



NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

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Dave Wickett, Chair
Village of Verdigre Board of Trustees
P.O. Box 330
301 South Main Street
Verdigre, NE 68783

Dear Mr. Wickett:

As you are aware, in October 2012, the Auditor of Public Accounts (APA) was contacted by James Meuret, an attorney hired by the Village of Verdigre (Village), who asked for our assistance in reviewing possible irregularities in the Village's Housing Rehabilitation Program (Program). The Village was concerned that a former Village Clerk, Alisha Bartling, received two loans from the program that she did not handle properly.

The current members of the Village's Board of Trustees are as follows:

	Tim Bartling	Delores Ruzicka
Dave Wickett, Chair	Chris Harmon	Joan Vakoc

Board member Tim Bartling is Alisha Bartling's husband; he was elected to the Board and sworn in on December 10, 2012. Alisha Bartling served as the Village Clerk from approximately July 2003 through August 2011. After August 2011, she performed some part-time duties for the Village and received her final part-time paycheck in April 2012.

The Village provided the following information on two Program loans made to Alisha and Tim Bartling:

Loan Number	Approved by Housing Board	Approved by Village Board	Amount Approved	Amount Received	Description
N/A	N/A	4/5/2004	\$15,980.00	\$18,012.25	Housing loan to Tim and Alisha Bartling
2-2007B	3/5/2007	3/5/2007	\$12,000.00	\$10,450.00	Business loan to Tim Bartling/4B's Lawn Care

The original source of the Program loan money distributed by the Village was the Nebraska Department of Economic Development (NDED), which provided the Village with Community Development Block Grant (CDGB) funds. Currently, income generated through the repayment of Program loans and interest is used to continue the Program.

In 2002, the Village adopted the Housing Rehabilitation Program Guidelines (Guidelines), in which the stated goal is "to assist the low-income persons of this Village in improving the health and safety of their living conditions through housing rehabilitation." Another Program goal is to increase the number of good, habitable dwelling units and improve the housing stock by providing low-interest loans to homeowners to rehabilitate their housing units.

In general, the Guidelines include the following steps in the loan application process:

- 1) **Application:** Applicants complete information regarding family size and composition, income, legal description of property, and net worth statement.

- 2) **Preliminary Inspection:** Housing specialist conducts the preliminary inspection and obtains other information necessary to complete the application and complete the work write-up.
- 3) **Approval or Non-approval:** Complete application is scored using the priority point system. The project is approved or disapproved by the Village Council based on the recommendation of the Village Housing Rehabilitation Board.
- 4) **Project Write-up, Bidding, and Acceptance of Bid:** Once a project has been approved for funding, a write-up of the project is agreed upon, at least two bids are obtained for the work and a bid is accepted.
- 5) **Loan Agreement:** Village enters into a loan agreement with the applicant. At this time, all necessary liens are filed.
- 6) **Contract with Contractor, Notice to Proceed, Work Performed, and Inspections:** A contract is entered between the applicant and the contractor, the Village issues a notice to proceed, work is performed, and necessary inspections are completed.
- 7) **Monthly Pay Requests:** Pay requests from the contractor are filed by the applicant with the Village by the 20th of each month. The Village issues the check jointly to the applicant and the contractor.
- 8) **Final Inspection, Pay Request and Payment:** A final inspection is completed, the final pay request is filed, and final payment is made.

The Program was intended to be operated by the Village through its Verdigre Housing Rehabilitation Board (VHRB), which created the Guidelines. According to its By-Laws, dated October 7, 2002, the VHRB “shall be comprised of six (6) members who are residents of Verdigre. Members shall be appointed by the Village Chairperson and confirmed by the Village for 5-year terms staggered so that term shall expire on the December meeting of each year. The administrative staff shall serve as ex-officio members of the board.” Currently, there are only four members of the VHRB:

Ted Haverkamp, Chairman
Glenna Pavlik,

Kenneth Pavlik
Kenneth Peed

According to Ted Haverkamp, the Village Clerk was responsible for the processing of the Program loan applications. Therefore, whenever Alisha Bartling presented an application for the VHRB’s approval, it was understood that, in her capacity as the Village Clerk, she had verified that the project and its applicant had met the eligibility criteria in the Guidelines, including income and property requirements, or the Minimum Housing Standards issued by the NDED.

After approving a loan, the VHRB would forward its recommendation to the Village Board, which generally approved the loan based on that recommendation. Once the loan agreement was entered with the applicant, it was Alisha Bartling’s duty, as the Village Clerk, to provide the Village Attorney with all applicable loan information for the preparation of contract documents, such as the Promissory Note, Deed of Trust, and Amortization Schedules. As the Village Clerk, Alisha Bartling was also responsible for filing the Deeds of Trust with the County Register of Deeds.

Because of its relatively small size, the Village does not presently employ a Village Clerk and a Village Treasurer. Instead, the Village Clerk performs the duties of both positions. As the Village Clerk, therefore, Alisha Bartling also had sole authority to sign and issue checks for all Program loans. Although two signatures had been required on the checks, the Village Board authorized Alisha Bartling to use the Board Chairman’s signature stamp – a grant of authority that she exercised without proper oversight.

Finally, Alisha Bartling’s duties as the Village Clerk included keeping a true and correct record of all Program loan payments. In doing so, she was responsible for maintaining and ensuring the accuracy of the Village accounting records in which all loan payments were to be entered. The Village uses the

QuickBooks accounting software for its accounting records. Those records provide the only reliable documentation of the Program loans awarded and the outstanding amounts owed on them.

Considering all the above, it is clear that in her capacity as the Village Clerk, Alisha Bartling was solely responsible for carrying out many essential administrative duties for the Program, especially those pertaining to the management of and accounting for the actual loan funds.

The APA reviewed the Program loan information of Tim and Alisha Bartling from October 2003 through September 2012. October 2003 is the beginning of the fiscal year in which the Bartlings received their first Program loan. Several issues identified with Alisha Bartling’s handling of these loans will be detailed later in this letter.

The APA also obtained additional information regarding the Village’s finances, including documentation for: 1) Alisha Bartling’s salary; 2) any payments made to Tim and Alisha Bartling or 4B’s Lawn Care; 3) all Village credit card bills; 4) Tim and Alisha Bartling’s utility bills and payments; and 5) loan information for Tim Bartling’s brother, Jeff Bartling, who also received a housing loan.

The information provided to the APA has given rise to the following issues:

1. Tim and Alisha Bartling Housing Loan

In April 2004, Tim and Alisha Bartling received their first reimbursement under the Program. During the two-year period between April 2004 and April 2006, they received \$18,012.25 for housing rehabilitation. A summary of the housing loan payments made by the Village to Tim and Alisha Bartling follows:

Type	Date	Num	Name	Memo	Amount	Balance	Description
Check	4/14/2004	333	Tim and Alisha Bartling	Menards Bill for Bartling loan	\$ 330.00	\$ 330.00	Check was not included in QuickBooks
Check	4/21/2004	334	Tim and Alisha Bartling	Menards Bill Housing energy loan	\$ 164.71	\$ 494.71	Check was not included in QuickBooks
Check	4/26/2004	335	Tim and Alisha Bartling	Menards - Bartling loan	\$ 355.37	\$ 850.08	Check was not included in QuickBooks
Check	04/29/2004	336	Tim Bartling	Reimbursement	\$ 30.90	\$ 880.98	
Check	05/10/2004	337	Tim Bartling	Reimbursement	\$ 100.00	\$ 980.98	
Check	05/12/2004	338	Tim Bartling	Reimbursement	\$ 150.00	\$1,130.98	
Check	5/24/2004	340	Tim and Alisha Bartling	Housing Loan Reimbursement Carhart's Bill - Wayne, NE	\$4,500.00	\$5,630.98	Check was not included in QuickBooks
Check	5/28/2004	341	Tim and Alisha Bartling	Housing Loan - Menards Bill	\$1,800.00	\$7,430.98	Check was not included in QuickBooks
Check	06/02/2004	342	Tim Bartling	Reimbursement	\$ 200.00	\$7,630.98	
Check	06/29/2004	343	Tim Bartling	Reimbursement	\$ 120.00	\$7,750.98	
Check	06/29/2004	344	Tim Bartling	Reimbursement	\$ 54.00	\$7,804.98	
Check	07/28/2004	347	Jedlicka's Hardware Hank	bartling loan	\$ 32.69	\$7,837.67	
Check	08/16/2004	348	Tim Bartling	Reimbursement	\$ 150.00	\$7,987.67	
Check	08/19/2004	349	Michael S. McManigal	bartling loan	\$3,978.53	\$11,966.20	
Check	09/21/2004	351	Tim Bartling	Reimbursement	\$ 472.65	\$12,438.85	
Check	10/22/2004	353	Tim Bartling	Reimbursement	\$ 200.00	\$ 12,638.85	
Check	10/22/2004	354	Tim and Alisha Bartling	Loan for house improvements Carhart/Menards reimburse	\$ 225.00	\$ 12,863.85	Check was not included in QuickBooks
Check	02/18/2005	358	Adams Electric	Deposit	\$ 305.05	\$ 13,168.90	
Check	04/19/2005	363	Michael S. McManigal	bartling loan	\$1,715.00	\$ 14,883.90	

Type	Date	Num	Name	Memo	Amount	Balance	Description
Check	05/23/2005	365	Tim Bartling	Reimbursement	\$ 555.50	\$ 15,439.40	
Check	10/05/2005	368	Corey Horstmann Construction	drywall/texture	\$ 536.81	\$ 15,976.21	
Check	10/05/2005	369	Tim Bartling	reimbursement- Menards	\$ 245.60	\$ 16,221.81	
Check	10/4/2005		Tim and Alisha Bartling	Paint and carpet reimbursement	\$ 477.60	\$ 16,699.41	Check was not included in QuickBooks
Check	10/07/2005	370	Roger Ronspies	lay carpet-labor	\$ 100.00	\$ 16,799.41	
Check	11/22/2005	371	Tim Bartling	nores carpet	\$ 346.07	\$ 17,145.48	
Check	12/12/2005	372	Adams Electric	Wiring	\$ 460.90	\$ 17,606.38	
Check	4/18/2006	375	Tim and Alisha Bartling	housing loan/ bathroom bedroom	\$ 405.87	\$ 18,012.25	Check was not included in QuickBooks
TOTAL PAYMENTS MADE TO TIM AND ALISHA BARTLING					\$18,012.25	\$18,012.25	
Deposit	05/13/2008			Deposit	\$(100.00)	\$ 17,912.25	
Deposit	01/28/2009			Deposit	\$ (25.00)	\$ 17,887.25	
Deposit	03/06/2009			Deposit	\$(100.00)	\$ 17,787.25	
Deposit	08/17/2009			Deposit	\$(100.00)	\$ 17,687.25	
Deposit	12/20/2011			Deposit	\$ (75.00)	\$ 17,612.25	
Deposit	07/11/2012			Deposit	\$ (50.00)	\$ 17,562.25	
Deposit	10/04/2012	3646		Deposit	\$ (50.00)	\$ 17,512.25	
TOTAL LOAN REPAYMENTS RECEIVED					\$500.00		
Total Owed by Tim and Alisha Bartling					\$17,512.25	\$ 17,512.25	

Note: Of the \$18,012.25 paid to the Bartlings, \$8,258.55 was not properly recorded in the Village's accounting system. See the pink-shaded transactions. (These pink-shaded transactions were derived from the bank statements, while the white transactions came from the accounting records.)

At its April 5, 2004, meeting, the Village Board approved, on the recommendation of the VHRB, the Program housing loan for Tim and Alisha Bartling; however, the approved loan amount was only \$15,980, not the \$18,012.25 that the Bartlings actually received. It is evident, therefore, that Alisha Bartling – who as pointed out already, was responsible, in her capacity as the Village Clerk, for signing and issuing loan checks and accounting for all Program payments – wrote checks to herself and her husband for more than \$2,000 in excess of the approved loan amount. In the 6 years since the promissory note was signed in October 2006, the Bartlings have paid back only \$500 of the total amount received, leaving a significantly delinquent balance of \$17,512.25.

As reflected in the above loan payment summary table, Alisha Bartling did not record in the Village's accounting system \$8,258.55 of the \$18,012.25 in Program housing loans that she and her husband received. Because the Village's accounting records provide the only reliable documentation for the Program loans awarded and the outstanding amounts owed on them, the failure to enter the appropriate loan amounts resulted in more than \$8,000 of her total loan obligation being effectively eradicated.

Additionally, Alisha Bartling withheld from the Village Attorney information about her Program loan until October 2006, some two and-a-half years after writing the first loan check to herself. At that time, the Village Attorney prepared the loan documents, including a Promissory Note, Deed of Trust, and Acknowledgment of Deed of Trust. The promissory note prepared by the Village Attorney was for the approved amount of \$15,980, even though Alisha Bartling had already written checks totaling \$18,012.25 on the loan. The Village Attorney also had no record of an Amortization Schedule for this Bartling housing loan.

Furthermore, according to the Knox County Register of Deeds, Joann Fischer, no Deed of Trust was recorded on the property of Tim and Alisha Bartling as security for their Program housing loan. Despite being responsible, as pointed out already, for filing Deeds of Trust for all Program loans, Alisha Bartling

made no such filing for her own loan. Thus, contrary to standard procedure, no lien currently exists on the Bartlings' property as a result of the Program loan from the Village.

The APA obtained the Village's documentation for the Program housing loan payments to Tim and Alisha Bartling. That documentation, which supports reimbursements to the Bartlings totaling more than \$9,000, includes some questionable expenses, such as:

- Check # 337, dated May 10, 2004, to Tim and Alisha Bartling for \$100. The memo line of the cancelled check indicated the payment was reimbursement for the labor expense of Tom McManigal, Alisha Bartling's uncle. There was no documentation to support the expense.
- Check # 338, dated May 12, 2004, to Tim and Alisha Bartling for \$150. The memo line of this cancelled check also indicated the payment was reimbursement for labor expense. The Village provided a copy of a check written from the personal bank account of Alisha Bartling to Kory McManigal, her brother. Check # 338 was referenced on this documentation.
- Check # 349, dated August 19, 2004, to Shad McManigal for \$3,978.53. The check was listed as a reimbursement for a Carhart Lumber bill for the Bartling housing loan. Mike "Shad" McManigal is listed as the manager of the Carhart Lumber Company in Wayne, Nebraska, and is Alisha Bartling's brother.
- Check # 363, dated April 19, 2005, to Shad McManigal for \$1,715. There was no documentation indicating the purpose of this reimbursement.
- The APA also noted miscellaneous expenditures on the receipts provided for this housing loan that were not for eligible housing loan rehabilitation expenses, such as miscellaneous candy, a fishing box, chairs, OFF brand skintastic insect repellent, citronella candles, spirited marinades, a grill cleaner, a dog stop bark collar, a grill cover, outdoor Polynesian torches, candles, a sandbox and pool, and chair cushions.

Section 1.1 of the Guidelines addresses applicant eligibility, stating:

"No member of the governing body and no other official, employee, or agent member of their immediate family, of the Village of Verdigre who exercises policy, decision-making functions or responsibilities in connection with the planning and implementation of the Housing Rehabilitation program shall directly or indirectly benefit from this program, unless the NDED has granted written exception to that member."

Alisha Bartling was both the Village Clerk and, by virtue of that position, the sole administrator of Program loans. Therefore, according to the Guidelines, neither she nor her husband was eligible to receive funds under the Program.

No less important, Alisha Bartling's actions in this matter give rise to concerns regarding possible violations of State statute. To start, writing Program loan checks to herself far in excess of the approved loan amount, as well as not properly recording those loan disbursements in the Village's accounting records – thereby effectively precluding repayment – may constitute "theft by deception," as designated by Neb. Rev. Stat. 28-512 (Reissue 2008). That statute provides, in relevant part:

"A person commits theft if he obtains property of another by deception. A person deceives if he intentionally . . . (3) Fails to correct a false impression which the deceiver previously created or reinforced, or which the deceiver knows to be influencing another to whom he stands in a fiduciary or confidential relationship . . ."

Similarly, Alisha Bartling may have run afoul of the Nebraska Political Accountability and Disclosure Act, which is set out at Neb. Rev. Stat. §§ 49-1401 to 49-14,141 (Reissue 2010, Cum. Supp. 2012). Section 49-14,101.01(1) of the Act provides:

"A public official or public employee shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which the individual is associated."

Subsection (2) of that same statute says:

"A public official or public employee shall not use or authorize the use of personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain."

Section 49-1442 defines a "public employee" as "an employee of the state or a political subdivision thereof." Alisha Bartling clearly falls within that definition.

Another concern is Neb. Rev. Stat. § 28-901 (Reissue 2008), which prohibits obstructing government operations. That statute states:

"A person commits the offense of obstructing government operations if he intentionally obstructs, impairs, or perverts the administration of law or other governmental functions by force, violence, physical interference or obstacle, breach of official duty, or any other unlawful act, except that this section does not apply to flight by a person charged with crime, refusal to submit to arrest, failure to perform a legal duty other than an official duty, or any other means of avoiding compliance with law without affirmative interference with governmental functions."

Writing checks to herself in excess of the authorized loan amount, as well as failing to record her own loan amounts in the Village's accounting records and withholding relevant loan documentation from the Village Attorney, would appear to constitute a breach of Alisha Bartling's official duty as the Village Clerk. Such activity would also be likely, it could be argued, to obstruct, impair, or pervert an important governmental function – namely, in this case, the management and collection of her own Program loan.

Finally, Neb. Rev. Stat. § 28-911(1) (Reissue 2008) prohibits the abuse of public records, stating:

"A person commits abuse of public records, if . . . (d) He makes, presents, or uses any record, document, or thing, knowing it to be false, and with the intention that it be taken as a genuine part of the public record."

Subsection (2) of that same statute defines a "public record" to include "all official books, papers, or records created, received, or used by or in any governmental office or agency."

As the Village Clerk, Alisha Bartling was charged with maintaining the accuracy of the Village accounting records in which all loan payments were to be entered. By failing to record her own Program loan information correctly, she virtually ensured the falsity of those documents.

Due to the APA's concerns regarding the possible legal implications of Alisha Bartling's handling of the Program housing loan that she and her husband received from the Village, as well as the significant amount of the delinquent loan, we are forwarding this issue to both the Nebraska Accountability and Disclosure Commission and the Knox County Attorney.

We recommend the Village Board contact the Knox County Attorney in order to take immediate action regarding any possible legal implications of Alisha Bartling's handling of the Program housing loan that she and her husband received. Consideration should be given, moreover, to protecting the interests of the Village with regard to that unsecured, ineligible loan – including, among other things, obtaining a lien on the property for which

the loan was obtained. Additionally, we are forwarding this matter to the Accountability and Disclosure Commission for possible further review.

2. Tim and Alisha Bartling Business Loan

Tim Bartling signed a Commercial Loan Program Application on March 5, 2007, which indicated the proposed use of the funds was to start a small, seasonal business that consisted of herbicide, pesticide, and fertilizer applications within Verdigre and the surrounding area. The loan funds would be used to purchase equipment, supplies, and other needed items. The application listed collateral as three vehicles, their home, a boat, and a camper.

That same day, both the VHRB and the Village Board met and approved the loan for \$12,000. A summary of the loan payments, as obtained from the cancelled checks on the bank statement for the business loan checking account ending in 194, is as follows:

Date	Ck #	Name	Memo	Amount	Notes
3/8/2007	1049	4 B's Lawn Care/Tim Bartling	Business loan – reimburse	\$ 300.00	Check is not recorded in QuickBooks.
3/20/2007	1050	4 B's Lawn Care	loan - reimburse	\$ 1,000.00	Check is not recorded in QuickBooks.
3/28/2007	1051	4 B's Lawn Care/Tim Bartling	Reimburse loan	\$ 2,000.00	Check is not recorded in QuickBooks.
4/3/2007	1052	Tim Bartling	business reimburse	\$ 450.00	Check is not recorded in QuickBooks.
4/23/2007	1053	Tim Bartling/4 B's Lawn Care	reimburse fertilizer	\$ 500.00	Check is not recorded in QuickBooks.
4/23/2007	1054	Tim Bartling/4 B's Lawn Care	reimburse sprayer	\$ 1,500.00	Check is not recorded in QuickBooks.
5/2/2007	1055	Tim Bartling/4 B's Lawn Care	Bartling reimburse	\$ 600.00	Check is not recorded in QuickBooks.
5/16/2007	1056	4 B's Lawn Care	Tim Bartling loan reimbursement	\$ 2,000.00	Check is not recorded in QuickBooks.
6/25/2007	1057	4 B's Lawn Care		\$ 1,100.00	Check is not recorded in QuickBooks.
10/2/2007	1058	4 B's Lawn Care	business reimburse	\$ 1,000.00	Check is not recorded in QuickBooks.
Total Tim and Alisha Bartling Business Loan				\$10,450.00	

Note: The APA accumulated the information in this table from the copies of the cancelled checks included in the bank statements. The APA did not observe any payments in the bank statements that were received from the Bartlings for this loan.

This loan has not been recorded in the Village's accounting records. The APA reviewed the bank statements for this business loan account from March 2007 through September 2012 and did not identify any loan repayments received from Tim or Alisha Bartling. Therefore, it appears no loan repayments have been received on this loan.

The APA discussed this loan with James McNally, the Village Attorney charged with preparing the necessary contract documents associated with each loan, such as a Promissory Note, Deed of Trust, Acknowledgment of Deed of Trust, and Amortization Schedule. According to Mr. McNally, "[W]e have no knowledge or information in regard to that loan."

Furthermore, the APA contacted the Knox County Register of Deeds, Joann Fischer, and was informed that no Deeds of Trust from the Village of Verdigre had been filed on the property owned by Tim and Alisha Bartling. Therefore, no lien exists on the property for the loan from the Village.

As noted in the above section regarding Tim and Alisha Bartling's housing loan, Section 1.1 of the Guidelines states:

"No member of the governing body and no other official, employee, or agent member of their immediate family, of the Village of Verdigre who exercises policy, decision-making functions or responsibilities in connection with the planning and implementation of the Housing Rehabilitation program shall directly or indirectly benefit from this program, unless the NDED has granted written exception to that member."

Alisha Bartling was both the administrator of the loan program and the Village Clerk at the time the loan was awarded. Therefore, according to the Program Guidelines, neither she nor her husband was eligible to receive funds under the Program.

Additionally, the Village is required to file a semi-annual Program Income Report to NDED for its loan funds. As the Village Clerk, Alisha Bartling was responsible for preparing and filing that report. The Program Income Reports for the business loans require Villages to complete a portfolio of the revolving loan fund, including the name of the business, loan amount, interest rate, date loan was made, receipts for the period on each loan, total payments received to date, future payment amounts due, and the status of the loans. The housing loan reports did not contain a similar reporting of the portfolio. The APA obtained the December 2007 to June 2012 Program Income Reports and found that the business loan to Tim and Alisha Bartling for \$12,000, of which they received \$10,450, was not reported to the NDED in any of those reports.

As with the previous comment regarding Tim and Alisha Bartlings’ Program housing loan, the actions of Alisha Bartling in this matter give rise to concerns regarding possible violations of the same State statutes noted therein – namely, § 28-512, § 49-14,101.01(1), § 28-901, and § 28-911(1).

Due to the APA’s concerns regarding the possible legal implications of Alisha Bartling’s handling of the Program business loan that she and her husband received from the Village, as well as the fact none of the loan has been repaid, we are forwarding this issue to both the Nebraska Accountability and Disclosure Commission and the Knox County Attorney.

We recommend the Village Board contact the Knox County Attorney in order to take immediate action regarding any possible legal implications of Alisha Bartling's handling of the Program business loan that she and her husband received. Consideration should be given, moreover, to protecting the interests of the Village with regard to that unsecured, ineligible loan – including, among other things, obtaining a lien on the property for which the loan was obtained. Additionally, we are forwarding this matter to the Accountability and Disclosure Commission for possible further review.

3. Jeff Bartling Housing Loan

A Program housing rehabilitation loan was also approved for Jeff Bartling, who is Alisha Bartling’s brother-in-law, during fiscal year 2010. A total of \$12,300.86 was loaned to Jeff Bartling for a furnace, retaining wall, and a patio. The following is a summary of the loan activity for Jeff Bartling:

Type	Date	Num	Name	Memo	Amount	Balance	Notes
Check	10/25/2010	100	Adams Electric	furnace/air unit	3,980.00	3,980.00	APA was provided an invoice dated 9/21/2010 from Adams Electric Heating & A/C for \$3,980 for the purchase of a York furnace with miscellaneous and labor.
Deposit	10/29/2010			payment	-1,000.00	2,980.00	
Deposit	01/25/2011			Deposit	-200.00	2,780.00	
Deposit	02/16/2011			Deposit	-200.00	2,580.00	Deposit not recorded in QuickBooks.

Type	Date	Num	Name	Memo	Amount	Balance	Notes
Check	04/06/2011	107	Dave Lurz Concrete	retaining wall/patio	8,320.86	10,900.86	Check not recorded in QuickBooks. APA was provided an original estimate signed by Dave Lurz, of Dave Lurz Concrete, for a retaining wall to the end of the garage, 6' tall by 12" thick, and a patio to extend on top of retainer wall with rebar, to the end of house, for a total of \$6,040. This estimate indicated excavation, fill sand, and hauling away old wall was not included. Additionally, the APA was provided a second estimate signed by Dave Lurz for excavation and hauling old concrete for \$569, fill sand for \$476.86 and patio for \$1,235. The total of this estimate was \$2,280.86. The total of the two estimates was \$8,320.86.
Deposit	05/05/2011			Deposit	-200.00	10,700.86	Deposit not recorded in QuickBooks.
Deposit	06/16/2011			Deposit	-200.00	10,500.86	QuickBooks listed these payments from Jeff Bartling that were posted to account 500194. There was not a deposit for Jeff Bartling included on the bank statement of account 500194. There were deposits for \$1,279.64 into the housing account 499838, but the deposits were not identified on the bank statement. The APA couldn't identify if Jeff Bartling's deposits recorded in QuickBooks were part of this deposit on the bank statement.
Deposit	06/16/2011			Deposit	-200.00	10,300.86	QuickBooks listed this payment from Jeff Bartling. However, the bank deposit slip was not provided with the bank statement, so the APA was unable to verify if a deposit for Jeff Bartling was made at the bank. Deposit amounts on the bank statement were \$257.25 and \$845.89.
Deposit	07/13/2011			Deposit	-200.00	10,100.86	QuickBooks listed this payment from Jeff Bartling. However, the bank deposit slip was not provided with the bank statement, so the APA was unable to verify if a deposit for Jeff Bartling was made at the bank. Deposit amounts on the bank statement were \$257.25 and \$845.89.
Deposit	08/19/2011			Deposit	-200.00	9,900.86	Deposit not recorded in QuickBooks.
Deposit	11/04/2011			Deposit	-200.00	9,700.86	The bank deposit slip has \$200 from Jeff Bartling on 11/4/2011. This deposit was not recorded in QuickBooks. It appears the \$200 from Jeff Bartling was applied to the Gary and Emy Jones loan.
Deposit	11/15/2011			Deposit	-200.00	9,500.86	
Deposit	01/06/2012			Deposit	-200.00	9,300.86	The bank deposit slip has \$200 from Jeff Bartling on 1/6/2012. This deposit was not recorded in QuickBooks. It appears the \$200 from Jeff Bartling was applied to the Gary and Emy Jones loan.
Deposit	01/18/2012			Deposit	-200.00	9,100.86	
Deposit	02/17/2012			Deposit	-200.00	8,900.86	The bank deposit slip has \$200 from Jeff Bartling on 2/17/2012. This deposit was not recorded in QuickBooks. It appears the \$200 from Jeff Bartling was applied to the Gary and Emy Jones loan.
Deposit	03/16/2012			Deposit	-200.00	8,700.86	
Deposit	04/20/2012			Deposit	-200.00	8,500.86	
Deposit	05/31/2012			Deposit	-200.00	8,300.86	
Deposit	06/18/2012			Deposit	-200.00	8,100.86	
Deposit	07/13/2012			Deposit	-200.00	7,900.86	
Deposit	08/20/2012			Deposit	-200.00	7,700.86	
Deposit	09/17/2012	7168		Deposit	-200.00	7,500.86	
Deposit	10/18/2012	7201		Deposit	-200.00	7,300.86	APA did not get the bank statement for this month.
Total Jeff Bartling Home Loan					7,300.86	7,300.86	

Amounts highlighted in the orange shading represent transactions that were not recorded in QuickBooks but were posted to the bank account.

Amounts highlighted in the blue shading represent transactions that were recorded in QuickBooks, but because the APA was not provided with a copy of the deposit slip from the bank statement, we could not verify if a deposit by Jeff Bartling was deposited in the bank.

Amounts highlighted in yellow represent transactions that were recorded in the bank, but were not properly recorded in QuickBooks. It appears the deposits were erroneously applied to another individual's loan fund.

Jeff Bartling's application for a housing loan was dated June 2, 2010. The VHRB approved this loan in the amount of \$10,000 on June 7, 2010. Jeff Bartling signed his promissory note for \$10,000 on March 24, 2011. According to the Knox County Register of Deeds, Joann Fischer, no Deed of Trust from the Village of Verdigre had been filed on the property owned by Jeff Bartling. Therefore, no lien exists on the property for the loan from the Village. As the Village Clerk, Alisha Bartling was responsible for the filing of this paperwork.

According to the amortization schedule obtained from the Village Attorney, the balance owed on Jeff Bartling's loan at September 30, 2012, would be \$8,684.17, had he been making the regular monthly payments. However, that amortization schedule is inaccurate, as it is based upon only the \$10,000 loan amount approved, not the \$12,300.86 he actually received. It appears Jeff Bartling has been making regular payments on his Program loan. In fact, he generally pays considerably more than the required monthly amount.

Under the current Guidelines, construction of a retaining wall and patio do not appear to be eligible projects for housing rehabilitation loans. No information was provided to the APA to indicate this loan met the eligibility criteria in the Guidelines or the Minimum Housing Standards issued by the NDED.

More importantly, similar to a concern pointed out in a previous comment regarding the Program housing loan made to Tim and Alisha Bartling, the loan funds received by Jeff Bartling have exceeded by some \$2,300 the approved loan amount. Although the VHRB approved a loan of only \$10,000, and the promissory note was made out for that same amount, Jeff Bartling has been given \$12,300.86. As the Village Clerk, Alisha Bartling bears sole responsibility for making those overpayments to her brother-in-law, having autonomously signed and issued the loan distribution checks.

Given all of the above, Alisha Bartling's management of the loan to her brother-in-law, Jeff Bartling, appears to be problematic and should be considered in light of certain statutory provisions referenced in the previous comments herein.

We recommend the Village contact the Knox County Attorney regarding Alisha Bartling's management of the loan to her brother-in-law, Jeff Bartling. In addition to determining whether any laws have been violated, a determination should be made as to the proper disposition of this unsecured, partially ineligible loan. Such action should include revising the amortization schedule to reflect accurately the amounts actually distributed and owed and securing a lien on the property to protect the interests of the Village.

4. Housing Loan Program Procedures

Based on the findings noted previously, it is apparent that the Village Board lacked proper oversight with regard to the administration of its Housing Rehabilitation Program. Alisha Bartling was able, as the Village Clerk, to process and manage almost all aspects of the housing loans with virtually no supervision. She approved the applications, presented the information to the Housing Rehabilitation Loan Board for approval, wrote and signed checks to the applicants, submitted the loan information to the Village Attorney for processing the loan documents, obtained signatures on the loan documents, forwarded the Deeds of Trust to the County for filing, recorded the loan transactions in the accounting system, and submitted the reports to NDED for these loans.

However, as of March 2012, the Village has contracted with the Northeast Nebraska Economic Development District (NENEDD) to administer its Program. Some of the responsibilities of the NENEDD include assisting with the completion of loan applications, reviewing and making recommendations on applications, presenting recommendations to the Village, assisting in loan closings and filing of closing documents, tracking loan payments, collecting any late payments or bad debt, etc. Despite the increased segregation of duties occasioned by the use of the NENEDD, the Village will continue to be responsible for writing the recipient checks from its loan accounts.

We recommend the Village implement procedures to ensure the following:

- All loan accounting records are reviewed for accuracy.
- Two signatures are required on each check, without the use of a signature stamp.
- Checks written on the loan accounts do not exceed the amount approved by the Board.
- Checks written are only for eligible project expenses.
- Adequate loan records are maintained to ensure an accurate accounting of the loan funds, including all checks written and deposits received in those funds.

5. Tim and Alisha Bartling Utility Bills and Payments

As the Village Clerk, Alisha Bartling was also responsible for handling the utility bills and payments for the Village. As such, the APA reviewed Tim and Alisha Bartling's utility records from October 1, 2009, through September 30, 2012. A summary of the utilities billed and paid can be found in **Exhibit G**. The APA identified the following issues:

- Tim and Alisha Bartling were consistently late in paying their utility bills. Twenty-nine invoices were included in the period reviewed, and the Bartlings were late paying 22 of those 29 invoices. Overdue payments ranged from a couple of weeks to six months late, including being six months late one time, five months late two times, and four-and-a-half months late five times.
- No matter how tardy their payments, Tim and Alisha Bartling were never assessed any late payment penalties, their services were not discontinued, and no reconnect fees were charged – all of which are actions expressly provided under Village Ordinance Number 9-01-2010. According to the Village, these fees and assessments have not been enforced on any customer.
- No invoice was found for the month of September 2010, so Tim and Alisha Bartling were not billed for utilities for that month.
- Six monthly bills did not contain a trash charge, which is \$12 per month.
- The water-sewer usage amount was incorrect for five months.
- The overall result of these billing errors since October, 2009, with the corrections made and no late charges assessed, seems to indicate that Tim and Alisha Bartling have a balance due of \$165.

Village Ordinance Number 9-01-2010(1), which is referenced above, sets out the following requirements:

“All water, sewer, and garbage customers of the Village shall be billed monthly. Bills shall be mailed on or about the 5th of each month. Payments are due when bills are received. If payment has not been received by the Village Clerk by the 20th of each month, such account shall be deemed delinquent and a late penalty of \$10 shall be added to such delinquent bill.”

Likewise, section (2) of that same ordinance states:

“If full and complete payment of the utility charges and late payment penalty is not made by the 28th of each month, water, sewer, and garbage services to such customer shall be discontinued until such bill is paid. In the event that a customer's water, sewer or garbage service has been disconnected for failure to pay his/her monthly fees, such service shall not be resumed until the customer has paid a reconnect fee of \$50.00.”

As pointed out in the previous comment regarding the Program housing loan made to Tim and Alisha Bartling, § 49-14,101.01 of the Nebraska Political Accountability and Disclosure Act prohibits a public official or public employee from using his or her public office, or any resources under his or her official care and control, to obtain for him or herself financial gain, other than compensation provided by law.

Avoiding the penalties provided under Village Ordinance Number 9-01-2010 for late utility payments would constitute a definite financial gain. Being able to do so solely as a result of one's position as a public employee, moreover, would appear to violate § 49-14,101.01.

We recommend the Village implement procedures to ensure that customers who do not pay their utility bills in a timely fashion are uniformly dealt with in accordance with the provisions of Village Ordinance Number 9-01-2010. We recommend also that the Village implement procedures to ensure all Village employees and Board members are current on their utility payments. The Village should attempt to collect any past due amounts from Tim and Alisha Bartling, as well as from any other citizens who are delinquent on their utility bills. Additionally, we are forwarding this matter to the Accountability and Disclosure Commission for possible further review.

6. Lack of Documentation

The APA also encountered issues regarding a lack of adequate documentation and other internal control concerns, which are addressed below:

Alisha Bartling's Expense Reimbursements

Alisha Bartling received over \$1,500 in expense reimbursements from the Village between October 2009 and September 2012. However, the Village was unable to find any documentation to support those payments to her. Below is a summary of the reimbursements to Alisha Bartling, according the Village's accounting records:

Date	Check No.	Name	Memo	Paid Amount
02/01/2010	13602	Alisha Bartling	reimbursement	\$24.98
03/01/2010	13649	Alisha Bartling	reimbursement	\$134.40
04/05/2010	13715	Alisha Bartling	reimbursement	\$292.44
05/03/2010	13773	Alisha Bartling	mileage reimbursement	\$127.50
07/07/2010	13881	Alisha Bartling	mileage reimbursement	\$79.00
10/07/2010	14062	Alisha Bartling	mileage reimbursement	\$11.00
02/01/2011	14238	Alisha Bartling	mileage reimbursement	\$77.01
04/04/2011	14343	Alisha Bartling	mileage reimbursement	\$453.90
05/02/2011	14395	Alisha Bartling	reimbursement	\$102.86
06/01/2011	14442	Alisha Bartling	mileage reimbursement	\$81.60
07/05/2011	14512	Alisha Bartling	mileage reimbursement	\$45.75
07/15/2011	14541	Alisha Bartling	reimbursement/ink cartridges	\$88.77
08/01/2011	14553	Alisha Bartling	mileage reimbursement	\$19.98
Alisha Bartling Total				\$1,539.19

Due to the lack of documentation to identify the purpose and nature of these reimbursements to Alisha Bartling, the APA was unable to determine if the payments were for necessary Village expenses.

Payments to Tim Bartling/4B's Lawn Care

The Village paid Tim Bartling or his company, 4B's Lawn Care, a total of \$360 for services provided, as follows:

Date	Check No.	Name	Memo	Paid Amount
08/02/2010	13909	4B's Lawn Care/Tim Bartling	ch.park/weeds/fertilize	\$60.00
08/02/2010	13923	Tim Bartling	spray mosquitoes	\$180.00
09/07/2010	13999	Tim Bartling	spray mosquitoes	\$120.00
Tim Bartling Total				\$360.00

The Village provided the following documentation to support the payment of those amounts:

STATEMENT

From _____

To Village of Verdige 20

Address Chittuprik Park

City PO Box 330 Verdige

Terms _____

Spring	Fertilize		
	Spray Weeds	600.00	
	@Chittuprik Park		

Thank you!

Jim Bartling
4BS Lawn Care
109 N. 2nd St
Verdige, Va
22783

(60.00)

Jim Bartling
Spray Mosquitos

June 16th - Spray
July 6th - fix sprayer
July 7th - Spray
July 9th - Spray
July 14th - Spray
July 28th - Spray

6 times x 30\$ per time = 180\$ -

Spray for Mosquitos

Jim Bartling

8-4-010
8-11-010
8-25-010
9-01-010

All of these invoices appear to have been prepared by Alisha Bartling. The invoices are inadequate, as they either do not state the name and address of the claimant, the amount of the claim, or they do not 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.

VISA Credit Card Receipts

Between October 2009 and September 2012, the Village paid in excess of \$10,000 on the business credit card issued to the Village Clerk. The Village lacked appropriate procedures to monitor the use of that card, as indicated by the numerous instances in which purchases were not supported by an itemized receipt. The detail of Alisha Bartling’s usage of the credit card for the period tested, including purchases lacking an itemized receipt, is set out below:

Date	Check No.	Name	Memo	Paid Amount	Name on Account	APA Notes
12/07/2009	13531	VISA	drop box	\$99.75	Alisha Bartling	No receipt was provided. Per the 11/3/2009 statement, the vendor was Steelmailbox.com.
01/04/2010	13583	VISA	stamps/postage	\$44.78	Alisha Bartling	No receipt was provided. Per the 12/3/2009 statement, the vendor was USPS.
02/01/2010	13621	VISA	stamps/postage	\$4.92	Alisha Bartling	No receipt was provided. Per the 1/3/2010 statement, the vendor was USPS.
05/03/2010	13753	VISA	toner	\$106.10	Alisha Bartling	Receipt indicated purchase was to Tonerprice.com and two different black toner cartridges were purchased.
06/07/2010	13807	VISA	usps	\$1,094.59	Alisha Bartling	A receipt was provided for one of three purchases from the USPS on the 5/2/2010 statement.
08/02/2010	13926	VISA	supplies	\$78.89	Alisha Bartling	No receipt was provided. Per the 7/2/2010 statement, the vendor was Oriental Trading Company.
09/07/2010	14004	VISA	usps	\$44.00	Alisha Bartling	No receipt was provided. Per the 8/2/2010 statement, the vendor was USPS.
10/07/2010	14060	VISA	intuit/payroll supplies	\$521.05	Alisha Bartling	A receipt was provided for Staples for \$139.75 and included toner cartridge desk pad, wrist rest and mouse pad. No receipts were provided for other vendors. Per the 9/2/2010 statement, the other vendors were USPS and Intuit.
12/13/2010	14174	VISA	computer	\$840.82	Alisha Bartling	No receipt was provided. Per the 11/2/2010 statement, the vendor was Walmart.
02/11/2011	14268	VISA	envelopes	\$1,068.60	Alisha Bartling	No receipt was provided. Per the 1/2/2011 statement, the vendor was USPS.

Date	Check No.	Name	Memo	Paid Amount	Name on Account	APA Notes
03/11/2011	14318	VISA	toner/copy paper	\$184.56	Alisha Bartling	No receipt was provided. Per the 2/2/2011 and 3/2/2011 statements, the vendor was Office Max.
04/20/2011	14378	VISA	misc.	\$134.95	Alisha Bartling	No receipts were provided. Per the 4/3/2011 statement, the vendors were Hampton Inn, Kearney and UNL Center for Applied Rural.
05/09/2011	14422	VISA	npza conference	\$70.00	Alisha Bartling	No receipt was provided. Per the 5/2/2011 statement, the vendor was Midtown Holiday Inn, Grand Island.
06/27/2011	14487	VISA	postage	\$54.70	Alisha Bartling	No receipt was provided. Per the 6/2/2011 statement, the vendor was USPS.
08/06/2011	14592	VISA	supplies	\$76.00	Alisha Bartling	No receipt was provided. Per the 7/3/2011 statement, the vendor was Oriental Trading Company.
09/19/2011	14676	VISA	office supplies	\$541.28	Alisha Bartling	A receipt for \$88 was provided from the USPS. No other receipts were provided. The 9/2/2011 statement provided was not complete. A handwritten note identified the vendors as NDN (Norfolk Daily News), Dollar General, USPS, and Intuit.
09/26/2011	14677	VISA	library books and guides	\$50.85	Alisha Bartling	This statement was not provided.
10/14/2011	14724	VISA	Postage paid envelopes	\$1,182.23	Alisha Bartling	No receipt was provided. The 10/2/2011 statement had \$1,153.50 in charges, plus an unpaid balance of \$28.73, for a total of \$1,182.23. Vendor was USPS.
10/26/2011	14736	VISA	library credit card	\$108.66	Alisha Bartling	This statement was not provided.
11/14/2011	14783	VISA	library credit card	\$134.99	Alisha Bartling	No receipts were provided. Per the 11/2/2011 statement, the vendors were USPS and Amazon.com.
12/12/2011	14834	VISA	credit card	\$245.70	Danielle Jedlicka	A receipt was provided for a USB drive from Target and to USPS. No other receipts were provided. Per the 12/2/2011 statement, the other vendor was Office Max and USPS.
01/09/2012	14886	VISA	credit card	\$39.77	Danielle Jedlicka	Two of three receipts from USPS were provided.
02/10/2012	14939	VISA	credit card	\$150.11	Danielle Jedlicka	One of two receipts from the USPS was provided. Per the 2/2/2012 statement, the other vendor was Flags USA.
03/22/2012	14999	VISA	credit card	\$7.20	Danielle Jedlicka	Both receipts to USPS were provided.
04/09/2012	15045	VISA	credit card	\$57.24	Danielle Jedlicka	One of three receipts from the USPS was provided. No other receipts were provided. Per the 4/2/2012 statement, the other vendors were CLC Card billing and Amazon.com.
05/10/2012	15073	VISA	credit card	\$156.43	Danielle Jedlicka	Three receipts from USPS were provided. Per the 5/2/2012 statement, the other vendor was Comfort Inn.
06/11/2012	15219	VISA	credit card	\$1,736.65	Danielle Jedlicka	Receipts were provided from Office Max, UNL Marketplace, Leslie's Swimming Pool Supplies, Intuit, and USPS. All charged purchases included receipts.
07/09/2012	15292	VISA	credit card	\$798.53	Denise Burman	Receipts were provided for all vendors on the 7/2/2012 statement, including Northeast Community College, Martin's Flag Company, Menards, Northeast Community College Bookstore, Office Max, Western Office Products, and Staples.
08/13/2012	15360	VISA	credit card	\$134.97	Denise Burman	Receipts were provided for all vendors on the 8/2/2012 statement, including USPS and Staples.
09/10/2012	15430	VISA	credit card	\$400.83	Denise Burman	Receipts were provided for all vendors on the 9/2/2012 statement, including Intuit and USPS.
VISA Total				\$10,169.15		

Without proper procedures for monitoring the use of its credit cards, the Village is at an increased risk for misuse of Village funds through unauthorized and unnecessary credit card charges.

The issues cited above all involve a lack of adequate documentation to support expenses paid by the Village. There are a few relevant statutory references related to these issues, as follows:

Neb. Rev. Stat. § 17-714 (Reissue 2012) requires the following for claims and accounts payable:

“All liquidated and unliquidated claims and accounts payable against a city of the second class or village shall: (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.”

Because the Village did not provide the APA with the documentation requested, it appears the requirements of the above statute were not met when the claims were paid by the Village.

Additionally, pursuant to Neb. Rev. Stat. § 84-1207(2) (Cum. Supp. 2012) the Village is required to:

“Make and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency, designed to furnish information to protect the legal and financial rights of the state, and of persons directly affected by the agency's activities[.]”

Specifically, pursuant to Neb. Rev. Stat. § 84-1212.02 (Reissue 2008), State agencies and political subdivisions are authorized to “dispose of the records of their agencies in accordance with records retention and disposition schedules which are applicable to their agencies . . .” To comply with this statutory language, the Village must abide by the Local Agencies General Records Retention Schedule 24 (July 26, 2011). That schedule provides the length of time documentation is to be maintained by the Village. Section 024-002 of the schedule defines accounts payable records as:

“Any supporting document received or generated by the agency that provides support for payments made to vendors for goods and services, employee for reimbursement of expenses and any other situation where a warrant or electronic payment is issued. This may include, but is not limited to invoices, reports, disbursement documents, purchase orders, packing slips, requisitions, employee expense reimbursement forms, etc.”

The retention period for those documents is 5 years or a maximum of 10 years if no audit has been performed. Clearly, the Village is not in compliance with the mandatory records retention policy when the requested documentation has not been maintained.

We recommend the Village implement procedures to ensure any expense reimbursements paid to employees or Board members are supported by adequate documentation. The Village should require such documentation to be provided to a designated Board member prior to issuance of the reimbursement to ensure both the sufficiency of the documentation and that the reimbursement is for a necessary Village expense.

7. Lack of Oversight

All of the concerns addressed thus far, including the handling of Program loans and lack of documentation to support expenses, have been either occasioned or exacerbated by a lack of oversight. In addition to those concerns, the APA noted the following:

- The Village had no procedures for performing proper reconciliations on each of its bank accounts to ensure the bank records agreed to the accounting records. Dating back to at least October 2003, the Village Clerk failed to perform such reconciliations on a monthly basis.

For the period October 2003 through September 2012, the APA completed a reconciliation/comparison of the following Village housing rehabilitation bank accounts. These accounts were reconciled/compared to Village’s financial records and variances and unaccounted items are noted on the **Exhibits A** through **F** attached.

Bank Account Title	Account #	Exhibit
Energy Grant Account (closed February 2011)	xxxxxxx568	A
Housing Grant Account	xxxxxxx832	B
Housing Rehab Account	xxxxxxx838	C
Housing Grant Acct 2 (closed February 2011)	xxxxxxx529	D
Commercial Grant Account	xxxxxxx194	E
Commercial Grant Account	xxxxxxx964	F

The APA’s reconciliations and comparisons can be found in **Exhibit A** through **Exhibit F**.

- Prior to July 1, 2012, the Village was not properly collecting and remitting sales tax on water and sewer use.

The Village charges recipients of water and sewer services both a fixed rate and another rate based on the gallons of water used each month. Prior to July 1, 2012, the Village was collecting and remitting sales tax only on the rate for the water used, not the fixed rate charge.

According to the Nebraska Department of Revenue Regulations, found at Title 316 NAC 1-066.02 (June 6, 2011):

Sales tax applies to all amounts paid for sewer and water, irrespective of whether there is an actual consumption or not. Thus, there is tax due on all payments whether in the form of a minimum charge, a flat rate, or other billing method.

Beginning in July of 2012, the current Village Clerk identified the Village’s failure to comply with the above regulation and began adjusting the current invoices so that sales tax was collected on both the fixed charge for water and sewer and the rate for water use.

- The Village provided some summary information to the APA that indicated the Village had incurred late fees and penalties from the Internal Revenue Service (IRS) related to the payment of social security and federal withholding taxes. From the Village’s accounting records, QuickBooks, the APA attempted to verify the amount of income taxes withheld

from Village employees' pay and the amount of taxes remitted to both the Nebraska Department of Revenue and the United States Treasury.

Unfortunately, the Village has not maintained its accounting system in a manner that would enable the APA to verify the amount of taxes withheld and remitted. For instance, the balance in the payroll liability account at September 30, 2012, was \$36,207.74. Normally, that balance would represent payments withheld from paychecks that are owed to some other source (insurance, taxes, etc.) It is clear from these high balances that the Village was not properly recording the payment of taxes because this liability account should contain withholdings from the employees' pay and then should be cleared out when those monies are remitted to the proper source. Additionally, the APA found that some of the tax expenses of the Village were not consistently coded in the accounting system. Rather, the tax expenses were coded to various accounts in QuickBooks, such as: Miscellaneous/Sales Tax, Employee Share Soc. Sec., and numerous others, making them very difficult to follow, compare, or trace.

Without a more extensive review of the payroll withholdings and payments, including the actual forms submitted to the IRS with payments or deposits, the APA was unable to determine the amount of late fees and penalties incurred. In some instances, it appears that advance payments of taxes were made without documentation.

As mentioned previously, the Village Clerk performs the duties of both the clerk and the treasurer. Due to the relatively small size of the Village, it is practically impossible to obtain an adequate segregation of duties so that no one person can process a financial transaction from beginning to end. However, without adequate oversight of its operations, the Village is open to fraud, waste, or misuse of Village Funds.

We recommend the Village implement procedures to ensure adequate oversight of Village operations, which would include the following:

- Providing proper oversight of its agreement with NENEDD to ensure that Program housing rehabilitation funds are used in accordance with the Guidelines.
- Utilizing a random review of Village transactions to ascertain whether adequate documentation of each expense is maintained.
- Ensuring that proper policies and procedures exist for the use of Village credit cards and monitoring such use by periodically reviewing the billing statements and supporting documentation.
- Requiring the Village Clerk to complete a proper reconciliation of the bank records to the accounting records on every account each month.
- Enforcing ordinances related to Village utilities and ensuring that billings are sent timely, late penalties are collected, and discontinued services are handled properly.

- Ensuring the Village Clerk has adequate knowledge and training to understand and properly collect and remit taxes and to record the tax payments properly in the Village's accounting system. The Village should work with the IRS related to its social security and federal withholding taxes in order to reconcile its accounting records and bring those records up to date.

The Village Board should take, in a timely fashion, any action necessary to address and resolve the issues presented in this letter – thereby, both protecting the finances of the Village and ensuring compliance with applicable Nebraska laws.

If you have any questions regarding the above information, please contact our office.

Sincerely,

SIGNED ORIGINAL ON FILE

Mike Foley
State Auditor

cc: John Thomas, Knox County Attorney
Accountability and Disclosure Commission
Nebraska Department of Economic Development
Village Board Members
Nebraska Department of Revenue

October 2003 to September 2004											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$820.59			\$791.81			\$28.78		Beginning balance in Quickbooks is \$28.78 lower than the bank statement at September 30, 2003.
October	\$0.00	\$0.88	\$819.71	\$0.00	\$0.88	\$790.93	\$0.00	\$0.00	\$28.78		
November	\$2,250.00	\$2,500.00	\$569.71	\$2,250.00	\$0.00	\$3,040.93	\$0.00	\$2,500.00	(\$2,471.22)	(\$2,500.00)	Check # 331 dated 11/3/2003 to Grant Miller Construction for \$2,500 not recorded in Quickbooks. Check memo indicated payment was for Erika Crosley loan.
December	\$0.00	\$0.00	\$569.71	\$0.00	\$0.00	\$3,040.93	\$0.00	\$0.00	(\$2,471.22)		
January	\$0.00	\$0.00	\$569.71	\$0.00	\$0.00	\$3,040.93	\$0.00	\$0.00	(\$2,471.22)		
February	\$0.00	\$48.49	\$521.22	\$0.00	\$48.49	\$2,992.44	\$0.00	\$0.00	(\$2,471.22)		
March	\$0.00	\$0.00	\$521.22	\$0.00	\$0.00	\$2,992.44	\$0.00	\$0.00	(\$2,471.22)		
April	\$1,000.00	\$850.08	\$671.14	\$1,000.00	\$30.90	\$3,961.54	\$0.00	\$819.18	(\$3,290.40)	(\$850.08)	Check #333 dated 4/14/2004 to Tim and Alisha Bartling for \$330 not recorded in Quickbooks. Check memo indicated payment was for Menard's bill for Bartling loan. Check #334 dated 4/21/2004 to Tim and Alisha Bartling for \$164.71 not recorded in Quickbooks. Check memo indicated payment was for Menard's bill housing energy loan. Check #335 dated 4/26/2004 to Tim and Alisha Bartling for \$355.37 not recorded in Quickbooks. Check memo indicated payment was for Menards - Bartling loan. Check dated 4/29/2004 for \$30.90 recorded in Quickbooks in April 2004, but was cashed in May 2004 (reconciling item).
May	\$7,000.00	\$4,780.90	\$2,890.24	\$7,000.00	\$250.00	\$10,711.54	\$0.00	\$4,530.90	(\$7,821.30)	(\$4,500.00)	Check #340 dated 5/24/2004 to Tim and Alisha Bartling for \$4,500 not recorded in Quickbooks. Check memo indicated payment was for housing loan reimbursement -Carhart's bill - Wayne, NE. Also check dated 4/29/2004 for \$30.90 from above recorded in bank statement in May, but recorded in Quickbooks in April (reconciling item).
June	\$0.00	\$2,000.00	\$890.24	\$0.00	\$400.18	\$10,311.36	\$0.00	\$1,599.82	(\$9,421.12)	(\$1,800.00)	Check #341 dated 5/28/2004 to Tim and Alisha Bartling for \$1,800 not recorded in Quickbooks. Check memo indicated payment was for housing loan Menard's bills. Quickbooks also recorded check # 343 for \$120, check #344 for \$54, and check #345 for \$26.18 in June 2004, but these checks did not clear the bank until July 2004 (reconciling items).
July	\$0.00	\$200.18	\$690.06	\$0.00	\$32.69	\$10,278.67	\$0.00	\$167.49	(\$9,588.61)		Check #'s 343, 344, and 345 from above total \$200.18 and were recorded in the bank statements in July 2004, but were recorded in Quickbooks in June 2004 (reconciling items). Quickbooks also included check #347 dated 7/28/2004 for \$32.69, but this check was not recorded in the bank until August 2004 (reconciling item).
August	\$6,000.00	\$186.64	\$6,503.42	\$6,000.00	\$4,132.48	\$12,146.19	\$0.00	(\$3,945.84)	(\$5,642.77)		Bank statement included check #347 dated 7/28/2004 for \$32.69 from above, but this check was recorded in Quickbooks in July 2004 (reconciling item). Quickbooks included check #349 dated 8/19/2004 for \$3,978.53, but this check was not recorded on the bank statement until September 2004 (reconciling item).
September	\$0.00	\$4,451.18	\$2,052.24	\$0.00	\$472.65	\$11,673.54	\$0.00	\$3,978.53	(\$9,621.30)		Bank statement included check #349 dated 8/19/2004 for \$3,978.53, but this check was recorded in Quickbooks in August 2004 (reconciling item).
TOTALS	\$16,250.00	\$15,018.35		\$16,250.00	\$5,368.27		\$0.00	\$9,650.08		(\$9,650.08)	Bank balance is \$9,621.30 less than the balance in Quickbooks, which consists of the beginning of the year variance of \$28.78 less the checks not recorded in Quickbooks of \$9,650.08.

Source: Village's Pinnacle Bank statements and Village's QuickBooks records. (Account Closed as of February 2011)

October 2004 to September 2005											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$2,052.24			\$11,673.54			(\$9,621.30)		Bank has \$9,621.30 less than Quickbooks.
October	\$0.00	\$670.17	\$1,382.07	\$0.00	\$445.17	\$11,228.37	\$0.00	\$225.00	(\$9,846.30)	(\$225.00)	Check #354 dated 10/22/2004 to Tim and Alisha Bartling for \$225 was not recorded in Quickbooks. Check memo indicated payment was for loan for house improvements Carhart/Menards reimburse.
November	\$0.00	\$0.00	\$1,382.07	\$0.00	\$0.00	\$11,228.37	\$0.00	\$0.00	(\$9,846.30)		
December	\$0.00	\$0.00	\$1,382.07	\$0.00	\$3,780.04	\$7,448.33	\$0.00	(\$3,780.04)	(\$6,066.26)		Check #355 dated 12/30/2004 for \$3,160.04 and check #356 dated 12/30/2004 for \$620 were recorded in the bank in January 2005 (reconciling items).
January	\$6,000.00	\$3,780.04	\$3,602.03	\$6,000.00	\$0.00	\$13,448.33	\$0.00	\$3,780.04	(\$9,846.30)		Check #355 dated 12/30/2004 for \$3,160.04 and check #356 dated 12/30/2004 for \$620 were recorded in the bank in January 2005 (reconciling items).
February	\$0.00	\$2,247.00	\$1,355.03	\$0.00	\$2,552.05	\$10,896.28	\$0.00	(\$305.05)	(\$9,541.25)		Check #358 dated 2/18/2005 for \$305.05 was recorded in the bank in March 2005 (reconciling item).
March	\$6,000.00	\$5,180.55	\$2,174.48	\$6,000.00	\$4,875.50	\$12,020.78	\$0.00	\$305.05	(\$9,846.30)		Check #358 dated 2/18/2005 for \$305.05 was recorded in the bank in March 2005 (reconciling item).
April	\$3,205.02	\$4,812.46	\$567.04	\$3,205.02	\$4,812.46	\$10,413.34	\$0.00	\$0.00	(\$9,846.30)		
May	\$0.00	\$555.50	\$11.54	\$0.00	\$555.50	\$9,857.84	\$0.00	\$0.00	(\$9,846.30)		
June	\$0.00	\$6.44	\$5.10	\$0.00	\$6.44	\$9,851.40	\$0.00	\$0.00	(\$9,846.30)		
July	\$0.00	\$0.00	\$5.10	\$0.00	\$0.00	\$9,851.40	\$0.00	\$0.00	(\$9,846.30)		
August	\$0.00	\$0.00	\$5.10	\$0.00	\$0.00	\$9,851.40	\$0.00	\$0.00	(\$9,846.30)		
September	\$0.00	\$0.00	\$5.10	\$0.00	\$0.00	\$9,851.40	\$0.00	\$0.00	(\$9,846.30)		
TOTALS	\$15,205.02	\$17,252.16		\$15,205.02	\$17,027.16		\$0.00	\$225.00		(\$225.00)	Bank balance is \$9,846.30 less than the Quickbooks balance, which consists of the beginning of the year variance of \$9,621.30, plus the check not recorded in Quickbooks of \$225.

October 2005 to September 2006											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$5.10			\$9,851.40			(\$9,846.30)		Bank has \$9,846.30 less than Quickbooks.
October	\$4,200.00	\$1,360.01	\$2,845.09	\$4,200.00	\$882.41	\$13,168.99	\$0.00	\$477.60	(\$10,323.90)	(\$477.60)	Check dated 10/4/2005 to Tim or Alisha Bartling for \$477.60 was not recorded in Quickbooks. Check memo indicated payment was for paint and carpet reimbursement.
November	\$0.00	\$0.00	\$2,845.09	\$0.00	\$346.07	\$12,822.92	\$0.00	(\$346.07)	(\$9,977.83)		Check #371 dated 11/22/2005 for \$346.07 was recorded in the bank in December 2005 (reconciling item).
December	\$0.00	\$346.07	\$2,499.02	\$0.00	\$530.24	\$12,292.68	\$0.00	(\$184.17)	(\$9,793.66)		Check #372 dated 12/15/2005 for \$460.90 and check #373 dated 12/30/2005 for \$69.34 were recorded in Quickbooks in December 2005, but not recorded at the bank until January 2006 (reconciling item). Check #371 dated 11/22/2005 for \$346.07 was recorded in Quickbooks in November 2005, and recorded by the bank in December 2005 (reconciling item).
January	\$0.00	\$530.24	\$1,968.78	\$0.00	\$0.00	\$12,292.68	\$0.00	\$530.24	(\$10,323.90)		Check #372 dated 12/15/2005 for \$460.90 and check #373 dated 12/30/2005 for \$69.34 were recorded in Quickbooks in December 2005, but not recorded at the bank until January 2006 (reconciling item).
February	\$0.00	\$0.00	\$1,968.78	\$0.00	\$0.00	\$12,292.68	\$0.00	\$0.00	(\$10,323.90)		
March	\$0.00	\$0.00	\$1,968.78	\$0.00	\$0.00	\$12,292.68	\$0.00	\$0.00	(\$10,323.90)		
April	\$0.00	\$416.74	\$1,552.04	\$0.00	\$10.87	\$12,281.81	\$0.00	\$405.87	(\$10,729.77)	(\$405.87)	Check #375 dated 4/18/2006 to Tim or Alisha Bartling for \$405.87 was not recorded in Quickbooks. Check memo indicated payment was for housing loan/bathroom-bedroom.
May	\$0.00	\$500.00	\$1,052.04	\$0.00	\$500.00	\$11,781.81	\$0.00	\$0.00	(\$10,729.77)		
June	\$0.00	\$269.96	\$782.08	\$0.00	\$269.96	\$11,511.85	\$0.00	\$0.00	(\$10,729.77)		
July	\$0.00	\$0.00	\$782.08	\$0.00	\$0.00	\$11,511.85	\$0.00	\$0.00	(\$10,729.77)		
August	\$2,500.00	\$2,351.03	\$931.05	\$2,500.00	\$2,351.03	\$11,660.82	\$0.00	\$0.00	(\$10,729.77)		
September	\$0.00	\$0.00	\$931.05	\$0.00	\$0.00	\$11,660.82	\$0.00	\$0.00	(\$10,729.77)		
TOTALS	\$6,700.00	\$5,774.05		\$6,700.00	\$4,890.58		\$0.00	\$883.47		(\$883.47)	Bank balance is \$10,729.77 less than the Quickbooks balance, which consists of the beginning of the year variance of \$9,846.30, plus the checks not recorded in Quickbooks of \$883.47.

Source: Village's Pinnacle Bank statements and Village's QuickBooks records. (Account Closed as of February 2011)

Village of Verdigre
 Energy Grant Account xxxxxxx568
 October 2003 through September 2012

Exhibit A

October 2006 to September 2007											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$931.05			\$11,660.82			(\$10,729.77)		Bank has \$10,729.77 less than Quickbooks.
October	\$0.00	\$0.00	\$931.05	\$0.00	\$0.00	\$11,660.82	\$0.00	\$0.00	(\$10,729.77)		
November	\$10,000.00	\$8,797.84	\$2,133.21	\$10,000.00	\$8,797.84	\$12,862.98	\$0.00	\$0.00	(\$10,729.77)		
December	\$14,200.00	\$894.23	\$15,438.98	\$14,200.00	\$15,894.23	\$11,168.75	\$0.00	(\$15,000.00)	\$4,270.23		Check #385 dated 12/29/2006 for \$15,000 was recorded in Quickbooks in December 2006 and was recorded in the bank in January 2007 (reconciling item).
January	\$4,700.00	\$19,832.93	\$306.05	\$4,700.00	\$4,832.93	\$11,035.82	\$0.00	\$15,000.00	(\$10,729.77)		Check #385 dated 12/29/2006 for \$15,000 was recorded in Quickbooks in December 2006 and was recorded in the bank in January 2007 (reconciling item).
February	\$0.00	\$0.00	\$306.05	\$0.00	\$2,952.98	\$8,082.84	\$0.00	(\$2,952.98)	(\$7,776.79)		Check #389 dated 2/26/2007 for \$2,952.98 was recorded in Quickbooks in February 2007 and was recorded in the bank in March 2007 (reconciling item).
March	\$3,516.04	\$2,952.98	\$869.11	\$3,516.04	\$0.00	\$11,598.88	\$0.00	\$2,952.98	(\$10,729.77)		Check #389 dated 2/26/2007 for \$2,952.98 was recorded in Quickbooks in February 2007 and was recorded in the bank in March 2007 (reconciling item).
April	\$639.33	\$0.00	\$1,508.44	\$639.33	\$0.00	\$12,238.21	\$0.00	\$0.00	(\$10,729.77)		
May	\$288.01	\$0.00	\$1,796.45	\$288.01	\$0.00	\$12,526.22	\$0.00	\$0.00	(\$10,729.77)		
June	\$0.00	\$53.44	\$1,743.01	\$0.00	\$53.44	\$12,472.78	\$0.00	\$0.00	(\$10,729.77)		
July	\$0.00	\$0.00	\$1,743.01	\$0.00	\$0.00	\$12,472.78	\$0.00	\$0.00	(\$10,729.77)		
August	\$620.88	\$2,013.78	\$350.11	\$620.88	\$2,013.78	\$11,079.88	\$0.00	\$0.00	(\$10,729.77)		
September	\$568.56	\$0.00	\$918.67	\$568.56	\$0.00	\$11,648.44	\$0.00	\$0.00	(\$10,729.77)		
TOTALS	\$34,532.82	\$34,545.20		\$34,532.82	\$34,545.20		\$0.00	\$0.00		\$0.00	No change in ending balance variance of \$10,729.77.

October 2007 to September 2008											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$918.67			\$11,648.44			(\$10,729.77)		Bank balance is \$10,729.77 less than the Quickbooks balance.
October	\$0.00	\$0.00	\$918.67	\$0.00	\$0.00	\$11,648.44	\$0.00	\$0.00	(\$10,729.77)		
November	\$357.48	\$996.05	\$280.10	\$357.48	\$996.05	\$11,009.87	\$0.00	\$0.00	(\$10,729.77)		
December	\$0.00	\$0.00	\$280.10	\$0.00	\$0.00	\$11,009.87	\$0.00	\$0.00	(\$10,729.77)		
January	\$0.00	\$0.00	\$280.10	\$0.00	\$0.00	\$11,009.87	\$0.00	\$0.00	(\$10,729.77)		
February	\$995.98	\$0.00	\$1,276.08	\$995.98	\$0.00	\$12,005.85	\$0.00	\$0.00	(\$10,729.77)		
March	\$0.00	\$0.00	\$1,276.08	\$0.00	\$0.00	\$12,005.85	\$0.00	\$0.00	(\$10,729.77)		
April	\$0.00	\$0.00	\$1,276.08	\$0.00	\$0.00	\$12,005.85	\$0.00	\$0.00	(\$10,729.77)		
May	\$0.00	\$0.00	\$1,276.08	\$0.00	\$0.00	\$12,005.85	\$0.00	\$0.00	(\$10,729.77)		
June	\$1,555.59	\$0.00	\$2,831.67	\$1,555.59	\$0.00	\$13,561.44	\$0.00	\$0.00	(\$10,729.77)		
July	\$390.88	\$375.00	\$2,847.55	\$390.88	\$375.00	\$13,577.32	\$0.00	\$0.00	(\$10,729.77)		
August	\$0.00	\$0.00	\$2,847.55	\$0.00	\$0.00	\$13,577.32	\$0.00	\$0.00	(\$10,729.77)		
September	\$0.00	\$0.00	\$2,847.55	\$0.00	\$0.00	\$13,577.32	\$0.00	\$0.00	(\$10,729.77)		
TOTALS	\$3,299.93	\$1,371.05		\$3,299.93	\$1,371.05		\$0.00	\$0.00		\$0.00	No change in ending balance variance of \$10,729.77.

Source: Village's Pinnacle Bank statements and Village's QuickBooks records. (Account Closed as of February 2011)

October 2008 to September 2009											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$2,847.55			\$13,577.32			(\$10,729.77)		Bank balance is \$10,729.77 less than the Quickbooks balance.
October	\$0.00	\$0.00	\$2,847.55	\$0.00	\$0.00	\$13,577.32	\$0.00	\$0.00	(\$10,729.77)		
November	\$0.00	\$0.00	\$2,847.55	\$0.00	\$0.00	\$13,577.32	\$0.00	\$0.00	(\$10,729.77)		
December	\$0.00	\$0.00	\$2,847.55	\$0.00	\$0.00	\$13,577.32	\$0.00	\$0.00	(\$10,729.77)		
January	\$0.00	\$0.00	\$2,847.55	\$0.00	\$0.00	\$13,577.32	\$0.00	\$0.00	(\$10,729.77)		
February	\$0.00	\$0.00	\$2,847.55	\$0.00	\$0.00	\$13,577.32	\$0.00	\$0.00	(\$10,729.77)		
March	\$0.00	\$0.00	\$2,847.55	\$0.00	\$0.00	\$13,577.32	\$0.00	\$0.00	(\$10,729.77)		
April	\$0.00	\$0.00	\$2,847.55	\$0.00	\$0.00	\$13,577.32	\$0.00	\$0.00	(\$10,729.77)		
May	\$0.00	\$0.00	\$2,847.55	\$0.00	\$0.00	\$13,577.32	\$0.00	\$0.00	(\$10,729.77)		
June	\$0.00	\$0.00	\$2,847.55	\$0.00	\$0.00	\$13,577.32	\$0.00	\$0.00	(\$10,729.77)		
July	\$0.00	\$0.00	\$2,847.55	\$0.00	\$0.00	\$13,577.32	\$0.00	\$0.00	(\$10,729.77)		
August	\$669.42	\$0.00	\$3,516.97	\$669.42	\$0.00	\$14,246.74	\$0.00	\$0.00	(\$10,729.77)		
September	\$76.07	\$0.00	\$3,593.04	\$53,153.63	\$53,048.78	\$14,351.59	(\$53,077.56)	(\$53,048.78)	(\$10,758.55)	\$28.78	Quickbooks contained two entries for "reconciliation discrepancies" dated 9/30/2009 in the amounts of \$53,020 and \$57.56. Quickbooks also contained another entry for "reconciliation discrepancies" dated 9/30/2009 for -\$53,048.78. The net of these entries increased the balance in Quickbooks by \$28.78. The \$28.78 was the amount of the original bank to book variance at October 1, 2003.
TOTALS	\$745.49	\$0.00		\$53,823.05	\$53,048.78		(\$53,077.56)	(\$53,048.78)		\$28.78	Bank balance is \$10,758.55 less than the Quickbooks balance, which consists of the beginning of the year variance of \$10,729.77, plus the reconciling net total of \$28.78.

October 2009 to September 2010											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$3,593.04			\$14,351.59			(\$10,758.55)		Bank balance is \$10,758.55 less than the Quickbooks balance.
October	\$382.25	\$0.00	\$3,975.29	\$382.25	\$0.00	\$14,733.84	\$0.00	\$0.00	(\$10,758.55)		
November	\$0.00	\$0.00	\$3,975.29	\$0.00	\$0.00	\$14,733.84	\$0.00	\$0.00	(\$10,758.55)		
December	\$0.00	\$0.00	\$3,975.29	\$0.00	\$0.00	\$14,733.84	\$0.00	\$0.00	(\$10,758.55)		
January	\$0.00	\$0.00	\$3,975.29	\$0.00	\$0.00	\$14,733.84	\$0.00	\$0.00	(\$10,758.55)		
February	\$271.49	\$0.00	\$4,246.78	\$271.49	\$0.00	\$15,005.33	\$0.00	\$0.00	(\$10,758.55)		
March	\$0.00	\$0.00	\$4,246.78	\$0.00	\$0.00	\$15,005.33	\$0.00	\$0.00	(\$10,758.55)		
April	\$0.00	\$0.00	\$4,246.78	\$0.00	\$0.00	\$15,005.33	\$0.00	\$0.00	(\$10,758.55)		
May	\$4,500.00	\$7,998.59	\$748.19	\$4,500.00	\$7,998.59	\$11,506.74	\$0.00	\$0.00	(\$10,758.55)		
June	\$0.00	\$0.00	\$748.19	\$0.00	\$0.00	\$11,506.74	\$0.00	\$0.00	(\$10,758.55)		
July	\$0.00	\$0.00	\$748.19	\$0.00	\$0.00	\$11,506.74	\$0.00	\$0.00	(\$10,758.55)		
August	\$0.00	\$0.00	\$748.19	\$0.00	\$0.00	\$11,506.74	\$0.00	\$0.00	(\$10,758.55)		
September	\$0.00	\$0.00	\$748.19	\$0.00	\$0.00	\$11,506.74	\$0.00	\$0.00	(\$10,758.55)		
TOTALS	\$5,153.74	\$7,998.59		\$5,153.74	\$7,998.59		\$0.00	\$0.00		\$0.00	Bank balance is \$10,758.55 less than the Quickbooks balance.

Source: Village's Pinnacle Bank statements and Village's QuickBooks records. (Account Closed as of February 2011)

Village of Verdigre
 Energy Grant Account xxxxxx568
 October 2003 through September 2012

October 2010 to September 2011											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$748.19			\$11,506.74			(\$10,758.55)		Bank balance is \$10,758.55 less than the Quickbooks balance.
October	\$0.00	\$0.00	\$748.19	\$0.00	\$0.00	\$11,506.74	\$0.00	\$0.00	(\$10,758.55)		
November	\$0.00	\$0.00	\$748.19	\$0.00	\$0.00	\$11,506.74	\$0.00	\$0.00	(\$10,758.55)		
December	\$0.00	\$0.00	\$748.19	\$0.00	\$0.00	\$11,506.74	\$0.00	\$0.00	(\$10,758.55)		
January	\$512.32	\$0.00	\$1,260.51	\$0.00	\$0.00	\$11,506.74	\$512.32	\$0.00	(\$10,246.23)	\$512.32	Bank included deposit of \$512.32 made on 1/25/2011, which was not recorded in Quickbooks.
February	\$0.00	\$1,260.51	\$0.00	\$0.00	\$0.00	\$11,506.74	\$0.00	\$1,260.51	(\$11,506.74)	(\$1,260.51)	Bank included a closing withdrawal of \$1,260.51 on 2/2/2011. This withdrawal was not recorded in Quickbooks. Per bank statements, withdrawal was deposited to account 499838 on 2/2/2011. There was no deposit in account 499838 recorded in Quickbooks.
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,506.74	\$0.00	\$0.00	(\$11,506.74)		
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,506.74	\$0.00	\$0.00	(\$11,506.74)		
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,506.74	\$0.00	\$0.00	(\$11,506.74)		
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,506.74	\$0.00	\$0.00	(\$11,506.74)		
July	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,506.74	\$0.00	\$0.00	(\$11,506.74)		
August	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,506.74	\$0.00	\$0.00	(\$11,506.74)		
September	\$0.00	\$0.00	\$0.00	\$0.00	\$11,506.74	\$0.00	\$0.00	(\$11,506.74)	\$0.00	\$11,506.74	An entry was made to Quickbooks on 9/30/2011 to zero out the balance of this account in Quickbooks, since the account was closed. The amount of the entry was \$11,506.74.
TOTALS	\$512.32	\$1,260.51		\$0.00	\$11,506.74		\$512.32	(\$10,246.23)		\$10,758.55	

Source: Village's Pinnacle Bank statements and Village's QuickBooks records. (Account Closed as of February 2011)

October 2003 to September 2004

Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$25,571.17			\$28,532.91			(\$2,961.74)		Bank balance is \$2,961.74 less than the Quickbooks balance.
October	\$1,495.07	\$0.00	\$27,066.24	\$1,495.07	\$0.00	\$30,027.98	\$0.00	\$0.00	(\$2,961.74)		
November	\$396.52	\$2,250.00	\$25,212.76	\$396.52	\$2,250.00	\$28,174.50	\$0.00	\$0.00	(\$2,961.74)		
December	\$1,198.12	\$0.00	\$26,410.88	\$1,198.12	\$0.00	\$29,372.62	\$0.00	\$0.00	(\$2,961.74)		
January	\$583.92	\$0.00	\$26,994.80	\$583.92	\$0.00	\$29,956.54	\$0.00	\$0.00	(\$2,961.74)		
February	\$1,139.25	\$0.00	\$28,134.05	\$1,139.25	\$0.00	\$31,095.79	\$0.00	\$0.00	(\$2,961.74)		
March	\$878.41	\$0.00	\$29,012.46	\$878.41	\$0.00	\$31,974.20	\$0.00	\$0.00	(\$2,961.74)		
April	\$961.23	\$13,500.00	\$16,473.69	\$961.23	\$13,500.00	\$19,435.43	\$0.00	\$0.00	(\$2,961.74)		
May	\$837.10	\$7,000.00	\$10,310.79	\$837.10	\$7,000.00	\$13,272.53	\$0.00	\$0.00	(\$2,961.74)		
June	\$76.50	\$0.00	\$10,387.29	\$76.50	\$0.00	\$13,349.03	\$0.00	\$0.00	(\$2,961.74)		
July	\$2,005.44	\$0.00	\$12,392.73	\$2,005.44	\$0.00	\$15,354.47	\$0.00	\$0.00	(\$2,961.74)		
August	\$989.95	\$6,000.00	\$7,382.68	\$989.95	\$6,000.00	\$10,344.42	\$0.00	\$0.00	(\$2,961.74)		
September	\$842.83	\$0.00	\$8,225.51	\$842.83	\$2,961.74	\$8,225.51	\$0.00	(\$2,961.74)	\$0.00	(\$2,961.74)	An entry was made in Quickbooks on 9/30/2004 to adjust retained earnings by \$2,961.74. This amount is the variance at the beginning of the year.
TOTALS	\$11,404.34	\$28,750.00		\$11,404.34	\$31,711.74		\$0.00	(\$2,961.74)		(\$2,961.74)	Bank balance and Quickbooks balance agree.

October 2004 to September 2005

Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$8,225.51			\$8,225.51			\$0.00		
October	\$636.06	\$0.00	\$8,861.57	\$636.06	\$0.00	\$8,861.57	\$0.00	\$0.00	\$0.00		
November	\$840.14	\$0.00	\$9,701.71	\$840.14	\$0.00	\$9,701.71	\$0.00	\$0.00	\$0.00		
December	\$13,270.04	\$0.00	\$22,971.75	\$13,270.04	\$0.00	\$22,971.75	\$0.00	\$0.00	\$0.00		
January	\$798.06	\$6,000.00	\$17,769.81	\$798.06	\$6,000.00	\$17,769.81	\$0.00	\$0.00	\$0.00		
February	\$805.97	\$0.00	\$18,575.78	\$805.97	\$0.00	\$18,575.78	\$0.00	\$0.00	\$0.00		
March	\$5.96	\$6,000.00	\$12,581.74	\$5.96	\$6,000.00	\$12,581.74	\$0.00	\$0.00	\$0.00		
April	\$1,869.64	\$3,000.00	\$11,451.38	\$1,869.64	\$3,000.00	\$11,451.38	\$0.00	\$0.00	\$0.00		
May	\$574.25	\$0.00	\$12,025.63	\$574.25	\$0.00	\$12,025.63	\$0.00	\$0.00	\$0.00		
June	\$1,400.42	\$0.00	\$13,426.05	\$1,400.42	\$0.00	\$13,426.05	\$0.00	\$0.00	\$0.00		
July	\$521.98	\$0.00	\$13,948.03	\$521.98	\$0.00	\$13,948.03	\$0.00	\$0.00	\$0.00		
August	\$627.61	\$0.00	\$14,575.64	\$627.61	\$0.00	\$14,575.64	\$0.00	\$0.00	\$0.00		
September	\$1,228.96	\$0.00	\$15,804.60	\$1,228.96	\$0.00	\$15,804.60	\$0.00	\$0.00	\$0.00		
TOTALS	\$22,579.09	\$15,000.00		\$22,579.09	\$15,000.00		\$0.00	\$0.00		\$0.00	

October 2005 to September 2006

Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$15,804.60			\$15,804.60			\$0.00		
October	\$964.53	\$4,200.00	\$12,569.13	\$964.53	\$4,200.00	\$12,569.13	\$0.00	\$0.00	\$0.00		
November	\$623.39	\$0.00	\$13,192.52	\$623.39	\$0.00	\$13,192.52	\$0.00	\$0.00	\$0.00		
December	\$1,053.20	\$0.00	\$14,245.72	\$1,053.20	\$0.00	\$14,245.72	\$0.00	\$0.00	\$0.00		
January	\$11.24	\$0.00	\$14,256.96	\$11.24	\$0.00	\$14,256.96	\$0.00	\$0.00	\$0.00		
February	\$9.84	\$0.00	\$14,266.80	\$9.84	\$0.00	\$14,266.80	\$0.00	\$0.00	\$0.00		
March	\$10.91	\$0.00	\$14,277.71	\$10.91	\$0.00	\$14,277.71	\$0.00	\$0.00	\$0.00		
April	\$920.06	\$0.00	\$15,197.77	\$920.06	\$0.00	\$15,197.77	\$0.00	\$0.00	\$0.00		
May	\$1,223.06	\$0.00	\$16,420.83	\$1,223.06	\$0.00	\$16,420.83	\$0.00	\$0.00	\$0.00		
June	\$835.73	\$0.00	\$17,256.56	\$835.73	\$0.00	\$17,256.56	\$0.00	\$0.00	\$0.00		
July	\$736.65	\$0.00	\$17,993.21	\$736.65	\$0.00	\$17,993.21	\$0.00	\$0.00	\$0.00		
August	\$973.50	\$2,500.00	\$16,466.71	\$973.50	\$2,500.00	\$16,466.71	\$0.00	\$0.00	\$0.00		
September	\$18.32	\$0.00	\$16,485.03	\$18.32	\$100.00	\$16,385.03	\$0.00	(\$100.00)	\$100.00	(\$100.00)	Quickbooks recorded a transfer out of this account and into account 640964 for \$100 on 9/30/2006. This entry was not recorded in the bank statements.
TOTALS	\$7,380.43	\$6,700.00		\$7,380.43	\$6,800.00		\$0.00	(\$100.00)		(\$100.00)	Bank balance is \$100 higher than the Quickbooks balance, which includes the \$100 transfer that was not recorded at the bank during this fiscal year.

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

Village of Verdigre
Housing Grant Account xxxxxx832
October 2003 through September 2012

October 2006 to September 2007

Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$16,485.03			\$16,385.03			\$100.00		Bank balance is \$100 higher than the balance in Quickbooks.
October	\$1,338.70	\$0.00	\$17,823.73	\$1,338.70	\$0.00	\$17,723.73	\$0.00	\$0.00	\$100.00		
November	\$549.23	\$10,000.00	\$8,372.96	\$549.23	\$10,000.00	\$8,272.96	\$0.00	\$0.00	\$100.00		
December	\$825.29	\$5,000.00	\$4,198.25	\$825.29	\$5,000.00	\$4,098.25	\$0.00	\$0.00	\$100.00		
January	\$851.14	\$4,100.00	\$949.39	\$851.14	\$4,100.00	\$849.39	\$0.00	\$0.00	\$100.00		
February	\$778.80	\$0.00	\$1,728.19	\$782.21	\$0.00	\$1,631.60	(\$3.41)	\$0.00	\$96.59	(\$3.41)	Quickbooks had an interest entry of \$3.41 posted. This amount was not posted to the bank statement for this account until October 2011.
March	\$823.17	\$0.00	\$2,551.36	\$826.50	\$0.00	\$2,458.10	(\$3.33)	\$0.00	\$93.26	(\$3.33)	Quickbooks had an interest entry of \$3.33 posted. This interest was not posted to the bank statement for this account until November 2011.
April	\$3.03	\$0.00	\$2,554.39	\$3.03	\$0.00	\$2,461.13	\$0.00	\$0.00	\$93.26		
May	\$3.04	\$0.00	\$2,557.43	\$3.04	\$0.00	\$2,464.17	\$0.00	\$0.00	\$93.26		
June	\$2.84	\$0.00	\$2,560.27	\$2.84	\$0.00	\$2,467.01	\$0.00	\$0.00	\$93.26		
July	\$3.14	\$0.00	\$2,563.41	\$3.14	\$0.00	\$2,470.15	\$0.00	\$0.00	\$93.26		
August	\$3.05	\$0.00	\$2,566.46	\$3.05	\$0.00	\$2,473.20	\$0.00	\$0.00	\$93.26		
September	\$2.76	\$0.00	\$2,569.22	\$2.76	\$0.00	\$2,475.96	\$0.00	\$0.00	\$93.26		
TOTALS	\$5,184.19	\$19,100.00		\$5,190.93	\$19,100.00		(\$6.74)	\$0.00		(\$6.74)	Bank balance is \$93.26 higher than the Quickbooks balance, which includes beginning of the year variance of \$100 less the interest recorded in Quickbooks of \$6.74.

October 2007 to September 2008

Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$2,569.22			\$2,475.96			\$93.26		Bank balance is \$93.26 higher than the Quickbooks balance.
October	\$3.25	\$0.00	\$2,572.47	\$3.25	\$0.00	\$2,479.21	\$0.00	\$0.00	\$93.26		
November	\$11,644.71	\$0.00	\$14,217.18	\$11,644.71	\$0.00	\$14,123.92	\$0.00	\$0.00	\$93.26		
December	\$16.16	\$0.00	\$14,233.34	\$16.16	\$0.00	\$14,140.08	\$0.00	\$0.00	\$93.26		
January	\$14.35	\$0.00	\$14,247.69	\$14.35	\$0.00	\$14,154.43	\$0.00	\$0.00	\$93.26		
February	\$8.49	\$0.00	\$14,256.18	\$8.49	\$0.00	\$14,162.92	\$0.00	\$0.00	\$93.26		
March	\$8.61	\$0.00	\$14,264.79	\$8.61	\$0.00	\$14,171.53	\$0.00	\$0.00	\$93.26		
April	\$7.62	\$0.00	\$14,272.41	\$7.62	\$0.00	\$14,179.15	\$0.00	\$0.00	\$93.26		
May	\$7.62	\$0.00	\$14,280.03	\$7.62	\$0.00	\$14,186.77	\$0.00	\$0.00	\$93.26		
June	\$84.13	\$0.00	\$14,364.16	\$84.13	\$0.00	\$14,270.90	\$0.00	\$0.00	\$93.26		
July	\$7.93	\$0.00	\$14,372.09	\$7.93	\$0.00	\$14,278.83	\$0.00	\$0.00	\$93.26		
August	\$7.42	\$0.00	\$14,379.51	\$7.42	\$0.00	\$14,286.25	\$0.00	\$0.00	\$93.26		
September	\$8.19	\$0.00	\$14,387.70	\$8.19	\$0.00	\$14,294.44	\$0.00	\$0.00	\$93.26		
TOTALS	\$11,818.48	\$0.00		\$11,818.48	\$0.00		\$0.00	\$0.00		\$0.00	Bank balance is \$93.26 higher than the Quickbooks balance.

October 2008 to September 2009

Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$14,387.70			\$14,294.44			\$93.26		Bank balance is \$93.26 higher than the Quickbooks balance.
October	\$83.17	\$0.00	\$14,470.87	\$83.17	\$0.00	\$14,377.61	\$0.00	\$0.00	\$93.26		
November	\$5.55	\$0.00	\$14,476.42	\$5.55	\$0.00	\$14,383.16	\$0.00	\$0.00	\$93.26		
December	\$82.77	\$0.00	\$14,559.19	\$82.77	\$0.00	\$14,465.93	\$0.00	\$0.00	\$93.26		
January	\$5.98	\$0.00	\$14,565.17	\$5.98	\$0.00	\$14,471.91	\$0.00	\$0.00	\$93.26		
February	\$81.82	\$0.00	\$14,646.99	\$81.82	\$0.00	\$14,553.73	\$0.00	\$0.00	\$93.26		
March	\$3.81	\$0.00	\$14,650.80	\$3.81	\$0.00	\$14,557.54	\$0.00	\$0.00	\$93.26		
April	\$79.23	\$0.00	\$14,730.03	\$79.23	\$0.00	\$14,636.77	\$0.00	\$0.00	\$93.26		
May	\$2.93	\$0.00	\$14,732.96	\$2.93	\$0.00	\$14,639.70	\$0.00	\$0.00	\$93.26		
June	\$79.45	\$0.00	\$14,812.41	\$79.45	\$0.00	\$14,719.15	\$0.00	\$0.00	\$93.26		
July	\$527.71	\$0.00	\$15,340.12	\$527.71	\$0.00	\$15,246.86	\$0.00	\$0.00	\$93.26		
August	\$79.48	\$0.00	\$15,419.60	\$79.48	\$0.00	\$15,326.34	\$0.00	\$0.00	\$93.26		Village could not find a copy of this statement. APA calculated the activity based on prior and subsequent month statements.
September	\$451.27	\$0.00	\$15,870.87	\$451.27	\$0.00	\$15,777.61	\$0.00	\$0.00	\$93.26		
TOTALS	\$1,483.17	\$0.00		\$1,483.17	\$0.00		\$0.00	\$0.00		\$0.00	Bank balance is \$93.26 higher than the Quickbooks balance.

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

Village of Verdigre
Housing Grant Account xxxxxx832
October 2003 through September 2012

Exhibit B

October 2009 to September 2010											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$15,870.87			\$15,777.61			\$93.26		Bank balance is \$93.26 higher than the Quickbooks balance.
October	\$655.57	\$0.00	\$16,526.44	\$655.57	\$0.00	\$16,433.18	\$0.00	\$0.00	\$93.26		
November	\$3.51	\$0.00	\$16,529.95	\$3.51	\$0.00	\$16,436.69	\$0.00	\$0.00	\$93.26		
December	\$858.22	\$0.00	\$17,388.17	\$858.22	\$0.00	\$17,294.91	\$0.00	\$0.00	\$93.26		
January	\$837.66	\$0.00	\$18,225.83	\$837.66	\$0.00	\$18,132.57	\$0.00	\$0.00	\$93.26		
February	\$3.50	\$0.00	\$18,229.33	\$3.50	\$0.00	\$18,136.07	\$0.00	\$0.00	\$93.26		
March	\$107.37	\$0.00	\$18,336.70	\$107.37	\$0.00	\$18,243.44	\$0.00	\$0.00	\$93.26		
April	\$3.77	\$0.00	\$18,340.47	\$3.77	\$0.00	\$18,247.21	\$0.00	\$0.00	\$93.26		
May	\$3.52	\$0.00	\$18,343.99	\$3.52	\$0.00	\$18,250.73	\$0.00	\$0.00	\$93.26		
June	\$4.15	\$0.00	\$18,348.14	\$4.15	\$0.00	\$18,254.88	\$0.00	\$0.00	\$93.26		
July	\$3.77	\$0.00	\$18,351.91	\$3.77	\$0.00	\$18,258.65	\$0.00	\$0.00	\$93.26		
August	\$4.02	\$0.00	\$18,355.93	\$4.02	\$0.00	\$18,262.67	\$0.00	\$0.00	\$93.26		
September	\$2.31	\$0.00	\$18,358.24	\$2.31	\$0.00	\$18,264.98	\$0.00	\$0.00	\$93.26		
TOTALS	\$2,487.37	\$0.00		\$2,487.37	\$0.00		\$0.00	\$0.00		\$0.00	Bank balance is \$93.26 higher than the Quickbooks balance.

October 2010 to September 2011											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$18,358.24			\$18,264.98			\$93.26		Bank balance is \$93.26 higher than the Quickbooks balance.
October	\$2.17	\$2,500.00	\$15,860.41	\$2.17	\$2,500.00	\$15,767.15	\$0.00	\$0.00	\$93.26		
November	\$400.51	\$5,000.00	\$11,260.92	\$400.51	\$5,000.00	\$11,167.66	\$0.00	\$0.00	\$93.26		
December	\$150.77	\$0.00	\$11,411.69	\$150.77	\$0.00	\$11,318.43	\$0.00	\$0.00	\$93.26		
January	\$1.45	\$0.00	\$11,413.14	\$0.00	\$0.00	\$11,318.43	\$1.45	\$0.00	\$94.71	\$1.45	Deposit of \$1.45 in interest was posted to the bank on 1/31/2011 but was not recorded in Quickbooks.
February	\$12,083.65	\$0.00	\$23,496.79	\$0.00	\$0.00	\$11,318.43	\$12,083.65	\$0.00	\$12,178.36	\$12,083.65	Deposits of \$11,858.45 (deposit from account 641529) on 2/2/2011, \$149.33 on 2/4/2011 (an image of the deposit was not provided, so the APA could not determine who made the payment for deposit), \$73.22 on 2/8/2011 (payment from Marguerite V. Pavlik), and interest of \$2.65 on 2/28/2011 were all posted to the bank but not recorded in Quickbooks. Total is \$12,083.65.
March	\$832.55	\$0.00	\$24,329.34	\$0.00	\$0.00	\$11,318.43	\$832.55	\$0.00	\$13,010.91	\$832.55	Deposits of \$73.22 on 3/4/2011 (payment from Marguerite V. Pavlik), \$149.33 on 3/16/2011, \$229.25 on 3/16/2011, \$377.70 on 3/16/2011 (images of these deposits were not provided, so the APA could not determine who made the payments for deposit), and interest of \$3.05 on 3/31/2011 were all posted to the bank but not recorded in Quickbooks. Total is \$832.55.
April	\$432.75	\$0.00	\$24,762.09	\$149.33	\$0.00	\$11,467.76	\$283.42	\$0.00	\$13,294.33	\$283.42	Deposits of \$73.22 on 4/4/2011 (payment from Marguerite V. Pavlik), \$57.94 on 4/19/2011, \$149.33 on 4/19/2011 (images of these deposits were not provided, so the APA could not determine who made the payments for deposit), and interest of \$2.93 were all posted to the bank but not recorded in Quickbooks. Total is \$283.42.
May	\$76.48	\$0.00	\$24,838.57	\$0.00	\$0.00	\$11,467.76	\$76.48	\$0.00	\$13,370.81	\$76.48	Deposit of \$73.22 on 5/4/2011 (payment from Marguerite V. Pavlik) and interest of \$3.26 on 5/31/2011 were posted to bank but not recorded in Quickbooks. Total is \$76.48.
June	\$352.58	\$0.00	\$25,191.15	\$276.27	\$0.00	\$11,744.03	\$76.31	\$0.00	\$13,447.12	\$76.31	Deposit of \$73.22 on 6/6/2011 (payment from Marguerite V. Pavlik) and interest of \$3.09 on 6/30/2011 were posted to the bank but not recorded in Quickbooks. Total is \$76.31.
July	\$698.66	\$0.00	\$25,889.81	\$622.39	\$0.00	\$12,366.42	\$76.27	\$0.00	\$13,523.39	\$76.27	Deposit of \$73.22 on 7/5/2011 (payment from Marguerite V. Pavlik) and interest of \$3.05 on 7/29/2011 were posted to the bank but not recorded in Quickbooks. Total is \$76.27.
August	\$456.49	\$0.00	\$26,346.30	\$0.00	\$0.00	\$12,366.42	\$456.49	\$0.00	\$13,979.88	\$456.49	Deposit of \$73.22 on 8/4/2011 (payment from Marguerite V. Pavlik), \$379.74 on 8/24/2011 (an image of this deposit was not provided, so the APA could not determine who made the payments for deposit), and interest of \$3.53 on 8/31/2011 were all posted to the bank but not recorded on Quickbooks. Total is \$456.49.
September	\$276.48	\$0.00	\$26,622.78	\$14,263.10	\$0.00	\$26,629.52	(\$13,986.62)	\$0.00	(\$6.74)	(\$13,986.62)	Deposits of \$73.22 on 9/6/2011 (payment from Marguerite V. Pavlik), \$200 on 9/30/2011 (an image of this deposit was not provided, so the APA could not determine who made the payments for deposit), and interest of \$3.26 on 9/30/2011 were all posted to the bank but were not recorded in Quickbooks. Total is \$276.48. Additionally, a journal entry was made in Quickbooks for \$14,263.10 to adjust the balance of the account. This entry was not made to the bank.
TOTALS	\$15,764.54	\$7,500.00		\$15,864.54	\$7,500.00		(\$100.00)	\$0.00		(\$100.00)	Bank balance is \$6.74 lower than the Quickbooks balance, which consists of the two interest entries posted to this account and not the bank.

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

Village of Verdigre
Housing Grant Account xxxxxx832
October 2003 through September 2012

Exhibit B

October 2011 to September 2012

Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$26,622.78			\$26,629.52			(\$6.74)		Bank balance is \$6.74 less than the Quickbooks balance.
October	\$225.96	\$0.00	\$26,848.74	\$222.55	\$0.00	\$26,852.07	\$3.41	\$0.00	(\$3.33)	\$3.41	Interest of \$3.41 posted to the bank on 10/31/2011. This amount was previously recorded in Quickbooks.
November	\$255.02	\$0.00	\$27,103.76	\$251.69	\$0.00	\$27,103.76	\$3.33	\$0.00	(\$0.00)	\$3.33	Interest of \$3.33 posted to the bank on 11/30/2011. This amount was previously recorded in Quickbooks.
December	\$432.19	\$0.00	\$27,535.95	\$432.19	\$0.00	\$27,535.95	\$0.00	\$0.00	(\$0.00)		
January	\$284.13	\$0.00	\$27,820.08	\$284.13	\$0.00	\$27,820.08	\$0.00	\$0.00	(\$0.00)		
February	\$225.88	\$0.00	\$28,045.96	\$225.88	\$0.00	\$28,045.96	\$0.00	\$0.00	(\$0.00)		
March	\$371.91	\$0.00	\$28,417.87	\$371.91	\$0.00	\$28,417.87	\$0.00	\$0.00	(\$0.00)		
April	\$284.12	\$0.00	\$28,701.99	\$284.12	\$0.00	\$28,701.99	\$0.00	\$0.00	(\$0.00)		
May	\$76.88	\$0.00	\$28,778.87	\$76.88	\$0.00	\$28,778.87	\$0.00	\$0.00	(\$0.00)		
June	\$76.66	\$0.00	\$28,855.53	\$76.66	\$0.00	\$28,855.53	\$0.00	\$0.00	(\$0.00)		
July	\$77.02	\$0.00	\$28,932.55	\$77.02	\$0.00	\$28,932.55	\$0.00	\$0.00	(\$0.00)		
August	\$76.91	\$0.00	\$29,009.46	\$76.91	\$0.00	\$29,009.46	\$0.00	\$0.00	(\$0.00)		
September	\$76.57	\$0.00	\$29,086.03	\$76.57	\$0.00	\$29,086.03	\$0.00	\$0.00	(\$0.00)		
TOTALS	\$2,463.25	\$0.00		\$2,456.51	\$0.00		\$6.74	\$0.00		\$6.74	Bank balance and Quickbooks balance agree.
Source: Village's Pinnacle Bank statements and Village's QuickBooks records.											

Village of Verdigre
Housing Rehab Account xxxxxx838
October 2003 through September 2012

Exhibit C

Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$3,248.56			(\$6,085.44)			\$9,334.00		Bank balance is \$9,334 higher than the Quickbooks balance.
October	\$14,694.00	\$1,580.00	\$16,362.56	\$14,694.00	\$1,000.00	\$7,608.56	\$0.00	\$580.00	\$8,754.00		Check #21 for \$580 was recorded in Quickbook on 9/2/2003 (previous month) and posted to the bank on 10/3/2003 (reconciling item).
November	\$6,771.00	\$15,145.97	\$7,987.59	\$6,771.00	\$15,145.97	(\$766.41)	\$0.00	\$0.00	\$8,754.00		
December	\$27,785.00	\$5,819.09	\$29,953.50	\$27,785.00	\$29,530.27	(\$2,511.68)	\$0.00	(\$23,711.18)	\$32,465.18		Five checks totaling \$23,711.18 posted to Quickbooks on 12/17/2003, but were not posted to the bank until January 2004 (reconciling items).
January	\$11,263.00	\$34,773.98	\$6,442.52	\$11,263.00	\$11,062.80	(\$2,311.48)	\$0.00	\$23,711.18	\$8,754.00		Five checks totaling \$23,711.18 posted to Quickbooks on 12/17/2003, but were not posted to the bank until January 2004 (reconciling items).
February	\$1,253.00	\$1,252.54	\$6,442.98	\$1,253.00	\$1,252.54	(\$2,311.02)	\$0.00	\$0.00	\$8,754.00		
March	\$24,041.00	\$27,183.00	\$3,300.98	\$24,041.00	\$27,183.00	(\$5,453.02)	\$0.00	\$0.00	\$8,754.00		
April	\$34,535.00	\$12,500.00	\$25,335.98	\$34,535.00	\$27,147.11	\$1,934.87	\$0.00	(\$14,647.11)	\$23,401.11		Check #45 for \$10,455.11 was recorded in Quickbooks on 4/26/2004 but did not post to the bank until 5/7/2004 (reconciling item). Check #43 for \$4,192 was recorded in Quickbooks on 4/19/2004 but did not post to the bank until 6/9/2004 (reconciling item). Total of these two checks is \$14,647.11.
May	\$35,162.00	\$24,833.55	\$35,664.43	\$35,162.00	\$27,418.27	\$9,678.60	\$0.00	(\$2,584.72)	\$25,985.83		Check #45 for \$10,455.11 was recorded in Quickbooks on 4/26/2004 but did not post to the bank until 5/7/2004 (reconciling item). Check #46 for \$12,500 was recorded in Quickbooks on 5/10/2004 but did not post to the bank until 6/2/2004 (reconciling item). Check #47 for \$539.83 was recorded in Quickbooks on 5/10/2004 but did not post to the bank until 6/7/2004 (reconciling item). Net total of these items is -\$2,584.72.
June	\$8,523.00	\$17,231.83	\$26,955.60	\$8,523.00	\$16,592.02	\$1,609.58	\$0.00	\$639.81	\$25,346.02		Check #43 for \$4,192 was recorded in Quickbooks on 4/19/2004 but did not post to the bank until 6/9/2004 (reconciling item). Check #46 for \$12,500 was recorded in Quickbooks on 5/10/2004 but did not post to the bank until 6/2/2004 (reconciling item). Check #47 for \$539.83 was recorded in Quickbooks on 5/10/2004 but did not post to the bank until 6/7/2004 (reconciling item). These amounts total \$17,231.83 and posted to the bank. Seven checks totaling \$16,592.02 were recorded in Quickbooks in June 2004, but did not post to the bank until July 2004 (reconciling items). The net total of these amounts is \$639.81.
July	\$0.00	\$16,592.02	\$10,363.58	\$0.00	\$0.00	\$1,609.58	\$0.00	\$16,592.02	\$8,754.00		Seven checks totaling \$16,592.02 were recorded in Quickbooks in June 2004, but did not post to the bank until July 2004 (reconciling items).
August	\$27,893.00	\$11,114.78	\$27,141.80	\$27,893.00	\$22,168.61	\$7,333.97	\$0.00	(\$11,053.83)	\$19,807.83		Quickbooks recorded nine checks in August 2004, totaling \$22,168.61. Only \$11,114.78 of those checks were posted to the bank in August 2004. The difference is \$11,053.83 posted in subsequent months (reconciling items).
September	\$0.00	\$9,103.84	\$18,037.96	\$8,754.00	\$0.00	\$16,087.97	(\$8,754.00)	\$9,103.84	\$1,949.99	(\$8,754.00)	Of the \$11,053.83 in prior month Quickbooks checks that did not post to the bank, \$9,103.84 posted to the bank in September 2004. The remaining \$1,949.99 posted to the bank in November 2004 - see below.
TOTALS	\$191,920.00	\$177,130.60		\$200,674.00	\$178,500.59		(\$8,754.00)	(\$1,369.99)		(\$8,754.00)	Bank balance is \$1,949.99 higher than the Quickbooks balance, which consists of the outstanding check amounts at year end.

October 2004 to September 2005											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$18,037.96			\$16,087.97			\$1,949.99		Bank balance is \$1,949.99 higher than the Quickbooks balance, which consists of an outstanding check.
October	\$1,260.00	\$2,010.00	\$17,287.96	\$1,260.00	\$2,010.00	\$15,337.97	\$0.00	\$0.00	\$1,949.99		
November	\$0.00	\$1,949.99	\$15,337.97	\$0.00	\$0.00	\$15,337.97	\$0.00	\$1,949.99	\$0.00		Reconciling item from prior year. Check was written in August 2004 and posted to the bank in November 2004.
December	\$0.00	\$12,500.00	\$2,837.97	\$0.00	\$12,500.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
January	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
February	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
March	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
April	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
May	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
June	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
July	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
August	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
September	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
TOTALS	\$1,260.00	\$16,459.99		\$1,260.00	\$14,510.00		\$0.00	\$1,949.99		\$0.00	Bank balance and Quickbooks balance agree.

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

October 2005 to September 2006											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$2,837.97			\$2,837.97			\$0.00		
October	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
November	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
December	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
January	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
February	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
March	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
April	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
May	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
June	\$2,084.00	\$0.00	\$4,921.97	\$2,084.00	\$0.00	\$4,921.97	\$0.00	\$0.00	\$0.00		
July	\$0.00	\$2,084.00	\$2,837.97	\$0.00	\$2,084.00	\$2,837.97	\$0.00	\$0.00	\$0.00		
August	\$2,669.00	\$0.00	\$5,506.97	\$2,669.00	\$2,669.00	\$2,837.97	\$0.00	(\$2,669.00)	\$2,669.00		Check #72 for \$2,669 was recorded in Quickbooks on 8/24/2006 but was not posted to the bank until 9/1/2006 (reconciling item).
September	\$0.00	\$3,331.95	\$2,175.02	\$0.00	\$1,486.97	\$1,351.00	\$0.00	\$1,844.98	\$824.02		Check #72 for \$2,669 was recorded in Quickbooks on 8/24/2006 but was not posted to the bank until 9/1/2006 (reconciling item). Additionally, check #74 for \$824.02 was recorded in Quickbooks on 9/26/2006 but did not post to the bank until 10/3/2006 (reconciling item). The net total of these amounts is \$1,844.98.
TOTALS	\$4,753.00	\$5,415.95		\$4,753.00	\$6,239.97		\$0.00	(\$824.02)		\$0.00	Bank balance is \$824.02 higher than the Quickbooks balance and includes an outstanding check.

October 2006 to September 2007											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$2,175.02			\$1,351.00			\$824.02		Bank balance is \$824.02 higher than the Quickbooks balance.
October	\$2,759.00	\$3,583.02	\$1,351.00	\$2,759.00	\$2,759.00	\$1,351.00	\$0.00	\$824.02	\$0.00		Check #74 for \$824.02 was recorded in Quickbooks on 9/26/2006 but did not post to the bank until 10/3/2006 (reconciling item).
November	\$0.00	\$0.00	\$1,351.00	\$0.00	\$0.00	\$1,351.00	\$0.00	\$0.00	\$0.00		
December	\$0.00	\$0.00	\$1,351.00	\$0.00	\$0.00	\$1,351.00	\$0.00	\$0.00	\$0.00		
January	\$0.00	\$0.00	\$1,351.00	\$0.00	\$0.00	\$1,351.00	\$0.00	\$0.00	\$0.00		
February	\$4,265.00	\$516.00	\$5,100.00	\$4,265.00	\$516.00	\$5,100.00	\$0.00	\$0.00	\$0.00		
March	\$0.00	\$5,000.00	\$100.00	\$0.00	\$5,000.00	\$100.00	\$0.00	\$0.00	\$0.00		
April	\$307.59	\$0.00	\$407.59	\$307.59	\$0.00	\$407.59	\$0.00	\$0.00	\$0.00		
May	\$497.77	\$0.00	\$905.36	\$497.77	\$0.00	\$905.36	\$0.00	\$0.00	\$0.00		
June	\$275.15	\$0.00	\$1,180.51	\$275.15	\$0.00	\$1,180.51	\$0.00	\$0.00	\$0.00		
July	\$4,926.70	\$0.00	\$6,107.21	\$4,926.70	\$0.00	\$6,107.21	\$0.00	\$0.00	\$0.00		
August	\$1,007.02	\$0.00	\$7,114.23	\$1,007.02	\$0.00	\$7,114.23	\$0.00	\$0.00	\$0.00		
September	\$500.61	\$0.00	\$7,614.84	\$500.61	\$0.00	\$7,614.84	\$0.00	\$0.00	\$0.00		
TOTALS	\$14,538.84	\$9,099.02		\$14,538.84	\$8,275.00		\$0.00	\$824.02		\$0.00	

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

October 2007 to September 2008											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$7,614.84			\$7,614.84			\$0.00		
October	\$1,085.70	\$5,495.88	\$3,204.66	\$1,085.70	\$5,495.88	\$3,204.66	\$0.00	\$0.00	\$0.00		
November	\$0.00	\$0.00	\$3,204.66	\$0.00	\$0.00	\$3,204.66	\$0.00	\$0.00	\$0.00		
December	\$1,296.60	\$0.00	\$4,501.26	\$1,296.60	\$0.00	\$4,501.26	\$0.00	\$0.00	\$0.00		
January	\$10,700.91	\$0.00	\$15,202.17	\$10,738.66	\$0.00	\$15,239.92	(\$37.75)	\$0.00	(\$37.75)		A transfer into the account for \$37.75 (Jedlicka) was recorded in Quickbooks on 1/14/2008 but was not posted to the bank.
February	\$0.00	\$0.00	\$15,202.17	\$0.00	\$0.00	\$15,239.92	\$0.00	\$0.00	(\$37.75)		
March	\$528.43	\$54.65	\$15,675.95	\$528.43	\$54.65	\$15,713.70	\$0.00	\$0.00	(\$37.75)		
April	\$555.18	\$0.00	\$16,231.13	\$555.18	\$0.00	\$16,268.88	\$0.00	\$0.00	(\$37.75)		
May	\$2,020.12	\$0.00	\$18,251.25	\$2,020.12	\$0.00	\$18,289.00	\$0.00	\$0.00	(\$37.75)		
June	\$286.50	\$0.00	\$18,537.75	\$286.50	\$0.00	\$18,575.50	\$0.00	\$0.00	(\$37.75)		
July	\$279.28	\$0.00	\$18,817.03	\$279.28	\$0.00	\$18,854.78	\$0.00	\$0.00	(\$37.75)		
August	\$0.00	\$0.00	\$18,817.03	\$0.00	\$0.00	\$18,854.78	\$0.00	\$0.00	(\$37.75)		
September	\$2,464.34	\$0.00	\$21,281.37	\$2,464.34	\$0.00	\$21,319.12	\$0.00	\$0.00	(\$37.75)		
TOTALS	\$19,217.06	\$5,550.53		\$19,254.81	\$5,550.53		(\$37.75)	\$0.00		\$0.00	Bank balance is \$37.75 lower than the Quickbooks balance due to the transfer that was not posted to the bank.

October 2008 to September 2009											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$21,281.37			\$21,319.12			(\$37.75)		Bank balance is \$37.75 lower than the Quickbooks balance.
October	\$1,310.25	\$0.00	\$22,591.62	\$1,310.25	\$0.00	\$22,629.37	\$0.00	\$0.00	(\$37.75)		
November	\$963.64	\$0.00	\$23,555.26	\$963.64	\$0.00	\$23,593.01	\$0.00	\$0.00	(\$37.75)		
December	\$1,211.80	\$0.00	\$24,767.06	\$1,211.80	\$0.00	\$24,804.81	\$0.00	\$0.00	(\$37.75)		
January	\$898.89	\$0.00	\$25,665.95	\$898.89	\$0.00	\$25,703.70	\$0.00	\$0.00	(\$37.75)		
February	\$1,224.41	\$0.00	\$26,890.36	\$1,224.41	\$0.00	\$26,928.11	\$0.00	\$0.00	(\$37.75)		
March	\$1,181.96	\$0.00	\$28,072.32	\$1,181.96	\$0.00	\$28,110.07	\$0.00	\$0.00	(\$37.75)		
April	\$1,319.28	\$0.00	\$29,391.60	\$1,319.28	\$0.00	\$29,429.35	\$0.00	\$0.00	(\$37.75)		
May	\$797.67	\$1,599.00	\$28,590.27	\$797.67	\$1,599.00	\$28,628.02	\$0.00	\$0.00	(\$37.75)		
June	\$1,461.50	\$8,580.00	\$21,471.77	\$1,461.50	\$8,580.00	\$21,509.52	\$0.00	\$0.00	(\$37.75)		
July	\$144.84	\$0.00	\$21,616.61	\$144.84	\$0.00	\$21,654.36	\$0.00	\$0.00	(\$37.75)		
August	\$1,670.94	\$14,920.00	\$8,367.55	\$1,670.94	\$14,920.00	\$8,405.30	\$0.00	\$0.00	(\$37.75)		
September	\$531.34	\$0.00	\$8,898.89	\$531.34	\$0.00	\$8,936.64	\$0.00	\$0.00	(\$37.75)		
TOTALS	\$12,716.52	\$25,099.00		\$12,716.52	\$25,099.00		\$0.00	\$0.00		\$0.00	Bank balance is \$37.75 lower than the Quickbooks balance.

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

Village of Verdigre
Housing Rehab Account xxxxxx838
October 2003 through September 2012

Exhibit C

October 2009 to September 2010											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$8,898.89			\$8,936.64			(\$37.75)		Bank balance is \$37.75 less than the Quickbooks balance.
October	\$144.84	\$0.00	\$9,043.73	\$144.84	\$0.00	\$9,081.48	\$0.00	\$0.00	(\$37.75)		
November	\$1,128.99	\$0.00	\$10,172.72	\$1,128.99	\$0.00	\$10,210.47	\$0.00	\$0.00	(\$37.75)		
December	\$2,107.41	\$0.00	\$12,280.13	\$2,107.41	\$0.00	\$12,317.88	\$0.00	\$0.00	(\$37.75)		
January	\$287.59	\$1,450.00	\$11,117.72	\$287.59	\$1,450.00	\$11,155.47	\$0.00	\$0.00	(\$37.75)		
February	\$587.26	\$0.00	\$11,704.98	\$587.26	\$0.00	\$11,742.73	\$0.00	\$0.00	(\$37.75)		
March	\$1,831.97	\$0.00	\$13,536.95	\$2,098.60	\$0.00	\$13,841.33	(\$266.63)	\$0.00	(\$304.38)	(\$266.63)	A deposit of \$266.63 was recorded in Quickbooks, but was not posted to the bank. Per review of Quickbooks, this amount consisted of two transactions - a deposit of \$148.65 for recycling income and a deposit for \$117.98 for a refund for street department light. It appears these transactions were coded to the wrong account in Quickbooks.
April	\$45,508.44	\$6,564.65	\$52,480.74	\$45,508.44	\$6,564.65	\$52,785.12	\$0.00	\$0.00	(\$304.38)		
May	\$33,332.39	\$48,601.00	\$37,212.13	\$33,332.39	\$48,601.00	\$37,516.51	\$0.00	\$0.00	(\$304.38)		
June	\$921.55	\$33,587.20	\$4,546.48	\$921.55	\$33,587.20	\$4,850.86	\$0.00	\$0.00	(\$304.38)		
July	\$101,559.89	\$0.00	\$106,106.37	\$101,559.89	\$0.00	\$106,410.75	\$0.00	\$0.00	(\$304.38)		
August	\$19,006.28	\$100,938.00	\$24,174.65	\$19,006.28	\$100,938.00	\$24,479.03	\$0.00	\$0.00	(\$304.38)		
September	\$949.92	\$17,611.00	\$7,513.57	\$949.92	\$16,749.00	\$8,679.95	\$0.00	\$862.00	(\$1,166.38)	(\$862.00)	Check #97 for \$862 was recorded in Quickbooks on 10/18/2010, but posted to the bank on 9/10/2010 (reconciling item).
TOTALS	\$207,366.53	\$208,751.85		\$207,633.16	\$207,889.85		(\$266.63)	\$862.00		(\$1,128.63)	Bank balance is \$1,166.38 less than the balance in Quickbooks, which includes the beginning of the year variance of \$37.75, the \$266.63 deposit not posted to the bank and the \$862 outstanding check.

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

October 2010 to September 2011											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$7,513.57			\$8,679.95			(\$1,166.38)		Bank balance is \$1,166.38 less than the Quickbooks balance.
October	\$46,982.12	\$49,760.73	\$4,734.96	\$47,982.12	\$54,602.73	\$2,059.34	(\$1,000.00)	(\$4,842.00)	\$2,675.62		Deposits Variance: A deposit of \$1,000 was recorded on Quickbooks on 10/29/2010 but did not post to the bank until 11/1/2010 (reconciling item). Checks Variance: As noted in previous year, check #97 for \$862 was recorded in Quickbooks on 10/18/2010; however, it appears that date was incorrect because the check posted to the bank on 9/10/2010 (reconciling item). Additionally, check #100 for \$3,980 was recorded in Quickbooks on 10/25/2010 but it did not post to the bank until 11/15/2010 (reconciling item). The net of these amounts is -\$4,842.
November	\$7,266.55	\$8,118.86	\$3,882.65	\$6,266.55	\$4,358.13	\$3,967.76	\$1,000.00	\$3,760.73	(\$85.11)		Deposits Variance: Deposit of \$1,000 was recorded on Quickbooks on 10/29/2010 but did not post to the bank until 11/1/2010 (reconciling item). Checks Variance: Check #100 for \$3,980 was recorded in Quickbooks on 10/25/2010 but it did not post to the bank until 11/15/2010 (reconciling item). Additionally, a check for \$219.27 was recorded in Quickbooks on 11/29/2010 but did not post to the bank until 12/6/2010 (reconciling item). The net of these amounts is \$3,760.73.
December	\$6,040.79	\$2,080.41	\$7,843.03	\$6,040.79	\$1,861.14	\$8,147.41	\$0.00	\$219.27	(\$304.38)		Check for \$219.27 was recorded in Quickbooks on 11/29/2010 but did not post to the bank until 12/6/2010 (reconciling item).
January	\$5,540.82	\$0.00	\$13,383.85	\$5,540.82	\$0.00	\$13,688.23	\$0.00	\$0.00	(\$304.38)		
February	\$2,750.14	\$4,573.00	\$11,560.99	\$0.00	\$0.00	\$13,688.23	\$2,750.14	\$4,573.00	(\$2,127.24)	(\$1,822.86)	There were no deposits or checks recorded in Quickbooks this month. Deposits included: \$1,260.51 from account 474568, \$203.73 (Morse), \$73.97 (Schreier), \$83.17 (Novacek), \$72 (Timmerman), \$50 (Wiese), \$50 (Wiese), \$82.77 (Vondracek), \$200 (J Bartling), \$200 (Jones), \$50 (Wiese), \$279.15 (Jedlicka), and \$144.84 (Goldfuss). Check included was \$4,573 to NENEDD.
March	\$3,435.16	\$2,664.00	\$12,332.15	\$0.00	\$0.00	\$13,688.23	\$3,435.16	\$2,664.00	(\$1,356.08)	\$771.16	There were no deposits or checks recorded in Quickbooks this month. Deposits included: \$70.16 (Effe), \$24.08 (Crosley), \$50 (Wiese), \$50 (Wiese), \$70.16 (Effe), \$2.77 (Vondracek), \$279.15 (Jedlicka), \$144.84 (Goldfuss), and \$2,664 from the State of Nebraska. Check included \$2,664 to NENEDD.
April	\$2,137.60	\$8,320.86	\$6,148.89	\$0.00	\$0.00	\$13,688.23	\$2,137.60	\$8,320.86	(\$7,539.34)	(\$6,183.26)	There were no deposits or checks recorded in Quickbooks this month. Deposits included: \$279.15 (Jedlicka), \$50 (Wiese), \$73.97 (Schreier), \$50 (Wiese), \$72 (Timmerman), \$82.77 (Vondracek), \$736.90 (not identified), \$70.16 (Effe), \$200 (Jones), \$50 (Wiese), \$50 (Wiese), \$50 (Wiese), \$24.08 (Crosley), \$203.73 (Morse), and \$144.84 (Goldfuss). Check included \$8,320.86 to Dave Lurz Concrete for J Bartling loan.
May	\$4,150.13	\$375.00	\$9,924.02	\$0.00	\$0.00	\$13,688.23	\$4,150.13	\$375.00	(\$3,764.21)	\$3,775.13	There were no deposits or checks recorded in Quickbooks this month. Deposits included: \$73.97 (Schreier), \$50 (Wiese), \$200 (J Bartling), \$279.15 (Jedlicka), \$50 (Wiese), \$200 (Jones), \$72 (Timmerman), \$83.17 (Novacek), \$144.84 (Goldfuss), and \$2,997 from the State of Nebraska. Check included \$375 check to McNally Law office.
June	\$6,613.44	\$2,997.00	\$13,540.46	\$0.00	\$0.00	\$13,688.23	\$6,613.44	\$2,997.00	(\$147.77)	\$3,616.44	There were no deposits or checks recorded in Quickbooks this month. Deposits included: \$50 (Wiese), \$50 (Wiese), \$50 (Wiese), \$83.17 (Novacek), \$279.15 (Jedlicka), \$4,676.64 (Kopejtko), \$1,279.64 (not identified), and \$144.84 (Goldfuss). Check included \$2,997 to NENEDD.
July	\$1,247.98	\$0.00	\$14,788.44	\$12,154.98	\$0.00	\$25,843.21	(\$10,907.00)	\$0.00	(\$11,054.77)	(\$10,521.42)	Deposit of \$144.84 (Goldfuss) was posted to the bank on 7/5/2011 but was not recorded in Quickbooks. Additionally, it appears deposits in the amount of \$10,666.26 were incorrectly recorded to this account in Quickbooks. Finally, a deposit for \$385.58 was recorded in Quickbooks on 7/28/2011 but did not post to the bank until 8/1/2011 (reconciling item). The net total for these transactions is -\$10,907.
August	\$1,386.57	\$0.00	\$16,175.01	\$0.00	\$0.00	\$25,843.21	\$1,386.57	\$0.00	(\$9,668.20)	\$1,000.99	There were no deposits recorded in Quickbooks this month. Deposits included: \$82.77 (Vondracek), \$50 (Wiese), \$24.08 (Crosley), \$203.73 (Morse), \$25 (Wiese) for a total of \$385.58 that were recorded in Quickbooks last month (reconciling item). Additionally, deposits of \$200 (Jones), \$70.16 (Effe), \$24.08 (Crosley), \$50 (Wiese), \$200 (J Bartling), \$83.17 (Novacek), \$72 (Timmerman), \$73.97 (Schreier), \$82.77 (Vondracek), and \$144.84 (Goldfuss) were not recorded in Quickbooks.
September	\$2,450.62	\$0.00	\$18,625.63	\$0.00	\$7,217.58	\$18,625.63	\$2,450.62	(\$7,217.58)	\$0.00	\$9,668.20	There were no deposits were recorded in Quickbooks this month. Deposits include: \$25 (Wiese), \$112.64 (Ron W.), \$57.94 (Rohrer), \$57.94 (Rohrer), \$263.14 (Sokol Electric), \$279.15 (Jedlicka), \$57.36 (Wesche), \$203.73 (Morse), \$279.15 (Jedlicka), \$73.97 (Schreier), \$83.17 (Novacek), \$25 (Wiese), \$82.77 (Vondracek), \$72 (Timmerman), \$284.85 (Verdigre Farm Service), \$70.16 (Effe), \$50 (Wiese), \$203.73 (Morse), \$24.08 (Crosley), and \$144.84 (Goldfuss). Checks Variance: Journal entry in Quickbooks was made to balance the bank amount to the Quickbooks amount in the account on 9/30/2011 for -\$7,217.58. This entry was not in the bank.
TOTALS	\$90,001.92	\$78,889.86		\$77,985.26	\$68,039.58		\$12,016.66	\$10,850.28		\$304.38	Bank balance agrees to the Quickbooks balance. The variance was reconciled by taking the beginning of the year variance of \$1,166.38 less the outstanding check at the beginning of the year of \$862. The remaining variance was \$304.38, which is the net total of all of the current year unrecorded transactions.

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

Village of Verdigre
Housing Rehab Account xxxxxx838
October 2003 through September 2012

Exhibit C

October 2011 to September 2012											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$18,625.63			\$18,625.63			\$0.00		
October	\$1,164.00	\$384.85	\$19,404.78	\$1,164.00	\$384.85	\$19,404.78	\$0.00	\$0.00	\$0.00		
November	\$1,913.52	\$0.00	\$21,318.30	\$1,913.52	\$0.00	\$21,318.30	\$0.00	\$0.00	\$0.00		
December	\$1,457.03	\$0.00	\$22,775.33	\$1,457.03	\$0.00	\$22,775.33	\$0.00	\$0.00	\$0.00		
January	\$4,628.19	\$2,894.32	\$24,509.20	\$1,733.87	\$0.00	\$24,509.20	\$2,894.32	\$2,894.32	\$0.00		A deposit of \$2,894.32 was posted to the bank on 1/10/2012 and then transferred out of this account to the general fund on 1/17/2012. These debits and credits to the bank account were not recorded in Quickbooks.
February	\$1,305.14	\$0.00	\$25,814.34	\$1,533.87	\$0.00	\$26,043.07	(\$228.73)	\$0.00	(\$228.73)		Deposit of \$228.73 was recorded on 2/3/2012 in Quickbooks but was not posted to the bank until 3/1/2012 (reconciling item).
March	\$1,358.87	\$90.00	\$27,083.21	\$1,130.14	\$90.00	\$27,083.21	\$228.73	\$0.00	\$0.00		Deposit of \$228.73 was recorded on 2/3/2012 in Quickbooks but was not posted to the bank until 3/1/2012 (reconciling item).
April	\$1,537.60	\$205.00	\$28,415.81	\$1,537.60	\$205.00	\$28,415.81	\$0.00	\$0.00	\$0.00		
May	\$1,657.03	\$0.00	\$30,072.84	\$1,657.03	\$0.00	\$30,072.84	\$0.00	\$0.00	\$0.00		
June	\$1,841.14	\$0.00	\$31,913.98	\$1,841.14	\$0.00	\$31,913.98	\$0.00	\$0.00	\$0.00		
July	\$1,691.14	\$0.00	\$33,605.12	\$1,691.14	\$0.00	\$33,605.12	\$0.00	\$0.00	\$0.00		
August	\$1,731.53	\$399.21	\$34,937.44	\$1,731.53	\$399.21	\$34,937.44	\$0.00	\$0.00	\$0.00		
September	\$1,641.14	\$0.00	\$36,578.58	\$1,641.14	\$0.00	\$36,578.58	\$0.00	\$0.00	\$0.00		
TOTALS	\$21,926.33	\$3,973.38		\$19,032.01	\$1,079.06		\$2,894.32	\$2,894.32		\$0.00	

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

Village of Verdigre
Housing Grant Acct 2 xxxxxx529
October 2003 through September 2012

Exhibit D

October 2003 to September 2004											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$0.00			\$0.00			\$0.00		
October	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
November	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
December	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
July	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
August	\$256.12	\$0.00	\$256.12	\$256.12	\$0.00	\$256.12	\$0.00	\$0.00	\$0.00		
September	\$305.26	\$0.00	\$561.38	\$305.26	\$0.00	\$561.38	\$0.00	\$0.00	\$0.00		
TOTALS	\$561.38	\$0.00		\$561.38	\$0.00		\$0.00	\$0.00		\$0.00	

October 2004 to September 2005											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$561.38			\$561.38			\$0.00		
October	\$305.33	\$0.00	\$866.71	\$305.33	\$0.00	\$866.71	\$0.00	\$0.00	\$0.00		
November	\$805.47	\$0.00	\$1,672.18	\$805.47	\$0.00	\$1,672.18	\$0.00	\$0.00	\$0.00		
December	\$219.69	\$0.00	\$1,891.87	\$219.69	\$0.00	\$1,891.87	\$0.00	\$0.00	\$0.00		
January	\$305.82	\$0.00	\$2,197.69	\$305.82	\$0.00	\$2,197.69	\$0.00	\$0.00	\$0.00		
February	\$309.93	\$0.00	\$2,507.62	\$309.93	\$0.00	\$2,507.62	\$0.00	\$0.00	\$0.00		
March	\$74.00	\$0.00	\$2,581.62	\$74.00	\$0.00	\$2,581.62	\$0.00	\$0.00	\$0.00		
April	\$546.17	\$0.00	\$3,127.79	\$546.17	\$0.00	\$3,127.79	\$0.00	\$0.00	\$0.00		
May	\$310.49	\$0.00	\$3,438.28	\$310.49	\$0.00	\$3,438.28	\$0.00	\$0.00	\$0.00		
June	\$810.66	\$0.00	\$4,248.94	\$810.66	\$0.00	\$4,248.94	\$0.00	\$0.00	\$0.00		
July	\$311.10	\$0.00	\$4,560.04	\$311.10	\$0.00	\$4,560.04	\$0.00	\$0.00	\$0.00		
August	\$311.73	\$0.00	\$4,871.77	\$311.73	\$0.00	\$4,871.77	\$0.00	\$0.00	\$0.00		
September	\$312.18	\$0.00	\$5,183.95	\$312.18	\$0.00	\$5,183.95	\$0.00	\$0.00	\$0.00		
TOTALS	\$4,622.57	\$0.00		\$4,622.57	\$0.00		\$0.00	\$0.00		\$0.00	

Source: Village's Pinnacle Bank statements and Village's QuickBooks records. (Account Closed as of February 2011)

October 2005 to September 2006											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$5,183.95			\$5,183.95			\$0.00		
October	\$312.79	\$0.00	\$5,496.74	\$312.79	\$0.00	\$5,496.74	\$0.00	\$0.00	\$0.00		
November	\$313.20	\$0.00	\$5,809.94	\$313.20	\$0.00	\$5,809.94	\$0.00	\$0.00	\$0.00		
December	\$660.90	\$0.00	\$6,470.84	\$660.90	\$0.00	\$6,470.84	\$0.00	\$0.00	\$0.00		
January	\$314.00	\$0.00	\$6,784.84	\$314.00	\$0.00	\$6,784.84	\$0.00	\$0.00	\$0.00		
February	\$314.35	\$0.00	\$7,099.19	\$314.35	\$0.00	\$7,099.19	\$0.00	\$0.00	\$0.00		
March	\$78.12	\$0.00	\$7,177.31	\$78.12	\$0.00	\$7,177.31	\$0.00	\$0.00	\$0.00		
April	\$314.69	\$0.00	\$7,492.00	\$314.69	\$0.00	\$7,492.00	\$0.00	\$0.00	\$0.00		
May	\$314.74	\$0.00	\$7,806.74	\$314.74	\$0.00	\$7,806.74	\$0.00	\$0.00	\$0.00		
June	\$316.46	\$0.00	\$8,123.20	\$316.46	\$0.00	\$8,123.20	\$0.00	\$0.00	\$0.00		
July	\$317.16	\$0.00	\$8,440.36	\$317.16	\$0.00	\$8,440.36	\$0.00	\$0.00	\$0.00		
August	\$319.19	\$0.00	\$8,759.55	\$319.19	\$0.00	\$8,759.55	\$0.00	\$0.00	\$0.00		
September	\$83.50	\$0.00	\$8,843.05	\$83.50	\$0.00	\$8,843.05	\$0.00	\$0.00	\$0.00		
TOTALS	\$3,659.10	\$0.00		\$3,659.10	\$0.00		\$0.00	\$0.00		\$0.00	

October 2006 to September 2007											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$8,843.05			\$8,843.05			\$0.00		
October	\$319.40	\$0.00	\$9,162.45	\$319.40	\$0.00	\$9,162.45	\$0.00	\$0.00	\$0.00		
November	\$344.18	\$0.00	\$9,506.63	\$344.18	\$0.00	\$9,506.63	\$0.00	\$0.00	\$0.00		
December	\$320.10	\$0.00	\$9,826.73	\$320.10	\$9,200.00	\$626.73	\$0.00	(\$9,200.00)	\$9,200.00		Transfer of \$9,200 recorded in Quickbooks on 12/29/2006 but not posted to the bank until 1/2/2007 (reconciling item).
January	\$317.27	\$9,801.00	\$343.00	\$317.27	\$601.00	\$343.00	\$0.00	\$9,200.00	\$0.00		Transfer of \$9,200 recorded in Quickbooks on 12/29/2006 but not posted to the bank until 1/2/2007 (reconciling item).
February	\$309.46	\$0.00	\$652.46	\$309.46	\$0.00	\$652.46	\$0.00	\$0.00	\$0.00		
March	\$309.90	\$0.00	\$962.36	\$309.90	\$0.00	\$962.36	\$0.00	\$0.00	\$0.00		
April	\$310.29	\$0.00	\$1,272.65	\$310.29	\$0.00	\$1,272.65	\$0.00	\$0.00	\$0.00		
May	\$310.63	\$0.00	\$1,583.28	\$310.63	\$0.00	\$1,583.28	\$0.00	\$0.00	\$0.00		
June	\$311.00	\$0.00	\$1,894.28	\$311.00	\$0.00	\$1,894.28	\$0.00	\$0.00	\$0.00		
July	\$75.41	\$0.00	\$1,969.69	\$75.41	\$0.00	\$1,969.69	\$0.00	\$0.00	\$0.00		
August	\$475.56	\$0.00	\$2,445.25	\$475.56	\$0.00	\$2,445.25	\$0.00	\$0.00	\$0.00		
September	\$384.12	\$0.00	\$2,829.37	\$384.12	\$0.00	\$2,829.37	\$0.00	\$0.00	\$0.00		
TOTALS	\$3,787.32	\$9,801.00		\$3,787.32	\$9,801.00		\$0.00	\$0.00		\$0.00	

Source: Village's Pinnacle Bank statements and Village's QuickBooks records. (Account Closed as of February 2011)

Village of Verdigre
Housing Grant Acct 2 xxxxxx529
October 2003 through September 2012

Exhibit D

October 2007 to September 2008											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$2,829.37			\$2,829.37			\$0.00		
October	\$312.44	\$0.00	\$3,141.81	\$312.44	\$0.00	\$3,141.81	\$0.00	\$0.00	\$0.00		
November	\$312.87	\$0.00	\$3,454.68	\$312.87	\$0.00	\$3,454.68	\$0.00	\$0.00	\$0.00		
December	\$223.12	\$0.00	\$3,677.80	\$223.12	\$0.00	\$3,677.80	\$0.00	\$0.00	\$0.00		
January	\$313.31	\$0.00	\$3,991.11	\$313.31	\$0.00	\$3,991.11	\$0.00	\$0.00	\$0.00		
February	\$492.55	\$0.00	\$4,483.66	\$492.55	\$0.00	\$4,483.66	\$0.00	\$0.00	\$0.00		
March	\$221.80	\$0.00	\$4,705.46	\$221.80	\$0.00	\$4,705.46	\$0.00	\$0.00	\$0.00		
April	\$75.92	\$0.00	\$4,781.38	\$75.92	\$0.00	\$4,781.38	\$0.00	\$0.00	\$0.00		
May	\$567.72	\$0.00	\$5,349.10	\$567.72	\$0.00	\$5,349.10	\$0.00	\$0.00	\$0.00		
June	\$322.14	\$0.00	\$5,671.24	\$322.14	\$0.00	\$5,671.24	\$0.00	\$0.00	\$0.00		
July	\$222.20	\$0.00	\$5,893.44	\$222.20	\$0.00	\$5,893.44	\$0.00	\$0.00	\$0.00		
August	\$176.48	\$0.00	\$6,069.92	\$176.48	\$0.00	\$6,069.92	\$0.00	\$0.00	\$0.00		
September	\$368.53	\$0.00	\$6,438.45	\$368.53	\$0.00	\$6,438.45	\$0.00	\$0.00	\$0.00		
TOTALS	\$3,609.08	\$0.00		\$3,609.08	\$0.00		\$0.00	\$0.00		\$0.00	

October 2008 to September 2009											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$6,438.45			\$6,438.45			\$0.00		
October	\$422.68	\$0.00	\$6,861.13	\$422.68	\$0.00	\$6,861.13	\$0.00	\$0.00	\$0.00		
November	\$222.17	\$0.00	\$7,083.30	\$222.17	\$0.00	\$7,083.30	\$0.00	\$0.00	\$0.00		
December	\$222.08	\$0.00	\$7,305.38	\$222.08	\$0.00	\$7,305.38	\$0.00	\$0.00	\$0.00		
January	\$322.28	\$0.00	\$7,627.66	\$322.28	\$0.00	\$7,627.66	\$0.00	\$0.00	\$0.00		
February	\$322.38	\$0.00	\$7,950.04	\$322.38	\$0.00	\$7,950.04	\$0.00	\$0.00	\$0.00		
March	\$147.93	\$0.00	\$8,097.97	\$147.93	\$0.00	\$8,097.97	\$0.00	\$0.00	\$0.00		
April	\$420.91	\$0.00	\$8,518.88	\$420.91	\$0.00	\$8,518.88	\$0.00	\$0.00	\$0.00		
May	\$220.92	\$0.00	\$8,739.80	\$220.92	\$0.00	\$8,739.80	\$0.00	\$0.00	\$0.00		
June	\$75.07	\$0.00	\$8,814.87	\$75.07	\$0.00	\$8,814.87	\$0.00	\$0.00	\$0.00		
July	\$466.98	\$0.00	\$9,281.85	\$466.98	\$0.00	\$9,281.85	\$0.00	\$0.00	\$0.00		
August	\$75.19	\$0.00	\$9,357.04	\$75.19	\$0.00	\$9,357.04	\$0.00	\$0.00	\$0.00		
September	\$221.19	\$0.00	\$9,578.23	\$221.19	\$0.00	\$9,578.23	\$0.00	\$0.00	\$0.00		
TOTALS	\$3,139.78	\$0.00		\$3,139.78	\$0.00		\$0.00	\$0.00		\$0.00	

Source: Village's Pinnacle Bank statements and Village's QuickBooks records. (Account Closed as of February 2011)

Village of Verdigre
Housing Grant Acct 2 xxxxxx529
October 2003 through September 2012

Exhibit D

October 2009 to September 2010											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$9,578.23			\$9,578.23			\$0.00		
October	\$258.91	\$0.00	\$9,837.14	\$258.91	\$0.00	\$9,837.14	\$0.00	\$0.00	\$0.00		
November	\$175.30	\$0.00	\$10,012.44	\$175.30	\$0.00	\$10,012.44	\$0.00	\$0.00	\$0.00		
December	\$221.25	\$0.00	\$10,233.69	\$221.25	\$0.00	\$10,233.69	\$0.00	\$0.00	\$0.00		
January	\$175.39	\$0.00	\$10,409.08	\$175.39	\$0.00	\$10,409.08	\$0.00	\$0.00	\$0.00		
February	\$221.41	\$0.00	\$10,630.49	\$221.41	\$0.00	\$10,630.49	\$0.00	\$0.00	\$0.00		
March	\$75.26	\$0.00	\$10,705.75	\$75.26	\$0.00	\$10,705.75	\$0.00	\$0.00	\$0.00		
April	\$75.50	\$0.00	\$10,781.25	\$75.50	\$0.00	\$10,781.25	\$0.00	\$0.00	\$0.00		
May	\$275.44	\$0.00	\$11,056.69	\$275.44	\$0.00	\$11,056.69	\$0.00	\$0.00	\$0.00		
June	\$75.55	\$0.00	\$11,132.24	\$75.55	\$0.00	\$11,132.24	\$0.00	\$0.00	\$0.00		
July	\$175.51	\$0.00	\$11,307.75	\$175.51	\$0.00	\$11,307.75	\$0.00	\$0.00	\$0.00		
August	\$75.62	\$0.00	\$11,383.37	\$75.62	\$0.00	\$11,383.37	\$0.00	\$0.00	\$0.00		
September	\$175.33	\$0.00	\$11,558.70	\$175.33	\$0.00	\$11,558.70	\$0.00	\$0.00	\$0.00		
TOTALS	\$1,980.47	\$0.00		\$1,980.47	\$0.00		\$0.00	\$0.00		\$0.00	

October 2010 to September 2011											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$11,558.70			\$11,558.70			\$0.00		
October	\$74.64	\$0.00	\$11,633.34	\$76.06	\$0.00	\$11,634.76	(\$1.42)	\$0.00	(\$1.42)	(\$1.42)	It appears Quickbooks recorded the interest of \$1.42 twice - once on 10/4/2010 and once on 10/11/2010.
November	\$74.70	\$0.00	\$11,708.04	\$74.70	\$0.00	\$11,709.46	\$0.00	\$0.00	(\$1.42)		
December	\$74.67	\$0.00	\$11,782.71	\$74.67	\$0.00	\$11,784.13	\$0.00	\$0.00	(\$1.42)		
January	\$74.72	\$0.00	\$11,857.43	\$0.00	\$0.00	\$11,784.13	\$74.72	\$0.00	\$73.30	\$74.72	Deposit of \$73.22 posted to bank on 1/4/2011 but was not recorded in Quickbooks. (payment from Marguerite V. Pavlik) Additionally, interest of \$1.50 was posted to the bank on 1/11/2011 but was not recorded in Quickbooks.
February	\$1.02	\$11,858.45	\$0.00	\$0.00	\$0.00	\$11,784.13	\$1.02	\$11,858.45	(\$11,784.13)	(\$11,857.43)	Interest of \$1.02 posted to the bank on 2/3/2011 but was not recorded in Quickbooks. Bank statement also included a closing withdrawal of \$11,858.45 on 2/3/2011. The closing withdrawal was deposited to account 640832 on 2/3/11. The closing withdrawal was not recorded in Quickbooks.
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,784.13	\$0.00	\$0.00	(\$11,784.13)		
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,784.13	\$0.00	\$0.00	(\$11,784.13)		
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,784.13	\$0.00	\$0.00	(\$11,784.13)		
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,784.13	\$0.00	\$0.00	(\$11,784.13)		
July	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,784.13	\$0.00	\$0.00	(\$11,784.13)		
August	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,784.13	\$0.00	\$0.00	(\$11,784.13)		
September	\$0.00	\$0.00	\$0.00	\$0.00	\$11,784.13	\$0.00	\$0.00	(\$11,784.13)	\$0.00	\$11,784.13	A journal entry was made to Quickbooks on 9/30/2011 in the amount of \$11,784.13 in order to reduce the balance to zero, since the account was closed. This entry was not posted to the bank.
TOTALS	\$299.75	\$11,858.45		\$225.43	\$11,784.13		\$74.32	\$74.32		\$0.00	

Source: Village's Pinnacle Bank statements and Village's QuickBooks records. (Account Closed as of February 2011)

October 2003 to September 2004											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$149.27			\$149.27			\$0.00		
October	\$100.00	\$188.71	\$60.56	\$100.00	\$188.71	\$60.56	\$0.00	\$0.00	\$0.00		
November	\$0.00	\$0.00	\$60.56	\$0.00	\$0.00	\$60.56	\$0.00	\$0.00	\$0.00		
December	\$57,500.00	\$0.00	\$57,560.56	\$57,500.00	\$0.00	\$57,560.56	\$0.00	\$0.00	\$0.00		
January	\$650.00	\$58,177.69	\$32.87	\$650.00	\$58,177.69	\$32.87	\$0.00	\$0.00	\$0.00		
February	\$4,000.00	\$0.00	\$4,032.87	\$4,000.00	\$0.00	\$4,032.87	\$0.00	\$0.00	\$0.00		
March	\$0.00	\$2,439.41	\$1,593.46	\$0.00	\$2,439.41	\$1,593.46	\$0.00	\$0.00	\$0.00		
April	\$0.00	\$0.00	\$1,593.46	\$0.00	\$0.00	\$1,593.46	\$0.00	\$0.00	\$0.00		
May	\$0.00	\$0.00	\$1,593.46	\$0.00	\$0.00	\$1,593.46	\$0.00	\$0.00	\$0.00		
June	\$0.00	\$0.00	\$1,593.46	\$0.00	\$0.00	\$1,593.46	\$0.00	\$0.00	\$0.00		
July	\$0.00	\$0.00	\$1,593.46	\$0.00	\$6,560.59	(\$4,967.13)	\$0.00	(\$6,560.59)	\$6,560.59		Check # 1045 and #1046 for \$6,560.59 recorded in Quickbooks on 7/28/2004 were posted to the bank on 8/3/2004 and 8/5/2004 (reconciling items).
August	\$15,000.00	\$6,564.59	\$10,028.87	\$15,000.00	\$4.00	\$10,028.87	\$0.00	\$6,560.59	\$0.00		Check # 1045 and #1046 for \$6,560.59 recorded in Quickbooks on 7/28/2004 were posted to the bank on 8/3/2004 and 8/5/2004 (reconciling items).
September	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
TOTALS	\$77,250.00	\$67,370.40		\$77,250.00	\$67,370.40		\$0.00	\$0.00	\$0.00	\$0.00	

October 2004 to September 2005											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$10,028.87			\$10,028.87			\$0.00		
October	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
November	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
December	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
January	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
February	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
March	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
April	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
May	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
June	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
July	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
August	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
September	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
TOTALS	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	

October 2005 to September 2006											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$10,028.87			\$10,028.87			\$0.00		
October	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
November	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
December	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
January	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
February	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
March	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
April	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
May	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$10,028.87	\$0.00	\$0.00	\$0.00		
June	\$20,000.00	\$25,000.00	\$5,028.87	\$20,000.00	\$25,000.00	\$5,028.87	\$0.00	\$0.00	\$0.00		
July	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$0.00		
August	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$0.00		
September	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$0.00		
TOTALS	\$20,000.00	\$25,000.00		\$20,000.00	\$25,000.00		\$0.00	\$0.00	\$0.00	\$0.00	

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

October 2006 to September 2007											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$5,028.87			\$5,028.87			\$0.00		
October	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$0.00		
November	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$0.00		
December	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$0.00		
January	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$0.00		
February	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$5,028.87	\$0.00	\$0.00	\$0.00		
March	\$1,580.67	\$3,300.00	\$3,309.54	\$1,580.67	\$0.00	\$6,609.54	\$0.00	\$3,300.00	(\$3,300.00)	(\$3,300.00)	Check #1049 dated 3/8/2007 for \$300 to 4B's Lawn Care & Tim Bartling was not recorded in Quickbooks, but posted to the bank on 3/16/2007. Check # 1050 dated 3/20/2007 for \$1,000 to 4B's Lawn Care was not recorded in Quickbooks, but posted to the bank on 3/20/2007. Check #1051 dated 3/28/2007 for \$2,000 to 4B's Lawn Care Tim Bartling was not recorded in Quickbooks, but posted to the bank on 3/29/2007. The memo on all of the checks indicated the checks were for loan reimbursement.
April	\$1,699.01	\$2,450.00	\$2,558.55	\$4,361.57	\$0.00	\$10,971.11	(\$2,662.56)	\$2,450.00	(\$8,412.56)	(\$2,450.00)	Check #1052 dated 4/3/2007 for \$450 to Tim Bartling was not recorded in Quickbooks, but posted to the bank on 4/13/2007. Check #1053 dated 4/23/2007 for \$500 to Tim Bartling/4B's Lawn Care was not recorded in Quickbooks, but posted to the bank on 4/26/2007. Check #1054 dated 4/23/2007 for \$1,500 to Tim Bartling/4B's Lawn Care was not recorded in Quickbooks, but posted to the bank on 4/24/2007. The memo on all of these checks indicated the checks were reimbursements. Two deposits totaling \$2,662.56 were recorded in Quickbooks on 4/9/2007, but were posted to the bank on 5/9/2007 (reconciling item).
May	\$55,836.47	\$52,600.00	\$5,795.02	\$53,173.91	\$50,000.00	\$14,145.02	\$2,662.56	\$2,600.00	(\$8,350.00)	(\$2,600.00)	Check #1055 dated 5/2/2007 for \$600 to Tim Bartling - 4B's Lawn Care was not recorded in Quickbooks, but posted to the bank on 5/8/2007. Check #1056 dated 5/16/2007 for \$2,000 to 4B's Lawn Care was not recorded in Quickbooks, but posted to the bank on 5/22/2007. Both checks indicated payment was for reimbursement. Two deposits totaling \$2,662.56 were recorded in Quickbooks on 4/9/2007, but were posted to the bank on 5/9/2007 (reconciling item).
June	\$2,433.45	\$1,100.00	\$7,128.47	\$2,433.45	\$0.00	\$16,578.47	\$0.00	\$1,100.00	(\$9,450.00)	(\$1,100.00)	Check #1057 dated 6/25/2007 for \$1,100 to 4B's Lawn Care was not recorded in Quickbooks, but posted to the bank on 6/26/2007.
July	\$735.20	\$0.00	\$7,863.67	\$735.20	\$0.00	\$17,313.67	\$0.00	\$0.00	(\$9,450.00)		
August	\$1,885.07	\$0.00	\$9,748.74	\$1,885.07	\$0.00	\$19,198.74	\$0.00	\$0.00	(\$9,450.00)		
September	\$2,869.43	\$0.00	\$12,618.17	\$2,869.43	\$0.00	\$22,068.17	\$0.00	\$0.00	(\$9,450.00)		
TOTALS	\$67,039.30	\$59,450.00		\$67,039.30	\$50,000.00		(\$0.00)	\$9,450.00		(\$9,450.00)	Bank balance is \$9,450 lower than the Quickbook balance due to the \$9,450 in unrecorded checks in Quickbooks.

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

October 2007 to September 2008											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$12,618.17			\$22,068.17			(\$9,450.00)		Bank balance is \$9,450 lower than the Quickbooks balance.
October	\$1,567.55	\$1,000.00	\$13,185.72	\$1,567.55	\$0.00	\$23,635.72	\$0.00	\$1,000.00	(\$10,450.00)	(\$1,000.00)	Check #1058 dated 10/2/2007 for \$1,000 to 4B's Lawn Care was not recorded in Quickbooks, but posted to the bank on 10/3/2007. Check indicated payment was for business reimbursement.
November	\$1,767.55	\$0.00	\$14,953.27	\$1,767.55	\$0.00	\$25,403.27	\$0.00	\$0.00	(\$10,450.00)		
December	\$2,467.55	\$0.00	\$17,420.82	\$2,467.55	\$0.00	\$27,870.82	\$0.00	\$0.00	(\$10,450.00)		
January	\$888.19	\$0.00	\$18,309.01	\$888.19	\$0.00	\$28,759.01	\$0.00	\$0.00	(\$10,450.00)		
February	\$1,673.75	\$0.00	\$19,982.76	\$1,673.75	\$0.00	\$30,432.76	\$0.00	\$0.00	(\$10,450.00)		
March	\$1,854.30	\$0.00	\$21,837.06	\$1,854.30	\$0.00	\$32,287.06	\$0.00	\$0.00	(\$10,450.00)		
April	\$6,702.73	\$0.00	\$28,539.79	\$6,702.73	\$0.00	\$38,989.79	\$0.00	\$0.00	(\$10,450.00)		
May	\$2,388.19	\$0.00	\$30,927.98	\$2,388.19	\$0.00	\$41,377.98	\$0.00	\$0.00	(\$10,450.00)		
June	\$7,536.39	\$0.00	\$38,464.37	\$7,536.39	\$8,400.00	\$40,514.37	\$0.00	(\$8,400.00)	(\$2,050.00)		Check #1059 for \$8,400 was written and recorded in Quickbooks on 6/25/2008, but was not posted to the bank until 7/1/2008 (reconciling item).
July	\$735.79	\$8,525.00	\$30,675.16	\$735.79	\$125.00	\$41,125.16	\$0.00	\$8,400.00	(\$10,450.00)		Check #1059 for \$8,400 was written and recorded in Quickbooks on 6/25/2008, but was not posted to the bank until 7/1/2008 (reconciling item).
August	\$1,282.86	\$0.00	\$31,958.02	\$1,282.86	\$0.00	\$42,408.02	\$0.00	\$0.00	(\$10,450.00)		
September	\$38,675.47	\$50,000.00	\$20,633.49	\$38,675.47	\$50,000.00	\$31,083.49	\$0.00	\$0.00	(\$10,450.00)		
TOTALS	\$67,540.32	\$59,525.00		\$67,540.32	\$58,525.00		\$0.00	\$1,000.00		(\$1,000.00)	Bank balance is \$10,450 lower than the Quickbooks balance, which is consists of the beginning of the year variance of \$9,450 plus the current year checks not recorded of \$1,000.

October 2008 to September 2009											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$20,633.49			\$31,083.49			(\$10,450.00)		Bank balance is \$10,450 lower than the Quickbooks balance.
October	\$1,370.95	\$0.00	\$22,004.44	\$1,370.95	\$0.00	\$32,454.44	\$0.00	\$0.00	(\$10,450.00)		
November	\$888.15	\$0.00	\$22,892.59	\$0.00	\$0.00	\$32,454.44	\$888.15	\$0.00	(\$9,561.85)		One deposit of \$252.99 (Jedlicka's) and one deposit of \$635.16 (Frank's) were posted to the bank on 11/26/2008 but were recorded in Quickbooks on 1/28/2009 (reconciling item).
December	\$1,782.86	\$0.00	\$24,675.45	\$1,782.86	\$0.00	\$34,237.30	\$0.00	\$0.00	(\$9,561.85)		
January	\$888.15	\$0.00	\$25,563.60	\$1,776.30	\$0.00	\$36,013.60	(\$888.15)	\$0.00	(\$10,450.00)		One deposit of \$252.99 (Jedlicka's) and one deposit of \$635.16 (Frank's) were posted to the bank on 11/26/2008 but were recorded in Quickbooks on 1/28/2009 (reconciling item).
February	\$384.56	\$0.00	\$25,948.16	\$384.56	\$0.00	\$36,398.16	\$0.00	\$0.00	(\$10,450.00)		
March	\$1,923.31	\$25,000.00	\$2,871.47	\$1,923.31	\$25,000.00	\$13,321.47	\$0.00	\$0.00	(\$10,450.00)		
April	\$2,159.73	\$0.00	\$5,031.20	\$2,159.73	\$0.00	\$15,481.20	\$0.00	\$0.00	(\$10,450.00)		
May	\$1,288.15	\$0.00	\$6,319.35	\$1,288.15	\$0.00	\$16,769.35	\$0.00	\$0.00	(\$10,450.00)		
June	\$1,616.50	\$0.00	\$7,935.85	\$1,616.50	\$0.00	\$18,385.85	\$0.00	\$0.00	(\$10,450.00)		
July	\$598.29	\$0.00	\$8,534.14	\$598.29	\$0.00	\$18,984.14	\$0.00	\$0.00	(\$10,450.00)		
August	\$2,133.45	\$0.00	\$10,667.59	\$2,133.45	\$0.00	\$21,117.59	\$0.00	\$0.00	(\$10,450.00)		
September	\$2,020.32	\$0.00	\$12,687.91	\$2,020.32	\$0.00	\$23,137.91	\$0.00	\$0.00	(\$10,450.00)		
TOTALS	\$17,054.42	\$25,000.00		\$17,054.42	\$25,000.00		\$0.00	\$0.00		\$0.00	Bank balance is \$10,450 lower than the Quickbooks balance, which is the same as the beginning of the year variance.

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

Village of Verdigre
Commercial Grant Account xxxxxxx194
October 2003 through September 2012

Exhibit E

October 2009 to September 2010											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$12,687.91			\$23,137.91			(\$10,450.00)		Bank balance is \$10,450 lower than the Quickbooks balance.
October	\$2,373.46	\$0.00	\$15,061.37	\$2,373.46	\$0.00	\$25,511.37	\$0.00	\$0.00	(\$10,450.00)		
November	\$252.99	\$0.00	\$15,314.36	\$252.99	\$0.00	\$25,764.36	\$0.00	\$0.00	(\$10,450.00)		
December	\$2,118.61	\$0.00	\$17,432.97	\$2,118.61	\$0.00	\$27,882.97	\$0.00	\$0.00	(\$10,450.00)		
January	\$12,698.29	\$29,500.00	\$631.26	\$12,698.29	\$29,500.00	\$11,081.26	\$0.00	\$0.00	(\$10,450.00)		
February	\$2,241.30	\$0.00	\$2,872.56	\$2,241.30	\$0.00	\$13,322.56	\$0.00	\$0.00	(\$10,450.00)		
March	\$1,288.15	\$0.00	\$4,160.71	\$1,288.15	\$0.00	\$14,610.71	\$0.00	\$0.00	(\$10,450.00)		
April	\$2,118.61	\$0.00	\$6,279.32	\$2,118.61	\$0.00	\$16,729.32	\$0.00	\$0.00	(\$10,450.00)		
May	\$1,138.15	\$0.00	\$7,417.47	\$1,138.15	\$0.00	\$17,867.47	\$0.00	\$0.00	(\$10,450.00)		
June	\$0.00	\$0.00	\$7,417.47	\$0.00	\$0.00	\$17,867.47	\$0.00	\$0.00	(\$10,450.00)		
July	\$2,008.58	\$0.00	\$9,426.05	\$2,008.58	\$0.00	\$19,876.05	\$0.00	\$0.00	(\$10,450.00)		
August	\$2,213.50	\$0.00	\$11,639.55	\$2,213.50	\$0.00	\$22,089.55	\$0.00	\$0.00	(\$10,450.00)		
September	\$1,872.57	\$0.00	\$13,512.12	\$1,872.57	\$0.00	\$23,962.12	\$0.00	\$0.00	(\$10,450.00)		
TOTALS	\$30,324.21	\$29,500.00		\$30,324.21	\$29,500.00		\$0.00	\$0.00		\$0.00	Bank balance is \$10,450 lower than the Quickbooks balance, which is the same as the beginning of the year variance.

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

Village of Verdigre
Commercial Grant Account xxxxxxx194
October 2003 through September 2012

Exhibit E

October 2010 to September 2011											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$13,512.12			\$23,962.12			(\$10,450.00)		Bank balance is \$10,450 less than the Quickbooks balance.
October	\$217.26	\$0.00	\$13,729.38	\$2,045.13	\$0.00	\$26,007.25	(\$1,827.87)	\$0.00	(\$12,277.87)		Deposit of \$1,827.87 posted to bank on 11/1/2010 but was recorded in Quickbooks on 10/29/2010 (reconciling item).
November	\$3,395.56	\$0.00	\$17,124.94	\$1,567.69	\$0.00	\$27,574.94	\$1,827.87	\$0.00	(\$10,450.00)		Deposit of \$1,827.87 posted to bank on 11/1/2010 but was recorded in Quickbooks on 10/29/2010 (reconciling item).
December	\$611.97	\$0.00	\$17,736.91	\$611.97	\$0.00	\$28,186.91	\$0.00	\$0.00	(\$10,450.00)		
January	\$1,137.27	\$0.00	\$18,874.18	\$0.00	\$0.00	\$28,186.91	\$1,137.27	\$0.00	(\$9,312.73)	\$1,137.27	Deposits of \$217.26 (Jedlicka), \$284.85 (V Farm Service), and \$635.16 (Frank's) for a total of \$1,137.27 were posted to the bank on 1/28/2011 but were not recorded in Quickbooks.
February	\$1,400.41	\$0.00	\$20,274.59	\$345.30	\$0.00	\$28,532.21	\$1,055.11	\$0.00	(\$8,257.62)	\$1,055.11	Deposits of \$635.16 (Frank's Food), \$284.85 (Farm Service), \$217.26 (Jedlicka's), and \$263.14 (Sokol Electric) for a total of \$1,400.41 were posted to the bank on 2/16/2011 but were not recorded in Quickbooks. Additionally, a transfer in to the account for \$345.30 (Rudloff) was recorded in Quickbooks on 2/4/2011, but was not posted to the bank.
March	\$635.16	\$0.00	\$20,909.75	\$690.60	\$0.00	\$29,222.81	(\$55.44)	\$0.00	(\$8,313.06)	(\$55.44)	Deposit of \$635.16 (Frank's) was posted to the bank on 3/16/2011 but was not recorded in Quickbooks. Additionally, a transfer into the account for \$690.60 (Rudloff) was recorded in Quickbooks on 3/16/2011 but was not posted to the bank.
April	\$2,085.17	\$0.00	\$22,994.92	\$399.91	\$0.00	\$29,622.72	\$1,685.26	\$0.00	(\$6,627.80)	\$1,685.26	Deposits of \$635.16 (Frank's Food) and \$284.85 (Farm Service) were posted to the bank on 4/19/2011 and deposits of \$263.14 (J Sokol) and \$399.91 (Comm. Hotel) were posted to the bank on 4/28/2011 but were not recorded in Quickbooks. Another deposit of \$502.11 posted to the bank on 4/11/2011 but was not recorded in Quickbooks. Total not recorded in Quickbooks is \$2,085.17. Additionally, a transfer into the account for \$399.91 (Rudloff) was recorded in Quickbooks on 4/16/2011 but was not posted to the bank. Net total of these deposits is \$1,685.26.
May	\$217.26	\$0.00	\$23,212.18	\$0.00	\$0.00	\$29,622.72	\$217.26	\$0.00	(\$6,410.54)		Deposit of \$217.26 (Jedlicka's) was posted to the bank on 5/5/2011 but was not recorded in Quickbooks.
June	\$1,767.42	\$0.00	\$24,979.60	\$8,236.02	\$0.00	\$37,858.74	(\$6,468.60)	\$0.00	(\$12,879.14)	(\$6,468.60)	A deposit of \$6,468.60 was recorded in Quickbooks but never posted to the bank. The individual deposits all appear to be housing loan deposits and not business loans.
July	\$852.42	\$0.00	\$25,832.02	\$1,772.43	\$0.00	\$39,631.17	(\$920.01)	\$0.00	(\$13,799.15)		A deposit for \$920.01 was recorded in Quickbooks on 7/28/2011 but did not post to the bank until 8/1/2011 (reconciling item).
August	\$2,504.35	\$11,954.65	\$16,381.72	\$422.07	\$0.00	\$40,053.24	\$2,082.28	\$11,954.65	(\$23,671.52)	(\$9,872.37)	A deposit for \$920.01 was recorded in Quickbooks on 7/28/2011 but did not post to the bank until 8/1/2011 (reconciling item). Deposits of \$242.26 (Jedlicka's), \$284.85 (Farm Service), \$635.16 (Frank's) and \$422.07 (Comm. Hotel) totaling \$1,584.34 were posted to the bank on 8/24/2011 but were not recorded in Quickbooks. Additionally, a transfer into the account for \$422.07 (Rudloff) was recorded in Quickbooks on 8/24/2011 but was not posted to the bank. The net total of these deposits is \$2,082.28. Check #1063 dated 7/27/2011 for \$11,954.65 was written to Schreier's Lumber Co. for a business loan to Cozy Corner. This check posted to the bank on 8/1/2011, but was not recorded in Quickbooks.
September	\$1,197.72	\$0.00	\$17,579.44	\$345.30	\$22,819.10	\$17,579.44	\$852.42	(\$22,819.10)	\$0.00	\$23,671.52	Deposits of \$635.16 (Frank's Food), \$345.30 (Comm. Hotel), and \$217.26 (Jedlicka's) were posted to the bank on 9/19/2011 but were not recorded in Quickbooks. Additionally, a transfer into the account of \$345.30 (Rudloff) was recorded in Quickbooks on 9/16/2011 but was not posted to the bank. Net total of these transactions is \$852.42. Additionally, an entry was made to Quickbooks on 9/30/2011 for -\$22,819.10 to balance the books to the bank records.
TOTALS	\$16,021.97	\$11,954.65		\$16,436.42	\$22,819.10		(\$414.45)	(\$10,864.45)		\$11,152.75	

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

October 2011 to September 2012											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$17,579.44			\$17,579.44			\$0.00		
October	\$1,422.12	\$0.00	\$19,001.56	\$1,422.12	\$0.00	\$19,001.56	\$0.00	\$0.00	\$0.00		
November	\$1,137.27	\$0.00	\$20,138.83	\$1,137.27	\$0.00	\$20,138.83	\$0.00	\$0.00	\$0.00		
December	\$1,137.27	\$10,000.00	\$11,276.10	\$1,137.27	\$10,000.00	\$11,276.10	\$0.00	\$0.00	\$0.00		
January	\$1,482.57	\$0.00	\$12,758.67	\$1,482.57	\$0.00	\$12,758.67	\$0.00	\$0.00	\$0.00		
February	\$1,531.98	\$205.00	\$14,085.65	\$1,531.98	\$205.00	\$14,085.65	\$0.00	\$0.00	\$0.00		
March	\$1,233.83	\$0.00	\$15,319.48	\$1,233.83	\$0.00	\$15,319.48	\$0.00	\$0.00	\$0.00		
April	\$1,496.97	\$0.00	\$16,816.45	\$1,496.97	\$0.00	\$16,816.45	\$0.00	\$0.00	\$0.00		
May	\$1,615.40	\$0.00	\$18,431.85	\$1,615.40	\$0.00	\$18,431.85	\$0.00	\$0.00	\$0.00		
June	\$1,483.83	\$0.00	\$19,915.68	\$1,483.83	\$0.00	\$19,915.68	\$0.00	\$0.00	\$0.00		
July	\$2,056.00	\$0.00	\$21,971.68	\$2,056.00	\$0.00	\$21,971.68	\$0.00	\$0.00	\$0.00		
August	\$2,239.13	\$414.21	\$23,796.60	\$2,239.13	\$0.00	\$24,210.81	\$0.00	\$414.21	(\$414.21)		Check #1063 for \$414.21 was dated 8/14/2012 and posted to the bank on 8/17/2012; however, the check was recorded in Quickbooks on 9/4/2012 (reconciling item).
September	\$1,483.83	\$0.00	\$25,280.43	\$1,483.83	\$414.21	\$25,280.43	\$0.00	(\$414.21)	\$0.00		Check #1063 for \$414.21 was dated 8/14/2012 and posted to the bank on 8/17/2012; however, the check was recorded in Quickbooks on 9/4/2012 (reconciling item).
TOTALS	\$18,320.20	\$10,619.21		\$18,320.20	\$10,619.21		\$0.00	\$0.00	\$0.00		

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

October 2003 to September 2004											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$55,036.45			\$52,446.39			\$2,590.06		Bank balance is \$2,590.06 higher than the Quickbooks balance.
October	\$2,663.92	\$100.00	\$57,600.37	\$2,663.92	\$100.00	\$55,010.31	\$0.00	\$0.00	\$2,590.06		
November	\$1,455.01	\$0.00	\$59,055.38	\$1,455.01	\$0.00	\$56,465.32	\$0.00	\$0.00	\$2,590.06		
December	\$6,569.42	\$57,500.00	\$8,124.80	\$6,569.42	\$57,500.00	\$5,534.74	\$0.00	\$0.00	\$2,590.06		
January	\$1,742.10	\$650.00	\$9,216.90	\$1,742.10	\$650.00	\$6,626.84	\$0.00	\$0.00	\$2,590.06		
February	\$2,072.20	\$4,000.00	\$7,289.10	\$525.96	\$4,000.00	\$3,152.80	\$1,546.24	\$0.00	\$4,136.30	\$1,546.24	Deposit of \$1,546.24 posted to bank on 2/18/2004 but was not recorded in Quickbooks. Deposit images were not provided to the APA, so we were unable to determine who made the payment for deposit.
March	\$2,863.26	\$0.00	\$10,152.36	\$2,863.26	\$0.00	\$6,016.06	\$0.00	\$0.00	\$4,136.30		
April	\$2,198.36	\$0.00	\$12,350.72	\$2,198.36	\$0.00	\$8,214.42	\$0.00	\$0.00	\$4,136.30		
May	\$2,363.86	\$0.00	\$14,714.58	\$2,363.86	\$0.00	\$10,578.28	\$0.00	\$0.00	\$4,136.30		
June	\$4.66	\$0.00	\$14,719.24	\$4.66	\$0.00	\$10,582.94	\$0.00	\$0.00	\$4,136.30		
July	\$4,160.53	\$0.00	\$18,879.77	\$4,160.53	\$0.00	\$14,743.47	\$0.00	\$0.00	\$4,136.30		
August	\$2,610.93	\$15,000.00	\$6,490.70	\$2,610.93	\$15,000.00	\$2,354.40	\$0.00	\$0.00	\$4,136.30		
September	\$2,720.90	\$0.00	\$9,211.60	\$6,857.20	\$0.00	\$9,211.60	(\$4,136.30)	\$0.00	\$0.00	(\$4,136.30)	A journal entry in the amount of \$4,136.30 was made to Quickbooks on 9/30/2004 to reconcile the Quickbooks balance to the bank balance. This amount consisted of the beginning of the year variance of \$2,590.06 and the unrecorded deposit of \$1,546.24.
TOTALS	\$31,425.15	\$77,250.00		\$34,015.21	\$77,250.00		(\$2,590.06)	\$0.00		(\$2,590.06)	Bank balance agrees to Quickbooks balance.

October 2004 to September 2005											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$9,211.60			\$9,211.60			\$0.00		
October	\$1,750.11	\$0.00	\$10,961.71	\$1,750.11	\$0.00	\$10,961.71	\$0.00	\$0.00	\$0.00		
November	\$3,316.45	\$0.00	\$14,278.16	\$3,316.45	\$0.00	\$14,278.16	\$0.00	\$0.00	\$0.00		
December	\$2,479.83	\$0.00	\$16,757.99	\$2,479.83	\$0.00	\$16,757.99	\$0.00	\$0.00	\$0.00		
January	\$2,200.42	\$0.00	\$18,958.41	\$2,200.42	\$0.00	\$18,958.41	\$0.00	\$0.00	\$0.00		
February	\$2,235.94	\$0.00	\$21,194.35	\$2,235.94	\$0.00	\$21,194.35	\$0.00	\$0.00	\$0.00		
March	\$7.61	\$0.00	\$21,201.96	\$7.61	\$0.00	\$21,201.96	\$0.00	\$0.00	\$0.00		
April	\$4,252.40	\$0.00	\$25,454.36	\$4,252.40	\$0.00	\$25,454.36	\$0.00	\$0.00	\$0.00		
May	\$2,346.77	\$0.00	\$27,801.13	\$2,346.77	\$0.00	\$27,801.13	\$0.00	\$0.00	\$0.00		
June	\$3,908.73	\$0.00	\$31,709.86	\$3,908.73	\$0.00	\$31,709.86	\$0.00	\$0.00	\$0.00		
July	\$1,018.09	\$0.00	\$32,727.95	\$1,018.09	\$0.00	\$32,727.95	\$0.00	\$0.00	\$0.00		
August	\$1,674.50	\$0.00	\$34,402.45	\$1,674.50	\$0.00	\$34,402.45	\$0.00	\$0.00	\$0.00		
September	\$3,048.14	\$0.00	\$37,450.59	\$3,048.14	\$0.00	\$37,450.59	\$0.00	\$0.00	\$0.00		
TOTALS	\$28,238.99	\$0.00		\$28,238.99	\$0.00		\$0.00	\$0.00		\$0.00	

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

October 2005 to September 2006											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$37,450.59			\$37,450.59			\$0.00		
October	\$2,431.40	\$0.00	\$39,881.99	\$2,431.40	\$0.00	\$39,881.99	\$0.00	\$0.00	\$0.00		
November	\$1,713.00	\$0.00	\$41,594.99	\$1,713.00	\$0.00	\$41,594.99	\$0.00	\$0.00	\$0.00		
December	\$2,374.00	\$0.00	\$43,968.99	\$2,374.00	\$0.00	\$43,968.99	\$0.00	\$0.00	\$0.00		
January	\$134.73	\$0.00	\$44,103.72	\$134.73	\$0.00	\$44,103.72	\$0.00	\$0.00	\$0.00		
February	\$30.45	\$0.00	\$44,134.17	\$30.45	\$0.00	\$44,134.17	\$0.00	\$0.00	\$0.00		
March	\$33.74	\$0.00	\$44,167.91	\$33.74	\$0.00	\$44,167.91	\$0.00	\$0.00	\$0.00		
April	\$2,132.32	\$0.00	\$46,300.23	\$2,132.32	\$0.00	\$46,300.23	\$0.00	\$0.00	\$0.00		
May	\$2,865.81	\$0.00	\$49,166.04	\$2,865.81	\$0.00	\$49,166.04	\$0.00	\$0.00	\$0.00		
June	\$4,329.62	\$20,000.00	\$33,495.66	\$4,329.62	\$20,000.00	\$33,495.66	\$0.00	\$0.00	\$0.00		
July	\$12,147.34	\$0.00	\$45,643.00	\$12,147.34	\$0.00	\$45,643.00	\$0.00	\$0.00	\$0.00		
August	\$2,238.16	\$0.00	\$47,881.16	\$2,238.16	\$0.00	\$47,881.16	\$0.00	\$0.00	\$0.00		
September	\$53.26	\$0.00	\$47,934.42	\$153.26	\$0.00	\$48,034.42	(\$100.00)	\$0.00	(\$100.00)	(\$100.00)	A transfer in was recorded to this account in Quickbooks for \$100. This entry was not posted to the bank.
TOTALS	\$30,483.83	\$20,000.00		\$30,583.83	\$20,000.00		(\$100.00)	\$0.00		(\$100.00)	The bank balance is \$100 less than the Quickbooks balance due to the transfer in that was not posted to the bank.

October 2006 to September 2007											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$47,934.42			\$48,034.42			(\$100.00)		Bank balance is \$100 less than the Quickbooks balance.
October	\$3,087.38	\$0.00	\$51,021.80	\$3,087.38	\$0.00	\$51,121.80	\$0.00	\$0.00	(\$100.00)		
November	\$1,523.59	\$0.00	\$52,545.39	\$1,523.59	\$0.00	\$52,645.39	\$0.00	\$0.00	(\$100.00)		
December	\$1,839.55	\$0.00	\$54,384.94	\$1,839.55	\$0.00	\$54,484.94	\$0.00	\$0.00	(\$100.00)		
January	\$2,613.72	\$0.00	\$56,998.66	\$2,613.72	\$0.00	\$57,098.66	\$0.00	\$0.00	(\$100.00)		
February	\$1,150.94	\$0.00	\$58,149.60	\$1,150.94	\$0.00	\$58,249.60	\$0.00	\$0.00	(\$100.00)		
March	\$1,073.35	\$0.00	\$59,222.95	\$1,073.35	\$0.00	\$59,322.95	\$0.00	\$0.00	(\$100.00)		
April	\$70.42	\$0.00	\$59,293.37	\$70.42	\$0.00	\$59,393.37	\$0.00	\$0.00	(\$100.00)		
May	\$66.51	\$52,000.00	\$7,359.88	\$66.51	\$52,000.00	\$7,459.88	\$0.00	\$0.00	(\$100.00)		
June	\$8.19	\$0.00	\$7,368.07	\$8.19	\$0.00	\$7,468.07	\$0.00	\$0.00	(\$100.00)		
July	\$109.08	\$0.00	\$7,477.15	\$109.08	\$0.00	\$7,577.15	\$0.00	\$0.00	(\$100.00)		
August	\$108.93	\$0.00	\$7,586.08	\$108.93	\$0.00	\$7,686.08	\$0.00	\$0.00	(\$100.00)		
September	\$108.18	\$0.00	\$7,694.26	\$8.18	\$0.00	\$7,694.26	\$100.00	\$0.00	\$0.00	\$100.00	Deposit of \$100 was posted to bank on 9/21/2007 but was not recorded in Quickbooks.
TOTALS	\$11,759.84	\$52,000.00		\$11,659.84	\$52,000.00		\$100.00	\$0.00		\$100.00	

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

October 2007 to September 2008											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$7,694.26			\$7,694.26			\$0.00		
October	\$209.81	\$0.00	\$7,904.07	\$209.81	\$0.00	\$7,904.07	\$0.00	\$0.00	\$0.00		
November	\$109.13	\$0.00	\$8,013.20	\$109.13	\$0.00	\$8,013.20	\$0.00	\$0.00	\$0.00		
December	\$109.15	\$0.00	\$8,122.35	\$109.15	\$0.00	\$8,122.35	\$0.00	\$0.00	\$0.00		
January	\$108.21	\$0.00	\$8,230.56	\$108.21	\$0.00	\$8,230.56	\$0.00	\$0.00	\$0.00		
February	\$4.90	\$0.00	\$8,235.46	\$4.90	\$0.00	\$8,235.46	\$0.00	\$0.00	\$0.00		
March	\$205.04	\$0.00	\$8,440.50	\$205.04	\$0.00	\$8,440.50	\$0.00	\$0.00	\$0.00		
April	\$104.53	\$0.00	\$8,545.03	\$104.53	\$0.00	\$8,545.03	\$0.00	\$0.00	\$0.00		
May	\$104.57	\$0.00	\$8,649.60	\$104.57	\$0.00	\$8,649.60	\$0.00	\$0.00	\$0.00		
June	\$4.78	\$0.00	\$8,654.38	\$4.78	\$0.00	\$8,654.38	\$0.00	\$0.00	\$0.00		
July	\$840.07	\$0.00	\$9,494.45	\$840.07	\$0.00	\$9,494.45	\$0.00	\$0.00	\$0.00		
August	\$4.90	\$0.00	\$9,499.35	\$4.90	\$0.00	\$9,499.35	\$0.00	\$0.00	\$0.00		
September	\$205.49	\$0.00	\$9,704.84	\$205.49	\$0.00	\$9,704.84	\$0.00	\$0.00	\$0.00		
TOTALS	\$2,010.58	\$0.00		\$2,010.58	\$0.00		\$0.00	\$0.00		\$0.00	

October 2008 to September 2009											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$9,704.84			\$9,704.84			\$0.00		
October	\$304.73	\$0.00	\$10,009.57	\$304.73	\$0.00	\$10,009.57	\$0.00	\$0.00	\$0.00		
November	\$103.85	\$0.00	\$10,113.42	\$3.85	\$0.00	\$10,013.42	\$100.00	\$0.00	\$100.00		Deposit of \$100 posted to the bank on 11/21/2008 but was not recorded in Quickbooks until a subsequent month (reconciling item).
December	\$104.58	\$0.00	\$10,218.00	\$104.58	\$0.00	\$10,118.00	\$0.00	\$0.00	\$100.00		
January	\$204.22	\$0.00	\$10,422.22	\$304.22	\$0.00	\$10,422.22	(\$100.00)	\$0.00	\$0.00		Deposit of \$100 posted to the bank on 11/21/2008 but was not recorded in Quickbooks until a subsequent month (reconciling item).
February	\$104.00	\$0.00	\$10,526.22	\$104.00	\$0.00	\$10,526.22	\$0.00	\$0.00	\$0.00		
March	\$191.45	\$0.00	\$10,717.67	\$191.45	\$0.00	\$10,717.67	\$0.00	\$0.00	\$0.00		
April	\$202.21	\$0.00	\$10,919.88	\$202.21	\$0.00	\$10,919.88	\$0.00	\$0.00	\$0.00		
May	\$102.17	\$0.00	\$11,022.05	\$102.17	\$0.00	\$11,022.05	\$0.00	\$0.00	\$0.00		
June	\$102.42	\$0.00	\$11,124.47	\$102.42	\$0.00	\$11,124.47	\$0.00	\$0.00	\$0.00		
July	\$102.37	\$0.00	\$11,226.84	\$102.37	\$0.00	\$11,226.84	\$0.00	\$0.00	\$0.00		
August	\$102.39	\$0.00	\$11,329.23	\$102.39	\$0.00	\$11,329.23	\$0.00	\$0.00	\$0.00		
September	\$355.37	\$0.00	\$11,684.60	\$355.37	\$0.00	\$11,684.60	\$0.00	\$0.00	\$0.00		
TOTALS	\$1,979.76	\$0.00		\$1,979.76	\$0.00		\$0.00	\$0.00		\$0.00	

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

Village of Verdigre
Commercial Grant Account xxxxxx964
October 2003 through September 2012

Exhibit F

October 2009 to September 2010											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$11,684.60			\$11,684.60			\$0.00		
October	\$352.42	\$0.00	\$12,037.02	\$352.42	\$0.00	\$12,037.02	\$0.00	\$0.00	\$0.00		
November	\$102.56	\$0.00	\$12,139.58	\$102.56	\$0.00	\$12,139.58	\$0.00	\$0.00	\$0.00		
December	\$352.61	\$0.00	\$12,492.19	\$352.61	\$0.00	\$12,492.19	\$0.00	\$0.00	\$0.00		
January	\$0.49	\$12,100.00	\$392.68	\$100.49	\$12,100.00	\$492.68	(\$100.00)	\$0.00	(\$100.00)		A deposit of \$100 from the Verdigre Bakery was recorded in Quickbooks on 1/20/2010 but was not posted to the bank until 2/16/2010 (reconciling item).
February	\$200.09	\$0.00	\$592.77	\$100.09	\$0.00	\$592.77	\$100.00	\$0.00	\$0.00		A deposit of \$100 from the Verdigre Bakery was recorded in Quickbooks on 1/20/2010 but was not posted to the bank until 2/16/2010 (reconciling item).
March	\$350.17	\$0.00	\$942.94	\$100.17	\$0.00	\$692.94	\$250.00	\$0.00	\$250.00		A deposit of \$250 was posted to the bank on 3/15/2010 but was not recorded in Quickbooks until 4/27/2010 (reconciling item).
April	\$350.21	\$0.00	\$1,293.15	\$600.21	\$0.00	\$1,293.15	(\$250.00)	\$0.00	\$0.00		A deposit of \$250 was posted to the bank on 3/15/2010 but was not recorded in Quickbooks until 4/27/2010 (reconciling item).
May	\$100.25	\$0.00	\$1,393.40	\$100.25	\$0.00	\$1,393.40	\$0.00	\$0.00	\$0.00		
June	\$100.32	\$0.00	\$1,493.72	\$100.32	\$0.00	\$1,493.72	\$0.00	\$0.00	\$0.00		
July	\$350.36	\$0.00	\$1,844.08	\$350.36	\$0.00	\$1,844.08	\$0.00	\$0.00	\$0.00		
August	\$450.45	\$0.00	\$2,294.53	\$450.45	\$0.00	\$2,294.53	\$0.00	\$0.00	\$0.00		
September	\$350.30	\$0.00	\$2,644.83	\$350.30	\$0.00	\$2,644.83	\$0.00	\$0.00	\$0.00		
TOTALS	\$3,060.23	\$12,100.00		\$3,060.23	\$12,100.00		\$0.00	\$0.00		\$0.00	

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

October 2010 to September 2011											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$2,644.83			\$2,644.83			\$0.00		
October	\$100.32	\$0.00	\$2,745.15	\$100.32	\$0.00	\$2,745.15	\$0.00	\$0.00	\$0.00		
November	\$1,636.27	\$0.00	\$4,381.42	\$1,636.27	\$0.00	\$4,381.42	\$0.00	\$0.00	\$0.00		
December	\$1,615.95	\$0.00	\$5,997.37	\$1,615.95	\$0.00	\$5,997.37	\$0.00	\$0.00	\$0.00		
January	\$100.77	\$0.00	\$6,098.14	\$0.00	\$0.00	\$5,997.37	\$100.77	\$0.00	\$100.77		No transactions were recorded in Quickbooks for this month. A deposit of \$100 from Bakery was posted to the bank on 1/21/2011. Additionally, interest of \$.77 was posted to the bank on 1/31/2011.
February	\$696.07	\$0.00	\$6,794.21	\$0.00	\$0.00	\$5,997.37	\$696.07	\$0.00	\$796.84		No transactions were recorded in Quickbooks for this month. Deposits of \$250 on 2/4/2011, \$345.30 on 2/4/2011, and \$100 from the Bakery on 2/23/2011 were all posted to the bank. Additionally, interest of \$.77 was posted to the bank on 2/28/2011.
March	\$4,159.00	\$0.00	\$10,953.21	\$0.00	\$0.00	\$5,997.37	\$4,159.00	\$0.00	\$4,955.84		No transactions were recorded in Quickbooks for this month. Deposits of \$217.26 on 3/16/2011, \$500 on 3/16/2011, \$690.60 on 3/16/2011, \$2,650 on 3/16/2011, and \$100 from the Bakery on 3/22/2011 were all posted to the bank. Additionally, interest of \$1.14 was posted to the bank on 3/31/2011.
April	\$251.32	\$0.00	\$11,204.53	\$0.00	\$0.00	\$5,997.37	\$251.32	\$0.00	\$5,207.16		No transactions were recorded in Quickbooks for this month. A deposit of \$250 was posted to the bank on 4/19/2011 and interest of \$1.32 was posted to the bank on 4/29/2011.
May	\$201.48	\$0.00	\$11,406.01	\$0.00	\$0.00	\$5,997.37	\$201.48	\$0.00	\$5,408.64		No transactions were recorded in Quickbooks for this month. Deposits of \$100 each were received from the Bakery on 5/16/2011 and 5/23/2011 and were posted to the bank. Additionally, interest of \$1.48 was posted to the bank on 5/31/2011.
June	\$834.23	\$0.00	\$12,240.24	\$1,999.59	\$0.00	\$7,996.96	(\$1,165.36)	\$0.00	\$4,243.28		Bank included deposits of \$100 from the Bakery on 6/21/2011 and interest of \$1.43 on 6/30/2011 that were not recorded in Quickbooks. Quickbooks included entries for \$495 coded as pool receipts, tickets, rec. that did not appear to be coded to the correct account and were not posted to this bank account. Additionally, Quickbooks included a deposit of \$1,254.59 that was not posted to the bank. Per review of the detail in Quickbooks, it appears this entry was made to the wrong account in Quickbooks.
July	\$1,249.62	\$0.00	\$13,489.86	\$665.30	\$0.00	\$8,662.26	\$584.32	\$0.00	\$4,827.60		A \$100 deposit from the Bakery on 7/21/2011, a \$482.80 deposit from Vintage Ray, and \$1.52 interest on 7/29/2011 were posted to the bank but were not recorded in Quickbooks.
August	\$1,084.66	\$0.00	\$14,574.52	\$0.00	\$0.00	\$8,662.26	\$1,084.66	\$0.00	\$5,912.26		No transactions were recorded in Quickbooks. A \$100 deposit from the Bakery on 8/23/2011, \$500 deposit on 8/24/2011, \$482.80 deposit from Vintage Ray on 8/25/2011, and interest of \$1.86 were all posted to the bank account.
September	\$584.61	\$0.00	\$15,159.13	\$6,496.87	\$0.00	\$15,159.13	(\$5,912.26)	\$0.00	\$0.00		A \$100 deposit from the Bakery on 9/21/2011 and a \$482.80 deposit from Vintage Ray on 9/27/2011 were posted to the bank but were not recorded in Quickbooks. Additionally, the Village recorded a journal entry on Quickbooks in the amount of \$6,495.06 to reconcile the bank balance to the Quickbooks balance due to the unrecorded entries during this year. This entry was not recorded in the bank.
TOTALS	\$12,514.30	\$0.00		\$12,514.30	\$0.00		\$0.00	\$0.00	\$0.00		

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

October 2011 to September 2012											
Date	Bank Statement			Village QuickBooks Activity			Variance			Unaccounted for Items	Explanation
	Deposits	Checks	Balance	Deposits	Checks	Balance	Deposits	Checks	Balance		
Beg. Bal.			\$15,159.13			\$15,159.13			\$0.00		
October	\$1,516.81	\$0.00	\$16,675.94	\$1,516.81	\$0.00	\$16,675.94	\$0.00	\$0.00	\$0.00		
November	\$1,282.61	\$0.00	\$17,958.55	\$1,282.61	\$0.00	\$17,958.55	\$0.00	\$0.00	\$0.00		
December	\$352.23	\$0.00	\$18,310.78	\$352.23	\$0.00	\$18,310.78	\$0.00	\$0.00	\$0.00		
January	\$1,413.38	\$0.00	\$19,724.16	\$1,413.38	\$0.00	\$19,724.16	\$0.00	\$0.00	\$0.00		
February	\$865.03	\$2,650.00	\$17,939.19	\$865.03	\$2,650.00	\$17,939.19	\$0.00	\$0.00	\$0.00		
March	\$1,935.75	\$0.00	\$19,874.94	\$1,935.75	\$0.00	\$19,874.94	\$0.00	\$0.00	\$0.00		
April	\$835.37	\$0.00	\$20,710.31	\$835.37	\$0.00	\$20,710.31	\$0.00	\$0.00	\$0.00		
May	\$585.45	\$0.00	\$21,295.76	\$585.45	\$0.00	\$21,295.76	\$0.00	\$0.00	\$0.00		
June	\$585.35	\$0.00	\$21,881.11	\$588.25	\$0.00	\$21,884.01	(\$2.90)	\$0.00	(\$2.90)		Quickbooks included two interest postings for this month - one, for \$2.90, was recorded on 6/30/2012 but was not posted to the bank until 7/31/2012 (reconciling item).
July	\$585.70	\$0.00	\$22,466.81	\$585.67	\$0.00	\$22,469.68	\$0.03	\$0.00	(\$2.87)		There was \$2.90 posted to the bank on 7/31/2012 that was recorded in Quickbooks on 6/30/2012 (reconciling item). Additionally, Quickbooks recorded an interest posting of \$2.87 for this month; however, that amount was not posted to the bank until 8/31/2012 (reconciling item).
August	\$585.67	\$0.00	\$23,052.48	\$582.80	\$0.00	\$23,052.48	\$2.87	\$0.00	\$0.00		Quickbooks recorded an interest posting of \$2.87 in July 2012; however, that amount was not posted to the bank until 8/31/2012 (reconciling item).
September	\$585.46	\$0.00	\$23,637.94	\$585.46	\$0.00	\$23,637.94	\$0.00	\$0.00	\$0.00		
TOTALS	\$11,128.81	\$2,650.00		\$11,128.81	\$2,650.00		\$0.00	\$0.00		\$0.00	

Source: Village's Pinnacle Bank statements and Village's QuickBooks records.

Village of Verdigr
 Tim and Alisha Bartling Utilities Summary
 October 1, 2009 through September 30, 2012

Utility Invoices and Payments from QuickBooks				APA Calculated Balance	APA Accumulated Information															
Name	Type	Date	Amount		Billing Period	Previous Meter	Current Meter	Gallons x 1000	Rate	Total Water Use	Gallons x 1000	Rate	Total	Water Debt	Sewer Charge	Trash	Sales Tax	Total	Date Bill Paid in Full	Notes
Beginning Balance (Note 2)				(\$18.83)																
Bartling, Tim & Alisha	Payment	10/20/2009	(\$50.00)	(\$68.83)																
Bartling, Tim & Alisha	Invoice	11/30/2009	\$123.56	\$54.73	October-November 2009	467	475	8	\$3.00	\$24.00				\$14.00	\$60.00	\$24.00	\$1.56	\$123.56	3/1/2010	Paid in full 3 months after the invoice date.
Bartling, Tim & Alisha	Invoice	01/28/2010	\$110.78	\$165.51	December 2009-January 2010	475	479	4	\$3.00	\$12.00				\$14.00	\$60.00	\$24.00	\$0.78	\$110.78	4/16/2010	Paid in full 2 1/2 months after the invoice date.
Bartling, Tim & Alisha	Payment	02/01/2010	(\$60.00)	\$105.51																Payment was applied to the 9/29/2009 and 11/30/2009 invoices.
Bartling, Tim & Alisha	Payment	02/02/2010	(\$60.00)	\$45.51																Payment was applied to the 9/29/2009 invoice.
Bartling, Tim & Alisha	Payment	03/01/2010	(\$120.73)	(\$75.22)																Payment was applied to the 1/30/2009 and 1/28/2010 invoices.
Bartling, Tim & Alisha	Invoice	03/31/2010	\$132.08	\$56.86	February-March 2010	479	489	10	\$3.20	\$32.00				\$14.00	\$60.00	\$24.00	\$2.08	\$132.08	7/2/2010	Paid in full 3 months after the invoice date.
Bartling, Tim & Alisha	Payment	04/16/2010	(\$75.00)	(\$18.14)																Payment was applied to the 1/28/2010 and 3/31/2010 invoices.
Bartling, Tim & Alisha	Payment	05/19/2010	(\$60.00)	(\$78.14)																Payment was applied to the 3/31/2010 invoice.
Bartling, Tim & Alisha	Invoice	06/02/2010	\$121.86	\$43.72	April-May 2010	489	496	7	\$3.20	\$22.40				\$14.00	\$60.00	\$24.00	\$1.46	\$121.86	7/2/2010	Paid 30 days after the invoice date. Payment was due on the 20th of June.
Bartling, Tim & Alisha	Payment	07/02/2010	(\$180.00)	(\$136.28)																Payment was applied to the 3/31/2010, 6/2/2010, and 7/29/2010 invoices.
Bartling, Tim & Alisha	Invoice	07/29/2010	\$138.90	\$2.62	June-July 2010	496	508	12	\$3.20	\$38.40				\$14.00	\$60.00	\$24.00	\$2.50	\$138.90	12/14/2010	Paid in full 4 1/2 months after the invoice date.
Bartling, Tim & Alisha	Payment	08/30/2010	(\$45.00)	(\$42.38)																Payment was applied to 7/29/2010 invoice.
Bartling, Tim & Alisha	Invoice	09/03/2010	\$62.63	\$20.25	August 2010	508	512	4	\$3.20	\$12.80				\$7.00	\$30.00	\$12.00	\$0.83	\$62.63	10/8/2010	Paid over 1 month after the invoice date. Payment was due on the 20th of September.
Bartling, Tim & Alisha	Payment	10/08/2010	(\$260.07)	(\$239.82)																Payment was applied to the 9/3/2010, 11/1/2010, 12/2/2010, 2/3/2011, and 3/3/2011 invoices
				(\$239.82)	September 2010	512	516	4	\$3.20	\$12.80	4	\$2.00	\$8.00	\$7.00	\$30.00	\$12.00	\$1.35	\$69.80	N/A	There was no September 2010 invoice. It appears it should have been \$69.80.
Bartling, Tim & Alisha	Invoice	11/01/2010	\$66.61	(\$173.21)	October 2010	516	519	3	\$3.20	\$9.60	3	\$2.00	\$6.00	\$7.00	\$31.00	\$12.00	\$1.01	\$66.61	10/8/2010	
Bartling, Tim & Alisha	Invoice	12/02/2010	\$54.61	(\$118.60)	November 2010	519	522	3	\$3.20	\$9.60	3	\$2.00	\$6.00	\$7.00	\$31.00	\$0.00	\$1.01	\$54.61	10/8/2010	No trash was charged on this invoice.
Bartling, Tim & Alisha	Payment	12/03/2010	(\$60.00)	(\$178.60)																Payment was applied to the 6/3/2011 and 7/1/2011 invoices.
Bartling, Tim & Alisha	Payment	12/14/2010	(\$50.00)	(\$228.60)																Payment was applied to the 7/29/2010 invoice; which doesn't seem logical since previous payments were being applied to more recent invoices.
Bartling, Tim & Alisha	Invoice	12/28/2010	\$50.00	(\$178.60)	December 2010	522	522	0	\$3.20	\$0.00	0	\$2.00	\$0.00	\$7.00	\$31.00	\$12.00	\$0.00	\$50.00	3/16/2009	QuickBooks indicated that this invoice was paid on 3/16/2009; however, the date paid does not seem logical.
Bartling, Tim & Alisha	Invoice	02/03/2011	\$63.99	(\$114.61)	January 2011	522	529	7	\$3.20	\$22.40	7	\$2.00	\$2.00	\$7.00	\$31.00	\$0.00	\$1.59	\$63.99	10/8/2010	Based on the 7000 gallons of water used, it appears they water-sewer charge should have been \$14, instead of \$2. Additionally, there was no trash charged.
Bartling, Tim & Alisha	Invoice	03/03/2011	\$54.61	(\$60.00)	February 2011	529	532	3	\$3.20	\$9.60	3	\$2.00	\$6.00	\$7.00	\$31.00	\$0.00	\$1.01	\$54.61	10/8/2010	No trash was charged on this invoice.
Bartling, Tim & Alisha	Invoice	04/05/2011	\$54.61	(\$5.39)	March 2011	532	535	3	\$3.20	\$9.60	3	\$2.00	\$6.00	\$7.00	\$31.00	\$0.00	\$1.01	\$54.61	6/21/2011	No trash was charged on this invoice.
Bartling, Tim & Alisha	Invoice	04/29/2011	\$54.61	\$49.22	April 2011	535	538	3	\$3.20	\$9.60	3	\$2.00	\$6.00	\$7.00	\$31.00	\$0.00	\$1.01	\$54.61	7/13/2011	No trash was charged on this invoice. Paid 2 1/2 months after the invoice date.
Bartling, Tim & Alisha	Invoice	06/03/2011	\$54.61	\$103.83	May 2011	538	541	3	\$3.20	\$9.60	3	\$2.00	\$6.00	\$7.00	\$31.00	\$0.00	\$1.01	\$54.61	7/13/2011	No trash was charged on this invoice. Paid over 30 days after invoice date. Payment was due on the 20th of June.
Bartling, Tim & Alisha	Payment	06/21/2011	(\$60.00)	\$43.83																Payment was applied to the 4/5/2011 and 4/29/2011 invoices.
Bartling, Tim & Alisha	Invoice	07/01/2011	\$64.48	\$108.31	June 2011	541	545	3	\$3.20	\$9.60	2	\$2.00	\$4.00	\$7.00	\$31.00	\$12.00	\$0.88	\$64.48	11/14/2011	Village ordinance number 8-2010 indicates that for the summer months of June, July, and August, the rate shall be based on the average monthly water use for the previous months of November, December, January, and February. The average of these previous months is 3.25. The Bartlings should have been charged \$2 for 3 (1000) gallons of water, or a total of \$6 for the water-sewer use. Paid 4 1/2 months after the invoice date. Payment was due on the 20th of July.
Bartling, Tim & Alisha	Payment	07/13/2011	(\$87.00)	\$21.31																Payment was applied to the 4/29/2011 and 6/3/2011 invoices.

Village of Verdigré
 Tim and Alisha Bartling Utilities Summary
 October 1, 2009 through September 30, 2012

Utility Invoices and Payments from QuickBooks				APA Calculated Balance	APA Accumulated Information														Date Bill Paid in Full	Notes	
Name	Type	Date	Amount		Billing Period	Water Use					Water Sewer			Water Debt	Sewer Charge	Trash	Sales Tax	Total			
						Previous Meter	Current Meter	Gallons x 1000	Rate	Total Water Use	Gallons x 1000	Rate	Total								
Bartling, Tim & Alisha	Invoice	08/04/2011	\$71.30	\$92.61	July 2011	545	550	5	\$3.20	\$16.00	2	\$2.00	\$4.00	\$7.00	\$31.00	\$12.00	\$1.30	\$71.30	8/23/2011	Village ordinance number 8-2010 indicates that for the summer months of June, July, and August, the rate shall be based on the average monthly water use for the previous months of November, December, January, and February. The average of these previous months is 3.25. The Bartlings should have been charged \$2 for 3 (1000) gallons of water, or a total of \$6 for the water-sewer use.	
Bartling, Tim & Alisha	Payment	08/23/2011	(\$71.30)	\$21.31																	Payment was applied to the 8/4/2011 invoice.
Bartling, Tim & Alisha	Invoice	09/15/2011	\$117.89	\$139.20	August-September 2011	550	554	4	\$3.20	\$12.80	2	\$2.00	\$4.00	\$14.00	\$62.00	\$24.00	\$1.09	\$117.89	12/5/2011	Village ordinance number 8-2010 indicates that for the summer months of June, July, and August, the rate shall be based on the average monthly water use for the previous months of November, December, January, and February. The average of these previous months is 3.25. The Bartlings should have been charged \$2 for 3 (1000) gallons of water, or a total of \$6 for the water-sewer use. Paid 2 1/2 months after invoice date. Payment was due on the 20th of October.	
Bartling, Tim & Alisha	Invoice	11/01/2011	\$66.61	\$205.81	October 2011	664	667	3	\$3.20	\$9.60	3	\$2.00	\$6.00	\$7.00	\$31.00	\$12.00	\$1.01	\$66.61	12/5/2011	The water meter went from 554 to 664 without an explanation. Based on the previous and subsequent readings, it appears this month should have been 554 to 558, or 4 (1000) units for both the water and water-sewer usage. Paid over 30 days after invoice date. Payment was due on the 20th of November.	
Bartling, Tim & Alisha	Payment	11/14/2011	(\$65.00)	\$140.81																	Payment was applied to the 7/1/2011 and 9/15/2011 invoices.
Bartling, Tim & Alisha	Invoice	11/29/2011	\$72.15	\$212.96	November 2011	558	562	4	\$3.20	\$12.80	4	\$2.00	\$8.00	\$7.00	\$31.00	\$12.00	\$1.35	\$72.15	4/19/2012	Water meter reading is bank in sequence. Paid 4 1/2 months after the invoice date. Payment was due on the 20th of December.	
Bartling, Tim & Alisha	Payment	12/05/2011	(\$150.00)	\$62.96																	Payment was applied to the 9/15/2011, 11/1/2011, and 11/29/2011 invoices.
Bartling, Tim & Alisha	Invoice	01/03/2012	\$66.61	\$129.57	December 2011	562	565	3	\$3.20	\$9.60	3	\$2.00	\$6.00	\$7.00	\$31.00	\$12.00	\$1.01	\$66.61	5/17/2012	Paid 4 1/2 months after invoice date. Payment was due on the 20th of January.	
Bartling, Tim & Alisha	Invoice	02/01/2012	\$69.07	\$198.64	January 2012	565	568	3	\$3.50	\$10.50	3	\$2.00	\$6.00	\$7.00	\$32.50	\$12.00	\$1.07	\$69.07	7/11/2012	Paid over 5 months after invoice date. Payment was due on the 20th of February.	
Bartling, Tim & Alisha	Invoice	03/02/2012	\$71.07	\$269.71	February 2012	568	572	3	\$3.50	\$10.50	3	\$2.00	\$6.00	\$7.00	\$32.50	\$14.00	\$1.07	\$71.07	9/5/2012	Paid 6 months after invoice date. Payment was due on the 20th of March.	
Bartling, Tim & Alisha	Invoice	04/02/2012	\$71.07	\$340.78	March 2012	572	575	3	\$3.50	\$10.50	3	\$2.00	\$6.00	\$7.00	\$32.50	\$14.00	\$1.07	\$71.07	9/5/2012	Paid 5 months after invoice date. Payment was due on the 20th of April.	
Bartling, Tim & Alisha	Payment	04/19/2012	(\$80.00)	\$260.78																	Payment was applied to the 11/29/2011 and 1/3/2012 invoices.
Bartling, Tim & Alisha	Invoice	04/29/2012	\$71.07	\$331.85	April 2012	575	578	3	\$3.50	\$10.50	3	\$2.00	\$6.00	\$7.00	\$32.50	\$14.00	\$1.07	\$71.07	9/17/2012	Paid 4 1/2 months after invoice date. Payment was due on the 20th of May.	
Bartling, Tim & Alisha	Payment	05/17/2012	(\$60.00)	\$271.85																	Payment was applied to the 1/3/2012 and 2/1/2012 invoices.
Bartling, Tim & Alisha	Invoice	05/30/2012	\$76.93	\$348.78	May 2012	578	582	4	\$3.50	\$14.00	4	\$2.00	\$8.00	\$7.00	\$32.50	\$14.00	\$1.43	\$76.93	9/17/2012	Paid 3 1/2 months after invoice date. Payment was due on the 20th of June.	
Bartling, Tim & Alisha	Invoice	06/27/2012	\$65.22	\$414.00	June 2012	582	584	2	\$3.50	\$7.00	2	\$2.00	\$4.00	\$7.00	\$32.50	\$14.00	\$0.72	\$65.22	9/17/2012	Village ordinance number 1-2012 indicates that for the summer months of June, July, and August, the rate shall be based on the average monthly water use for the previous months of November, December, January, and February. The average of these previous months is 3.25. Since the usage was only 2 (1000) units, she was properly billed. Paid 2 1/2 months after invoice date. Payment was due on the 20th of July.	
Bartling, Tim & Alisha	Payment	07/11/2012	(\$70.00)	\$344.00																	Payment was applied to the 2/1/2012 and 3/2/2012 invoices.
Bartling, Tim & Alisha	Invoice	07/30/2012	\$81.10	\$425.10	July 2012	584	589	5	\$3.50	\$17.50	3	\$2.00	\$6.00	\$7.00	\$32.50	\$14.00	\$4.10	\$81.10	9/17/2012	Village ordinance number 1-2012 indicates that for the summer months of June, July, and August, the rate shall be based on the average monthly water use for the previous months of November, December, January, and February. The average of these previous months is 3.25. The invoice amount is correct. Paid 1 1/2 months after invoice date. Payment was due on the 20th of August.	

Village of Verdigr
 Tim and Alisha Bartling Utilities Summary
 October 1, 2009 through September 30, 2012

Utility Invoices and Payments from QuickBooks				APA Calculated Balance	APA Accumulated Information															
Name	Type	Date	Amount		Billing Period	Water Use					Water Sewer			Water Debt	Sewer Charge	Trash	Sales Tax	Total	Date Bill Paid in Full	Notes
				Previous Meter		Current Meter	Gallons x 1000	Rate	Total Water Use	Gallons x 1000	Rate	Total								
Bartling, Tim & Alisha	Invoice	08/28/2012	\$73.64	\$498.74	August 2012	589	592	3	\$3.50	\$10.50	3	\$2.00	\$6.00	\$7.00	\$32.50	\$14.00	\$3.64	\$73.64		Village ordinance number 1-2012 indicates that for the summer months of June, July, and August, the rate shall be based on the average monthly water use for the previous months of November, December, January, and February. The average of these previous months is 3.25. The invoice amount is correct. Does not appear this amount was paid as of 10/30/2012. Payment was due on the 20th of September.
Bartling, Tim & Alisha	Payment	09/05/2012	(\$140.10)	\$358.64																Payment was applied to the 3/2/2012, 4/2/2012, and 4/29/2012 invoices.
Bartling, Tim & Alisha	Payment	09/17/2012	(\$285.00)	\$73.64																Payment was applied to the 4/29/2012, 5/30/2012, 6/27/2012, and 7/30/2012 invoices.
Bartling, Tim & Alisha	Invoice	09/26/2012	\$79.50	\$153.14	September 2012	592	596	4	\$3.50	\$14.00	4	\$2.00	\$8.00	\$7.00	\$32.50	\$14.00	\$4.00	\$79.50		Does not appear this amount was paid as of 10/30/2012. Payment was due on the 20th of October.

Additional Amounts Owed: **\$69.80** Charge for September 2010 that was not invoiced and paid by the Bartlings.
\$12.00 November 2010 trash that was not billed or paid by the Bartlings.
\$12.00 January 2011 trash that was not billed or paid by the Bartlings.
\$12.00 January 2011 sewer usage. Amount invoiced was \$2. Based on the 7 (x1000) gallons used and the \$2 rate, amount billed should have been \$14 - a \$12 difference.
\$12.00 February 2011 trash that was not billed or paid by the Bartlings.
\$12.00 March 2011 trash that was not billed or paid by the Bartlings.
\$12.00 April 2011 trash that was not billed or paid by the Bartlings.
\$12.00 May 2011 trash that was not billed or paid by the Bartlings.
\$2.00 June 2011 sewer usage. Average rate was 3 (x1000) gallons. Only 2 (x1000) gallons was billed at \$2 - a \$2 difference.
\$2.00 July 2011 sewer usage. Average rate was 3 (x1000) gallons. Only 2 (x1000) gallons was billed at \$2 - a \$2 difference.
\$2.00 August-September 2011 sewer usage. Average rate was 3 (x1000) gallons. Only 2 (x1000) gallons was billed at \$2 - a \$2 difference.
\$2.00 October 2011 sewer usage. Meter reading was not recorded correctly. Should have been 4 (x1000) gallons billed at \$2, but only 3 (x1000) were billed - a difference of \$2.
\$3.20 October 2011 water usage. Meter reading was not recorded correctly. Should have been 4 (x1000) gallons billed at \$3.20, but only 3 (x1000) were billed - a difference of \$3.20.

Subsequent Payments Made: **(\$73.64)** Payment received 11/26/2012.
(\$79.50) Payment received 1/2/2013.
\$165.00 Total Amount Still Owed

Note: White rows are invoiced amounts. Gray rows are payments received from the Bartlings, yellow cells are errors in the billings.

Note 2: The beginning balance at October 1, 2009 was obtained from QuickBooks. The APA did not review the utility billings prior to October 2009; therefore we are not able to determine if the beginning balance recorded in QuickBooks at that time is accurate.