From:	Hill, Amy
To:	O"Leary, Deborah (SAO)
Cc:	Waltman, Ginny (SAO)
Subject:	RE: Follow up on reported loss
Date:	Thursday, November 17, 2022 12:07:33 PM
Attachments:	image001.png Subway Requisition.pdf 0124_001.pdf

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External Email

Hi Debbie,

She has worked for the district since 2016. We only have a few district purchase cards that can be checked out so she had access, but it was limited. This specific concern was related to a forgery on the attached Subway requisition as well as inappropriate cash handling, which is hard to "prove" with documentation. I have attached another document that had Kasey Blair's signature as a reference. It just so happened to be for Laura's husband, but it's not connected. It was just at the top of our pile!

Regarding the cash handling, it my understanding that there were envelopes of cash left unattended and/or misplaced on multiple occasions. She has not reconciled their bank accounts yet this school year so I have gathered that documentation to try to work through it on my end. Would you advise that I continue with that or wait until you have a chance to review the transactions?

We have not done a review to see if any other POs were forged, but could certainly get started on that as well. We just did not want to negatively impact the audit process.

All my best,
Amy

From: O'Leary, Deborah (SAO) <olearyd@sao.wa.gov>
Sent: Thursday, November 17, 2022 10:32 AM
To: Hill, Amy <amy.hill@prosserschools.org>
Cc: Waltman, Ginny (SAO) <waltmang@sao.wa.gov>
Subject: RE: Follow up on reported loss

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Hi Amy,

Initially, I would like to review the documents that initiated the District's concern. After I take a look

at those documents, I will likely request other ASB expenditure transactions and corresponding supporting documentation.

Could you please tell me the time frame this employee worked for the District and if this person also had access to a purchase card?

Thank you,

Debbie

From: Hill, Amy <amy.hill@prosserschools.org>
Sent: Thursday, November 17, 2022 10:22 AM
To: O'Leary, Deborah (SAO) <olearyd@sao.wa.gov>
Cc: Waltman, Ginny (SAO) <waltmang@sao.wa.gov>
Subject: RE: Follow up on reported loss

External Email

Good morning,

Most of our files are in paper form so an onsite review would probably be best. However, I can work on getting these scanned over if that is more helpful.

Will you please send a list of what information you would be looking at so that I can start compiling that for you?

All my best,
Amy

Amy Hill
Business Manager
Prosser School District
1500 Grant Ave., Prosser, WA 99350
Office: 509-786-3323 x2008 | Fax: 509-786-2062
Cell: 509-778-2029

From: Ellis, Matt <Matt.Ellis@prosserschools.org>
Sent: Wednesday, November 9, 2022 5:43 PM
To: O'Leary, Deborah (SAO) <olearyd@sao.wa.gov>
Cc: Waltman, Ginny (SAO) <waltmang@sao.wa.gov>; Hill, Amy <amy.hill@prosserschools.org>
Subject: RE: Follow up on reported loss

Hi Deborah,

I believe that there are layers to this and that the SAO will want to do a deep dive in multiple areas. I have attached Amy Hill on this email, she is our new business manager. Amy can provide you the documentation that you are looking for and she can also put you in contact with our previous business manager (to assist in identifying historic issues). Amy will work on getting this information to you as soon as possible.

Thanks,

Matt Ellis

From: O'Leary, Deborah (SAO) <olearyd@sao.wa.gov>
Sent: Wednesday, November 9, 2022 3:51 PM
To: Ellis, Matt <Matt.Ellis@prosserschools.org>
Cc: Waltman, Ginny (SAO) <waltmang@sao.wa.gov>
Subject: Follow up on reported loss

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Good afternoon,

I am following up on our previous conversation regarding the potential loss at the District. I spoke with our Investigation Manager and we would like to go ahead and complete this review ahead of the regularly scheduled audit.

I will begin my review by looking over the records you used to determine there was a potential loss. Are these documents available electronically or will I need to review these onsite?

Thank you,

Deborah O'Leary, CFE
Assistant Audit Manager, Office of the Washington State Auditor
(509) 581-3973| www.sao.wa.gov

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