



JUDITH H. DUTCHER  
STATE AUDITOR

# STATE OF MINNESOTA

## OFFICE OF THE STATE AUDITOR

SUITE 400  
525 PARK STREET  
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)  
(651) 296-4755 (Fax)  
stateauditor@osa.state.mn.us (E-Mail)  
1-800-627-3529 (Relay Service)

### INVESTIGATIVE REPORT CITY OF RONNEBY CLERK-TREASURER MAY 31, 2000

#### I. INTRODUCTION

The Office of the State Auditor (hereinafter "OSA") received a petition dated December 22, 1997, from citizens of the City of Ronneby (hereinafter "City") to perform an audit of the City's financial records.<sup>1</sup> Due to the City Clerk-Treasurer's failure to provide the necessary documents, the OSA was unable to begin the audit until October 1999. The OSA's Audit Division (hereinafter "Audit Division") completed its audit and released the Audit Report to the City Council and the public on May 4, 2000, during a City Council meeting. A copy of the Audit Report is attached to this Report.

During the audit, the Audit Division determined that City Clerk-Treasurer Mary Linn (hereinafter "Clerk-Treasurer Linn") made payments to herself which were not authorized by the Ronneby City Council as required by Minnesota law.<sup>2</sup> This issue was referred to the OSA's Special Investigations Division (hereinafter "SI Division") for further review.

The mission of the SI Division is to review allegations of malfeasance, misfeasance, and nonfeasance by local government employees or officers. Since the SI Division is a fact-finding entity and has no prosecutorial powers, its role is to evaluate allegations brought to this Office's attention and, when appropriate, to provide specialized auditing techniques, initiate an independent investigation, or refer the matter to appropriate oversight authorities.

---

<sup>1</sup> Minn. Stat. § 6.54 allows the registered voters of a statutory city to petition the State Auditor to examine the books, records, accounts and affairs of the City. The Benton County Auditor certified that the petition was signed by the required number of registered or eligible voters.

<sup>2</sup> Minn. Stat. § 412.271, Subd. 1 (1998).



The OSA's investigation revealed that Clerk-Treasurer Linn disbursed City checks to herself which were not authorized by the City Council as required by Minnesota law.<sup>3</sup> In addition, some of these disbursements may constitute a theft and embezzlement of public funds.

## II. BACKGROUND

### A. Clerk-Treasurer Duties

Ms. Mary Linn has been the City's elected Clerk-Treasurer since 1992, when the positions of clerk and treasurer were combined. Prior to 1992, Ms. Linn was the elected City Clerk. Minnesota law lists many specific duties to be performed by the city clerk and separate duties to be performed by the city treasurer.<sup>4</sup> According to state law, some of the city clerk's duties include the following activities:

- C maintain a minute book noting all proceedings of the council;
- C maintain an account book to enter all city financial transactions including the dates and amounts of all receipts, the source of the money, and record of all payments;
- C act as the bookkeeper of the city; and
- C act as the city's custodian of records.

As defined by state law, some of the treasurer's duties include the following activities:

- C receive and keep all moneys belonging to the city;
- C account for all monies received and disbursed, identifying the source, object, and date of each transaction;
- C disburse funds upon the written order of the mayor and clerk and authorization of the city council;<sup>5</sup> and
- C retain vouchers and produce them upon request from the city council.

As the City's combined Clerk-Treasurer, Ms. Linn was responsible for all the clerk's duties from 1992 to present and the treasurer's duties from 1992 to May 4, 2000. The treasurer's duties were removed from Ms. Linn during the May 4, 2000 City Council meeting.<sup>6</sup>

---

<sup>3</sup> Id.

<sup>4</sup> Minn. Stat. §§ 412.151, Subd. 1 and 412.141 (1998).

<sup>5</sup> Minn. Stat. § 412.271, Subd. 1 (1998).

<sup>6</sup> For the purpose of this Report, the OSA will refer to Ms. Linn as the City Clerk-Treasurer because she held this position during the OSA's period of review.

## **B. Difficulty in Obtaining City Records from Clerk-Treasurer Linn**

The Audit Division contacted Clerk-Treasurer Linn by letter dated September 22, 1998, requesting various financial records including, but not limited to: bank statements, bank reconciliations, check registers, cash reconciliations, receipt listings, and deposit listings from January 1, 1992 to September 22, 1998. Over the following 12 months, the Audit Division made at least seven contacts with Clerk-Treasurer Linn in an attempt to obtain the requested documents. On August 24, 1999, Ronneby City Council member David Wilson called the OSA questioning whether the OSA had possession of the City's bank records because Clerk-Treasurer Linn had told the City Council she sent the City's bank records to the OSA. The OSA informed Council member Wilson that Clerk-Treasurer Linn had not provided the OSA with any of the requested documents.

On August 24, 1999, the Audit Division contacted the SI Division and requested assistance in obtaining the City documents necessary for the audit. On September 9, 1999, Clerk-Treasurer Linn gave the OSA various City documents contained in a shoe box. However, Clerk-Treasurer Linn did not provide all requested bank statements or listings of receipts and disbursements. As a result, the Audit Division was not able to begin its audit until the end of October of 1999, when the City's bank provided the financial account information to the OSA.

## **C. Audit Findings**

The Audit Division identified numerous violations of law and internal control weaknesses which are detailed in the attached Audit Report.<sup>7</sup> Many of the violations of law and internal control weaknesses identified by the Audit Division were due to Clerk-Treasurer Linn's failure to perform her duties. These particular findings are discussed below.

### **1. Violations of Law**

#### Bookkeeping

Minn. Stat. § 412.141 states in part, "[t]he treasurer shall receive and safely keep all moneys belonging to the city . . . and shall promptly enter in a book provided for the purpose an account of all moneys received and disbursed as treasurer, showing the source and objects thereof with the date of each transaction . . . ." Additionally, Minn. Stat.

§ 412.151, Subd. 1 states in part, "the clerk shall keep . . . an account book to enter all money transactions for the city including the dates and amounts of all receipts and the person from

---

<sup>7</sup> The Audit Division's time period of review was from January 1, 1992 through September 30, 1999.

whom the money was received and all orders drawn upon the treasurer with their payee and object.”

Clerk-Treasurer Linn failed to provide the OSA with a check register, a receipt journal, or a disbursement journal. However, she did provide the OSA with monthly handwritten listings of receipts and disbursements from January 1992 through December 1997, some of which were inaccurate. In addition, the Audit Division determined that these listings detailed only the payee and amount disbursed, and that many payments were omitted. Moreover, the OSA was provided with no financial records for the years ending December 31, 1998 and 1999.

#### Document Retention

The City’s General Record Retention Schedule (hereinafter “Retention Schedule”), prepared under the authority of Minn. Stat. § 138.17, requires the City to retain bills, invoices, and other requests for payments for a period of not less than ten years. In addition, the Retention Schedule requires the City to retain bank statements, deposit slips, deposit books, canceled checks, and reconciliations for a period of not less than six years.

Clerk-Treasurer Linn failed to retain any supporting documentation for paid claims and failed to adequately retain a majority of the City’s bank records.

#### Local Government Aid

Pursuant to Minn. Stat. §§ 6.74 and 471.698, cities are required to report their annual financial activities to the OSA by March 31 following the City’s fiscal year-end. If a city fails to report to the OSA, that city forfeits all of its local government aid for that year under Minn. Stat. § 477A.017.

Clerk-Treasurer Linn failed to report the City’s financial activity to the OSA for fiscal years ending December 31, 1991, 1992, and 1994 through 1998. This resulted in the City forfeiting \$6,077 in local government aid.

#### Federal Taxes

The City pays wages to the Mayor, Clerk-Treasurer, and three Council members. These employees are paid one-half their respective salaries twice a year. Federal Insurance Contributions Act (hereinafter “FICA”) and Medicare taxes were not withheld from their salary

checks as required by the Internal Revenue Code.<sup>8</sup>

Clerk-Treasurer Linn failed to withhold FICA and Medicare taxes from employee payroll checks in violation of the Internal Revenue Code.

## 2. Internal Control Weaknesses

The OSA's Audit Division identified the following internal control weaknesses which involved Clerk-Treasurer Linn.

- C Clerk-Treasurer Linn did not issue receipts for collections. To strengthen controls over cash, the City should record all collections on pre-numbered receipts.
- C Clerk-Treasurer Linn did not maintain fixed asset records. Generally accepted accounting principles require that fixed assets be valued at historical cost or, if historical cost data are not available, estimated cost.
- C Clerk-Treasurer Linn did not utilize pre-numbered checks. A pre-printed number should appear on all City checks to ensure that they have been properly accounted for.

## III. UNAUTHORIZED PAYMENTS DISBURSED TO CLERK-TREASURER LINN

The SI Division determined that numerous City checks not authorized by the City Council were issued to Clerk-Treasurer Linn in violation of Minnesota law. Minn. Stat. § 412.271, Subd. 1, states that:

No disbursement of city funds . . . shall be made except by an order drawn by the mayor and clerk upon the treasurer. Except when issued for the payment of judgements, salaries and wages previously fixed by the council or by statute, principal and interest on obligations, rent and other fixed charges, the exact amount of which has been previously determined by contract authorized by the council, and except as otherwise provided . . . , no order shall be issued until the claim to which it relates has been **audited and allowed by the council**. (Emphasis added)

Further, in 1995 the City Council required all City payments to be documented in the meeting minutes.<sup>9</sup> City Council members and Mayor Daniel Olson (hereinafter "Mayor Olson"), who served on the City

---

<sup>8</sup> 26 USCA § 3102(a).

<sup>9</sup> City Council meeting minutes dated April 6, 1995.

Council between 1997 and 1999, confirmed this requirement.<sup>10</sup> It appeared that this requirement included payments for salary and other forms of compensation to City officials, as such payments were documented in City Council meeting minutes.

The only payments authorized to be made to Clerk-Treasurer Linn included her salary and occasional payments for specified services. It was documented in City Council meeting minutes that Clerk-Treasurer Linn's salary for her duties as City Clerk-Treasurer was \$240 per year in 1992, and \$360 per year from 1993 to 1999. The City Council also authorized additional payments to City officials who performed services outside their required duties.<sup>11</sup>

Clerk-Treasurer Linn made \$14,686.01 of unauthorized disbursements to herself from January 1, 1992 to April 30, 2000, none of which were documented in the City Council meeting minutes:

<u>Year</u>	<u>Unauthorized Disbursements</u>
1992	\$ 1,313.27
1993	1,162.30
1994	1,546.65
1995	1,987.60
1996	1,530.45
1997	2,287.30
1998	1,770.44
1999	2,378.00
2000	<u>710.00</u>
Total	<u>\$14,686.01</u>

In further reviewing these documents, the SI Division focused on the documentation from January 1, 1997 through April 30, 2000. The SI Division's review included available City Council meeting minutes and records from the Rural American Bank (hereinafter "Bank") in Foley, Minnesota.<sup>12</sup> From

---

<sup>10</sup> During the May 2000 City Council meeting, Mr. Daniel Olson resigned as Mayor of the City of Ronneby.

<sup>11</sup> For example, the City Council authorized compensation of \$5.00 per hour for lawn mowing at City Hall and \$6.00 per hour for services such as painting City property.

<sup>12</sup> The City maintains checking account number 6000175 at the Bank.

the review, it appears that Clerk-Treasurer Linn disbursed checks to herself totaling \$7,145.74, from January 1, 1997 to April 30, 2000, without being approved by the City Council in violation of Minnesota law. The chart in Appendix A itemizes all City checks disbursed to Clerk-Treasurer Linn during this time and specifies which checks were not approved.<sup>13</sup>

The SI Division provided Mayor Olson and Council member David Wilson the information contained in Appendix A. Both individuals confirmed the items in the “No City Council Approval Found” and the “No City Council Approval Found/Questionable Payments” columns had not been approved during City Council meetings.<sup>14</sup> Furthermore, all City checks require two signatures. Mayor Olson informed the OSA that he had presigned blank checks.<sup>15</sup> All unauthorized checks issued to Clerk-Treasurer Linn from January 1, 1997 through April 30, 2000, had the names Daniel Olson and Mary Linn as the authorized signers.

#### **IV. Theft and Embezzlement of City Funds**

Since City funds were entrusted to Clerk-Treasurer Linn and she disbursed City funds to herself without proper City Council authorization, such payments could be considered a theft and embezzlement of City funds. Pursuant to Minnesota law, a theft occurs when a person “intentionally and without claim of right takes, uses, transfers, conceals or retains possession of moveable property of another without the other’s consent and with intent to deprive the owner permanently of possession of the property.”<sup>16</sup> According to Minnesota law, theft also occurs when a person acts with intent to exercise only temporary control over moveable property of another and the “control exercised

---

<sup>13</sup> The first three columns of the chart detail the date, specific explanation noted from each check’s memo field, and total amount of each check. The final three columns of the chart separate the checks’ totals by amounts approved in City Council meeting minutes, amounts lacking necessary City Council approval, and amounts lacking necessary City Council approval but are questionable.

<sup>14</sup> The chart in Appendix A highlights significant distributions to Clerk-Treasurer Linn from January 1, 1997 through April 30, 2000, over and above her approved salary. A majority of the unauthorized payments appear to be for “office work” as indicated in the memo field on the checks.

<sup>15</sup> Presigning blank checks is an internal control weakness. The OSA has been informed that the City checking account is no longer in the custody of Ms. Linn, but is maintained by Acting Mayor David Wilson and that checks are no longer presigned.

<sup>16</sup> Minn. Stat. § 609.52. Subd. 2(1) (1998).

manifests an indifference to the rights of the owner.”<sup>17</sup> A violation of the theft statute could result in imposition of a fine and/or imprisonment.<sup>18</sup>

The definition of embezzlement, as provided in the Minnesota Constitution, is as follows: “If any person converts to his own use in any manner or form, . . . or shall deposit in his own name, or otherwise than in the name of the state of Minnesota; or shall deposit in banks or with any person or persons or exchanges for other funds or property, any portion of the funds of the state . . . every such act shall be and constitute an embezzlement . . . and shall be a felony.”<sup>19</sup> A violation of the embezzlement law could result in the imposition of a fine and/or imprisonment.<sup>20</sup>

Based upon the OSA’s review, it appears Clerk-Treasurer Linn may have deprived the City of funds by paying herself \$13,859.59 (\$6,858.74, between January 1, 1997 through April 30, 2000, and \$7,000.85, between January 1, 1992 and December 31, 1996) without the City Council authorizing the work or approving the payment. In addition, the City Council may have authorized the work or been aware of payments made to Clerk-Treasurer Linn totaling \$826.42 (between January 1, 1992 and April 30, 2000) (\$287.00 between January 1, 1997 through April 30, 2000, and \$539.42 between January 1, 1992 and December 31, 1996).<sup>21</sup> However, these payments were not approved by the City Council in its minutes.

---

<sup>17</sup> Minn. Stat. § 609.52, Subd. 2(5)(i) (1998).

<sup>18</sup> Minn. Stat. § 609.52, Subd. 3(3)(a) (1998) provides that if the value of the property involved in the theft is more than \$500 but not more than \$2,500, a person may be sentenced to prison for not more than five years or to pay a fine of not more than \$10,000, or both. Minn. Stat. § 609.52, Subd. 3(2) (1998) provides that if the value of the property exceeds \$2,500, a person may be sentenced to prison for not more than ten years or to pay a fine of not more than \$20,000, or both.

<sup>19</sup> Minn. Const. Art. XI, § 13 (1998).

<sup>20</sup> Minn. Stat. § 609.54(1) (1998) provides that a person who does an act which constitutes embezzlement of funds valued at \$2,500 or less may be sentenced to prison for not more than five years or to pay a fine of not more than \$10,000 or both. Minn. Stat. § 609.54 (2) (1998) provided that if such value is more than \$2,500, the person may be sentenced to prison for not more than five years or to payment of a fine of not more than \$20,000, or both.

<sup>21</sup> \$13,859.59 + \$826.42 = \$14,686.01 of total unauthorized disbursements as indicated on page 7 of this Report.



The OSA believes that a theft and embezzlement of City funds is further supported by certain actions performed by Clerk-Treasurer Linn. These actions include the following:

- C Clerk-Treasurer Linn purchased three money orders in the City's name on March 5, 1998, totaling \$803.86 using \$455 of her own personal funds. The \$455 was a check issued to "BRUCE LINN AND MARY LINN" for their 1997 state income tax refund and the remaining funds consisted of an unknown source of cash. The money orders were used to pay the City's 1995-1997 annual fire service contract payments to the City of Foley.
- C Clerk-Treasurer Linn made cash deposits totaling \$1,055.00 into the City's checking account for which the sources do not appear to be City funds.

The following sections discuss in further detail Clerk-Treasurer Linn's actions as noted above.

#### **A. Personal Funds Used to Pay City Fire Contracts**

The OSA received copies of three money orders, numbered sequentially, written to the City of Foley and dated March 5, 1998. The top of each money order noted a different year (specifically 1995, 1996, and 1997) and the words "fire contract." Additionally, "Mary Linn Treasurer City of Ronneby" appeared on all three money orders as the signatory. The money orders, totaling \$803.86 (not including the \$3.00 service charge), are listed sequentially as follows:

- C #341-0472-162 in the amount of \$272.00 for the 1997 fire contract;
- C #341-0472-163 in the amount of \$274.00 for the 1996 fire contract;
- C #341-0472-164 in the amount of \$257.86 for the 1995 fire contract.

The OSA determined these money orders were obtained through the Rural American Bank-Foley/Gilman in Foley, Minnesota. The money orders were purchased with \$352.00 in cash and a check totaling \$455.00 issued to "BRUCE LINN AND MARY LINN" for their 1997 state income tax refund.<sup>22</sup> A copy of the money orders and bank information are attached to this report as Appendix B.

While the SI Division was able to determine that the \$352 was not from the City's checking account, it was unable to determine the source of that cash. Moreover, it is unclear why Clerk-Treasurer Linn

---

<sup>22</sup> Bank records showed \$.14 was paid out in cash to complete the transactions.

used her personal Minnesota state income tax refund check to pay the remaining balance for money orders for the City's fire contracts. However, from the information provided, it appears that Clerk-Treasurer Linn's use of her personal funds is consistent with an attempt to replace funds previously embezzled, stolen, or inappropriately taken from the City.

**B. Cash Deposits to City Checking Account**

The OSA determined that \$1,055.00 in cash was deposited into the City's checking account. The specific dates and amounts of the deposits are as follows:

<u>Dates</u>	<u>Amounts</u>
December 27, 1998	\$ 250.00
April 14, 1999	400.00
April 22, 1999	200.00
May 12, 1999	200.00
December 23, 1999	<u>5.00</u>
Total	<u>\$1,055.00</u>

The OSA was unable to identify the source or reason for these cash deposits. The City's revenue sources are generally limited to property tax settlement checks from Benton County, state aid, liquor license fees, cigarette tax, interest, electricity rebates, and building permits. The only funds that may have been paid to the City in cash would have been building permits; however, with the cost of a building permit being \$25, the SI Division deemed it unlikely that all the above cash deposits were from building permits, as approximately two to three building permits are issued each year. The OSA was informed that Clerk-Treasurer Linn was the sole person who had access to the City's checking account.


Accordingly, it appears plausible that Clerk-Treasurer Linn may have disbursed unauthorized checks to herself and then deposited personal funds into the City checking account to reimburse the City for the unauthorized disbursements. The above cash was deposited into the City's checking account beginning December 27, 1998, after the OSA had contacted Clerk-Treasurer Linn on September 22, 1998, to obtain the City's records to conduct the audit.

## V. CONCLUSION

The SI Division has determined the next step in this investigation would be to interview Clerk-Treasurer Linn regarding the specific findings mentioned in this report including all payments made without City Council approval.<sup>23</sup> However, to avoid jeopardizing any potential prosecution, the OSA has determined that it would be appropriate to allow the County Attorney to determine how to proceed.

As always, the OSA remains available to assist if necessary. If you have any questions, please feel free to contact me at (651) 282-2388.

Sincerely,



Kathleen T. Docter, CPA  
Assistant Director, Special Investigations

Attachments

---

<sup>23</sup> This includes the \$826.42 of unauthorized/questionable disbursements as indicated on page 9 of this Report.

**Appendix A**  
**City of Ronneby**  
**Payments to Clerk-Treasurer Mary Linn**  
**From January 1, 1997 through September 30, 1999**

<u>Date</u>	<u>Explanation per Memo on checks</u>	<u>Amount</u>	<u>Approved by City Council</u>	<u>No City Council Approval Found</u>	<u>No City Council Approval Found/ Questionable Payments</u>
01/13/97	Illegible	\$ 180.00	\$ -	\$ 180.00	\$ -
02/06/97	Nov, Dec office	102.00	-	102.00	-
02/12/97	Salary .05x4578	218.90	-	218.90	-
04/07/97	20 hr	140.00	-	140.00	-
04/24/97	Snowblowing/county check	160.00	-	160.00	-
05/01/97	Board of review	6.00	6.00	-	-
05/20/97	Mary, Jerry, Erin, \$3 supplies	263.00	-	263.00	-
05/22/97	30 hrs office work	180.00	-	180.00	-
06/03/97	Lawnmowing	20.00	-	-	20.00
06/03/97	First 1/2 salary	180.00	180.00	-	-
06/03/97	Painting playground	25.00	25.00	-	-
06/08/97	Stain, rake & labor bus shelter	97.00	-	-	97.00
06/11/97	Meeting and inspection	68.00	-	-	68.00
06/16/97	Lg 10.95 x 3, 14.95 x 4	92.65	-	92.65	-
09/11/97	Sam's club fee and supplies	187.75	-	187.75	-
09/18/97	41 hrs x 6.00	246.00	-	246.00	-
12/04/97	1997 treasury salary	240.00	-	240.00	-
12/04/97	Second 1/2 salary	180.00	180.00	-	-
12/04/97	Nov. election	67.00	-	-	67.00
12/04/97	Shoveling x 5	25.00	-	25.00	-
	1997 sub-total	\$ 2,678.30	\$ 391.00	\$ 2,035.30	\$ 252.00
01/15/98	Snow x 8/mailboxes driveway	\$ 48.00	\$ -	\$ 48.00	\$ -
02/12/98	25 hrs office work	150.00	-	150.00	-
06/04/98	First 1/2 salary	180.00	180.00	-	-
06/11/98	Salary-clerk	180.00	-	180.00	-
07/09/98	First 1/2 treas. salary	180.00	-	180.00	-
07/21/98	5% of \$3780/treas salary	189.00	-	189.00	-
08/06/98	Sam's club #27499	275.00	-	275.00	-
11/12/98	7 hrs 2 elections	35.00	-	-	35.00
11/12/98	Bruce/install	75.00	-	75.00	-
11/12/98	Storm door/Menards	138.44	-	138.44	-
11/24/98	Treas. second 1/2 salary	180.00	-	180.00	-
12/03/98	Second 1/2 salary	180.00	180.00	-	-
12/24/98	Treas. 5% salary	320.00	-	320.00	-
	1998 sub-total	\$ 2,130.44	\$ 360.00	\$ 1,735.44	\$ 35.00
01/07/99	46 hrs x 6.00 per	\$ 276.00	\$ -	\$ 276.00	\$ -
01/20/99	48 hrs x 6.00 per	288.00	-	288.00	-
02/04/99	26 hrs at 6.00 per	156.00	-	156.00	-
04/01/99	Office work	78.00	-	78.00	-
06/16/99	First 1/2 salary, copies lawn	202.00	202.00	-	-
07/08/99	First 1/2 salary, lawn, copies	212.00	-	212.00	-
07/20/99	1998 Treas. salary	350.00	-	350.00	-
08/05/99	70 hrs July -Aug 5	350.00	-	350.00	-
09/01/99	180 salary, 22 copies	212.00	-	212.00	-
12/02/99	Second 1/2 salary	180.00	180.00	-	-
12/02/99	Second 1/2 salary	180.00	-	180.00	-
12/21/99	46 hrs office Dec x 6.00	276.00	-	276.00	-
	1999 sub-total	\$ 2,760.00	\$ 382.00	\$ 2,378.00	\$ 0.00
01/06/00	58 hrs, \$6/hr-2.00 copies	\$ 350.00	\$ -	\$ 350.00	\$ -
03/02/00	Snowplowing x 4 (45)	180.00	-	180.00	-
04/06/00	30 hrs x \$6.00	180.00	-	180.00	-
	2000 sub-total	\$ 710.00	\$ 0.00	\$ 710.00	\$ 0.00
	Total	\$ 8,278.74	\$ 1,133.00	\$ 6,858.74	\$ 287.00

**Appendix A**  
**City of Ronneby**  
**Payments to Clerk-Treasurer Mary Linn**  
**From January 1, 1997 through September 30, 1999**

**Footnote Explanations**

- 1 = Minutes do not specify who was paid.
- 2 = Work approved is documented in the May 1, 1997 meeting minutes; however, the payment was not approved in the meeting minutes.
- 3 = June 3, 1997 meeting minutes document the approval given to Clerk-Treasurer Linn to stain the bus shelter; however, the payment was not approved in the meeting minutes.
- 4 = The OSA talked to the Acting Mayor and was informed that even though the payment was not approved by the City Council in the meeting minutes, it may have been a legitimate service.
- 5 = Payments to Clerk-Treasurer Linn were approved in various meeting minutes; however, no checks match to the exact amounts approved. The amounts listed below are not included in any totals.
- July 10, 1997 meeting minutes document approval of \$45.84 to Clerk-Treasurer Linn for mowing and materials for bus shelter.
  - August 6, 1997 meeting minutes document approval of \$15.00 to Clerk-Treasurer Linn for lawn mowing.
  - October 2, 1997 meeting minutes document approval of \$10.00 to Clerk-Treasurer Linn for lawn mowing.
- 6 = The December 4, 1997 minutes stated that vendor Joe Schafer would provide snowplowing services. However, Clerk-Treasurer Linn was paid for snowplowing. The payment to Clerk-Treasurer Linn was not approved in the meeting minutes.
- 7 = The November 1998 meeting minutes note "7.72, 1 1/2 hrs. election judge;" however, the minutes do not specify who was paid.
- 8 = In the November 1998 minutes, it is noted that \$124.60 is approved for a door. However, the minutes do not specify who was paid. There is also a City check issued to Foley Fuel and Lumber for a storm door. The check was dated May 6, 1999 and was written for \$146.82. The City informed the OSA that City Hall has only one storm door which was replaced once within the last few years.









DEBIT

CASH IN

RURAL AMERICAN BANK  
FOLEY

02

CI-36 (7/97)

*M. J. J.*

000000 3-03-98 0000

\$352.00 I

⑆500001020⑆

000 002 6⑆

⑆0000035200⑆

03/05/98 02-006-0310 1P02  
Rural Agent, Foley Bank 5000587  
091904364X  
Foley/Gilman, MN.

171-563

1111

23532

**CREDIT**

**GENERAL LEDGER**

BANK NAME:  
RAB - Foley  
OFFSETTING ENTRY:

ACCOUNT TITLE:  
*Office Exp*  
DESCRIPTION:

DATE:  
MAR 05 1998

PREPARED BY:

APPROVED BY:

GLC-00 (1097)

GL ACCOUNT NUMBER:	TRAN CODE:	TOTAL AMOUNT
		\$ 3. -
002945F 3-05-984091		\$3.00 d
1:5000090191:	4845011	100000003001

1111: 23531

MAR 5 1998

Rural American Bank 5000587  
Foley/Gilman, MN.  
03/05/98 02-006-0300 1P03

CREDIT

CASH OUT

RURAL AMERICAN BANK  
FOLEY

02

CI-06 (7/97)

*M. Lewis*

002RABF 3-05-92#033

\$0.14 0

15000010171

000 002 68

10000000014

03/05/98 02-006-0230 1P02  
Rural American Bank 5000582  
Foley, MN  
1091904364

1111 23530