



## NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

Charlie Janssen  
State Auditor

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October 18, 2017

Ryan Anderson, Board Chairperson  
Village of Alvo  
135 Main Street  
Alvo, NE 68304

Dear Mr. Anderson:

In late August of 2017, you contacted the Auditor of Public Accounts' (APA) office regarding altered payments and suspected theft by Ginger Neuhart, the Clerk/Treasurer for the Village of Alvo (Village). As a result, the APA began limited preliminary planning work to determine if a full financial audit or attestation would be warranted. Pursuant thereto, the APA requested certain information regarding these payments to the Clerk/Treasurer.

Based upon both the outcome of this preliminary planning work and the Village's current circumstances, the APA has determined that a separate financial audit or attestation of the Village is not required at this time. However, the APA will likely examine the Village's bank records and other financial documents for the fiscal year ending September 30, 2018, at the Village's expense.

During the course of the preliminary planning work, we identified potentially fraudulent activity involving the Village's Clerk/Treasurer, which is presented below. The information contained herein is the APA's summary of the information obtained, the procedures performed, and the details of the apparent fraud.

### Background

The Village is located in Cass County, Nebraska. The Village Board (Board) is the governmental body responsible for exercising financial accountability and control over activities relevant to the operations of the Village. In addition to resident utility fees, the Board receives funding from State and local government sources and must comply with the requirements of these funding sources. Board members are elected by the public and have broad decision-making authority, including the power to levy taxes and to designate management, the ability to exert significant influence over all Village operations, and primary responsibility for related fiscal matters.

Upon request, the Chairperson and the Village's bank provided the APA with copies of the monthly bank statements for the Village's general checking account, water and sewer checking account, and savings account. The APA received copies of bank statements dating back to 2010. The Chairperson also provided the APA with copies of the Village claims listings and Board meeting minutes.

In addition to gathering this information, the APA learned that the Clerk/Treasurer for the Village was also the Clerk/Treasurer for the villages of Ithaca and Memphis and the City of Waverly. As a result of the alleged fraud, as described below, at the Village, the APA also requested financial information and bank statements from the other three municipalities. Based on our examination of this information, the APA has issued separate letters to the villages of Memphis and Ithaca, which can be found on the APA's website at [www.auditors.nebraska.gov](http://www.auditors.nebraska.gov).

Additionally, the APA worked with members of the Nebraska State Patrol, who were able to obtain Ginger Neuhart's personal bank account records. Examining these records in connection with the alleged fraud, the APA found that Ginger Neuhart had deposited not only her Village and City pay checks to that account but also three suspicious cash deposits of \$500 each on these dates: February 4, 2016; July 31, 2015; and October 16, 2014.

### Comments and Recommendations

#### **1. Alleged Fraud**

As mentioned above, on August 23, 2017, the Chairperson of the Board contacted the APA, alleging that the Clerk/Treasurer was misappropriating Village funds. The Chairperson explained that he had signed a \$700 check for the Clerk/Treasurer's monthly compensation. However, that same check later cleared the bank for \$1,700. On August 24<sup>th</sup>, the day after being contacted by the Chairperson, the APA received copies of bank statements for the Village's general checking account and copies of the detail claims listing.

The APA performed a detailed comparison of the amounts noted on the claims listing to the checks and payments that cleared the bank for the period July 2014 through September 2017. Based on this comparison, the APA noted a consistent pattern of the Clerk/Treasurer receiving compensation payments containing additional monies that were not approved by the Board and recorded in the claims listing; for the period examined, that amount totaled \$43,000. It appears that the Clerk/Treasurer was adding either \$1,000 or \$2,000 to the \$700 check after it was signed by the Chairperson. See **Attachment A** for an example of the August 1, 2017, claims to be approved.

Based on this consistent pattern of discrepancies between the signed check amounts and the subsequent payments that cleared the bank, the APA carefully examined all Village checks made out to the Clerk/Treasurer dating back to January 2010. In doing so, the APA found that the Clerk/Treasurer received additional overpayments, totaling \$62,000, for the period January 2010 through June 2014.

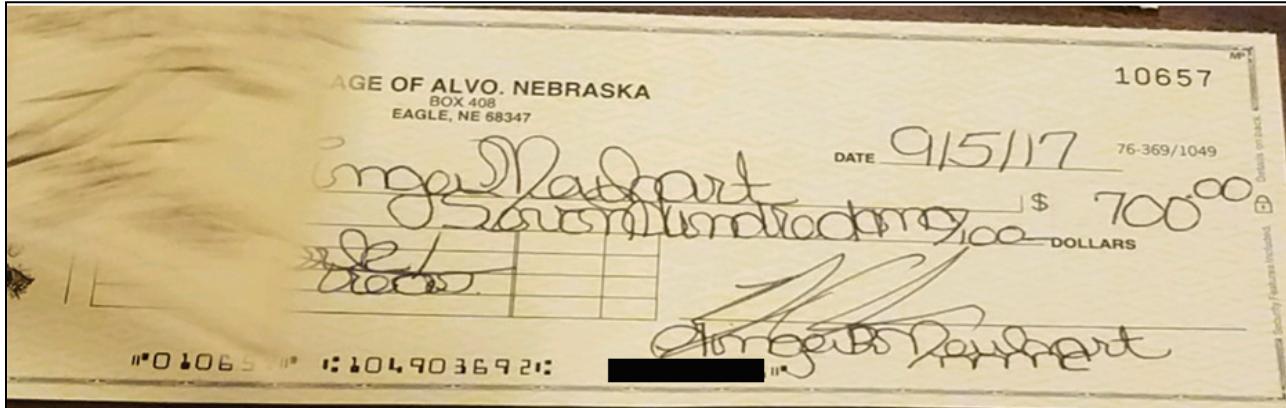
The following table summarizes the potentially fraudulent overpayments to the Clerk/Treasurer, from July 2014 through September 2017 and January 2010 through June 2014, discovered by the APA:

Period	Approved Amount Total	Check Amount Total	Overpayment (Alleged Fraud)
July 2017 - September 2017	\$2,100	\$5,100	\$3,000
July 2016 - June 2017	\$8,400	\$20,400	\$12,000
July 2015 - June 2016	\$8,400	\$22,400	\$14,000
July 2014 - June 2015	\$8,400	\$22,400	\$14,000
<b><i>Subtotals</i></b>	<b><i>\$27,300</i></b>	<b><i>\$70,300</i></b>	<b><i>\$43,000</i></b>
January 2010 - June 2014	\$37,800	\$99,800	\$62,000
<b>Totals</b>	<b>\$65,100</b>	<b>\$170,100</b>	<b>\$105,000</b>

The July 2014 through September 2017 monthly detail of payments to the Clerk/Treasurer, as compared to the approved Board claims, can be found on **Exhibit A**. The corresponding images for these checks can be found on **Attachment B**. The January 2010 through June 2014 monthly check detail can be found on **Exhibit B**.

To support further the APA's suspicion of fraudulent activity, the Chairperson photographed the September 2017 paycheck for the Clerk/Treasurer, as shown below. That paycheck was presented to him for his signature at the September 5, 2017, Board meeting.

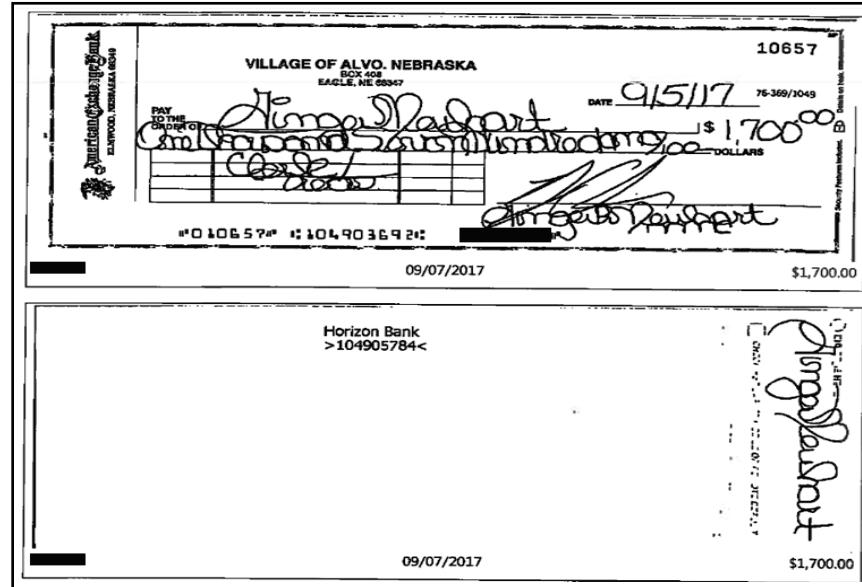
#### Picture of \$700 Check Submitted to Chairperson for Signature



For security reasons, the bank account numbers will not be published in this letter, but are available to the Village or other related parties upon request.

The above image shows that the Clerk/Treasurer's paycheck, dated September 5, 2017, was initially written for only \$700. However, below is an image of the check that cleared the bank on September 7, 2017. Clearly, that same check had been altered to make it payable for \$1,700, resulting in the Clerk/Treasurer receiving an additional \$1,000 not authorized by the Chairperson or the Board.

#### Front and Back of Altered Check after Chairperson had Signed



Based on this alteration of the check, the Nebraska State Patrol confronted the Clerk/Treasurer on September 11, 2017, at which time she confessed to embezzling funds from all three villages where she was employed: Alvo, Ithaca, and Memphis. The “Affidavit in Support of Arrest Warrant,” filed in Cass County on September 13, 2017, contains the following:

*On September 11, 2017, Ginger Neuhart gave a voluntary statement to Nebraska State Patrol Investigator where Neuhart confirmed she altered the Village of Alvos checks monthly adding one thousand and sometimes two thousand dollars to her own paycheck. This was done after Ginger Neuhart had the Village Chairman’s second signature on the check. Ginger Neuhart stated this has been her practice for years. Ginger Neuhart stated she had do [sic] so because she thought her services were worth more.*

The Clerk appears also to have been presenting the Board with falsified Treasurer reports that included improperly elevated fund balances. Thus, she may have misled the Board into believing erroneously that the Village had more monies available than was actually the case. As an example, the Treasurer report presented to the Board for June 30, 2017, included ending balances that were inflated by over \$88,500 when compared to the actual bank balances. A summary of those discrepant balances is provided in the following table:

Fund	Treasurer's Report Balances	Bank Account Name	Bank Balances
General	\$21,134.37	Village of Alvo	\$10,375.86
Road Match	\$3,207.81	Village of Alvo Savings	\$3,207.81
Road	\$78,177.99	Village of Alvo Road Fund	\$373.02
Water/Sewer	\$2,993.82	Village of Alvo-Water & Sewer	\$2,993.82
<b>Total</b>	<b>\$105,513.99</b>	<b>Total</b>	<b>\$16,950.51</b>

**Note:** These are the actual bank statement balances and not the reconciled bank balances.

It is important to note that the APA did not perform a full reconciliation of the Village’s utility accounts, which could possibly reveal additional missing monies. However, the Clerk did not have a personal utility account at the Village, and no glaring issues were noted.

Neb. Rev. Stat. § 28-512 (Reissue 2016) provides, in relevant part, the following:

*A person commits theft if he obtains property of another by deception. A person deceives if he intentionally:*

*(1) Creates or reinforces a false impression, including false impressions as to law, value, intention, or other state of mind; but deception as to a person’s intention to perform a promise shall not be inferred from the fact alone that he did not subsequently perform the promise; or*

*(2) Prevents another from acquiring information which would affect his judgment of a transaction; or*

*(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; or*

*(4) Uses a credit card, charge plate, or any other instrument which purports to evidence an undertaking to pay for property or services delivered or rendered to or upon the order of a designated person or bearer (a) where such instrument has been stolen, forged, revoked, or canceled, or where for any other reason its use by the actor is unauthorized, or (b) where the actor does not have the intention and ability to meet all obligations to the issuer arising out of his use of the instrument.*

Neb. Rev. Stat. § 28-602 (Reissue 2016) states the following:

(1) *A person commits forgery in the first degree if, with intent to deceive or harm, he falsely makes, completes, endorses, alters, or utters a written instrument which is or purports to be, or which is calculated to become or to represent if completed:*

(a) *Part of an issue of money, stamps, securities, or other valuable instruments issued by a government or governmental agency; or*

(b) *Part of an issue of stock, bonds, bank notes, or other instruments representing interests in or claims against a corporate or other organization or its property.*

(2) *Forgery in the first degree is a Class III felony.*

Neb. Rev. Stat. § 28-603 (Reissue 2016) provides the following:

(1) *Whoever, with intent to deceive or harm, falsely makes, completes, endorses, alters, or utters any written instrument which is or purports to be, or which is calculated to become or to represent if completed, a written instrument which does or may evidence, create, transfer, terminate, or otherwise affect a legal right, interest, obligation, or status, commits forgery in the second degree.*

(2) *Forgery in the second degree is a Class IIA felony when the face value, or purported face value, or the amount of any proceeds wrongfully procured or intended to be procured by the use of such instrument, is five thousand dollars or more.*

(3) *Forgery in the second degree is a Class IV felony when the face value, or purported face value, or the amount of any proceeds wrongfully procured or intended to be procured by the use of such instrument, is one thousand five hundred dollars or more but is less than five thousand dollars.*

(4) *Forgery in the second degree is a Class I misdemeanor when the face value, or purported face value, or the amount of any proceeds wrongfully procured or intended to be procured by the use of such instrument, is five hundred dollars or more but is less than one thousand five hundred dollars.*

(5) *Forgery in the second degree is a Class II misdemeanor when the face value, or purported face value, or the amount of any proceeds wrongfully procured or intended to be procured by the use of such instrument, is less than five hundred dollars.*

(6) *For the purpose of determining the class of penalty for forgery in the second degree, the face values, or purported face values, or the amounts of any proceeds wrongfully procured or intended to be procured by the use of more than one such instrument, may be aggregated in the indictment or information if such instruments were part of the same scheme or course of conduct which took place within a sixty-day period and within one county. Such values or amounts shall not be aggregated into more than one offense.*

Neb. Rev. Stat. § 28-911 (Reissue 2016) prohibits “abuse of public records,” as follows:

(1) *A person commits abuse of public records, if:*

(a) *He knowingly makes a false entry in or falsely alters any public record; or*

(b) *Knowing he lacks the authority to do so, he intentionally destroys, mutilates, conceals, removes, or impairs the availability of any public record; or*

(c) *Knowing he lacks the authority to retain the record, he refuses to deliver up a public record in his possession upon proper request of any person lawfully entitled to receive such record; or*

(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.*

*(2) As used in this section, the term public record includes all official books, papers, or records created, received, or used by or in any governmental office or agency.*

*(3) Abuse of public records is a Class II misdemeanor.*

Neb. Rev. Stat. § 28-924 (Reissue 2016) creates the offense of “official misconduct” by a public servant, as follows:

*(1) A public servant commits official misconduct if he knowingly violates any statute or lawfully adopted rule or regulation relating to his official duties.*

*(2) Official misconduct is a Class II misdemeanor.*

In addition to these potential statutory concerns, good internal controls require procedures to ensure that no one person is in a position both to perpetrate and to conceal financial errors or irregularities.

There is an increased risk for fraud or abuse of public funds when the Board fails to monitor adequately the Clerk/Treasurer’s handling of Village finances.

We recommend the Village implement procedures to prevent one person from being in a position both to perpetrate and to conceal financial errors or irregularities. This would include having a Board member, or a separately designated individual, review the monthly bank statements, obtained directly from the bank, for any discrepancies with approved claims. We recommend also the Village consult and work with the proper authorities regarding the former Clerk/Treasurer’s apparent theft of public funds and confession relating thereto. The Village should implement procedures to recover or otherwise account for any missing funds.

We are referring the information contained herein to the Nebraska State Patrol, the Nebraska Attorney General, and the Cass County Attorney. The APA will also be referring the details of this matter to the Nebraska Department of Revenue and the Internal Revenue Service.

## **2. Other Issues Identified**

During our comparison of the Village’s bank account details to claims approved by the Board, the APA identified other issues, including checks with only one signature, claims paid but not approved, and claims that were approved after the check date. These issues, from July 2014 through July 2017, have been summarized below.

- Checks totaling \$11,708.69 were paid, but not included, on the claims listing to be approved by the Board. As summarized in the table below, those disbursements were for, among other things, bond and interest payments, vendor payments, and payments to State and local governments:

Name	Check #	Cleared Bank Date	Cleared Check Amount
Cass Co Register of Deeds	10618	7/10/17	\$48.00
Nebr. Dept. of Revenue	10634	7/15/17	\$494.37
Chase Bank	Wire Transfer	6/12/17	\$1,542.50
Depository Trust	Wire Transfer	6/26/17	\$5,020.00
Deluxe Bus Sys	Debit	5/9/17	\$110.92
NDEQ	10531	1/19/17	\$100.00
Nebr. Dept of Revenue	10310	1/21/16	\$480.37
Deluxe Bus Sys.	Debit	1/6/16	\$106.90
Cass Co Register of Deeds	10271	11/18/15	\$16.00
Midwest Farmers Coop	10177	6/18/15	\$1,621.76
Chase Bank	Wire Transfer	6/16/15	\$2,073.75
Deluxe Bus Sys	Debit	7/30/14	\$94.12
<b>Total</b>			<b>\$11,708.69</b>

- Fifteen checks, totaling \$6,185.18, were signed by only the Clerk. The following table summarizes those payments:

Name	Check #	Cleared Bank Date	Cleared Check Amount
Cass Co Register of Deeds	10618	7/17/17	\$48.00
Nebr. Dept. of Revenue	10634	7/18/17	\$494.37
Nebr. Dept. of Revenue	10584	4/13/17	\$530.35
Dept. of Revenue	10532	1/20/17	\$557.49
NDEQ	10531	1/19/17	\$100.00
Dept. of Revenue	10475	10/12/16	\$489.70
Dept. of Revenue	10364	4/15/16	\$611.97
Postal Service	10345	3/16/16	\$68.00
Dept. of Revenue	10251	10/16/15	\$525.15
Cass Co Register of Deeds	10271	11/18/15	\$16.00
Dept. of Revenue	10194	7/15/15	\$549.82
Dept. of Revenue	10143	4/16/15	\$545.26
Dept. of Revenue	10089	1/20/15	\$541.83
Dept. of Revenue	10031	10/9/14	\$557.91
Dept. of Revenue	9966	7/16/14	\$549.33
<b>Total</b>			<b>\$6,185.18</b>

Neb. Rev. Stat. § 17-711 (Supp. 2017) requires the Village's warrants to be authorized by two signatures, as follows:

*All warrants drawn upon the city treasurer of a city of the second class or village treasurer must be signed by the mayor or chairperson of the village board of trustees and countersigned by the city clerk or village clerk, stating the particular fund to which the same is chargeable, the person to whom payable, and for what particular object. No money shall be otherwise paid than upon such warrants so drawn. Each warrant shall specify the amount included in the adopted budget statement for such fund upon which it is drawn and the amount already expended of such fund.*

- Multiple Village checks, totaling over \$95,000, were issued before the underlying claims were approved by the Board. The table below provides a summary of those premature payments:

<b>Claim Date</b>	<b>Name on Claim Listing</b>	<b>Check #</b>	<b>Cleared Bank Date</b>	<b>Cleared Check Amount</b>
5/2/17	Nebr. Dept. of Revenue	10584	4/13/17	\$530.35
1/9/17	Depository Trust	Wire Transfer	12/12/16	\$1,542.50
11/1/16	Dept. of Revenue	10475	10/12/16	\$489.70
8/2/16	Dept. of Revenue	10420	7/14/16	\$526.76
6/7/16	Chase Bank	Wire Transfer	6/3/16	\$27,073.75
5/3/16	Dept. of Revenue	10364	4/15/16	\$611.97
4/5/16	Postal Service	10345	3/16/16	\$68.00
1/5/16	Jason Strahan	10289	12/12/15	\$3,400.00
1/5/16	Chase Bank	Wire Transfer	12/7/15	\$2,073.75
11/3/15	Elmwood-Murdock	10253	10/29/15	\$1,001.00
11/3/15	Dept. of Revenue	10251	10/16/15	\$525.15
8/4/15	Dept. of Revenue	10194	7/15/15	\$549.82
6/8/15	HOA Solutions, Inc.	10106	6/18/15	\$3,798.00
5/13/15	Dept. of Revenue	10143	4/16/15	\$545.26
4/7/15	U.S. Postal Service	10125	3/31/15	\$60.00
2/3/15	Dept. of Revenue	10089	1/20/15	\$541.83
1/7/15	Chase Bank	Wire Transfer	12/3/14	\$2,073.75
1/7/15	Bornemeier Well	10052	3/2/15	\$8,021.00
12/3/14	Darryl Haynes	10053	11/6/14	\$483.50
12/3/14	Display Vision	10054	11/19/14	\$5,490.00
11/5/14	Dept. of Revenue	10031	10/9/14	\$557.91
9/10/14	Rick Koutecky	9993	8/12/14	\$1,783.52
8/6/14	Dept. of Revenue	9966	7/16/14	\$549.33
8/6/14	DSI Door & Hardware	9970	9/19/14	\$1,096.75
8/6/14	ABC Supply Co.	9971	8/20/14	\$1,559.02
8/6/14	Display Visions LED	9967	7/31/14	\$5,490.00
8/6/14	Midwest Farmer's Co-op	9972	7/30/14	\$2,880.00
7/2/14	Chase Bank	Wire Transfer	6/5/14	\$2,073.75
7/2/14	Louie C. Ward	9950	6/23/14	\$20,000.00
<b>Total</b>				<b>\$95,396.37</b>

Good internal control requires procedures to ensure that all claims are approved by the Board prior to payment and are adequately documented in the meeting minutes of the month in which they are approved. Without such procedures, there is an increased risk for the loss or misuse of Village funds. Absent adequate procedures to ensure that Village checks are properly signed by the individuals specified in statute, moreover, there is a risk of not only noncompliance with statute but also loss or misuse of Village funds.

We recommend the Board implement procedures to ensure all claims are approved by the Board prior to payment and are adequately documented in the meeting minutes of the month in which they are approved. We recommend also the Board ensure Village checks are signed by the appropriate parties in accordance with State statute.

\* \* \* \* \*

The preliminary planning work that resulted in this letter was designed primarily on a test basis and, therefore, may not bring to light all existing weaknesses in the Village's policies or procedures. Nevertheless, our objective is to use the knowledge gained from the preliminary planning work to make comments and recommendations that we hope will prove useful to the Village.

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

This communication is intended solely for the information and use of the Village and its management. It is not intended to be, and should not be, used by anyone other than those specified parties. However, this letter is a matter of public record, and its distribution is not limited.

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

Sincerely,



Mary Avery  
Special Audits and Finance Manager  
Phone: 402-471-3686  
[mary.avery@nebraska.gov](mailto:mary.avery@nebraska.gov)

cc: Nebraska Attorney General  
Nebraska State Patrol  
Cass County Attorney  
Nebraska Department of Revenue  
Internal Revenue Service

VILLAGE OF ALVO  
AUGUST 1, 2017 CLAIMS TO BE APPROVED

**ATTACHMENT A**

**VILLAGE OF ALVO  
CLAIMS TO BE APPROVED  
AUGUST 1<sup>ST</sup>, 2017**

Ryan Anderson	Chairman	\$ 50.00
Kelly Anderson	Board Member	\$ 25.00
David Morgan	Board Member	\$ 25.00
Robin LaPage	Board Member	\$ 25.00
Melissa Hanes	Board Member	\$ 25.00
Ginger Neuhart	Clerk/Treasurer	\$ 700.00
Jay Eastep	Water/Sewer Operator	\$ 675.00
Windstream	Phone Service	\$ 114.58
OPPD	Electricity	\$ 822.24
The Hartford	Fire/Rescue Insurance	\$ 166.30
NPHE Labs	Water Testing	\$ 15.00
WireBuilt Co.	Website Hosting	\$ 100.00
Rock Creek Refuse	Garbage Service	\$ 24.00
Olsson Assoc.	Engineering	\$ 2,217.00
Ryan Anderson	Risers	\$ 251.28
Dept. of Revenue	Sales Tax	\$ 494.37
Maguire Iron	Tank Inspection	\$ 1,680.00
One Call Concepts	Locates	\$ 2.28
Danko	Battery	\$ 405.00
<b>TOTAL</b>		<b>\$ 7,817.05</b>

VILLAGE OF ALVO  
CHECK IMAGES FROM JULY 2014 THROUGH SEPTEMBER 2017

**ATTACHMENT B**

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68647

10657

PAY TO THE ORDER OF *Dimples Short*  
*Christopher Clark/Short*  
*Dimples Short*

DATE *9/15/17* 76-369/1049  
\$1,700.00 DOLLARS

#010657# C104903692#

09/07/2017 \$1,700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68647

10590

PAY TO THE ORDER OF *Dimples Short*  
*Christopher Clark/Short*  
*Dimples Short*

DATE *5/2/17* 76-369/1049  
\$1,700.00 DOLLARS

#010590# C104903692#

000010590 05/04/2017 1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68647

10640

PAY TO THE ORDER OF *Dimples Short*  
*Christopher Clark/Short*  
*Dimples Short*

DATE *8/1/17* 76-369/1049  
\$1,700.00 DOLLARS

#010640# C104903692#

000010640 08/03/2017 1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68647

10674

PAY TO THE ORDER OF *Dimples Short*  
*Christopher Clark/Short*  
*Dimples Short*

DATE *4/4/17* 76-369/1049  
\$1,700.00 DOLLARS

#010674# C104903692#

000010574 04/06/2017 1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68647

10624

PAY TO THE ORDER OF *Dimples Short*  
*Christopher Clark/Short*  
*Dimples Short*

DATE *7/10/17* 76-369/1049  
\$1,700.00 DOLLARS

#010624# C104903692#

000010624 07/12/2017 1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68647

10556

PAY TO THE ORDER OF *Dimples Short*  
*Christopher Clark/Short*  
*Dimples Short*

DATE *3/7/17* 76-369/1049  
\$1,700.00 DOLLARS

#010556# C104903692#

000010556 03/14/2017 1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68647

10605

PAY TO THE ORDER OF *Dimples Short*  
*Christopher Clark/Short*  
*Dimples Short*

DATE *6/6/17* 76-369/1049  
\$1,700.00 DOLLARS

#010605# C104903692#

000010605 06/08/2017 1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68647

10539

PAY TO THE ORDER OF *Dimples Short*  
*Christopher Clark/Short*  
*Dimples Short*

DATE *2/7/17* 76-369/1049  
\$1,700.00 DOLLARS

#010539# C104903692#

000010539 02/09/2017 1700.00

VILLAGE OF ALVO  
CHECK IMAGES FROM JULY 2014 THROUGH SEPTEMBER 2017

**ATTACHMENT B**

VILLAGE OF ALVO, NEBRASKA  
BOX 408  
EAGLE, NE 68027  
PAY TO THE ORDER OF Linda Shubert  
AMOUNT \$1700.00  
Date 1/12/17  
Signature Linda Shubert  
#010517F C104903692C

000010517      01/12/2017      1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 408  
EAGLE, NE 68027  
PAY TO THE ORDER OF Linda Shubert  
AMOUNT \$1700.00  
Date 9/13/16  
Signature Linda Shubert  
#010442F C104903692C

10442      9/13/2016      Paid      1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 408  
EAGLE, NE 68027  
PAY TO THE ORDER OF Linda Shubert  
AMOUNT \$1700.00  
Date 12/15/16  
Signature Linda Shubert  
#010500F C104903692C

000010500      12/15/2016      1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 408  
EAGLE, NE 68027  
PAY TO THE ORDER OF Linda Shubert  
AMOUNT \$1700.00  
Date 8/10/16  
Signature Linda Shubert  
#010426F C104903692C

10426      8/10/2016      1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 408  
EAGLE, NE 68027  
PAY TO THE ORDER OF Linda Shubert  
AMOUNT \$1700.00  
Date 11/1/16  
Signature Linda Shubert  
#010481F C104903692C

000010481      11/03/2016      1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 408  
EAGLE, NE 68027  
PAY TO THE ORDER OF Linda Shubert  
AMOUNT \$1700.00  
Date 7/5/16  
Signature Linda Shubert  
#010409F C104903692C

10409      7/7/2016      1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 408  
EAGLE, NE 68027  
PAY TO THE ORDER OF Linda Shubert  
AMOUNT \$1700.00  
Date 10/4/16  
Signature Linda Shubert  
#010461F C104903692C

000010461      10/11/2016      1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 408  
EAGLE, NE 68027  
PAY TO THE ORDER OF Linda Shubert  
AMOUNT \$1700.00  
Date 6/13/16  
Signature Linda Shubert  
#010388F C104903692C

10388      6/13/2016      1700.00

VILLAGE OF ALVO  
CHECK IMAGES FROM JULY 2014 THROUGH SEPTEMBER 2017

**ATTACHMENT B**

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68021  
DATE 5/3/16  
AMOUNT \$1700.00  
Linda Shubert  
Chambers County Auditor  
Clerk  
Signature  
#010370P #104903692C

10370

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68021  
DATE 4/5/16  
AMOUNT \$2700.00  
Linda Shubert  
Chambers County Auditor  
Clerk  
Signature  
#010351P #104903692C

10351

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68021  
DATE 3/1/16  
AMOUNT \$1700.00  
Linda Shubert  
Chambers County Auditor  
Clerk  
Signature  
#010333P #104903692C

10333

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68021  
DATE 2/11/16  
AMOUNT \$1700.00  
Linda Shubert  
Chambers County Auditor  
Clerk  
Signature  
#010316P #104903692C

10316

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68021  
DATE 1/5/16  
AMOUNT \$1700.00  
Linda Shubert  
Chambers County Auditor  
Clerk  
Signature  
#010295P #104903692C

10295

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68021  
DATE 12/1/15  
AMOUNT \$1700.00  
Linda Shubert  
Chambers County Auditor  
Clerk  
Signature  
#010277P #104903692C

10277

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68021  
DATE 11/3/15  
AMOUNT \$1700.00  
Linda Shubert  
Chambers County Auditor  
Clerk  
Signature  
#010259P #104903692C

10259

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68021  
DATE 10/6/15  
AMOUNT \$1700.00  
Linda Shubert  
Chambers County Auditor  
Clerk  
Signature  
#010237P #104903692C

10237

VILLAGE OF ALVO  
CHECK IMAGES FROM JULY 2014 THROUGH SEPTEMBER 2017

**ATTACHMENT B**

VILLAGE OF ALVO, NEBRASKA  
BOX 405  
EAGLE, NE 68647

DATE 9/8/15

TO Linda Shubert  
Chimney Rock and surrounding areas  
100% funds  
Linda Shubert

AMOUNT \$1,700.00

P.O. 10217# C104903692#

10217

10217            9/10/2015            1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 405  
EAGLE, NE 68647

DATE 5/15/15

TO Linda Shubert  
Chimney Rock and surrounding areas  
100% funds  
Linda Shubert

AMOUNT \$1,700.00

P.O. 10149# C104903692#

10149

10149            5/15/2015            1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 405  
EAGLE, NE 68647

DATE 8/4/15

TO Linda Shubert  
Chimney Rock and surrounding areas  
100% funds  
Linda Shubert

AMOUNT \$1,700.00

P.O. 10200# C104903692#

10200

10200            8/6/2015            1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 405  
EAGLE, NE 68647

DATE 4/7/15

TO Linda Shubert  
Chimney Rock and surrounding areas  
100% funds  
Linda Shubert

AMOUNT \$2,700.00

P.O. 10130# C104903692#

10130

10130            4/9/2015            2700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 405  
EAGLE, NE 68647

DATE 7/7/15

TO Linda Shubert  
Chimney Rock and surrounding areas  
100% funds  
Linda Shubert

AMOUNT \$2,700.00

P.O. 10183# C104903692#

10183

10183            7/9/2015            2700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 405  
EAGLE, NE 68647

DATE 3/3/15

TO Linda Shubert  
Chimney Rock and surrounding areas  
100% funds  
Linda Shubert

AMOUNT \$1,700.00

P.O. 10112# C104903692#

10112

10112            3/6/2015            1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 405  
EAGLE, NE 68647

DATE 6/2/15

TO Linda Shubert  
Chimney Rock and surrounding areas  
100% funds  
Linda Shubert

AMOUNT \$1,700.00

P.O. 10165# C104903692#

10165

10165            6/10/2015            1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 405  
EAGLE, NE 68647

DATE 2/3/15

TO Linda Shubert  
Chimney Rock and surrounding areas  
100% funds  
Linda Shubert

AMOUNT \$1,700.00

P.O. 10095# C104903692#

10095

10095            2/5/2015            1700.00

VILLAGE OF ALVO  
CHECK IMAGES FROM JULY 2014 THROUGH SEPTEMBER 2017

**ATTACHMENT B**

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68642  
DATE 1/12/2015  
10077  
\$1,700.00  
PENNY DOLLARS  
VILLAGE OF ALVO, INC.  
VILLAGE CLERK  
#00000000 01049036920

10077      1/12/2015      1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68642  
DATE 9/12/2014  
9999  
\$1,700.00  
PENNY DOLLARS  
VILLAGE OF ALVO, INC.  
VILLAGE CLERK  
#00000000 01049036920

9999      9/12/2014      1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68642  
DATE 12/5/2014  
10060  
\$1,700.00  
PENNY DOLLARS  
VILLAGE OF ALVO, INC.  
VILLAGE CLERK  
#00000000 01049036920

10060      12/5/2014      1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68642  
DATE 8/8/2014  
9979  
\$1,700.00  
PENNY DOLLARS  
VILLAGE OF ALVO, INC.  
VILLAGE CLERK  
#00000000 01049036920

9979      8/8/2014      1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68642  
DATE 11/7/2014  
10037  
\$1,700.00  
PENNY DOLLARS  
VILLAGE OF ALVO, INC.  
VILLAGE CLERK  
#00000000 01049036920

10037      11/7/2014      1700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68642  
DATE 7/8/2014  
9956  
\$2,700.00  
PENNY DOLLARS  
VILLAGE OF ALVO, INC.  
VILLAGE CLERK  
#00000000 01049036920

9956      7/8/2014      2700.00

VILLAGE OF ALVO, NEBRASKA  
BOX 400  
EAGLE, NE 68642  
DATE 10/11/14  
10019  
\$1,700.00  
PENNY DOLLARS  
VILLAGE OF ALVO, INC.  
VILLAGE CLERK  
#00000000 01049036920

10019      10/3/2014      1700.00

VILLAGE OF ALVO  
JULY 2014 THROUGH SEPTEMBER 2017 CHECK SUMMARY DETAIL

**EXHIBIT A**

Claims Listings				Bank Statement			Variance	Notes on Check
Date	Name	Description	Claim Amount	Check #	Cleared Bank Date	Cleared Check Amount		
		<b>Note 1</b>	\$700	10657	9/7/17	\$1,700	(\$1,000)	Clerk/Treas
8/1/17	Ginger Neuhart	Clerk/Treasurer	\$700	10640	8/3/17	\$1,700	(\$1,000)	Clerk/Treas
7/10/17	Ginger Neuhart	Clerk/Treasurer	\$700	10624	7/12/17	\$1,700	(\$1,000)	Clerk/Treas
6/6/17	Ginger Neuhart	Clerk/Treasurer	\$700	10605	6/8/17	\$1,700	(\$1,000)	Clerk/Treas
5/2/17	Ginger Neuhart	Clerk/Treasurer	\$700	10590	5/4/17	\$1,700	(\$1,000)	Clerk/Treas
4/4/17	Ginger Neuhart	Clerk/Treasurer	\$700	10574	4/6/17	\$1,700	(\$1,000)	Clerk/Treas
3/7/17	Ginger Neuhart	Clerk/Treasurer	\$700	10556	3/14/17	\$1,700	(\$1,000)	Clerk/Treas
2/7/17	Ginger Neuhart	Clerk/Treasurer	\$700	10539	2/9/17	\$1,700	(\$1,000)	Clerk/Treas
1/9/17	Ginger Neuhart	Clerk/Treasurer	\$700	10517	1/12/17	\$1,700	(\$1,000)	Clerk/Treas
12/12/16	Ginger Neuhart	Clerk/Treasurer	\$700	10500	12/15/16	\$1,700	(\$1,000)	Clerk/Treas
11/1/16	Ginger Neuhart	Clerk/Treasurer	\$700	10481	11/3/16	\$1,700	(\$1,000)	Clerk/Treas
10/4/16	Ginger Neuhart	Clerk/Treasurer	\$700	10461	10/11/16	\$1,700	(\$1,000)	Clerk/Treas
9/6/16	Ginger Neuhart	Clerk/Treasurer	\$700	10442	9/13/16	\$1,700	(\$1,000)	Clerk/Treas
8/2/16	Ginger Neuhart	Clerk/Treasurer	\$700	10426	8/10/16	\$1,700	(\$1,000)	Clerk/Treas
7/5/16	Ginger Neuhart	Clerk/Treasurer	\$700	10409	7/7/16	\$1,700	(\$1,000)	Clerk/Treas
6/7/16	Ginger Neuhart	Clerk/Treasurer	\$700	10388	6/13/16	\$1,700	(\$1,000)	Clerk/Treas
5/3/16	Ginger Neuhart	Clerk/Treasurer	\$700	10370	5/6/16	\$1,700	(\$1,000)	Clerk/Treas
4/5/16	Ginger Neuhart	Clerk/Treasurer	\$700	10351	4/8/16	\$2,700	(\$2,000)	Clerk/Treas & Audit Report
3/1/16	Ginger Neuhart	Clerk/Treasurer	\$700	10333	3/3/16	\$1,700	(\$1,000)	Clerk/Treas
2/2/16	Ginger Neuhart	Clerk/Treasurer	\$700	10316	2/11/16	\$1,700	(\$1,000)	Clerk/Treas
1/5/16	Ginger Neuhart	Clerk/Treasurer	\$700	10295	1/7/16	\$1,700	(\$1,000)	Clerk/Treas
12/1/15	Ginger Neuhart	Clerk/Treasurer	\$700	10277	12/4/15	\$1,700	(\$1,000)	Clerk/Treas
11/3/15	Ginger Neuhart	Clerk/Treasurer	\$700	10259	11/5/15	\$1,700	(\$1,000)	Clerk/Treas
10/6/15	Ginger Neuhart	Clerk/Treasurer	\$700	10237	10/8/15	\$1,700	(\$1,000)	Clerk/Treas
9/8/15	Ginger Neuhart	Clerk/Treasurer	\$700	10217	9/10/15	\$1,700	(\$1,000)	Clerk/Treas
8/4/15	Ginger Neuhart	Clerk/Treasurer	\$700	10200	8/6/15	\$1,700	(\$1,000)	Clerk/Treas
7/7/15	Ginger Neuhart	Clerk/Treasurer	\$700	10183	7/9/15	\$2,700	(\$2,000)	Clerk/Treas & Budget Prep.
6/8/15	Ginger Neuhart	Clerk/Treasurer	\$700	10165	6/10/15	\$1,700	(\$1,000)	Clerk/Treas
5/13/15	Ginger Neuhart	Clerk/Treasurer	\$700	10149	5/15/15	\$1,700	(\$1,000)	Clerk/Treas
4/7/15	Ginger Neuhart	Clerk/Treasurer	\$700	10130	4/9/15	\$2,700	(\$2,000)	Clerk/Treas & Audit Report
3/3/15	Ginger Neuhart	Clerk/Treasurer	\$700	10112	3/6/15	\$1,700	(\$1,000)	Clerk/Treas
2/3/15	Ginger Neuhart	Clerk/Treasurer	\$700	10095	2/5/15	\$1,700	(\$1,000)	Clerk/Treas
1/7/15	Ginger Neuhart	Clerk/Treasurer	\$700	10077	1/12/15	\$1,700	(\$1,000)	Clerk/Treas
12/3/14	Ginger Neuhart	Clerk/Treasurer	\$700	10060	12/5/14	\$1,700	(\$1,000)	Clerk/Treas
11/5/14	Ginger Neuhart	Clerk/Treasurer	\$700	10037	11/7/14	\$1,700	(\$1,000)	Clerk/Treas
10/1/14	Ginger Neuhart	Clerk/Treasurer	\$700	10019	10/3/14	\$1,700	(\$1,000)	Clerk/Treas
9/10/14	Ginger Neuhart	Clerk/Treasurer	\$700	9999	9/12/14	\$1,700	(\$1,000)	Clerk/Treas
8/6/14	Ginger Neuhart	Clerk/Treasurer	\$700	9979	8/8/14	\$1,700	(\$1,000)	Clerk/Treas
7/2/14	Ginger Neuhart	Clerk/Treasurer	\$700	9956	7/8/14	\$2,700	(\$2,000)	Clerk/Treas & Budget
<b>Totals</b>			<b>\$27,300</b>			<b>\$70,300</b>	<b>(\$43,000)</b>	

**Note 1:** Check was presented to the Board Chair at \$700 for his signature, but was later changed to \$1,700.

**Note 2:** See **Attachment B** for check images.

**VILLAGE OF ALVO**  
**JANUARY 2010 THROUGH JUNE 2014 CHECK SUMMARY DETAIL**

**EXHIBIT B**

<b>Check #</b>	<b>Check Date</b>	<b>Cleared Date</b>	<b>Notes On Check</b>	<b>Check Amount</b>	<b>Approved Monthly Pay Amount</b>	<b>Variance</b>
9937	6/4/2014	6/6/2014	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9919	5/7/2014	5/9/2014	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9902	4/2/2014	4/4/2014	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9884	3/5/2014	3/7/2014	Clerk/Treas Postage	\$1,706.98	\$700	(\$1,000)
9868	2/5/2014	2/7/2014	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9844	1/6/2014	1/8/2014	Clerk/Treasurer	\$1,700.00	\$700	(\$1,000)
9823	12/4/2013	12/6/2013	Clerk/Treas & Audit Report	\$2,700.00	\$700	(\$2,000)
9803	11/4/2013	11/5/2013	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9785	10/2/2013	10/18/2013	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9764	9/9/2013	9/11/2013	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9765	9/9/2013	9/11/2013	Postage	\$38.58		
9740	8/6/2013	8/8/2013	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9720	7/2/2013	7/5/2013	Clerk/Treasurer Budget Prep	\$2,700.00	\$700	(\$2,000)
9699	6/4/2013	6/6/2013	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9680	5/6/2013	5/8/2013	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9666	4/1/2013	4/3/2013	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9650	3/4/2013	3/13/2013	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9633	2/4/2013	2/6/2013	Clerk/Treas	\$2,700.00	\$700	(\$2,000)
9615	1/7/2013	1/9/2013	Clerk/Treas	\$2,700.00	\$700	(\$2,000)
9600	12/3/2012	12/5/2012	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9585	11/5/2012	11/14/2012	Clerk/Treas & Audit Report	\$2,700.00	\$700	(\$2,000)
9571	10/1/2012	10/3/2012	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9555	9/10/2012	9/12/2012	Clerk/Treas Budget Report Prep.	\$2,700.00	\$700	(\$2,000)
9541	8/6/2012	8/8/2012	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9529	7/2/2012	7/5/2012	Clerk/Treasurer	\$1,700.00	\$700	(\$1,000)
9513	6/6/2012	6/8/2012	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9498	5/7/2012	6/6/2012	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9482	4/2/2012	4/5/2012	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9466	3/5/2012	3/8/2012	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9452	2/6/2012	2/8/2012	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9439	1/2/2012	1/4/2012	Clerk/Treas & Audit Report	\$2,700.00	\$700	(\$2,000)
9423	12/12/2011	12/14/2011	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9407	11/7/2011	11/9/2011	Printer toner	\$95.95		
9406	11/7/2011	11/9/2011	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9391	10/3/2011	10/5/2011	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9372	9/6/2011	9/8/2011	Clerk/Treasurer	\$1,700.00	\$700	(\$1,000)
9359	8/1/2011	8/3/2011	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9341	7/11/2011	7/13/2011	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9325	6/6/2011	6/8/2011	Clerk/Treasurer	\$1,700.00	\$700	(\$1,000)
9124	5/3/2010	5/5/2010	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9298	4/4/2011	4/6/2011	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9281	3/7/2011	3/9/2011	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9266	2/7/2011	2/9/2011	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9247	1/10/2011	1/12/2011	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9231	12/6/2010	12/8/2010	Clerk/Treasurer	\$1,700.00	\$700	(\$1,000)
9212	11/8/2010	11/12/2010	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9195	10/4/2010	10/15/2010	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9180	9/7/2010	9/9/2010	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9166	8/2/2010	8/4/2010	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9152	7/6/2010	7/8/2010	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9137	6/7/2010	6/9/2010	Clerk/Treas	\$1,700.00	\$700	(\$1,000)

VILLAGE OF ALVO  
JANUARY 2010 THROUGH JUNE 2014 CHECK SUMMARY DETAIL

**EXHIBIT B**

<b>Check #</b>	<b>Check Date</b>	<b>Cleared Date</b>	<b>Notes On Check</b>	<b>Check Amount</b>	<b>Approved Monthly Pay Amount</b>	<b>Variance</b>
9124	5/3/2010	5/5/2010	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9109	4/5/2010	4/7/2010	Clerk/Treas & Audit Report	\$2,700.00	\$700	(\$2,000)
9094	3/1/2010	3/5/2010	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
9079	2/1/2010	2/3/2010	Clerk/Treasurer	\$1,700.00	\$700	(\$1,000)
9061	1/4/2010	1/22/2010	Clerk/Treas	\$1,700.00	\$700	(\$1,000)
<b>Totals</b>				<b>\$99,941.51</b>	<b>\$37,800</b>	<b>(\$62,000)</b>

**Note 1:** Based on our examination of claims from July 2014 to August 2017, as well as other documentation, the Clerk was to be paid \$700 each month. Therefore, the APA used \$700 to calculate the potential fraudulent payments from January 2010 to June 2014.

**Note 2:** Three checks (9884, 9765, and 9407) included reimbursement amounts. For check number 9884, the APA deducted the \$6.98 for postage before comparing the check amount to the approved amount.