

**ATTESTATION REPORT
OF THE
VILLAGE OF OAKDALE**

JULY 1, 2012, THROUGH OCTOBER 27, 2014

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Issued on January 6, 2015

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VILLAGE OF OAKDALE

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VILLAGE OF OAKDALE

BACKGROUND INFORMATION

On October 27, 2014, the Nebraska Auditor of Public Accounts (APA) received a letter from Delayne Fulsaa, the Chairman of the Board (Chairman) for the Village of Oakdale (Village). The Village was requesting assistance with its current audit, in addition to a review of its bank statements due to an ongoing investigation of its former Village Clerk, Megan Brandt (former Clerk). See **Attachment A** for a copy of the letter. The APA sent a letter to the Chairman on October 29, 2014, agreeing to perform an attestation examination of the Village for the period July 1, 2012, through October 27, 2014.

Prior to this, the APA had communicated with the Chairman regarding late or unfiled audits and budgets of the Village. For example, on May 1, 2014, the APA notified the Chairman via a written letter, that we had not received an audit for the fiscal year ending September 30, 2013. That audit had been due a month previously, on March 31, 2014. When no response to our initial notice was forthcoming, the APA sent a second letter to the Chairman on August 21, 2014. Despite these two communications, the Village failed to file the required audit. Consequently, the APA notified the State Treasurer to withhold the distribution of highway allocation funds to the Village. As of October 27, 2014, the State Treasurer is withholding \$24,014 of Village funds.

The current Board of Trustees (Board) for the Village, as of October 2014, is comprised of the following members:

- | | |
|----------------------------------------|---------------------------|
| Delayne Fulsaa – Chairman of the Board | Kyle Guggenmos – Trustee |
| Wanda Cornett – Trustee | Arthur Griffith – Trustee |
| Chuck Neyens – Trustee | |

The following Village bank accounts were provided to the APA by the Antelope County Sheriff and directly from the Bank. The Schedule of Bank Activity for the Village of Oakdale was prepared from these records. For security reasons, the account numbers will not be published in this report, but are available to the Village upon request.

Account Owner per Bank	Account Name per Bank	Bank Name
Village of Oakdale	Public Funds Now Account	Pinnacle Bank Neligh
Village of Oakdale	Public Funds Account	Pinnacle Bank Neligh
Village of Oakdale - Street Fund	Certificate of Deposit	Pinnacle Bank Neligh
Village of Oakdale - Community Center Reserve	Certificate of Deposit	Pinnacle Bank Neligh
Village of Oakdale - Water Improvement Reserve	Certificate of Deposit	Pinnacle Bank Neligh
Village of Oakdale	Certificate of Deposit	Pinnacle Bank Neligh

The Village’s Public Funds Now Account will be referred to throughout this report as the Village’s bank account. Details of the bank activity are found on the Schedule of Bank Activity in this report.

The Village utilized QuickBooks accounting software to record its financial and payroll activity.

VILLAGE OF OAKDALE

BACKGROUND INFORMATION

(Continued)

The Village provided water, sewer, and garbage services to its residents – and, in turn, billed and collected payments from those customers. The Village also collected funds for the rental of the Village’s community center, from loan proceeds, from Antelope County receipts, from the State for highway allocation funding, and from other sources. The Village required receipt books to be used for the recording of funds from individuals paying in cash or in person; however, most of the receipt books went missing at some point during the period under review.

The Village employed a small number of individuals, including a clerk, maintenance workers, the librarian, and others who performed janitorial/cleaning services.

History of Former Village Clerk

The Board hired the former Clerk at its July 16, 2012, meeting, at a rate of \$9 per hour. According to the Chairman, the former Clerk was hired to work an average 34 – 36 hours per week. The former Clerk was responsible for the collection of funds, including cash payments, recording financial activity into QuickBooks, writing checks, reconciling bank accounts, and preparing reports for the Board. The former Clerk also had access to a debit card for making Village purchases.

In October 2014, the Chairman identified a number of questionable checks, withdrawals, and unauthorized charges to vendors made by the former Clerk. The Chairman discussed his concerns with the former Clerk, who, according to the Chairman, subsequently admitted to having misappropriated Village funds. At the October 13, 2014, Board meeting, the former Clerk resigned. However, upon advice of the Village’s legal counsel, the Board allowed the former Clerk to clean out her office – unsupervised – on the following morning of October 14, 2014.

Notified of the circumstances surrounding the former Clerk’s resignation, Antelope County Sheriff Robert Moore (Sheriff) initiated an investigation into the allegations of financial impropriety by the former Clerk. In so doing, the Sheriff obtained a search warrant, issued on October 22, 2014, to examine the personal banking records of the former Clerk. Those records were located at Pinnacle Bank, the same financial institution in which the Village accounts were held. To assist with the investigation, the Sheriff provided the APA the following personal bank accounts of the former Clerk on October 30, 2014:

Account Owner	Account Name	Bank Name	Notes
Clinton Brandt (former Clerk’s husband) Leann Brandt (former Clerk’s mother-in-law) Harlan Brandt (former Clerk’s father-in-law)	PinnCheck Account	Pinnacle Bank Neligh	(Leann and Harlan Brandt were removed from this account beginning with the March 2014 statement)
Clinton Brandt (former Clerk’s husband) Leann Brandt (former Clerk’s mother-in-law) Harlan Brandt (former Clerk’s father-in-law)	PinnSavings Account	Pinnacle Bank Neligh	(Leann and Harlan Brandt were removed from this account beginning with the March 2014 statement)
Clinton Brandt (former Clerk’s husband) Leann Brandt (former Clerk’s mother-in-law) Harlan Brandt (former Clerk’s father-in-law)	Certificate of Deposit	Pinnacle Bank Neligh	(closed 2012)

VILLAGE OF OAKDALE

BACKGROUND INFORMATION

(Concluded)

The former Clerk, Megan Brandt, was not listed as an account owner or signatory on any of these accounts. However, her paychecks and other checks from the Village were deposited to the PinnCheck account, which will be referred to throughout this report as the Brandts' personal bank account. Additionally, in correspondence received from the bank, Clinton Brandt had acknowledged that his wife had access to the personal bank account.

Based upon the information revealed by both the Village's own financial documents and the personal banking records procured through the search warrant, in October 2014, the Sheriff arrested the former Clerk on suspicion of "Theft by Unlawful Taking" and "Unauthorized Use of a Financial Transaction Device" while working for the Village.

This release of these financial records to the APA served not only to facilitate the present attestation work but also to permit the APA's assistance with the continued investigation of the former Clerk.

VILLAGE OF OAKDALE

SUMMARY OF COMMENTS

During our examination of the Village of Oakdale (Village), we noted certain deficiencies and other operational matters that are presented here.

These comments and recommendations are intended to improve the internal control over financial reporting or result in operational efficiencies in the following areas:

- Possibly Fraudulent Transactions:** The following is summary of the possibly fraudulent transactions identified by the APA for the period July 1, 2012, through October 27, 2014:

Description	# of Transactions	Total Amount of Possible Fraud
Payments to the Former Clerk's Spouse	11	\$22,462.97
Cash Receipts Recorded in QuickBooks but Not Deposited into the Village Bank Account		\$14,122.73
Payments to the Former Clerk (Non-Payroll)	7	\$4,105.50
ATM Withdrawals for Cash	11	\$3,464.50
Questionable Extra Paychecks to the Former Clerk	3	\$3,084.78
Payments to "Cash"	6	\$1,315.00
Amazon.com Debit Card Transactions	85	\$929.95
Gas Debit Card Transactions	11	\$700.94
Total of Possibly Fraudulent Transactions Identified by the APA		\$50,186.37

These transactions included payments made to the former Clerk’s spouse, cash receipts that were not deposited, checks payable to the former Clerk, cash withdrawals, extra paychecks to the former Clerk, checks made payable to cash, and Amazon.com and gas purchases using the Village’s debit card. The comment and recommendation addressing these transactions, along with the exhibits relating thereto, appear later in this report and provide more detailed information, including examples illustrating the apparent deposit of some of these Village funds into the Brandts’ personal bank account.

- Control Environment:** The Village’s control environment was not conducive to fair and complete financial statements for a number of reasons, including the following: 1) a lack of segregation of duties; 2) the alleged ability of the former Clerk to forge signatures on Village checks without detection; 3) a lack of appropriate review and monitoring of the former Clerk’s activities to ensure that all checks drawn from Village accounts were approved by the Board; 4) a lack of reconciliation between the Village’s accounting records and its bank account; 5) and the failure to make timely bank deposits of Village funds.

The APA’s reconciliation between the Village’s accounting records and its bank accounts identified the following discrepancies:

Description	Disbursements	Receipts
Totals per QuickBooks	\$683,906.56	\$689,506.20
QuickBooks Activity Not Included in Bank Activity	(\$3,761.79)	(\$24,202.53)
Subtotal	\$680,144.77	\$665,303.67
Bank Activity Not Included in QuickBooks	\$48,094.20	\$43,651.99
Total Reconciled Amounts for the Village Checking Account	\$728,238.97	\$708,955.66

VILLAGE OF OAKDALE

SUMMARY OF COMMENTS

(Concluded)

3. ***Other Questionable Village Expenses:*** The APA identified other transactions that were determined to be questionable because they either lacked appropriate documentation to support the expenses or, in one case, sales tax of over \$200 was paid on a purchase. The APA questioned \$3,414.49 of the total amount of \$10,299.84 for nine transactions.
4. ***Payroll Issues:*** A number of issues were also identified during our review of the processing of payroll transactions. The former Clerk received mileage reimbursements on each of her bi-weekly paychecks beginning in May 2013. The total amount of mileage reimbursements were \$996.77 for the period tested. There was no documentation to support the payment of mileage. The former Clerk received two other expense reimbursements totaling \$52.50, which also lacked adequate documentation. The Board did not perform a documented review of the number of hours for which the former Clerk was paid. Although the Village lacked formal personnel policies for employee sick or vacation leave, the former Clerk was paid a total of \$364 in sick or vacation leave during the period tested. Finally, on January 27, 2014, the former Clerk issued two paychecks – one for \$676.86 and the other for \$380.78 – to the Village maintenance worker. One of these payments appears to have been improper.
5. ***Receipt Issues:*** The APA determined that the Village had not properly billed its utility customers for water, sewer, and garbage use. The APA tested 10 accounts, and the rates charged did not agree to those set out in the adopted Village ordinances. Additionally, the Village obtained an \$18,500 loan to cover an overdraft of \$19,226 in the Village's checking account. The loan was collateralized by a CD marked for street improvements. The Village lacked the authority to obtain the loan in question and to collateralize it with funds designated for another purpose. Finally, the authority for, as well as the amount of, the Village's petty cash fund could not be determined and no documentation to support it could be found. A note on the box containing the petty cash indicated that the amount of the fund was \$175. However, the Chairman stated that the petty cash fund was supposed to contain \$375. In fact, the Board recently approved check 7199, dated August 19, 2014, for \$375 to replenish the petty cash fund. However, the APA determined that the check was actually deposited into the Brandts' personal bank account.

More detailed information on the above items is provided hereafter. It should be noted that this report is critical in nature, containing only our comments and recommendations on the areas noted for improvement and does not include our observations on any accounting strengths of the Village.

Draft copies of this report were furnished to the Village to provide its management with an opportunity to review and to respond to the comments and recommendations contained herein.

The Village declined to respond. Responses that indicate corrective action has been taken were not verified at this time, but they will be verified in the next examination.

VILLAGE OF OAKDALE

COMMENTS AND RECOMMENDATIONS

1. Possibly Fraudulent Transactions

The Board requested the APA’s assistance with its ongoing investigation of the former Clerk for the suspected misappropriation of Village funds. The APA identified a significant number of financial transactions by the former Clerk that appear fraudulent.

As noted below, these highly questionable transactions included payments made to the former Clerk’s spouse, cash receipts that were not deposited, checks payable to the former Clerk, cash withdrawals, extra paychecks to the former Clerk, checks made payable to cash, and Amazon.com and gas purchases using the Village’s debit card.

The following is a summary of the possibly fraudulent transactions, as identified by the APA for the period July 1, 2012, through October 27, 2014:

Description	# of Transactions	Total Amounts of Possible Fraud
Payments to the Former Clerk's Spouse	11	\$22,462.97
Cash Receipts Recorded in QuickBooks but Not Deposited into the Village Bank Account		\$14,122.73
Payments to the Former Clerk (Non-Payroll)	7	\$4,105.50
ATM Withdrawals for Cash	11	\$3,464.50
Questionable Extra Paychecks to the Former Clerk	3	\$3,084.78
Payments to "Cash"	6	\$1,315.00
Amazon.com Debit Card Transactions	85	\$929.95
Gas Debit Card Transactions	11	\$700.94
Total of Possibly Fraudulent Transactions Identified by the APA		\$50,186.37

More detailed information for each of these issues is included below.

Payments to Former Clerk’s Spouse

The APA found 11 checks totaling \$22,462.97, that were made payable to the former Clerk’s spouse, Clinton Brandt, as follows:

Per QuickBooks				APA Notes	
Check Number	Check Date	Payee Name	Amount		
1	6384	11/15/2012	Brandt, Clinton	\$107.99	The Brandts’ personal bank records were not obtained prior to December 2012; therefore, it is unknown if this check was deposited into that personal account.
2	6847	11/13/2013	Brandt, Clinton	\$4,500.00	The Chairman advised that the second signature on this check was not his actual signature. A deposit into the Brandts’ personal bank account for this amount was made on 11/27/2013.
3	6880	12/23/2013	Brandt, Clinton	\$2,500.00	The Chairman advised that the second signature on this check was not his actual signature. A deposit into the Brandts’ personal bank account for this amount was made on 12/23/2013.

VILLAGE OF OAKDALE

COMMENTS AND RECOMMENDATIONS
(Continued)

Per QuickBooks				APA Notes	
Check Number	Check Date	Payee Name	Amount		
4	6884	01/08/2014	Brandt, Clinton	\$2,500.00	The Chairman's signature on this check does not match his signature on other checks and appears to have been forged. A deposit into the Brandts' personal bank account for this amount was made on 1/8/2014.
5	6915	01/17/2014	Brandt, Clinton	\$1,000.00	The Chairman's signature on this check does not match his signature on other checks and appears to have been forged. A deposit into the Brandts' personal bank account for this amount was made on 1/17/2014.
6	6990	03/23/2014	Brandt, Clinton	\$3,573.65	The Chairman's signature on this check does not match his signature on other checks and appears to have been forged. A deposit into the Brandts' personal bank account for this amount was made on 3/24/2014.
7	7009	04/16/2014	Brandt, Clinton	\$2,994.75	The Chairman's signature on this check does not match his signature on other checks and appears to have been forged. A deposit into the Brandts' personal bank account for this amount was made on 4/16/2014.
8	7067	05/29/2014	Brandt, Clinton	\$450.99	The Chairman's signature on this check does not match his signature on other checks and appears to have been forged. A deposit into the Brandts' personal bank account for this amount was made on 5/29/2014.
9	7075	06/02/2014	Brandt, Clinton	\$473.21	The Chairman's signature on this check does not match his signature on other checks and appears to have been forged. A deposit into the Brandts' personal bank account for this amount was made on 6/4/2014.
10	7109	06/12/2014	Brandt, Clinton	\$496.98	The Chairman's signature on this check does not match his signature on other checks and appears to have been forged. A deposit into the Brandts' personal bank account for this amount was made on 6/12/2014.
11	7113	06/17/2014	Brandt, Clinton	\$3,865.40	The Chairman's signature on this check does not match his signature on other checks and appears to have been forged. A deposit into the Brandts' personal bank account for this amount was made on 6/17/2014.
Total Payments to Former Clerk's Spouse				\$22,462.97	

As indicated above, it appears that the Chairman's signature may have been forged on some of the checks to the former Clerk's husband. Although identifying three checks that did not contain his actual signature, the Chairman did not review all eleven of the questioned payments. Nevertheless, the APA identified other checks in which the signatures did not appear to be those of the Chairman.

The Board was also unable to find documentation to support any of these payments, and none of the checks were presented to the Board for approval.

See **Exhibit A** for copies of the checks to the former Clerk's husband and for the deposits that were made to the Brandts' personal bank account.

VILLAGE OF OAKDALE

COMMENTS AND RECOMMENDATIONS

(Continued)

Missing Cash Receipts

The APA identified numerous cash payments made to the Village, totaling \$14,122.73, that were not deposited into the Village’s bank account.

The majority of the missing cash payments to the Village consisted of 185 customer utility payments totaling \$12,967.45. The table below summarizes the money received but never deposited.

Description	Amount	No. of Receipts	Dates Received
Customer Payments	\$12,929.83	180	10/22/2012 to 9/11/2014
Faxes/Copies/Loose Change	\$23.62	4	2/25/2014 to 7/18/2014
Deposit on Account	\$14.00	1	9/22/2014
Totals	\$12,967.45	185	

See **Exhibit B** for a detailed listing of all 185 payments.

The APA determined that none of the 185 cash payments from customers had actually been deposited by completing a reconciliation of the Village accounting records to the bank records. The 185 cash payments were recorded in the accounting system by the former Clerk so that each customer payment offset the balance due on his or her utility accounts. Had the payment not been recorded in the accounting system, the customer would have received a bill with the balance still due.

The APA also traced seven of the missing customer payments to handwritten receipts contained in a receipt book. See **Exhibit B** for a copy of these receipts. None of the other customer payments could be traced to receipt books because receipt books from November 7, 2012, to October 2014 were not located. Despite believing that receipt books had been used during the entire period tested, the Chairman was unable to explain the missing books – other than to note that the former Clerk was allowed unsupervised access to the Village records the day after resigning under suspicion of having misappropriated public funds.

The APA also found that an additional \$1,155.28 in missing cash receipts were concealed through accounting adjustments, called “Reconciliation Discrepancies.” On two occasions, the former Clerk created a deposit containing cash receipts in the accounting system; however, upon comparison to the bank statements, the APA determined that the actual deposit included less cash than noted in accounting system. The table below summarized these two instances:

Deposit Date	Cash Received	Cash Deposited	Missing Cash
8/7/2013	\$868.73	\$468.73	\$400.00
9/17/2013	\$1,197.28	\$442.00	\$755.28
Totals	\$2,066.01	\$910.73	\$1,155.28

VILLAGE OF OAKDALE

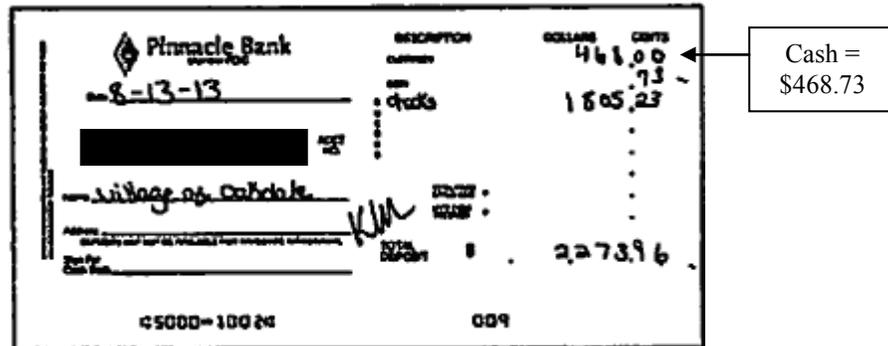
COMMENTS AND RECOMMENDATIONS
(Continued)

See **Exhibit C** for details. Other reconciliation discrepancies were recorded in the accounting system during the audit period; however, because these two alone appear in the bank records, they are the only ones that offer indication of a possible attempt to conceal missing cash.

The following is an illustration of the first transaction involving the \$868.73 cash received. The deposit recorded in the accounting system on August 7, 2013, is shown below:

3:17 PM		VILLAGE OF OAKDALE						
12/10/14		Deposit Detail						
		August 7, 2013						
Type	Num	Date	Name	Account	Pay Meth	Amount		
Payment		08/01/2013	The APA removed the names of the customers. They will be available to the Village.	Undeposited Funds	Cash	-52.78	\$868.73	
Payment		08/05/2013		Undeposited Funds	Cash	-131.00		
Payment		08/05/2013		Undeposited Funds	Cash	-115.00		
Payment		08/05/2013		Undeposited Funds	Cash	-58.00		
Payment		08/05/2013		Undeposited Funds	Cash	-104.62		
Payment		08/07/2013		Undeposited Funds	Cash	-64.07		
Payment		08/07/2013		Undeposited Funds	Cash	-51.26		
Payment		08/07/2013		Undeposited Funds	Cash	-60.00		
Payment		08/07/2013		Undeposited Funds	Cash	-132.00		
Payment		08/07/2013		Undeposited Funds	Cash	-100.00		

On August 13, 2013, a deposit of \$2,273.96 was made into the Village's bank account. The deposit slip for that transaction showed only \$468 in cash and \$0.73 in change, as displayed below:



The \$400 difference between the cash received and the cash deposited was recorded in the accounting system as a correction, as indicated below:

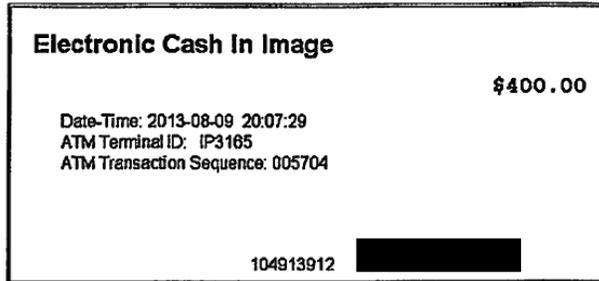
3:17 PM		VILLAGE OF OAKDALE						
12/10/14		Deposit Detail						
		August 7, 2013						
Type	Num	Date	Name	Account	Pay Meth	Amount		
			Rec. correction	Reconciliation Discrepancies		400.00		

VILLAGE OF OAKDALE

COMMENTS AND RECOMMENDATIONS
(Continued)

Additionally, on August 12, 2013, the APA found a \$400 cash deposit to the Brandts' personal bank account, as follows:

XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 5704	08/12	400.00
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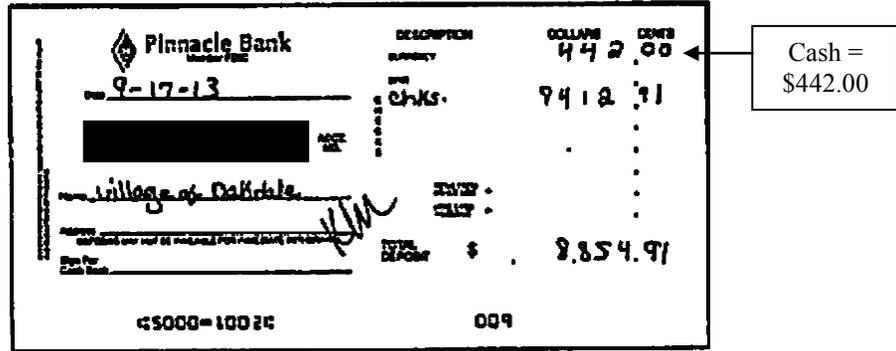
The next example shows the \$1,197.28 cash deposit recorded in the accounting system on September 17, 2013:

Type	Num	Date	Name	Account	Pay Meth	Amount
Payment		08/12/2013	The APA removed the names of the customers. They will be available to the Village.	Undeposited Funds	Cash	-95.00
Payment		08/16/2013		Undeposited Funds	Cash	-68.00
Payment		08/20/2013		Undeposited Funds	Cash	-110.44
Payment		08/20/2013		Undeposited Funds	Cash	-55.23
Payment		08/20/2013		Undeposited Funds	Cash	-53.00
Payment		08/20/2013		Undeposited Funds	Cash	-80.00
Payment		09/04/2013		Undeposited Funds	Cash	-51.26
Payment		09/04/2013		Undeposited Funds	Cash	-60.00
Payment		09/06/2013		Undeposited Funds	Cash	\$1,197.28
Payment		09/06/2013		Undeposited Funds	Cash	-100.00
Payment		08/19/2013		Undeposited Funds	Cash	-23.00
Payment		08/19/2013		Undeposited Funds	Cash	-50.00
Payment		08/19/2013		Undeposited Funds	Cash	-10.00
Payment		08/19/2013		Undeposited Funds	Cash	-38.51
Payment		08/19/2013		Undeposited Funds	Cash	-52.84
Payment		09/06/2013		Undeposited Funds	Cash	-50.00
Payment		09/09/2013		Undeposited Funds	Cash	-200.00

On September 17, 2013, a deposit for \$8,854.91, which included only \$442 in cash, was made into the Village's bank account, as shown below:

VILLAGE OF OAKDALE

COMMENTS AND RECOMMENDATIONS
(Continued)



The difference between the cash recorded in the accounting records and the cash deposited into the bank account was \$755.28. Most of that difference was recorded in the accounting system as a correction for \$749.01, as shown below:

1:34 PM		12/12/14		VILLAGE OF OAKDALE			
				Deposit Detail			
				September 17, 2013			
Type	Num	Date	Name	Account	Pay Meth	Amount	
			Rec. correction	Reconciliation Discrepancies		749.01	

In this last example, the missing cash could not be traced cleanly into the Brandts’ personal bank account – that is, the missing cash could not be traced to a deposit for the identical amount on the same day. Nevertheless, there were several cash deposits into the Brandts’ personal bank account that could have included this missing cash.

The table below includes all cash deposits to the Brandts’ personal bank account that could not be traced directly to missing Village funds.

Deposit Date	Bank Statement Description	Deposit Detail (if available)	Cash Deposit
12/12/2012	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$590.00
3/8/2013	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$1,000.00
6/13/2013	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$490.00
7/10/2013	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$322.00
7/11/2013	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$230.00
8/15/2013	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$320.00
9/11/2013	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$300.00
9/11/2013	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$321.00
10/2/2013	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$130.00
10/4/2013	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$448.00
11/13/2013	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$800.00
11/14/2013	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$60.00
1/21/2014	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$119.00
2/12/2014	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$260.00

VILLAGE OF OAKDALE

COMMENTS AND RECOMMENDATIONS
(Continued)

Deposit Date	Bank Statement Description	Deposit Detail (if available)	Cash Deposit
2/20/2014	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$600.00
3/5/2014	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$270.00
5/7/2014	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$205.00
5/27/2014	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$260.00
6/10/2014	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$530.00
7/17/2014	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$430.00
7/21/2014	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$400.00
7/23/2014	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$13.00
7/24/2014	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$20.00
8/8/2014	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$470.00
8/22/2014	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$352.00
10/1/2014	ATM Deposit - Neligh, NE	Electronic ATM Cash Deposit	\$219.00
		Total	\$9,159.00

Payments to Former Clerk (Non-Payroll)

The APA found seven non-payroll checks totaling \$4,105.50 that were all paid to the former Clerk, as follows:

Per QuickBooks				APA Notes	
Check Number	Check Date	Payee Name	Amount		
1	6327	10/08/2012	Brandt, Megan L	\$41.70	
2	6481	02/11/2013	Brandt, Megan L	\$27.10	This check was deposited to the Brandts' personal bank account on 2/11/2013.
3	6540	03/25/2013	Brandt, Megan L	\$188.70	This check was deposited to the Brandts' personal bank account on 3/25/2013.
4	6702	07/26/2013	Brandt, Megan L	\$400.00	The Chairman advised that the second signature on the check was not his actual signature. The check was deposited to the Brandts' personal bank account on 7/26/2013.
5	6707	08/01/2013	Brandt, Megan L	\$200.00	The Chairman advised that the second signature on the check was not his actual signature. The check was deposited to the Brandts' personal bank account on 8/1/2013.
6	7198	08/19/2014	Brandt, Megan	\$928.00	The Chairman's signature on this check does not match his signature on other checks and appears to have been forged. The check was deposited to the Brandts' personal bank account on 8/19/2014.
7	7214	09/05/2014	Brandt, Megan	\$2,320.00	The Chairman's signature on this check does not match his signature on other checks and appears to have been forged. The check was deposited to the Brandts' personal bank account on 9/5/2014.
Total Payments Made to Former Clerk (Non-Payroll)				\$4,105.50	

As noted above, it appears that the Chairman's signature may have been forged on some of the non-payroll checks to the former Clerk. Although identifying two checks that did not contain his

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actual signature, the Chairman did not review all of the questioned payments. Nevertheless, the APA identified other checks in which the signatures did not appear to be those of the Chairman.

Additionally, the Board was unable to find documentation to support any of these payments, and none of the checks were presented to the Board for approval.

See **Exhibit D** for copies of these checks.

ATM Withdrawals for Cash

The APA identified 11 cash withdrawals from the Village’s account using the Village debit card. The total amount withdrawn was \$3,464.50. According to the Chairman, the former Clerk was the only individual authorized to use the debit card. Those withdrawals are detailed below:

Per QuickBooks			APA Notes	
Date	Payee Name	Amount		
1	08/26/2013	ATM Withdrawal Neligh, NE	\$200.00	This transaction was not recorded in QuickBooks, so the details were added from the Village’s August 2013 bank statements, which include the transaction as "Other Debits." On 8/27/2013, \$741 cash was deposited into the Brandts’ personal bank account.
2	09/03/2013	withd.	\$400.00	This transaction is an ATM cash withdrawal on 9/24/2013. On 9/24/2013, \$360 cash was deposited into the Brandts’ personal bank account.
3	11/15/2013	Withdrawal	\$240.00	This transaction is two separate ATM cash withdrawals on 11/15/2013 – one for \$100 and another for \$140. On 11/15/2013, \$220 cash was deposited into the Brandts’ personal bank account.
4	11/22/2013	withd.	\$400.00	This transaction is an ATM cash withdrawal on 11/22/2013. On 11/22/2013, \$360 cash was deposited into the Brandts’ personal bank account.
5	12/20/2013	Withdrawal	\$400.00	This transaction is an ATM cash withdrawal on 12/20/2013.
6	12/23/2013	Withdrawal	\$204.50	This transaction is an ATM cash withdrawal on 12/23/2013 for \$200 and foreign ATM fees for \$1.50 and \$3.00.
7	04/22/2014	MENARDS	\$400.00	This transaction is an ATM cash withdrawal on 4/23/2014. It was recorded in QuickBooks as Menards. On 4/23/2014, \$390 cash was deposited into the Brandts’ personal bank account.
8	04/28/2014	MENARDS	\$260.00	This transaction is an ATM cash withdrawal on 4/28/2014. It was recorded in QuickBooks as Menards.
9	05/19/2014	BOMGAARS	\$360.00	This transaction is an ATM cash withdrawal on 5/19/2014. It was recorded in QuickBooks as Bomgaars.
10	07/23/2014	WalMart	\$500.00	This transaction is an ATM cash withdrawal on 7/23/2014. It was recorded in QuickBooks as WalMart. On the same day, \$500 cash was deposited into the Brandts’ personal bank account.
11	08/01/2014	Cubby's	\$100.00	This transaction is an ATM cash withdrawal on 7/28/2014. The former Clerk entered the transaction into QuickBooks as a payment to Cubby's for \$173.85. The APA separated these two transactions per the Village bank statements. The \$73.85 is listed below as a Gas Debit Card Transaction.
Total ATM Withdrawals for Cash			\$3,464.50	

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(Continued)

There is no conceivable explanation for the withdrawal of cash from the Village accounts. According to the Chairman, the former Clerk admitted to withdrawing cash for personal use.

Additionally, the Board was unable to find documentation to support any of these payments, and none of the withdrawals were approved by the Board.

See **Exhibit E** for the bank information regarding the withdrawal of cash, as well as any deposits made into the Brandts' personal bank account.

Questionable Extra Paychecks to Former Clerk

The APA also found three extra paychecks totaling \$3,084.78 that were paid to the former Clerk. Two of the checks were additional paychecks beyond her normal biweekly pay, and one of the checks was a \$1,500 reimbursement. Details of those three checks can be found below:

Per QuickBooks				APA Notes
Check Number	Date	Payee Name	Amount	
1	6810	10/01/2013	Brandt, Megan L \$590.25	The net amount of this paycheck was \$590.25. Gross pay included wages of \$600, mileage reimbursement of \$38.50, reimbursement for office supplies of \$35, and payroll deductions of (\$83.25). This appears to be a fraudulent extra paycheck, as the former Clerk received all of her regular biweekly paychecks. The check that cleared the bank had a date of 10/18/2013, indicating the date of the check was altered after it was recorded in QuickBooks, but before it was printed.
2	6856	02/24/2014	Brandt, Megan L \$1,500.00	This also appears to be a fraudulent extra paycheck. It appears the check number was recorded incorrectly as 6856 in QuickBooks, as there are two checks in QuickBooks with that number. The check is recorded as check number 6956 on the Village bank statement. Two paychecks were received by the former Clerk on 2/24/2014. This paycheck was recorded as a reimbursement; however, there was no documentation to support the payment to the former Clerk.
3	7242	10/02/2014	Brandt, Megan L \$994.53	The net amount of this paycheck was \$994.53. Gross pay included wages of \$839.40, reimbursement of \$284, mileage reimbursement of \$14.85, and payroll deductions of (\$143.72). This appears to be a fraudulent extra paycheck, as two paychecks were recorded on 10/2/2014. This check was paid at rate of \$12 per hour, when the former Clerk's normal hourly rate was \$10 per hour. There was no documentation supporting the extra check.
Questionable Other Paychecks to Former Clerk			\$3,084.78	

Again, Chairman's signatures on these checks appear to have been forged, as those signatures do not appear to match his other signatures.

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Additionally, the Board was unable to find documentation to support any of these payments, and none of the checks were presented to the Board for approval.

See **Exhibit F** for more detailed information regarding these questionable additional paychecks, as well as any deposits made to the Brandts' personal bank account.

Payments to "Cash"

The APA identified six checks totaling \$1,315 that were made payable to "Cash," as follows:

Per QuickBooks					APA Notes
Check Number	Date	Payee Name	Amount		
1	6353	11/01/2012	Cash	\$40.00	
2	6465	01/23/2013	Cash	\$200.00	
3	6503	02/13/2013	Cash	\$200.00	
4	6613	05/20/2013	Cash	\$250.00	On 5/20/2013, \$110 in cash was deposited into the Brandts' personal bank account.
5	6813	10/30/2013	Cash	\$250.00	On 10/30/2013, \$180 was deposited into the Brandts' personal bank account.
6	7199	08/19/2014	Cash	\$375.00	On 8/19/2014, \$375 of cash was deposited into the Brandts' personal bank account.
Total Checks for Cash				\$1,315.00	

The Board was also unable to find documentation to support any of these payments, and none of the checks were presented to the Board for approval. All of them appear to be fraudulent. See **Exhibit G** for copies of these checks and for any deposits into the Brandts' personal account.

Amazon.com Debit Card Transactions

From the Village bank statements, the APA identified 85 debit card transactions totaling \$929.95 that were made to Amazon.com and Amazon Kindle, as follows:

Per QuickBooks					APA Notes
Check Number	Date	Payee Name	Amount		
1	debt	11/18/2013	Kindle	\$6.25	This transaction contains two separate transactions according to the Village bank statements. One for \$5.26 and the other for \$0.99.
2	Debt	11/25/2013	Kindle	\$0.99	
3	debt	12/17/2013	AMAZON	\$3.98	This transaction contains two separate transactions according to the Village bank statements. One for \$0.99 and the other for \$2.99.
4	Debt	12/17/2013	AMAZON	\$2.10	This transaction was not recorded in QuickBooks, so the information was added from the Village's December 2013 bank statements, which recorded the transaction as "Other Debits."
5	Debt	12/17/2013	AMAZON	\$2.99	This transaction was not recorded in QuickBooks, so the information was added from the Village's December 2013 bank statements, which recorded the transaction as "Other Debits."
6	Debt	12/17/2013	AMAZON	\$2.99	This transaction was not recorded in QuickBooks, so the information was added from the Village's December 2013 bank statements, which recorded the transaction as "Other Debits."

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(Continued)

Per QuickBooks					APA Notes
Check Number	Date	Payee Name	Amount		
7	debit	02/27/2014	Kindle	\$20.39	This was recorded as five separate transactions on the Village's bank statements.
8	debt	03/12/2014	Kindle	\$56.00	This was recorded as 20 separate transactions on the Village's bank statements.
9	Debit	04/05/2014	Kindle	\$32.54	Only \$32.54 of the total charges of \$35.53 was recorded in QuickBooks. The APA added the additional \$2.99 from the Village's bank statements from April 2014. This includes 13 separate transactions.
	Debit	04/05/2014	Kindle	\$2.99	
10	Debit	04/30/2014	AMAZON	\$50.47	The transaction was recorded as \$50.47 in QuickBooks; however, the May 2014 bank statements showed the total as \$40.47. Therefore, The APA removed \$10 from this transaction.
	Debit	04/30/2014	AMAZON	(\$10.00)	
11	Debit	05/06/2014	AMAZON	\$589.99	
12	Debit	05/28/2014	AMAZON	\$30.02	
13	Debit	07/30/2014	Kindle	\$19.49	This was recorded as 11 separate transactions on the Village's bank statements.
14	Debit	09/25/2014	Kindle	\$117.77	This was recorded as 24 separate transactions on the Village's bank statements.
15	Debit	10/01/2014	AMAZON - Kindle	\$0.99	This transaction was not recorded in QuickBooks, so the information was added from the Village's October 2014 bank statements, which recorded the transaction as "Other Debits."
Total Amazon.com Debit Card Transactions				\$929.95	

On October 8, 2014, a check from the Brandts' personal bank account was deposited into the Village's bank account. The check for \$200 had "Kindle payback" written in the memo column of the check.

According to the Chairman, the former Clerk was the only individual authorized to use the debit card. The former Clerk combined many of the transactions when recording them in QuickBooks.

Additionally, the Board was also unable to find documentation to support any of these payments, and none of the items were presented to the Board for approval.

See **Exhibit H** for copies of the bank statements for these transactions.

Gas Debit Card Transactions

The APA identified 11 debit card purchases for gas totaling \$700.94, made at Cubby's, Hy-Vee, and Casey's.

Per QuickBooks					APA Notes
Num	Date	Name	Description	Amount	
1	Debt	06/17/2013	Casey's General	GAS	\$68.00
2	debt	06/24/2013	Casey's General	GAS	\$55.25
3	debt	07/31/2013	Casey's General	GAS	\$65.00

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Per QuickBooks					APA Notes
Num	Date	Name	Description	Amount	
4	debt	08/05/2013	Casey's General	GAS	Only \$65 of the total charges of \$68.75 was recorded in QuickBooks. The APA added \$3.75 from the August 2013 bank statements.
	debt	08/05/2013	Casey's General	GAS	
5	debt	12/20/2013	Casey's General	GAS	\$58.70
6	Debit	02/24/2014	Hy Vee	GAS	Only \$62.10 of the total charges of \$62.90 was recorded in QuickBooks. The APA added \$0.80 from the February 2014 bank statements.
	Debit	02/24/2014	Hy Vee	GAS	
7	Debit	03/03/2014	Cubby's	GAS	\$38.00
8	debt	03/24/2014	Hy Vee	GAS	\$85.44
9	Debit	05/19/2014	Casey's General	GAS	\$67.20
10	Debit	07/14/2014	Hy Vee	GAS	\$57.85
11					The former Clerk entered a payment into QuickBooks to Cubby's for \$173.85. There were actually two separate transactions, so the APA included the gas transaction here and the ATM withdrawal of \$100 above.
	Debit	08/01/2014	Cubby's	GAS	
Total Gas Purchases					\$700.94

According to the Chairman, the former Clerk was the only individual authorized to use the debit card. The Board was also unable to find documentation to support any of these payments, and none of the items were presented to the Board for approval.

In addition to these debit card gas purchases, the former Clerk reimbursed herself for mileage, which totaled over \$1,000 during the period. See Comment and Recommendation Number 4 for additional details of the mileage reimbursements.

See **Exhibit I** for copies of the bank statements for these transactions.

Neb. Rev. Stat. § 17-606 (Cum. Supp. 2014) provides the duties of a Village treasurer, which include providing:

[A]t the end of every month, and as often as may be required, render an account to the city council or board of trustees, under oath, showing the state of the treasury at the date of such account and the balance of money in the treasury. He or she shall also accompany such accounts with a statement of all receipts and disbursements, together with all warrants redeemed and paid by him or her, which warrants, with any and all vouchers held by him or her, shall be filed with his or her account in the clerk's office.

Furthermore, Neb. Rev. Stat. § 17-714 (Reissue 2012) requires claims against a village to be:

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(1) Be presented in writing; (2) state the name and address of the claimant and the amount of the claim; and (3) fully and accurately identify the items or services for which payment is claimed or the time, place, nature, and circumstances giving rise to the claim.

Finally, Neb. Rev. Stat. § 19-1102 (Reissue 2012) requires the village clerk to prepare and publish the official proceedings within 30 days after any Board meeting. The publication shall include “the amount of each claim allowed, the purpose of the claim, and the name of the claimant. . .”

Good internal controls require procedures to ensure no one person is in a position both to perpetrate and to conceal errors or irregularities. There is an increased risk for fraud or abuse of public funds without adequate monitoring of the Village Clerk.

We recommend the Board continue to work with the proper authorities, including the Antelope County Sheriff and the Antelope County Attorney, who are presently handling this case for possible theft. We further recommend the Board implement proper monitoring and control over the Village’s finances to ensure the Board is approving all Village expenditures as required by State statute. Additional procedures should include a periodic review of the Village’s accounting records and bank statements to ensure the records are properly reconciled and that there are no unauthorized uses of Village funds. This review would also help to ensure that all payments are properly presented and approved at Board meetings.

2. Control Environment

A control environment conducive to fair and complete financial reporting includes an adequate segregation of duties so that no one individual can process an accounting transaction from beginning to end and an effective monitoring and review policies, procedures, and accounting functions of the Village.

As mentioned previously, Neb. Rev. Stat. § 17-714 (Reissue 2012) provides the filing requirements of claims against the Village, including:

(1) Be presented in writing; (2) state the name and address of the claimant and the amount of the claim; and (3) fully and accurately identify the items or services for which payment is claimed or the time, place, nature, and circumstances giving rise to the claim.

As mentioned previously, Neb. Rev. Stat. § 19-1102 (Reissue 2012) requires the proceedings of Village board meetings to be prepared and published and include the amount of each claim, the purpose of the claim, and the name of the claimant.

The APA identified several significant issues that created a control environment that was not conducive to fair and complete financial reporting, as follows:

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(Continued)

- The Village lacked adequate controls to ensure no one individual was in the position both to perpetrate and to conceal fraud, errors, or irregularities. The former Clerk was the only individual involved in all financial activities of the Village, including receipting and depositing funds, recording activity into QuickBooks, writing checks, withdrawing cash from ATMs, handling payroll duties, making debit card purchases, and reconciling activity to the bank statements. There was not an independent review of any of these procedures.
- Although two signatures were required on each check, the lack of any oversight by the Board allowed the apparent forgery of the Chairman’s signature on a significant number of checks without detection.
- The lack of monitoring also created a situation in which the Board was not aware of all checks that were written on the Village’s accounts. For example, the Board approved claims of \$14,257 at its April 14, 2014, meeting. However, additional claims totaling \$10,055 were paid prior to the next Board meeting and were never approved by the Board.

Additionally, none of the claims for December 2013 appear to have been approved as they were not listed in the meeting minutes. An invoice dated December 4, 2013, for \$865.60 was paid by the Village on December 16, 2013. However, the check was written for \$8,650.60 and was signed by both the former Clerk and the Chairman. The check was returned by the vendor, who requested the Village to send a check with the correct amount.

- The Board was unaware that the former Clerk did not properly reconcile accounting records (QuickBooks) to the bank activity. The APA identified transactions recorded in QuickBooks that never cleared the bank, and we also found other transactions that cleared the bank but were never recorded in QuickBooks.

The APA calculated the following reconciliation of activity between the Village’s bank accounts and its accounting records, QuickBooks, for the period July 1, 2012, through October 27, 2014.

Description	Disbursements	Receipts
Totals per QuickBooks	\$683,906.56	\$689,506.20
QuickBooks Activity Not Included in Bank Activity	(\$3,761.79)	(\$24,202.53)
Subtotal	\$680,144.77	\$665,303.67
Bank Activity Not Included in QuickBooks	\$48,094.20	\$43,651.99
Total Reconciled Amounts for the Village Checking Account	\$728,238.97	\$708,955.66

- The Village did not have procedures to ensure monies received were deposited within a reasonable amount of time. On October 30, 2014, the APA observed three checks

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totaling \$587, none of which had been deposited. The dates of the checks were October 5, 2014, October 6, 2014, and October 22, 2014. None of the checks had been restrictively endorsed upon receipt, and two checks had not been entered into the accounting system.

Without an adequate control environment that is conducive to fair and complete financial reporting, which would include proper monitoring and oversight by the Board, there is a significant risk for fraud or errors to occur and remain undetected.

We recommend the Board implement procedures to ensure no one individual is in the position both to perpetrate and to conceal errors or irregularities. This would include a regular review of both the accounting records and bank statements by the Board. We also recommend the Board ensure all claims are properly presented to the Board for approval and are published according to requirements in State statutes.

3. Other Questionable Village Expenses

The APA identified other questionable Village expenses, along with a lack of documentation and Board approval for those expenditures. The items summarized below are in addition to those issues already identified herein by the APA:

Num	Date	Name	Total Amount	Questionable Amount	APA Notes
Debit	07/11/2014	MENARDS	\$1,218.89	\$1,218.89	The payment is questionable because there is no documentation on file to support such a significant expenditure. It is unclear whether this purchase was a personal purchase made by the former Clerk.
Debt	07/23/2013	MENARDS	\$3,407.12	\$222.90	This purchase was for awnings and other materials due to hail damage. The Village paid \$222.90 in sales tax, even though political subdivisions are exempt from doing so. Additionally, the purchase was not included with the claims approved by the Board.
7051	05/13/2014	Eakes Office Plus	\$601.13	\$0	This payment included three separate invoices dated 3/21/2014, 3/26/2014, and 3/28/2014. One of the invoices, which totaled \$325, had no documentation on file to support the expense. However, the APA obtained a copy of the invoice on 12/2/2014 from Eakes. The purchase was for a time recorder.

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Num	Date	Name	Total Amount	Questionable Amount	APA Notes
6312	09/11/2012	Tami Zierke	\$2,950.00	\$0.00	The Board authorized Tami Zierke to provide assistance with changing the Village's billing system from Excel to QuickBooks, according to the August 13, 2012, Board meeting minutes. The Board also approved two of the claims (\$2,950 and \$150) during other monthly Board meetings. According to the Chairman, however, the former Clerk continued to pay Ms. Zierke after the original approval and allegedly forged his name on checks. The APA observed a lack of documentation identifying the actual services to be provided. Ms Zierke was paid for over 125 hours of consulting work at \$40 hour. Additionally, one of the invoices was for \$160.01, but \$180 was actually paid. The Chairman stated that on one occasion, the Board asked Ms. Zierke to leave the Village offices because she had already been paid too much.
6463	01/15/2013	Tami Zierke	\$1,314.39	\$1,314.39	
6502	02/12/2013	Tami Zierke	\$200.00	\$200.00	
6574	04/09/2013	Tami Zierke	\$150.00	\$0.00	
6844	11/13/2013	Tami Zierke	\$180.00	\$180.00	
6986	03/11/2014	Tami Zierke	\$278.31	\$278.31	
Totals			\$10,299.84	\$3,414.49	

As mentioned previously, Nebraska statutes contain explicit requirements for the presentation of claims to the Board, as well as for the publishing of approved claims.

Good internal controls require procedures to ensure purchases are reasonable and necessary for the Village, that adequate documentation is maintained for all purchases, and that the Board approves all Village claims. When purchases are not approved, do not contain adequate documentation, or do not appear reasonable, there is an increased risk for loss or misuse of Village funds.

We recommend the Board implement procedures to ensure adequate documentation is maintained for all purchases, and all payments from Village accounts are subject to formal Board review and approval in accordance with statutes.

4. Payroll Issues

The APA identified certain payroll-related issues, including questionable mileage and other reimbursements, undocumented leave payments, and other questionable paychecks.

Mileage Reimbursements

The former Clerk reimbursed herself for mileage driven in her personal vehicle. The Village could not provide documentation to support these reimbursements, which were included in the former Clerk’s bi-weekly paychecks.

Two mileage reimbursements totaling \$53.35 were previously included with two of the possibly fraudulent paychecks noted in Comment and Recommendation Number 1, above. The remaining mileage reimbursements, totaling \$996.77, are summarized below.

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Check Number	Paycheck Date	Miles	Amount
6237	07/30/2012	12.00	\$6.66
2012 Totals		12.00	\$6.66
6553	04/08/2013	14.00	\$7.70
6579	05/03/2013	20.35	\$11.19
6610	05/17/2013	14.00	\$7.70
6614	06/03/2013	21.00	\$11.55
6654	06/17/2013	21.00	\$11.55
6656	07/01/2013	14.00	\$7.70
6698	07/15/2013	21.00	\$11.55
6703	07/29/2013	60.00	\$33.00
6716	08/12/2013	14.00	\$7.70
6739	08/23/2013	28.00	\$15.40
6752	09/09/2013	30.00	\$16.50
6770	09/23/2013	14.00	\$7.70
6775	10/07/2013	21.00	\$11.55
6814	11/04/2013	42.00	\$23.10
6845	11/18/2013	28.00	\$15.40
6848	12/02/2013	14.00	\$7.70
6858	12/16/2013	28.00	\$15.40
6882	12/30/2013	28.00	\$15.40
2013 Totals		432.35	\$237.79

Check Number	Paycheck Date	Miles	Amount
6899	01/13/2014	14.00	\$7.70
6916	01/27/2014	74.00	\$40.70
6926	02/10/2014	28.00	\$15.40
6854	02/24/2014	28.00	\$15.40
6870	03/06/2014	21.00	\$11.55
6988	03/21/2014	14.00	\$7.70
6992	04/04/2014	319.02	\$178.65
7013	04/18/2014	27.00	\$14.85
7015	05/02/2014	74.00	\$40.70
7065	05/16/2014	28.00	\$15.40
7071	05/30/2014	60.00	\$33.00
7110	06/13/2014	28.00	\$15.40
7114	06/26/2014	385.92	\$216.12
7127	07/11/2014	28.00	\$15.68
7158	07/25/2014	32.00	\$17.92
7173	08/08/2014	42.00	\$23.10
7200	08/22/2014	67.00	\$36.85
7211	09/05/2014	42.00	\$23.10
7236	09/19/2014	28.00	\$15.40
7239	10/02/2014	14.00	\$7.70
2014 Totals		1,353.94	\$752.32
2012-2014 Totals		1,798.29	\$996.77

Interestingly, from July 2012 through March 2013, the former Clerk received only one mileage reimbursement for \$6.66. Beginning in May 2013, however, the former Clerk added mileage reimbursements to each of her biweekly paychecks.

Maintenance Worker Paycheck

The APA determined that the Village’s maintenance worker received two paychecks on January 27, 2014. The Village could not provide documentation or an explanation for these two paychecks, which covered the same period. One of the checks was paid at \$12 per hour, and the other check was paid at \$1 per hour.

Check Number	Paycheck Date	Hours	Rate	Gross Amount	Deductions	Net Pay
6917	1/27/2014	72.32	\$12.00	\$870.40	(\$193.54)	\$676.86
6919	1/27/2014	465.53	\$1.00	\$465.88	(\$85.10)	\$380.78
Totals				\$1,336.28	(\$278.64)	\$1,057.64

One of the paychecks does not appear proper.

Other Reimbursements to the Former Clerk

The former Clerk received two other reimbursements totaling \$52.50 for which the Board could not provide documentation to support the expenses. These checks were processed through payroll and were not included in Comment and Recommendation 1, above.

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Check Number	Paycheck Date	Payroll Item	Gross Amount
6992	04/04/2014	Office Supplies	\$40.00
7114	06/26/2014	Reimbursement	\$12.50
Total			\$52.50

Personnel Policies

The Board did not conduct an adequate review of the number of hours worked by the former Clerk to ensure the amount paid to her was accurate.

The Village also lacked documentation to support certain personnel policies and decisions. For example, the former Clerk was paid for both vacation and sick time during the period tested, but the Board could not provide an approved policy regarding leave earnings and usage for its employees. The APA identified the following use of vacation and sick leave by the former Clerk:

Check Number	Paycheck Date	Payroll Item	Gross Amount
6814	11/4/2013	Sick	\$60.00
6848	12/2/2013	Vacation	\$60.00
6882	12/30/2013	Sick	\$50.00
7158	7/25/2014	Sick	\$112.50
7236	9/19/2014	Sick	\$81.50
Total			\$364.00

Additionally, at its June 2013 meeting, the Board approved a raise for the former Clerk; however, the minutes of that meeting do not reflect the actual amount of the raise.

Section 84-1413(1) of the Open Meetings Act, which is set out at Neb. Rev. Stat. §§ 84-1407 to 84-1414 (Reissue 2014), requires public bodies to keep meeting minutes that show “the substance of all matters discussed.” Failure to include in the meeting minutes the amount of an approved pay conflicts with this statutory mandate.

Good internal controls require procedures to ensure any payroll expenses are reasonable and necessary, are supported by adequate documentation, and are adequately reviewed and documented by the Board. Without these adequate controls, there is an increased risk for fraud or abuse.

We recommend the Board implement procedures to ensure all payroll expenses, including reimbursements, are adequately reviewed and supported by proper documentation prior to payment. We also recommend the Board ensure proper personnel policies exist, and meeting minutes reflect fully all approved salary adjustments.

VILLAGE OF OAKDALE

COMMENTS AND RECOMMENDATIONS

(Continued)

5. Receipt Issues

The APA identified other issues related to the Village’s procedures over the receipt of funds, including the miscalculation of utility bills, an improper loan, and petty cash fund issues.

Erroneous Utility Billings

The APA tested 10 customer utility bills and found that for all 10 bills, the rates charged for water, sewer, and garbage did not agree those set out in the applicable Village ordinances. See **Attachment B** for the complete ordinances.

Water

It appears that the former Clerk typically charged water customers based on 1,000 fewer gallons than the actual amount used.

The Chairman also indicated that the \$24 base rate covered the first 1,000 gallons, and the additional volume fee of \$1.65 per 1,000 gallons was to be charged only on gallons over the first 1,000. However, Village Ordinance § 6-110, which addresses the fees for water usage within the Village, does not make any reference to the base rate covering the first 1,000 gallons:

Each water consumer shall be liable for water provided to said consumer's premises at the following rates:

1. *A base rate of \$24.00 per month. This charge shall apply to all meters regardless of the amount used.*
2. *Additional charges at the rate of \$1.65 per 1,000 gallons of water used per month as shown on the meter.*

The table below demonstrates the differences between the actual gallons of water used and the number of gallons for which the customer was charged, as well as the difference in the water fees.

	Name	Invoice Date	Gallons Used	Water Gallons Charged	Difference	Water Fee Charged	APA Calculated Water Fee	Difference
1	Customer 54	02/01/2014	2,100	1,100	(1,000)	\$25.82	\$27.47	(\$1.65)
2	Customer 55	02/01/2014	3,600	2,600	(1,000)	\$28.29	\$29.94	(\$1.65)
3	Customer 4	03/01/2014	3,500	2,500	(1,000)	\$28.13	\$29.78	(\$1.65)
4	Customer 56	04/03/2014	900	0	(900)	\$24.00	\$25.49	(\$1.49)
5	Customer 7	05/01/2014	1,400	0	(1,400)	\$24.00	\$26.31	(\$2.31)
6	Customer 57	06/01/2014	3,600	2,600	(1,000)	\$28.29	\$29.94	(\$1.65)
7	Customer 43	06/01/2014	1,300	0	(1,300)	\$24.00	\$26.15	(\$2.15)
8	Customer 28	07/02/2014	1,000	0	(1,000)	\$24.00	\$25.65	(\$1.65)
9	Customer 13	08/01/2014	7,100	6,100	(1,000)	\$34.07	\$35.72	(\$1.65)
10	Customer 8	09/01/2014	9,300	8,300	(1,000)	\$37.70	\$39.35	(\$1.65)

Sewer

The APA could not determine how the former Clerk calculated the number of gallons to bill for sewage. According to Village Ordinance § 6-222, entitled “Sewer Use Charges, Classification,

VILLAGE OF OAKDALE

COMMENTS AND RECOMMENDATIONS

(Continued)

Rates,” the monthly sewage rates are comprised of a basic service fee of \$12.50 plus a volume fee of \$1.50 per 1,000 gallons.

The table below demonstrates the differences between the actual gallons used and the number of gallons for which the customer was charged, as well as the difference in the sewer fees.

	Name	Invoice Date	Gallons Used	Sewer Gallons Charged	Difference	Sewer Fee Charged	APA Calculated Sewer Fee	Difference
1	Customer 54	02/01/2014	2,100	1,000	(1,100)	\$14.00	\$15.65	(\$1.65)
2	Customer 55	02/01/2014	3,600	3,000	(600)	\$17.00	\$17.90	(\$0.90)
3	Customer 4	03/01/2014	3,500	3,000	(500)	\$17.00	\$17.75	(\$0.75)
4	Customer 56	04/03/2014	900	0	(900)	\$12.50	\$13.85	(\$1.35)
5	Customer 7	05/01/2014	1,400	1,000	(400)	\$14.00	\$14.60	(\$0.60)
6	Customer 57	06/01/2014	3,600	3,000	(600)	\$17.00	\$17.90	(\$0.90)
7	Customer 43	06/01/2014	1,300	2,000	700	\$15.50	\$14.45	\$1.05
8	Customer 28	07/02/2014	1,000	0	(1,000)	\$12.50	\$14.00	(\$1.50)
9	Customer 13	08/01/2014	7,100	8,000	900	\$24.50	\$23.15	\$1.35
10	Customer 8	09/01/2014	9,300	2,000	(7,300)	\$15.50	\$26.45	(\$10.95)

Garbage

Finally, the former Clerk appears to have charged customers a monthly fee of \$13.50 for garbage service until August 2014, when that amount was increased to \$14.00. The APA reviewed Board minutes from May through September 2014 and found no indication that the garbage rates had increased. Village Ordinance § 6-402 outlines garbage fees by stating, “The Service fee for garbage disposal and collection shall be \$12.75 per month, for which each household and business within the village limits shall be liable.”

Good internal controls require procedures to ensure rates approved by the Board are properly applied and charged to customers. There is an increased risk for improper utility billings and collections when the Board and its employees do not have a sufficient understanding of the prescribed method of calculating utility billings. Improper utility billings could lead to financial complications for the Village.

We recommend the Board take action to ensure that the methods of calculating the different utility bills comply with the ordinances governing those respective billings or revise Village Ordinance §§ 6-110, 6-222, and 6-402 accordingly.

Questionable Loan

The Village received an \$18,500 loan from Pinnacle Bank in Neligh, Nebraska, on October 15, 2014. The purpose of the loan was to cover an overdraft of \$19,226 in the Village’s checking account. Neb. Rev. Stat. § 17-560 (Reissue 2012) permits villages to borrow funds for the specific purposes outlined in statute; however, no statutory provision authorizes obtaining a loan simply to cover an operating shortfall.

VILLAGE OF OAKDALE

COMMENTS AND RECOMMENDATIONS

(Concluded)

Additionally, the loan was in the form of a promissory note collateralized by a Certificate of Deposit (CD) marked for street improvement and valued at \$18,800.71, as of September 2014. As street funds are restricted, this CD should not have been used as collateral. It would be an impermissible use of street funds if the loan went into default and the CD were turned over to the bank.

The Village lacked the necessary authority both to obtain the loan in question and to collateralize it with funds already designated for another purpose.

We recommend the Village seek legal counsel regarding how to handle the unauthorized loan at issue. We also recommend the Village seek legal guidance prior to obtaining any future loans, ensuring that they are not only permitted by law but also properly collateralized.

Petty Cash Fund

On October 30, 2014, the APA conducted a surprise cash count at the Village. At that time, the only cash in the Village office was the petty cash fund, which totaled \$15.59. The authority for establishing a petty cash fund and its amount could not be found. The APA observed a handwritten note on the petty cash fund box indicating that its total should always be \$175; however, the Chairman claimed the petty cash amount was usually \$375.

The Chairman indicated the Board recently approved check number 7199, recorded as check number 7254 in QuickBooks, dated August 19, 2014, for \$375, which was made payable to cash in order to replenish the petty cash fund. The APA verified that this check was drawn on the Village's bank account, but we also found a cash deposit made on the same day for \$375 into the Brandts' personal bank account. See **Exhibit G**.

Despite the information provided by the Chairman regarding the Village's petty cash fund, the APA noted that the Village voted to terminate the use of its petty cash fund at its April 8, 2013, Board meeting. Obviously, this has not occurred.

Good business practices require not only the proper authority to establish a petty cash fund but also a formal specification as to the amount to be maintained in that fund. Additionally, good internal control procedures require an adequate monitoring of the petty cash fund. There is an increased risk for fraud or abuse of public funds when petty cash funds are not properly established and monitored by the Board.

We recommend the Board seek legal guidance as to the appropriate procedures to be followed to establish a petty cash fund. We also recommend the Board monitor the usage of such fund to prevent unauthorized uses of the money therein and perform periodic reviews to ensure that the correct fund balance is maintained.



NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

Mike Foley
State Auditor

Mike.Foley@nebraska.gov
PO Box 98917
State Capitol, Suite 2303
Lincoln, Nebraska 68509
402-471-2111, FAX 402-471-3301
www.auditors.nebraska.gov

VILLAGE OF OAKDALE

INDEPENDENT ACCOUNTANT'S REPORT

Village of Oakdale
Lincoln, Nebraska

We have examined the accompanying Schedule of Bank Activity for the Village of Oakdale for the period July 1, 2012, through October 27, 2014. The Village of Oakdale management is responsible for the Schedule of Bank Activity. Our responsibility is to express an opinion based on our examination.

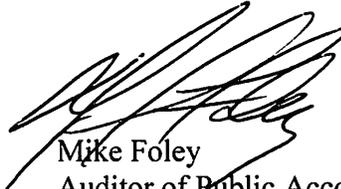
Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Bank Activity for the Village of Oakdale for the period July 1, 2012, through October 27, 2014, and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents, in all material respects, the Schedule of Bank Activity for the Village of Oakdale for the period July 1, 2012, through October 27, 2014, based on the accounting system and procedures prescribed by the Village of Oakdale, as described in Note 1.

In accordance with *Government Auditing Standards*, we are required to report findings of deficiencies in internal control, violations of provisions of contracts or grant agreements, and abuse that are material to the Schedule of Bank Activity and any fraud and illegal acts that are more than inconsequential that come to our attention during our examination. We are also required to obtain the views of management on those matters. We performed our examination to express an opinion on whether the Schedule of Bank Activity is presented in accordance with the criteria described above and not for the purpose of expressing an opinion on the internal control over the Schedule of Bank Activity or on compliance and other matters; accordingly, we express no such opinions. Our examination disclosed certain findings that are required to be reported under *Government Auditing Standards*, and those findings, along with the views of management, are described in the Comments Section of the report.

This report is intended solely for the information and use of management, others within the Village of Oakdale, and the appropriate Federal and regulatory agencies, and it is not intended to be, and should not be, used by anyone other than these specified parties. However, this report is a matter of public record, and its distribution is not limited.

January 6, 2015



Mike Foley
Auditor of Public Accounts

VILLAGE OF OAKDALE

SCHEDULE OF BANK ACTIVITY

FOR THE PERIOD JULY 1, 2012, TO OCTOBER 27, 2014

Account Owner per Bank	Account Name per Bank	Balance 7/1/2012	Interest Earned	Deposits	Withdrawals	Balance 10/27/2014
Village of Oakdale	Public Funds Now Account	\$28,166.26	\$65.41	\$708,890.25	\$728,238.97	\$8,882.95
Village of Oakdale	Public Funds Account <i>(closed March 2014)</i>	\$4,381.46	\$10.31	\$0.00	\$4,391.77	\$0.00
Village of Oakdale - Street Fund	Certificate of Deposit	\$18,704.53	\$96.18	\$0.00	\$0.00	\$18,800.71
Village of Oakdale - Community Center Reserve	Certificate of Deposit	\$4,223.60	\$25.44	\$0.00	\$0.00	\$4,249.04
Village of Oakdale - Water Improvement Reserve	Certificate of Deposit	\$14,503.30	\$87.32	\$0.00	\$0.00	\$14,590.62
Village of Oakdale	Certificate of Deposit <i>(closed November 2013)</i>	\$4,446.15	\$32.95	\$0.00	\$4,479.10	\$0.00
Total		\$74,425.30	\$317.61	\$708,890.25	\$737,109.84	\$46,523.32
			\$709,207.86			

The accompanying notes are an integral part of the schedule.

VILLAGE OF OAKDALE

NOTES TO THE SCHEDULE

For the period July 1, 2012 through October 27, 2014

1. Criteria

The financial information used to prepare the Schedule of Bank Activity for the Village of Oakdale, Nebraska, (Village) was obtained directly from the Village bank statements received from Pinnacle Bank. Interest and Deposits are shown as additions while withdrawals are shown as deductions.

2. Reporting Entity

The Village is a governmental entity established under and governed by the laws of the State of Nebraska. The Village is managed by a Board of Trustees that exercises control over activities that are relevant to the operations of the Village. As a political subdivision of the State, the Village is exempt from State and Federal income taxes. The schedule includes all bank activity of the Village. The schedule does not include those transactions recorded in the Village accounting system that did not post to the bank within the period tested. The APA was provided with the Village bank accounts from the Antelope County Sheriff.

3. Deposits and Investments

The Village has invested monies on deposit into certain Certificates of Deposit (CD). The interest earned on these funds is recorded within the bank activity of the Village. At October 27, 2014, the Village had bank deposits of \$46,523, which was covered by the Federal depository insurance.

4. Outstanding Village Loans

The Village had the following loans at October 27, 2014:

	Balance at 7/1/2012	Payments	Balance at 10/27/2014
<i>USDA Loans</i>			
Water General Obligation Bond			
Principal	\$ 341,391.50	\$ (17,232.65)	\$ 324,158.85
Interest	\$ 279,229.41	\$ (42,815.35)	\$ 236,414.06
Total	\$ 620,621.91	\$ (60,048.00)	\$ 560,572.91
Water Revenue Bond			
Principal	\$ 73,156.66	\$ (3,692.09)	\$ 69,464.57
Interest	\$ 59,842.79	\$ (9,174.91)	\$ 50,667.88
Total	\$ 132,999.45	\$ (12,867.00)	\$ 120,132.45
<i>NDEQ Loan</i>			
Project C317074-01			
Principal	\$ 87,953.59	\$ (23,288.08)	\$ 64,665.51
Interest	\$ 13,618.28	\$ (6,346.29)	\$ 7,271.99
Total	\$ 101,571.87	\$ (29,634.37)	\$ 71,937.50

VILLAGE OF OAKDALE

NOTES TO THE SCHEDULE
(Concluded)

	Balance at 7/1/2012	Payments	Balance at 10/27/2014
<i>Berkadia</i>			
Municipal Building Bond*			
Principal	\$ 31,205.57	\$ (7,039.56)	\$ 24,166.01
Interest	N/A	(4,818.44)	128.08
Total	N/A	\$ (11,858.00)	\$ 24,294.09
<i>Pinnacle Bank</i>			
12/23/2013 Promissory Note**			
Principal	-	-	\$ 18,540.00
Interest	-	-	\$ 2,898.70
Total	-	-	\$ 21,438.70
10/15/2014 Promissory Note			
Principal	-	-	\$ 18,500.00
Interest	-	-	\$ 208.13
Total	-	-	\$ 18,708.13

* The interest balance at 10/27/2014 was calculated based on the outstanding principal balance at 9/18/2014.

** According to the terms of the promissory note, the Village is to repay this loan in five payments made on September 10th of each year beginning in 2015, and continuing through 2019.

There were two other Source Gas loans noted in the previous audit. Per discussion with Source Gas staff, the City Hall loan has an outstanding balance of \$145.68 and the Community Center loan has an outstanding balance of \$49.07; however, it does not appear the Village has been receiving statements for these outstanding balances.

5. Pending Litigation

The Village has retained legal counsel to handle pending litigation involving Waste Connections of Nebraska, Inc. This has resulted in outstanding claims of the Village.

VILLAGE OF OAKDALE

SUPPLEMENTARY INFORMATION

Our examination was conducted for the purpose of forming an opinion on the Schedule of Bank Activity. Supplementary information is presented for purposes of additional analysis. Such information has not been subjected to the procedures applied in the examination of the Schedule of Bank Activity, and, accordingly, we express no opinion on it.

VILLAGE OF OAKDALE
VILLAGE CHAIRMAN LETTER
JULY 1, 2012 THROUGH OCTOBER 27, 2014

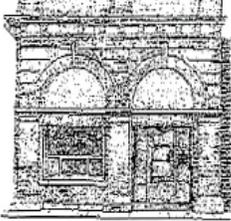
ATTACHMENT A

03/01/2013 23:32

4028874224

ANTELOPE CO SHERIFF

PAGE 02/02



Village of Oakdale

400 5th Street PO Box 10
Oakdale, NE 68761
Phone: 402-776-2484 Fax: 402-776-2484



Dear Deann Haeffner:

The Village of Oakdale under the direction of city attorney, Fritz Bartel is requesting the assistance of the State Auditor's office for their 2013-2014 audit. We are also requesting your help with the review of our bank statements from July 2012 to the current date. We have received a resignation from our current Village Clerk and the Antelope County Sheriff's Office is currently investigating fraudulent behavior done by the clerk during her time in office. Currently the investigation has revealed that we are missing as much as \$40,000 and that figure could climb.

Please feel free to contact me:

Delayne Fulsas-Village Chairman

A handwritten signature in black ink, appearing to read "Delayne Fulsas", written over a horizontal line.

402-776-2484

402-649-5131

VILLAGE OF OAKDALE
VILLAGE ORDINANCES FOR UTILITY FEES
JULY 1, 2012 THROUGH OCTOBER 27, 2014

ATTACHMENT B

ORDINANCE NO. 6-110

AN ORDINANCE OF THE VILLAGE OF OAKDALE, NEBRASKA, TO AMEND SECTIONS 6-110 AND 6-222 OF THE OFFICIAL MUNICIPAL CODE TO PROVIDE FOR A FEE FOR WATER AND SEWER SERVICES; TO PROVIDE FOR THE PUBLICATION OF THIS ORDINANCE IN ACCORDANCE WITH STATE LAW; AND TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT.

BE IT ORDAINED AND ENACTED BY THE CHAIRMAN OF THE VILLAGE BOARD OF THE VILLAGE OF OAKDALE, STATE OF NEBRASKA, AS FOLLOWS:

SECTION 1: That §6-110 of the Official Municipal Code is hereby amended to read as follows:

§6-110 Minimum Rates. Each water consumer shall be liable for water provided to said consumer's premises at the following rates:

1. A base rate of \$24.00 per month. This charge shall apply to all meters regardless of the amount used.
2. Additional charges at the rate of \$1.65 per 1,000 gallons of water used per month as shown on the meter.

SECTION 2. That §6-222 of the Official Municipal Code is hereby amended to read as follows:

§6-222 Sewer Use Charges, Classification, Rates. The monthly rates for the single user classification will be a basic service fee plus a volume charge as follows:

Rate Class	O & M	Debt Service	Total
Residential and Commercial			
Monthly Basic Service Fee	\$6.25	\$6.25	\$12.50
Monthly Volume Charge per 1,000 gallons	\$.75	\$.75	\$1.50

SECTION 3: This ordinance shall be published in accordance with the laws of the State of Nebraska.

SECTION 4: This ordinance shall take effect and be in full force from and after its passage, approval, and publication or posting as required by law.

VILLAGE OF OAKDALE
VILLAGE ORDINANCES FOR UTILITY FEES
JULY 1, 2012 THROUGH OCTOBER 27, 2014

ATTACHMENT B

Approved and passed by the governing body of the Village of Oakdale,
Nebraska, this 12th day of September, 2011.



VILLAGE OF OAKDALE, NEBRASKA

By: [Signature]
Chairman

ATTEST:

[Signature]
Village Clerk

VILLAGE OF OAKDALE
VILLAGE ORDINANCES FOR UTILITY FEES
JULY 1, 2012 THROUGH OCTOBER 27, 2014

ATTACHMENT B

ORDINANCE NO. 6-1110A

AN ORDINANCE OF THE VILLAGE OF OAKDALE, NEBRASKA, TO AMEND SECTIONS 6-110, 6-222 AND 6-402 OF THE OFFICIAL MUNICIPAL CODE TO PROVIDE FOR FEES FOR WATER, SEWER AND GARBAGE SERVICES; TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND PROVIDE FOR THE PUBLICATION OF THIS ORDINANCE IN ACCORDANCE WITH STATE LAW.

BE IT ORDAINED BY THE CHAIRMAN AND VILLAGE BOARD OF THE VILLAGE OF OAKDALE, NEBRASKA:

SECTION 1: That §6-110 of the Official Municipal Code is hereby amended to read as follows:

Amended 9-12-11

§6-110 Minimum Rates. Each water consumer shall be liable for water provided to said consumer's premises at the following rates:

1. A base rate of \$21.00 per month. This charge shall apply to all meters regardless of amount used; plus
2. Additional charges at the rate of \$1.50 per 1,000 gallons of water used per month as shown on the meter.

SECTION 2: That §6-222 of the Official Municipal Code is hereby amended to read as follows:

Amended 9-12-11

§6-222 Sewer Use Charges, Classification, Rates. The monthly rates for the single user classification will be a basic service fee plus a volume charge as follows:

Rate Class	O & M	Debt Service	Total
Residential and Commercial Monthly Basic Service Fee	<i>\$4.26</i>	<i>\$6.24</i>	<i>\$10.50</i>
Monthly Volume Charge per 1,000 gallons	\$.049	\$0.78	\$1.27

SECTION 3: That §6-402 of the Official Municipal Code is hereby amended to read as follows:

§6-402 Rates for Collection; Delinquent Bills; Lien. The Service fee for garbage disposal and collection shall be *\$12.75* per month, for which each household and business within the village limits shall be liable.

SECTION 4: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by state law.

VILLAGE OF OAKDALE
VILLAGE ORDINANCES FOR UTILITY FEES
JULY 1, 2012 THROUGH OCTOBER 27, 2014

ATTACHMENT B

Approved and passed by the governing body of the Village of Oakdale, Nebraska, this 10th day of November, 2008.

VILLAGE OF OAKDALE, NEBRASKA

BY *Kyle Suggs*
Chairman

ATTEST:

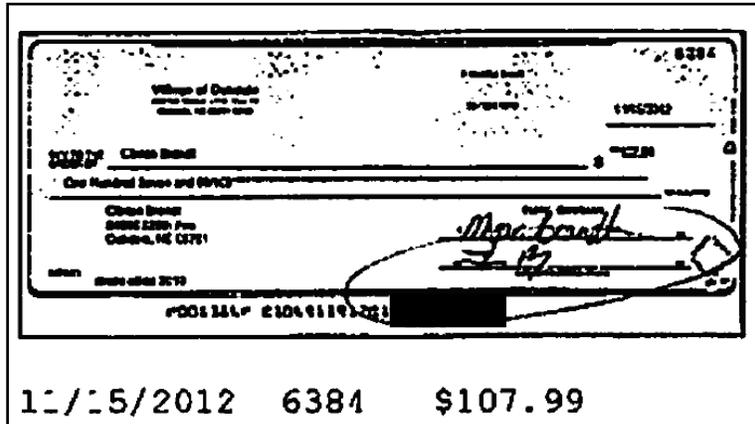
Jennifer A. Lan
VILLAGE CLERK

VILLAGE OF OAKDALE
PAYMENTS TO FORMER CLERK'S SPOUSE
JULY 1, 2012 THROUGH OCTOBER 27, 2014

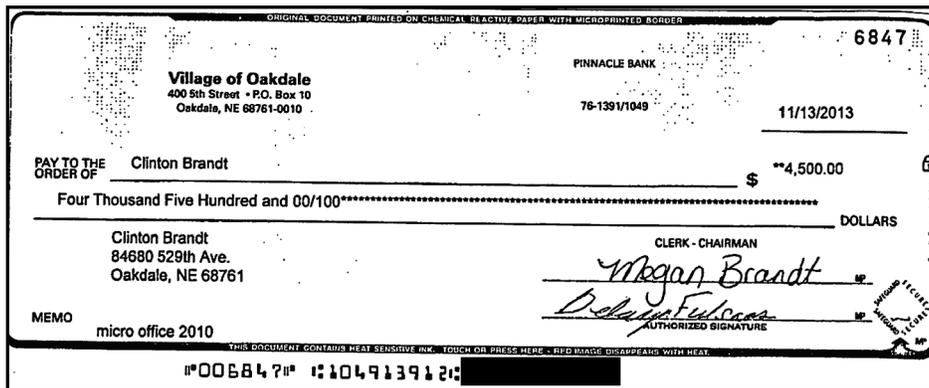
EXHIBIT A

The Board was unable to find documentation to support any of the payments made to the former Clerk's spouse, and none of the checks were presented to the Board for approval.

Check number 6384, dated 11/15/2012, was made payable to the former Clerk's spouse, Clinton Brandt, for \$107.99. The Brandts' personal bank records were not obtained for the period prior to December 2012; therefore, it is unknown if this check was deposited into that personal account.



Check number 6847, dated 11/13/2013, was made payable to Clinton Brant for \$4,500. The Chairman advised that the second signature on this check was not his actual signature.



The following shows the back of check 6847 with the endorsement:

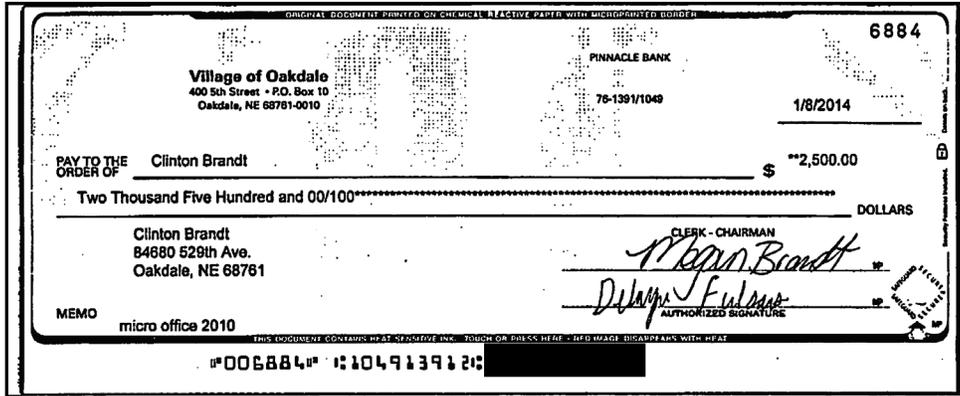
VILLAGE OF OAKDALE
 PAYMENTS TO FORMER CLERK'S SPOUSE
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT A

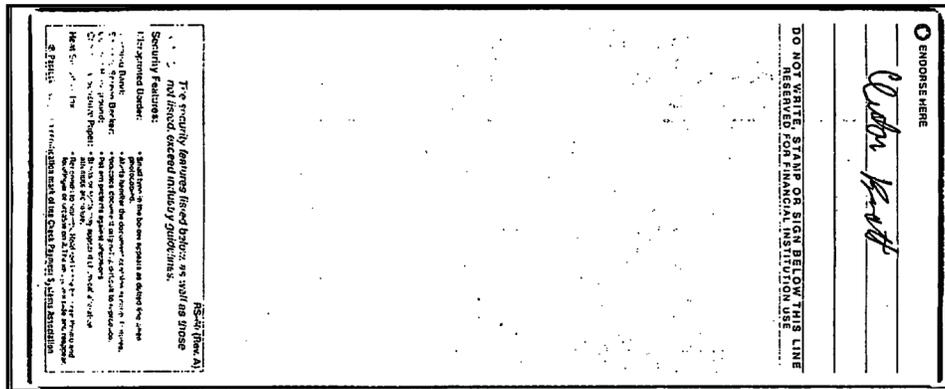
An ATM deposit for \$2,500 was made to the Brandts' personal bank account on 12/23/2013.

XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 6365	12/23	2,500.00
---------------------------------------------------	-------	----------

Check number 6884, dated 1/8/2014, was made payable to Clinton Brandt for \$2,500. The Chairman's signature on this check does not match his signature on other checks and appears to have been forged.



The following shows the back of check 6884 with the endorsement:



An ATM deposit for \$2,500 was made to the Brandts' personal bank account on 1/8/2014.

XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 7372	01/08	2,500.00
---------------------------------------------------	-------	----------

Check number 6915, dated 1/17/2014, was made payable to Clinton Brandt for \$1,000. The Chairman's signature on this check does not match his signature on other checks and appears to have been forged.

VILLAGE OF OAKDALE
 PAYMENTS TO FORMER CLERK'S SPOUSE
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT A

ORIGINAL DOCUMENT PRINTED ON CHEMICAL/REACTIVE PAPER WITH MICROPRINTED BORDER

6915

Village of Oakdale
 400 5th Street • P.O. Box 10
 Oakdale, NE 68761-0010

PINNACLE BANK
 76-139/1049

1/17/2014

PAY TO THE ORDER OF Clinton Brandt \$**1,000.00

One Thousand and 00/100***** DOLLARS

Clinton Brandt
 84680 529th Ave.
 Oakdale, NE 68761

MEMO micro office 2010

CLERK - CHAIRMAN
Megan Brandt
 AUTHORIZED SIGNATURE

THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE • RED IMAGE DISAPPEARS WITH HEAT.

⑈006915⑈ ⑆104913912⑆

The following shows the back of check 6915 with the endorsement:

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
 WE SERVED FOR FINANCIAL INSTITUTION USE

ENDORSE
Clinton Brandt

Security Features:
 • Microprint: Small text in the border repeats as often as 100 times.
 • Watermark: The document features a watermark.
 • Security Screen: The document features a security screen.
 • Chemical/Reactive Paper: The document features chemical/ reactive paper.
 • Heat Sensitive Ink: The document features heat sensitive ink.
 • Security Features: The document features security features.

Read from A) to Z) for Serial, check the following:

⑈006915⑈ ⑆104913912⑆

An ATM deposit for \$1,000 was made to the Brandts' personal bank account on 1/17/2014.

XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 7997 01/17 1,000.00

Check number 6990, dated 3/23/2014, was made payable to Clinton Brandt for \$3,573.65. The Chairman's signature on this check does not match his signature on other checks and appears to have been forged.

ORIGINAL DOCUMENT PRINTED ON CHEMICAL/REACTIVE PAPER WITH MICROPRINTED BORDER

6990

Village of Oakdale
 400 5th Street • P.O. Box 10
 Oakdale, NE 68761-0010

PINNACLE BANK
 76-139/1049

3/23/2014

PAY TO THE ORDER OF Clinton Brandt \$**3,573.65

Three Thousand Five Hundred Seventy-Three and 65/100***** DOLLARS

Clinton Brandt
 84680 529th Ave.
 Oakdale, NE 68761

MEMO repairs to Comm Center and Village

CLERK - CHAIRMAN
Megan Brandt
 AUTHORIZED SIGNATURE

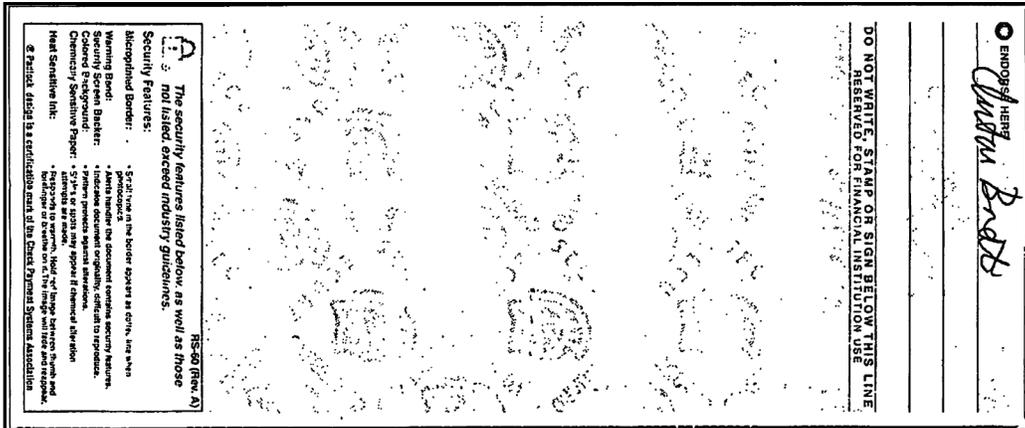
THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE • RED IMAGE DISAPPEARS WITH HEAT.

⑈006990⑈ ⑆104913912⑆

VILLAGE OF OAKDALE
 PAYMENTS TO FORMER CLERK'S SPOUSE
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT A

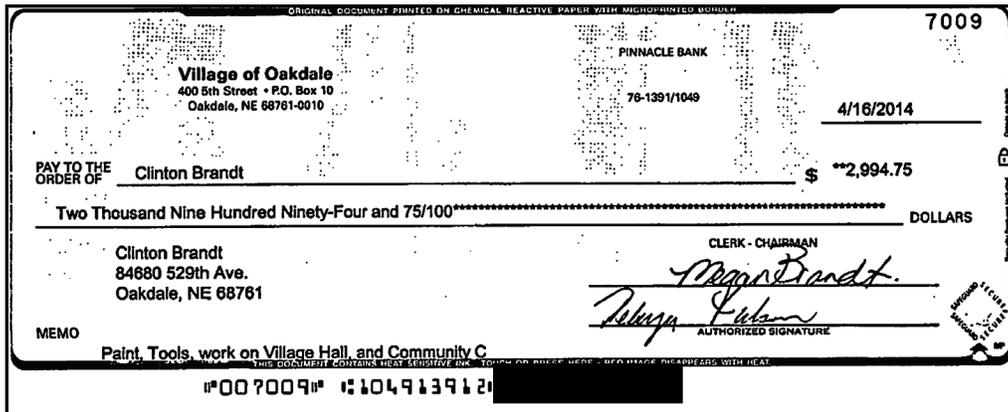
The following shows the back of check 6990 with the endorsement:



An ATM deposit for \$3,573.65 was made to the Brandts' personal bank account on 3/24/2014.

XX3437	ATM DEPOSIT	3610 WEST CAPITAL AVE GRAND ISLAND NE	03/24	3,573.65
760				

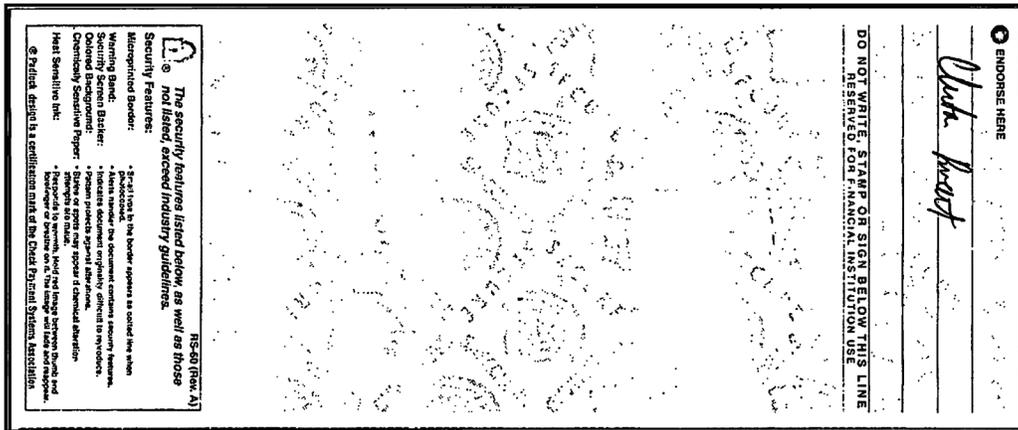
Check number 7009, dated 4/16/2014, was made payable to Clinton Brandt for \$2,994.75. The Chairman's signature on this check does not match his signature on other checks and appears to have been forged.



The following shows the back of check 7009 with the endorsement:

VILLAGE OF OAKDALE
 PAYMENTS TO FORMER CLERK'S SPOUSE
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

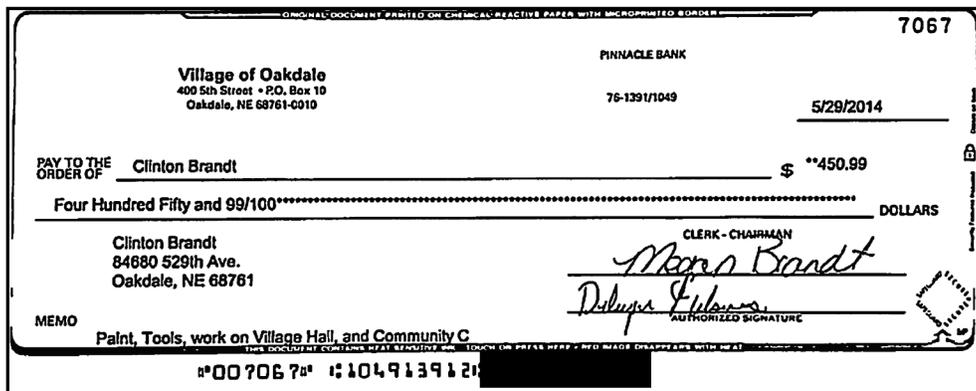
EXHIBIT A



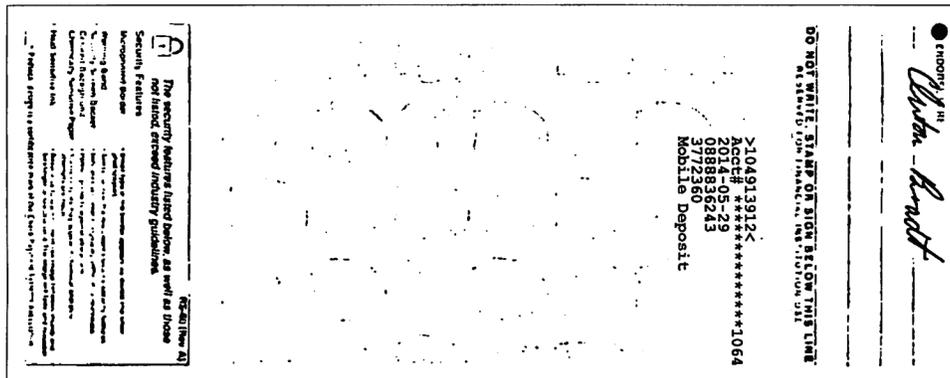
An ATM deposit for \$2,994.75 was made to the Brandts' personal bank account on 4/16/2014.

XX3437 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 4185	04/16	2,994.75
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Check number 7067, dated 5/29/2014, was made payable to Clinton Brandt for \$450.99. The Chairman's signature on this check does not match his signature on other checks and appears to have been forged.



The following shows the back of check 7067 with the endorsement:



VILLAGE OF OAKDALE
PAYMENTS TO FORMER CLERK'S SPOUSE
JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT A

A deposit for \$450.99 was made to the Brandts' personal bank account on 5/29/2014.

Electronic Credit		
Pinnacle Bank Nebraska 55510	Deposit Number:	3772560
Processing Date: 2014-05-29	Deposit Amount: \$	450.99
Customer Name:		
Description:		
Online User ID:		
Deposit made to:		
104913912		630

05/29/2014 \$450.99

Check number 7075, dated 6/2/2014, was made payable to Clinton Brandt for \$473.21. The Chairman's signature on this check does not match his signature on other checks and appears to have been forged.

Village of Oakdale 400 5th Street • P.O. Box 10 Oakdale, NE 68781-0010		PINNACLE BANK 76-1391/1049	7075 6/2/2014
PAY TO THE ORDER OF	Clinton Brandt	\$	**473.21
Four Hundred Seventy-Three and 21/100		DOLLARS	
Clinton Brandt 84680 529th Ave. Oakdale, NE 68761	CLERK - CHAIRMAN <i>Megan Brandt</i> <i>Debra Kulman</i> AUTHORIZED SIGNATURE		
MEMO			
⑈007075⑈ ⑆104913912⑆			

The following shows the back of check 7075 with the endorsement:

<p>The security features listed below as well as those not listed exceed industry guidelines</p> <p>Security Features</p> <ul style="list-style-type: none">• Microprint• Watermark• Security Thread• Color Shifting Ink• UV Features• Magnetic Ink• Security Paper• Security Features	<p>104913912< Acct# *****1064 2014-06-04 088881053 385971 Mobile Deposit</p>	<p>Clinton Brandt</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------	-----------------------

A deposit for \$473.21 was made to the Brandts' personal bank account on 6/4/2014.

VILLAGE OF OAKDALE
 PAYMENTS TO FORMER CLERK'S SPOUSE
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT A

Electronic Credit		
Pinnacle Bank Nebraska 55510	Deposit Number:	3947739
Processing Date: 2014-06-17	Deposit Amount: \$	496.98
Customer Name:		
Description:		
Online User ID:	[REDACTED]	
Deposit made to:	[REDACTED]	
104913912		630

06/12/2014 \$496.98

Check number 7113, dated 6/17/2014, was made payable to Clinton Brandt for \$3,865.40. The Chairman's signature on this check does not match his signature on other checks and appears to have been forged.

ORIGINAL DOCUMENT PRINTED ON CHEMICAL RESISTIVE PAPER WITH MICROPRINTED SECURITY PINNACLE BANK 76-1391/1049		7113
Village of Oakdale 400 5th Street • P.O. Box 10 Oakdale, NE 68761-0010		6/17/2014
PAY TO THE ORDER OF	Clinton Brandt	\$ **3,865.40
Three Thousand Eight Hundred Sixty-Five and 40/100*****		DOLLARS
Clinton Brandt 84680 529th Ave. Oakdale, NE 68761		CLERK - CHAIRMAN <i>Megan Brandt</i> AUTHORIZED SIGNATURE
MEMO	bought mower and parts	
⑈007113⑈ ⑆104913912⑆		

The following shows the back of check 7113 with the endorsement:

Security Features: Microprint: The document appears to have a fine, repeating pattern of small characters. Security Screen: A screen pattern of small characters is visible. Colored Background: A pattern of small characters is visible. Chemically Sensitive Paper: The paper is sensitive to heat and pressure. Heat Sensitive Ink: The ink is sensitive to heat and pressure. * Fraudulent attempt is a violation of the Check Fraud Act.	ENDORSE HERE <i>Clinton Brandt</i>
DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE RESERVED FOR FINANCIAL INSTITUTION USE	

An ATM deposit for \$3,865.40 was made to the Brandts' personal bank account on 6/17/2014.

XX3437 ATM DEPOSIT 3610 WEST CAPITAL AVE GRAND ISLAND NE 1927	06/17	3,865.40
------------------------------------------------------------------	-------	----------

VILLAGE OF OAKDALE
RECEIPTS NOT DEPOSITED
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT B

	Date Received	(Note 1) Deposit Recorded	Name	Amount	Payment Method	
1	n/a	02/25/2014	Faxes/Copies/Loose change	\$9.08	n/a	
2	n/a	03/24/2014	Faxes/Copies/Loose change	\$3.87	n/a	
3	n/a	06/23/2014	Faxes/Copies/Loose change	\$7.90	n/a	
4	n/a	07/18/2014	Faxes/Copies/Loose change	\$2.77	n/a	
5	n/a	09/22/2014	Deposit on account	\$14.00	n/a	
6	10/22/2012	10/01/2014	Customer 43	\$25.00	Cash	(Note 2)
7	10/22/2012	10/01/2014	Customer 42	\$30.00	Cash	(Note 2)
8	10/23/2012	10/01/2014	Customer 26	\$50.00	Cash	(Note 2)
9	11/02/2012	10/01/2014	Customer 43	\$40.00	Cash	(Note 2)
10	11/05/2012	10/01/2014	Customer 26	\$49.00	Cash	(Note 2)
11	11/05/2012	10/01/2014	Customer 3	\$140.00	Cash	(Note 2)
12	11/06/2012	10/01/2014	Customer 25	\$5.00	Cash	(Note 2)
13	11/08/2012	10/01/2014	Customer 8	\$63.69	Cash	
14	11/08/2012	10/01/2014	Customer 42	\$25.00	Cash	
15	11/12/2012	10/01/2014	Customer 22	\$50.00	Cash	
16	11/12/2012	10/01/2014	Customer 16	\$65.00	Cash	
17	11/12/2012	10/01/2014	Customer 37	\$67.91	Cash	
18	11/14/2012	10/01/2014	Customer 42	\$27.00	Cash	
19	11/14/2012	10/01/2014	Customer 44	\$75.00	Cash	
20	01/10/2013	10/01/2014	Customer 16	\$46.91	Cash	
21	01/21/2013	10/01/2014	Customer 39	\$51.26	Cash	
22	01/22/2013	10/01/2014	Customer 8	\$62.00	Cash	
23	02/01/2013	10/01/2014	Customer 33	\$107.64	Cash	
24	02/04/2013	10/01/2014	Customer 10	\$96.68	Cash	
25	02/04/2013	10/01/2014	Customer 45	\$56.01	Cash	
26	02/05/2013	10/01/2014	Customer 43	\$101.75	Cash	
27	02/05/2013	10/01/2014	Customer 37	\$70.80	Cash	
28	02/06/2013	10/01/2014	Customer 18	\$104.00	Cash	
29	02/07/2013	10/01/2014	Customer 42	\$10.00	Cash	
30	02/07/2013	10/01/2014	Customer 15	\$60.02	Cash	
31	02/08/2013	10/01/2014	Customer 14	\$90.00	Cash	
32	02/08/2013	10/01/2014	Customer 3	\$160.00	Cash	
33	02/11/2013	10/01/2014	Customer 27	\$57.00	Cash	
34	02/11/2013	10/01/2014	Customer 16	\$60.00	Cash	
35	02/11/2013	10/01/2014	Customer 30	\$200.00	Cash	
36	02/11/2013	10/01/2014	Customer 38	\$100.00	Cash	
37	02/12/2013	10/01/2014	Customer 49	\$80.00	Cash	
38	02/12/2013	10/01/2014	Customer 50	\$110.00	Cash	
39	02/13/2013	10/01/2014	Customer 17	\$60.00	Cash	
40	06/10/2013	10/01/2014	Customer 49	\$15.75	Cash	
41	06/10/2013	10/01/2014	Customer 1	\$50.00	Cash	
42	06/10/2013	10/01/2014	Customer 42	\$60.00	Cash	
43	06/10/2013	10/01/2014	Customer 37	\$129.00	Cash	
44	06/10/2013	10/01/2014	Customer 26	\$40.00	Cash	
45	06/10/2013	10/01/2014	Customer 5	\$80.00	Cash	
46	06/10/2013	10/01/2014	Customer 3	\$60.00	Cash	
47	06/11/2013	10/01/2014	Customer 17	\$41.00	Cash	
48	06/11/2013	10/01/2014	Customer 41	\$100.00	Cash	
49	06/11/2013	10/01/2014	Customer 32	\$52.40	Cash	

VILLAGE OF OAKDALE
RECEIPTS NOT DEPOSITED
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT B

	Date Received	(Note 1) Deposit Recorded	Name	Amount	Payment Method
50	06/13/2013	10/01/2014	Customer 24	\$60.00	Cash
51	06/13/2013	10/01/2014	Customer 16	\$60.03	Cash
52	06/13/2013	10/01/2014	Customer 22	\$60.84	Cash
53	06/18/2013	10/01/2014	Customer 52	\$80.61	Cash
54	06/24/2013	10/01/2014	Customer 26	\$24.00	Cash
55	06/24/2013	10/01/2014	Customer 43	\$40.00	Cash
56	06/25/2013	10/01/2014	Customer 41	\$10.00	Cash
57	07/02/2013	10/01/2014	Customer 7	\$53.00	Cash
58	07/03/2013	10/01/2014	Customer 12	\$110.95	Cash
59	07/03/2013	10/01/2014	Customer 48	\$56.00	Cash
60	07/03/2013	10/01/2014	Customer 27	\$55.00	Cash
61	07/08/2013	10/01/2014	Customer 42	\$60.00	Cash
62	07/09/2013	10/01/2014	Customer 1	\$120.00	Cash
63	07/09/2013	10/01/2014	Customer 2	\$100.00	Cash
64	07/09/2013	10/01/2014	Customer 17	\$62.00	Cash
65	07/09/2013	10/01/2014	Customer 3	\$80.00	Cash
66	07/10/2013	10/01/2014	Customer 18	\$120.00	Cash
67	07/11/2013	10/01/2014	Customer 40	\$5.00	Cash
68	07/11/2013	10/01/2014	Customer 22	\$56.00	Cash
69	07/11/2013	10/01/2014	Customer 43	\$30.00	Cash
70	07/12/2013	10/01/2014	Customer 10	\$100.00	Cash
71	10/03/2013	10/01/2014	Customer 3	\$85.01	Cash
72	10/03/2013	10/01/2014	Customer 28	\$117.00	Cash
73	10/04/2013	10/01/2014	Customer 24	\$70.00	Cash
74	10/04/2013	10/01/2014	Customer 43	\$50.00	Cash
75	10/07/2013	10/01/2014	Customer 32	\$87.06	Cash
76	10/10/2013	10/01/2014	Customer 26	\$72.71	Cash
77	10/10/2013	10/01/2014	Customer 36	\$56.00	Cash
78	10/11/2013	10/01/2014	Customer 51	\$70.20	Cash
79	10/11/2013	10/01/2014	Customer 16	\$60.00	Cash
80	10/11/2013	10/01/2014	Customer 2	\$30.00	Cash
81	10/11/2013	10/01/2014	Customer 10	\$74.00	Cash
82	10/11/2013	10/01/2014	Customer 22	\$75.00	Cash
83	10/21/2013	10/01/2014	Customer 38	\$100.00	Cash
84	10/22/2013	10/01/2014	Customer 20	\$64.00	Cash
85	10/30/2013	10/01/2014	Customer 39	\$52.00	Cash
86	11/01/2013	10/01/2014	Customer 43	\$13.00	Cash
87	11/04/2013	10/01/2014	Customer 27	\$60.00	Cash
88	11/04/2013	10/01/2014	Customer 29	\$110.00	Cash
89	11/04/2013	10/01/2014	Customer 24	\$100.12	Cash
90	11/07/2013	10/01/2014	Customer 10	\$90.02	Cash
91	11/07/2013	10/01/2014	Customer 13	\$75.00	Cash
92	11/07/2013	10/01/2014	Customer 30	\$100.00	Cash
93	11/08/2013	10/01/2014	Customer 1	\$160.00	Cash
94	11/12/2013	10/01/2014	Customer 26	\$60.01	Cash
95	02/10/2014	10/01/2014	Customer 10	\$65.00	Cash
96	02/10/2014	10/01/2014	Customer 49	\$90.00	Cash
97	02/10/2014	10/01/2014	Customer 3	\$48.00	Cash
98	02/10/2014	10/01/2014	Customer 38	\$178.00	Cash

VILLAGE OF OAKDALE
RECEIPTS NOT DEPOSITED
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT B

	Date Received	(Note 1) Deposit Recorded	Name	Amount	Payment Method
99	02/10/2014	10/01/2014	Customer 16	\$60.00	Cash
100	02/11/2014	10/01/2014	Customer 30	\$100.00	Cash
101	02/12/2014	10/01/2014	Customer 31	\$60.63	Cash
102	02/12/2014	10/01/2014	Customer 41	\$50.00	Cash
103	02/12/2014	10/01/2014	Customer 13	\$170.00	Cash
104	02/13/2014	10/01/2014	Customer 8	\$123.00	Cash
105	02/14/2014	10/01/2014	Customer 43	\$60.00	Cash
106	02/17/2014	10/01/2014	Customer 2	\$31.00	Cash
107	02/20/2014	10/01/2014	Customer 39	\$52.01	Cash
108	02/24/2014	10/01/2014	Customer 29	\$41.00	Cash
109	02/25/2014	10/01/2014	Customer 50	\$60.00	Cash
110	02/25/2014	10/01/2014	Customer 38	\$80.00	Cash
111	02/26/2014	10/01/2014	Customer 21	\$100.00	Cash
112	03/04/2014	10/01/2014	Customer 3	\$162.25	Cash
113	04/03/2014	10/01/2014	Customer 4	\$61.11	Cash
114	04/18/2014	10/01/2014	Customer 20	\$80.00	Cash
115	04/21/2014	10/01/2014	Customer 8	\$63.92	Cash
116	04/22/2014	10/01/2014	Customer 43	\$50.00	Cash
117	04/22/2014	10/01/2014	Customer 39	\$53.00	Cash
118	04/23/2014	10/01/2014	Customer 41	\$50.00	Cash
119	04/30/2014	10/01/2014	Customer 24	\$60.03	Cash
120	04/30/2014	10/01/2014	Customer 32	\$53.00	Cash
121	05/05/2014	10/01/2014	Customer 3	\$82.00	Cash
122	05/06/2014	10/01/2014	Customer 24	\$60.00	Cash
123	05/07/2014	10/01/2014	Customer 11	\$52.51	Cash
124	05/08/2014	10/01/2014	Customer 30	\$120.00	Cash
125	05/08/2014	10/01/2014	Customer 27	\$55.00	Cash
126	05/08/2014	10/01/2014	Customer 13	\$82.00	Cash
127	05/08/2014	10/01/2014	Customer 38	\$80.00	Cash
128	05/09/2014	10/01/2014	Customer 1	\$71.00	Cash
129	05/09/2014	10/01/2014	Customer 2	\$80.00	Cash
130	05/16/2014	10/01/2014	Customer 6	\$53.59	Cash
131	05/19/2014	10/01/2014	Customer 9	\$51.00	Cash
132	05/20/2014	10/01/2014	Customer 32	\$80.00	Cash
133	05/20/2014	10/01/2014	Customer 17	\$65.00	Cash
134	05/30/2014	10/01/2014	Customer 18	\$55.00	Cash
135	06/06/2014	10/01/2014	Customer 2	\$50.00	Cash
136	06/06/2014	10/01/2014	Customer 31	\$40.00	Cash
137	06/06/2014	10/01/2014	Customer 16	\$54.00	Cash
138	06/09/2014	10/01/2014	Customer 1	\$79.00	Cash
139	06/09/2014	10/01/2014	Customer 42	\$60.00	Cash
140	06/09/2014	10/01/2014	Customer 8	\$31.16	Cash
141	06/10/2014	10/01/2014	Customer 49	\$98.00	Cash
142	06/11/2014	10/01/2014	Customer 10	\$60.00	Cash
143	06/13/2014	10/01/2014	Customer 21	\$100.00	Cash
144	06/16/2014	10/01/2014	Customer 23	\$116.84	Cash
145	06/16/2014	10/01/2014	Customer 47	\$160.00	Cash
146	06/23/2014	10/01/2014	Customer 41	\$53.97	Cash
147	06/23/2014	10/01/2014	Customer 13	\$100.00	Cash

VILLAGE OF OAKDALE
RECEIPTS NOT DEPOSITED
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT B

	Date Received	(Note 1) Deposit Recorded	Name	Amount	Payment Method
148	06/23/2014	10/01/2014	Customer 48	\$57.00	Cash
149	06/30/2014	10/01/2014	Customer 43	\$70.00	Cash
150	06/30/2014	10/01/2014	Customer 39	\$50.00	Cash
151	07/01/2014	10/01/2014	Customer 19	\$100.00	Cash
152	07/09/2014	10/01/2014	Customer 2	\$40.00	Cash
153	07/10/2014	10/01/2014	Customer 3	\$65.05	Cash
154	07/10/2014	10/01/2014	Customer 30	\$120.00	Cash
155	07/10/2014	10/01/2014	Customer 13	\$40.00	Cash
156	07/10/2014	10/01/2014	Customer 28	\$60.00	Cash
157	07/10/2014	10/01/2014	Customer 41	\$50.04	Cash
158	07/10/2014	10/01/2014	Customer 8	\$20.00	Cash
159	07/10/2014	10/01/2014	Customer 49	\$95.00	Cash
160	07/10/2014	10/01/2014	Customer 18	\$100.00	Cash
161	07/11/2014	10/01/2014	Customer 22	\$50.00	Cash
162	07/11/2014	10/01/2014	Customer 38	\$100.00	Cash
163	07/14/2014	10/01/2014	Customer 21	\$100.00	Cash
164	07/14/2014	10/01/2014	Customer 31	\$100.00	Cash
165	07/14/2014	10/01/2014	Customer 16	\$62.00	Cash
166	07/14/2014	10/01/2014	Customer 17	\$88.00	Cash
167	08/01/2014	10/01/2014	Customer 43	\$50.00	Cash
168	08/01/2014	10/01/2014	Customer 2	\$70.00	Cash
169	08/01/2014	10/01/2014	Customer 1	\$140.00	Cash
170	08/01/2014	10/01/2014	Customer 46	\$52.01	Cash
171	08/05/2014	10/01/2014	Customer 20	\$75.76	Cash
172	08/05/2014	10/01/2014	Customer 42	\$60.00	Cash
173	08/06/2014	10/01/2014	Customer 24	\$60.00	Cash
174	08/07/2014	10/01/2014	Customer 27	\$59.15	Cash
175	08/07/2014	10/01/2014	Customer 28	\$52.00	Cash
176	08/08/2014	10/01/2014	Customer 21	\$100.00	Cash
177	08/11/2014	10/01/2014	Customer 23	\$100.42	Cash
178	08/11/2014	10/01/2014	Customer 29	\$100.00	Cash
179	08/11/2014	10/01/2014	Customer 37	\$64.00	Cash
180	08/11/2014	10/01/2014	Customer 3	\$80.00	Cash
181	08/11/2014	10/01/2014	Customer 5	\$60.00	Cash
182	08/11/2014	10/01/2014	Customer 38	\$28.00	Cash
183	08/11/2014	10/01/2014	Customer 22	\$60.00	Cash
184	08/14/2014	10/01/2014	Customer 13	\$100.00	Cash
185	09/11/2014	10/01/2014	Customer 22	\$60.00	Cash
				\$12,967.45	

Note 1: The “Deposit Recorded” column is the date from the accounting system, QuickBooks, noting when these payments were deposited to the bank. It does not represent the actual deposit date from the bank, as none of these payments were ever deposited into Village's bank account.

Note 2: The APA verified that these seven cash payments from customers agreed to the Village’s handwritten receipts, as noted below:

VILLAGE OF OAKDALE
RECEIPTS NOT DEPOSITED
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT B

RECEIPT DATE 10-22-12 No. 654685

RECEIVED FROM APA removed \$ 25.00

Twenty five & 00/100 DOLLARS

FOR RENT
 FOR Water Bill

ACCOUNT		<input checked="" type="radio"/> CASH	FROM _____ TO _____
PAYMENT	<u>25 00</u>	<input type="radio"/> CHECK	
BAL DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	BY <u>Megan Brandt</u>

RECEIPT DATE _____ No. 654689

RECEIVED FROM APA removed. \$ 30.00

thirty & 00/100 DOLLARS

FOR RENT
 FOR Water Bill

ACCOUNT		<input checked="" type="radio"/> CASH	FROM _____ TO _____
PAYMENT	<u>30 00</u>	<input type="radio"/> CHECK	
BAL DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	BY <u>Megan Brandt</u>

RECEIPT DATE 10-23-12 No. 654691

RECEIVED FROM APA removed \$ 50.00

Fifty & 00/100 DOLLARS

FOR RENT
 FOR _____

ACCOUNT		<input checked="" type="radio"/> CASH	FROM _____ TO _____
PAYMENT	<u>50 00</u>	<input type="radio"/> CHECK	
BAL DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	BY <u>Megan Brandt</u>

RECEIPT DATE 11-2-12 No. 654693

RECEIVED FROM APA removed \$ 10.00

ten & 00/100 DOLLARS

FOR RENT
 FOR water Bill

ACCOUNT		<input checked="" type="radio"/> CASH	FROM _____ TO _____
PAYMENT	<u>10 00</u>	<input type="radio"/> CHECK	
BAL DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	BY <u>Megan Brandt</u>

VILLAGE OF OAKDALE
RECEIPTS NOT DEPOSITED
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT B

RECEIPT DATE 11-5-12 No. 654697

RECEIVED FROM APA removed \$ 49.00

Forty Nine - 00/100 DOLLARS

FOR RENT
 FOR Water Bill

ACCOUNT		<input checked="" type="radio"/> CASH	FROM _____ TO _____
PAYMENT	<u>49.00</u>	<input type="radio"/> CHECK	
BAL DUE	<u>106.52</u>	<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	BY <u>Megan Brandt</u>

RECEIPT DATE 11-5-12 No. 654698

RECEIVED FROM APA removed \$ 140.00

One Hundred forty - 00/100 DOLLARS

FOR RENT
 FOR Water Bill

ACCOUNT		<input checked="" type="radio"/> CASH	FROM _____ TO _____
PAYMENT	<u>140.00</u>	<input type="radio"/> CHECK	
BAL DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	BY <u>Megan Brandt</u>

RECEIPT DATE 11-6-12 No. 654700

RECEIVED FROM APA removed \$ 5.00

_____ DOLLARS

FOR RENT
 FOR Water Bill - APA removed

ACCOUNT		<input checked="" type="radio"/> CASH	FROM _____ TO _____
PAYMENT	<u>5.00</u>	<input type="radio"/> CHECK	
BAL DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	BY <u>Megan Brandt</u>

VILLAGE OF OAKDALE
RECEIPTS NOT DEPOSITED
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT C

Date Received	(Note 1) Deposit Recorded	Name	Amount	Payment Method
08/01/2013	08/07/2013	Customer 12	\$52.78	Cash
08/05/2013	08/07/2013	Customer 24	\$131.00	Cash
08/05/2013	08/07/2013	Customer 39	\$115.00	Cash
08/05/2013	08/07/2013	Customer 17	\$58.00	Cash
08/05/2013	08/07/2013	Customer 50	\$104.62	Cash
08/07/2013	08/07/2013	Customer 51	\$64.07	Cash
08/07/2013	08/07/2013	Customer 11	\$51.26	Cash
08/07/2013	08/07/2013	Customer 27	\$60.00	Cash
08/07/2013	08/07/2013	Customer 3	\$132.00	Cash
08/07/2013	08/07/2013	Customer 10	\$100.00	Cash
Cash Received			\$868.73	
Cash Deposited			\$468.73	
Missing Cash Receipts			\$400.00	
08/12/2013	09/17/2013	Customer 49	\$95.00	Cash
08/16/2013	09/17/2013	Customer 23	\$68.00	Cash
08/20/2013	09/17/2013	Customer 20	\$110.44	Cash
08/20/2013	09/17/2013	Customer 48	\$55.23	Cash
08/20/2013	09/17/2013	Customer 29	\$53.00	Cash
08/20/2013	09/17/2013	Customer 37	\$80.00	Cash
09/04/2013	09/17/2013	Customer 11	\$51.26	Cash
09/04/2013	09/17/2013	Customer 27	\$60.00	Cash
09/06/2013	09/17/2013	Customer 26	\$100.00	Cash
09/06/2013	09/17/2013	Customer 38	\$100.00	Cash
08/19/2013	09/17/2013	Customer 35	\$23.00	Cash
08/19/2013	09/17/2013	Customer 32	\$50.00	Cash
08/19/2013	09/17/2013	Customer 32	\$10.00	Cash
08/19/2013	09/17/2013	Customer 34	\$38.51	Cash
08/19/2013	09/17/2013	Customer 53	\$52.84	Cash
09/06/2013	09/17/2013	Customer 43	\$50.00	Cash
09/09/2013	09/17/2013	Customer 30	\$200.00	Cash
Cash Received			\$1,197.28	
Cash Deposited			\$442.00	
Missing Cash Receipts			\$755.28	
Total Cash Received			\$2,066.01	
Total Cash Deposited			\$910.73	
Total Missing Cash Receipts			\$1,155.28	

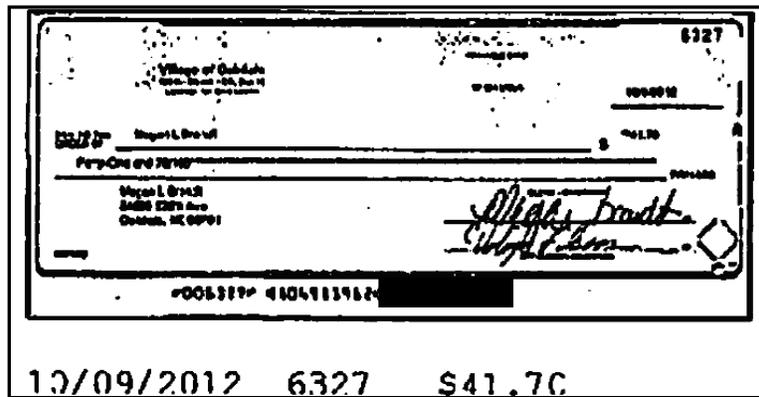
Note 1: The “Deposit Recorded” column is the date from the accounting system, QuickBooks, noting when these payments were deposited to the bank. It does not represent the actual deposit date from the bank, as none of these payments were ever deposited into Village's bank account.

VILLAGE OF OAKDALE
PAYMENTS TO FORMER CLERK (NON-PAYROLL)
JULY 1, 2012 THROUGH OCTOBER 27, 2014

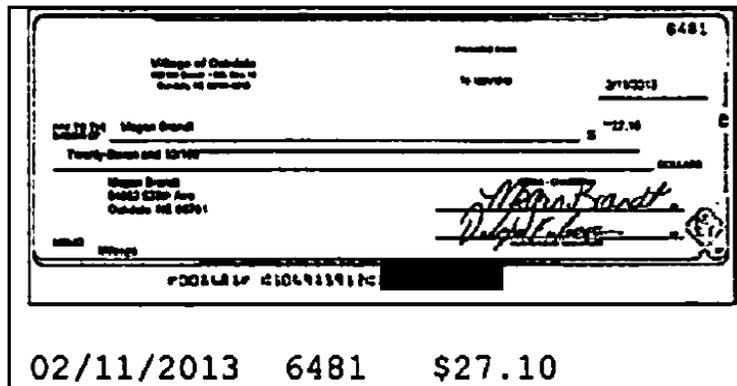
EXHIBIT D

The Board was unable to find documentation to support any of the non-payroll payments to the former Clerk, and none of the checks were presented to the Board for approval.

Check number 6327, dated 10/8/2012, was made payable to Megan L. Brandt for \$41.70. The Brandts' personal bank records were not obtained for the period prior to December 2012; therefore, it is unknown if this check was deposited into that personal account.



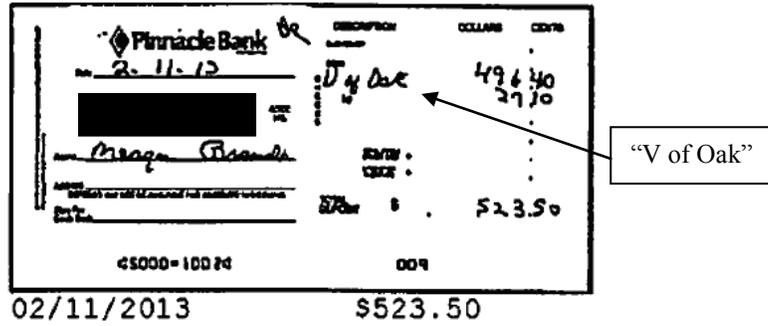
Check number 6481, dated 2/11/2013, was made payable to Megan Brandt for \$27.10.



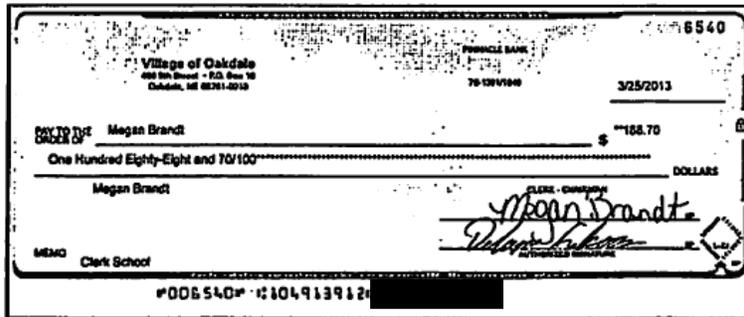
A deposit for \$523.50 was made to the Brandts' personal bank account on 2/11/2013. This deposit consisted of two checks that appear to be from the Village. The check for \$496.40 appears to be a legitimate paycheck; however, the APA questions the above check for \$27.10.

VILLAGE OF OAKDALE
 PAYMENTS TO FORMER CLERK (NON-PAYROLL)
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT D



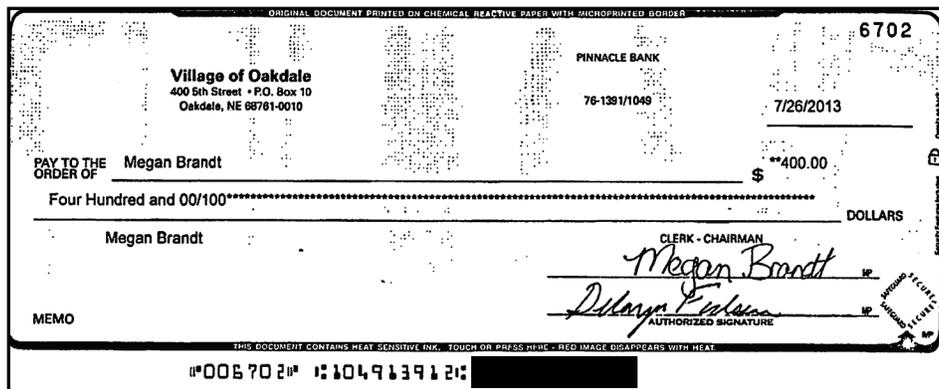
Check number 6540, dated 3/25/2013, was made payable to Megan Brandt for \$188.70.



An ATM deposit for \$188.70 was made to the Brandts' personal bank account on 3/25/2013.

XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 4411	03/25	188.70
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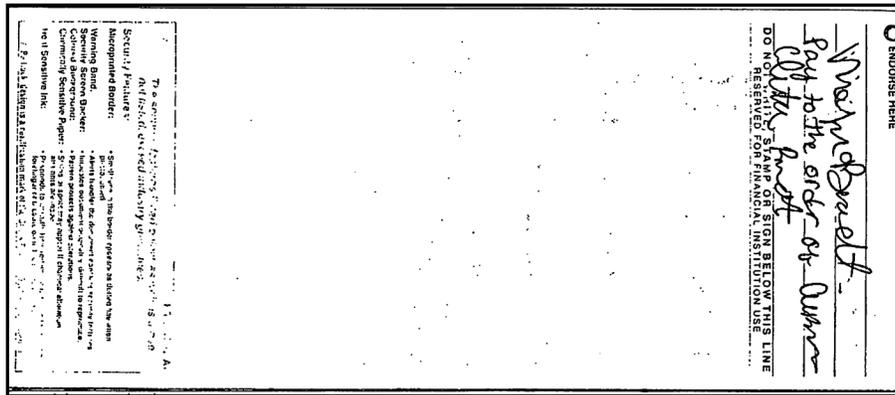
Check number 6702, dated 7/26/2013, was made payable to Megan Brandt for \$400. The Chairman advised that the second signature on the check was not his actual signature.



The following shows the back of check 6702 with the endorsement:

VILLAGE OF OAKDALE
 PAYMENTS TO FORMER CLERK (NON-PAYROLL)
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

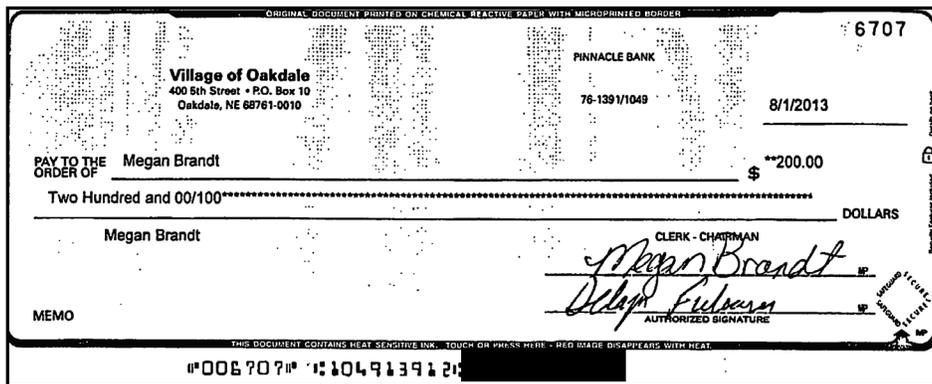
EXHIBIT D



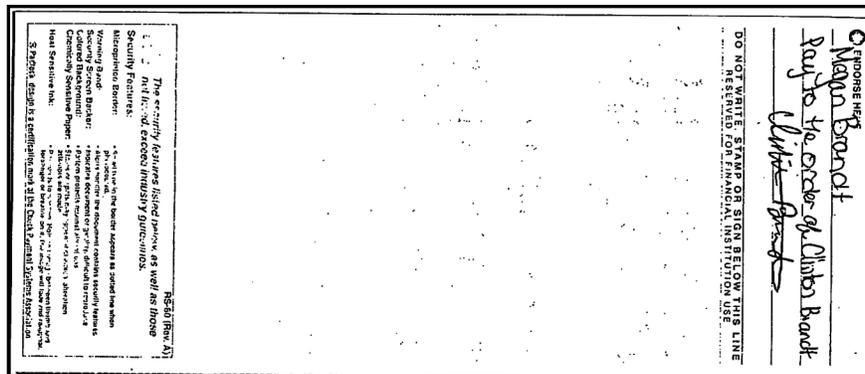
An ATM deposit for \$400 was made to the Brandts' personal bank account on 7/26/2013.

XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 4267	07/26	400.00
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Check number 6707, dated 8/1/2013, was made payable to Megan Brandt for \$200. The Chairman advised that the second signature on the check was not his actual signature.



The following shows the back of check 6707 with the endorsement:



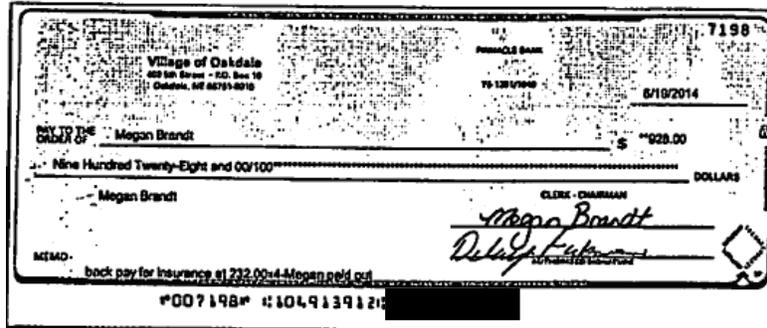
An ATM deposit for \$200 was made to the Brandts' personal bank account on 8/1/2013.

VILLAGE OF OAKDALE
PAYMENTS TO FORMER CLERK (NON-PAYROLL)
JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT D

XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 4781	08/01	200.00
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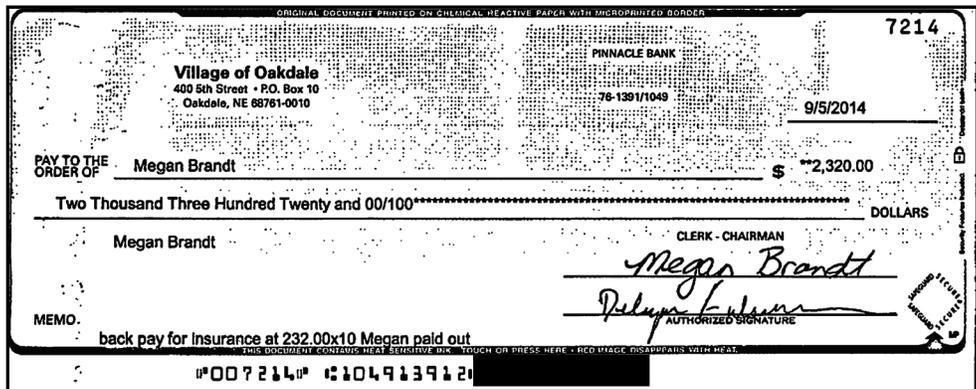
Check number 7198, dated 8/19/2014, was made payable to Megan Brandt for \$928. The Chairman's signature on this check does not match his signature on other checks and appears to have been forged.



An ATM deposit for \$928 was made to the Brandts' personal bank account on 8/19/2014.

XX3437 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 3599	08/19	928.00
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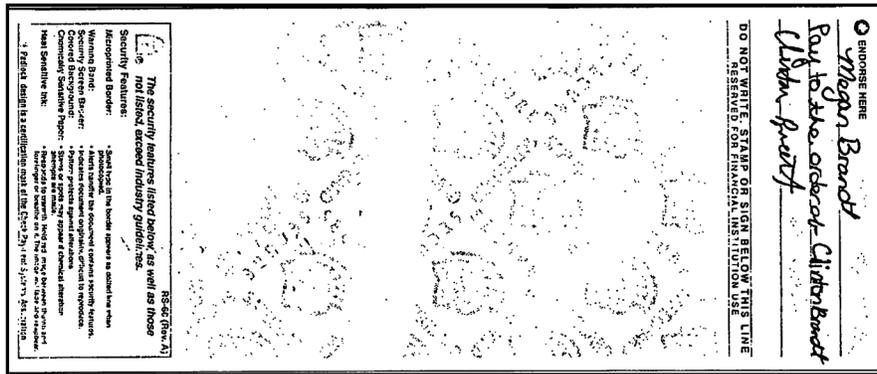
Check number 7214, dated 9/5/2014, was made payable to Megan Brandt for \$2,320. The Chairman's signature on this check does not match his signature on other checks and appears to have been forged.



The following shows the back of check 7214 with the endorsement:

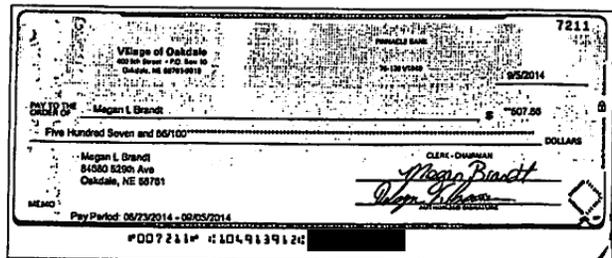
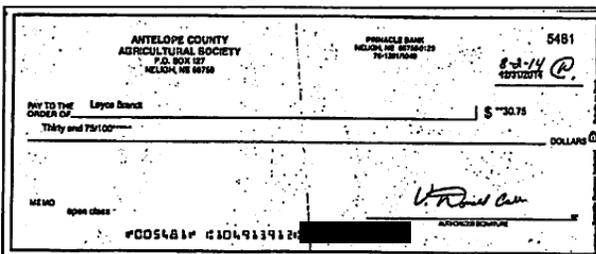
VILLAGE OF OAKDALE
 PAYMENTS TO FORMER CLERK (NON-PAYROLL)
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT D



An ATM deposit for \$2,858.61 was made to the Brandts' personal bank account on 9/5/2014. This deposit consisted of three checks – two from the Village and one from Antelope County Agricultural Society. Check number 7211 from the Village, totaling \$507.86, and check number 5481 from the County Agricultural Society, totaling \$30.75, appear to be legitimate checks; however, the APA questions the above check totaling \$2,320.

XX3437 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 4857 09/05 2,858.61



VILLAGE OF OAKDALE
ATM WITHDRAWALS FOR CASH
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT E

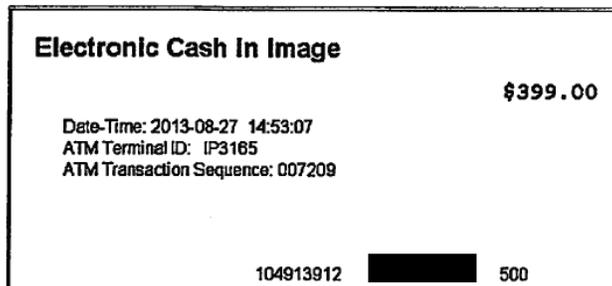
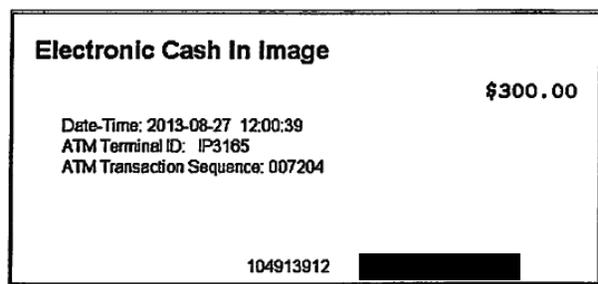
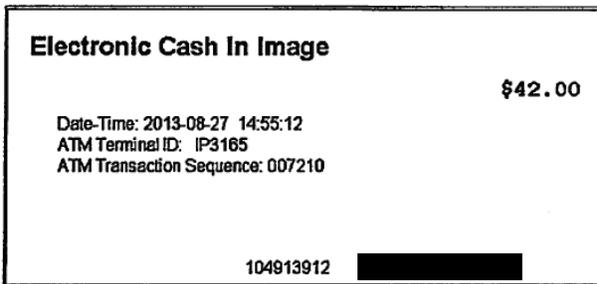
The Board was unable to find documentation to support any of the cash ATM withdrawals, and none of the transactions were presented to the Board for approval.

An ATM withdrawal for \$200 was made from the Village's bank account on 8/26/2013.

XX3584 ATM WITHDRAWAL 5TH AND MAIN ST NELIGH NE 7164	08/26	200.00
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A day later, on 8/27/2013, three ATM deposits totaling \$741 were made to the Brandts' personal bank account. Any of these three deposits could be related to the withdrawal from the Village's account.

XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 7210	08/27	42.00
XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 7204	08/27	300.00
XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 7209	08/27	399.00



An ATM withdrawal for \$400 was made from the Village's bank account on 9/24/2013.

XX3584 ATM WITHDRAWAL 5TH AND MAIN ST NELIGH NE 9529	09/24	400.00
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That same day, on 9/24/2013, two ATM deposits totaling \$360 were made to the Brandts' personal bank account.

XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 9531	09/24	60.00
XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 9530	09/24	300.00

VILLAGE OF OAKDALE
ATM WITHDRAWALS FOR CASH
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT E

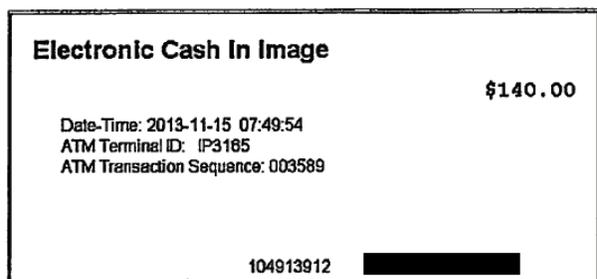
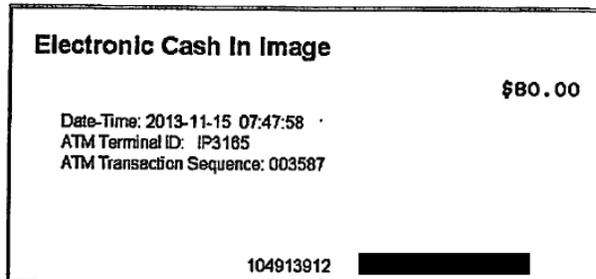


Two ATM withdrawals totaling \$240 were made from the Village's bank account on 11/15/2013.

XX3584 ATM WITHDRAWAL 5TH AND MAIN ST NELIGH NE 3586	11/15	100.00
XX3584 ATM WITHDRAWAL 5TH AND MAIN ST NELIGH NE 3588	11/15	140.00

That same day, on 11/15/2013, two ATM deposits totaling \$220 were made to the Brandts' personal bank account.

XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 3587	11/15	80.00
XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 3589	11/15	140.00



An ATM withdrawal for \$400 was made from the Village's bank account on 11/22/2013.

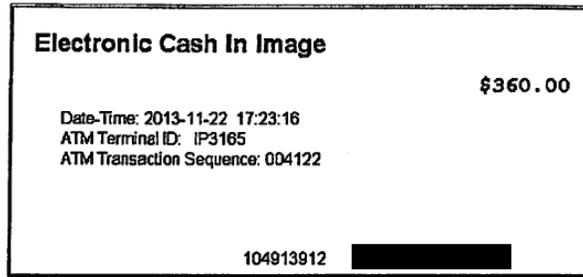
XX3584 ATM WITHDRAWAL 5TH AND MAIN ST NELIGH NE 4121	11/22	400.00
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That same day, on 11/22/2013, an ATM deposit for \$360 was made to the Brandts' personal bank account.

XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 4122	11/22	360.00
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VILLAGE OF OAKDALE
ATM WITHDRAWALS FOR CASH
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT E



An ATM withdrawal for \$400 was made from the Village's bank account on 12/20/2013. The APA was unable to find a corresponding deposit in the Brandts' personal bank account.

XX3584 ATM WITHDRAWAL 5TH AND MAIN ST NELIGH NE 6056	12/20	400.00
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An ATM withdrawal and fees totaling \$204.50 was made from the Village's bank account on 12/23/2013. The APA was unable to find a corresponding deposit in the Brandts' personal bank account.

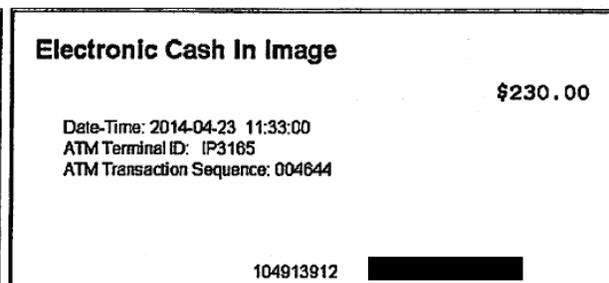
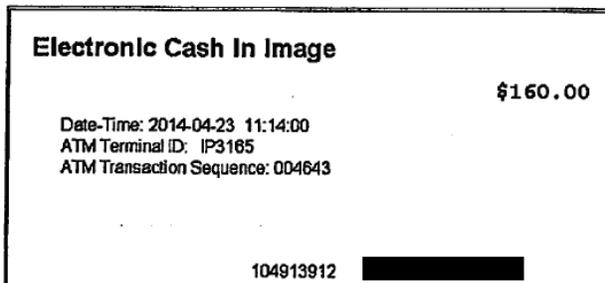
FEE FOR FOREIGN ATM WITHDRAWAL 1020 S. 13TH ST. NORFOLK NE 12/23	12/23	1.50
335500019637		
TERMINAL FEE XX3584 ATM WITHDRAWAL 1020 S. 13TH ST. NORFOLK NE 12/23	12/23	3.00
NE 335500019637		
XX3584 ATM WITHDRAWAL 1020 S. 13TH ST. NORFOLK NE 12/23	12/23	200.00
335500019637		

An ATM withdrawal for \$400 was made from the Village's bank account on 4/23/2014.

XX3584 ATM WITHDRAWAL 5TH AND MAIN ST NELIGH NE 4642	04/23	400.00
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That same day, on 4/23/2014, two ATM deposits totaling \$390 were made to the Brandts' personal bank account.

XX3437 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 4643	04/23	160.00
XX3437 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 4644	04/23	230.00



VILLAGE OF OAKDALE
ATM WITHDRAWALS FOR CASH
JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT E

An ATM withdrawal for \$260 was made from the Village's bank account on 4/28/2014. The APA was unable to find a corresponding deposit in the Brandts' personal bank account.

XX3584 ATM WITHDRAWAL 5TH AND MAIN ST NELIGH NE 5033	04/28	260.00
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An ATM withdrawal for \$360 was made from the Village's bank account on 5/19/2014. The APA was unable to find a corresponding deposit in the Brandts' personal bank account.

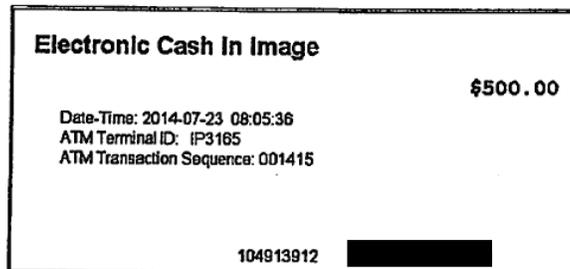
XX3584 ATM WITHDRAWAL 5TH AND MAIN ST NELIGH NE 6565	05/19	360.00
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An ATM withdrawal for \$500 was made from the Village's bank account on 7/23/2014.

XX3584 ATM WITHDRAWAL 5TH AND MAIN ST NELIGH NE 1413	07/23	500.00
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That same day, on 7/23/2014, an ATM deposit for \$500 was made to the Brandts' personal bank account.

XX3437 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 1415	07/23	500.00
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An ATM withdrawal for \$100 was made from the Village's bank account on 7/28/2014. The APA was unable to find a corresponding deposit in the Brandts' personal bank account.

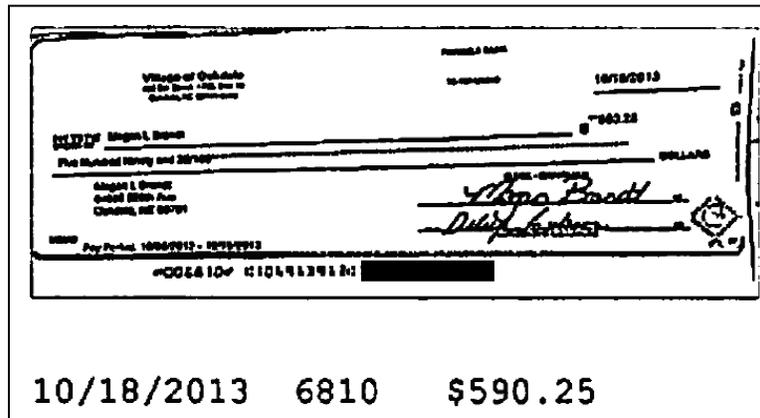
XX3584 ATM WITHDRAWAL 5TH AND MAIN ST NELIGH NE 1698	07/28	100.00
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VILLAGE OF OAKDALE
QUESTIONABLE EXTRA PAYCHECKS TO FORMER CLERK
JULY 1, 2012 THROUGH OCTOBER 27, 2014

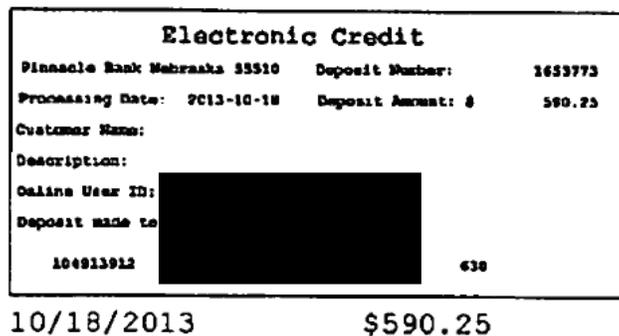
EXHIBIT F

The Board was unable to find documentation to support any of the questionable extra paychecks to the former Clerk, and none of the checks were presented to the Board for approval.

Check number 6810 for \$590.25 was made payable to Megan L. Brandt. This check appears to be fraudulent, as the former Clerk received all of her regular paychecks. The date of this check was also altered from the 10/1/2013 date recorded in QuickBooks.



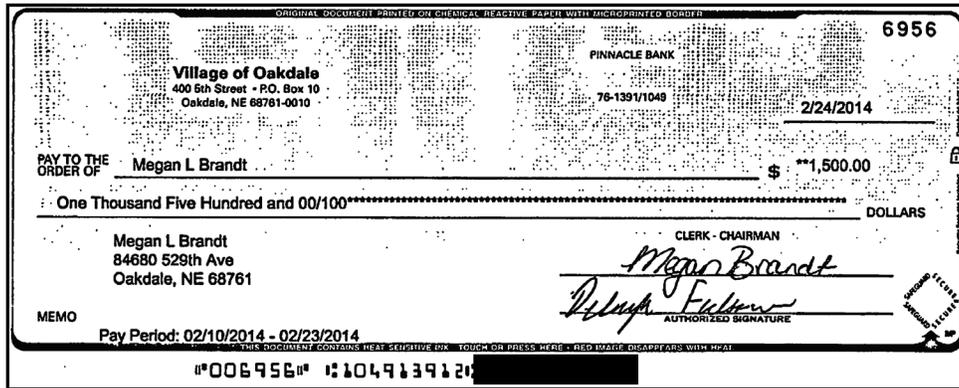
A deposit for \$590.25 was made to the Brandts' personal bank account on 10/18/2013.



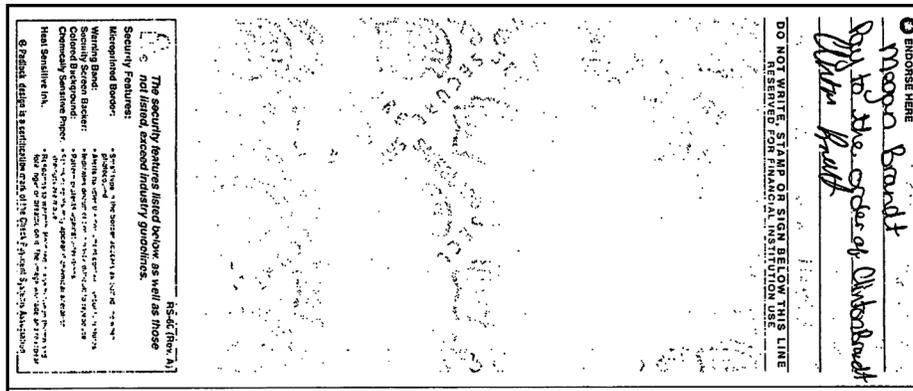
Check number 6956 was recorded as check number 6856 in QuickBooks. Dated 2/24/2014, the check was for \$1,500 to Megan L. Brandt. The payment was recorded as a reimbursement, but no documentation was on file to support such reimbursement to the former Clerk. Additionally, the Chairman's signature on this check does not match his signature on other checks and appears to have been forged.

VILLAGE OF OAKDALE
 QUESTIONABLE EXTRA PAYCHECKS TO FORMER CLERK
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT F

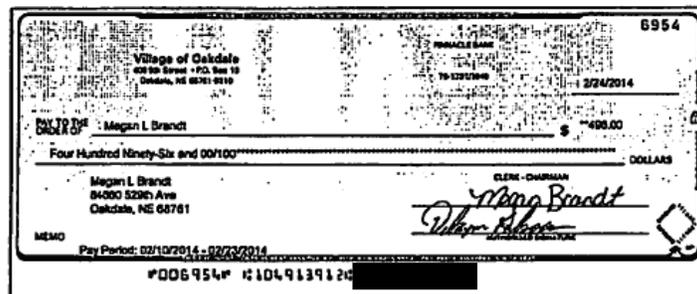


The following is the back of check 6956 with the endorsement:



An ATM deposit for \$1,996 was made to the Brandts' personal bank account on 2/24/2014. This deposit consisted of two checks from the Village. Check number 6954 for \$496 was recorded as check number 6854 in QuickBooks and appears to be a legitimate paycheck; however, the APA questions the above check for \$1,500.

XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 656	02/24	1,996.00
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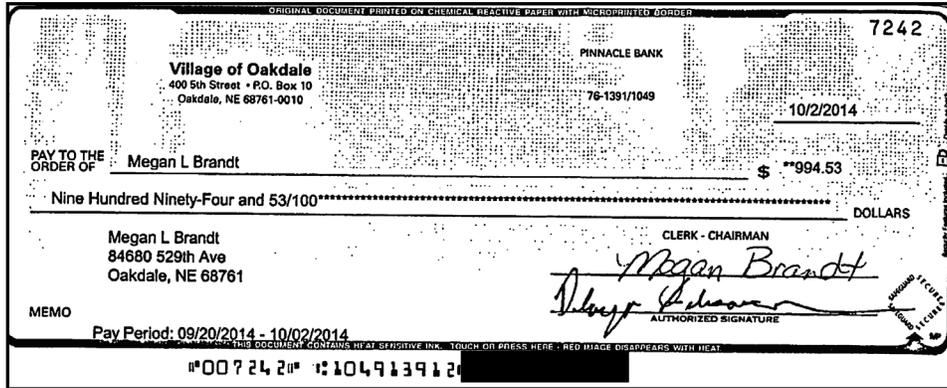


Check number 7242, dated 10/2/2014, was made payable to Megan L. Brandt. This check appears to be fraudulent because the former Clerk received two paychecks for the pay period ending 10/2/2014. In addition, this check was paid at a rate of \$12 per hour; however, her

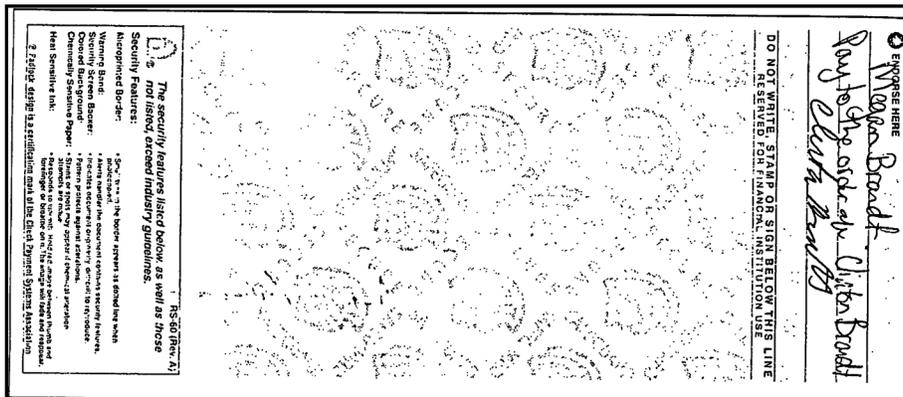
VILLAGE OF OAKDALE
QUESTIONABLE EXTRA PAYCHECKS TO FORMER CLERK
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT F

normal pay rate was \$10 per hour. The Chairman advised that the second signature on the check was not his actual signature.



The following is the back of check 7242 with the endorsement:



An ATM deposit for \$994.53 was made to the Brandts' personal bank account on 10/2/2014.

XX3437 ATM DEPOSIT 1800 W PASEWALK AVE NORFOLK NE 356	10/02	994.53
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VILLAGE OF OAKDALE
PAYMENTS TO "CASH"
JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT G

Village of Oakdale
400 5th Street - PO Box 10
Oakdale, WI 53454-0010

Amount Due
To the Order
02/13/2013

6503 Cash \$200.00

Two Hundred and 00/100

Cash

Pay to the Order of
Megan Brandt
Debra K. Johnson

104913912

02/13/2013 6503 \$200.00

Check number 6613, dated 5/20/2013, was made payable to "Cash" for \$250.

Village of Oakdale
400 5th Street - PO Box 10
Oakdale, WI 53454-0010

Amount Due
To the Order
05/20/2013

6613 Cash \$250.00

Two Hundred Fifty and 00/100

Cash

Pay to the Order of
Megan Brandt
Debra K. Johnson

104913912

05/20/2013 6613 \$250.00

That same day, on 5/20/2013, an ATM deposit for \$110 was made to the Brandts' personal bank account.

XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 8456	05/20	110.00
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Electronic Cash In Image

\$110.00

Date-Time: 2013-05-20 09:20:00
ATM Terminal ID: IP3165
ATM Transaction Sequence: 008456

104913912

Check number 6813, dated 10/30/2013, was made payable to "Cash" for \$250.

VILLAGE OF OAKDALE
 PAYMENTS TO "CASH"
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT G

Village of Oakdale
 4000 5th Street - NE 3rd St NE
 Shelton, NE 68068-0000

6813
 10/30/2013

Pay to the order of: Cash \$ 250.00
 Two Hundred Fifty and 00/100

CASH

Maya Brandt
 Deputy Cashier

10/30/2013 6813 \$250.00

That same day, on 10/30/2013, an ATM deposit for \$180 was made to the Brandts' personal bank account.

XX7685 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 2371	10/30	180.00
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Electronic Cash In Image

\$180.00

Date-Time: 2013-10-30 14:19:24
 ATM Terminal ID: IP3165
 ATM Transaction Sequence: 002371

104913912

Check number 7199, recorded as check number 7254 in QuickBooks, dated 8/19/2014, was recorded as check number 7254 in QuickBooks and was made payable to "Cash" for \$375.

Village of Oakdale
 4000 5th Street - NE 3rd St NE
 Shelton, NE 68068-0000

7199
 8/19/2014

Pay to the order of: Cash \$ 375.00
 Three Hundred Seventy-Five and 00/100

CASH

Maya Brandt
 Deputy Cashier

08/19/2014 7199 \$375.00

That same day, on 8/19/2014, an ATM deposit for \$375 was made to the Brandts' personal bank account.

XX3437 ATM DEPOSIT 5TH AND MAIN ST NELIGH NE 3600	08/19	375.00
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VILLAGE OF OAKDALE
PAYMENTS TO "CASH"
JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT G

Electronic Cash In Image	\$375.00
Date-Time: 2014-08-19 12:20:44	
ATM Terminal ID: IP3165	
ATM Transaction Sequence: 003600	
104913912	

VILLAGE OF OAKDALE
AMAZON DEBIT CARD TRANSACTIONS
JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT H

The following debit card transactions were made to Amazon.com. According to the Chairman, the former Clerk was the only one authorized to use the debit card. The Board was unable to find documentation to support any of the Amazon.com Debit Card payments, and none of the transactions were presented to the Board for approval.

Transactions dated 11/18/2013 in QuickBooks:

XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 11/19	.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 11/20	5.26
Amazon Serv	

Transaction dated 11/25/2013 in QuickBooks:

XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 11/25	.99
Amazon Serv	

Transactions dated 12/17/2013 in QuickBooks:

XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 12/19	.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 12/20	2.99
Amazon Serv	

A transaction dated 12/17/2013 was made from the Village's bank account for \$2.10. This transaction was not recorded in QuickBooks.

XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 12/17	2.10
Amazon Serv	

A transaction dated 12/17/2013 was made from the Village's bank account for \$2.99. This transaction was not recorded in QuickBooks.

XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 12/17	2.99
Amazon Serv	

A transaction dated 12/17/2013 was made from the Village's bank account for \$2.99. This transaction was not recorded in QuickBooks.

XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 12/17	2.99
Amazon Serv	

VILLAGE OF OAKDALE
AMAZON DEBIT CARD TRANSACTIONS
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT H

Transactions dated 2/27/2014 in QuickBooks:

XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 02/24	8.43
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 02/25	2.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 02/26	2.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 02/27	2.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 02/27	2.99
Amazon Serv	

Transactions dated 3/12/2014 in QuickBooks:

XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/03	2.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/03	2.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/03	3.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/04	2.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/04	2.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/06	2.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Digital Svcs 866-216-1072 WA 03/12	1.29
Amazon Digital	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/12	2.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Digital Svcs 866-216-1072 WA 03/14	.99
Amazon Digital	
XX3584 VISA PURCHASE Amazon Digital Svcs 866-216-1072 WA 03/14	1.29
Amazon Digital	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/14	3.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Digital Svcs 866-216-1072 WA 03/17	1.29
Amazon Digital	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/17	3.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/18	3.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/19	3.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/19	3.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/20	.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/20	3.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Digital Svcs 866-216-1072 WA 03/24	1.29
Amazon Digital	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/24	2.99
Amazon Serv	

VILLAGE OF OAKDALE
AMAZON DEBIT CARD TRANSACTIONS
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT H

Thirteen transactions totaling \$35.53, dated 3/27/2014 to 4/9/2014, were made from the Village's bank account; however, the corresponding QuickBooks transaction dated 4/5/2014 incorrectly recorded the total cost at \$32.54.

XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/27	2.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/31	.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/31	.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/31	2.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 03/31	2.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 04/01	.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 04/01	2.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 04/01	2.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 04/02	.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 04/08	.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 04/09	.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 04/09	3.99
Amazon Serv	
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 04/09	10.65
Amazon Serv	

A transaction for \$40.47, dated 5/6/2014, was made from the Village's bank account; however, the corresponding QuickBooks transaction dated 4/30/2014 incorrectly recorded the total cost at \$50.47.

XX3584 VISA PURCHASE AMAZON.COM SEATTLE WA AMAZON.COM R3B9MIC4WO6R	05/06	40.47
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Transaction dated 5/6/2014 in QuickBooks:

XX3584 VISA PURCHASE AMAZON.COM SEATTLE WA AMAZON.COM SPZHXMPSUGSA	05/06	589.99
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Transaction dated 5/28/2014 in QuickBooks:

XX3584 VISA PURCHASE AMAZON.COM SEATTLE WA AMAZON.COM FDBWFMALGR12	05/28	30.02
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Transactions dated 7/30/2014 in QuickBooks:

VILLAGE OF OAKDALE
AMAZON DEBIT CARD TRANSACTIONS
 JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT H

XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	08/11	.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	08/11	.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	08/13	2.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	08/15	2.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Digital Svcs	866-216-1072	WA	08/18	1.29
Amazon Digital					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	08/20	.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	08/20	.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Digital Svcs	866-216-1072	WA	08/21	1.29
Amazon Digital					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	08/25	2.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	08/26	.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	08/26	2.99
Amazon Serv					

Transactions dated 9/25/2014 in QuickBooks:

XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	08/27	2.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	08/27	2.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Digital Svcs	866-216-1072	WA	09/02	.69
Amazon Digital					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	09/02	.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	09/03	3.99
Amazon Serv					
XX3584 VISA PURCHASE	AMAZON MKTPLACE PMTS AMZN.COM/BILL		WA	09/03	36.94
AMAZON MKTPL					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	09/05	2.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	09/08	2.99
Amazon Serv					
XX3584 VISA PURCHASE	AMAZON MKTPLACE PMTS AMZN.COM/BILL		WA	09/08	24.95
AMAZON MKTPL					
XX3584 VISA PURCHASE	AMAZON MKTPLACE PMTS AMZN.COM/BILL		WA	09/09	18.39
AMAZON MKTPL					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	09/10	.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	09/10	.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	09/11	.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	09/12	.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	09/15	.99
Amazon Serv					
XX3584 VISA PURCHASE	Amazon Services-Kindle	866-216-1072	WA	09/16	2.99
Amazon Serv					

VILLAGE OF OAKDALE
AMAZON DEBIT CARD TRANSACTIONS
JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT H

XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 09/19 Amazon Serv	4.99
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 09/23 Amazon Serv	.99
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 09/23 Amazon Serv	.99
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 09/23 Amazon Serv	.99
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 09/23 Amazon Serv	.99
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 09/23 Amazon Serv	.99
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 09/24 Amazon Serv	.99
XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 09/24 Amazon Serv	.99

A transaction for \$.99, dated 10/1/2014, was made from the Village's bank account. This transaction was not recorded in QuickBooks.

XX3584 VISA PURCHASE Amazon Services-Kindle 866-216-1072 WA 10/01 Amazon Serv	.99
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VILLAGE OF OAKDALE
GAS DEBIT CARD TRANSACTIONS
JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT I

The following debit card transactions were for purchases of gasoline. According to the Chairman, the former Clerk was the only individual authorized to use the debit card. The Board was unable to find documentation to support any of these gasoline payments, and none of the transactions were presented to the Board for approval.

Transaction dated 6/17/2013 in QuickBooks:

XX3584 VISA PURCHASE CASEYS GEN STORE 2378 NELIGH NE CASEYS 06/20 GEN STORE 2	68.00
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Transaction dated 6/24/2013 in QuickBooks:

XX3584 VISA PURCHASE CASEYS GEN STORE 0043 ALBION NE CASEYS 06/24 GEN STORE 0	55.25
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Transaction dated 7/31/2013 in QuickBooks:

XX3584 VISA PURCHASE CASEYS GEN STORE 2378 NELIGH NE CASEYS 07/31 GEN STORE 2	65.00
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A transaction for \$68.75, dated 8/16/2013, was made from the Village's bank account; however, the corresponding QuickBooks transaction dated 8/5/2013 incorrectly recorded the total cost at \$65.

XX3584 VISA PURCHASE CASEYS GEN STORE 2378 NELIGH NE CASEYS 08/16 GEN STORE 2	68.75
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Transaction dated 12/20/2013 in QuickBooks:

XX3584 VISA PURCHASE CASEYS GEN STORE 2378 NELIGH NE CASEYS 12/20 GEN STORE 2	58.70
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A transaction for \$62.90, dated 2/24/2014, was made from the Village's bank account; however, the corresponding QuickBooks transaction dated 2/24/2014 incorrectly recorded the total cost at \$62.10.

XX3584 VISA PURCHASE HY VEE GAS 5461 NORFOLK NE HY VEE GAS 02/24 5461	62.90
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Transaction dated 3/3/2014 in QuickBooks:

VILLAGE OF OAKDALE
GAS DEBIT CARD TRANSACTIONS
JULY 1, 2012 THROUGH OCTOBER 27, 2014

EXHIBIT I

XX3584 VISA PURCHASE CUBBY S INC 07070303 NELIGH NE CUBBY S 03/03 INC 0707030	38.00
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Transaction dated 3/24/2014 in QuickBooks:

XX3584 VISA PURCHASE HY VEE GAS 5461 NORFOLK NE HY VEE GAS 03/24 5461	85.44
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Transaction dated 5/19/2014 in QuickBooks:

XX3584 VISA PURCHASE CASEYS GEN STORE 2378 NELIGH NE CASEYS 05/19 GEN STORE 2	67.20
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Transaction dated 7/14/2014 in QuickBooks:

XX3584 VISA PURCHASE HY VEE GAS 5461 NORFOLK NE HY VEE GAS 07/14 5461	57.85
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Transaction dated 8/1/2014 in QuickBooks:

XX3584 VISA PURCHASE CENEX CUBBY S 07070303 NELIGH NE CENEX 08/01 CUBBY S 070	73.85
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In addition to these debit card gas purchases, the former Clerk reimbursed herself for mileage, which totaled over \$1,000 during the period tested. See Comment and Recommendation Number 4 for these mileage reimbursements.