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NEWS RELEASE

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FOR RELEASE _____ February 26, 2010

Auditor of State David A. Vaudt today released a report on a special investigation of the City of Crawfordsville for the period July 1, 1999 through February 28, 2009. The special investigation was requested by the City Council. The investigation began after City officials identified payments from the City's checking account for utility and telephone services which included billings for both the City and the personal residence of John Hamil, the former City Clerk.

Vaudt reported the special investigation identified \$31,602.23 of improper disbursements and undeposited collections. Vaudt also reported it was not possible to determine if there were additional improper disbursements or undeposited collections because limited records were available.

The \$27,014.84 of improper disbursements include \$8,733.17 of payments made from the City's checking accounts for telephone service at the former City Clerk's personal residence and \$9,947.47 of payments for electric service at the former City Clerk's personal residence.

The improper disbursements also include \$960.00 of unauthorized payroll checks and \$240.00 of additional pay included in the former City Clerk's monthly payroll amounts. The improper disbursements also include \$2,032.40 of improper reimbursements to the former City Clerk. Vaudt also reported the City paid both the employee's and the employer's shares of contributions to the Iowa Public Employees' Retirement System into the 3rd quarter of 2005. The employee's share improperly paid by the City for the period January 1, 1993 into the 3rd quarter of 2005 totaled \$2,261.88 for the former City Clerk and \$1,940.08 for other City employees.

The \$4,587.39 of undeposited collections includes \$545.00 of cash withheld from deposits. Vaudt also reported \$1,036.54 of unpaid utility billings for the former City Clerk's personal residence were identified. Of that amount, \$835.36 was for the months of July 1999 through June 2001 and \$201.18 was for the months of October 2008 through February 2009. Vaudt reported the water billing journals could not be located for the months of July 2001 through September 2008. However, based on average usage amounts, Vaudt estimated an additional \$3,005.85 of water billings were unpaid by the former City Clerk for that period.

The report also includes recommendations to strengthen the City's internal controls, such as improvements to segregation of duties, ensuring utility billings, collections and delinquencies are reconciled each month, ensuring appropriate documentation is maintained, ensuring Council minutes are properly signed in accordance with the *Code of Iowa* and developing written accounting policies and procedures.

Copies of the report have been filed with the Division of Criminal Investigation, the Washington County Attorney's Office and the Attorney General's Office. A copy of the report is available for review in the Office of Auditor of State and on the Auditor of State's web site at <http://auditor.iowa.gov/specials/index.html>.

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**REPORT ON SPECIAL INVESTIGATION
OF THE
CITY OF CRAWFORDSVILLE

FOR THE PERIOD
JULY 1, 1999 THROUGH FEBRUARY 28, 2009**

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Auditor of State's Report

To the Honorable Mayor and
Members of the City Council:

At your request, we conducted a special investigation of the City of Crawfordsville as a result of concerns regarding certain financial transactions. We have applied certain tests and procedures to selected financial transactions of the City for the period July 1, 1999 through February 28, 2009. Because not all records were available, we were not able to perform all procedures for the entire period. We also performed certain procedures related to payroll for the period January 1, 1993 through June 30, 1999. Based on our review of relevant information and discussions with City officials and staff, we performed the following procedures for the period of our review, unless otherwise specified:

- (1) Evaluated internal controls to determine whether adequate policies and procedures were in place and operating effectively.
- (2) Reviewed activity in bank accounts held by the City to identify any unusual activity.
- (3) Compared all payments to the City's utility and telephone service providers to determine if they included charges for services on accounts other than the City's.
- (4) Scanned disbursements from the City's accounts and examined images of selected transactions to determine if they appeared appropriate and reasonable based on the vendor, frequency and amount of payment.
- (5) For the months for which images of checks were available, we identified and examined reimbursements to John Hamil, the former City Clerk, and his family members to determine if the amounts disbursed were appropriate, properly approved and supported by adequate documentation.
- (6) Compared available approved bill listings included in the Council meeting minutes to the bank images of the checks issued from the City's checking accounts to identify any differences.
- (7) Examined all available payroll checks to Mr. Hamil and any related payroll information to determine whether the appropriate number of checks were issued and the amounts of the checks were properly calculated.
- (8) Obtained payroll information from the Iowa Public Employees' Retirement System (IPERS) for 1993 through 2008 to determine if the amounts reported agree with records maintained at the City.
- (9) Examined certain deposits to the City's bank accounts to determine the source, purpose and propriety of each deposit.
- (10) Confirmed payments to the City by the State of Iowa, Washington County and the Washington County Riverboat Foundation to determine if they were properly deposited to the City's accounts.

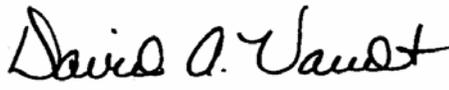
- (11) Reviewed information from the Wapello Rural Water Association to determine if Mr. Hamil's account was paid in a timely manner for the period February 2004 through February 2009.
- (12) Examined available utility billings and collection records to determine if utility activity was properly accounted for and deposited.

These procedures identified \$31,602.23 of improper disbursements and undeposited collections. We were unable to determine if additional amounts were improperly disbursed or if additional collections were not properly deposited because adequate records for receipts and disbursements were not available. Several internal control weaknesses were also identified. Our detailed findings and recommendations are presented in the Investigative Summary and **Exhibits A** through **E** of this report.

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

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

We would like to acknowledge the assistance and many courtesies extended to us by the officials of the City of Crawfordsville and the Division of Criminal Investigation during the course of our investigation.


DAVID A. VAUDT, CPA
Auditor of State


WARREN G. JENKINS, CPA
Chief Deputy Auditor of State

November 25, 2009

City of Crawfordsville
Investigative Summary

Background Information

The City of Crawfordsville is located in Washington County and has a population of approximately 300. John Hamil was the City Clerk until his resignation in early 2009. Minutes from the June 7, 1982 Council meeting document Mr. Hamil was appointed City Clerk by the Council on that date. According to Council members we spoke with, Mr. Hamil gave notice in January 2009 he would be leaving the position he had held for approximately 27 years. His last day as City Clerk was February 19, 2009. As the City Clerk, Mr. Hamil was responsible for:

- 1) Receipts – collections, posting to the accounting records, deposit preparation and depositing the receipts,
- 2) Utility Billings – preparation of billings, payment collection, posting to customer accounts and accounting records, deposit preparation and depositing the collections,
- 3) Disbursements – making purchases, receiving certain goods and services, presentation of proposed disbursements to the Council, maintaining supporting documentation, check preparation and signing, distribution and posting to the accounting records,
- 4) Payroll – calculation, check preparation and signing, distribution and posting to the accounting records and
- 5) Reporting – preparation of Council minutes and certain financial reports.

The City also has a Treasurer who is responsible for preparing the City's budget. However, she does not handle any other duties related to the City's financial transactions.

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 Washington County and remitted to the City. Revenue is also received throughout the year from households and businesses in the City for water and garbage services. In addition, the City sells bulk water at a local facility and a specific style of garbage bags for refuse collected by the City's contracted garbage hauler. The City also periodically receives grants from a casino in Washington County and has received donations for a City sign.

All City disbursements were to be made by check. The City's checks required only a single signature. The vast majority of the checks issued were signed by Mr. Hamil. However, the Mayor and Treasurer were also authorized to sign checks. Bank statements and check images were not periodically reviewed by members of the City Council.

According to City officials we spoke with, Mr. Hamil was to include a list of all claims and the reason for each disbursement in the minutes of Council meetings. He also brought certain claims to the Council meetings for the Council's review; however, he did not bring documentation of all disbursements or any of the routine disbursements to the meetings. The City officials also stated Mr. Hamil did not provide periodic reports to the Council which summarized the City's financial condition.

While City Hall includes facilities from which Mr. Hamil may have performed his responsibilities as City Clerk, City officials we spoke with stated Mr. Hamil primarily performed those duties from his home. He did not maintain regular hours at City Hall. After he resigned, certain records were returned to City Hall.

After Mr. Hamil's resignation, the City Clerk hired to replace him identified a discrepancy between the amount of a City check written to the City's telephone service provider and the amount of the City's bill from the provider. After the matter was brought to the attention of the Mayor and other Council members and upon their further review, it was determined payments to the City's electric service provider were also greater than the amount of the City's billings from the provider.

City officials contacted representatives of the Washington County Sheriff's Office and the Office of Auditor of State. The Mayor subsequently requested the Office of Auditor of State perform a review of the City's financial transactions. As a result, we performed the procedures detailed in the Auditor of State's Report for the period July 1, 1999 through February 28, 2009.

Because a number of the City's financial records, including certain bank documents, were not readily available, we were unable to readily obtain certain financial information. With the assistance of representatives of the financial institution at which the City's bank accounts were held, we were able to obtain copies of bank statements and images of certain additional bank documents.

Detailed Findings

Our procedures identified \$31,602.23 of improper disbursements and undeposited collections during the period of our investigation. We were unable to determine if additional amounts were improperly disbursed or if additional collections were not properly deposited because adequate records for receipts and disbursements were not available.

The \$27,014.84 of improper disbursements include:

- \$8,733.17 of payments made from the City's checking accounts for telephone service at the former City Clerk's personal residence,
- \$9,947.47 of payments made from the City's checking accounts for electric service at the former City Clerk's personal residence,
- \$240.00 of additional pay included in the former City Clerk's monthly payroll amounts,
- \$960.00 of unauthorized payroll checks and \$130.36 for the employee's share of FICA and IPERS on the unauthorized payroll,
- \$2,261.88 in IPERS contributions paid by the City for the former City Clerk and \$1,940.08 of IPERS contributions paid by the City for other employees,
- \$769.48 of payments to vendors and
- \$2,032.40 of reimbursements to the former City Clerk.

The \$4,587.39 of undeposited collections includes:

- \$545.00 of cash withheld from deposits,
- \$1,036.54 of utility billings the former City Clerk did not pay for his personal residence for the periods July 1999 through June 2001 and October 2008 through February 2009 and
- \$3,005.85 of estimated utility billings the former City Clerk did not pay for his personal residence for the period July 2001 through September 2008.

All findings are summarized in **Exhibit A** and a detailed explanation of each finding follows.

IMPROPER DISBURSEMENTS

During our investigation, we reviewed bank statement activity from the City's bank accounts for the period July 1, 1999 through February 28, 2009. While we were able to review the bank statements for each month, we were unable to review images for all checks drawn on the checking accounts. Images of the checks were not available for the months listed in **Table 1**. The bank was unable to readily provide us with the images.

Table 1

Account Number 133	Account Number 240*
July 1999	July 1999
Sept. – Dec. 1999	Sept. – Dec. 1999
June 2000	June 2000
Aug. 2000	Aug. 2000
Sept. 2000	Sept. 2000
March 2001	March 2001
July 2001	
August 2001	
April – June 2002	
Sept. 2002 – May 2003	

* - Balance of account was transferred to City's savings account on July 10, 2001

In addition, we were not able to view images of certain checks drawn on the checking accounts. The checks for which images were not available appear to have been unreadable by the bank's imaging equipment.

As stated previously, checks issued from the City's checking account required only a single signature and were typically signed by Mr. Hamil. Mr. Hamil was to prepare and provide a listing of bills to Council members at the monthly Council meetings. However, the minutes of the meetings we reviewed did not always contain a listing of the bills.

The listings available for our review included the payee and amount of each payment. Some, but not all, listings also noted if the payments were made from the General Fund or the City's Water account. Based on the details provided on the listings, members of the City Council approved disbursements from the City's checking accounts.

We compared images of checks issued from the City's checking accounts to the payee, amount and timing of payments included on the monthly listings and identified several improper and unsupported disbursements. We also reviewed the supporting documentation for certain checks to ensure the payments were appropriate for City operations.

For each month, the supporting documentation for the City's disbursements were placed in a large envelope. The bills and other supporting documentation typically included a notation of the number of the check used to pay the bill. During our review of the supporting documentation, we determined a number of telephone and electric bills for Mr. Hamil's personal residence were included with the City's records. Because the City has telephone and electric service in several buildings, multiple bills were sent to the City each month for telephone and electric services.

Typically, the telephone bills were all stapled together in a single monthly bundle and a notation of the check number used to pay the bills was made on the top page of the bundle. The same process was used for the monthly electric bills. By looking through the individual pages of the monthly bundles, we determined Mr. Hamil's personal telephone and electric bills were included

with the City's bills on a routine basis. These payments are discussed in detail in the following sections of this report.

Based on our review of the images available and certain other documentation, we also identified several other improper disbursements. All improper disbursements are explained in more detail in other sections of this report.

Because we were unable to review check images for payments issued prior to July 1, 1999, we are unable to determine if additional improper disbursements were made prior to the period of our investigation. As previously stated, Mr. Hamil had been the City Clerk for approximately 27 years prior to his resignation in early 2009.

Personal Telephone Bills – Prior to July 2000, the City's primary telephone service provider was GTE. Starting in July 2000, the primary telephone service provider changed to Iowa Telecom. We were able to locate most invoices from the telephone service providers in the City's records for services from June 1999 through January 2009. However, we were unable to locate all invoices in the City's records.

We contacted a representative of Iowa Telecom to obtain the invoices we were unable to locate. The representative confirmed Iowa Telecom took over all GTE's former accounts during 2000. She also provided copies of the Iowa Telecom invoices we requested, but she was not able to provide copies of the invoices from GTE for the months of September through December 1999.

As previously stated, the monthly bundles of telephone bills routinely included a bill for Mr. Hamil's personal residence. We were able to add the amounts of the City's monthly bills to the amount of Mr. Hamil's personal bill and trace the total to checks issued from the City's checking accounts. Some of the checks were issued from the General Fund checking account and some were issued from the Water checking account.

The amounts per the bills and the checks issued from the City's accounts are listed in **Exhibit B**. As illustrated by the **Exhibit**, the checks issued from the City's accounts for telephone services total \$23,048.54. Of this amount, \$8,733.17 was for Mr. Hamil's personal telephone bills.

Also, as illustrated by the **Exhibit**, we were unable to observe billings for Mr. Hamil's personal telephone service for the months of July and August 1999. The difference between the amounts of the checks from the City's accounts and the City's telephone billings for these months are \$157.68 and \$211.42, respectively. These amounts are reasonable for Mr. Hamil's personal telephone bills when compared to Mr. Hamil's personal billings for January and February 2000 which were \$164.75 and \$194.58, respectively.

As illustrated in **Exhibit B**, we identified 2 payments to AT&T. The first payment was made on December 12, 2000 with check number 1846 from the Water checking account. The related invoice was in Mr. Hamil's name. The second payment to AT&T was made on March 19, 2001 with check number 1874 from the Water checking account. We observed 2 invoices which totaled \$21.32 for this payment. However, the invoices did not contain an account name. An AT&T representative we spoke with was not able to recover billing records for the customer number shown on the invoices. Because the City did not have any telephone service provided by AT&T and we observed an invoice from AT&T for Mr. Hamil's personal account for a comparable amount, we considered the payments to be personal expenses.

While we were not able to review an image of each check listed in **Exhibit B**, each of the checks for which we were able to observe an image was signed by Mr. Hamil. The \$8,733.17 of personal telephone bills listed in **Exhibit B** is included in **Exhibit A**.

Personal Electric Bills – Like the bundles of telephone bills, the monthly bundles of electric bills found in the City's records routinely included a bill for Mr. Hamil's personal residence. We were

able to locate bills from the City's electric service provider in the City's records for most months from June 1999 through January 2009. However, we were unable to locate all bills in the City's records. We contacted a representative of Alliant Energy and obtained copies of the bills we were unable to locate.

Once we had copies of all the bills, we were able to add the amounts of the City's monthly bills to the amount of Mr. Hamil's personal bill and trace the total to checks issued from the City's checking accounts. Some of the checks were issued from the General Fund checking account and some were issued from the Water checking account.

The electric service bills and checks issued from the City's accounts are listed in **Exhibit C**. As illustrated by the **Exhibit**, the checks issued from the City's accounts total \$85,595.35. Of that amount, \$9,947.47 was for Mr. Hamil's personal electric billings.

While we were not able to review an image of each check listed in **Exhibit C**, each of the checks for which we were able to observe an image was signed by Mr. Hamil. The \$9,947.47 of personal electric bills listed in **Exhibit C** is included in **Exhibit A**.

Unauthorized Payroll – According to City officials we spoke with, Mr. Hamil was entitled to a monthly salary. In 2006, the Council approved paying Mr. Hamil an additional \$40 for each Council meeting he attended. According to the City officials, during his last meeting as City Clerk, the Council asked Mr. Hamil what he was to be paid and he told them he received \$450.00 per month and an additional \$40 for each meeting attended.

When we reviewed the payroll checks issued to Mr. Hamil, we determined he received payments for attending Council meetings prior to 2006 even though the additional payments had not been approved by the Council. The payments we identified were issued by Mr. Hamil to himself in December of 2000, 2001 and 2005. The unauthorized payments are listed in **Table 2**.

We also determined the check Mr. Hamil issued to himself for the meetings he attended in 2008 was prepared for \$20.00 greater than the proper amount. While the Council members are authorized to receive \$40.00 for each meeting they attend and \$20.00 for each Council meeting they do not attend, Mr. Hamil was not authorized to receive payment for Council meetings he did not attend. By reviewing the worksheet Mr. Hamil prepared to calculate the amount of payments to Council members and himself for attending Council meetings, we determined Mr. Hamil included \$20.00 in his payment for a meeting which it appears he did not attend. The unauthorized \$20.00 included in Mr. Hamil's gross pay in December 2008 is included in **Table 2**.

The payments listed in **Table 2** are the gross amounts of unauthorized pay Mr. Hamil issued to himself. While he did not receive the deductions withheld from his pay, the deductions are payments the City made on behalf of Mr. Hamil as a result of the unauthorized payments. The \$960.00 in **Table 2** is included in **Exhibit A**.

Check Number	Date	Check Memo	Improper Amount
9308	12/05/00	13 meetings @30.00 = 390.00-24.18-5.66-50.00	\$ 390.00
9541	12/12/01	30.00 x 14 meetings = 420.00 SS 26.04 Med. 6.09 Fed 50	420.00
10644	12/08/05	<i>None</i>	130.00
11435	12/03/08	<i>None</i>	20.00
		Total	\$ 960.00

The \$960.00 of unauthorized payroll received by Mr. Hamil resulted in the City incurring an additional \$73.44 and \$56.92 for the City's FICA and IPERS contributions, respectively. **Table 3**

shows the improper amount of FICA and IPERS paid by the City. The total of \$130.36 is included in **Exhibit A**.

Table 3

Description	Amount
Improper pay	\$ 960.00
City's contributions on the improper pay:	
FICA (7.65% of gross wages)	\$ 73.44
IPERS*	56.92
Total	\$ 130.36

* - Prior to July 2007, the IPERS contribution rate for the employer's share was 5.75% of gross wages. The rate increased to 6.05% on July 1, 2007.

In addition to the unauthorized payments to Mr. Hamil for the meetings he attended, we determined the amount Mr. Hamil calculated as his net monthly pay was consistently greater than the proper amount. We located a ledger card which summarized 2005 payroll information for each employee. A copy of the ledger card for Mr. Hamil is included in **Appendix 2**.

We recalculated Mr. Hamil's authorized net pay using the withholdings documented on the ledger card. Each type of withholding is discussed in greater detail in the following paragraphs. **Table 4** summarizes Mr. Hamil's properly calculated net pay and the net pay he issued to himself during 2005.

Table 4

Description	Amounts per 2005 ledger card	
	January - July	August - December
Gross pay	\$ 450.00	450.00
Less withholdings:		
Social Security	27.90	27.90
Medicare	6.53	6.53
Federal Withholding	50.00	50.00
State Withholding	20.00	20.00
IPERS	- 104.43	16.65
Correct net pay	345.57	328.92
Net pay per ledger card	365.57	348.92
Difference per check	\$ 20.00	20.00

Mr. Hamil's authorized monthly pay did not change during the period of our investigation. Using bank statements for the City's accounts, we were able to identify checks which appear to have been issued to Mr. Hamil for the amounts he calculated as his net monthly pay for the period July 1, 1999 through February 28, 2009. The checks we identified agree exactly with the net pay Mr. Hamil recorded on the ledger card or vary from that amount by a few cents. The slight variations are a result of rounded withholding amounts for FICA and IPERS contributions.

According to the minutes from the February 7, 2006 Council meeting, the Council authorized Mr. Hamil to receive \$40.00 additional pay for each meeting he attended. This is approximately the time Mr. Hamil began issuing his monthly payroll checks for the proper amount. Each of the 12 checks issued to Mr. Hamil for an amount greater than authorized is listed in **Exhibit D**. The \$240.00 total illustrated by the **Exhibit** is included in **Exhibit A**.

We located a copy of Mr. Hamil's 1999 W-2 form at the City. According to the W-2 form, the amount withheld from each of Mr. Hamil's monthly pay would have been the same as illustrated in **Table 4** for January through July 2005, except only \$30.00 would have been withheld for federal withholding tax. Because \$20.00 less would have been withheld, the net amount of his checks was correctly calculated at \$365.57 each month during 1999.

Because we were unable to locate copies of Mr. Hamil's W-2s or payroll ledger cards for 2000 through 2004, we are unable to determine when Mr. Hamil increased his federal withholding to \$50.00 per month but continued to issue his net checks for \$365.57. In addition, because sufficient records are not readily available, we are unable to determine if Mr. Hamil received additional unauthorized payments prior to July 1, 1999.

As illustrated by **Appendix 2**, \$27.90 and \$6.53 were withheld from each of Mr. Hamil's monthly paychecks for Social Security and Medicaid withholdings, respectively. We determined these amounts (also known as FICA withholdings) were correctly calculated. Also, as illustrated by the **Appendix**, \$50.00 of federal withholding tax and \$20.00 of state withholding tax were withheld from each of Mr. Hamil's paychecks. We were unable to determine the basis used by Mr. Hamil for determining these amounts, but we were able to ensure the total amounts withheld for these amounts agreed with Mr. Hamil's 2005 W-2 form.

Appendix 2 also illustrates the employee's share of IPERS had not been withheld from Mr. Hamil's payroll but had been paid by the City on his behalf. We contacted an IPERS representative and obtained a listing of the gross pay reported for Mr. Hamil and the amounts remitted to IPERS by the City for contributions for January 1, 1993 through December 31, 2008. The amounts remitted should have included the employee's share withheld from Mr. Hamil's gross pay as well as the City's share of contributions. The information provided to us by IPERS for Mr. Hamil's pay is summarized in **Table 5**.

Table 5

Calendar Year	Gross Pay Reported for John Hamil	Contribution Amounts		
		Employee Share	Employer Share	Total
1993	\$ 4,200.00	155.40	241.50	396.90
1994	4,200.00	155.40	241.50	396.90
1995	4,200.00	155.40	241.50	396.90
1996*	4,500.00	166.50	258.75	425.25
1997	4,200.00	155.40	241.50	396.90
1998	4,200.00	155.40	241.50	396.90
1999	5,200.00	192.40	299.00	491.40
2000	5,850.00	216.45	336.38	552.83
2001	5,892.00	218.00	338.79	556.79
2002	5,550.00	205.35	319.13	524.48
2003	5,400.00	199.80	310.50	510.30
2004	5,400.00	199.80	310.50	510.30
2005	5,530.00	204.61	317.98	522.59
2006	5,880.00	217.56	338.10	555.66
2007	5,400.00	199.80	310.50	510.30
2008	5,980.00	221.26	343.85	565.11
Total	\$ 81,582.00	3,018.53	4,690.98	7,709.51

* - The salary reported for Mr. Hamil was inadvertently reversed with another employee's salary for the 3rd quarter of 1996. The amount shown in the **Table** reflects Mr. Hamil's actual salary.

As illustrated by the **Table**, we determined the City paid a total of \$7,709.51 of IPERS contributions for Mr. Hamil. Of this amount, \$3,018.53 should have been withheld from his pay and the remaining \$4,690.98 should have been contributed by the City. However, we determined the employee's share of IPERS contributions had not been withheld from Mr. Hamil's gross payroll prior to August 2005. Mr. Hamil was unable to provide an explanation of why the contributions had not been properly withheld. **Table 6** summarizes the amount of IPERS contributions which should have been withheld from Mr. Hamil's pay but were instead paid by the City. The **Table** does not include the employee's share of IPERS contributions for the \$810.00 of unauthorized payments included in **Table 2** for 2000 and 2001 which totals \$29.97. The \$2,261.88 of contributions improperly paid with the City's funds is included in **Exhibit A**.

Table 6

Calendar Year	Amount	Calendar Year	Amount
1993	\$ 155.40	2000	\$ 202.02
1994	155.40	2001	202.46
1995	155.40	2002	205.35
1996	166.50	2003	199.80
1997	155.40	2004	199.80
1998	155.40	2005*	116.55
1999	192.40	Total	<u>\$ 2,261.88</u>

* - Based on Mr. Hamil's authorized salary of \$450.00 per month through July 31, 2005.

We also determined Mr. Hamil did not properly withhold the employee's share of contributions prior to September 2005 for other City employees who participated in IPERS. We contacted an IPERS representative and obtained a listing of the gross pay reported for the other City employees and the amounts remitted by the City for contributions to IPERS for the period January 1, 1993 through December 31, 2008. The contributions made by the City included both the employees' and employer's shares. Using the information provided to us by IPERS, we determined the City paid \$1,940.08 to IPERS for the period January 1, 1993 through July 31, 2005 which should have been withheld from the other employees' pay but was not. As City Clerk, it was Mr. Hamil's responsibility to calculate and properly withhold the applicable amounts from employees' pay. The \$1,940.08 is included in **Exhibit A**.

Improper Reimbursements – By reviewing images of checks issued from the City's accounts, we identified a number of checks to Mr. Hamil and his wife, Pat Hamil, which appear to be reimbursements. According to the Mayor, Mr. Hamil would be eligible for reimbursement of any purchases he made with personal funds on behalf of the City. However, the Mayor wasn't aware of any purchases Mr. Hamil made on a routine basis with his own personal funds. It appears Mr. Hamil also reimbursed his wife for purchases she made for the City.

We reviewed the reimbursement checks we identified and located supporting documentation for most of the payments in the City's records. The documentation showed a number of the reimbursements were for ink cartridges, paper, labels, envelopes and other office supplies. We also found a receipt for a dehumidifier and receipts for postage.

In addition, we found supporting documentation and a matching payment on the City's bank statements for 4 reimbursements for which we don't have an image of the related checks. The documentation shows the reimbursements were made to Mr. or Mrs. Hamil. For each reimbursement for which we have an image of the check, we determined Mr. Hamil signed the check.

The reimbursements identified are listed in **Exhibit E**. We reviewed the supporting documentation for the reimbursements and discussed the purchases with the Mayor. As a result

of our review and discussions, we identified certain purchases which do not appear to be for City operations and reimbursements which cannot be supported or were not explained. As illustrated by the **Exhibit**, we identified \$2,032.40 of improper reimbursements issued to Mr. or Mrs. Hamil.

As illustrated by the **Exhibit**, a number of the reimbursements were for the purchase of office supplies. According to the Mayor, the purchases of most office supplies appeared reasonable. However, only black ink cartridges should have been purchased for the City. According to the Mayor, the City should not have purchased color ink cartridges because nothing was printed in color for City operations.

When we reviewed the supporting documentation, we determined a number of purchases were made from Wal-Mart. We also determined the purchaser received a discount on most of the Wal-Mart purchases. The discount was generally 10% of the total cost of the items purchased, except when food items were purchased. According to Mr. Hamil, his wife received a discount when making purchases at Wal-Mart. By comparing the Wal-Mart receipts to the checks issued to Mr. or Mrs. Hamil and/or the calculations shown on the supporting documentation, we determined the discount given Mrs. Hamil was not deducted from the reimbursement made by the City to Mr. or Mrs. Hamil. As a result, \$42.02 of the improper payments identified in **Exhibit E** are a result of the discount.

As illustrated by the **Exhibit**, 6 checks were issued to Mr. Hamil for which we were unable to locate any documentation. **Table 8** lists 5 of the 6 checks. As illustrated by the **Table**, 4 of the 5 checks exceeded \$300.00 and the memo portion of 2 checks indicate the payments were related to a computer.

Table 8

Check Number	Check Date	Payee	Notation in Memo	Amount
9358	04/12/01	John Hamil	Partial Payment on Computer	\$ 350.00
9363	04/23/01	Pat Hamil	Computer-Works & Supplies	315.57
10203	04/29/04	J. Hamil	<i>None</i>	384.18
10513	06/20/05	John Hamil	Walmart – Supplies	321.07
9821	11/25/08	John Hamil	<i>None</i>	138.52

According to the Mayor, the City Clerk used his personal computer at home for City purposes and the City did not purchase a computer or authorize payments to Mr. Hamil related to a computer. However, the City purchased a computer for the City Clerk in July 2008 which was set up for the new water billing system. The new computer remained in City Hall. When we asked Mr. Hamil about the checks issued to him in April 2001, he was unable to provide an explanation.

The Mayor also stated when Mr. Hamil resigned, he voiced concern the City had “used up” his personal computer. According to the Mayor, the Council approved a \$600.00 payment to Mr. Hamil in February 2009 as a goodwill gesture for the use of his personal computer. We reviewed the minutes from the February 19, 2009 Council meeting and confirmed the Council’s approval of the payment and observed an image of a \$600.00 check issued to Mr. Hamil in accordance with the Council’s approval.

Because the Mayor was unable to explain why Mr. Hamil would have received the 5 reimbursements listed in **Table 6** and they were not properly supported, they have been classified as improper disbursements in **Exhibit E**.

The remaining check for which we were unable to locate supporting documentation was issued to Mr. Hamil on October 31, 2001 for \$23.25. As illustrated by **Exhibit E**, this payment was made on check number 9502. Also as illustrated by the **Exhibit**, we determined check number 9482

was issued to Mr. Hamil on September 18, 2001 for \$78.09. The memo portion of check number 9482 states "Supplies 54.84 – wage 23.25." As previously stated, Mr. Hamil was authorized to receive \$450.00 per month. He was not authorized to receive additional wages during 2001. As a result, the \$23.25 portion of check number 9482 and check number 9502 for \$23.25 are included in **Exhibit E** as improper payments.

The \$2,032.40 of improper disbursements listed in **Exhibit E** are included in **Exhibit A**.

Payments to Vendors – During our review of disbursements from the City's accounts, we identified a number of disbursements which were not properly supported. For most of the disbursements identified, City officials we spoke with confirmed the payments were appropriate based on the vendor, amount, timing and/or frequency of the payments. However, we identified 2 payments which did not appear to be for City operations based on the vendor, amount of the disbursement and/or the frequency of payment(s). The payments identified are summarized in the following paragraphs.

- On August 17, 2002, check number 9743 was issued from the City's checking account for \$49.00. The check was issued to Wild Rose and signed by Mr. Hamil. We are unable to determine what the payment was for. City officials we spoke with did not believe the payment was an appropriate use of City funds.
- On January 24, 2002, check number 9510 was issued from the City's checking account for \$720.48. The check was issued to Sam's Club. According to the memo on the check, the purchase was for "Tables." According to City officials we spoke with, only 3 plastic tables were purchased for City Hall and they would not have cost that much. We are unable to determine specifically what was purchased from the vendor. City officials we spoke with did not believe the payment was an appropriate use of City funds.

Because City officials did not believe these payments were an appropriate use of City funds, the \$769.48 is included in **Exhibit A** as improper.

UNDEPOSITED COLLECTIONS

As previously stated, 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 Washington County and remitted to the City. Revenue is also received throughout the year from households and businesses in the City for water and garbage services. In addition, the City sells bulk water at a local facility and a specific style of garbage bags for refuse collected by the City's contracted garbage hauler. The City also periodically receives grants from a casino in Washington County and has received donations for a sign.

Cash Withheld from Deposits – According to the Mayor, all collections should have been deposited to the City's account. However, when we reviewed the bank documents for the deposits to the City's checking accounts, we determined cash had been withheld from the deposit on 8 occasions during the period of our investigation. Because we also had limited bank records available from January 1, 1999 through June 30, 1999, we also reviewed them and identified 4 additional occasions prior to July 1, 1999 for which cash was withheld from a deposit. We also reviewed a deposit slip which did not contain a date. **Table 9** lists the deposits we identified.

When we asked Mr. Hamil why cash was withheld from the deposits, he stated he used it for change when trash bags were sold. However, he was unable to explain the need to withhold cash on multiple occasions for this purpose. If cash was to be held for change, there would not be a reason to withhold additional cash from deposit.

Table 9

Deposit Date	Amount		
	Gross Deposit	Cash Withheld	Net Deposit
##	\$ 138.11	25.00	113.11
01/06/99	177.50	50.00	127.50
02/24/99	160.00	50.00	110.00
03/19/99	152.50	50.00	102.50
06/09/99	154.94	50.00	104.94
08/07/99	140.00	40.00	100.00
10/28/99	97.00	50.00	47.00
12/15/99	105.00	50.00	55.00
05/25/00	105.00	50.00	55.00
07/31/00	140.00	10.00	130.00
08/07/00	112.50	50.00	62.50
11/02/00	142.03	50.00	92.03
12/26/00	212.50	20.00	192.50
Total	\$ 1,837.08	545.00	1,292.08

- The deposit slip was not dated.

The \$545.00 withheld from the deposits is included in **Exhibit A**. Copies of some of the deposit slips are included in **Appendix 1**.

Utility Collections – The City provides water services to households and businesses within City limits. In addition, the City charges each household and business a flat monthly fee for garbage services. The City then pays a vendor for garbage removal services.

The City also has made arrangements with a vendor to provide sewer services to the households and businesses. However, the vendor bills each customer directly for sewer services. If a customer does not provide payment to the vendor in a timely manner, the vendor notifies the City and the delinquent billing is paid by the City. Mr. Hamil was then to bill the delinquent household or business for the amount the City paid the vendor on their behalf.

Mr. Hamil had primary responsibility for billing and collection of monthly payments from each household and business in the City for water and garbage services. In addition, Mr. Hamil was responsible for the billing and collection of the delinquent sewer billings paid to the vendor on behalf of the household or business.

Prior to October 2008, Mr. Hamil maintained utility records for each household and business by manually recording monthly billings and payment activity in a water billing journal. We were unable to locate any reconciliations between the amounts Mr. Hamil billed and the amounts subsequently collected. According to the Mayor, Mr. Hamil did not prepare monthly utility reconciliations.

We were able to locate water billing journals for July 1999 through June 2001. With assistance from bank officials, we were also able to obtain copies of deposit slips for this period. When we compared the payments recorded in the water billing journals to the names recorded on the deposit slips for utility payments, we determined Mr. Hamil’s account was marked as “paid” in the water billing journals for each of the 24 months, but we were unable to locate Mr. Hamil’s payment on the deposit slips for those months. **Table 10** lists the months and amounts for which we were unable to locate Mr. Hamil’s payment. As illustrated by the **Table**, the total amount of Mr. Hamil’s utility billings for the period July 1999 through June 2001 total \$835.36.

Table 10

Month	Amount	Month	Amount
July 1999	\$ 30.53	July 2000	33.89
Aug. 1999	31.37	Aug. 2000	38.09
Sept. 1999	33.05	Sept. 2000	35.57
Oct. 1999	33.05	Oct. 2000	35.57
Nov. 1999	33.89	Nov. 2000	33.89
Dec. 1999	32.21	Dec. 2000	35.57
Jan. 2000	34.73	Jan. 2001	38.09
Feb. 2000	33.89	Feb. 2001	38.09
March 2000	34.73	March 2001	35.82
April 2000	34.73	April 2001	36.66
May 2000	34.73	May 2001	33.30
June 2000	38.09	June 2001	35.82
		Total	<u>\$ 835.36</u>

For the months of July 2001 through September 2008, information for the monthly water billings was recorded on Mr. Hamil's personal computer. We were unable to recover any billing or collection information for this period.

Starting in October 2008, Mr. Hamil recorded the billings in a software program on the City's computer at City Hall. We were able to compare the payments recorded in the software program to the names recorded on the deposit slips for utility payments between October 2008 through February 2009. As a result of the comparison, we determined Mr. Hamil's account in the software program showed payments were made, but we were unable to locate Mr. Hamil's payments on the deposit slips for those months. **Table 11** lists the months and amounts for which we were unable to locate Mr. Hamil's payment. As illustrated by the **Table**, the total amount of Mr. Hamil's utility billings for the period October 2008 through February 2009 total \$201.18.

Table 11

Date	Description	Invoice Amount	Payment Posted
10/01/08	Invoice	\$ 34.19	-
10/07/08	Payment	-	34.19
11/03/08	Invoice	34.87	-
11/16/08	Payment	-	34.78
11/26/08	Payment	-	.09
11/30/08	Invoice	33.67	-
12/01/08	Invoice	29.22	-
12/01/08	Payment	-	62.89
01/01/09	Invoice	35.04	-
01/04/09	Payment	-	35.04
02/01/09	Invoice	34.19	-
02/03/09	Payment	-	34.19
	Total	<u>\$ 201.18</u>	<u>201.18</u>

The \$1,036.54 of Mr. Hamil's utility payments which we were unable locate on deposit slips is included in **Exhibit A**.

Because sufficient records were not available, we are unable to determine if Mr. Hamil properly paid his utility billings for July 2001 through September 2008. For the months for which we have sufficient records, Mr. Hamil's utility bills averaged \$34.55 per month. It is reasonable to estimate Mr. Hamil's utility bills for July 2001 through September 2008 totaled \$3,005.85 for the 87 months from July 2001 through September 2008.

Because we have determined Mr. Hamil did not pay his utility billings for the period July 1999 through June 2001 and the period October 2008 through February 2009, we have no reason to believe he paid his utility billings for the period July 2001 through September 2008. As a result, we have included the estimated amount of \$3,005.85 in **Exhibit A**.

During our review of deposit slips associated with utility billings, we determined deposit slips for deposits made from April 22, 2008 through January 12, 2009 were consistently prepared in even dollar amounts. By reviewing billing amounts recorded in the software program and deposit slips from earlier time periods, it does not appear reasonable all collections would result in even-dollar deposits. As a result, it appears not all collections were properly deposited. However, because the City did not have sufficient receipt records to compare the deposits to, we are unable to determine what amounts may not have been properly deposited.

In addition, we were unable to determine if all amounts collected by the City for delinquent sewer billings were properly deposited.

Other Miscellaneous Collections - The City contracts with a vendor to pick up trash at each household and business in the City. The trash must be placed in bags marked with the vendor's logo. Prior to Mr. Hamil's resignation, he sold the trash bags from a local business where he was employed.

We were unable to locate any records of trash bag sales and sufficient information was not available to perform a reconciliation between the number of bags sold and the amount collected and ultimately deposited in the City's bank accounts. As a result, we are unable to determine if all collections from garbage bag sales were properly deposited.

We were also unable to locate records for the bulk water sales. According to City officials we spoke with, the water is purchased through a vending machine of sorts. Customers deposit quarters in the machine in order to receive water. City officials reported the quarters are periodically removed from the machine by the City's water maintenance employee who submitted them to Mr. Hamil for deposit. City officials also stated the maintenance employee in the past had brought quarters to the Council meetings to give them to Mr. Hamil, but this was not a routine occurrence. We did not identify a significant amount of quarters deposited to the City's accounts. Because sufficient records were not maintained, we are unable to determine if all collections from bulk water sales were properly deposited.

Collections from the State and County - We obtained confirmation of all payments made to the City by the State of Iowa and Washington County for the period of our investigation. We determined all payments from the State and County were properly deposited in the City's checking account.

OTHER CONCERNS

Council Minutes – We reviewed the Council meeting minutes for the period of our investigation and determined the minutes were not consistently signed by Mr. Hamil and the Mayor or a designated member of the City Council to authenticate the record. In addition, Council proceedings were not published within 15 days as required by section 372.13(6) of the *Code of Iowa*. We also determined not all disbursements were presented to the Council for approval and the minutes did not consistently include the reason or a description of the disbursements presented to the Council.

We also identified 3 instances in which the Council went into closed session but the minutes did not document the roll call vote or the reason for the closed session, as required by Chapter 21 of the *Code*.

City Loans – During our review of the City's bank statements, we identified a significant number of loans which were established in the City's name. During our review of the minutes, we did not identify any loans which were discussed during Council meetings. We discussed loans with the Mayor who told us City officials were unaware of the number of loans established.

We traced the proceeds of the loans to City accounts. We also determined the loans were satisfied with payments from the City's accounts after receiving Community Development Block Grant (CDBG) proceeds from the Iowa Department of Economic Development. According to a representative of East Central Iowa Council of Governments (ECICOG), the City received CDBG funding to rehabilitate a number of homes within the City. While the funding flowed through the City's accounts, the CDBG projects were administered by ECICOG.

The loans did not comply with requirements established by sections 384.24A and 384.25 of the *Code of Iowa*. The *Code* requires certain procedures be followed, including proper authorizations and notice and publications of the intended action, including the time and place of the meeting.

RECOMMENDED CONTROL PROCEDURES

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

- A. Segregation of Duties – An important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. The former City Clerk had control over each of the following areas:

- (1) Receipts – opening mail, collecting, posting, deposit preparation and depositing.
- (2) Utilities – billing, collecting, posting, deposit preparation, depositing, preparation of delinquency list and utility reconciliation.
- (3) Disbursements – check preparation, signing, posting and distribution.
- (4) Payroll – check preparation, signing, posting and distribution.
- (5) Investments – detailed record keeping, custody of investments and reconciling earnings.
- (6) Reporting – preparation of Council minutes.

Recommendation – We realize segregation of duties is difficult with a limited number of office employees. However, the functions listed above should be segregated between the City Clerk, Mayor and Council members. Bank statements should be mailed to someone independent of collecting and/or disbursing City funds. That individual should review the statements for propriety. In addition, Council members should review financial records, perform reconciliations and examine supporting documentation for accounting records on a periodic basis.

- B. Utility Billings, Collections and Delinquencies – Utility billings, collections and delinquent accounts were not reconciled on a periodic basis. In addition, we determined the former City Clerk did not pay the utility billings for his personal residence.

Recommendation – Procedures should be established to reconcile utility billings, collections and delinquencies each month. In addition, records of billings and collections should be maintained in sufficient detail to ensure payments recorded to the utility system can be reconciled to deposits to the bank. The Council should review the reconciliations and monitor delinquencies each month. The City should implement a review of billings each month to ensure proper amounts are billed timely and in compliance with established City ordinances.

- C. Council Minutes – Chapter 21 of the *Code of Iowa* requires minutes be kept of all meetings of governmental bodies. During our review of minutes, we determined:

- (1) The minutes were not always properly signed by the former City Clerk or Mayor to authenticate the record as required by section 380.7(4) of the *Code of Iowa*.
- (2) Not all disbursements were presented to the Council for its approval. In addition, the minutes did not consistently include the reason or a description of the disbursements listed.
- (3) Council proceedings were not published within 15 days as required by section 372.13(6) of the *Code*.
- (4) We identified 3 instances in which the Council went into closed session but the minutes did not document the roll call vote or the reason for the closed session as required by Chapter 21 of the *Code*.

Recommendation – The Council should implement procedures to ensure compliance with the applicable sections of the *Code of Iowa*.

- D. Monthly financial report – According to City officials we spoke with, monthly financial reports were not provided to the Council for its review.

Recommendation – The Council should implement procedures to ensure adequate financial information is provided to the Council for its review in a timely manner.

- E. Supporting documentation – During our review of the City’s financial activity, we were unable to locate supporting documentation for all collections and disbursements. Several of the disbursements for which we were unable to locate appropriate documentation were for reimbursements to the former City Clerk or his wife.

Recommendation – Supporting documentation, such as receipt books, receipts or invoices, should be maintained for all collections and disbursements. The Council should consider developing a record retention policy. In addition, the City should develop and implement procedures to ensure information recorded electronically is periodically backed-up in an appropriate manner and maintained off-site.

- F. Payroll – The City should maintain records which clearly document each employee’s gross pay, individual withholding amounts and net pay for each pay period. In addition, if the employee’s pay is based on an hourly wage, the number of hours worked for the pay period should be clearly documented. We were able to locate only a limited number of payroll records for the period of our investigation.

Recommendation – The City should implement procedures to ensure appropriate payroll records are maintained. In addition, the Council should review and approve each employee’s authorized pay amount on a periodic basis. The amounts approved should be documented in a resolution, in the minutes or in some other appropriate manner.

- G. Loans – We identified a number of loans established in the City’s name which were not properly approved by the Council.

Recommendation – The Council should implement procedures to ensure all loans are properly approved by the Council and other debt requirements established by the *Code of Iowa* are complied with.

Exhibits

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

Report on Special Investigation of the
City of Crawfordsville

Summary of Findings
For the period July 1, 1999 through February 28, 2009

Description	Exhibit/ Table/Page Number	Amount
Improper disbursements:		
Personal telephone bills	Exhibit B	\$ 8,733.17
Personal electric bills	Exhibit C	9,947.47
Unauthorized payroll:		
Gross pay amounts	Table 2	960.00
City's share of IPERS and FICA	Table 3	130.36
Additional pay	Exhibit D	240.00
IPERS contributions paid by the City for John Hamil#	Table 6	2,261.88
IPERS contributions paid by the City for other City employees#	Page 12	1,940.08
Reimbursements	Exhibit E	2,032.40
Payments to vendors	Page 14	769.48
Total improper disbursements		<u>27,014.84</u>
Undeposited collections:		
Cash withheld from deposits*	Table 9	545.00
John Hamil's unpaid utility billings^	Pages 15-17	1,036.54
John Hamil's estimated unpaid utility billings (July '01-Sept. '08)	Page 17	3,005.85
Total undeposited collections		<u>4,587.39</u>
Total		<u><u>\$ 31,602.23</u></u>

- Includes contributions from January 1, 1993 into the 3rd quarter of 2005.

* - Includes \$200.00 of cash withheld from deposit prior to July 1, 1999 and \$25.00 for which the deposit slip did not have a date.

^ - Includes July 1999 - June 2001 and October 2008 - February 2009.

Report on Special Investigation of the
City of Crawfordsville

Payments for Telephone Service
For the period July 1, 1999 through February 28, 2009

Service Month	Vendor	Payment Per Telephone Billings				General Account		
		Account Holder		Total	Check Number	Check Date	Amount	
		City Accounts*	John Hamil					
Jul-99	GTE	\$ 118.64	157.68 ^^	276.32	9136	07/26/99	\$ 233.98	
Aug-99	GTE	127.54	211.42 ^^	338.96	9142	08/23/99	338.96	
Sep-99	<i>Not available</i>	-	-	-	-	-	-	
Oct-99	<i>Not available</i>	-	-	-	-	-	-	
Nov-99	<i>Not available</i>	-	-	-	-	-	-	
Dec-99	<i>Not available</i>	-	-	-	-	-	-	
Jan-00	GTE	119.52	164.75	284.27	9195	01/17/00	242.39	
Feb-00	GTE	119.64	194.58	314.22	9200	02/18/00	272.30	
Mar-00	GTE	119.58	130.45	250.03	9211	03/20/00	208.13	
Apr-00	GTE	119.68	138.13	257.81	9220	04/18/00	215.91	
May-00	GTE	119.62	126.33	245.95	9227	05/17/00	204.05	
Jun-00	GTE	121.08	43.95	165.03	9245	06/24/00	121.63	
Jul-00	Iowa Telecom	121.38	53.77	175.15	-	-	-	
Aug-00	Verizon	3.30	55.54	58.84	9257	07/18/00	58.84	
Aug-00	Iowa Telecom	121.38	48.79	170.17	9266 ^	08/22/00	127.29	
Sep-00	Verizon	3.82	59.16 #	62.98	-	-	-	
Sep-00	Iowa Telecom	127.01	89.36	216.37	9275 ^	09/22/00	216.37	
Oct-00	Iowa Telecom	121.38	73.63	195.01	9282	10/16/00	195.01	
Nov-00	AT&T	-	29.87 **	29.87	-	-	-	
Nov-00	Iowa Telecom	121.59	73.93	195.52	9299	11/14/00	152.57	
Dec-00	Iowa Telecom	122.39	65.46	187.85	9313	12/19/00	144.10	
Jan-01	Iowa Telecom	124.34	91.61	215.95	9321	01/15/01	170.25	
Feb-01	Verizon	7.31	-	7.31	9332	02/13/01	7.31	
Feb-01	AT&T	-	21.32 ##	21.32	-	-	-	
Feb-01	Iowa Telecom	125.46	70.27	195.73	9331	02/13/01	152.78	
Mar-01	Iowa Telecom	123.11	86.90	210.01	9338 ^	03/16/01	166.54	
Apr-01	Iowa Telecom	123.11	84.76	207.87	9360	04/17/01	164.40	
May-01	Iowa Telecom	123.14	64.30	187.44	9379	05/11/01	143.96	

Payment by the City

Water Account				
Check Number	Check Date	Amount	Total	
1649	7/26/99	\$ 42.34	276.32	
-	-	-	338.96	
-	-	-	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	
1720	01/17/00	41.88	284.27	
1735	02/18/00	41.92	314.22	
1749	03/20/00	41.90	250.03	
1760	04/18/00	41.90	257.81	
1768	05/17/00	41.90	245.95	
1781	06/24/00	43.40	165.03	
1798 ^	08/18/00	175.15	175.15	
-	-	-	58.84	
1799	08/21/00	42.88	170.17	
1811 ^	09/25/00	62.98	62.98	
-	-	-	216.37	
-	-	-	195.01	
1846	12/12/00	29.87	29.87	
1832	11/14/00	42.95	195.52	
1848	12/19/00	43.75	187.85	
1857	01/15/01	45.70	215.95	
-	-	-	7.31	
1874 ^	03/19/01	21.32	21.32	
1866	02/13/01	42.95	195.73	
1875 ^	03/15/01	43.47	210.01	
1890	04/17/01	43.47	207.87	
1898	05/11/01	43.48	187.44	

Report on Special Investigation of the
City of Crawfordsville

Payments for Telephone Service
For the period July 1, 1999 through February 28, 2009

Service Month	Vendor	Payment Per Telephone Billings			General Account		
		Account Holder		Total	Check Number	Check Date	Amount
		City Accounts*	John Hamil				
Jun-01	Iowa Telecom	126.74	78.01	204.75	9392	06/12/01	204.75
Jul-01	Iowa Telecom	122.26	96.24	218.50	9426 ^	07/27/01	218.50
Aug-01	Iowa Telecom	122.26	79.31	201.57	9441 ^	08/22/01	201.57
Sep-01	Iowa Telecom	122.26	98.53	220.79	9466	09/24/01	220.79
Oct-01	Iowa Telecom	122.26	82.18	204.44	9495	10/15/01	204.44
Nov-01	Iowa Telecom	122.46	115.28	237.74	9514	11/13/01	237.74
Dec-01	Iowa Telecom	121.90	90.83	212.73	9547	12/16/01	212.73
Jan-02	Iowa Telecom	122.57	78.79	201.36	9566	01/14/02	201.36
Feb-02	Iowa Telecom	122.29	79.12	201.41	9584	02/14/02	201.41
Mar-02	Iowa Telecom	122.29	38.81	161.10	9612	03/18/02	161.10
Apr-02	Iowa Telecom	122.29	35.25	157.54	9642 ^	04/22/02	157.54
May-02	Iowa Telecom	125.07	42.21	167.28	9670 ^	05/28/02	167.28
Jun-02	Iowa Telecom	124.14	60.88	185.02	9686 ^	06/17/02	185.02
Jul-02	Iowa Telecom	131.76	76.87	208.63	9722	07/19/02	208.63
Aug-02	Iowa Telecom	130.43	85.35	215.78	9741	08/12/02	215.78
Sep-02	Iowa Telecom	129.98	57.89	187.87	9766 ^	10/02/02	187.87
Oct-02	Iowa Telecom	130.45	40.62	171.07	9787 ^	10/24/02	171.07
Nov-02	Iowa Telecom	129.98	69.08	199.06	9807 ^	11/18/02	199.06
Dec-02	Iowa Telecom	136.58	37.08	173.66	9833 ^	12/20/02	173.66
Jan-03	Iowa Telecom	139.67	42.75	182.42	9864 ^	01/21/03	182.42
Feb-03	Iowa Telecom	139.96	50.12	190.08	9889 ^	02/19/03	190.08
Mar-03	Iowa Telecom	139.52	47.31	186.83	9913 ^	03/31/03	186.83
Apr-03	Iowa Telecom	140.46	54.90	195.36	9933 ^	04/23/03	195.36
May-03	Iowa Telecom	140.33	50.38	190.71	9952 ^	05/19/03	190.71
Jun-03	Iowa Telecom	144.64	44.57	189.21	9974	06/18/03	189.21
Jul-03	Iowa Telecom	144.23	48.33	192.56	9996	07/14/03	192.56
Aug-03	Iowa Telecom	142.77	48.04	190.81	10018	08/11/03	190.81
Sep-03	Iowa Telecom	142.07	48.32	190.39	10041	09/24/03	190.39
Oct-03	Iowa Telecom	140.95	57.34	198.29	10057	10/13/03	198.29

Payment by the City

Water Account			
Check Number	Check Date	Amount	Total
-	-	-	204.75
-	-	-	218.50
-	-	-	201.57
-	-	-	220.79
-	-	-	204.44
-	-	-	237.74
-	-	-	212.73
-	-	-	201.36
-	-	-	201.41
-	-	-	161.10
-	-	-	157.54
-	-	-	167.28
-	-	-	185.02
-	-	-	208.63
-	-	-	215.78
-	-	-	187.87
-	-	-	171.07
-	-	-	199.06
-	-	-	173.66
-	-	-	182.42
-	-	-	190.08
-	-	-	186.83
-	-	-	195.36
-	-	-	190.71
-	-	-	189.21
-	-	-	192.56
-	-	-	190.81
-	-	-	190.39
-	-	-	198.29

Report on Special Investigation of the
City of Crawfordsville

Payments for Telephone Service
For the period July 1, 1999 through February 28, 2009

Service Month	Vendor	Payment Per Telephone Billings			General Account		
		Account Holder		Total	Check Number	Check Date	Amount
		City Accounts*	John Hamil				
Nov-03	Iowa Telecom	142.34	43.41	185.75	10076	11/17/06	185.75
Dec-03	Iowa Telecom	142.52	47.72	190.24	10104	12/16/03	190.24
Jan-04	Iowa Telecom	147.17	46.62	193.79	10130	01/14/04	193.79
Feb-04	Iowa Telecom	141.44	53.40	194.84	10149	02/17/04	194.84
Mar-04	Iowa Telecom	141.66	55.14	196.80	10173	03/15/04	196.80
Apr-04	Iowa Telecom	143.17	53.77	196.94	10194	04/18/04	196.94
May-04	Iowa Telecom	150.68	73.11	223.79	10216	05/18/04	223.79
Jun-04	Iowa Telecom	152.56	74.33	226.89	10239	06/22/04	226.89
Jul-04	Iowa Telecom	152.12	72.96	225.08	10259	07/14/04	225.08
Aug-04	Iowa Telecom	152.12	70.18	222.30	10294	08/23/04	222.30
Sep-04	Iowa Telecom	152.63	70.81	223.44	10305	09/15/04	223.44
Oct-04	Iowa Telecom	151.97	73.55	225.52	10339	10/26/04	225.52
Nov-04	Iowa Telecom	151.81	80.38	232.19	10352	11/12/04	232.19
Dec-04	Iowa Telecom	151.46	75.76	227.22	10379	12/13/04	227.22
Jan-05	Iowa Telecom	151.97	76.54	228.51	10405	01/12/05	228.51
Feb-05	Iowa Telecom	155.07	81.83	236.90	10424	02/16/05	236.90
Mar-05	Iowa Telecom	154.67	69.59	224.26	10441	03/15/05	224.26
Apr-05	Iowa Telecom	156.80	77.04	233.84	10464	04/18/05	233.84
May-05	Iowa Telecom	155.17	86.76	241.93	10479	05/09/05	241.93
Jun-05	Iowa Telecom	154.99	84.80	239.79	10505	06/08/05	239.79
Jul-05	Iowa Telecom	154.48	93.80	248.28	10539	07/11/05	248.28
Aug-05	Iowa Telecom	154.84	77.03	231.87	10554	08/14/05	231.87
Sep-05	Iowa Telecom	154.68	83.32	238.00	10577	09/12/05	238.00
Oct-05	Iowa Telecom	154.48	81.80	236.28	10604	10/17/05	236.28
Nov-05	Iowa Telecom	155.93	76.28	232.21	10627	11/14/05	232.21
Dec-05	Iowa Telecom	154.84	88.17	243.01	10655	12/18/05	243.01
Jan-06	Iowa Telecom	158.28	81.73	240.01	10688	01/17/06	240.01
Feb-06	Iowa Telecom	162.99	93.15	256.14	10708	02/14/07	256.14
Mar-06	Iowa Telecom	162.99	76.61	239.60	10728	03/27/06	239.60

Payment by the City

Water Account			
Check Number	Check Date	Amount	Total
-	-	-	185.75
-	-	-	190.24
-	-	-	193.79
-	-	-	194.84
-	-	-	196.80
-	-	-	196.94
-	-	-	223.79
-	-	-	226.89
-	-	-	225.08
-	-	-	222.30
-	-	-	223.44
-	-	-	225.52
-	-	-	232.19
-	-	-	227.22
-	-	-	228.51
-	-	-	236.90
-	-	-	224.26
-	-	-	233.84
-	-	-	241.93
-	-	-	239.79
-	-	-	248.28
-	-	-	231.87
-	-	-	238.00
-	-	-	236.28
-	-	-	232.21
-	-	-	243.01
-	-	-	240.01
-	-	-	256.14
-	-	-	239.60

Report on Special Investigation of the
City of Crawfordsville

Payments for Telephone Service
For the period July 1, 1999 through February 28, 2009

Service Month	Vendor	Payment Per Telephone Billings			General Account		
		Account Holder		Total	Check Number	Check Date	Amount
		City Accounts*	John Hamil				
Apr-06	Iowa Telecom	163.43	71.92	235.35	10747	04/11/06	235.35
May-06	Iowa Telecom	111.40	81.36	192.76	10770	05/11/06	192.76
Jun-06	Iowa Telecom	109.50	77.77	187.27	10787	06/11/06	187.27
Jul-06	Iowa Telecom	109.09	77.92	187.01	10815	07/16/06	187.01
Aug-06	Iowa Telecom	103.33	78.93	182.26	10836	08/17/06	182.26
Sep-06	Iowa Telecom	104.25	72.56	176.81	10852	09/18/06	176.81
Oct-06	Iowa Telecom	102.51	71.73	174.24	10876	10/10/06	174.24
Nov-06	Iowa Telecom	103.26	67.52	170.78	10900	11/08/06	170.78
Dec-06	Iowa Telecom	102.51	90.94	193.45	10932	12/12/06	193.45
Jan-07	Iowa Telecom	104.37	84.48	188.85	10946	01/17/07	188.85
Feb-07	Iowa Telecom	105.67	82.13	187.80	10972	02/13/07	187.80
Mar-07	Iowa Telecom	108.20	87.94	196.14	10991	03/13/07	196.14
Apr-07	Iowa Telecom	107.79	80.54	188.33	11009	04/12/07	188.33
May-07	Iowa Telecom	107.41	80.25	187.66	11032	05/09/07	187.66
Jun-07	Iowa Telecom	108.37	71.61	179.98	11061	06/12/07	179.98
Jul-07	Iowa Telecom	110.01	74.52	184.53	11084	07/16/07	184.53
Aug-07	Iowa Telecom	108.14	70.91	179.05	11101	08/12/07	179.05
Sep-07	Iowa Telecom	107.14	83.60	190.74	11126	09/18/06	190.74
Oct-07	Iowa Telecom	108.65	87.58	196.23	11148	10/18/07	196.23
Nov-07	Iowa Telecom	106.98	81.35	188.33	11165	11/12/07	188.33
Dec-07	Iowa Telecom	107.42	84.61	192.03	11186	12/10/07	192.03
Jan-08	Iowa Telecom	111.89	86.57	198.46	11209	01/15/08	198.46
Feb-08	Iowa Telecom	112.33	78.21	190.54	11229	02/19/08	190.54
Mar-08	Iowa Telecom	111.89	83.31	195.20	11246	03/10/08	195.20
Apr-08	Iowa Telecom	112.10	77.10	189.20	11266	04/08/08	189.20
May-08	Iowa Telecom	112.76	75.22	187.98	11286	05/10/08	187.98
Jun-08	Iowa Telecom	112.32	78.75	191.07	11312	06/15/08	191.07
Jul-08	Iowa Telecom	111.73	84.81	196.54	11338	07/23/09	196.54
Aug-08	Iowa Telecom	112.21	77.32	189.53	11352	08/18/08	189.53

Payment by the City

Water Account			
Check Number	Check Date	Amount	Total
-	-	-	235.35
-	-	-	192.76
-	-	-	187.27
-	-	-	187.01
-	-	-	182.26
-	-	-	176.81
-	-	-	174.24
-	-	-	170.78
-	-	-	193.45
-	-	-	188.85
-	-	-	187.80
-	-	-	196.14
-	-	-	188.33
-	-	-	187.66
-	-	-	179.98
-	-	-	184.53
-	-	-	179.05
-	-	-	190.74
-	-	-	196.23
-	-	-	188.33
-	-	-	192.03
-	-	-	198.46
-	-	-	190.54
-	-	-	195.20
-	-	-	189.20
-	-	-	187.98
-	-	-	191.07
-	-	-	196.54
-	-	-	189.53

Report on Special Investigation of the
City of Crawfordsville

Payments for Telephone Service
For the period July 1, 1999 through February 28, 2009

Service Month	Vendor	Payment Per Telephone Billings			General Account		
		Account Holder		Total	Check Number	Check Date	Amount
		City Accounts*	John Hamil				
Sep-08	Iowa Telecom	111.77	68.34	180.11	11376	09/17/08	180.11
Oct-08	Iowa Telecom	116.55	80.70	197.25	11403	10/15/08	197.25
Nov-08	Iowa Telecom	113.09	51.15	164.24	11421	11/11/08	164.24
Dec-08	Iowa Telecom	107.21	65.53	172.74	11446	12/15/08	172.74
Jan-09	Iowa Telecom	117.67	76.05	193.72	11473	01/12/09	193.72
	Total	\$ 14,315.37	8,733.17	23,048.54			\$ 22,115.33

* - Includes up to 3 billings for City phone numbers 319-658-3838, 319-658-3251 and 319-658-2207.

^^ - Invoice for John Hamil's personal telephone billing was not available. The difference between the amount paid by the City and the invoices for the City's telephone billings is comparable to the amount incurred in other months for Mr. Hamil's personal telephone.

- Because the invoice showing the payment was not available, we used the amount charged to the account for monthly service.

** - Because the invoice showing the payment was not available, we used the prior month's billing statement. According to Mr. Hamil's statement for the month ended November 29, 2000, \$31.05 was due. However, the check was written for \$29.87 which is shown on the billing statement just below the total amount due as the "AT&T True Reach Savings" accumulated over the previous 3 months.

^ - The redeemed check or an image was not available. The information shown is per the bank statement and the date shown is the date the payment cleared the City's account.

- We observed 2 invoices which included amounts due of \$13.07 and \$8.25. The invoices included only a customer number and not a name. According to an AT&T representative, they were unable to recover the billing records for the customer number. Because the City did not have telephone services provided by AT&T, it is reasonable this is a payment of personal expenses.

Payment by the City

Water Account			
Check Number	Check Date	Amount	Total
-	-	-	180.11
-	-	-	197.25
-	-	-	164.24
-	-	-	172.74
-	-	-	193.72
		<u>\$ 933.21</u>	<u>23,048.54</u>

Report on Special Investigation of the
City of Crawfordsville

Payments to Alliant Energy
For the period July 1, 1999 through February 28, 2009

Service Month	Payment Per Alliant Energy			General Account		
	Account Holder		Total	Check Number	Check Date	Amount
	City Accounts*	John Hamil				
Jun-99	\$ 506.53	78.56	585.09	NA ^	07/19/99	\$ 372.23
Jul-99	515.20	93.64	608.84	9140	08/16/99	383.15
Aug-99	522.58	81.86	604.44	NA ^	09/20/99	375.98
Sep-99	480.77	53.26	534.03	NA ^	10/21/99	346.33
Oct-99	447.35	48.28	495.63	NA ^	11/17/99	339.04
Nov-99	469.21	60.90	530.11	NA ^	12/16/99	354.06
Dec-99	494.83	63.70	558.53	9195	01/17/00	358.41
Jan-00	467.56	52.21	519.77	9201	02/18/00	344.00
Feb-00	450.12	49.18	499.30	9210	03/13/00	329.94
Mar-00	455.07	48.78	503.85	9219	04/18/00	334.90
Apr-00	454.74	55.60	510.34	9228	05/17/00	343.10
May-00	473.99	48.51	522.50	9241	06/15/00	341.81
Jun-00	511.45	92.26	603.71	9256	07/18/00	411.94
Jul-00	479.78	84.80	564.58	6265 ^	08/18/00	391.22
Aug-00	502.13	109.66	611.79	9274 ^	09/18/00	413.17
Sep-00	462.96	67.33	530.29	9287	10/16/00	354.15
Oct-00	583.00	57.19	640.19	9298	11/14/00	409.65
Nov-00	484.59	77.54	562.13	9312	12/12/00	370.76
Dec-00	511.35	85.92	597.27	9320	01/15/01	395.96
Jan-01	638.86 #	70.92	709.78	9333 ^	03/01/01	534.73
Feb-01	468.58	61.49	530.07	9340 ^	03/26/01	369.04
Mar-01	529.11	74.76	603.87	9359	04/17/01	334.74
Apr-01	527.43	71.15	598.58	9378	05/11/01	335.99
May-01	506.59	75.67	582.26	9393	06/19/01	582.26
Jun-01	551.20	113.99	665.19	9425 ^	07/30/01	665.19
Jul-01	526.26	111.57	637.83	9440 ^	08/20/01	637.83
Aug-01	519.65	80.66	600.31	9455	09/14/01	600.31

Payment by the City

Water Account				
Check Number		Check Date	Amount	Total
1642	^	07/19/99	\$ 212.86	585.09
1656		08/16/99	225.69	608.84
1672	^	09/20/99	228.46	604.44
1687	^	10/21/99	187.70	534.03
1698	^	11/17/99	156.59	495.63
1706	^	12/16/99	176.05	530.11
1719		01/17/00	200.12	558.53
1736		02/18/00	175.77	519.77
1746		03/13/00	169.36	499.30
1759		04/18/00	168.95	503.85
1769		05/17/00	167.24	510.34
1775		06/15/00	180.69	522.50
1788		07/18/00	191.77	603.71
1798	^	08/18/00	173.36	564.58
1809	^	09/15/00	198.62	611.79
1821		10/16/00	176.14	530.29
1830		11/14/00	230.54	640.19
1843		12/12/00	191.37	562.13
1856		01/15/01	201.31	597.27
1867	^	03/02/01	175.05	709.78
1877	^	03/26/01	161.03	530.07
1889		04/17/01	269.13	603.87
1896		05/11/01	262.59	598.58
-		-	-	582.26
-		-	-	665.19
-		-	-	637.83
-		-	-	600.31

Report on Special Investigation of the
City of Crawfordsville

Payments to Alliant Energy
For the period July 1, 1999 through February 28, 2009

Service Month	Payment Per Alliant Energy			General Account		
	Account Holder			Check Number	Check Date	Amount
	City Accounts*	John Hamil	Total			
Sep-01	513.14	82.06	595.20	9492	10/10/01	595.20
Oct-01	458.84	57.47	516.31	9506	11/07/01	516.31
Nov-01	492.20	67.84	560.04	9538	12/12/01	560.04
Dec-01	477.69	61.37	539.06	9565	01/14/02	539.06
Jan-02	466.90	63.59	530.49	9583	02/14/02	530.49
Feb-02	459.80	54.39	514.19	9613	03/18/02	514.19
Mar-02	492.72	63.52	556.24	9643	^ 04/22/02	556.24
Apr-02	494.63	48.81	543.44	9669	^ 05/28/02	543.44
May-02	493.90	60.83	554.73	9687	^ 06/17/02	554.73
Jun-02	510.70	83.83	594.53	9723	07/19/02	594.53
Jul-02	581.07	114.16	695.23	9740	08/12/02	695.23
Aug-02	566.06	98.36	664.42	9758	^ 09/16/02	664.42
Sep-02	578.21	86.47	664.68	9788	^ 10/24/02	664.68
Oct-02	520.30	59.48	579.78	9804	^ 11/18/02	579.78
Nov-02	550.85	75.90	626.75	9832	^ 12/20/02	626.75
Dec-02	754.69	89.36	844.05	NA	^ 01/23/03	844.05
Jan-03	588.88	75.28	664.16	9890	^ 02/25/03	664.16
Feb-03	599.26	75.91	675.17	9915	^ 04/01/03	675.17
Mar-03	558.72	82.13	640.85	9932	^ 04/23/03	640.85
Apr-03	612.92	** 67.37	680.29	9951	^ 05/20/03	680.29
May-03	536.50	63.62	600.12	9971	06/11/03	600.12
Jun-03	617.46	103.70	721.16	9997	07/14/03	721.16
Jul-03	615.57		615.57	10019	08/11/03	615.57
Aug-03	390.33	220.15	610.48	10037	09/10/03	610.48
Sep-03	832.28	73.15	905.43	10059	10/20/03	905.43
Oct-03	470.16	48.14	518.30	10075	11/17/03	518.30
Nov-03	706.34	84.97	791.31	10102	12/16/03	791.31
Dec-03	692.53	99.89	792.42	10129	01/14/04	792.42

Payment by the City

Water Account			
Check Number	Check Date	Amount	Total
-	-	-	595.20
-	-	-	516.31
-	-	-	560.04
-	-	-	539.06
-	-	-	530.49
-	-	-	514.19
-	-	-	556.24
-	-	-	543.44
-	-	-	554.73
-	-	-	594.53
-	-	-	695.23
-	-	-	664.42
-	-	-	664.68
-	-	-	579.78
-	-	-	626.75
-	-	-	844.05
-	-	-	664.16
-	-	-	675.17
-	-	-	640.85
-	-	-	680.29
-	-	-	600.12
-	-	-	721.16
-	-	-	615.57
-	-	-	610.48
-	-	-	905.43
-	-	-	518.30
-	-	-	791.31
-	-	-	792.42

Report on Special Investigation of the
City of Crawfordsville

Payments to Alliant Energy
For the period July 1, 1999 through February 28, 2009

Service Month	Payment Per Alliant Energy			General Account		
	Account Holder			Check Number	Check Date	Amount
	City Accounts*	John Hamil	Total			
Jan-04	665.71	79.51	745.22	10150	02/17/04	745.22
Feb-04	611.97	67.21	679.18	10172	03/19/04	679.18
Mar-04	589.31	61.65	650.96	10193	04/18/04	650.96
Apr-04	576.93	58.93	635.86	10215	05/18/04	635.86
May-04	553.42	72.95	626.37	10235	06/11/04	626.37
Jun-04	712.67	89.88	802.55	10258	07/14/04	802.55
Jul-04	789.85	132.53	922.38	10287	08/09/04	922.38
Aug-04	704.36	102.52	806.88	10310	09/15/04	806.88
Sep-04	660.02	76.65	736.67	10336	10/18/04	736.67
Oct-04	691.15	75.58	766.73	10353	11/12/04	766.73
Nov-04	717.77	88.56	806.33	10378	12/13/04	806.33
Dec-04	785.52	135.78	921.30	10417	02/07/05	921.30
Jan-05	685.61	83.91	769.52	10423	02/16/05	769.52
Feb-05	727.78	73.90	801.68	10440	03/15/05	801.68
Mar-05	711.18	89.01	800.19	10463	04/18/05	800.19
Apr-05	691.12	81.20	772.32	10487	05/10/05	772.32
May-05	738.59	78.46	817.05	10507	06/08/05	817.05
Jun-05	762.43	135.06	897.49	10538	07/11/05	897.49
Jul-05	856.24	156.36	1,012.60	10553	08/14/05	1,012.60
Aug-05	776.94	142.22	919.16	10576	09/12/05	919.16
Sep-05	743.71	105.72	849.43	10594	10/10/05	849.43
Oct-05	759.27	78.44	837.71	10626	11/14/05	837.71
Nov-05	787.60	115.78	903.38	10658	12/18/05	903.38
Dec-05	817.48	109.03	926.51	10686	01/17/06	926.51
Jan-06	795.48	111.44	906.92	10709	02/14/06	906.92
Feb-06	806.64	91.05	897.69	10730	03/27/06	897.69
Mar-06	735.67	77.86	813.53	10746	04/11/06	813.53
Apr-06	680.34	75.17	755.51	10771	05/11/06	755.51
May-06	693.07	87.07	780.14	10786	06/11/06	780.14

Payment by the City

Water Account			
Check Number	Check Date	Amount	Total
-	-	-	745.22
-	-	-	679.18
-	-	-	650.96
-	-	-	635.86
-	-	-	626.37
-	-	-	802.55
-	-	-	922.38
-	-	-	806.88
-	-	-	736.67
-	-	-	766.73
-	-	-	806.33
-	-	-	921.30
-	-	-	769.52
-	-	-	801.68
-	-	-	800.19
-	-	-	772.32
-	-	-	817.05
-	-	-	897.49
-	-	-	1,012.60
-	-	-	919.16
-	-	-	849.43
-	-	-	837.71
-	-	-	903.38
-	-	-	926.51
-	-	-	906.92
-	-	-	897.69
-	-	-	813.53
-	-	-	755.51
-	-	-	780.14

Report on Special Investigation of the
City of Crawfordsville

Payments to Alliant Energy
For the period July 1, 1999 through February 28, 2009

Service Month	Payment Per Alliant Energy			General Account		
	Account Holder			Check Number	Check Date	Amount
	City Accounts*	John Hamil	Total			
Jun-06	765.54	121.52	887.06	10814	07/16/06	887.06
Jul-06	832.69	178.26	1,010.95	10835	08/17/06	1,010.95
Aug-06	792.02	137.55	929.57	10851	09/18/06	929.57
Sep-06	798.69	96.26	894.95	10877	10/10/06	894.95
Oct-06	712.68	84.40	797.08	10899	11/08/06	797.08
Nov-06	733.28	101.10	834.38	10930	12/07/06	834.38
Dec-06	819.16	137.08	956.24	10949	01/17/07	956.24
Jan-07	853.84	95.14	948.98	10971	02/13/07	948.98
Feb-07	757.94	69.89	827.83	10990	03/13/07	827.83
Mar-07	748.01	75.20	823.21	11013	04/12/07	823.21
Apr-07	757.91	83.83	841.74	11031	05/09/07	841.74
May-07	797.36	90.39	887.75	11060	06/12/07	887.75
Jun-07	740.60	93.18	833.78	11080	07/09/07	833.78
Jul-07	895.30	145.68	1,040.98	11102	08/12/07	1,040.98
Aug-07	808.84	165.83	974.67	11119	09/07/07	974.67
Sep-07	811.23	101.24	912.47	11146	10/18/07	912.47
Oct-07	781.61	74.01	855.62	11163	11/06/07	855.62
Nov-07	766.93	63.88	830.81	11185	12/10/07	830.81
Dec-07	855.64	79.75	935.39	11210	01/15/08	935.39
Jan-08	766.05	54.35	820.40	11223	02/05/08	820.40
Feb-08	823.06	55.30	878.36	11242	03/07/08	878.36
Mar-08	777.18	66.10	843.28	11257	04/02/08	843.28
Apr-08	832.70	72.16	904.86	11280	05/10/08	904.86
May-08	835.49	73.36	908.85	11308	06/04/08	908.85
Jun-08	853.21	130.07	983.28	11323	07/07/08	983.28
Jul-08	1,022.70	202.74	1,225.44	11351	08/03/08	1,225.44
Aug-08	988.74	137.64	1,126.38	11369	09/03/08	1,126.38
Sep-08	902.18	113.12	1,015.30	11395	10/08/08	1,015.30

Payment by the City

Water Account			
Check Number	Check Date	Amount	Total
-	-	-	887.06
-	-	-	1,010.95
-	-	-	929.57
-	-	-	894.95
-	-	-	797.08
-	-	-	834.38
-	-	-	956.24
-	-	-	948.98
-	-	-	827.83
-	-	-	823.21
-	-	-	841.74
-	-	-	887.75
-	-	-	833.78
-	-	-	1,040.98
-	-	-	974.67
-	-	-	912.47
-	-	-	855.62
-	-	-	830.81
-	-	-	935.39
-	-	-	820.40
-	-	-	878.36
-	-	-	843.28
-	-	-	904.86
-	-	-	908.85
-	-	-	983.28
-	-	-	1,225.44
-	-	-	1,126.38
-	-	-	1,015.30

Report on Special Investigation of the
City of Crawfordsville

Payments to Alliant Energy
For the period July 1, 1999 through February 28, 2009

Service Month	Payment Per Alliant Energy			General Account		
	Account Holder			Check Number	Check Date	Amount
	City Accounts*	John Hamil	Total			
Oct-08	953.02 ##	30.48	983.50	11418	11/06/08	983.50
Nov-08	971.12	40.03	1,011.15	11445	12/15/08	1,011.15
Dec-08	891.79	113.36	1,005.15	11474	01/12/09	1,005.15
Total	\$ 75,647.88	9,947.47	85,595.35			\$ 81,114.96

* - Includes up to 9 accounts held in the City's name.

- In addition to the billings to the City for monthly services, this amount includes \$153.09 which appears to be for repair services.

^ - The redeemed check or an image was not available. The information shown is per the bank statement and the date shown is the date the payment cleared the City's account.

NA - Not available.

** - Payment included March, April and May 2003 services for 1 City account.

- Payment included September, October and November 2008 services for 1 City account.

Payment by the City

Water Account

Check Number	Check Date	Amount	Total
-	-	-	983.50
-	-	-	1,011.15
-	-	-	1,005.15
		<u>\$ 4,480.39</u>	<u>85,595.35</u>

Report on Special Investigation of the
City of Crawfordsville

Improper Additional Pay to John Hamil
For the period July 1, 1999 through February 28, 2009

Per Bank Statement			Per Check	
Cleared Date	Check Number	Check Amount	Check Date	Payee
01/03/05	10388	\$ 365.57	01/03/05	John Hamil
02/01/05	10414	365.57	02/01/05	J. Hamil
03/01/05	10433	365.57	03/01/05	John Hamil
04/04/05	10455	365.57	04/01/05	John Hamil
05/02/05	10476	365.57	-	John Hamil
06/02/05	10499	365.57	06/01/05	John Hamil
07/01/05	10522	365.57	07/01/05	John Hamil
08/02/05	10549	365.57	08/01/05	John Hamil
09/02/05	10571	348.92	09/02/05	John Hamil
10/06/05	10592	348.92	10/05/05	John Hamil
11/01/05	10612	348.92	11/01/05	John Hamil
12/02/05	10648	348.92	12/02/05	J. Hamil
Total		<u>\$ 4,320.24</u>		

Recalculated Net Pay							Improper Additional Pay
Gross Pay	FICA (7.65%)	State Withholding Tax	Federal Withholding Tax	IPERS (3.7%)	Net Pay		
\$ 450.00	34.43	20.00	50.00	-	345.57	20.00	
450.00	34.43	20.00	50.00	-	345.57	20.00	
450.00	34.43	20.00	50.00	-	345.57	20.00	
450.00	34.43	20.00	50.00	-	345.57	20.00	
450.00	34.43	20.00	50.00	-	345.57	20.00	
450.00	34.43	20.00	50.00	-	345.57	20.00	
450.00	34.43	20.00	50.00	-	345.57	20.00	
450.00	34.43	20.00	50.00	-	345.57	20.00	
450.00	34.43	20.00	50.00	16.65	328.92	20.00	
450.00	34.43	20.00	50.00	16.65	328.92	20.00	
450.00	34.43	20.00	50.00	16.65	328.92	20.00	
450.00	34.43	20.00	50.00	16.65	328.92	20.00	
\$ 5,400.00	413.16	240.00	600.00	66.60	4,080.24	240.00	

Report on Special Investigation of the
City of Crawfordsville

Reimbursements to John and Pat Hamil
For the period July 1, 1999 through February 28, 2009

Per Check					
Date Cleared	Check #	Date on Check	Payee	Memo	Amount
04/13/01	9358	04/12/01	John Hamil	Partial Payment on Computer	\$ 350.00
04/30/01	9363	04/23/01	Pat Hamil	Computer-Works & Supplies	315.57
05/29/01	9380	05/27/01	John Hamil	Supplies	54.58
09/19/01	9482	09/18/01	John Hamil	Supplies 54.84 - wage 23.25	78.09
11/01/01	9502	10/31/01	J. Hamil	<i>none</i>	23.25
12/11/01	9537	12/08/01	Pat Hamil	<i>none</i>	29.84
03/08/02	9604	03/06/02	Pat Hamil	printer ink	73.29
07/19/02	9725	07/19/02	John Hamil	<i>none</i>	57.54
09/25/03	10038	09/15/03	Pat Hamil	<i>none</i>	29.26

Description per Receipt	Proper	Improper
<i>no receipt found</i>	-	350.00
<i>no receipt found</i>	-	315.57
Black ink	27.99	- ^^
Color ink	-	23.99
Tax	-	2.60
Black ink	25.81	2.87 #
Color ink	-	23.55
Tax	-	2.61
<i>"wage" per check memo</i>	-	23.25
<i>no receipt found</i>	-	23.25
Cartridge (black)	25.08	- ^^
Snowball	-	3.00
Tax	-	1.76
Cartridge (black)	25.08	- ^^
Cartridge (color)	-	22.36
Cartridge (color)	-	22.36
Tax	-	3.49
Postage, March 7, 2002	1.26	-
Postage, May 29, 2002	2.52	-
Postage, June 27, 2002	1.05	-
Cartridge (black)	25.08	- ^^
Cartridge (color)	-	22.35
Tax	-	1.25
<i>no receipt found</i>	-	4.03
Cartridge (black)	25.08	2.79 #
Tax	-	1.39

Report on Special Investigation of the
City of Crawfordsville

Reimbursements to John and Pat Hamil
For the period July 1, 1999 through February 28, 2009

Date Cleared	Check #	Date on Check	Payee	Per Check		Amount
				Memo		
11/27/02	9821	11/25/08	John Hamil	<i>none</i>		138.52
11/18/03	10083	11/18/03	John Hamil	Computer Ink		49.71
04/23/04	10199	04/18/04	Pat Hamil	<i>none</i>		30.37
04/30/04	10203	04/29/04	J. Hamil	<i>none</i>		384.18
07/21/04	10265	07/20/04	John Hamil	<i>none</i>		148.00
08/27/04	10291	08/16/04	Pat Hamil	<i>none</i>		27.87
10/04/04	10326	10/03/04	John Hamil	Wage \$365.57	Supplies \$54.52	54.52
01/10/05	10398	01/10/05	John Hamil	Computer Supplies - Ink		48.70
04/11/05	10458	04/05/05	Pat Hamil	<i>none</i>		55.17
06/21/05	10513	06/20/05	John Hamil	Walmart - Supplies		321.07
10/18/05	10606	10/17/05	John Hamil	<i>none</i>		54.53
12/13/05	10654	12/10/05	Pat Hamil	<i>none</i>		12.28

Description per Receipt	Proper	Improper
<i>no receipt found</i>	-	138.52
Cartridge (black)	25.08	2.79
Cartridge (color)	-	21.84
Copy paper	2.50	-
Cartridge (black)	25.08	2.79 #
<i>no receipt found</i>	-	384.18
Dehumidifier	133.20	14.80 #
Black ink cartridge	25.08	2.79 #
File storage	4.90	0.54 #
File storage	4.90	0.54 #
Envelopes	3.12	0.35 #
Envelopes	3.12	0.35 #
Labels	7.95	0.88 #
Cartridge (black)	25.08	2.79 #
Epson T017201 combination ink cartridge	46.38	-
Tax	-	2.32
Epson T017201 combination ink cartridge	46.38	-
Tax	-	2.02
Envelopes	3.84	0.43 #
Copy paper	2.25	0.25 #
<i>no receipt found</i>	-	321.07
Epson T017201 combination ink cartridge	51.93	-
Tax	-	2.60
Envelopes	0.84	- ^^
Neon notes	1.68	- ^^
Envelopes	3.84	- ^^
Copy paper	2.56	- ^^
Legal pad	2.56	- ^^
Tax	-	0.80

Report on Special Investigation of the
City of Crawfordsville

Reimbursements to John and Pat Hamil
For the period July 1, 1999 through February 28, 2009

Date Cleared	Per Check				
	Check #	Date on Check	Payee	Memo	Amount
04/13/06	10743	04/10/06	Pat Hamil	<i>none</i>	7.24
12/04/06	10914	11/29/06	Pat Hamil	<i>none</i>	70.86
08/28/07	11112	08/28/07	John Hamil	Computer Supplies	127.76
04/09/08	11267	04/08/08	Pat Hamil	<i>none</i>	37.90
10/09/08	11382	09/29/08	Pat Hamil	<i>none</i>	14.72
11/24/08	11420	11/06/08	John Hamil	<i>none</i>	134.57
12/30/08	11459	12/27/08	Pat Hamil	<i>none</i>	78.00

Description per Receipt	Proper	Improper
Copy paper	2.67	0.30 #
Envelopes	3.84	0.43 #
Epson T017201 combination ink cartridge	55.29	-
Tax	-	2.76
Envelopes	3.84	0.43 #
Envelopes	3.84	0.43 #
Envelopes	3.84	0.43 #
Epson T018201 Color	-	27.29
Epson T017201 Black	35.69	-
Tax	-	3.78
Envelopes	4.03	0.44 #
Copy paper	3.31	0.37 #
<i>no receipt found</i>		52.85
Envelopes	4.09	0.45 #
Copy paper	3.57	0.40 #
Tax	-	0.60
Black cartridge	28.79	-
Postage dated Sept. 22, 2008	2.97	-
Postage dated Sept. 23, 2008	2.36	-
Envelopes	9.39	- ^^
Postage dated July 25, 2008	5.79	-
Postage dated October 8, 2009	1.17	-
Envelopes	19.45	2.16
<i>no receipt found</i>	-	106.00
2 - Intuit QB Softw/Supp	78.00	-

Report on Special Investigation of the
City of Crawfordsville

Reimbursements to John and Pat Hamil
For the period July 1, 1999 through February 28, 2009

Per Check					
Date Cleared	Check #	Date on Check	Payee	Memo	Amount
10/01/02	9761	-	^	-	55.78
11/12/02	9796	-	^	-	9.33
01/23/03	-	-	^	-	58.44
04/02/03	9923	-	^	-	49.71
Total					\$ 2,980.65

^ - Image of check not available.

- Improper amount includes the discount on the purchase which was included in the reimbursement amount.

^^ - Discount was properly excluded from reimbursement amount.

Description per Receipt	Proper	Improper
Cartridge (black)	25.08	- ^^
Envelopes	3.12	-
Paper	2.58	-
Cartridge (color)	-	22.35
Tax	-	2.65
Labels	8.81	-
Tax	-	0.52
Cartridge (black)	25.08	2.79 #
Cartridge (color)	-	21.84
Envelopes	3.12	0.35 #
Paper	2.23	0.25 #
Tax	-	2.78 #
Cartridge (black)	25.08	- ^^
Cartridge (color)	-	19.66
Tax	-	2.49
<i>no receipt found</i>	-	2.48
	948.25	2,032.40

Report on Special Investigation of the
City of Crawfordsville

Staff

This special investigation was performed by:

Annette K. Campbell, CPA, Director
Brett M. Zeller, Staff Auditor



Tamera S. Kusian, CPA
Deputy Auditor of State

Appendices

Report on Special Investigation of the
City of Crawfordsville

Copy of 2005 Payroll Ledger Card for John Hamil

NAME		TERMS		CARD NO.							
John D. Hamil											
ADDRESS		RATING LIMIT		SALESMAN							
Box [redacted] 062 0145				JPER's							
Oxford Form No. 1537											
DATE	ITEM	FOLIO	Gross	CREDIT	BALANCE	Tax	State	FOLIO	Net	CREDIT	BALANCE
Jan			450.00	27.90	653	50.00	20.00		365.57		
Feb			450.00	27.90	653	50.00	20.00		365.57		
Mar			450.00	27.90	653	50.00	20.00		365.57		
Apr			450.00	27.90	653	50.00	20.00		365.57		
May			450.00	27.90	653	50.00	20.00		365.57		
June			450.00	27.90	653	50.00	20.00		365.57		
July			450.00	27.90	653	50.00	20.00		365.57		
Aug			450.00	27.90	653	50.00	20.00		365.57	1665	348.92
Sept			450.00	27.90	653	50.00	20.00		365.57	1665	348.92
Oct			450.00	27.90	653	50.00	20.00		365.57	1665	348.92
Nov			450.00	27.90	653	50.00	20.00		365.57	1665	348.92
Nov			130.00	8.06	189	—	—		121.94	781	115.24
Dec			450.00	27.90	653	50.00	20.00		365.57	1665	348.92