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NEWS RELEASE

FOR RELEASE

June 29, 2018

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Auditor of State Mary Mosiman today released a report on a review of the operations of the Mitchell County Treasurer's Office Property Tax Department (Department) for the period July 1, 2014 through June 30, 2016. The Department is responsible for collecting and processing property tax collections. The review was requested by County officials as a result of concerns property tax receipts were not properly processed by a former employee of the Treasurer's Office, Ms. Tracey Mooberry.

The request by County officials was made after the Office of Auditor of State contacted the Treasurer's Office regarding a newspaper article published on July 15, 2016 which referred to an investigation and arrest of Ms. Tracey Mooberry a former employee of the Treasurer's Office, for theft in the second-degree. Mosiman reported the Treasurer's Office did not notify the Office of Auditor of State regarding the suspected financial irregularities in accordance with the *Code of Iowa*.

Mosiman reported the special investigation identified \$5,964.00 of undeposited or improperly deposited property tax collections and improperly applied delinquent charges. Mosiman reported a total of 35 improper transactions were identified which were directly or indirectly related to \$5,293.00 of property tax collections which were improperly diverted. The improper transactions related to the \$5,293.00 of improperly diverted property tax collections were recorded in a total of 17 property tax accounts. The remaining \$492.00 of undeposited collections identified involved 3 taxpayer accounts for which cash paid to the Department was not deposited.

Mosiman also reported on March 17, 2016 a \$787.00 property tax payment was improperly diverted and applied to Ms. Mooberry's property tax account to pay a portion of the property tax due on March 31, 2016.

Mosiman reported undeposited or improperly diverted collections identified and related delinquent charges were subsequently repaid with money orders and cashier's checks. However, due to the manner in which the property tax payments were recorded, it was not possible to determine if additional property tax payments were diverted and improperly recorded on the County's property tax system.

County officials did not notify the Office of Auditor of State of the financial concerns identified as required by Chapter 11 of the *Code of Iowa*. Mosiman reported the matter came to the attention of the Office of Auditor of State as a result of a news article published after Ms. Mooberry's arrest for felony second-degree theft in July 2016. In September 2016 she pleaded guilty to a misdemeanor charge of non-felonious misconduct in office as the result of a plea arrangement. She subsequently received a deferred judgment, was placed on probation for a year, and fined \$350.00.

The report includes recommendations to strengthen the internal controls and overall operations of the Mitchell County Treasurer's Office, including segregation of duties and reviewing manual adjustments.

Copies of the report are available for review in the Mitchell County Treasurer's Office, on the Auditor of State's web site at <https://auditor.iowa.gov/reports/1610-0066-BE00>, and in the Office of Auditor of State.

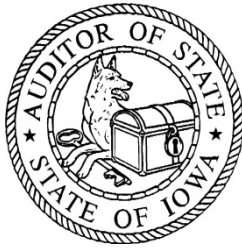
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**REPORT ON SPECIAL INVESTIGATION OF THE
MITCHELL COUNTY TREASURER'S OFFICE
PROPERTY TAX DEPARTMENT**

**FOR THE PERIOD
JULY 1, 2014 THROUGH JUNE 30, 2016**

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Auditor of State's Report

To the Mitchell County Board of Supervisors:

As a result of alleged improprieties regarding certain financial transactions processed by a former employee in the Treasurer's Office, we conducted an investigation of the Mitchell County Treasurer's Office (Office). We have applied certain tests and procedures to selected transactions processed by the Office between July 1, 2014 and June 30, 2016, unless otherwise specified. Based on our review of relevant information and discussions with County officials, we performed the following procedures:

- 1) Reviewed the Office's internal controls to determine whether adequate policies and procedures were in place and operating effectively.
- 2) Interviewed Office staff to gain an understanding of the process used to record collections of property taxes, driver's licenses, vehicle fees, and other funds collected by the Office.
- 3) Examined property tax collections recorded from July 1, 2014 through May 31, 2016 to determine accuracy of the recordings.
- 4) Reviewed collections recorded in the property tax system to determine if:
 - The same check number was used to post a payment to different taxpayer accounts.
 - The same name and paid date were recorded, but payments were recorded with different check numbers.
 - The payment method changed for individuals tested.
 - Multiple payments were made for any given parcel number for either the September 2015 or March 2016 payment, and if so, if varying check numbers were used.
 - The same payment method, date, and time were recorded, but the payment was applied to different individuals.
- 5) Examined a selection of property tax collections recorded from May 29, 2015 to May 31, 2016 to determine if collections were properly processed and applied to the appropriate accounts.
- 6) Reviewed property tax receipts from April 1, 2016 through May 31, 2016 which excluded a delinquent charge on the payment to determine if delinquent charge amounts had been modified.
- 7) Obtained and reviewed the former employee's personal bank statements to determine the propriety of certain deposits and to identify the purchase of money orders or checks issued to the County unrelated to the payment of her personal property tax.
- 8) Reviewed the former employee's property tax records to determine if payments were properly recorded.


These procedures identified \$5,964.00 of undeposited or improperly deposited property tax collections and improperly applied delinquent charges. In addition, undeposited or improperly diverted collections identified and related delinquent charges were subsequently repaid with money orders and cashier's checks. However, due to the manner in which the property tax payments were recorded, it was not possible to determine if additional property tax payments were diverted and improperly recorded on the County's property tax system.

Several internal control weaknesses were also identified. Because County records were not available prior to July 1, 2014, we were unable to determine if additional property tax collections were not properly deposited. Our detailed findings and recommendations are presented in the Investigative Summary of this report and **Exhibits A** through **D**.

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

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

We would like to acknowledge the assistance and many courtesies extended to us by the officials and personnel of the Mitchell County Treasurer's Office during the course of our review.


MARY MOSIMAN, CPA
Auditor of State

May 29, 2018

Report on Special Investigation of the
Mitchell County Treasurer's Office
Investigative Summary

Background Information

The Mitchell County Treasurer's Office (Office) is responsible for the collection of property taxes, issuance of vehicle titles and registrations, and collection of vehicle fees from residents of Mitchell County. The Office also provides driver's license services to citizens and financial administration and banking services to County offices. It is functionally divided into 3 Departments as follows:

1. The Tax Department collects and deposits property tax.
2. The Motor Vehicle Department issues vehicle titles and registrations and collects and records vehicle fees.
3. The Drivers' License Department provides driver's license services and collects and records associated fees.

During the period of our investigation, the Treasurer was Pam Meyer. Ms. Meyer was sworn into office on January 4, 2011. During her tenure, she appointed Deputy Treasurers to assist in Office operations.

Near the close of business each day, Office staff balanced the activity from the Motor Vehicle and Drivers' License Departments between the day's collections to the related accounting systems. In addition, the activity recorded in the Tax Department accounting system was balanced to the related collections. All collections were then combined and the day's business was reconciled to the accounting systems by Ms. Meyer and she prepared a bank deposit slip. A Deputy was designated to perform the reconciliation and prepare the bank deposit slip in Ms. Meyer's absence. The second Deputy was responsible for the monthly bank reconciliation.

Ms. Meyer resigned as Treasurer in December 2016. Shannon Paulus was appointed as Treasurer on January 2, 2017.

A primary source of revenue for the County is property tax collections. The County contracts with an outside company to mail out property tax statements at the beginning of September and March each year. Property tax payments are due on the last day of the month. The Treasurer is required to send out delinquency notices on November 1st and May 1st. If a property tax assessment is still delinquent at the end of May, the property owner's name is published in the newspaper for the upcoming tax sale on the first Wednesday in June. The tax sale is held on the third Monday in June. After the tax sale, notices are sent by the Treasurer to property owners informing them of any tax certificates purchased against their property.

Property taxes may be paid by cash, money order, check, debit card, or credit card. Property tax payments are collected at the Treasurer's Office, by mail, and on-line through the Iowa County Treasurer's eGovernment Alliance website. Payments received at the Treasurer's Office are processed by any available staff in the Office. Payments received through the mail are opened by the Treasurer and distributed to staff for processing.

The Treasurer's Office also processes transactions related to the purchase, registration, and sale of motor vehicles. The fees collected by the Office include use tax, title fees, registration fees, and registration renewal fees. The fees to be collected are calculated by the DOT System. Fees may be paid at the Treasurer's Office, by mail, or on-line. Fees may be paid by cash, check, debit card, or credit card.

As previously stated, in addition to property taxes and collections for vehicle related transactions, the Office also deposits all fees and payments collected by all County Departments. When a County Department deposits collections, they are to complete a receipt form showing the amount to be deposited and where the collections are to be recorded in the accounting system. Department staff deliver the completed form and related collections to the Treasurer's Office to be recorded in the County's accounting system and deposited to the bank. The receipts are received by Treasurer's Office staff and given to the Treasurer or an employee for processing. Once the collections are recorded, a receipt is printed and given to the employee from the other Department or it is put in the Department's mail basket. The collections are placed in the safe to be deposited with the rest of the day's collections.

Tracey Mooberry was hired by the Treasurer in February 2011. Her primary duties were to process motor vehicle renewal registrations and property tax collections. In December 2014, Ms. Mooberry's job duties were increased to include closing out the drawer each day for motor vehicle work. Closing the drawer included reconciling the cash and checks received to the cash drawer report generated by the Department of Transportation's ARTS system. Ms. Mooberry also worked with vehicle titles and driver's licenses as needed.

On April 29, 2016, Ms. Mooberry notified Ms. Meyer of her intent to leave employment in 2 weeks and stated her last day would be May 13, 2016. However, Ms. Mooberry took vacation for her last day on May 13, 2016. As a result, her last day in the Office was Thursday, May 12, 2016.

On July 15, 2016, a news article was published by the Waterloo – Cedar Falls Courier regarding an investigation of Ms. Mooberry, as well as her arrest for theft in the second-degree. As a result of the content of the article, the Office of Auditor of State contacted the Treasurer's Office. The Treasurer subsequently requested the Office of Auditor of State review property tax collections. As a result, we performed the procedures detailed in the Auditor of State's Report for the period July 1, 2014 through June 30, 2016.

The July 15, 2016 news article quoted the County Attorney as stating "It appears all the money was paid back and there was no financial loss to the county." The news article also stated the County Attorney "said the misappropriation of funds appeared to have taken place in the last six weeks of Mooberry's employment." The County Attorney charged Ms. Mooberry with felony second-degree theft in July 2016, but in September 2016 she pleaded guilty to a misdemeanor charge of non-felonious misconduct in office. According to a news article regarding her sentencing, she admitted to misappropriating funds from December 2014 to May 2016 in her written guilty plea. Ms. Mooberry received a deferred judgment, was placed on probation for a year, and fined \$350.00.

Detailed Findings

The procedures performed by the Office of Auditor of State identified \$5,964.00 of undeposited or improperly deposited property tax collections and improperly applied delinquent charges. We identified 35 improper transactions which were directly or indirectly related to \$5,293.00 of property tax collections which were improperly diverted. The improper transactions were recorded in a total of 17 property tax accounts. The remaining \$492.00 of undeposited collections identified involved 3 additional taxpayer accounts for which cash paid to the Department was not deposited. The \$5,964.00 was repaid by Ms. Mooberry using money orders dropped off at the Courthouse, cash, and a credit card payment.

Because of the manner in which the property tax payments were recorded, it was not possible to determine if additional property tax payments were diverted and improperly recorded in the County's property tax system.

The 11 accounts for which collections were undeposited or improperly deposited are summarized in **Table 1** and identified in **Exhibits A** through **D**. For the 11 accounts identified, the payment

made by the taxpayer were not deposited with the County. However, as illustrated by the **Table**, the undeposited or improperly deposited collections involved improperly recorded collections in a total of 20 accounts identified. The amount undeposited or improperly deposited collections identified totals \$5,785.00. In order to conceal the undeposited collections, transactions were improperly recorded which totaled \$17,415.00. In addition, \$179.00 of improperly assessed delinquent charges were identified.

The **Table** also illustrates the accounts involved in the improperly deposited collections. The accounts identified are listed in **Exhibits A** through **D**.

Table 1

Method	Exhibit	Number of Accounts			Number of Improper Transactions	Total Improperly Recorded	Undeposited Portion
		With Undeposited Collections	Used to Conceal Undeposited Amounts	Total			
Lapping	A	6	7	13	28	\$ 13,307.00	\$ 4,061.00
Lapping	B	1	1	2	3	2,371.00	1,032.00
Lapping	C	1	1	2	4	1,737.00	200.00
Total lapping		8	9	17	35	<u>\$ 17,415.00</u>	5,293.00
Undeposited cash	D	3	-	3	3		492.00
Subtotal		11	9	20	38		5,785.00
Delinquent charges^							179.00
Total							<u>\$ 5,964.00</u>

^ The \$179.00 of improperly assessed delinquent charges related to 9 of the 17 accounts for which collections were improperly lapped. The delinquent charges were assessed because the payments by the property owners were diverted and improperly posted to other accounts.

Due to the manner in which the property tax payments were recorded, it was not possible to determine if additional property tax payments were diverted and improperly recorded on the County's property tax system. As previously stated, Ms. Mooberry was charged with felony second-degree theft in July 2016, but pleaded guilty to a misdemeanor charge of non-felonious misconduct in office in September 2016. Because Ms. Mooberry's court proceedings were complete prior to the start of our fieldwork, we did not contact her for additional information.

UNDEPOSITED AND IMPROPERLY DEPOSITED COLLECTIONS

On May 26, 2016, the Mitchell County Auditor (Auditor) observed Ms. Mooberry drop 3 envelopes into the Treasurer's Office mail slot in the Courthouse. The Auditor also observed Ms. Mooberry drop off 2 more envelopes on May 27, 2016. The Auditor delivered the 5 envelopes to the Treasurer, Ms. Meyer, who noticed they had been stamped but not postmarked. The 5 envelopes contained a total of 8 money orders and a cashier's check to pay delinquent property taxes for 6 property owners. Copies of the envelopes and the money orders are included in **Appendix 1**. As illustrated by the **Appendix**, the remitter initially printed on the cashier's check by the issuing bank was struck through and a property owner's name was inserted.

The proceeds of the 8 money orders and cashier's check Ms. Mooberry delivered to the Courthouse were applied to 6 property tax accounts. Of the 8 money orders, 2 were applied to 1 property tax account "H" included in **Exhibit A**, 3 were applied to another property tax account "L" in **Exhibit A**, and the remaining 3 were applied to 3 separate property tax accounts shown in **Exhibits C** and **D**. Proceeds from the cashier's check were applied to property tax account "N" in **Exhibit B**.

According to Ms. Meyer, she recorded the money orders and cashier's check as property tax payments for the 6 individual accounts specified, but she "thought things were a little funny" so

she kept the envelopes. Ms. Meyer also reported she initially thought the property owners listed on the money orders and cashier's check were people or relatives who may have worked at Ms. Mooberry's new place of employment.

In addition to the unusual money orders and cashier's check received in the envelopes delivered by Ms. Mooberry, the Office was contacted by several property owners regarding delinquent property tax notices. Some of the property owners who contacted the Office were also listed on the money orders or the cashier's check enclosed in the envelopes dropped off at the Courthouse by Ms. Mooberry. Ms. Meyer stated she became concerned with how certain property tax payments were recorded in the property tax system as a result of these contacts. The following are several instances for which Ms. Meyer identified property tax payments were improperly recorded.

- According to Ms. Meyer, prior to Ms. Mooberry's last day, a taxpayer came into the Office after receiving a delinquent property tax notice which had been mailed out on May 1, 2016. The taxpayer presented a piece of paper which showed \$121.00 was due for his property taxes on March 31, 2016. The piece of paper was also marked "Paid March 31, 2016" and was initialed by Ms. Mooberry.

According to Ms. Meyer, Ms. Mooberry told the Deputy helping the taxpayer she would take over since she had helped him previously. Even though the piece of paper initialed by Ms. Mooberry showed payment was made on March 31, 2016 and delinquent notices were not mailed out until May 1, 2016, Ms. Mooberry told the taxpayer the notice must have crossed in the mail.

Based on a receipt obtained from the Office, Ms. Mooberry recorded the tax payment in the system on May 10, 2016. The amount recorded included the \$121.00 due for property taxes and \$8.00 of delinquent charges. Ms. Meyer stated she believed Ms. Mooberry must have paid the \$129.00 herself because the payment was posted in May, but the property tax owner did not make a payment when he visited the Office in May.

- On June 1, 2016, a property owner came into the office and requested a duplicate payment receipt to provide to her mortgage company. The mortgage company had contacted the property owner regarding non-payment of property taxes. Ms. Meyer informed the property owner her property taxes were paid in full by a money order received on May 26, 2016. The property owner stated she did not purchase a money order. When Ms. Meyer researched the issue, she discovered the property owner had submitted a check for \$570.00 on April 14, 2016; however, a portion of the \$570.00 check had been improperly recorded to a different piece of property owned by another individual.
- Ms. Meyer reported she was reading a book from the local library on June 7, 2016 when a piece of scratch paper fell out of it. Ms. Meyer also stated Ms. Mooberry had previously checked out the same book from the library and recommended it to her.

According to Ms. Meyer, the scratch paper, which appeared to be from her office and in Ms. Mooberry's hand writing, listed several names. The names included 3 of the property owners from the money orders found in the envelopes Ms. Mooberry hand delivered to the Courthouse after her employment ended.

As a result of the concerns identified, Ms. Meyer reviewed payments received for the March 2016 tax assessment. According to Ms. Meyer, based on her review of certain property tax payments, she believed Ms. Mooberry improperly recorded payments from certain property owners to incorrect accounts to conceal payments which were not previously properly recorded and diverted.

However, she did not notify the Office of Auditor of State of the irregularities in accordance with section 11.6(7) of the *Code of Iowa*.

The concerns identified by Ms. Meyer fit the characteristics of a lapping scheme. Accounting literature defines lapping as “occurring when an employee steals cash by diverting a payment from one customer, and then hides the theft by diverting cash from another customer to offset the receivable from the first customer.” An illustrative scenario of a lapping scheme is summarized in the following paragraphs.

- On September 9, 2016, taxpayer A pays their \$1,350.00 fall tax payment in full with cash. Of this amount \$700.00 was applied to their tax bill. The remaining \$650.00 was undeposited. As a result, taxpayer A’s account improperly shows a balance owed of \$650.00 after the payment was applied.
- On September 28, 2016, taxpayer B pays \$1,551.00 by check for their fall tax payment. Because the Clerk knows taxpayer A’s account balance improperly shows a balance owed of \$650.00, the Clerk applies \$650.00 to taxpayer A’s account to bring it to a \$0.00 balance. The remaining \$901.00 is applied to taxpayer B’s account. Because the Clerk applied \$650.00 to taxpayer A’s account, taxpayer B’s account now improperly shows a balance owed of \$650.00.
- On September 30, 2016, taxpayer C pays \$1,000.00 by check for their fall tax payment. Because the Clerk knows taxpayer B shows an improper balance owed, the Clerk applies \$650.00 to taxpayer B’s account to bring it to a \$0.00 balance. The remaining \$350.00 is applied to taxpayer C’s account. Because the Clerk improperly applied \$650.00 to taxpayer B’s account, taxpayer C’s account now shows an improper balance owed of \$650.00.
- In order to bring taxpayer C’s account to zero before a delinquent notice is mailed, the Clerk purchases a money order for \$650.00 by taking money from her personal bank account to purchase the money order. The money order is deposited to the County’s bank account with other collections by the Treasurer’s Office and the Clerk applies the \$650.00 money order to taxpayer C’s account to bring it to a \$0 balance.

By tracing the money orders and cashier’s check Ms. Mooberry dropped off at the Courthouse to the accounts noted on the money orders and cashier check, we were able to identify instances for which collections were not deposited or diverted to another account. We also performed the following testing procedures to identify improperly recorded transactions.

- Searched the County’s property tax system to identify any instances in which the same check number was applied to a more than 1 property tax account on the same date, indicating a payment may have been improperly split between accounts.
- Searched the County’s property tax system to identify any instances in which property tax accounts which had traditionally been paid with cash were ever paid with a check or alternative method in isolated instances, indicating a replacement or substitution.
- Searched the County’s property tax system to identify any instances in which multiple payments were made for a single tax due date for a single parcel number, indicating a replacement or substitution.
- Scanned transactions recorded on dates for which improperly recorded transactions were identified to identify any unusual characteristics of the recorded payments or payment methods.

As summarized by **Table 1**, the diverted collections identified total \$5,785.00. However, it is possible there were additional instances in which Ms. Mooberry deposited money orders, cashier's checks, or cash to satisfy unpaid account balances which resulted from concealing undeposited collections. Based on the manner in which undeposited collections were concealed, we were unable to determine if additional property tax payments were diverted and improperly recorded in the County's property tax system.

Exhibits A through **C** illustrate how certain transactions in property tax accounts were incorrectly recorded when the amounts paid by the property owners were improperly diverted. As illustrated by the **Exhibits**, in order to make the property owners' accounts balance (ie, not show an amount due to or from the property tax owner), Ms. Mooberry recorded a number of additional improper transactions in other property tax accounts. The additional improper transactions involved accounts for other property owners. The accounts of those additional property owners also include improper transactions recorded by Ms. Mooberry. Those transactions, in turn, affected accounts for still more property owners. The property owners' accounts identified and the relevant transactions are listed in **Exhibits A** through **C**.

Each series of improperly recorded transactions listed in **Exhibits A** through **C** clearly demonstrate a lapping scheme. Each **Exhibit** is discussed in detail in the following paragraphs.

- As illustrated by **Exhibit A**, this series of improperly recorded transactions affected 13 accounts. The first improperly recorded transaction in this series occurred on September 9, 2015 when Property Owner A paid \$1,349.00 cash, but only \$710.00 was applied to the related property tax account. The remaining \$639.00 of cash was not deposited by the Office. However, proceeds from payments made by 2 other property tax owners were applied to the account on September 28, 2015 and September 30, 2015. Those payments should have been applied to the accounts of property owners D and E, respectively, as illustrated by the **Exhibit**.

Exhibit A also illustrates Property Owner K paid \$787.00 for their property tax bill on March 17, 2016. However, the \$787.00 payment was applied to the \$887.00 due on Ms. Mooberry's property tax account on March 31, 2016. Property Owner K's \$787.00 payment was replaced with a portion of Property Owner L's \$2,849.00 payment also made on March 17, 2016.

Because \$2,686.00 of Property Owner L's \$2,849.00 payment was diverted to other accounts on March 17, 2016, the account was left with an improper balance due of \$2,686.00. This amount, along with \$89.00 of delinquency charges, was ultimately satisfied with 4 money orders and a credit card payment applied to the account.

The \$420.00 credit card payment was processed by Ms. Mooberry on May 6, 2016. Because we are unable to determine who the credit card belonged to, we cannot determine if the payment was part of the lapping scheme and should have been applied to another property owner's account or if it was a repayment Ms. Mooberry made with her personal credit card.

Of the 4 money orders applied to Property Owner L's account to satisfy the improper balance due, 3 were included in the envelopes dropped off at the Courthouse by Ms. Mooberry on May 26 and 27, 2016. The remaining money order was for \$800.00 and applied to Property Owner L's account on May 12, 2016. A copy of the money order is included in **Appendix 2**. As illustrated by the **Appendix**, the money order was purchased on May 12, 2016 from CUSB. Ms. Mooberry held a personal bank account at CUSB and, using bank statements for her personal account, we determined \$800.00 was withdrawn from her account on May 12, 2016.

- As illustrated by **Exhibit B**, this series of improperly recorded transactions affected 2 accounts. As illustrated by the **Exhibit**, \$1,032.00 of the \$1,304.00 payment made by Property Owner N was applied to Property Tax Account M on March 4, 2016. Because the \$1,032.00 was applied to Property Tax Account M, it appears a payment had previously been made by or on behalf of the property owner for taxes due. However, a payment was not recorded in the property tax system other than the improperly applied payment. As a result, we are unable to determine the method of payment and whether the unrecorded payment was undeposited or improperly diverted to another account.

Because \$1,032.00 of Property Owner N's \$1,304.00 payment was diverted to Property Owner N's account on March 4, 2016, the account was left with an improper balance due of \$1,032.00. This amount, along with \$35.00 of delinquency charges, was ultimately satisfied with a \$1,067.00 cashier's check applied to the account. The cashier's check applied to the account was included in 1 of the 5 envelopes dropped off at the Courthouse by Ms. Mooberry on May 26 and 27, 2016. As illustrated by **Appendix 1**, the money order was purchased on from CUSB on May 26, 2016. As previously stated, Ms. Mooberry held a personal bank account at CUSB.

- As illustrated by **Exhibit C**, this series of improperly recorded transactions affected 2 accounts. The first improperly recorded transaction in this series occurred on March 31, 2016 when Property Owner O paid \$1,157.00 cash, but only \$957.00 of it was applied to the related property tax account. The remaining \$200.00 of cash was not deposited by the Office. However, as illustrated by the **Exhibit**, a \$203.00 payment, including a \$3.00 delinquency charge, was recorded to Property Owner O's account on April 14, 2016. The \$203.00 payment was made by Property Owner P and should have been applied to the related account.

Because \$203.00 of Property Owner P's \$570.00 payment on April 14, 2016 was diverted to Property Owner O's account, Property Owner P's account was left with an improper balance due of \$203.00. This amount, along with \$7.00 of delinquency charges, was satisfied with a \$210.00 money order applied to the account on May 26, 2016. The money order applied to the account was included in 1 of the 5 envelopes dropped off at the Courthouse by Ms. Mooberry on May 26 and 27, 2016.

As illustrated by **Exhibits A and B** we identified 4 accounts for which it appears a payment was made by or on behalf of the property owner for taxes due. However, a payment was not recorded in the property tax system other than improperly applied payments which totaled the amount of taxes which were due. Because the original payment by or on behalf of the property owner was not recorded in the County's system, we are unable to determine the method of payment and whether the payment was undeposited or improperly diverted to another account. As a result, we cannot determine if there are additional accounts for which payments made have been undeposited or improperly diverted.

Exhibit D identifies 2 accounts for which money orders satisfied an overdue balance. For each of the 2 accounts, a money order was applied on May 27, 2016. The **Exhibit** also includes an account for which a cash payment was made on May 10, 2016 to satisfy an overdue property tax obligation of \$121.00 and \$8.00 of delinquency charges. As stated previously, Ms. Meyer reported, a taxpayer came into the Office after receiving a delinquent property tax notice which had been mailed out on May 1, 2016. The taxpayer presented a piece of paper which showed \$121.00 was due for his property taxes on March 31, 2016. The piece of paper was also marked "Paid March 31, 2016" and was initialed by Ms. Mooberry.

By reviewing Ms. Mooberry's personal bank statements, we determined \$260.00 was withdrawn from the account on May 9, 2016. As a result, it is reasonable the \$129.00 cash applied to the account for property owner S on May 10, 2016 was paid by Ms. Mooberry.

The undeposited and improperly diverted collections and improperly assessed delinquency charges listed in **Exhibits A** through **D** total \$5,964.00 and are summarized in **Table 1**.

As illustrated by **Exhibits A** through **D**, the improperly recorded financial transactions identified were recorded between September 1, 2015 and June 30, 2016. We also scanned transactions recorded from July 1, 2014 through August 31, 2015 to determine if we could identify any transactions which appeared unusual in nature. However, we did not identify any improperly recorded transactions prior to September 1, 2015. In addition, we confirmed with Ms. Meyer, she did not recall the Office was notified by any property owners who received a delinquent property tax notice in May 2015 after having paid their property taxes.

Using the monthly bank statements for Ms. Mooberry's personal account and additional information from the bank for the period July 1, 2015 through July 22, 2016, we identified \$25,781.50 of deposits, excluding electronic deposits and transfers. Of this amount, cash deposits totaled \$11,527.00 and deposits of checks totaled \$4,434.00. The bank was not able to determine if the remaining \$9,820.50 was composed of cash or checks.

Of the \$11,527.00 of cash deposits identified, \$3,627.00 was deposited between August 15, 2015 and September 30, 2015 and \$3,135.00 was deposited between February 15, 2016 and March 31, 2016. The total cash deposited for these 2 periods is approximately 59% of all cash deposits identified in Ms. Mooberry's personal bank account from July 1, 2015 through July 22, 2016. We were unable to determine the source of the cash deposited to Ms. Mooberry's personal bank account.

As previously stated, Ms. Mooberry was observed placing a total 5 envelopes in the Treasurer's Office mail slot in the Courthouse on May 26 and May 27, 2016. The envelopes included 8 money orders and a cashier's check. We also identified an \$800.00 money order purchased from the bank where Ms. Mooberry's personal bank account was held. Copies of the money orders and cashier's check are included in **Appendices 1** and **2**. **Table 2** lists the money orders and cashier's check identified and the accounts to which they were applied.

Table 2

Per the Money Order / Cashier's Check				
Vendor	Property Owner Listed	Amount	Exhibit	Date Applied
CUSB	L	\$ 800.00	A	05/12/16
^ Kwik Trip	P	210.00	C	05/26/16
Kwik Trip	H	340.00	A	05/26/16
Kwik Trip	H	100.00	A	05/26/16
Western Union	L	500.00	A	05/26/16
Western Union	L	500.00	A	05/26/16
Western Union	L	555.00	A	05/26/16
CUSB	N	1,067.00	B	05/27/16
^ US Postal Service	Q	133.00	D	05/27/16
^ US Postal Service	R	257.00	D	05/27/16
Total		\$ 4,462.00		

^ - Property owner's name was listed on paper found in library book.

As illustrated by the **Table**, the property owner specified on 3 of the money orders was also listed on the slip of paper which was found in the book Ms. Meyer checked out from the library. As

previously stated, Ms. Mooberry had previously checked out the same book and recommended it to Ms. Meyer.

We compared the dates and amounts of the money orders listed in **Table 2** to activity in Ms. Mooberry's personal bank account. As a result of the comparison, we identified \$3,300.00 of ATM withdrawals and cash withdrawals from Ms. Mooberry's bank account between May 18, 2016 and May 27, 2016. We also determined the following:

- There were 4 ATM withdrawals and a cash withdrawal from Ms. Mooberry's bank account on May 25, 2016 which totaled \$1,880.00. Bank statements document 2 of the ATM withdrawals were made at the Kwik Trip located at 809 Main Street in Osage that day. In addition, 3 of the money orders included in **Appendix 1** were purchased at the Osage Kwik Trip.
- As previously stated, a copy of the \$800.00 money order purchased on May 12, 2016 is included in **Appendix 2**. As illustrated by the **Appendix**, the money order was from CUSB. Ms. Mooberry held a personal bank account at CUSB and, using bank statements for her personal account, we determined \$800.00 was withdrawn from her account on May 12, 2016.

During a meeting with the County Attorney regarding concerns identified at the Treasurer's Office, he stated he had video of Ms. Mooberry purchasing money orders at certain financial institutions in late May.

The money orders and cashier's checks listed in **Table 2** satisfied the improper balances due in 6 property tax accounts where payments had previously been improperly diverted. Because Ms. Mooberry purchased the money orders and cashier's check in amounts that satisfied the improper balance due, it is apparent she knew which accounts had improper balances due as result of diverted payments and the related amounts.

In addition to the \$4,462.00 of money orders and cashier's check listed in **Table 2**, we identified 4 cash payments totaling \$1,082.00 and a \$420.00 credit card payment which satisfied the unpaid account balances. We were able to determine it was reasonable 1 of the 4 cash payments was from funds withdrawn from Ms. Mooberry's personal bank account. However, for the credit card payment and the remaining 3 cash payments, sufficient documentation was not available to determine who made the payment. As a result, we cannot determine if the payments were part of the lapping scheme or if they were repayments Ms. Mooberry made with her personal credit card or funds.

Other Testing Results

During our testing, we identified 3 instances for which the check number recorded in the property tax system did not agree with number specified on the check. Without reviewing images of all checks deposited by the Office, we are unable to determine if any additional checks were improperly recorded or diverted in order to conceal undeposited collections.

Other Administrative Issues

The County Treasurer has a fiduciary responsibility to exercise authority over funds collected by the Office, efficiently and effectively achieve its mission, provide oversight of the Office's operations and maintain the public trust. Oversight is typically defined as the "watchful and responsible care" a governing body or Official exercises in its fiduciary capacity. During our fieldwork, we identified the following concerns regarding the Office's operations:

- Pre-numbered receipts – The Office does not issue pre-numbered receipts for all collections received. Receipts are only issued when requested by the individual.

- Passwords – Office staff change their password at the same time and use the same password for each computer. Additionally, each staff person is provided a unique user name and password for the County’s accounting software. The user name is typically the staff person’s first name, and the password is the same as the user name. As a result, any staff can access any other staff’s computer and process a transaction using another individual’s credentials.
- Property tax adjustments – The accounting system applies delinquent charges automatically based on certain criteria within the software. However, the system allows staff to manually make adjustments to accounts and back date transactions. The software currently does not have the capability to generate a report showing if any delinquent charges have been written-off or if manual adjustments have been made to accounts.
- Cash handling – The Office requires all cash be counted by 2 staff members. However, during busy times, cash is only counted by a single staff person.
- Method of Payment – We identified a check involved in the lapping scheme was entered as check 0001 in the property tax system. According to Ms. Meyer, check number 0001 is typically used only when a check is received but does not include a check number. The Treasurer also stated she felt Ms. Mooberry recorded check 0001 more frequently than typically required. We reviewed property tax transactions for which check number 0001 was recorded during from July 1, 2014 through May 31, 2016 and did not identify any additional instances for which the 0001 designation was used and funds were undeposited.

Recommended Control Procedures

As part of our investigation, we reviewed the procedures used by the Mitchell County Treasurer’s Office to process property tax payments in their accounting system. An important aspect of internal control is to establish procedures that provide accountability for assets susceptible to loss from errors or irregularities. These procedures provide the actions of one individual will act as a check on those of another and provide a level of assurance errors or irregularities will be identified within a reasonable time during the course of normal operations. Based on our findings and observations detailed below, the following recommendations are made to the Mitchell County Treasurer’s Office to strengthen internal controls.

- (A) Segregation of Duties – An important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. Staff in the Treasurer’s Office have the have the ability to collect receipts, post payments, and make adjustments to the taxpayer accounts. In addition, mail is opened by staff who have access to the property tax system and prepares the deposit.

Recommendation – Procedures should be established to ensure property tax collections are properly recorded in the property tax system and adjustments to taxpayer accounts are made by staff independent of the collection process. In addition, mail should be opened by staff who cannot post payments or make adjustments to the property tax system.

- (B) Receipts – Pre-numbered receipts are only issued if requested by the individual. In addition, the receipts are not pre-numbered and are not automatically generate by the computer system after a payment is receipted.

Recommendation – The Treasurer should ensure pre-numbered receipts are issued for all receipts collected.

- (C) Passwords – Each employee in the Mitchell County Treasurer’s Office have assigned computers with a unique user name and password. It is the County’s policy that passwords be changed every 90 days. The user is responsible for changing the password, and if not done before the end of the 90 day period, the system will require the user to change the password.

Employees in the Treasurer’s Office change their password at the same time and use the same password for each computer. Additionally, each individual is provided a unique user name and password for their accounting software. The user name is typically user’s first name, and the password is the same as the user name. This allows all employees to process transactions under another user’s name.

Recommendation – Staff within the Office should ensure passwords are kept confidential and are not displayed in a location where others would be able to locate them. Staff should not allow any other staff to login using their user name or password.

- (D) Manual adjustments and write-off of delinquent charges – The property tax system automatically applies late tax payment delinquent charges, and allows for manual adjustments. Adjustments are not supported by documentation or approved by someone independent of the collection and recording process. In addition, the software currently does not have the capability to generate a report showing the manual adjustments made to an individual’s property tax account or if amounts have been written-off.

Recommendation – The Treasurer should work with their software vendor to create a report to document any amounts written-off or other manual adjustments to taxpayer accounts.

- (E) Credit card receipts – Taxpayers may pay their property tax by credit card in the Treasurer’s Office. Staff are not required to have the taxpayer sign the credit card receipt after the credit card payment has been processed.

Recommendation – The Treasurer should ensure a signature is obtained for all credit card payments collected in the Office.

- (F) Cash handling – It is an Office policy all collections be counted by 2 individuals in the Office. However, during busy periods, cash is only counted by a single individual.

Recommendation – The Treasurer should implement procedures to ensure compliance with the Office policy.

- (G) Notification – Section 11.6(7) of the *Code of Iowa* requires governmental subdivisions to notify the Auditor of State regarding any suspected embezzlement, theft or other significant financial irregularities. The Auditor of State was not notified when Mitchell County officials became aware of misappropriated property tax receipts.

Recommendation – Mitchell County should implement procedures to ensure compliance with section 11.6(7) of the *Code of Iowa*.

Report on Special Investigation of the
Mitchell County Treasurer's Office
Property Tax Department
Staff

This special investigation was performed by:

Annette K. Campbell, CPA, Director
James S. Cunningham, CPA, Manager
Sarah J. Swisher, Staff Auditor

A handwritten signature in black ink, reading "Tamera S. Kusian". The signature is written in a cursive style with a large, stylized 'T' and 'K'.

Tamera S. Kusian, CPA
Deputy Auditor of State

Exhibits

Report on Special Investigation of the
Mitchell County Treasurer's Office
Property Tax Department

Series #1 of Undeposited and Diverted Collections
For the Period July 1, 2014 through June 30, 2016

Collections Received in Treasurer's Office					Recorded in		
Property Tax Account	Date	Payment Description/ Check Number		Amount	Payment from Another Tax Payor		
					Recorded in Proper Account	Amount	Source
A							
	& 09/09/15	Cash		\$ 1,349.00	710.00	-	
	09/28/15	4872		-	-	495.00	D
	09/30/15	3196		-	-	144.00	E
	03/28/16	Cash		1,349.00	1,349.00	-	
B							
	& 09/18/15	Cash		691.00	100.00	-	
	09/30/15	3196		-	-	591.00	E
	03/22/16	Cash		691.00	691.00	-	
C							
	08/27/15	2565		711.00	711.00	-	
	& Unknown	@ Unknown		792.00	-	-	
	09/18/15	7605		-	-	379.00	F
	09/28/15	4872		-	-	413.00	D
	03/23/16	2631 & 2632		-	1,503.00	-	
D							
	09/28/15	4872		1,820.00	912.00	-	
	02/12/16	Cash		-	-	893.00	**
	02/26/16	Cash		-	-	15.00	**
E							
	08/24/15	4128		2,183.00	2,183.00	-	
	09/30/15	3196		1,604.00	869.00	-	
	02/16/16	4130		2,183.00	2,183.00	-	
	02/23/16	8819		-	-	88.00	G
	03/17/16	1562		-	-	647.00	L
F							
	09/17/15	4891		2,379.00	2,379.00	-	
	09/18/15	7605		379.00	-	-	
	02/23/16	8819		-	-	379.00	G

Property Tax System			Amounts Undeposited / Diverted			
Payment from Moosberry	Penalty Applied	Balance Due~	Undeposited Cash	Unknown	Diverted to Another Account	
					Amount	Where Applied
		2,698.00				
-	-	1,988.00	639.00	-	-	
-	-	1,493.00	-	-	-	
-	-	1,349.00	-	-	-	
-	-	-	-	-	-	
		1,382.00				
-	-	1,282.00	591.00	-	-	
-	-	691.00	-	-	-	
-	-	-	-	-	-	
		3,006.00				
-	-	2,295.00	-	-	-	
-	-	2,295.00	-	792.00	-	
-	-	1,916.00	-	-	-	
-	-	1,503.00	-	-	-	
-	-	-	-	-	-	
		1,820.00				
-	-	1,820.00	-	-	908.00	A/C
-	-	1,820.00	-	-	-	
-	-	1,820.00	-	-	-	
		5,970.00				
-	-	3,787.00	-	-	-	
-	-	2,918.00	-	-	735.00	A/B
-	-	735.00	-	-	-	
-	-	647.00	-	-	-	
-	-	-	-	-	-	
		2,758.00				
-	-	379.00	-	-	-	
-	-	379.00	-	-	379.00	C
-	-	-	-	-	-	

Report on Special Investigation of the
Mitchell County Treasurer's Office
Property Tax Department

Series #1 of Undeposited and Diverted Collections
For the Period July 1, 2014 through June 30, 2016

Collections Received in Treasurer's Office				Recorded in		
Property Tax Account	Date	Payment Description/ Check Number	Amount	Recorded in Proper Account	Payment from Another Tax Payor	
					Amount	Source
G	09/03/15	8722	467.00	467.00	-	
	02/23/16	8819	467.00	-	-	
	03/17/16	2733	-	-	423.00	H
	04/16/16	Penalty applied	-	-	-	
	04/16/16	Cash	-	-	45.00	**
H	08/19/15	2640	423.00	423.00	-	
	03/17/16	2733	423.00	-	-	
	05/26/16	Penalty applied	-	-	-	
	05/26/16	^ Money order	-	-	-	
	05/26/16	^ Money order	-	-	-	
I	08/27/15	Cash	943.00	943.00	-	
	& Unknown	@ Unknown	943.00	-	-	
	03/17/16	1562	-	-	943.00	L
J	09/15/15	Cash	309.00	309.00	-	
	& Unknown	@ Unknown	309.00	-	-	
	03/17/16	1562	-	-	309.00	L
K	11/02/15	Credit card	799.00	799.00	-	
	& 03/17/16	7462	787.00	-	-	
	03/17/16	1562	-		787.00	L
Mooberry	09/30/15	0148		887.00		
	03/17/16	# 6840			787.00	K
	03/31/16	Cash		100.00		

Property Tax System			Amounts Undeposited / Diverted			
Payment from Moosberry	Penalty Applied	Balance Due~	Undeposited Cash	Unknown	Diverted to Another Account	
					Amount	Where Applied
		934.00				
-	-	467.00	-	-	-	
-	-	467.00	-	-	467.00	E/F
-	-	44.00	-	-	-	
-	1.00	45.00	-	-	-	
-	-	-	-	-	-	
		846.00				
-	-	423.00	-	-	-	
-	-	423.00	-	-	423.00	G
-	17.00	440.00	-	-	-	
340.00	-	100.00	-	-	-	
100.00	-	-	-	-	-	
		1,886.00				
-	-	943.00	-	-	-	
-	-	943.00	-	943.00	-	
-	-	-	-	-	-	
		618.00				
-	-	309.00	-	-	-	
-	-	309.00	-	309.00	-	
-	-	-	-	-	-	
		1,586.00				
-	-	787.00	-	-	-	
-	-	787.00	-	-	787.00	Mooberry
-	-	-	-	-	-	
		1,774.00				
		887.00	-	-	-	
		100.00	-	-	-	
		-	-	-	-	

Report on Special Investigation of the
Mitchell County Treasurer's Office
Property Tax Department

Series #1 of Undeposited and Diverted Collections
For the Period July 1, 2014 through June 30, 2016

Collections Received in Treasurer's Office				Recorded in		
Property Tax Account	Date	Payment Description/ Check Number	Amount	Recorded in Proper Account	Payment from Another Tax Payor	
					Amount	Source
L						
	09/30/15	1506	2,849.00	2,849.00	-	-
	03/17/16	1562	2,849.00	163.00	-	-
	05/06/16	Penalty Applied	-	-	-	-
	05/06/16	Cr Card	-	-	420.00	**
	05/12/16	Penalty Applied	-	-	-	-
	05/12/16	^ Money order	-	-	-	-
	05/26/16	^ Money order	-	-	-	-
	05/26/16	^ Money order	-	-	-	-
	05/26/16	^ Money order	-	-	-	-

Totals

~ - Beginning balance is the total property taxes due on 09/30/15 and 03/31/16.

^ - Payment received as a money order from Tracey Mooberry.

- Incorrect check number. Check submitted to the Treasurer's Office by Property Owner "K" was check number 7462.

@ - Because payments were improperly applied to this account, it appears a payment was made by or on behalf of the property owner for taxes due. However, a payment was not recorded in the property tax system other than the improperly applied payments. As a result, we are unable to determine the method of payment and whether the payment was undeposited or improperly diverted to another account.

** - Because sufficient documentation is not available, we are unable to determine who the credit card belonged to or who made the cash payment. As a result, we cannot determine if the payment was part of the lapping scheme or if it was a repayment Ms. Mooberry made with her personal credit card or funds. For purposes of this Exhibit, it is shown as a payment by another tax payor.

& - The payments made for these accounts on the dates identified were not deposited with the County.

Property Tax System			Amounts Undeposited / Diverted			
Payment from Moosberry	Penalty Applied	Balance Due~	Undeposited Cash	Unknown	Diverted to Another Account	
					Amount	Where Applied
		5,698.00				
-	-	2,849.00	-	-	-	
-	-	2,686.00	-	-	2,686.00	E/I/J/K
-	34.00	2,720.00	-	-	-	
-	-	2,300.00	-	-	-	
-	55.00	2,355.00	-	-	-	
800.00	-	1,555.00	-	-	-	
500.00	-	1,055.00	-	-	-	
500.00	-	555.00	-	-	-	
555.00	-	-	-	-	-	
\$ 2,795.00 107.00			1,230.00	2,044.00	6,385.00	

Report on Special Investigation of the
Mitchell County Treasurer's Office
Property Tax Department

Series #2 of Undeposited and Diverted Collections
For the Period July 1, 2014 through June 30, 2016

Collections Received in Treasurer's Office				Recorded in		
Property Tax Account	Date	Payment Description/ Check Number	Amount	Recorded in Proper Account	Payment from Another Tax Payor	
					Amount	Source
M						
	08/31/15	2653	\$ 1,751.00	1,751.00	-	
	Unknown	@ Unknown	1,032.00	-	-	
	03/04/16	1386	-	-	1,032.00	N
	05/02/16	* Penalty applied		-	-	
	05/02/16	* 3757	730.00	730.00	-	
N						
	08/26/15	1298	1,304.00	1,304.00	-	
	03/04/16	1386	1,304.00	272.00	-	
	05/27/16	Penalty Applied	-	-	-	
	05/27/16	^ Cashier's Check	-	-	-	

Totals

~ - Beginning balance is the total property taxes due on 09/30/15 and 03/31/16.

^ - Payment received as a cashier's check from Tracey Mooberry.

* - 2 of the 4 parcels for this account were sold mid-year. The penalty applied is due to the new owner's late payment.

@ - Because a payment was improperly applied to this account, it appears a payment was made by or on behalf of the property owner for taxes due. However, a payment was not recorded in the property tax system other than the improperly applied payment. As a result, we are unable to determine the method of payment and whether the payment was undeposited or improperly diverted to another account.

Property Tax System			Amounts Undeposited / Diverted		
Payment from Moosberry	Penalty Applied	Balance Due~	Diverted to Another Account		
			Unknown	Amount	Where Applied
		3,502.00			
-	-	1,751.00	-	-	
-	-	1,751.00	1,032.00	-	
-	-	719.00	-	-	
-	11.00	730.00	-	-	
-	-	-	-	-	
-	-	2,608.00			
-	-	1,304.00	-	-	
-	-	1,032.00	-	1,032.00	M
-	35.00	1,067.00	-	-	
1,067.00	-	-	-	-	
\$ 1,067.00	46.00		1,032.00	1,032.00	

Report on Special Investigation of the
Mitchell County Treasurer's Office
Property Tax Department

Series #3 of Undeposited and Diverted Collections
For the Period July 1, 2014 through June 30, 2016

Collections Received in Treasurer's Office				Recorded in		
Property Tax Account	Date	Payment Description/ Check Number	Amount	Recorded in Proper Account	Payment from Another Tax Payor	
					Amount	Source
O						
	09/30/15	8480	\$ 1,524.00	1,524.00	-	
	03/31/16	& Cash	1,157.00	957.00	-	
	04/14/16	Penalty Applied	-	-	-	
	04/14/16	1342	-	-	203.00	P
	04/29/16	Penalty Applied	-	-	-	
	04/29/16	8809	373.00	373.00	-	
P						
	04/14/16	Penalty Applied	-	-	-	
	04/14/16	1342	570.00	367.00	-	
	05/26/16	Penalty Applied	-	-	-	
	05/26/16	^ Money order	210.00	-	-	

Totals

~ - Beginning balance is the total property taxes due on 09/30/15 and 03/31/16.

^ - Payment received as a money order from Tracey Mooberry.

& - A portion of this payment was not deposited with the County.

Property Tax System			Amounts Undeposited / Diverted		
Payment from Moosberry	Penalty Applied	Balance Due~	Diverted to Another Account		
			Undeposited Cash	Amount	Where Applied
		3,048.00			
-	-	1,524.00	-	-	
-	-	567.00	200.00	-	
-	3.00	570.00	-	-	
-	-	367.00	-	-	
-	6.00	373.00	-	-	
-	-	-	-	-	
		538.00			
-	32.00	570.00	-	-	
-	-	203.00	-	203.00	O
-	7.00	210.00	-	-	
210.00	-	-	-	-	
\$ 210.00	48.00		200.00	203.00	

Report on Special Investigation of the
Mitchell County Treasurer's Office
Property Tax Department

Accounts with Undeposited Cash Collections
For the Period July 1, 2014 through June 30, 2016

Collections Received in Treasurer's Office

Property Tax Account	Date	Payment Description/ Check Number	Amount
<hr/>			
Q			
	09/01/15	Credit card	\$ 125.00
	Unknown	~ Cash	125.00
	05/27/16	Penalty applied	
	05/27/16	^ Money Order	
<hr/>			
R			
	09/29/15	Credit card	246.00
	Unknown	~ Cash	246.00
	05/27/16	Penalty applied	
	05/27/16	^ Money Order	
<hr/>			
S			
	09/30/15	Cash	121.00
	03/31/16	~ Cash	121.00
	05/10/16	Penalty and cost applied	
	05/10/16	Cash	

Totals

~ - Original payment was not entered into the property tax system.

^ - Payment received as a money order from Tracey Mooberry.

Recorded in Property Tax System				Undeposited Cash
Recorded in Proper Account	Payment from Moosberry	Penalty Applied	Balance Due ~	
			250.00	
125.00	-	-	125.00	-
-	-	-	125.00	125.00
-	-	8.00	133.00	-
-	133.00	-	-	-
			492.00	
246.00	-	-	246.00	-
-	-	-	246.00	246.00
-	-	11.00	257.00	-
-	257.00	-	-	-
			242.00	
121.00	-	-	121.00	-
-	-	-	121.00	121.00
-	-	8.00	129.00	-
-	129.00	-	-	-
	\$ 519.00	27.00		492.00

Appendix

Appendix 1

Report on Special Investigation of the Mitchell County Treasurer's Office Property Tax Department

Copies of Money Orders and Cashier's Check

Valid Money Order includes: 1. Heat sensitive, red stop sign AND 2. Contains a True Watermark. Hold up to light to view.

ISSUING AGENT: **TRIP** **MoneyGram** INTERNATIONAL MONEY ORDER 78.82 910

To Validate: Touch the stop sign, then watch it fade and reappear.

PAY TO THE ORDER OF: *Mitchell Co. Treasurer*

PAY EXACTLY

69586680372

ADDRESS: *Osage*

Payable through Wells Fargo Bank, N.A. ISSUED/DRAWN: MONEYGRAM PAYMENT SYSTEMS, INC. FAIRBANKS, MN

1:0914005331:695 86680372 90

Transit - 69586680372 - \$210.00 - 8001598051 - 5/27/2016

LOAD THIS DIRECTION →

LOAD THIS DIRECTION →

BOFD 073903493
Home Trust & Savings
Osage Branch
8001 2016-05-27
DIN 8001598051

FOR DEPOSIT ONLY
PAY TO THE ORDER OF
ANY BANK OR FINANCIAL INSTITUTION
ACCOUNT OF THE TREASURER OF
MITCHELL COUNTY, MINN.
PAMELA K. MEYER

LIMITED RESCOURSE:
This Money Order will not be paid if it has been forged, altered, or stolen, and the issuer is not responsible for the loss of the money order if it is lost or stolen. The issuer is not responsible for the loss of the money order if it is lost or stolen. The issuer is not responsible for the loss of the money order if it is lost or stolen.

Transit - 69586680372 - \$210.00 - 8001598051 - 5/27/2016

Report on Special Investigation of the
Mitchell County Treasurer's Office
Property Tax Department

Copies of Money Orders and Cashier's Check

Valid Money Order includes: 1. Heat sensitive, red stop sign AND 2. Contains a True Watermark hold up to light to view.

ISSUING AGENT: **MoneyGram**

INTERNATIONAL MONEY ORDER

DATE: 05/25/2016

6955568512

MONEY ORDER

PAY TO THE ORDER OF: **Mitchell County Treasurer's Office**

PAY EXACTLY: **THREE HUNDRED AND FORTY DOLLARS AND 00 CENTS**

54669041940419

0626300146189512

Transit - 69555685122 - \$340.00 - 8001598049 - 5/27/2016

LOAD THIS DIRECTION

BOFD 073903493

Home Trust & Savings

Osage Branch

8001:2016-05-27

DIN 8001598049

UNITED RECOGNIZED

ANY BANK OR BANKER

FOR DEPOSIT ONLY TO THE

ACCOUNT OF THE TREASURER OF

MITCHELL COUNTY, IOWA

TRANSIT - 69555685122 - \$340.00 - 8001598049 - 5/27/2016

Appendix 1

Report on Special Investigation of the Mitchell County Treasurer's Office Property Tax Department

Copies of Money Orders and Cashier's Check

WESTERN UNION <small>Western Union Financial Services Inc.</small>		MONEY ORDER	
<small>WESTERN UNION FINANCIAL SERVICES INC. - ISSUER - Englewood, Colorado</small> <small>Payable at Western Union Bank, Grand Junction - Downtown, N.A., Grand Junction, Colorado</small>			
		17-391506617	
A 508030 D 052516 173915066177 L 001074		\$ 500.00	
PAY EXACTLY FIVE HUNDRED DOLLARS AND NO CENTS			
PAY TO THE ORDER OF <u>Mitchell Co Treasurer</u>		PAYMENT FOR ACCT. # <u> </u>	
<u>65002</u> PURCHASER'S ADDRESS		<u> </u>	
001021004001 40173915066177			

Transit - 40173915066177 - \$500.00 - 8001598047 - 5/27/2016

BOFD 073903493 Home Trust & Savings Osage Branch 2016-05-27 DIN 8001598047	FOR DEPOSIT ONLY TO THE ACCOUNT OF TREASURER OF MITCHELL COUNTY, IOWA PAMELA K. MEYER
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NOTICE: Do not cash this Money Order for any person from whom you are not able to recover your payment. Should this item bear any unauthorized signature, be stolen, improperly completed, or altered, issuer will either stop payment before or change back without any order-amount. For customer service, call 1-800-959-5660. Intended for domestic use only. Western Union Money Order and Design is a service mark of Western Union Holdings, Inc.

Warning: do not cash this Money Order in the presence of Western Bank or Banker.

used for cashed (presented for payment) date, there will be a charge applied (which permitted by law). The Service Charge will be deducted from the amount shown on the Money Order. The Service Charge is \$1 per month (exceptions: \$0.25, \$0.50, \$1.00, \$1.50, \$2.00, \$2.50, \$3.00, \$3.50, \$4.00, \$4.50, \$5.00, \$5.50, \$6.00, \$6.50, \$7.00, \$7.50, \$8.00, \$8.50, \$9.00, \$9.50, \$10.00, \$10.50, \$11.00, \$11.50, \$12.00, \$12.50, \$13.00, \$13.50, \$14.00, \$14.50, \$15.00, \$15.50, \$16.00, \$16.50, \$17.00, \$17.50, \$18.00, \$18.50, \$19.00, \$19.50, \$20.00, \$20.50, \$21.00, \$21.50, \$22.00, \$22.50, \$23.00, \$23.50, \$24.00, \$24.50, \$25.00, \$25.50, \$26.00, \$26.50, \$27.00, \$27.50, \$28.00, \$28.50, \$29.00, \$29.50, \$30.00, \$30.50, \$31.00, \$31.50, \$32.00, \$32.50, \$33.00, \$33.50, \$34.00, \$34.50, \$35.00, \$35.50, \$36.00, \$36.50, \$37.00, \$37.50, \$38.00, \$38.50, \$39.00, \$39.50, \$40.00, \$40.50, \$41.00, \$41.50, \$42.00, \$42.50, \$43.00, \$43.50, \$44.00, \$44.50, \$45.00, \$45.50, \$46.00, \$46.50, \$47.00, \$47.50, \$48.00, \$48.50, \$49.00, \$49.50, \$50.00, \$50.50, \$51.00, \$51.50, \$52.00, \$52.50, \$53.00, \$53.50, 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Report on Special Investigation of the
Mitchell County Treasurer's Office
Property Tax Department

Copies of Money Orders and Cashier's Check

WESTERN UNION **WA** MONEY ORDER
WESTERN UNION FINANCIAL SERVICES INC. • ISSUER • Englewood, Colorado
Payable in U.S. Dollars Only. Cash Only. Good in U.S. Only. Good in U.S. Only.

17-391506618

A 509030 D 052516
1-1844 15
173915066186 L 001074 \$ 500.00

PAY EXACTLY FIVE HUNDRED DOLLARS AND NO CENTS
PAY TO THE ORDER OF Mitchell Co. Treasurer PAYMENT FOR ACCT. #
Osage, Mo. PURCHASER'S ADDRESS Edward

⑆102100400⑆ 40173915066186⑈

Transit - 40173915066186 - \$500.00 - 8001598048 - 5/27/2016

NOTICE: Do not cash this Money Order for any person from whom you are not able to recover your deposit. Should this form be lost, any unauthorized signature, by itself, is not sufficient to cash or alter the order. If you suspect payment hereon or change back against any order, send it for customer service, call 1-800-939-9660. Intended for domestic use only. Western Union Money Order and Design is a service mark of Western Union Holdings, Inc.

Warning: do not cash check without seeing front and back. Hold up to light to verify presence of watermark.

PAY TO THE ORDER OF
ANY BANK OR BANKER
FOR DEPOSIT ONLY
ACCOUNT OF TREASURER OF
MITCHELL COUNTY, IOWA
PAMELA K. MEYER

BOFD 073903493
Home Trust & Savings
Osage Branch
2016-05-27
DIN 8001598048

Service: If this Money Order is cashed (presented for payment), the Service Charge will be deducted from the amount shown on the Money Order. The Service Charge is \$1 per month (exceptions - QASD 25; WDS 60; C1 & P1; 50) from the purchase date not to exceed \$94 for the maximum amount permitted by law.

Transit - 40173915066186 - \$500.00 - 8001598048 - 5/27/2016

Report on Special Investigation of the
Mitchell County Treasurer's Office
Property Tax Department

Copies of Money Orders and Cashier's Check

THIS CHECK IS PRINTED ON PAPER THAT HAS FLUORESCENT PAPER FIBERS, A WATERMARKED BACKER AND IS REACTIVE TO CHEMICAL ALTERATION

US BANK
Established 1857

111 N. ELM, P.O. BOX 57
CRESCO, IA 52136

48682 72326739
GB00910

REMITTER'S [REDACTED] TAX

5/26/2016

PAY TO THE ORDER OF MITCHELL COUNTY TREASURER \$1,067.00

VOID AFTER 3 YEARS

*** ONE THOUSAND SIXTY-SEVEN AND 00/100 ***

CASHIER'S CHECK

BEFORE AN OFFICIAL CHECK OF THIS BANK WILL BE REPLACED OR REFUNDED IN THE EVENT IT IS LOST OR STOLEN, AN AFFIDAVIT OF LOSS MUST BE SIGNED AND IS NOT ENFORCEABLE FOR 90 DAYS FROM THE DATE OF ISSUE.

[Signature] AUTHORIZED SIGNATURE

[Signature] AUTHORIZED SIGNATURE

⑈ 48682 ⑈ ⑆073903286⑆ 08 009 0⑈

UNITED STATES POSTAL SERVICE **POSTAL MONEY ORDER**

Serial Number 23598216180 Year, Month, Day 2016-05-27 Post Office 504610 U.S. Dollars and Cents \$133.00

Amount One Hundred Thirty Three Dollars and 00/100 *****

Pay to Mitchell Co Treasurer Clerk 0

Address Usage IA [REDACTED]

Memo

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⑆00000800⑆ 23598216180⑈

UNITED STATES POSTAL SERVICE **POSTAL MONEY ORDER**

Serial Number 23598216178 Year, Month, Day 2016-05-27 Post Office 504610 U.S. Dollars and Cents \$257.00

Amount Two Hundred Fifty Seven Dollars and 00/100 *****

Pay to Mitchell Co Treasurer Clerk 0

Address Usage IA [REDACTED]

Memo TAX [REDACTED]

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⑆00000800⑆ 23598216178⑈