Daggett's last day of employment with the City of Van Meter was September 1, 2022.

As previously stated, Mr. Daggett's position with the City of Baxter was a full-time, 40 hours per week position. According to Van Meter City Officials we spoke with, Mr. Daggett's position with the City of Van Meter was a full-time 40 hours per week position. Because both positions were full-time, 40 hours per week, and hours listed as being worked in Van Meter could not have been hours worked in Baxter, we obtained Mr. Daggett's timesheets from the City of Van Meter. Using the timesheets, we scheduled out the dates, times and number of hours reported by Mr. Daggett as working, and/or using leave for each City.

Using the scheduled timesheets, we compared the hours listed on Mr. Daggett's Baxter timesheets to the hours listed on his Van Meter timesheets. Time entries in which start and end times did not overlap were considered reasonable. In addition, time entries which overlapped but vacation time was used at one of the entity's were also considered reasonable. If there was time entered on the City of Baxter's timesheet as worked, but his timesheets for Van Meter also showed hours worked during the same time, those hours were considered improper.

Based on review of time off request records maintained by the City of Van Meter, Mr. Daggett was authorized to take sick leave to care for his child. In instances where Mr. Daggett had time entered on the City of Baxter's timesheet as worked, but at the same time his timesheet for the City of Van Meter's identified sick leave was considered improper. **Exhibit D** shows the comparison for each day for the period of July 20, 2022 through September 1, 2022.

As illustrated by the **Exhibit**, we identified 18 instances where hours claimed at Baxter were also claimed at Van Meter, resulting in 64.88 duplicate hours being claimed. These 18 instances of hours claimed between two entities resulted in \$2,277.29 of improper gross wages paid out to Mr. Daggett. In addition to the improper gross payroll amounts identified in **Exhibit D**, the City incurred the City's share of FICA and IPERS contributions for the excess payroll, which total \$174.21 and \$212.02, respectively.

The \$2,663.52 of duplicate hours claimed resulting in gross wages and employer's share of payroll related FICA and IPERS are included in **Exhibit A** as improper disbursements.

In addition to the improper gross payroll, we identified five instances where the start and end times of shifts between Van Meter and Baxter were within 30 minutes of each other. According to google maps, the drive time between Van Meter and Baxter is approximately 50 minutes. However, because Mr. Daggett had the ability to work from home, we were unable to determine if Mr. Daggett was working from home those days or if Mr. Daggett was patrolling the City. As a result, these five instances are not included in **Exhibit A**.

Checks Issued to Katie Wilson

As previously stated, Ms. Wilson began employment with the City as the City Clerk in December 2022. An employment agreement approved by the City Council on December 5, 2022 documented Ms. Wilson's annual salary was established at \$72,000 effective December 5, 2022. On July 10, 2023, the City Council approved an increase of Ms. Wilson's annual salary to \$75,000. Ms. Wilson was to be paid on a biweekly basis and was eligible for reimbursement of expenses related to City operations if she submitted supporting documentation.

The employment agreement stated, "it is recognized that the Employee works in an occupation that provides full-time coverage, and therefore the Employee may work hours outside of normal business hours in addition to being called out during off hours ... As a result of this, Employee may accrue, use, or lose compensatory time at the rate or manner specified in the Baxter Employee Handbook."

The City's employee handbook states, "Overtime for hourly employees shall be paid either in cash or compensatory time, at the rate of time and one-half the employee's straight time hourly rate for hours worked in excess of forty hours in any workweek. Paid leaves, vacation time, and holidays shall not be counted as working time for the purpose of determining overtime". While Ms. Wilson was a salary employee and not an hourly employee as the employee handbook dictates, because her contract allowed for overtime to be converted into comp time, she was eligible for comp time in accordance with the City's employee handbook.

The City's employee handbook also states, "Normal work for most regular full-time employees, excluding the Police Department, shall consist of Monday through Friday, 8:00 am until 5:00 pm with a one hour lunch break." The employee handbook outlines a 40 hour a week expectation. During our review of the City's employee handbook, all City employees were to utilize a time clock to register hours worked with the exception of members of the Police Department.

Because Ms. Wilson was responsible for preparing her own payroll and all other disbursements for the City, we reviewed payments issued to herself to determine propriety.

Excess Comp Time Payments – As previously stated, Ms. Wilson received a salary when she was hired as the City Clerk. Ms. Wilson was required to use the City's time clock system, creating a bi-weekly timesheet which summarized the time she worked each day and any overtime hours worked, holidays, and paid time taken off, including vacation, sick leave and comp time. Each of Ms. Wilson's timesheets should have been reviewed and approved by the Mayor and/or City Council.

Based on review of available supporting documentation, Ms. Wilson's timesheets were available for all 30 pay periods for the period December 2022 through February 2024. However, we identified 13 instances on Ms. Wilson's timesheets that the time in and/or time out were not properly recorded on the timesheet. Based on our review, none of Ms. Wilson's timesheets included evidence of review and approval outside of her own initials and date. During our interview with Ms. Wilson, we asked if anyone would review her timesheets. She stated, "No, and umm nobody had done that since I had been there, so I didn't know to ask for someone to review them if that makes sense."

As previously stated, Ms. Wilson received her payroll checks via direct deposit payments for her entire period of employment. The City Council approved the payroll journals for each pay period until her resignation in February 2024. The payroll journals included gross pay, deductions, net pay, and leave balances for all City employees. For the 13 instances where the time in and/or time out were not properly recorded, we were unable to determine if the hours recorded were worked by Ms. Wilson; therefore, eight hours for the day was used for our comparison.

During our review, we identified instances where Ms. Wilson would note "+" and a number, in these instances these were the number of hours of overtime worked that day to be used in her comp time calculation. In addition, there were instances of Ms. Wilson noting a "-" and a number. In these instances, if we were able to tie the hours taken to a vacation or sick leave request, we reduced the specific leave balance. However, if we were unable to tie these hours to a leave request, the "-" hours were taken against her comp time balance.

As previously stated, the City's employee handbook states comp time will be earned for hours worked in excess of 40 in any workweek. In addition, as previously stated, Ms. Wilson was a salary employee. However, based on Ms. Wilson's employment agreement, she may accrue, use or lose compensatory time at the rate or manner specified in the employee handbook. As a result, Ms. Wilson was eligible for comp time in accordance with the City's employee handbook.

We reviewed the comp time recorded as earned on her timesheets to determine compliance with the City's policy and to determine if the amounts of comp time earned, used, and paid out to Ms. Wilson were appropriate. In addition, we compared the comp time earned and used on Ms. Wilson's pay stubs to determine if the time off taken was comp time or another form of leave. We also used information

recorded on Ms. Wilson's timesheets and pay stubs regarding comp time earned and used to determine the mathematical accuracy of the comp time balances recorded in the City's records for Ms. Wilson.

In addition, we recalculated the gross pay to be issued to Ms. Wilson when she redeemed portions of the comp time balance, she had accumulated by multiplying the number of comp time hours she was redeeming by her authorized hourly wage rate. By performing these procedures, we identified the following concerns.

- The City's employee handbook stated, in part, "Paid leaves, vacation time, and holidays shall not be counted as working time for the purpose of determining overtime."

We identified instances for which Ms. Wilson recorded on her timesheet she earned comp time even though she also used vacation or sick leave during the same week. In accordance with City policy, she was not eligible to earn comp time for these instances. As a result, we recalculated the balance of comp time for which Ms. Wilson was eligible during her employment.

- We identified Ms. Wilson took 178.37 hours of leave during the period December 2022 through February 2024, however, the City was only able to locate four time off requests forms. Therefore, most of these hours were taken from her comp time balance.
- We identified a number of instances for which the hours worked recorded in the City's records for Ms. Wilson were not mathematically accurate. As previously stated, we recalculated the balance of comp time for which Ms. Wilson was eligible based on the information recorded on her timesheets.

During our comparison of overtime, comp time earned, and comp time taken for each pay period, we identified three instances of payroll checks which included comp time hours paid out as part of her normal payroll totaling 83.12 hours. During our review of the three instances of payroll checks with comp time paid out to Ms. Wilson, we identified the following:

- Pay period ending September 15, 2023, Ms. Wilson had 8.05 hours listed as time taken with no leave request or documentation of what the leave was. At the time of this paycheck, Ms. Wilson had a recalculated comp time balance of 0.0 hours. As a result, Ms. Wilson was overpaid 8.05 hours of comp time. As previously stated, Ms. Wilson was paid an annual salary of \$75,000 in September 2023. Her hourly rate was determined by taking \$75,000 divided by 2,080 hours equaling \$36.06. The overpaid comp time of 8.05 hours, resulted in \$290.28 of improper gross payroll. In addition to the excess comp time amounts identified, the City incurred the City's Share of FICA and IPERS contributions for the excess payroll, which total \$22.21 and \$27.40, respectively.
- Pay period ending September 29, 2023, Ms. Wilson had 2.62 hours listed as time taken with no leave request or documentation of what the leave was. At the time of this paycheck, Ms. Wilson had a recalculated comp time balance of 0.0 hours. As a result, Ms. Wilson was overpaid 2.62 hours of comp time at a rate of \$36.06 an hour, resulting in \$94.48 of improper gross payroll. In addition to the excess comp time amounts identified, the City incurred the City's Share of FICA and IPERS contributions for the excess payroll, which total \$7.23 and \$8.92, respectively.
- Pay period ending March 1, 2024, Ms. Wilson was paid for 95.34 hours of comp time in accordance with the City's policy. However, based on our recalculation, Ms. Wilson's recalculated comp time balance was 22.89 hours. As a result, Ms. Wilson was overpaid 72.45 hours of comp time on her last paycheck at a rate of \$36.06 an hour, resulting in \$2,612.55 of improper gross payroll. In addition to the excess comp time amounts identified, the City incurred the City's share of FICA and IPERS contributions for the excess payroll, which total \$199.86 and \$246.62, respectively.

During our interview with Ms. Wilson, we asked her comp time, who tracked it, and who was responsible for tracking overtime and comp time. She stated, "Yeah, I just did my best based off of what *redacted* (previous clerk) she had a running sheet and so I just took the number and added a half of the number

to it.” In follow-up to this response, we asked about sick leave, holidays and vacation being used as part of the hours worked for overtime and comp time. Ms. Wilson stated, “Um, I would believe you would count them, because if you have 8 hours of sick that would still be 8 hours.” It was her expectation that non-working hours would go toward working hours for overtime and comp time.

The \$3,509.55 of excess comp time payments and employer’s share of payroll related FICA and IPERS are included in **Exhibit A** as improper disbursements.

Reimbursement Checks – As previously stated, we scanned all disbursements and redeemed checks from the City’s bank account from July 1, 2021 through February 29, 2024 to determine propriety. According to City officials we spoke with, Ms. Wilson was entitled to reimbursement for expenses related to City operations. We reviewed all reimbursement checks issued to Ms. Wilson for the period July 1, 2021 through her resignation on February 15, 2024.

We identified Ms. Wilson received three reimbursement checks totaling \$668.80 for the period July 2021 through February 2024. During our review of the three reimbursement checks issued to Ms. Wilson, we identified the following:

- A reimbursement dated November 19, 2021 totaling \$56.00 for round trip mileage from Baxter to West Des Moines for an Iowa League of Cities Budget Workshop. The mileage reimbursement was properly supported, approved by the City Council, and classified as reasonable.
- A reimbursement dated April 15, 2022 totaling \$31.90 for round trip mileage from Baxter to Bondurant for a Golden Circle Municipal Officers Association Retention Workshop, \$23.40, as well as lunch, \$8.50. The mileage portion of the reimbursement was properly supported and classified as reasonable. The lunch portion of the receipt was not properly supported with documentation in the City’s records. The only explanation available was a handwritten notation on the reimbursement request. Supporting documentation, such as a receipt, invoice, or evidence of Council approval. Therefore, the \$8.50 lunch reimbursement is considered unsupported.
- A reimbursement dated December 28, 2023 totaling \$580.90 was not properly supported with documentation in the City’s records.

During our interview with Ms. Wilson, we asked her about her reimbursements that were not properly supported. She stated, “It should be in SharePoint, there should be hard copies and it was emailed to every Council member and the Mayor.” She added that, “I really don’t understand how they are not in SharePoint.”

The two reimbursements totaling \$589.40 issued to Ms. Wilson is included in **Exhibit A** as unsupported disbursements.

Checks Issued to Randi Gliem

As previously stated, Ms. Gliem began employment with the City in August 2021. An employment agreement approved by the City Council on August 9, 2021 documented Ms. Gliem’s annual salary was established at \$52,000 effective August 9, 2021 for the position of EMS Coordinator. On August 8, 2022, the City Council approved an increase of Ms. Gliem’s annual salary to \$54,964. Subsequently, on July 10, 2023, the City Council approved an increase of Ms. Gliem’s annual salary to \$58,207. Ms. Gliem was to be paid on a biweekly basis and was eligible for reimbursement of expenses related to City operations if she submitted supporting documentation.

The employment agreement stated, “it is recognized that the Employee works in an occupation that provides full-time coverage, and therefore the Employee may work hours outside of normal business hours in addition to being called out during off hours ... As a result of this, Employee may accrue, use, or lose compensatory time at the rate or manner specified in the Baxter Employee Handbook.”

The City's employee handbook also stated, "Overtime for hourly employees shall be paid either in cash or compensatory time, at the rate of time and one-half the employee's straight time hourly rate for hours worked in excess of forty hours in any workweek. Paid leaves, vacation time, and holidays shall not be counted as working time for the purpose of determining overtime." While Ms. Gliem was a salary employee and not an hourly employee as the employee handbook dictates, because her contract allowed for overtime to be converted into comp time, she was eligible for comp time in accordance with the City's employee handbook. However, her employment agreement was specific that any overtime hours were to be accrued for comp time and not paid out as was the City's policy for hourly employees.

During our review of the City's employee handbook, all City employees were to utilize a time clock to register hours worked with the exception of members of the Police Department. In addition, the Jasper County 911 dispatch maintains logs of all calls received and agencies responding. We obtained this report from the Jasper County Sheriff's Office to document calls received and responded to by Baxter EMS. As the EMS Coordinator, Ms. Gliem was responsible for filing reports to the Iowa Department of Health and Human Services (HHS) detailing out the calls responded to, who responded, and what services were provided. As part of our procedures, we obtained these reports from HHS for the period July 2021 through March 2024.

As previously stated, City officials had concerns regarding the EMS staff not being paid. Because Ms. Gliem was responsible for the detailed record keeping of the EMS department, as well as being eligible for overtime and comp time, we reviewed payments issued to her from the City to determine propriety.

Overtime Hours Paid – As previously stated, Ms. Gliem received a salary rather than an hourly wage when she was hired as the EMS Coordinator. Ms. Gleim was required to use the City's time clock system, creating a bi-weekly timesheet which summarized the time she worked each day, any overtime hours worked, holidays, and paid time taken off, including vacation, sick leave and comp time. Each of Ms. Gliem's timesheets should have been reviewed and approved by the Mayor and/or City Council.

Based on review of available supporting documentation, Ms. Gliem's timesheets were available for all 65 pay periods for the period August 2021 through February 2024. Using these timesheets we scheduled out the dates, times, and number of hours reported by Ms. Gliem as working and being on a call. During our review, we identified instances of Ms. Gliem working outside the normal business hours of the City of 8:00 am to 5:00 pm, using the notations on her timesheets we documented the explanation for the hours outside of the normal business hours. If the hours were for Council or Fire District meetings, these were considered reasonable hours as they were accounted for. If there was a notation which indicated Ms. Gliem was on a call, we compared the date and time on her timesheet to the 911 report obtained from Jasper County and the run report obtained from HHS. If there was a run at that date and time, these hours were considered reasonable. If there was not, these hours would be improper.

During our review, we identified three instances where overtime hours claimed on Ms. Gliem's timesheets did not recalculate. The three instances are listed in **Table 1**.

Table 1

Pay Period Date	Per Timesheet		AOS Recalculation		Difference
	Total Hours	Overtime	Hours Worked	Overtime	
01/15/23	88.5	8.5	68.0	-	8.5
02/26/23	82.0	2.0	77.0	-	2.0
09/10/23	82.0	2.0	68.0	-	2.0
Total		12.5		-	12.5

As previously stated, the City's employee handbook stated, "for hours worked in excess of forty hours in any workweek. Paid leaves, vacation time, and holidays shall not be counted as working time for the purpose of determining overtime". In each of the three instances listed in the **Table**, Ms. Gliem had vacation and/or holidays on her timesheet which do not count as hours in the overtime calculation per the City's policy.

We identified the improper overtime hours listed in **Table 1** were paid to Ms. Gliem at one and one-half times her hourly rate, rather than being converted to comp time. As previously stated, any overtime worked by Ms. Gliem was to be converted to comp time and not paid out. During our interviews with Ms. Wilson and Ms. Gliem when we asked about overtime hours being paid instead of being converted to comp time, both Ms. Wilson and Ms. Gliem stated that they were told by the City's attorney that due to Ms. Gliem's position she could not accrue comp time, but rather she needed to be paid out her overtime. The City's attorney referred to the Fair Labor Standards Act (FLSA) definition of exempt and nonexempt employees. In accordance with the guidance found in the FLSA, Ms. Gliem's position of EMS Coordinator could be considered exempt due to the administrative job duties for which she was responsible. However, Ms. Gliem's position also provides for non-administrative duties to be completed as part of her job. As a result, Ms. Gliem was eligible for overtime to be paid out in accordance with the City's employee handbook.

The two instances in January and February 2023 totaled 10.5 hours of improper overtime paid to Ms. Gliem. As previously stated, Ms. Gliem was paid an annual salary of \$54,964 in January and February 2023. Her hourly rate was determined by taking \$54,964 divided by 2,080 hours equaling \$26.43. These two instances totaling 10.5 hours of improper overtime paid out to Ms. Gliem, resulting in \$416.33 of improper overtime hours paid. In addition to the improper overtime paid amount, the City incurred the City's share of FICA and IPERS contributions for the improper payroll, which total \$31.85 and \$38.76, respectively.

The one instance in September 2023 totaled 2.0 hours of improper overtime paid out to Ms. Gliem. As previously stated, Ms. Gliem was paid an annual salary of \$58,207 in September 2023. Her hourly rate was determined by taking \$58,207 divided by 2,080 hours equaling \$27.98. This one instance totaling 2.0 hours of improper overtime paid out to Ms. Gliem, resulted in \$83.94 of improper overtime hours paid. In addition to the improper overtime paid amount, the City incurred the City's share of FICA and IPERS contributions for the improper payroll, which total \$6.42 and \$7.82, respectively.

During our review, we also identified one instance where overtime hours claimed on Ms. Gliem's timesheet properly recalculated based on the hours worked. However, in this instance, Ms. Gliem was paid out the overtime hours at one and one-half times her hourly rate, rather than being converted to comp time. Specifically, for the pay period ending August 27, 2023, Ms. Gliem worked 81.25 hours with 1.25 hours of overtime. The 1.25 hours paid out to Ms. Gliem at a rate of \$41.97, resulted in \$52.46 of overtime hours paid. The City also incurred the City's share of FICA and IPERS contributions for the overtime payroll, which total \$4.01 and \$4.88, respectively. Because Ms. Gliem was eligible for overtime to be paid out in accordance with the City's employee handbook, these amounts are not included in **Exhibit A**.

In addition, we identified on the November 5, 2023 pay period, Ms. Gliem claimed 8.25 hours of overtime worked; however, based on our recalculations she had only worked 5.50 hours of overtime. Therefore, Ms. Gliem was paid for 8.25 hours of overtime at a rate of \$41.97, resulting in \$346.25 of improper overtime hours paid. In addition to the improper overtime paid amount, the City incurred the City's share of FICA and IPERS contributions for the improper payroll, which total \$26.49 and \$32.24, respectively. During our review, we identified on the November 19, 2023 pay period, the City identified Ms. Gliem was paid for 8.25 hours of overtime when she had only worked 5.5 hours of overtime. The City reduced Ms. Gliem's bi-weekly paystub by 2.75 hours of her hourly rate times one and one-half, resulting in a repayment of the improper overtime of \$115.41. In addition, the City reduced the City's share of the over payment for FICA and IPERS by \$8.83 and \$10.74.

Because Ms. Gliem was paid for overtime hours rather than accruing comp time per the City's policy, each of these instances are considered improper disbursements made to Ms. Gliem.

The \$855.12 of improper overtime hours paid and employer's share of payroll related FICA and IPERS are included in **Exhibit A** as improper disbursements.

Unauthorized Hours – As previously stated, we obtained 911 dispatch logs from Jasper County and run reports from HHS for all calls responded to by Baxter EMS. As part of our review, we identified instances where Ms. Gliem noted on her timesheets that she was called out on EMS runs outside of her normal business hours. Specifically, we identified two instances where Ms. Gliem reported an EMS call after normal working hours which resulted in hours being claimed by Ms. Gliem on her timesheet. According to the 911 dispatch report maintained by Jasper County and reports listed on the HHS files, there were no calls on the date or time listed by Ms. Gliem on her timesheet. **Table 2** lists the entries on Ms. Gliem's timesheets for the two instances of her claiming to be on EMS calls.

Table 2				
Date	Time In	Time Out	Hours	Notations
01/01/23	-	-	3.0	Call 2
06/12/23	9:00 PM	2:00 AM	5.0	9p-2a
Total			8.0	

As illustrated by the **Table**, the two timesheet entries total 8.0 hours claimed by Ms. Gleim to have been responding to an EMS call. Because Ms. Gliem improperly stated she was working outside of normal business hours specifically for an EMS call, when there was no call, these hours on her timesheet were considered improper hours. During our interview with Ms. Gliem, we asked about the two instances where runs were listed on her timesheet where no runs occurred. According to Ms. Gliem, "I honestly have no clue. I honestly don't know."

The improper hours claimed were paid on January 6, 2023 and June 23, 2023, respectively. As previously stated, Ms. Gliem's hourly rate in January 2023 and June 2023 was \$26.43. As a result, the 8.0 hours claimed with no record of an EMS call, resulted in \$211.44 of improper gross payroll. In addition, to the unauthorized payroll among, the City incurred the City's share of FICA and IPERS contributions for the improper payroll, which total \$16.18 and \$19.68, respectively.

The \$247.30 of unauthorized payroll and employer's share of payroll related FICA and IPERS are included in **Exhibit A** as improper disbursements.

Excess Vacation Balance Payout – The City's employee handbook states, "Upon resignation or termination, an employee shall be paid for all unused vacation time". During our review of Ms. Gliem's payroll, we identified she received a vacation balance payout as part of her last paycheck from the City. Because of concerns previously identified with Ms. Gliem's timesheets, we reviewed all leave and balances awarded to Ms. Gliem as part of her employment.

We reviewed the vacation used on her timesheets to determine compliance with the City's policy to determine if the amounts of vacation earned, used, and paid out to Ms. Gliem were appropriate. In addition, we compared the vacation earned and used on Ms. Gliem's pay stubs to determine if the time off taken was vacation or another form of leave. We also used information recorded on Ms. Gliem's timesheets and pay stubs regarding comp time earned and used to determine the mathematical accuracy of the comp time balances recorded in the City's records for Ms. Gliem.

We identified a number of instances for which the hours worked recorded in the City's records for Ms. Gliem were not mathematically accurate. As previously stated, we recalculated the balance of vacation for which Ms. Gliem was eligible based on her years of service and the information recorded on her timesheets as vacation.

Ms. Gliem was paid for 32.52 hours of vacation in accordance with the City's policy for the pay period ending February 25, 2024 which was Ms. Gliem's last paycheck from the City. However, based on our recalculation, Ms. Gliem's recalculated vacation balance was 21.56 hours. As previously stated, Ms. Gliem's hourly rate in February 2024 was \$27.98. Therefore, Ms. Gliem was overpaid 10.96 hours of vacation on her last paycheck, resulting in \$306.66 of improper gross payroll. The City also incurred the City's share of FICA and IPERS contributions for the excess payroll, which total \$23.46 and \$28.55, respectively.

The \$358.67 of excess vacation payments and employer's share of payroll related FICA and IPERS are included in **Exhibit A** as improper disbursements.

EMS Volunteer Payroll

As previously stated, the District was responsible for EMS volunteers' payroll prior July 2023, but because of concerns with billings and records maintained this was turned over to the City beginning in July 2023. In addition, after Ms. Gliem resigned from her position with the City, the newly elected City officials determined EMS volunteers had not been paid since July 2023.

According to City and District officials we spoke with, EMS volunteers were to sign up for shifts they would be available to provide run coverage in the case of a call coming in. At the end of each month, Ms. Gliem was to list out the number of shifts scheduled per volunteer and provide the listing to the City Clerk for payroll. According to City and District officials, each volunteer was to be paid \$9.00 per shift worked.

We obtained the monthly calendars for the EMS Department for the months of July 2023 through December 2023. As part of our procedures, we scheduled out each shift including date, duration and the individual's name. Using this schedule, we totaled the number of shifts worked by individuals for the period of July 2023 through December 2023 and determined the gross pay each individual should have received. **Table 3** summarizes the number of scheduled shifts by individual volunteer from the EMS calendars.

Table 3		
Volunteer	# of Shifts	Expected Gross Wages
A	12	\$ 108.00
B	-	-
C	3	27.00
D	9	81.00
E	-	-
F	22	198.00
G*	21	189.00
H^	1	-
I	3	27.00
J	1	9.00
K	-	-
Total	72	\$ 639.00

* - Volunteer G is Dwight Gliem, husband of Ms. Gliem.

^ - Volunteer H is also a council member, who volunteered his time for free.

As illustrated by the **Table**, we identified 11 volunteers with scheduled shifts for the period of July 2023 through December 2023. According to City officials we spoke with, Volunteer H was a City Council member and because of this, the individual requested to not be paid for their scheduled shifts. In addition, we identified Dwight Gliem, husband of Ms. Gliem, was a volunteer of the Baxter EMS.

During our review of records maintained by the City for EMS volunteer payroll, we identified that there were bonuses awarded to certain EMS volunteers, which were paid out quarterly. According to City officials we spoke with, they were unable to provide an explanation on how bonuses were awarded, to whom and how the amounts were determined. During our interview with Ms. Gliem, she explained that bonuses were adopted to encourage volunteers to sign up for more shifts to provide coverage for the EMS department. Ms. Gliem stated that in order for an individual to qualify for a bonus they needed to sign up for 12 shifts in a quarter and attend each of the monthly crew meetings in a quarter. She went on to say that each quarter the EMS had budgeted \$2,500.00 for volunteer payroll. If they paid out \$1,000.00 to volunteers for scheduled shifts, the remaining \$1,500.00 would be divided amongst the volunteers who met the bonus criteria and this would be added to the per shift gross payroll for an individual's total quarterly payroll.

We obtained the payroll registers for each of EMS volunteers for the same period. We compared the calculated number of shifts and total gross payroll for each individual to the actual gross payroll each EMS volunteer received. **Table 4** shows this comparison for July 2023 through September 2023.

Table 4

Volunteer	Per Schedule		Per Paystubs		Difference
	Total Shifts	Expected Gross Pay	Date	Actual Gross Pay	
A	12	\$ 108.00	09/30/23	\$ 560.32	\$ 452.32
B	-	-	-	-	-
C	-	-	-	-	-
D	6	54.00	09/30/23	596.32	542.32
E	-	-	09/30/23	9.00	9.00
F	22	198.00	09/30/23	582.82	384.82
G*	-	-	09/30/23	524.32	524.32
H^	1	-	-	-	-
I~	3	27.00	-	-	(27.00)
J	-	-	-	-	-
K	-	-	09/30/23	58.50	58.50
Total		\$ 387.00		\$ 2,331.28	\$ 1,944.28

* - Volunteer G is Dwight Gliem, husband of Ms. Gliem.

^ - Volunteer was not paid for shifts scheduled for EMS service, due to them being a council member, not an error.

~ - Volunteer was not paid for shifts scheduled for EMS service, resulting in underpayments to the individual.

As illustrated by the **Table**, we identified six EMS volunteers who were paid more than the number of shifts they were scheduled, totaling \$1,971.28 of improper gross payroll. As stated previously, Volunteers A and F would be eligible for bonus pay based on the number of shifts they were scheduled. During our recalculation the bonus amount to be paid out to these two individuals did not tie out to the explanation provided by Ms. Gliem. In addition, as previously stated, City officials we spoke with were unable to provide an explanation for how bonuses were paid and the amounts to be paid. Because these individuals were eligible for a bonus and were paid more than their scheduled shifts but less than the

amount of our recalculation, we did not question any overpayments for Volunteer A and F for the time period of July 2023 through September 2023. The remaining four EMS volunteers who were paid more than the number of shifts were scheduled total \$1,134.14 of improper gross payroll. In addition, we identified one EMS volunteers who had scheduled shifts and were not properly paid by the City for their services for, totaling \$27.00 of underpayments.

Table 5 shows this comparison for October 2023 through December 2023.

Table 5					
Volunteer	Per Schedule		Per Paystubs		Difference
	Total Shifts	Expected Gross Pay	Date	Actual Gross Pay	
A	-	\$ -	12/31/23	\$ 9.00	\$ 9.00
B	-	-	-	-	-
C	3	27.00	12/31/23	31.50	4.50
D	3	27.00	12/31/23	550.00	523.00
E	-	-	12/31/23	13.50	13.50
F	-	-	-	-	-
G*	21	189.00	12/31/23	1,637.28	1,448.28
H	-	-	-	-	-
I	-	-	-	-	-
J~	1	9.00	-	-	(9.00)
K	-	-	-	-	-
Total		<u>\$ 252.00</u>		<u>\$ 2,241.28</u>	<u>\$ 1,989.28</u>

* - Volunteer G is Dwight Gliem, husband of Ms. Gliem.

~ - Volunteer was not paid for shifts scheduled for EMS service, resulting in underpayments to the individual.

As illustrated by the **Table**, we identified five EMS volunteers who were paid more than the number of shifts they were scheduled, totaling \$1,998.28 of improper gross payroll. As stated previously, Volunteer G would be eligible for bonus pay based on the number of shifts he scheduled. As noted above Volunteer G is Dwight Gliem, husband of Ms. Gliem. Mr. Gliem was the only volunteer who received a bonus during quarter 4 of calendar year 2023. During our recalculation, the bonus amount to be paid out to him did not tie out to the explanation provided by Ms. Gliem. In addition, as previously stated, City officials we spoke to were unable to provide an explanation for how bonuses were paid and the amounts to be paid. Because Mr. Gliem was eligible for a bonus and was paid more than his scheduled shifts but less than the amount of our recalculation, we did not question the overpayment to Mr. Gliem for the time period of October 2023 through December 2023. The remaining four EMS volunteers who were paid more than the number of shifts were scheduled total \$550.00 of improper gross payroll. In addition, we identified one EMS volunteer who had scheduled shifts and were not properly paid by the City for their services for, totaling \$9.00 of underpayments.

The net amount of the improper overpayments and improper underpayments listed above in **Table 4** and **Table 5** total \$1,648.14. In addition, to the improper EMS volunteers gross payroll identified, the City incurred the City's share of FICA contributions for the improper gross payroll, which totaled \$128.85.

The \$1,776.99 of improper EMS volunteer payroll and the share of payroll related FICA are included in **Exhibit A** as improper disbursements.

Water Affidavit Operator Disbursements

As previously stated, the City employs a full-time Public Works Director who oversees the City's wastewater and water treatment plant as well as various maintenance duties of the City. When the current Public Works Director was hired in April 2021, a part of the employment agreement required the Public Works Director to obtain their Grade II Water Distribution license and their Grade II Wastewater Treatment license as part of their employment.

While the Public Works Director worked to obtain their licenses, the City was still required to have a licensed Water Affidavit Operator reviewing and signing off on the monthly reports required by the Department of Natural Resources (DNR). The City approved a contract proposal from MK Services, Marty Kunkel in the March 2, 2021 City Council meeting minutes. The tasks to be performed by Mr. Kunkel detailed in a proposal from Mr. Kunkel to the City were the same tasks performed by the Public Works Director with the one exception being his signature on the reports submitted to DNR as a licensed Grade II Water Distribution and Grade II Wastewater Treatment. During our interview with Mr. Kunkel, we asked about his duties as the wastewater affidavit operator and he stated, "... you have to have a certified operator to do whatever ... hired in, sign off on the paperwork basically, you know you have to take, on the water side you gotta take chlorine samples everyday and do the documentation, readings, or whatever. And the wastewater, same thing, you take samples from the wastewater side and turn them into the state monthly." He added, "It's a bid job, you know" and "that whole operator by affidavit thing is kind of a joke, basically."

In addition, the approved contract proposal was for Mr. Kunkel to be paid \$950.00 a month for his services. That amount was to be reduced to \$800.00 a month once the Iowa Rural Water Association (IRWA) completed the transfer of the City's water system into IRWA's. According to the City Council meeting minutes, IRWA completed the transfer of the City's water system onto rural water on September 13, 2021. Therefore, effective September 13, 2021, the contracted amount paid to Marty Kunkel should have been reduced to \$800.00 a month. During our interview with Mr. Kunkel, he stated the following regarding the reduction in pay to him as part of his bid. He stated, "No, it wasn't supposed to drop to anything ... there was no contract, there was supposed to be a contract." In follow to this response, we reminded him that bid proposal and the City Council meeting minutes talk about the fee dropping to \$800.00 a month after the IRWA transfer was completed. Mr. Kunkel stated, "Maybe and that would've have been off the waterside and that would not have affected the wastewater side, I don't think I ever even got paid \$800." We confirmed that he kept receiving \$950.00 monthly from the City. He replied with, "Yeah ... even when that, even when that started ... I guess I don't know, I never seen a contract, never signed a contract ... there should have been, there should have been a contract by law."

On February 3, 2023 the DNR performed a routine inspection of the City's wastewater treatment facility. The inspection determined the City's wastewater system was being operated without a properly certified operator. Specifically, the Public Works Director nor the individual hired by the City to certify their reports were certified. While Mr. Kunkel had passed the wastewater lagoon 1 operator test in March 2021, he did not properly complete his application and therefore had never been certified. According to DNR officials we spoke with, Mr. Kunkel has not been certified since 2011. According to the City Council meeting minutes and discussions with City officials, we are uncertain if Mr. Kunkel presented himself to the City Council as being properly certified. During our interview with Mr. Kunkel, we asked him about not being certified. According to Mr. Kunkel, he hadn't kept his wastewater license up, he stated "renewal is annually, you know, it come back around the next year well I don't pay attention ... anyway, come to find out it never got processed, by DNR, of course DNR don't make any mistakes ... so I never followed up on it, I didn't catch it and I should have."

In January 2024, when newly elected City officials took office, the contract with MK Services and Marty Kunkel was terminated.

Because the City hired a Wastewater Affidavit Operator who was not properly licensed with DNR, we scheduled out all payments issued to MK Services for the period July 2021 through December 2023.

We compared the amounts of payments issued to MK Services to the amounts listed in the contract proposal from March 2021. We identified 31 checks issued to MK services totaling \$29,450.00 for the period July 2021 through December 2024. These 31 checks are listed in **Exhibit E**.

As illustrated by the **Exhibit**, all 31 checks issued to MK Services were for \$950.00 each. As previously stated, the contract proposal approved by the City Council was for \$950.00 each month until the City's water system was switched to IRWA's rural water system. As previously stated, this switch became effective in September 2021. Because of this, each check issued to MK Services beginning in October 2021 through December 2024, included \$150.00 of improper disbursements issued to MK Services. As illustrated by the **Exhibit**, we identified 27 check disbursements which exceed the authorized contract amount, totaling \$4,050.00 of improper disbursements issued to MK Services.

The \$4,050.00 of improper disbursements listed in **Exhibit E** are included in **Exhibit A**.

Other Vendor Payments and Cash Withdrawals

As previously stated, we scanned all disbursements and redeemed checks from the City's bank account for the period July 1, 2021 through February 29, 2024. In addition to improper and unsupported disbursements previously discussed, we identified certain improper and unsupported withdrawals and payments to vendors from the City's bank account.

Also as previously stated, we determined the propriety of disbursements based on available supporting documentation; the type or the quantity of items purchased; discussions with City officials; and the vendor, frequency, and amount of payments. We also reviewed disbursement listings approved by the City Council and included with minutes of City Council meetings. Purchases for which we were unable to determine the propriety were classified as unsupported.

In addition, an inventory of items maintained in the Police station was completed by the Jasper County Sheriff's Office. Items purchased with City funds for the Police Department were to be in the possession of the City after Mr. Daggett left employment. If items purchased with City funds are no longer in the possession of the City, these were considered improper.

Exhibit F lists the improper and unsupported disbursements identified from the City's bank account. As illustrated by the **Exhibit**, the improper and unsupported disbursements from the account total \$10,475.05 and \$3,726.87, respectively.

The improper disbursements identified and listed in **Exhibit F** include the following:

- Four payments issued to Code 4 totaling \$6,367.50 for 148 Baxter police patches, 30 Baxter police badges of various rank, and 50 Baxter Police challenge coins. The Baxter Police Department had one to five officers during the period of our review, the amount of badges, As part of our review, we allowed five number of patches and badges as reasonable, the amount in excess of the reasonable patches and badges were considered improper. In addition, the challenge coins purchased are collected and traded amongst law enforcement personnel, the purchase of these challenge coins for the collecting and trading do not meet the test of public purpose. In addition, there was a disbursement to Code 4 which did not have any supporting documentation in the City's records, but because of the other three disbursements to Code 4, it was considered improper. During our interview with Mr. Daggett, we asked about the police patches, badges and challenge coins. In regards to the challenge coins, Mr. Daggett stated, "It's a PR thing, the way I looked at it, the challenge coins were a PR item." When we asked further, the challenge coins were given to the officers of the department, which does not match up to Mr. Daggett's reason for the purchase of the challenge coins. In regards to the patches and badges, Mr. Daggett did not understand why purchasing more badges and/or patches for the department then they needed was an issue if it fit into his budget, as he intended to "grow the department."

- Four cash withdrawals totaling \$3,550.14. As previously stated, all City disbursements are to be made by check and supplies may be purchased with a City credit card. During our review, we identified one cash withdrawal totaling \$3,000.00. According to the City's accounting system, the cash withdrawal was for a transfer to the City's Perpetual Care account. However, according to City officials we spoke with and review of the City's bank accounts, the City does not have a Cemetery Perpetual Care bank account.

The three remaining cash withdrawals totaling \$550.14 were checks issued to the City for the difference of an individual's last utility bill and their utility deposit paid to the City. The City's practice at the time was to reduce an individual's utility deposit amount by the individual's last month's bill by writing a check to the City from the City's account for cash and applying the payment to the individual's account. However, the individual names listed in the memo did not tie to any account holders the City had and/or the amounts did not tie to the City's utility system. These three instances occurred between October 25, 2021 and December 14, 2022. The withdrawals ranged from \$100.00 to \$250.00. When we asked Ms. Wilson about the cash withdrawals, she could not recall these specific instances and was unable to provide an explanation.

- Two payments issued to Galls Inc totaling \$446.25 for eight custom engraved badges and a belt clip badge holder not in the possession of the City. As previously stated, we allowed for the purchase of five badges and badge holders as reasonable, these purchases were in excess of the expected badges and holders purchased. In addition, City officials we spoke to stated Mr. Daggett was purchasing badges in excess of what was needed for the number of officers the City employed.
- Three payments issued to Baxter Family Market totaling \$111.16 for various grocery items, such as candy and dog toys. The City of Baxter did not have a K9 unit so the dog toys was considered improper. According to City officials and staff we spoke to, there were no events that candy would have needed to be purchased.

The unsupported disbursements identified and listed in **Exhibit F** range from \$6.99 to \$1,283.88. and were issued between July 13, 2021 and August 15, 2023. The largest unsupported disbursement was payment to First Net AT&T Mobility. The remaining unsupported disbursements include six payments to Baxter Family Market, four payments to Galls Inc, three payments to Sam's Club, two payments to First Net AT&T Mobility, two cash withdrawals, and a payment to UPHDM Occupational Medicine. During our review, we discussed these purchases with City officials; however, they could not provide any additional information or documentation. Because sufficient documentation was not available, they were classified as unsupported disbursements.

The \$10,475.05 of improper disbursements and \$3,726.87 of unsupported disbursements listed in **Exhibit F** are included in **Exhibit A**

Reimbursements to former Librarian

As previously stated, we scanned all disbursements and redeemed checks from the City's bank account from July 1, 2021 through February 29, 2024 to determine propriety. According to City officials we spoke with, the Librarian was also eligible to receive reimbursement of expenses related to City operations. Therefore, we reviewed all reimbursement checks issued to the former Librarian for the period July 1, 2021 through February 29, 2024.

We identified the former Librarian received nine reimbursement checks totaling \$936.67 for the period July 2021 through February 2024. During our review, we identified the following:

- Three of the nine reimbursements were for mileage to and from meetings attended by the former Librarian. The mileage reimbursements were properly supported, approved by the City Council, and classified as reasonable.

- Six of the nine reimbursements totaling \$783.98 were not properly supported. Supporting documentation, such as a receipt, invoice, or evidence of City Council approval were not available to determine the propriety of the payments.

Because we were unable to determine the propriety of the payments, the six reimbursements totaling \$783.98 issued to the former Librarian have been included in **Exhibit A** as unsupported disbursements.

Credit Card Charges

The City had four credit cards from July 2021 through March 2024, held by the Librarian, Public Works employee, Mr. Daggett as the former Police Chief, and Ms. Wilson as the former City Clerk. We obtained copies of the credit card statements for the four cards from the issuing credit card vendor and reviewed them for propriety. We also reviewed the supporting documentation maintained by the City for the purchases made with the credit card statements and information we obtained directly from Amazon and Walmart/Sam's Club for purchases made with the City's credit cards to determine propriety.

Purchases were considered improper if the type of item and/or the quantity purchased appeared to be personal in nature or was not reasonable for City operations. When specific purchase information appeared consistent with City operations, based on the item, quantity and/or frequency of the purchase, they were classified as reasonable. When specific purchase information was not available, the purchases were classified as unsupported.

In addition, an inventory of items maintained in the Police station was completed by the Jasper County Sheriff's Office. Items purchased with City funds for the Police Department were to be in the possession of the City after Mr. Daggett left employment. If it items purchased with City funds were no longer in the possession of the City, these were considered improper.

Table 6 summarizes the transactions made with the City's credit cards from July 2021 through March 2024 by credit card.

Table 6			
Card Holder	Card Numbers	Number of Transactions	Amount of Purchases*
William Daggett	XXXX-0606	192	\$ 18,172.57
Katie Wilson	XXXX-6269	35	3,138.10
Librarian	XXXX-9361	111	12,973.32
Public Works Director	XXXX-7691	34	3,047.24
Total		372	\$ 37,331.23

* - Net of returns and refunds

As illustrated by **Table 6**, we identified 372 transactions made with the City's credit cards totaling \$37,331.23. Of all the purchases made with City credit cards, 71 purchases totaling \$5,746.73 were made from Amazon. Using the information obtained from Amazon, we determined a number of the Amazon purchases were for the Library. Of all the purchases made with the City credit cards, 53 purchases totaling \$4,204.52 were made from Walmart/Sam's Club. Using the information obtained from Walmart/Sam's Club, we determined a number of the Walmart purchases were for the Police Department.

Based on the information received from Amazon, Walmart/Sam's Club, supporting documentation maintained by the City, and the nature of goods or services provided by certain vendors, we identified purchases which contained items personal in nature and not reasonable for City operations. **Exhibit G** lists the purchases made with the City's credit card that included items that were not reasonable or necessary for City operations. The **Exhibit** lists the improper purchases identified by card.

As illustrated by the **Exhibit**, we identified \$1,907.85 of improper purchases which included items such as:

- Three charges totaling \$575.33 for office furniture and equipment which were not in the possession of the City per the inventory of items maintained in the Police Station by the Jasper County Sheriff's Office.
- Ten charges totaling \$500.06 for various electronics, such as an indoor/outdoor projection screen, Apple pencil, and flash drives not in the possession of the City. According to City officials we spoke with, they were unable to provide a business reason for these purchases and based on the inventory of items maintained in the Police Station by the Jasper County Sheriff's Office were not in the possession of the City.
- Four charges for various magazine pouches, flashlights, firearm carrying cases, and holsters totaling \$259.94 were not in the possession of the City per the inventory of items maintained in the Police Station by the Jasper County Sheriff's Office.

During our interview with Mr. Daggett, we asked about items and equipment purchased which were not in the possession of the City. Mr. Daggett stated, "It is probably with one of the reserve officers, because he (the mayor) never asked for it back. Keep in mind, I wasn't given the opportunity to have my officers turn anything in, I wasn't given the opportunity."

In addition to the improper purchases, we identified purchases classified as unsupported because sufficient information was not available to determine if the purchase was for City operations. The unsupported purchases identified are listed by card in **Exhibit H**. As illustrated by the **Exhibit**, the unsupported purchases identified total \$5,932.32 and include purchases from Amazon, Target, Joann Stores, and Altoona Laser Wash. During our review, we discussed these purchases with City officials; however, they could not provide any additional information or documentation.

The \$1,907.85 of improper purchases and \$5,932.32 of unsupported purchases listed in **Exhibits G** and **H** are included in **Exhibit A**.

In addition to the improper and unsupported purchases, we identified \$129.81 of late fees and interest charges on the City's credit cards which have been included in **Exhibit A** as improper disbursements.

We also identified a payment on the City's credit card that was not issued from the City's bank account. The \$2.68 payment was posted on June 12, 2023 to the account for the credit card held by Mr. Daggett. We were unable to determine the source of the funds used for the payment and it was not possible to determine if the payment was for a specific purchase(s). Because the City did not make the payment, the \$2.68 is included in **Exhibit A** as a repayment.

As previously stated, Mr. Daggett resigned from his position with the City on February 15, 2024. According to City officials we spoke with, on the date of his resignation, Mr. Daggett turned in his City credit card at City Hall to the Utility Clerk. He also provided a typed letter which states in part, "In reviewing my credit card receipts the month of January I noted in the October bills that when purchasing candy for the department Halloween event I also purchased items for myself ... I am repaying this amount plus the remaining amount equaling \$20.00". Based on our review of the City's bank statements, the \$20.00 received from Mr. Daggett was deposited into the City's bank account on February 15, 2024. A copy of the letter and deposit slip showing the deposit of the funds is included as **Appendix 1**. The amount repaid by Mr. Daggett did not cover the total purchase of candy identified on his credit card, but the \$20.00 is included in **Exhibit A** as a repayment.

Police Department Disbursements

As previously stated, we scanned all disbursements and redeemed checks from the City's bank account and all credit card charges with City issued cards for the period July 1, 2021 through February 29, 2024. In addition, City officials we spoke with, had concerns that firearms were purchased by the City which were no longer in the possession of the City. During our review of all disbursements,

redeemed checks and credit card purchases for the time period, we identified a number of purchases which were specific to the Police Department, such as firearms, ammunition, tasers, mace, and various holsters and firearm carrying cases.

In addition to improper and unsupported disbursements previously discussed, we identified certain improper and unsupported payments to vendors from the City's bank account and credit card purchases for equipment to be used by the Police Department. Also as previously stated, we determined the propriety of disbursements based on available supporting documentation; the type or the quantity of items purchased; discussions with City officials; and the vendor, frequency, and amount of payments. We also reviewed disbursement listings approved by the City Council and included with minutes of City Council meetings.

In addition, an inventory of items maintained in the Police station was completed by the Jasper County Sheriff's Office. Items purchased with City funds for the Police Department were to be in the possession of the City after Mr. Daggett left employment, with the exception of items purchased as part of a gun repayment agreement approved by the City Council. During our review, the gun repayment program was not approved by the City Council until November 13, 2023. The gun repayment program stated if a Police Department employee completed a repayment agreement form, listing out the items purchased, the amount of City funds disbursed for the purchase and a repayment plan of a set amount to be paid back each pay period until the item(s) were fully paid for, once the amount had been repaid by the employee, the item was their possession and could be taken with the employee, when they left employment of the City. If no repayment agreement exists for specific items, if those items are no longer in the possession of the City, these were considered improper.

Ammunition was not included in our review as these are expendable and used up frequently by Police Officers for required qualifications and trainings. Purchases for which we were unable to determine the propriety were classified as unsupported.

Exhibit I lists the improper and unsupported disbursements identified from the City's bank account and purchases made with Mr. Daggett's city credit card. As illustrated by the **Exhibit**, the improper and unsupported disbursements from the account total \$487.77 and \$262.00, respectively.

The improper disbursements identified and listed in **Exhibit I** include the following:

- One payment issued to Generational Guns dated March 16, 2023, totaling \$442.91 for a Beretta 92X firearm, three Mecgar Beretta magazines and \$300.00 trade in value for a Glock 21 firearm. According to the inventory completed by the Jasper County Sheriff's Office, the City is in possession of the three Mecgar Beretta magazines and these were considered reasonable purchases. However, the City is not in possession of the Beretta 92X firearm and there was no repayment plan for the purchase of this item, and this item totaling \$374.00 is considered improper.

In addition, the City's purchasing policy states, "the mayor shall approve any disposition of the property and shall select the method of disposition to be utilized". The methods outlined in the City's purchasing policy are sale by public auction, internet auction sites, sale by soliciting written bids/quotations, transferring of property to another City Department and/or transferring of property to a nonprofit. Because the policy does not allow City property to be traded in as part of the purchase of new equipment, the trade in was not in accordance with City policy.

- One payment issued to Get Some Guns LLC dated January 1, 2023 totaling \$196.15 for a can of pepper spray, a handcuff case, a taser holster, and a handcuff holster. The pepper spray was considered reasonable as it is expendable and could have been used up prior to the date of the inventory being completed. According to the inventory list provided by the Jasper County Sheriff's Office, the handcuff case and taser holster were in the possession of the City and are considered reasonable. The handcuff holster was not in the inventory of the City performed by the Jasper County Sheriff's Office and the \$91.78 portion of the total purchase is considered improper.

- One charge to Bass Pro Shops dated July 30, 2023 totaling \$76.98 for a Ruger factory magazine and a RM double magazine pouch. According to the inventory list provided by the Jasper County Sheriff's office, the Ruger factory magazine was in the possession of the City and is considered reasonable. The RM double magazine pouch was not in the inventory of the City performed by the Jasper County Sheriff's office and the \$21.99 portion of the total purchase is considered improper.

During our interview with Mr. Daggett, we asked about items purchased for the Baxter Police Department which were not included in the inventory. With regards to the Beretta 92X firearm, Mr. Daggett stated, "All the guns were traded, there is no extra firearm, I don't know where the hell that's coming from, there is no extra missing firearm. I do not have possession of any firearm from the City of Baxter, I would not do that. I mean I buy guns, why would I do that ... come on? It'd be stupid." There is no Beretta 92X firearm in the possession of the City and there is no documentation to show the firearm was traded in. For the other Police Department equipment purchased, as previously stated, Mr. Daggett stated that any missing equipment is probably with one of his reserve officers and that no one from the City has asked for their equipment back.

The unsupported disbursements identified and listed in **Exhibit I** range from \$50.00 to \$112.00 and were issued between November 15, 2022 and August 15, 2023. The largest unsupported disbursement was a payment to Sunset Law Enforcement. The remaining unsupported disbursements include two payments to Rangemasters Training Center. Because sufficient documentation was not available, they were classified as unsupported disbursements.

The \$487.77 of improper disbursements and \$262.00 of unsupported disbursements listed in **Exhibit I** are included in **Exhibit A**.

As previously stated, the City Council approved a gun repayment program at the November 13, 2023 City Council meeting. During our review of firearms and other supplies purchased by the City for the Police Department, we identified one repayment agreement in the City's records. The repayment agreement was dated January 22, 2024 totaling \$577.24 for the purchase of a Glock 43X firearm, a Crossbreed Rogue holster, and a Glock 43X magazine. The agreement also stated the City would be deducting \$100.00 from Mr. Daggett's payroll until the full amount of the agreement had been paid back to the City. The agreement was signed by Mr. Dagget, Ms. Wilson, and the Utility Billing Clerk. However, there was no formal approval noted in the City Council meeting minutes or signature by the Mayor or a City Councilmember on the document approving the agreement. A copy of the repayment agreement is included as **Appendix 2**.

In addition, the firearm, holster, and magazine listed in the gun repayment agreement had been purchased on December 23, 2023 at Rangemasters Training with Mr. Daggett's City issued credit card totaling \$577.24.

As previously stated, Mr. Daggett resigned from his position with the City on February 15, 2024. According to City officials we spoke with, on the date of his resignation Mr. Daggett provided \$478.00 to the Utility Billing Clerk for "gun deduction payment". Based on our review of the City's bank statements, the \$478.00 received from Mr. Daggett was deposited into the City's bank account on February 15, 2024. A copy of the deposit slip showing the deposit of the funds is included in **Appendix 2**. However, the amount repaid by Mr. Daggett did not cover the total gun repayment agreement amount and only covered the purchase of the firearm.

During our review of Mr. Daggett's final payroll check from the City dated March 3, 2024, we identified two payroll deduction totaling \$200.00 with description on the paystub as "Repayment deduction". According to City officials we spoke with, this was for the gun repayment agreement dated January 22, 2024. A copy of Mr. Daggett's last pay stub is included in **Appendix 2**.

As previously stated, the purchase of the Glock 43X firearm, Crossbreed Rogue holster, and Glock 43X magazine totaled \$577.24. Mr. Daggett repaid the City in cash for \$478.00, and the City deducted

\$200.00 from his last payroll check totaling \$678.00 of repayment of the purchase. This results in \$100.76 of overpayment by Mr. Daggett for the purchase outlined in the gun repayment agreement. The \$100.76 is included in **Exhibit A** as a repayment.

In addition, during our review of records maintained for the City, we identified an invoice from Ray O'Herron dated October 16, 2023 that detailed out the trade in of a Ruger 5.7x28 pistol and purchase of a Echelon 9mm. We identified that the City had not paid the amount of the invoice totaling \$244.32 but according to the inventory list provided by the Jasper County Sheriff's Office, the Echelon 9mm was in the possession of the City. According to Jasper County Sheriff's Office officials, the City received past due notifications after the period of our review from Ray O'Herron. At the direction of the Jasper County Sheriff's Office the City issued a check payment to Ray O'Herron on August 12, 2024 in the amount of \$244.32.

UNBILLED AND OVER-COLLECTED COLLECTIONS

Monthly meter readings are taken for all City utility meters. Readings are entered into the utility system which calculates consumption for the month. The utility system is also used to prepare monthly bills for each account based on consumption calculations. When account holders make a payment for their monthly bill or a past amount due, the City Clerk is to post the payment received to the accounting system and deposit the funds into the City's checking account.

According to City officials, utility bills are processed on the 1st of the month and are due on the 15th of the month. If a payment is posted after the 15th, a 10% penalty is to be assessed on the account. If a payment is not received by the 1st of the following month, a disconnect notice is to be sent out to the individual account holder and a \$100.00 charge is to be assessed to the account. In addition, if a payment on a utility account is returned due to non-sufficient funds (NSF), a \$32.00 NSF charge is applied to the individual's account. During our review of the individual customer history reports, we identified a number of concerns related to the billings and collections recorded in the City's utility system from July 2021 through February 2024.

Utility Deposits – As previously stated, it was the City's practice on a customer's last bill to write a check made out to the City for the outstanding balance owed by an individual. This check was to be deposited in the City's checking account and the payment was to be applied to the customer's account. The amount was to be deducted from the customer's utility deposit of \$250.00 and the difference was to be issued via check to the customer for the return of the remaining portion of their utility deposits.

We identified 21 instances totaling \$2,851.91 where utility deposits were not properly returned to customers. The instances identified are listed in **Exhibit J** by customer. For privacy purposes, we did not include the individual customer's names. Instead, we identified them as Customer A through U in the **Exhibit**. Because the \$2,851.91 should have been remitted to individual customers, it is included in **Exhibit A** as over collected utility deposits.

During our interview with Ms. Wilson, we asked about the 21 instances where utility deposits were not properly returned to customers. According to Ms. Wilson, "I just, I don't know why, but I certainly know that there would not be, that we wouldn't just not pay someone."

Unbilled Utility Penalties – We identified 31 instances totaling \$565.47 where penalties should have been billed to utility customers but were not. The instances identified are listed in **Exhibit K** by customer. For privacy purposes, we did not include the individual customers' names. Instead, we identified them as Customer V through Customer AE in the **Exhibit**. Because the \$565.47 should have been billed and collected by the City but wasn't, it is included in **Exhibit A** as an unbilled and uncollected utility charge.

During our interview with Ms. Wilson, we asked about the 21 instances where penalties should have been billed to utility customers and were not. Ms. Wilson stated, "yeah we were very strict with the penalty process, very, if they wanted their penalty remove, they had to come to the Council members."

Non-Sufficient Funds – We identified eight instances where payments from utility customers were not honored by the City’s bank because the account on which the checks or autopay were drawn did not have sufficient funds. For these instances, a non-sufficient funds (NSF) fee was properly added to the utility account for two of the eight instances identified. However, an NSF fee and/or shut off fee was not added to the applicable utility account for the remaining six instances, which total \$397.50. The instances identified are listed in **Table 7** by customer.

Table 7		
Customer	Date	Amount
AB	11/16/22	\$ 100.00
	12/06/22	100.00
	05/24/23	32.50
	09/27/23	32.50
	10/23/23	32.50
AE	09/09/21	100.00
Total		<u>\$ 397.50</u>

For privacy purposes, we did not include the individual customers’ names. Instead, we identified them as Customer AB through Customer AE in the **Table**. Because the \$397.50 should have been billed and collected by the City but wasn’t, it is included in **Exhibit A** as an unbilled and uncollected utility charge.

During our interview with Ms. Wilson, we asked about the six instances where NSF fees should have been billed to accounts, but were not. Ms. Wilson stated, “We just had to stay on top of them with those, but I never waived an insufficient funds fee.”

OTHER ADMINISTRATIVE ISSUES

During our testing and fieldwork, we identified additional items discussed in detail in the following paragraphs.

Employee Handbook/Payroll – As previously stated, during our review of the City’s employee handbook, employee agreements, and payroll records, we identified differences between the City’s policy, contracts, and what was happening. Specifically, we identified the following concerns:

- The City’s employee handbook states that only hourly employees are eligible for overtime and comp time accrual. However, the individual employment agreements allow for overtime to be worked and converted into comp time.
- Leave taken by City staff is to be approved by the Mayor, during our review we did not identify any leave requests approved by the Mayor, as evidenced by their initials and/or signature and date.
- Per review of paystubs, we identified staff accrued and used casual days. However, the City’s employee handbook does not speak about casual days, how they are accrued, or what they are to be used for. In addition, City officials we spoke with could not provide an explanation for casual days and if they had been approved by the City Council.

EMS Volunteer Pay – As previously stated, for the period August 2021 through June 2023, while Ms. Gliem, the City’s EMS Coordinator, was responsible for overseeing the operations of the EMS department, tracking calls, submitting reports to HHS, tracking volunteer time, billing for services, and ensuring payroll of volunteers were properly paid, it was the West Maleka Benefited Fire District who paid the EMS volunteers. During our review, we identified the records maintained by the former EMS Coordinator were incomplete and inconsistent. Because of a lack of detailed records maintained by the

EMS department, we were unable to determine the amounts paid to EMS volunteers and if they were reasonable for the activity performed by the individuals.

Personal Use of City Vehicle – During our review of Mr. Daggett’s employment agreement with the City dated July 15, 2022, he was to “reside within twenty minutes’ drive time of the City limits”. Mr. Daggett had until July 1, 2023 to comply with this aspect of his employment agreement. The original employment agreement does not mention the personal use of a City vehicle, only that he would not receive a car allowance.

An employment agreement addendum was approved on March 23, 2023 which stated, “whereas now the Employee has completed his move as required by the contract. The employer agrees to supply a take home patrol vehicle and cover the costs for the operation, care and maintenance of that vehicle.”

As previously stated, in Mr. Daggett’s employment agreement, he was to reside within a twenty-minute drive to the City of Baxter. During our review, after his move identified in the March 23, 2023 employment agreement addendum, Mr. Daggett’s home address was not within twenty minutes of the City of Baxter. Specifically, per google maps, Mr. Daggett’s residence was twenty-seven minutes from the City of Baxter and therefore, was not in compliance with the requirements of his employment agreement.

Subsequently, effective February 12, 2024 the City Council approved Resolution 38-24, revoking Mr. Daggett’s ability to take a patrol vehicle home.

Police Department Call Ins – As previously stated, for the period of July 2022 through February 2024, while Mr. Daggett was the City’s Police Chief, they had various part-time police officers and reserve officers on staff to assist with law enforcement duties. During our review of the Sheriff Office’s Untiy Daily Activity list for Mr. Daggett and the four reserve officers during his tenure, we identified 259 days where there were no call ins for service reported for members of the Baxter Police Department. We are unable to determine if for these dates the City had police coverage or if the City was unpatrolled during these dates.

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:

- Properly review payroll supporting documentation prior to issuance.
- Require and maintain original, itemized receipts for all disbursements, including employee reimbursements and contract services, and review the supporting documentation to ensure the public purpose of the disbursements.
- Review the City’s bank statements and credit card statements.
- Request and review bank reconciliations.
- Require and review utility reconciliations.

Recommended Control Procedures

As part of our investigation, we reviewed the procedures used by the City of Baxter 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, 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, reconciling bank accounts, and recording;
 - (5) Debt records – recordkeeping, compliance, and payment processing;
 - (6) Reporting – preparing City Council meeting minutes and financial reports, including monthly City Clerk reports and the Annual Financial Reports.

In addition, bank reconciliations and initial listing of receipts were not prepared. No one independent of collections compared deposits to information recorded in the City's financial records to ensure amounts were properly deposited, recorded, and classified. Utility reconciliations were not prepared, transfers were not included in minutes and approved by the City Council, and the City had not established any policies regarding information technology systems.

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 Councilmembers. In addition, the Mayor and Councilmembers 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 reviews should be documented by the signature or initials of the reviewer and the date of the review.

In addition, an initial listing of receipts should be maintained and used by someone independent of collection duties to compare collections to deposits in the bank account and deposits recorded in the City's financial records to ensure completeness. Utility reconciliations should be prepared, reviewed and approved by an independent person. Transfers should be approved by the City Council and included in minutes of Council meetings. City officials should establish policies regarding information technology systems to ensure proper procedures are in place.

B. Disbursements – During our review of the City’s disbursements, the following were identified:

- Disbursements were not consistently supported by invoices or other documentation.
- Not all disbursements were approved by the City Council.
- The City incurred finance charges and late payment fees 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, with the exception of those 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. Credit Cards – The City has credit cards for use by the City Clerk as well as other City employees for purchases related to City operations. We determined not all supporting documentation was available for purchases made using the City’s credit cards and documentation was not always maintained which identified if individual purchases were for City operations. In addition, we determined the following:

- The City incurred late fees and finance charges because the former City Clerk did not pay the balance on the credit card account each month and/or did not make payments in a timely manner.
- City Council officials did not review the credit card statements to ensure purchases were for the City and not personal.
- Credit Card purchases were not approved prior to purchase.

Recommendation – City officials should 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. All purchases should receive prior approval from the City Council. 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.

D. Reconciliation of Utility Billings, Collections, and Delinquent Accounts – The former City Clerk and Utility Billing Clerk were responsible 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 required, prepared, or reviewed by the City Council. We also determined that supporting documentation was not maintained for adjustments posted to customers’ accounts.

In addition, we identified service or late fees were not consistently applied, accounts in arrears were not shut off, city policies related to temporary shut offs were not adhered to, and some accounts were not consistently billed for services provided.

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. Delinquent accounts should not be written off without City Council approval.

In addition, City officials should establish policies and procedures and ensure compliance with policies regarding service or late fees and accounts in arrears such as, shut offs and liens.

- E. Payroll – During our review of payroll, we identified numerous instances where City employees were paid for hours not worked, received comp time payouts calculated on hours that were not earned, and received vacation and sick leave balance payouts calculated on hours that were not earned.

Recommendation – City officials should implement procedures to ensure appropriate payroll records are maintained. City officials should also periodically review payroll records to ensure payroll is calculated properly.

In addition, a City official who is familiar with City employee's actions should review and approve their timesheets for each pay period. The review and approval should be documented by the signature or initials of the reviewer and the date of approval and information from the timesheets should be periodically compared to the information recorded in the City's payroll system.

- F. 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 financial 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 Baxter**

Report on Special Investigation of the
City of Baxter

Summary of Findings
For the Period July 1, 2021 through February 29, 2024

Description	Exhibit / Table / Page Number	Improper	Unsupported	Total
Improper and unsupported disbursements:				
Checks issued to William Daggett:				
Excess wages	Exhibit B	\$ 41,944.77	-	41,944.77
Excess comp time payments	Exhibit C	6,667.33	-	6,667.33
Duplication of hours between two entities	Exhibit D	2,663.52	-	2,663.52
Subtotal of checks issued to William Daggett		51,275.62	-	51,275.62
Checks issued to Katie Wilson:				
Excess comp time payments	Page 13	3,509.55	-	3,509.55
Reimbursement Checks	Page 13	-	589.40	589.40
Subtotal of checks issued to Katie Wilson		3,509.55	589.40	4,098.95
Checks issued to Randi Gliem:				
Overtime hours paid	Page 15	855.12	-	855.12
Unauthorized Hours	Page 16	247.30	-	247.30
Excess vacation balance payout	Page 16	358.67	-	358.67
Subtotal of checks issued to Randi Gliem		1,461.09	-	1,461.09
EMS volunteer payroll	Page	1,776.99	-	1,776.99
Water Affidavit Operator disbursements	Exhibit E	4,050.00	-	4,050.00
Other vendor payments and cash withdrawals	Exhibit F	10,475.05	3,726.87	14,201.92
Reimbursements to former Library Director	Page 21	-	783.98	783.98
Credit card charges:				
Improper and unsupported purchases	Exhibits G and H	1,907.85	5,932.32	7,840.17
Late fees and interest	Page 23	129.81	-	129.81
Police department disbursements	Exhibit I	487.77	262.00	749.77
Subtotal of improper and unsupported disbursements		75,073.73	11,294.57	86,368.30
Unbilled and overbilled utility charges and fees:				
Utility Deposits	Exhibit J	2,851.91	-	2,851.91
Utility Penalties	Exhibit K	565.47	-	565.47
Non-sufficient funds	Table 7	397.50	-	397.50
Subtotal of unbilled and uncollected utility charges and fees		3,814.88	-	3,814.88
Total		\$ 78,888.61	11,294.57	90,183.18
Less: Repayments by William Daggett				
Personal Payment to City Credit Card	Page 23			(2.68)
Reimbursement of personal charge on Credit Card	Appendix 1			(20.00)
Overpayment of Firearm buy back agreement	Appendix 2 / Page 25			(100.76)
Net Amount				\$ 90,059.74

* - Net amount of overcollections and undercollections.

Report on Special Investigation of the
City of Baxter

Excess Wages Issued to William Daggett
For the Period July 1, 2021 through February 29, 2024

Per Payroll Records									Per Sheriff's Daily Call In Log		Hours Difference	Hourly Rate	Improper City Share of		
Period Ending	Check Date	Total Hours Charged	Overtime	Time Off Taken	Comp Time Taken	Work From Home	Admin Time	Expected Hours To Call In	Mins Called in	Total Hours Called in			Gross Payroll	FICA (7.65%)	IPERS (9.31%)
07/31/22	08/05/22	40.03	-	-	-	-	-	40.03	393.00	6.55	33.48	\$ 35.10	\$ 1,175.15	89.90	109.41
08/14/22	08/19/22	80.01	0.10	-	-	8.10	-	71.91	182.00	3.03	68.88	35.10	2,417.57	184.94	225.08
08/28/22	09/02/22	80.00	-	-	-	-	-	80.00	1,143.00	19.05	60.95	35.10	2,139.35	163.66	199.17
09/11/22	09/16/22	88.07	8.07	-	-	-	-	88.07	1,927.00	32.12	55.95	35.10	1,963.96	150.24	182.85
09/25/22	09/30/22	91.35	11.35	-	-	-	-	91.35	2,470.00	41.17	50.18	35.10	1,761.44	134.75	163.99
10/09/22	10/14/22	83.79	3.79	-	-	-	-	83.79	1,214.00	20.23	63.56	35.10	2,230.84	170.66	207.69
10/23/22	10/28/22	80.08	0.53	-	-	-	-	80.08	1,539.00	25.65	54.43	35.10	1,910.49	146.15	177.87
11/20/22	11/23/22	80.03	0.03	-	-	9.00	-	71.03	1,174.00	19.57	51.46	35.10	1,806.36	138.19	168.17
12/04/22	12/09/22	81.20	1.20	-	-	-	17.70	63.50	2,578.00	42.97	20.53	35.10	720.72	55.14	67.10
12/18/22	12/23/22	80.00	-	-	8.00	-	-	72.00	1,780.00	29.67	42.33	35.10	1,485.90	113.67	138.34
12/31/22	01/06/23	80.00	-	-	-	-	-	80.00	781.00	13.02	66.98	35.10	2,351.12	179.86	218.89
01/15/23	01/20/23	80.00	-	-	-	-	-	80.00	878.00	14.63	65.37	35.10	2,294.37	175.52	213.61
01/29/23	02/03/23	80.00	-	-	-	-	1.50	78.50	1,846.00	30.77	47.73	35.10	1,675.44	128.17	155.98
02/12/23	02/17/23	86.20	6.20	-	-	-	-	86.20	2,641.00	44.02	42.18	35.10	1,480.64	113.27	137.85
02/26/23	03/03/23	80.00	-	-	8.00	-	-	72.00	3,097.00	51.62	20.38	35.10	715.46	54.73	66.61
03/12/23	03/17/23	85.75	5.75	-	-	-	-	85.75	3,228.00	53.80	31.95	35.10	1,121.45	85.79	104.41
03/26/23	03/31/23	80.00	-	-	-	-	-	80.00	1,806.00	30.10	49.90	35.10	1,751.49	133.99	163.06
04/23/23	04/28/23	83.00	3.00	8.00	-	-	-	75.00	4,217.00	70.28	4.72	35.10	165.56	12.67	15.41
05/21/23	05/26/23	80.58	0.58	-	-	-	29.08	51.50	2,811.00	46.85	4.65	35.10	163.22	12.49	15.19
06/04/23	06/09/23	83.13	3.13	8.00	-	-	-	75.13	2,561.00	42.68	32.45	35.10	1,138.88	87.12	106.03
06/18/23	06/23/23	86.93	6.93	-	8.00	3.00	-	75.93	3,336.00	55.60	20.33	35.10	713.58	54.59	66.43
07/02/23	07/07/23	84.36	4.36	-	-	-	7.00	77.36	3,035.00	50.58	26.78	35.10	939.86	71.90	87.50
07/16/23	07/21/23	80.00	14.50	8.00	-	-	4.50	67.50	3,877.00	64.62	2.88	35.10	101.20	7.74	9.42
08/13/23	08/18/23	82.82	2.82	-	-	6.50	28.00	48.32	2,564.00	42.73	5.59	35.10	196.09	15.00	18.26
08/27/23	09/01/23	80.04	-	8.00	-	-	11.00	61.04	3,442.00	57.37	3.67	35.10	128.93	9.86	12.00
09/10/23	09/15/23	80.27	7.02	-	-	-	24.42	55.85	2,508.00	41.80	14.05	35.10	493.15	37.73	45.91
09/24/23	09/29/23	83.18	6.11	-	-	8.00	4.68	70.50	3,803.00	63.38	7.12	35.10	249.79	19.11	23.26
10/22/23	10/27/23	80.57	7.00	-	-	2.00	-	78.57	4,199.00	69.98	8.59	35.10	301.39	23.06	28.06
11/05/23	11/10/23	81.81	2.47	-	-	-	5.00	76.81	4,455.00	74.25	2.56	35.10	89.86	6.87	8.37

Report on Special Investigation of the
City of Baxter

Excess Wages Issued to William Daggett
For the Period July 1, 2021 through February 29, 2024

Per Payroll Records									Per Sheriff's Daily Call In Log				Improper City Share of		
Period Ending	Check Date	Total Hours Charged	Overtime	Time Off Taken	Comp Time Taken	Work From Home	Admin Time	Expected Hours To Call In	Mins Called in	Total Hours Called in	Hours Difference	Hourly Rate	Gross Payroll	FICA (7.65%)	IPERS (9.31%)
11/19/23	11/24/23	83.33	3.33	-	32.00	16.00	3.33	32.00	995.00	16.58	15.42	35.10	541.12	41.40	50.38
12/03/23	12/08/23	84.38	4.38	-		15.17	18.15	51.06	2,807.00	46.78	4.28	35.10	150.11	11.48	13.97
12/17/23	12/22/23	88.14	8.16	-	-	2.48	15.29	70.37	1,775.00	29.58	40.79	35.10	1,431.61	109.52	133.28
12/31/23	01/05/24	80.16	1.02	8.00	16.00	-	14.02	42.14	2,432.00	40.53	1.61	35.10	56.39	4.31	5.25
													\$ 35,862.49	2,743.48	3,338.80

Report on Special Investigation of the
City of Baxter

Excess Comp Time Issued to William Daggett
For the Period July 1, 2021 through February 29, 2024

Per Timesheets						Per Paystubs			Jasper County Call Logs					Calculated Comp Time			Improper	Hourly Rate	Improper City Share of		
Period Ending	Reg	OT	Comp Time Accrued	Comp Time Taken	Comp Time Balance	Comp Time Accrued	Comp Time Taken	Comp Time Balance	Reg	WFH Time*	Admin Time	Total Hours Worked	OT	Comp Time Accrued	Comp Time Taken	Comp Time Balance	Hours		Gross Pay	FICA (7.65%)	IPERS (9.31%)
07/31/22	40.03	-	-	-	-	-	-	-	6.55	-	-	6.55	-	-	-	-	-	\$ 35.10	\$	-	-
08/14/22	80.01	0.10	0.15	-	0.15	-	-	-	3.03	8.10	-	11.13	-	-	-	-	-	35.10	-	-	-
08/28/22	80.00	-	-	-	0.15	-	-	-	19.05	-	-	19.05	-	-	-	-	-	35.10	-	-	-
09/11/22	88.07	8.07	12.11	-	12.26	8.07	-	8.07	32.12	-	-	32.12	-	-	-	-	-	35.10	-	-	-
09/25/22	91.35	11.35	17.03	-	29.28	17.03	-	25.10	41.17	-	-	41.17	-	-	-	-	-	35.10	-	-	-
10/09/22	83.79	3.78	5.67	-	34.95	5.67	-	30.77	20.23	-	-	20.23	-	-	-	-	-	35.10	-	-	-
10/23/22	80.08	0.53	0.80	-	35.75	4.39	-	35.16	25.65	-	-	25.65	-	-	-	-	-	35.10	-	-	-
11/06/22	-	-	-	-	35.75	-	-	35.16	20.98	-	-	20.98	-	-	-	-	-	35.10	-	-	-
11/20/22	80.03	0.03	0.05	-	35.79	0.05	-	35.21	19.57	9.00	-	28.57	-	-	-	-	-	35.10	-	-	-
12/04/22	81.20	1.20	1.80	-	37.59	5.80	-	41.01	42.97	-	17.70	60.67	-	8.00	-	8.00	-	35.10	-	-	-
12/18/22	80.00	-	-	-	37.59	-	8.00	33.01	29.67	-	-	29.67	-	-	8.00	-	-	35.10	-	-	-
12/31/22	80.00	-	-	-	37.59	8.00	-	41.01	13.02	-	-	13.02	-	-	-	-	-	35.10	-	-	-
01/15/23	80.00	-	-	-	37.59	8.00	-	49.01	14.63	-	-	14.63	-	-	-	-	-	35.10	-	-	-
01/29/23	80.00	-	-	-	37.59	2.25	-	51.26	30.77	-	1.50	32.27	-	-	-	-	-	35.10	-	-	-
02/12/23	86.20	6.20	9.30	-	46.89	9.30	-	60.56	44.02	-	-	44.02	-	-	-	-	-	35.10	-	-	-
02/26/23	80.00	-	-	-	46.89	-	8.00	52.56	51.62	-	-	51.62	-	-	8.00	(8.00)	8.00	35.10	280.80	21.48	26.14
03/12/23	85.75	5.75	8.63	-	55.52	8.63	-	61.19	53.80	-	-	53.80	-	-	-	(8.00)	-	35.10	-	-	-
03/26/23	80.00	-	-	-	55.52	-	-	61.19	30.10	-	-	30.10	-	-	-	(8.00)	-	35.10	-	-	-
04/09/23	83.01	3.01	4.52	-	60.03	-	51.48	9.71	39.17	-	-	39.17	-	-	51.48	(59.48)	51.48	35.10	1,806.95	138.23	168.23
04/23/23	83.00	3.00	4.50	-	64.53	4.50	-	14.21	70.28	-	-	70.28	-	-	-	(59.48)	-	35.10	-	-	-
05/07/23	80.01	0.04	0.06	-	64.59	-	-	14.21	79.67	4.00	-	83.67	3.67	5.51	-	(53.98)	-	35.10	-	-	-
05/21/23	80.58	0.58	0.87	-	65.46	0.87	-	15.08	46.85	-	29.08	75.93	-	-	-	(53.98)	-	35.10	-	-	-
06/04/23	83.13	3.13	4.70	-	70.16	11.20	-	26.28	42.68	-	-	42.68	-	8.00	-	(45.98)	-	35.10	-	-	-
06/18/23	86.93	6.93	10.40	8.00	72.55	-	0.43	25.85	55.60	3.00	-	58.60	-	-	0.43	(46.41)	0.43	35.10	15.09	1.16	1.41
07/02/23	84.36	4.36	6.54	-	79.09	6.54	-	32.39	50.58	-	7.00	57.58	-	-	-	(46.41)	-	35.10	-	-	-
07/16/23	80.00	14.50	21.75	-	100.84	7.25	-	39.64	64.62	-	4.50	69.12	-	-	-	(46.41)	-	35.10	-	-	-
07/30/23	80.08	-	-	18.75	82.09	-	18.75	20.89	11.00	-	54.64	65.64	-	-	18.75	(65.16)	18.75	35.10	658.13	50.35	61.27
08/13/23	82.82	2.83	4.25	-	86.34	4.24	-	25.13	42.73	6.50	28.00	77.23	-	-	-	(65.16)	-	35.10	-	-	-
08/27/23	80.04	-	-	-	86.34	-	-	25.13	57.37	-	11.00	68.37	-	-	-	(65.16)	-	35.10	-	-	-
09/10/23	80.27	7.02	10.53	-	96.87	0.41	-	25.54	41.80	-	24.42	66.22	-	-	-	(65.16)	-	35.10	-	-	-
09/24/23	83.18	6.11	9.17	-	106.03	4.78	-	30.32	63.38	8.00	4.68	76.06	-	-	-	(65.16)	-	35.10	-	-	-

Report on Special Investigation of the
City of Baxter

Excess Comp Time Issued to William Daggett
For the Period July 1, 2021 through February 29, 2024

Per Timesheets						Per Paystubs			Jasper County Call Logs					Calculated Comp Time			Improper	Hourly Rate	Improper City Share of		
Period Ending	Reg	OT	Comp Time Accrued	Comp Time Taken	Comp Time Balance	Comp Time Accrued	Comp Time Taken	Comp Time Balance	Reg	WFH Time*	Admin Time	Total Hours Worked	OT	Comp Time Accrued	Comp Time Taken	Comp Time Balance	Hours		Gross Pay	FICA (7.65%)	IPERS (9.31%)
10/08/23	85.67	18.26	27.39	-	133.42	20.82	-	51.14	97.18	-	3.00	100.18	20.18	30.27	-	(34.89)	-	35.10	-	-	-
10/22/23	80.57	7.00	10.50	-	143.92	0.85	-	51.99	69.98	2.00	-	71.98	-	-	-	(34.89)	-	35.10	-	-	-
11/05/23	81.81	2.47	3.71	-	147.63	3.72	-	55.71	74.25	-	5.00	79.25	-	-	-	(34.89)	-	35.10	-	-	-
11/19/23	83.33	3.33	5.00	16.00	136.62	5.00	-	60.71	16.58	16.00	3.33	35.91	-	-	-	(34.89)	-	35.10	-	-	-
12/03/23	84.38	4.37	6.56	-	143.18	-	17.46	43.25	46.78	15.17	18.15	80.10	0.10	8.15	17.46	(44.20)	17.46	35.10	612.85	46.88	57.06
12/17/23	88.14	8.16	12.24	-	155.42	12.23	-	55.48	29.58	2.48	15.29	47.35	-	-	-	(44.20)	-	35.10	-	-	-
12/31/23	80.16	1.02	1.53	16.00	140.95	0.67	-	56.15	40.53	-	14.02	54.55	-	-	-	(44.20)	-	35.10	-	-	-
01/14/23	81.54	1.52	2.28	16.00	127.23	-	29.25	26.90	53.73	-	18.07	71.80	-	-	29.25	(73.45)	29.25	35.10	1,026.67	78.54	95.58
01/28/24	83.03	6.29	9.44	-	136.66	9.20	12.15	23.95	75.63	8.00	2.00	85.63	5.63	8.44	12.15	(77.15)	12.15	35.10	426.46	32.62	39.70
02/11/24	-	-	-	24.00	112.66	-	13.00	10.95	68.93	-	-	68.93	-	-	13.00	(90.15)	13.00	36.49	474.37	36.29	44.16
02/25/24	-	-	-	-	112.66	-	10.94	0.01	8.78	-	-	8.78	-	-	10.94	(101.09)	10.94	36.49	399.20	30.54	37.17
																	161.46		\$ 5,700.52	436.09	530.72

Report on Special Investigation of the
City of Baxter

Duplication of Hours Between Two Entities
For the Period July 1, 2021 through February 29, 2024

Per Baxter Timesheet						Per Van Meter Timesheet					Duplicate Hours	Hourly Rate	Improper City Share of		
Period Ending	Date	Time In	Time Out	Hours	Description	Date	Time In	Time Out	Total	Description			Gross Payroll	FICA (7.65%)	IPERS (9.31%)
07/31/22	07/20/22	9:00 AM	4:30 PM	7.50	Baxter PD	07/20/22	-	-	-	-	-	\$ 35.10	\$ -	-	-
	07/21/22	-	-	-	-	07/21/22	7:30 AM	2:00 PM	6.50	Police Chief - Administration (Salaried)	-	35.10	-	-	-
	07/22/22	-	-	-	-	07/22/22	8:00 AM	4:00 PM	8.00	Sick Leave	-	35.10	-	-	-
	07/23/22	-	-	-	-	07/23/22	4:26 PM	5:10 PM	0.73	Call Out - Welfare Chwck - 811 assisted due to surgery	-	35.10	-	-	-
	07/24/22	-	-	-	-	07/24/22	8:00 AM	4:00 PM	8.00	Sick Leave	-	35.10	-	-	-
	07/25/22	5:17 PM	6:51 PM	1.57	Baxter PD - Police Chief - Baxter, Iowa	07/25/22	-	-	-	-	-	35.10	-	-	-
	07/26/22	2:37 PM	8:43 PM	6.10	Baxter PD - Police Chief - Baxter, Iowa	07/26/22	5:57 AM	2:07 PM	8.17	Police Chief - Administration (Salaried)	*	35.10	-	-	-
	07/27/22	12:07 PM	5:34 PM	5.45	Baxter PD - Police Chief - Baxter, Iowa	07/27/22	4:00 AM	12:07 PM	8.12	Police Chief - Administration (Salaried)	*	35.10	-	-	-
	07/28/22	8:30 AM	2:30 PM	6.00	Baxter PD - Police Chief - Baxter, Iowa	07/28/22	8:00 AM	4:00 PM	8.00	Vacation Leave	-	35.10	-	-	-
		3:00 PM	10:40 PM	7.67	Baxter PD - Police Chief - Baxter, Iowa		-	-	-	-	-	35.10	-	-	-
	07/29/22	-	-	-	-	07/29/22	8:00 AM	4:00 PM	8.00	Vacation Leave	-	35.10	-	-	-
	07/30/22	12:00 PM	2:00 PM	2.00	Baxter PD	07/30/22	-	-	-	-	-	35.10	-	-	-
	07/31/22	1:20 PM	3:37 PM	2.28	Baxter PD - Police Chief - Baxter, Iowa	07/31/22	8:00 AM	4:00 PM	8.00	Vacation Leave	-	35.10	-	-	-
		7:02 PM	8:30 PM	1.47	Baxter PD - Police Chief - Baxter, Iowa		-	-	-	-	-	35.10	-	-	-
08/14/22	08/01/22	7:30 AM	3:35 PM	8.10	Baxter PD - Police Chief - Work from Home	08/01/22	5:45 PM	9:30 PM	3.75	Police Chief - Administration (Salaried) - Council Meeting	-	35.10	-	-	-
		-	-	-	-		10:20 PM	11:20 PM	1.00	Police Chief - Administration (Salaried)	-	35.10	-	-	-
	08/02/22	8:00 AM	4:00 PM	8.00	Baxter PD - Police Chief	08/02/22	7:30 AM	7:45 AM	0.25	Police Chief - Administration (Salaried)	*	35.10	-	-	-
		-	-	-	-		8:48 AM	9:20 AM	0.53	Call Out - Suspicious Caseys	0.53	35.10	18.60	1.42	1.73
		-	-	-	-		10:15 AM	10:30 AM	0.25	Police Chief - Administration (Salaried) - Finish Burglary Report	0.25	35.10	8.78	0.67	0.82
		-	-	-	-		8:55 PM	11:13 PM	2.29	Police Chief - Administration (Salaried) - Patrol	-	35.10	-	-	-
	08/03/22	9:00 AM	5:00 PM	8.00	Baxter PD - Police Chief	08/03/22	10:30 AM	11:03 AM	0.55	Police Chief - Administration (Salaried)	0.55	35.10	19.31	1.48	1.80
		-	-	-	-		1:30 PM	1:45 PM	0.25	Police Chief - Administration (Salaried)	0.25	35.10	8.78	0.67	0.82
		-	-	-	-		7:35 PM	2:13 AM	6.65	Police Chief - Administration (Salaried)	-	35.10	-	-	-
	08/04/22	9:00 AM	5:00 PM	8.00	Baxter PD - Police Chief - Baxter, Iowa	08/04/22	8:00 AM	4:00 PM	8.00	Sick Leave - Immediate Family Illness	7.00	35.10	245.70	18.80	22.87
	08/05/22	-	-	-	-	08/05/22	8:00 AM	4:00 PM	8.00	Sick Leave - Immediate Family Illness	-	35.10	-	-	-
	08/06/22	11:00 AM	7:00 PM	8.00	Baxter PD	08/06/22	-	-	-	-	-	35.10	-	-	-
	08/07/22	-	-	-	-	08/07/22	8:00 AM	4:00 PM	8.00	Sick Leave - Immediate Family Illness	-	35.10	-	-	-
	08/08/22	1:30 PM	9:30 PM	8.00	Baxter PD - Police Chief	08/08/22	11:05 PM	11:59 PM	0.90	Call Out - Assault	-	35.10	-	-	-
	08/09/22	8:00 AM	4:00 PM	8.00	Baxter PD	08/09/22	5:15 AM	1:15 PM	8.00	Sick Leave - Immediate Family Illness	5.25	35.10	184.27	14.10	17.16
		-	-	-	-		1:15 PM	3:00 PM	1.75	Police Chief - Administration (Salaried)	1.75	35.10	61.42	4.70	5.72
	08/10/22	8:00 AM	4:00 PM	8.00	Baxter PD	08/10/22	6:00 AM	2:00 PM	8.00	Sick Leave - Immediate Family Illness	6.00	35.10	210.60	16.11	19.61
	08/11/22	8:00 AM	4:00 PM	8.00	Baxter PD	08/11/22	8:00 AM	4:00 PM	8.00	Vacation Leave	-	35.10	-	-	-
	08/12/22	2:00 PM	10:00 PM	8.00	Baxter PD	08/12/22	7:45 AM	2:00 PM	6.25	Police Chief - Administration (Salaried)	*	35.10	-	-	-
	08/13/22	-	-	-	-	08/13/22	8:00 AM	3:49 PM	7.82	Police Chief - Administration (Salaried)	-	35.10	-	-	-
	08/14/22	-	-	-	-	08/14/22	-	-	-	-	-	35.10	-	-	-

Report on Special Investigation of the
City of Baxter

Duplication of Hours Between Two Entities
For the Period July 1, 2021 through February 29, 2024

Per Baxter Timesheet						Per Van Meter Timesheet					Duplicate Hours	Hourly Rate	Improper City Share of		
Period Ending	Date	Time In	Time Out	Hours	Description	Date	Time In	Time Out	Total	Description			Gross Payroll	FICA (7.65%)	IPERS (9.31%)
08/28/22	08/15/22	2:00 PM	10:00 PM	8.00	Baxter PD	08/15/22	8:00 AM	2:30 PM	6.50	Police Chief - Administration (Salaried)	0.50	35.10	17.55	1.34	1.63
	08/16/22	2:00 PM	10:00 PM	8.00	Baxter PD	08/16/22	8:00 AM	2:55 PM	6.92	Police Chief - Administration (Salaried)	0.92	35.10	32.29	2.47	3.01
	-	-	-	-	-		9:19 PM	11:58 PM	2.65	Police Chief - Administration (Salaried) - Alice Training Preparation	0.68	35.10	23.87	1.82	2.22
	08/17/22	2:00 PM	10:00 PM	8.00	Baxter PD	08/17/22	8:00 AM	4:00 PM	8.00	Vacation Leave	-	35.10	-	-	-
	08/18/22	2:00 PM	10:00 PM	8.00	Baxter PD	08/18/22	8:00 AM	4:00 PM	8.00	Sick Leave - Immediate Family Illness	2.00	35.10	70.20	5.37	6.54
	08/19/22	2:00 PM	10:00 PM	8.00	Baxter PD	08/19/22	8:00 AM	4:00 PM	8.00	Sick Leave - Immediate Family Illness	2.00	35.10	70.20	5.37	6.54
	08/20/22	-	-	-	-	08/20/22	-	-	-	-	-	35.10	-	-	-
	08/21/22	-	-	-	-	08/21/22	-	-	-	-	-	35.10	-	-	-
	08/22/22	9:00 AM	5:00 PM	8.00	Baxter PD	08/22/22	8:00 AM	4:00 PM	8.00	Sick Leave - Immediate Family Illness	7.00	35.10	245.70	18.80	22.87
	08/23/22	8:33 AM	9:30 PM	12.95	Baxter PD - Police Chief	08/23/22	7:40 AM	8:32 AM	0.88	Police Chief - Administration (Salaried) - SRO	-	35.10	-	-	-
	08/24/22	-	-	-	-	08/24/22	7:45 AM	3:54 PM	8.16	Police Chief - Administration (Salaried)	-	35.10	-	-	-
	08/25/22	9:48 AM	7:50 PM	10.03	Baxter PD - Police Chief	08/25/22	8:00 AM	4:00 PM	8.00	Sick Leave - Immediate Family Illness	6.20	35.10	217.62	16.65	20.26
	08/26/22	-	-	-	-	08/26/22	8:00 AM	1:31 PM	5.51	Police Chief - Administration (Salaried)	-	35.10	-	-	-
	-	-	-	-	-		1:31 PM	4:01 PM	2.50	Sick Leave - Personal Sick Leave	-	35.10	-	-	-
	08/27/22	9:00 AM	6:01 PM	9.02	Baxter PD - Police Chief	08/27/22	-	-	-	-	-	35.10	-	-	-
	08/28/22	-	-	-	-	08/28/22	8:00 AM	4:00 PM	8.00	Sick Leave - Personal Sick Leave	-	35.10	-	-	-
09/11/22	08/29/22	8:00 AM	4:00 PM	8.00	Baxter PD	08/29/22	8:00 AM	4:00 PM	8.00	Police Chief - Administration (Salaried)	8.00	35.10	280.80	21.48	26.14
	08/30/22	8:00 AM	4:00 PM	8.00	Baxter PD	08/30/22	8:00 AM	4:00 PM	8.00	Sick Leave - Personal Sick Leave	8.00	35.10	280.80	21.48	26.14
	08/31/22	8:00 AM	4:00 PM	8.00	Baxter PD - Police Chief	08/31/22	8:00 AM	4:00 PM	8.00	Sick Leave - Personal Sick Leave	8.00	35.10	280.80	21.48	26.14
	09/01/22	8:00 AM	4:00 PM	8.00	Baxter PD	09/01/22	-	-	-	-	-	35.10	-	-	-
											64.88		\$ 2,277.29	174.21	212.02

* - Start and end times are within an hour of each other, drive time between Baxter and Van Meter is 54 minutes. Because Mr. Daggett was authorized to work from home, we did not question any time for these transactions.

Note: William Daggett's last day with the City of Van Meter was September 1, 2022.

Report on Special Investigation of the
City of Baxter

Water Affidavit Operator Disbursements
For the Period July 1, 2021 through February 29, 2024

Per Bank Statements				Authorized Amount	Difference
Bank Date	Check Number	Check Date	Amount		
07/20/21	31002	07/13/21	\$ 950.00	950.00	-
08/16/21	31061	08/10/21	950.00	950.00	-
08/16/21	31074	08/11/21	950.00	950.00	-
09/21/21	31125	09/15/21	950.00	950.00	-
10/20/21	31175	10/12/21	950.00	800.00	150.00
11/16/21	31235	11/09/21	950.00	800.00	150.00
12/20/21	31305	12/14/21	950.00	800.00	150.00
01/19/22	31365	01/11/22	950.00	800.00	150.00
02/23/22	31425	02/15/22	950.00	800.00	150.00
03/28/22	31478	03/15/22	950.00	800.00	150.00
04/19/22	31534	04/12/22	950.00	800.00	150.00
05/16/22	31577	05/10/22	950.00	800.00	150.00
06/20/22	31637	06/14/22	950.00	800.00	150.00
07/19/22	31702	07/12/22	950.00	800.00	150.00
08/16/22	31754	08/09/22	950.00	800.00	150.00
10/05/22	31813	09/19/22	950.00	800.00	150.00
10/19/22	31862	10/11/22	950.00	800.00	150.00
11/22/22	31927	11/15/22	950.00	800.00	150.00
12/19/22	31986	12/13/22	950.00	800.00	150.00
01/25/23	32043	01/11/23	950.00	800.00	150.00
02/22/23	32106	02/15/23	950.00	800.00	150.00
03/21/23	32149	03/16/23	950.00	800.00	150.00
05/01/23	32201	04/11/23	950.00	800.00	150.00
05/18/23	32243	05/12/23	950.00	800.00	150.00
06/21/23	32302	06/15/23	950.00	800.00	150.00
07/17/23	32375	07/11/23	950.00	800.00	150.00
08/21/23	32440	08/15/23	950.00	800.00	150.00
09/19/23	32481	09/12/23	950.00	800.00	150.00
10/17/23	32539	10/10/23	950.00	800.00	150.00
11/21/23	32573	11/15/23	950.00	800.00	150.00
12/19/23	32626	12/13/23	950.00	800.00	150.00
Total			\$ 29,450.00	25,400.00	4,050.00

Report on Special Investigation of the
City of Baxter

Improper and Unsupported Check Disbursements to Vendors
For the Period July 1, 2021 through February 29, 2024

Check Date	Check Number	Payee	Check Amount	Description Per Supporting Documentation	Reasonable	Improper	Unsupported
07/13/21	31008	SAM'S CLUB	\$ 45.00	<i>No Supporting Documentaiton Maintained</i>	\$ -	-	45.00
09/23/21	31141	CODE 4	458.00	<i>No Supporting Documentaiton Maintained</i>	-	458.00	-
10/25/21	31203	CITY OF BAXTER	100.00	<i>*Redacted* City Check \$100.00</i>	-	100.00	-
11/09/21	31222	BAXTER FAMILY MARKET	73.87	<i>Reasonable: 2 Folger's Classic, AlSav Bath Tissue, Duracell AA 4 pk, Duracell 9V, BC 9 Volt, BC Water, BST-CH Reg Bleach, Drawstring Bags, 2 BST-CH TL Ktchn odor Unsupported: Remaining \$8.68 did not have supporting documentation</i>	65.19	-	8.68
01/11/22	31374	CITY OF BAXTER	3,000.00	Transfer to Cemetary Perpetual Care Account	-	3,000.00	-
01/18/22	31361	CITY OF BAXTER	200.14	Water deposit return per former City Administrator	-	200.14	-
06/30/22	31664	BAXTER FAMILY MARKET	6.99	<i>No Supporting Documentaiton Maintained</i>	-	-	6.99
07/12/22	31707	SAM'S CLUB	45.00	<i>No Supporting Documentaiton Maintained</i>	-	-	45.00
08/11/22	31766	BAXTER FAMILY MARKET	36.19	7 T ROLL MIDGEES, 4 TOOTSIE FRUIT CHEWS	-	36.19	-
09/19/22	31790	BAXTER FAMILY MARKET	33.15	<i>No Supporting Documentaiton Maintained</i>	-	-	33.15
10/11/22	31844	BAXTER FAMILY MARKET	9.38	<i>No Supporting Documentaiton Maintained</i>	-	-	9.38
11/15/22	31909	GALLS, LLC	670.27	<i>Reasonable: 1PC NP200 BW XL Mirage Ultra Duty Belt, 1PC NTO26 86 Serving Since Black Letters, 2PC BG1728 BLK Basic Patrol Bag, 2PC BG006 BLK Street Pro Gear Bag, 1PC NT084 GLD PLSH CB 2 1/4 X 3/8 NamePlate Improper: 8PC BD711 TGS Lawpro Custom Engraved Badge -Delux Oval</i>	268.99	401.28	-
12/14/22	31959	CITY OF BAXTER	250.00	<i>*Redacted* City Check \$250.00</i>	-	250.00	-
02/09/23	32078	CITY OF BAXTER	150.00	FINAL \$150.00	-	-	150.00
02/15/23	32088	CODE 4	752.50	<i>Reasonable: 2PC Department Patches, 2PC Cadet Shoulder Patches Improper: 148PC Department Patches, 98PC Cadet Shoulder Patches</i>	12.00	740.50	-
02/15/23	32090	GALLS, LLC	57.40	<i>No Supporting Documentaiton Maintained</i>	-	-	57.40
02/15/23	32117	UPHDM OCCUPATIONAL MEDICINE	330.50	<i>No Supporting Documentaiton Maintained</i>	-	-	330.50

Report on Special Investigation of the
City of Baxter

Improper and Unsupported Check Disbursements to Vendors
For the Period July 1, 2021 through February 29, 2024

Check Date	Check Number	Payee	Check Amount	Description Per Supporting Documentation	Reasonable	Improper	Unsupported
02/22/23	32126	FIRST NET AT&T MOBILITY	288.30	<i>No Supporting Documentaiton Maintained</i>	-	-	288.30
03/09/23	32131	CITY OF BAXTER	50.00	CITY OF BAXTER - FINAL BILL	-	-	50.00
04/20/23	32209	FIRST NET AT&T MOBILITY	1,464.28	Your last bill \$135.93: Payment, Mar 27 - Thank you! - \$135.93: Account Charges \$1,390.99: Wireless \$180.40	180.40	-	1,283.88
03/31/23	32168	BAXTER FAMILY MARKET	112.89	<i>Reasonable:</i> Grocery, Qtips Antimicrobial, BST -CH SAS 8GR Towel, 2 BC 8-PK. AA Cell, BC 8-PK. AAA Cell, BC Water <i>Improper:</i> Bowwow Tennis Ball, 4PC Hershey Miniatures <i>Unsupported: Previous balance, no supporting documentation maintained</i>	45.04	24.94	42.91
05/19/23	32251	GALLS, LLC	151.80	<i>No Supporting Documentaiton Maintained</i>	-	-	151.80
06/20/23	32314	GALLS, LLC	149.78	<i>No Supporting Documentaiton Maintained</i>	-	-	149.78
06/28/23	32325	CODE 4	4,719.00	Badge 3 units S661NJCTAC Baxter Police CADET Badge, Badge 3 Units Badge M719 Baxter Police CADET Badge, Badge 1 Unit BC706 Baxter Police Chief Badge, Badge 7 Units M719 Baxter POLICE OFFICER Badge, Badge 1 Unit M719 Baxter Police CHIEF Badge, Badge 1 Unit S661NJTAC Baxter Police CHIEF Badge, Badge 9 Units S661NJCTAC Baxter Police OFFICER Badge, Badge 1 unit S661NJCTAC Baxter Police LIEUTENANT Badge, Badge 1 Unit S680E Baxter Police Chief Badge, Other 3 Units Badge Holders	-	4,719.00	-
07/11/23	32361	BAXTER FAMILY MARKET	85.41	<i>No Supporting Documentaiton Maintained</i>	-	-	85.41
07/11/23	32379	SAM'S CLUB	50.00	<i>No Supporting Documentaiton Maintained</i>	-	-	50.00
10/10/23	32526	CODE 4	450.00	Challenge Coin 50 Units Baxter Police Coin -50.8mm - 4mm -Zinc Alloy -Nickel -3D + soft enamel 6c + Petal - 2D + soft enamel 2c + Petal - PVC	-	450.00	-

Report on Special Investigation of the
City of Baxter

Improper and Unsupported Check Disbursements to Vendors
For the Period July 1, 2021 through February 29, 2024

Check Date	Check Number	Payee	Check Amount	Description Per Supporting Documentation	Reasonable	Improper	Unsupported
11/15/23	83647	BAXTER FAMILY MARKET	95.82	<i>Reasonable:</i> Precise Ink Pens, BIC BLACK, SHARPIE FINE PK, EXPO DRY ERASE MARKE, SHARPIE SUPER BLK, 2 BC DRAWSTRING BAGS, FOLGER'S COFFEEHOUSE, 3 AL SAVE FOAM CUP 12Z <i>Improper:</i> HRSH MINI ASST SUP, HRSH ASST SNK SZ BAG, 4 100 GRAND BAR, 2 Gummy TACO, 1 RICKY JOY PKY GELS	45.79	50.03	-
11/22/23	32583	FIRST NET	193.03	<i>No Supporting Documentaiton Maintained</i>	-	-	193.03
08/15/23	32427	GALLS, LLC	951.31	<i>Reasonable:</i> 3PC SD389 Free +P 2K3 Flipflop 2 OZ, 3PC NP010 BLK Heros Pride Small Pepper SPR AY Case MK-3, MK-6 Capenter:105 BLK, 1PC NP169 Accumold MKII Mace Case - H Idden Snap Case Carpenter: 7307 - 18205 Blk SM, 1PC RS224 PUR Alum Pen Cuff Key Carpenter: ZT13-PRPL PRPL <i>Improper:</i> 3PC BW737 SHD Universal Belt CLip Badge Ho LDER W/Velcro Holder Carpenter: 715T BLK <i>Unsupported:</i> No Supporting documentation maintained for the rest of the purchase	160.68	44.97	745.66
			<u>\$ 14,980.01</u>		<u>\$ 778.09</u>	<u>10,475.05</u>	<u>3,726.87</u>

Report on Special Investigation on the
City of Baxter

Improper Credit Card Purchases
For the Period July 1, 2021 through February 29, 2024

Per Credit Card Statement						
Card	Date	Description	Amount	Description Per Support	Improper	Reasonable
XXXX-0606 (Daggett)	01/15/23	WAL-MART #3762 WEST DES MOIN IA	42.54	<i>Reasonable: 1 IPHONE12 PRO SCREEN PROTECTION Improper: 1 IPHONE12 PRO SCREEN PROTECTION Both purchases contained 2 screen protectors, provided 2 for reasonable and 2 for improper.</i>	21.27	21.27
	02/01/23	ADOBE *ADOBE 408-536-6000 CA	33.38	Adobe Photoshop Subscription	33.38	-
	02/10/23	WALMART.COM 800-966-6546 AR	364.21	<i>Reasonable: Paper, Steel Padlock, SentrySafe, Swiffer Sweeper, Swiffer Sweeper Pads, 10 quart pail. Improper: Libman Tornado Twist Cotton Mop 1 Each</i>	11.34	352.87
	02/21/23	WALMART.COM 800-966-6546 AR	89.44	<i>Reasonable: 1PC BIC Round Stic Xtra Life Ballpoint Pens, Medium Point (1.0mm), 60 Count, Black Pens: 1PC Universal UNV10273 6-Section 2-Divider Letter Size Pressboard Classification Folders - Gray/Green Improper: 1PC onn. 100" Portable Indoor/Outdoor 16:9 Theater Projection Screen, Detachable Legs, White, 100024196</i>	71.03	18.41
	02/28/23	ADOBE *PS CREATIVE CL 408-536-6000 CA	33.38	Adobe Photoshop Subscription	33.38	-
	03/08/23	WM SUPERCENTER #3762 WDM IA	95.23	APPLE PENCIL 2ND GEN-AME	95.23	-
	03/14/23	WALMART.COM 800-966-6546 AR	34.77	CVLIFE Adjustable 2 Point Paracord Sling Holds 15 Shells	34.77	-
	03/21/23	WALMART.COM 8009666546 800-966-6546 AR	10.99	1PC PIX-LINK USB Wifi Adapter for Desktop PC, 600Mbps Dual Band 2.4G/5GHz Wireless Network Adapter Mini	10.99	-
	03/29/23	WALMART.COM 800-966-6546 AR	519.71	1PC OmySalon Drafting Chair,Ergonomic Office Desk Chair with Back Support: 1PC Oklahoma Sound PRC Series Metal Premium Plus Presentation Cart in Ivory/Black	519.71	-
	04/05/23	POSITIVE PROMOTIONS 800-6352666 NY	388.43	13 911 Dispatchers:(Thin Gold Line Paracord Key Chain With Card), 13 (Thin Gold Line Challenge Coin With Case), 13 Telecommunication: The Heart Behind The Headsets Adjustable Desktop Stand), and 13 Dispatchers Word Cloud Full-Color Insulated Tumbler-20 oz) <i>Gifts purchased for County Dispatchers with City funds do not meet the test of public purpose</i>	388.43	-
	05/04/23	ADVENTURELAND RESORT ALTOONA IA	2.68	<i>Support not available</i>	2.68	-
	05/15/23	IA SECRETARY OF STATE 888-7678683 IA	5.00	Baxter Town HOA Reinstatement Fee	5.00	-
	07/15/23	BASS PRO STORE ALTOONA, ALTOONA IA	35.98	<i>Improper: (1) RM ITP Holster for \$16.99 Reasonable: (1) RM AMB Hip Holster for \$18.99.</i>	16.99	18.99
	07/18/23	PUBLIC SAFETY CADETS 7037178168 VA	140.00	<i>Reasonable: 2 PSC Cadet Hats and 2 PSC Red Guns Improper: 2 PSC Cadet Hats</i>	30.00	110.00
	08/01/23	IA SECRETARY OF STATE 888-7678683 IA	20.00	Baxter Police Benevolent Association Articles of Incorporation Fee	20.00	-
	08/01/23	IOWA SECRETARY OF STATE 515-2815204 IA	5.00	Iowa HOA Building Payment	5.00	-
	08/30/23	WALMART.COM 800-966-6546 AR	78.12	<i>Reasonable: Hyper Tough 100ft Indoor exstension cord Improper: 3PC SanDisk 128GB Ultra Flair USB 3.0 Flash Drive</i>	17.88	60.24

Report on Special Investigation on the
City of Baxter

Improper Credit Card Purchases
For the Period July 1, 2021 through February 29, 2024

Per Credit Card Statement						
Card	Date	Description	Amount	Description Per Support	Improper	Reasonable
	08/31/23	WALMART.COM 800-966-6546 AR	19.00	1PC Apple USB-C to USB Adapter	19.00	-
	09/05/23	APPLE.COM/BILL 866-712-7753 CA	2.76	Calvary Charge Song Purchase and Bugle Charge Ringtone	2.76	-
	09/05/23	APPLE.COM/BILL 866-712-7753 CA	3.20	iCloud 200BG Storage Subscription	3.20	-
	09/15/23	WALMART.COM 800-966-6546 AR	44.97	1PC SMILE MART Adjustable Armless Mid Back Office Chair, Purple	44.97	-
	09/21/23	AMZN MKTP US*T132R3TV2 AMZN.COM/BILL WA	129.98	2 Neptune Concealment Kydex Double Magazine Pouch for FN 5. 7 IWB or OWB - Veteran Made in USA	129.98	-
	10/02/23	WALMART.COM 8009666546 800-966-6546 AR	156.40	<i>Reasonable:</i> 1 Coast XP11R Rechargeable Flashlight <i>Improper:</i> 1 Coast XP11R Rechargeable Flashlight	78.20	78.20
	10/12/23	WM SUPERCENTER #2764 ALTOONA IA	47.99	<i>Reasonable:</i> Wireless Keyboard <i>Improper:</i> Memory foam mousepad	10.65	37.34
	02/09/24	WALMART.COM 800-966-6546 AR	74.95	5PC Jonephe USB Flash Drive 1TB Metal Memory Stick 3.0 Waterproof USB Stick (1000GB)	74.95	-
	Subtotal for XXXX-0606		2,378.11		1,680.79	697.32
XXXX-9361						
(Marie Van Beek)	04/06/21	AMZN MKTP US*UB8BL7EG3 AMZN.COM/BILL WA	4.62	1PC USB C to USB Adapter [2 Pack], JSAUX USB Type C Male to USB 3.0 Female OTG Cable Thunderbolt 3 to USB Adapter Compatible with MacBook Pro/Air 2019 2018 2017, Samsung Galaxy S20 S20+ Ultra Note 10 S9 S8	4.62	-
	07/16/21	AMZN MKTP US*2E9RQ9MO1 AMZN.COM/BILL WA	495.14	<i>Reasonable:</i> 4 iPad 9th generation cases, barcode scanner, wireless mouse, sneeze guard for counter, and book easel <i>Improper:</i> ION Block Rocker Plus - 100W Bluetooth Outdoor Speaker with Rechargeable Battery, Karaoke Microphone, Radio, Wheels, Telescopic Handle & USB Charging	181.89	313.25
	10/08/21	NEWS PRINTING COMPANY 641-792-3121 IA	30.00	Memorials for a deceased individual in a local newspaper	30.00	-
	06/19/23	BAXTER FAMILY MARKE BAXTER IA	10.55	BC Spaghetti, Al Say Flour, BC Plain Salt, BC Crystal Forks, BST-CH SQ/RND TPICK, and BST-CH TOOTHPICK	10.55	-
	Subtotal for XXXX-9361		540.31		227.06	313.25
Total			\$ 2,918.42		\$ 1,907.85	1,010.57

NOTE: Auditor's notations are italics.

Report on Special Investigation on the
City of Baxter

Unsupported Credit Card Purchases
For the Period July 1, 2021 through February 29, 2024

Per Credit Card Statement			
Card	Date	Description	Amount
XXXX-0606			
	11/10/22	AMAZON.COM*HB3801ED1 AMZN AMZN.COM/BILL WA	\$ 1,298.39
	11/10/22	FRD-AMAZON.COM*HB3801ED1 AMZN.COM/BILL WA	(1,298.39)
	11/13/22	AMZN MKTP US*HB1T73RW0 AMZN.COM/BILL WA	265.97
	11/15/22	AMAZON.COM*HI3A07OJ1 AMZN AMZN.COM/BILL WA	1,712.04
	11/15/22	FRD-AMAZON.COM*HI3A07OJ1 AMZN.COM/BILL WA	(1,712.04)
	11/17/22	AMZN MKTP US*HI1CE2A61 AMZN.COM/BILL WA	52.32
	11/18/22	AMZN MKTP US*HI06Q0OS2 AMZN.COM/BILL WA	67.97
	12/20/22	OFFICEMAX/DEPOT 6847 WDM IA	12.29
	12/20/22	FEDEX OFFICE 800000836 800-4633339 TX	2.68
	01/16/23	FEDEX OFFICE 800000836 800-4633339 TX	2.68
	02/23/23	SCHOOLRECORD/TRANSCRIP 855-465-1458 NC	20.00
	02/27/23	IA SECRETARY OF STATE 888-7678683 IA	30.00
	03/07/23	PUBLIC SAFETY CADETS 703-717-8168 VA	200.00
	03/07/23	PUBLIC SAFETY CADETS 703-717-8168 VA	200.00
	04/18/23	USPS PO 1806843028 BAXTER IA	8.76
	04/26/23	SP BLADE-TECH INDUST RESELLER.BLAD OH	52.12
	05/01/23	PUBLIC SAFETY CADETS 703-717-8168 VA	200.00
	05/08/23	USPS PO 1806843028 BAXTER IA	17.85
	08/10/23	USPS PO 1806843028 BAXTER IA	11.45
	09/07/23	ALTOONA LASERWASH ALTOONA IA	11.00
	10/13/23	USPS PO 1806843028 BAXTER IA	31.15
	10/23/23	SCHEELS DES MOINES WEST DES MOIN IA	(30.10)
	10/27/23	WM SUPERCENTER #2764 ALTOONA IA	394.34
	11/15/23	ALTOONA LASERWASH ALTOONA IA	11.00
	12/01/23	ALTOONA LASERWASH ALTOONA IA	9.00
	12/07/23	WWW.WRAP.COM WWW.WRAP.COM AZ	389.00
	12/20/23	EASYID SOLUTION 631-868-0568 NY	51.00
	12/22/23	EASYID SOLUTION 631-868-0568 NY	90.00
	01/10/24	PUBLIC SAFETY CADETS 703-717-8168 VA	95.00
Subtotal for XXXX-0606			2,195.48

Report on Special Investigation on the
City of Baxter

Unsupported Credit Card Purchases
For the Period July 1, 2021 through February 29, 2024

Per Credit Card Statement			
Card	Date	Description	Amount
XXXX-6269			
	09/06/23	USPS.COM POSTAL STORE 800-782-6724 MO	13.40
	10/11/23	AMAZON.COM * TE5IP8R00 AMZN.COM/BILL WA	6.99
	12/18/23	AMZN MKTP US * Z554M5WW3 AMZN.COM/BILL WA	24.97
	12/19/23	AMZN MKTP US * YB5MV9GW3 AMZN.COM/BILL WA	13.99
	01/05/24	AMZN MKTP US*TK4IA8280	35.57
	01/11/24	STAPLES INC STAPLES.COM MA	39.99
	Subtotal for XXXX-6269		134.91
XXXX-9361			
	05/11/21	OTC BRANDS INC 800-2280475 NE	153.60
	07/26/21	SHAPESPLASTICS.COM CHARLOTTE NC	386.01
	12/01/21	STAPLES DIRECT FRAMINGHAM MA	(54.60)
	01/13/22	STAPLES DIRECT 800-3333330 MA	369.99
	01/14/22	STAPLES DIRECT 800-3333330 MA	179.00
	01/28/22	STAPLES DIRECT 800-3333330 MA	1,316.00
	04/01/22	OTC BRANDS INC 800-2280475 NE	114.95
	06/23/22	AMZN MKTP US*T96PG7P33 AMZN.COM/BILL WA	7.67
	06/25/22	AMZN MKTP US*DS8HI6K83 AMZN.COM/BILL WA	3.82
	10/02/23	AMZN MKTP US*T93LI7KH2 AMZN.COM/BILL WA	6.99
	10/13/22	TARGET 00019018 WEST DES MOIN IA	10.88
	10/16/22	JOANN STORES #1650 AMES IA	14.40
	10/20/22	BAXTER FAMILY MARKE BAXTER IA	8.34
	01/13/23	BAXTER FAMILY MARKE BAXTER IA	9.27
	01/26/23	OTC BRANDS INC 800-2280475 NE	4.44
	01/27/23	OTC BRANDS INC 800-2280475 NE	43.22
	01/27/23	OTC BRANDS INC 800-2280475 NE	256.86
	08/09/23	TARGET 00017673 ANKENY IA	10.17
	11/28/23	JOANN STORES #2249 ANKENY IA	5.00
	11/28/23	MENARDS ANKENY IA ANKENY IA	16.19
	01/16/24	JOANN STORES #2249 ANKENY IA	9.53
	01/16/24	DOLLARTREE ANKENY IA	19.88

Report on Special Investigation on the
City of Baxter

Unsupported Credit Card Purchases
For the Period July 1, 2021 through February 29, 2024

Per Credit Card Statement			
Card	Date	Description	Amount
	01/16/24	DOLLARTREE ANKENY IA	7.95
	01/16/24	MENARDS ANKENY IA ANKENY IA	15.67
	01/24/24	AMZN MKTP US*R06Q236A0 AMZN.COM/BILL WA	6.99
	01/26/24	AMZN MKTP US AMZN.COM/BILL WA	(3.57)
	01/26/24	AMZN MKTP US AMZN.COM/BILL WA	(3.42)
	01/28/24	STUFF ETC - ANKENY ANKENY IA	25.18
	01/31/24	FAREWAY STORES #848 NEWTON IA	50.56
	02/02/24	BAXTER FAMILY MARKE BAXTER IA	16.98
	02/09/24	AMZN MKTP US*RB7GH7LZ1 AMZN.COM/BILL WA	5.94
	02/10/24	AMZN MKTP US*RB7UU9JC1 AMZN.COM/BILL WA	0.06
	02/11/24	AMZN MKTP US*RB6CI41Y1 AMZN.COM/BILL WA	0.53
	02/12/24	AMZN MKTP US AMZN.COM/BILL WA	(0.12)
	02/12/24	AMZN MKTP US AMZN.COM/BILL WA	(0.06)
	02/12/24	AMZN MKTP US AMZN.COM/BILL WA	(5.94)
	02/12/24	AMZN MKTP US AMZN.COM/BILL WA	(0.32)
	02/12/24	AMZN MKTP US AMZN.COM/BILL WA	(0.55)
	02/17/24	HY-VEE NEWTON 1449 NEWTON IA	32.58
	Subtotal for XXXX-9361		3,040.07
XXXX-7691			
	06/28/21	BALLARD INC HTTPSWWW.BALL IA	69.54
	12/15/21	AMAZON PRIME*3I66Y8Z23 AMZN.COM/BILL WA	2.13
	01/15/22	AMAZON PRIME*AZ0153BX3 AMZN.COM/BILL WA	13.90
	02/01/22	AMAZON PRIME AMZN.COM/BILL WA	(13.90)
	05/25/22	BALLARD EQUIPMENT 877-965-0951 IA	179.99
	12/05/22	HACH COMPANY 970-663-1377 CO	296.22
	02/13/24	AMZN MKTP US*RI7AI63M2 AMZN.COM/BILL WA	6.99
	02/14/24	AMZN MKTP US*RI7ZQ36R0 SEATTLE WA	6.99
	Subtotal for XXXX-7691		561.86
Total			\$ 5,932.32

Report on Special Investigation of the
City of Baxter

Improper and Unsupported Police Department Purchases
For the Period July 1, 2021 through February 29, 2024

Per Bank/Credit Card Statement

Date	Check Number*	Payee	Amount	Description Per Supporting Documentation	Reasonable	Improper	Unsupported
11/15/22	31933	RANGEMASTERS TRAINING CENTER	\$ 50.00	No Supporting Documentaiton Maintained	\$ -	-	50.00
01/11/23	32030	GET SOME GUNS LLC	196.15	Reasonable: OC CAN CASE/MK 3 BLACK TEK, Z9 SINGLE HCUFF CASE/ASP BLK MLK, Z9 TASER 7 HOLSTER BLK MOLLE LOK Improper: DBL GLK IMAG PUCH BW MLOK, HANDCUFF/IMAG CASE COMBO BELT LOOP, CHAIN BLK	104.37	91.78	-
03/16/23	32139	GENERATIONAL GUNS	442.91	Reasonable: 3 Mecgar Beretta Magazines Improper: Beretta 92X 1PC, Trade-In Glock 21SN:BKVVW456	68.91	374.00	-
06/15/23	32309	SUNSET LAW ENFORCEMENT	112.00	No Supporting Documentaiton Maintained	-	-	112.00
07/30/23		BASS PRO STORE ALTOONA, ALTOONA IA	76.98	Reasonable: Ruger Factory Magazine Improper: RM Double Magazine Po	54.99	21.99	-
08/15/23	32443	RANGEMASTERS TRAINING CENTER	100.00	No Supporting Documentaiton Maintained	-	-	100.00
			<u>\$ 978.04</u>		<u>\$ 228.27</u>	<u>487.77</u>	<u>262.00</u>

* - For instances that the purchase was made with a City issued credit card, the check number is blank.

Report on Special Investigation of the
City of Baxter

Over-Collected Utility Deposits
For the Period July 1, 2021 through February 29, 2024

Customer	Month	Amount
A	July 2021	\$ 150.00
		150.00
B	August 2021	150.00
		150.00
C	August 2021	156.51
		156.51
D	October 2021	7.38
		7.38
E	December 2021	150.00
		150.00
F	December 2021	245.00
		245.00
G	December 2021	150.00
		150.00
H	January 2022	200.00
		200.00
I	January 2022	150.00
		150.00
J	July 2022	150.00
		150.00
K	September 2022	150.00
		150.00
L	September 2022	200.00
		200.00
M	February 2023	100.00
		100.00

Report on Special Investigation of the
City of Baxter

Over-Collected Utility Deposits
For the Period July 1, 2021 through February 29, 2024

Customer	Month	Amount
N	March 2023	200.00
		200.00
O	August 2023	150.00
		150.00
P	September 2023	120.47
		120.47
Q	September 2023	37.71
		37.71
R	September 2023	45.44
		45.44
S	December 2023	150.00
		150.00
T	December 2023	39.40
		39.40
U	January 2024	150.00
		150.00
Total		\$ 2,851.91

Report on Special Investigation of the
City of Baxter

Unbilled Utility Penalties
For the Period July 1, 2021 through February 29, 2024

Customer	Date	Amount	Subtotal by Account
V	09/16/21	\$ 18.29	18.29
W	04/18/22	20.00	20.00
X	01/16/23	20.97	
	06/16/23	18.83	
	07/17/23	17.40	
	09/18/23	19.50	76.70
Y	11/16/21	18.69	
	03/16/22	19.30	
	07/18/22	18.08	
	10/17/22	20.90	
	01/16/23	19.53	
	10/16/23	20.35	
	01/16/24	35.00	151.85
Z	11/16/21	18.29	
	10/17/22	18.03	
	12/16/22	17.48	
	07/17/23	16.78	
	12/18/23	18.17	88.75
AA	11/16/21	12.61	
	07/18/22	12.81	25.42
AB	11/16/22	16.39	
	09/27/23	15.91	
	10/23/23	14.43	
	11/28/23	17.10	63.83

Report on Special Investigation of the
City of Baxter

Unbilled Utility Penalties
For the Period July 1, 2021 through February 29, 2024

Customer	Date	Amount	Subtotal by Account
AC	11/16/21	19.30	
	06/16/22	16.66	
	01/16/23	16.45	
	03/16/23	16.11	
	01/16/24	20.10	88.62
AD	11/16/23	19.00	19.00
AE	11/16/21	13.01	13.01
Total		\$ 565.47	565.47

Report on Special Investigation
of the
City of Baxter

Staff

This special investigation was performed by:

Ryan T. Jelsma, CFE, Manager
Richard Flenory, CFE, Senior Auditor
Gono Quaye, Staff Auditor
Jessica M. Wares, Staff Auditor

A handwritten signature in black ink, reading "Melissa Finestead". The signature is written in a cursive, flowing style.

Melissa J. Finestead, CFE
Deputy Auditor of State

Appendices

Report on Special Investigation
of the
City of Baxter

Copy of William Dagget Reimbursement of Personal Charge on Credit Card



02/15/2024

To Whom It May Concern:

In reviewing my credit card receipts for the month of January I noted in the October bills that when purchasing candy for the department Halloween event I also purchased items for myself and one was inadvertently included in the scan of the candy for \$5.94. This with tax would have been \$6.36. I am repaying this amount plus the remaining amount equaling \$20.00 to assure that it is clear I had no intent to utilize city funds for personal purposes.

Respectfully,

William J. Daggett

William J. Daggett
Chief of Police

This money was received by [REDACTED] City Utility Clerk on 2-15-2024

2-15-24
Date

"ORDINARY PEOPLE – EXTRAORDINARY SERVICE"

109 S Main Street – P.O. Box 412 – Baxter, Iowa 50028
Hq: 641-227-3594 – Email: bdaggett@baxter-iowa.com

Report on Special Investigation
of the
City of Baxter

Copy of William Dagget Gun Repayment Agreement and Repayment

pd 2/16/24
CS

**BAXTER POLICE DEPARTMENT
REPAYMENT AGREEMENT**

This agreement is entered into by the City of Baxter, Iowa, hereinafter referred to as "City" and William Daggett, hereinafter referred to as "Employee/Reserve Officer".

THE INTENT OF THIS AGREEMENT IS TO PROVIDE THE OPPORTUNITY FOR POLICE OFFICERS OF THE BAXTER POLICE DEPARTMENT TO PURCHASE FIREARMS & LAW ENFORCEMENT EQUIPMENT FOR DUTY AND OFF-DUTY USE THROUGH THE CITY OF BAXTER, IOWA AT THE INDIVIDUAL OFFICER PRICE, PLUS TAX & SHIPPING ON A REPAYMENT BASIS.

The City and Employee/Reserve Officer agree as follows.

1. The City shall provide funding up to \$1,000.00 for the purchase of firearms, firearms accessories, ballistic vests, and law enforcement equipment by the Employee/Reserve Officer including tax & shipping from a vendor of the Cities choice for use in their capacity as an officer with the Baxter Police Department. The request to purchase shall be in writing on a departmental form. The purchase must be approved by the Chief of Police and his or her decision is final.
2. The Employee/Reserve Officer agrees to pay back the City through a series of paycheck deductions in an amount agreed upon by the Chief of Police and the Employee/Reserve Officer but no less than \$50.00 for Reserve Officers and \$100.00 for full/part-time officers per pay period.
3. The Employee/Reserve Officer agrees to work a full-time schedule, if full-time, or a minimum of eight hours per week or sixteen hours per pay period at the cities discretion until the repayment is complete if a part-time or reserve officer.
4. The Employee/Reserve Officer must have no outstanding repayment plans in place at the time of purchase.
5. The Employee/Reserve Officer must meet all the requirements set out by Federal and State law for the purchase of any firearms including not purchasing the firearm for resale but for on duty and off-duty use only.
6. The Employee/Reserve Officer must not be under investigation nor be in a period of discipline at the time the agreement is signed.
7. The Employee/Reserve Officer agrees that if their employment/reserve capacity should end for any reason with the City, the entire remaining

Report on Special Investigation
of the
City of Baxter

Copy of William Dagget Gun Repayment Agreement and Repayment

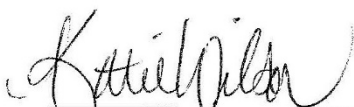
balance will become immediately due and payable in full.

8. The Employee/Reserve Officer understands and agrees that if they default the City reserves the right to take possession of the firearm or equipment in lieu of payment at the Cities discretion. The Employee/Reserve Officer shall pay for the cost of transferring a firearm with a Federal Firearms Dealer if the authority in this section is enacted.
9. The Employee/Reserve Officer agrees and understands that if they fail to pay the entire remaining balance immediately upon separation the City will take all legal actions necessary to recover the debt including but not limited to filing for termination of their peace officer certification with the Iowa Law Enforcement Academy.
10. The Employee/Reserve Officer agrees to pay all legal & administrative fees of the City for the collection of the debt if they default under this agreement.
11. The City agrees that once the repayment plan is paid in full to the City the firearm, ballistic vest or equipment becomes the sole property of the Employee/Reserve Officer, and this contract is null and void.

I have read this Agreement and fully understand that I am obligated to repay the total expenses including tax and shipping that are incurred on my behalf. I further acknowledge that my signature is voluntary, and I agree to the listed repayment amount listed below in Addendum A and the biweekly repayment amount stated until the repayment amount is paid in full.

Executed this 22 day of January, 20 24

City of Baxter, Iowa


Katie Wilson, City Clerk

By: 
Police Chief

Report on Special Investigation
of the
City of Baxter

Copy of William Dagget Gun Repayment Agreement and Repayment

State of Iowa

County of Jasper

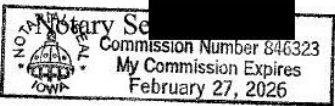
This instrument was acknowledged before me on 1/22/2024
Date

By William J. Daggett Chief of Police & Katie Wilson City Clerk
Name of Persons



Attest: _____

Signature of Notary



My Commission expires 02/27/26

Report on Special Investigation
of the
City of Baxter

Copy of William Dagget Gun Repayment Agreement and Repayment

ADDENDUM A
REPAYMENT DEDUCTION AUTHORIZATION

I William J. Daggett, authorize the City Clerk of Baxter, Iowa to deduct
\$ 100.00 from each pay period until the below debt is paid in full. This deduction is for the

Repayment of the entire cost of the below listed firearm or equipment including tax and shipping:

Make: Glock Model: 43X S./N: CBAB716

Other: Glock 43X magazine & Crossbreed Rogue Holster

Cost: \$539.48 Tax: \$37.76 Shipping: \$0.00

Repayment Total: \$ 577.24

I understand that if my employment/reserve status should end for any reason, the entire remaining balance will become immediately due and payable in full. I further understand that failure to pay immediately will result in the city taking all civil remedies at their disposal and I am responsible for all court costs, legal fees and administrative costs of the city in recovering this debt. I further understand that the city may file with the Iowa Law Enforcement Academy to revoke my peace officer or reserve peace officer license for failure to cure this debt.

Signed: [Signature] Date: 1-22-24
Employee/Reserve Officer

State of Iowa

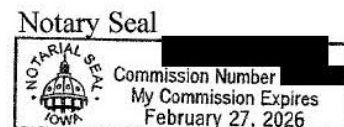
County of Jasper

This instrument was acknowledged before me on 1/22/2024
Date

By William J. Daggett
Name of Person(s)

Attest: [Redacted]
Notary Signature

My Commission expires 02/27/26



Report on Special Investigation
of the
City of Baxter

Copy of William Dagget Gun Repayment Agreement and Repayment

TOTAL	
FORWARD	TO OTHER
32	
31	
30	
29	
28	
27	
26	
25	
24	
23	
22	
21	
20	
19	
18	
17	
16	
15	
14	
13	
12	
11	
10	
9	
8	
7	
6	
5	
4	
3	
2	
1	

ADDITIONAL CHECK LISTING SPACE

TOTAL	
\$	
1	X
2	X
5	X
10	X
20	X
50	X
100	X

CURRENCY COUNT - FOR FINANCIAL INSTITUTION USE ONLY

DATE 2-15-24
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL
CITY OF BAXTER
PO Box 415
Baxter, IA 50028

Gun Deduction payment

ssb State Savings Bank
The Bank Worth Checking For
West Des Moines & Cedar, IA - www.ssb.org

CURRENCY	DOLLARS	CENTS
COIN		
CHECKS 10¢ EACH SEPARATELY		
1 B. Daggett	478	00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
Total from reverse side		
TOTAL \$	478	00

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

\$ 478.00

3/15/24, 10:49 AM

PUBLIC FUNDS *2431

From online Bank acct

Report on Special Investigation
of the
City of Baxter

Copy of William Dagget Gun Repayment Agreement and Repayment

CITY OF BAXTER; 203 SOUTH MAIN ST.; BAXTER, IA 50028-04154

Employee Name				Employee #	Period	Period Ending	Check Date		
WILLIAM DAGGETT				000000084	5.01	2/25/2024	3/6/2024		
EARNINGS				DEDUCTIONS			LEAVE		
Units	Rate	Amount	Description	Current	Y-T-D	Description	Used	Accr.	Balance
40.00		\$4,779.83	Police Chief	\$296.83	\$1,001.19	Police lpers	Casual Days		
				\$42.33	\$211.65	EMPLOYEE HEALTH INS.	0.00	0.00	8.00
				\$33.50	\$100.50	LT DISABLE./LIFE INS.	Comp Time		
				\$100.00	\$100.00	Repayment Deduction	10.94	0.00	0.00
				\$100.00	\$100.00	Repayment Deduction	Personal Days		
							0.00	0.00	8.00
							Sick Leave		
							0.00	8.00	136.00
							Vacation		
							80.05	0.00	0.01

	Gross Pay	Soc. Sec.	Medicare	Retirement	Federal Tax	State Tax	Local Tax	Deductions	Net Pay
CURRENT	\$4,779.83	\$285.45	\$66.76	\$296.83	\$325.55	\$204.42		\$275.83	\$3,324.99
Y-T-D	\$16,122.13	\$974.02	\$227.80	\$1,001.19	\$808.51	\$632.97		\$512.15	\$11,965.49

