

THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

OFFICE OF INSPECTOR GENERAL
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TERESA MICHAEL, CIG, CIGI, CFE
INSPECTOR GENERAL

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MEMORANDUM

REDACTED

TO: Honorable Chair and Members of the School Board
Dr. Donald E. Fennoy, Superintendent
Chair and Members of the Audit Committee

FROM: Teresa Michael, Inspector General *TM*

DATE: September 9, 2020

SUBJECT: OIG Final Report of Investigation:
19-0010-I Unapproved Fundraisers at John F. Kennedy Middle School

Attached please find a copy of the Palm Beach County School District Office of Inspector General (OIG) Final Report of OIG Case 19-0010-I (reviewed and approved by Inspector General Lung Chiu) related to John F. Kennedy Middle School. On May 6, 2019, the Office of Inspector General (OIG) received a complaint regarding an unapproved fundraiser at John F. Kennedy Middle School. Specifically, it was alleged that John F. Kennedy Middle School Teacher [REDACTED] ordered chocolate candy bars from Cherrydale Farms without approval from the Principal and did not follow the District's fundraising procedures. During the course of the investigation, a second allegation was developed, as it was determined that [REDACTED] did not follow District fundraising procedures during a car decal fundraiser.

The OIG investigation concluded both allegations are **substantiated**.

In accordance with *School Board Policy 1.092 (8)(b)(iv)*, on December 20, 2019, the draft of this investigation was provided to [REDACTED] for a response. A written response from [REDACTED] was received by the OIG and included in the final report.

The findings of this report were referred to the Office of Employee and Labor Relations for action deemed appropriate.

The report is finalized and will be posted on the Inspector General's website; <https://www.palmbeachschools.org/about-us/reports-and-publications/inspector-general-reports>.

SCHOOL DISTRICT OF PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL
OIG FINAL REPORT OF INVESTIGATION (REDACTED)
Unapproved Fundraisers at John F. Kennedy Middle School

INTRODUCTION & SYNOPSIS

On May 6, 2019, the Office of Inspector General (OIG) received a complaint from John F. Kennedy Middle School Principal Ricky Clark regarding an unapproved fundraiser at John F. Kennedy Middle School. Specifically, it was alleged that John F. Kennedy Middle School Teacher [REDACTED] ordered chocolate candy bars from Cherrydale Farms without approval from the Principal and did not follow the District's fundraising procedures. During the course of the investigation, it was determined that [REDACTED] did not follow District fundraising procedures during a car decal fundraiser.

The OIG investigation concluded the allegations were substantiated. The investigative findings of the allegations will be discussed in detail later in this report.

OIG JURISDICTIONAL AUTHORITY

School Board Policy 1.092 provides for the Inspector General to receive and consider complaints, and conduct, supervise, or coordinate such inquiries, investigations, or reviews, as the Inspector General deems appropriate.

BACKGROUND: INDIVIDUALS & ENTITIES COVERED IN THIS REPORT

John F. Kennedy Middle School

John F. Kennedy Middle School is located at 1901 Ave. S, Riviera Beach, Florida 33404. Student enrollment is 750 serving grades 6-8.¹

Cherrydale Farms

Cherrydale Farms is a fundraising company established in 1907 and headquartered in Landsdale, Pennsylvania. Cherrydale Farms sells signature chocolates, confections, gourmet foods, designer jewelry, home decor, gardening kits, magazines, gift-wrap, holiday items, and more.²

The OIG communicated with the following representatives from Cherrydale Farms: Sales Representative Trever Mills and Customer Service Representatives Jessica and Kristy.

Ricky Clark, Principal, John F. Kennedy Middle School

Mr. Clark has been employed with the District since 2001 and has been the Principal at John F. Kennedy Middle School since June 2018.³

[REDACTED] Teacher, John F. Kennedy Middle School

[REDACTED] has been employed with the District since 1998 and has been a Teacher at John F. Kennedy Middle School since August 2006. [REDACTED] is also the school's [REDACTED].³

¹ Information obtained from www.palmbeachschools.org.

² Information obtained from www.cherrydale.com.

³ Information obtained from PeopleSoft and Payroll records.

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Haywood Howard, Retired District Employee

Mr. Howard retired from John F. Kennedy Middle School in 2018.³

Linda Mathis, Treasurer, John F. Kennedy Middle School

Ms. Mathis has been employed with the District since 2007 and has been a Treasurer at John F. Kennedy Middle School since July 2015.³

RELEVANT GOVERNING AUTHORITIES

- School Board Policy 1.013 – Responsibilities of School District Personnel and Staff.
- School Board Policy 2.16 - Fundraising Activities Relating to Schools.
- District Internal Accounts Manual – Chapter 7 – Cash Receipts and Deposits, Chapter 8 – Cash Disbursements and Checks, and Chapter 19 - Fundraising.
- District Bulletin #P19-012 CFO – FY19 Mandatory Internal Accounts Training for Teachers and Account Sponsors Available in eLearning Management.

DOCUMENTS REVIEWED

- PeopleSoft Personnel Records.
- John F. Kennedy Middle School Internal Accounts for School Year 2018-19.
- Cherrydale Farms Invoice.
- [REDACTED] District email records during Fiscal Year 2018-19.

CASE INITIATION & INVESTIGATIVE METHODOLOGY

The investigation was initiated based on a complaint from John F. Kennedy Middle School Principal Clark alleging that teacher [REDACTED] ordered chocolate candy bars from Cherrydale Farms without the Principal's approval and did not follow the District's fundraising procedures.

During the investigation, the OIG interviewed Principal Ricky Clark, [REDACTED] Treasurer Linda Mathis, and Retired Employee Haywood Howard. The OIG also spoke to Cherrydale Farms representatives. The OIG reviewed applicable District policies and bulletins, Peoplesoft employee records, the school's internal accounts, vendor invoices and relevant District emails.

This investigation was conducted in compliance with the *Quality Standards for Investigations, Principles and Standards for Offices of Inspector General*, promulgated by the Association of Inspectors General.

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Unapproved Fundraisers at John F. Kennedy Middle School

INVESTIGATIVE FINDINGS⁴

- 1. John F. Kennedy Middle School teacher [REDACTED] ordered chocolate candy bars from Cherrydale Farms for fundraising without approval from the Principal; and did not follow the District's fundraising procedures. Allegation Substantiated.**

The OIG investigation concluded the allegation was substantiated. The OIG determined [REDACTED] did not (a) obtain approval from the Principal and (b) follow the District's fundraising procedures.

The following is a summary of testimonies from persons interviewed as indicated:

Principal Ricky Clark: Mr. Clark received an invoice from Cherrydale Farms addressed to the attention of [REDACTED]. Mr. Clark met with [REDACTED] regarding the invoice; [REDACTED] said that the order was for chocolate and that [REDACTED] was covering for the people from last year. Mr. Clark did not ask [REDACTED] or know what [REDACTED] meant by "covering". [REDACTED] said that the product was ordered last year, it was old and [REDACTED] had thrown it out. Mr. Clark noted that [REDACTED] said [REDACTED] was going to get the money to pay the invoice.

Teacher [REDACTED]: [REDACTED] stated [REDACTED] did not place an order or call Cherrydale Farms regarding candy. [REDACTED] said a sales representative, Trever Mills, did come to the school, but [REDACTED] told Mr. Mills that [REDACTED] would need approval from the Principal prior to doing a fundraiser. [REDACTED] did not speak to Principal Clark or others in administration about doing a fundraiser.

[REDACTED] said that after Mr. Clark called [REDACTED] in to discuss the issue, [REDACTED] contacted the previous [REDACTED], Mr. Howard, to let him know about the invoice, and he told [REDACTED] he would help [REDACTED] pay the invoice. [REDACTED] said [REDACTED] did not know Mr. Howard's first name. [REDACTED] sent a message to Mr. Howard with someone that lives in his neighborhood. [REDACTED] stated [REDACTED] picked up a money order totaling the amount of the invoice from Mr. Howard. [REDACTED] later changed [REDACTED] testimony and said [REDACTED] did not collect funds from Mr. Howard and instead asked him to pay the invoice.

Regarding the candy that was allegedly old and discarded, [REDACTED] said [REDACTED] found a small box of approximately 30 chocolate bars (Snickers, Milky Ways, etc.) in the athletic room and [REDACTED] threw it out because it was old. [REDACTED] does not believe the candy [REDACTED] discarded was related to the Cherrydale Farms order.

Mr. Haywood Howard: Mr. Howard stated that [REDACTED] is a friend. Mr. Howard said that [REDACTED] has not contacted him regarding chocolate or candy sales. Mr. Howard confirmed he did not give [REDACTED] or the school a money order. Mr. Howard said that while at John F. Kennedy Middle School he dealt with Mr. Trever Mills as it related to chocolate bar fundraisers. Whenever Mr. Howard received an order he would have to sign as proof of receipt. Mr. Howard noted that one of the last orders he placed was small and delivered by Mr. Mills.

⁴ The OIG findings were determined using the standards that appear on the final page of this report.

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Treasurer Linda Mathis: Ms. Mathis said that as of May 31, 2019, no funds have been deposited in relation to the outstanding invoice from Cherrydale Farms.

DOCUMENTATION REVIEWED

Cherrydale Farms sent the school an invoice dated April 5, 2019, to the attention of [REDACTED]. The invoice reflects an order for 52 cases of candy was placed on October 10, 2018, totaling \$1,669.20. The invoice indicates an outstanding balance of \$1,760.57; this includes \$91.37 in finance charges (**Exhibit 1**).

The OIG confirmed with John F. Kennedy Middle School Treasurer Ms. Mathis and Principal Clark that as of May 31, 2019, [REDACTED] had not submitted a fundraising application for the sale of chocolate bars during School Year 2018/19. The OIG also reviewed the school's internal fund accounts and did not find record of any decimalized accounts related to a chocolate fundraiser with [REDACTED] as the sponsor.

The OIG contacted Cherrydale Farms for information regarding the invoice that was sent to the school. A customer service representative, Jessica, stated that although they had record of the invoice, there was no supporting documentation (contract or proof of delivery) for the order in their system. The OIG contacted the sales representative listed on the invoice, Mr. Trever Mills. Mr. Mills stated that he was no longer employed by Cherrydale Farms and therefore had no access to sales records.

The OIG reviewed District email records and determined there were numerous emails sent to [REDACTED] from Cherrydale Farms representatives, including Mr. Mills. The following is a list of the emails:

| Date | From | Description of Email |
|-------------|------------------------------|--|
| 08/14/18 | Mr. Trever Mills | Introduction and offering opportunity to work together (Exhibit 2). |
| 09/21/18 | Mr. Trever Mills | Meeting that took place between Mr. Mills and [REDACTED] (Exhibit 3). |
| 09/25/18 | Mr. Trever Mills | Sponsor fundraising guide (Exhibit 4). |
| 09/25/18 | Mr. Trever Mills | Cherrydale permission slip letter (Exhibit 5). |
| 09/25/18 | Mr. Trever Mills | Record keeping chart (Exhibit 6). |
| 10/04/18 | Cherrydale Customer Service | Review and return of contract (Exhibit 7). |
| 12/26/18 | Rosemarie Burns (Cherrydale) | Balance due (Exhibit 8). |
| 02/01/19 | Rosemarie Burns (Cherrydale) | Balance past due (Exhibit 9). |
| 04/23/19 | Rosemarie Burns (Cherrydale) | Urgent account balance past due (Exhibit 10). |

District email records reflect [REDACTED] responded to one of the emails above. On September 25, 2018, [REDACTED] replied to Mr. Mills with "Thank you!" in association with the email from Mr. Mills regarding the record keeping chart (**Exhibit 11**). Although [REDACTED] received three emails related to a balance due from Cherrydale Farms, there is no record of a reply from [REDACTED] to the company. District email records reflect [REDACTED] opened all the emails above.

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Subsequently, [REDACTED] was asked about the above emails. [REDACTED] stated [REDACTED] did see the emails, but did not respond because [REDACTED] did not want the items. Moreover, [REDACTED] said that [REDACTED] spoke to other District [REDACTED] who told [REDACTED] would have to “eat” the outstanding balance because [REDACTED] was the [REDACTED].

As noted above, Cherrydale Farms emailed [REDACTED] a contract for review and return. The email stated, “Please review the following information. If it is correct and you agree to the terms then click the link below to process your reservation.” The following relevant information was included in the email:

- Ship material by: October 4, 2018
- Sale start date: October 10, 2018
- Sale end date: November 14, 2018
- Delivery: October 10, 2018
- 50% Profit
- Note: “Product will be delivered from Trever H Mills home inventory to John F. Kennedy middle school on October 10.”

The OIG inquired with the District’s IT Department to determine if there was a way to verify whether [REDACTED] confirmed the contract. There is no way to verify if [REDACTED] confirmed the contract via the email link. Additionally, Cherrydale did not have record of a contract with [REDACTED] or the school for the order in question.

According to Cherrydale Farm records, [REDACTED] should have received 3,120 assorted candy bars to be sold for \$1.00 each, leaving a profit of approximately \$1,370 had all candy bars been sold.

The OIG advised Principal Clark not to pay the outstanding balance until the investigation was completed. According to Cherrydale Farms representative, Kristy, the outstanding balance was paid on June 4, 2019, via Automated Clearing House check by Lisa Raiford. A review of District email records reflect that [REDACTED] received a forwarded email on June 3, 2019, from Lisa Mabbitt⁵ regarding payment instructions (**Exhibit 12**).

PeopleSoft records indicate Ms. Raiford was previously employed at John F. Kennedy Middle School until February 2018. The OIG scheduled a meeting with Ms. Raiford. However, Ms. Raiford did not attend the scheduled meeting and did not return telephone calls to reschedule.

Subsequently, the OIG met with [REDACTED] regarding [REDACTED] knowledge of the payment to Cherrydale Farms. [REDACTED] stated [REDACTED] had no knowledge that the invoice had been paid until Principal Clark’s administrative assistant asked [REDACTED] about it in October 2019, and therefore [REDACTED] contacted Cherrydale Farms who confirmed the invoice was paid. [REDACTED] explained that after [REDACTED] meeting with OIG staff on May 30 and 31, 2019, [REDACTED] asked “100 people” to help [REDACTED] pay the

⁵ Palm Beach County Clerk & Comptroller records reflect Ms. Raiford’s maiden name is Mabbitt.

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Cherrydale Farms invoice. [REDACTED] noted that [REDACTED] asked lawyers, [REDACTED] teachers, parents, judges, preachers, and coaches. [REDACTED] stated that although [REDACTED] asked the community for help with the invoice, [REDACTED] did not receive money from anyone.

Regarding the email [REDACTED] received from Ms. Raiford on June 3, 2019, [REDACTED] stated [REDACTED] did not see the email and did not know why Ms. Raiford sent it to [REDACTED], but assumed that it was to let [REDACTED] know the invoice was paid. [REDACTED] noted that Ms. Raiford was one of the persons [REDACTED] asked to help with the invoice.

POLICY AND PROCEDURE VIOLATIONS

School Board Policy 1.013(1) – Responsibilities of School District Personnel and Staff states “It shall be the responsibility of the personnel employed by the district school board to carry out their assigned duties in accordance with federal laws, rules, state statutes, state board of education rules, school board policy, superintendent’s administrative directives and local school and area rules.”

Chapter 8 of the District’s Internal Accounts Manual states that “All fundraising must be approved by the principal in advance by completing a Fundraising Application/Recap”

Chapter 19 of the District’s Internal Accounts Manual states that “Written approval from the Principal and Treasurer is required before the fundraiser actually begins.”

Chapter 19 of the District’s Internal Accounts Manual states that the sponsor must:

- Be responsible for maintaining detailed records of inventories and cash collections.
- Turn in monies daily by completing a Monies Collected Report.

The Fundraising training materials notes that “Items can be purchased and the fundraiser activity can begin only after your principal approvals the Fundraiser Application. [sic]”

CONCLUSION

The OIG concluded the allegation was **substantiated**. The OIG investigation established the following:

- On September 21, 2018, Mr. Mills and [REDACTED] had a meeting and discussed the fundraiser.
- On September 25, 2018, Mr. Mills sent [REDACTED] three separate emails with information related to fundraisers (fundraising guide, permission slip letter, and a sales record keeping chart). [REDACTED] acknowledged one of these emails by thanking Mr. Mills.
- On October 4, 2018, [REDACTED] received the contract via email from Cherrydale Farms.
- On December 26, 2018, [REDACTED] received a balance due notification via email.

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- On February 1, 2019, [REDACTED] received a past due balance notification via email.
- On April 23, 2019, [REDACTED] received another past due notification via email.

Although [REDACTED] claims that [REDACTED] did not order or receive product from Cherrydale Farms, testimonial evidence did not provide satisfactory explanations as to why:

- Cherrydale Farms sent a contract to [REDACTED] along with seven emails regarding fundraising information, invoices and past due balances.
- [REDACTED] did not notify the Principal of the emails and invoices from Cherrydale Farms.
- [REDACTED] did not notify Cherrydale Farms the order was an error or misunderstanding.
- [REDACTED] would ask many of [REDACTED] acquaintances to pay an invoice for a product [REDACTED] claimed not to have ordered or received.
- An acquaintance of [REDACTED] would pay an invoice for a product [REDACTED] claimed not to have ordered or received.

Additionally, the OIG investigation noted the following inconsistencies between [REDACTED] testimony and other witness testimonies:

- According to Principal Clark, [REDACTED] told him that the product in question was ordered last year and [REDACTED] threw it out because it was old. However, [REDACTED] told OIG staff that [REDACTED] does not believe the candy [REDACTED] discarded was related to the Cherrydale Farms order.
- [REDACTED] testified [REDACTED] did not know Mr. Howard. However, Mr. Howard testified that he and [REDACTED] are friends.
- [REDACTED] said that Mr. Howard offered to help pay for the Cherrydale Farms invoice and was going to provide [REDACTED] with a money order. [REDACTED] added that [REDACTED] picked up a money order totaling the amount of the invoice from Mr. Howard. Contrarily, Mr. Howard stated that [REDACTED] did not contact him and he did not provide [REDACTED] or the school with a money order. [REDACTED] later changed [REDACTED] testimony by saying [REDACTED] did not get a money order from Mr. Howard.

2. John F. Kennedy Middle School Teacher [REDACTED] did not follow District fundraising procedures during a car decal fundraiser. Allegation Substantiated.

The OIG investigation concluded that the allegation was substantiated. [REDACTED] did not follow District fundraising procedures during a car decal fundraiser.

The following is a summary of testimonies from persons interviewed as indicated:

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Unapproved Fundraisers at John F. Kennedy Middle School

Mr. Ricky Clark: Mr. Clark stated sometime in October 2018, the school received a shipment addressed to the school to the attention of [REDACTED]. The shipment included decals. Mr. Clark asked [REDACTED] about the decals as he thought [REDACTED] might have forgotten to complete the fundraising documentation. Mr. Clark stated that initially [REDACTED] said [REDACTED] did not order the decals. However, the vendor confirmed with an audio recording that [REDACTED] placed the order. Mr. Clark noted that subsequently a fundraising application was completed and a decimalized internal account was established.

[REDACTED]: [REDACTED] stated JustRite Spirit Supplies contacted the school, and school staff connected [REDACTED] with JustRite. [REDACTED] said that the vendor mentioned the school had placed orders from them in the past, and [REDACTED] told them it would be a good idea, but [REDACTED] did not mean to place an order.

Ms. Linda Mathis: Ms. Mathis stated she alerted Mr. Clark about a shipment and invoice for decals. Subsequently, Ms. Mathis received the fundraising application for the decals.

DOCUMENTATION REVIEWED

The OIG attempted to obtain the shipment tracking information from JustRite Spirit Supplies for the order [REDACTED] placed. As of October 21, 2019, JustRite Spirit Supplies has not provided the OIG with the requested information.

The OIG obtained the Fundraising Application Form related to the car decal fundraiser (**Exhibit 13**). The application reflects that the Principal and Treasurer signed the application on October 4, 2018. The details of the application reflect the fundraiser was to sell 288 car decals for \$10 each and use the profit to purchase athletic equipment and pay officials. The fundraiser was scheduled to begin October 10, 2018, and end May 30, 2019. As mentioned in Mr. Clark's testimony, [REDACTED] initially told the Principal [REDACTED] had not ordered the decals and the fundraising application was completed after the shipment was received.

The OIG reviewed the decimalized internal account set up for the fundraiser, 1-0010.04. The account reflects three transactions as follows:

| Date | Description | Amount |
|----------|------------------------------|--------------|
| 12/03/18 | Payment to JustRite Supplies | \$(2,029.86) |
| 05/21/19 | Deposit | \$ 1,500.00 |
| 05/29/19 | Deposit | \$ 529.68 |
| Balance | | \$ (13) |

The OIG obtained the Monies Collected Report (MCR) for the two deposits related to the fundraiser. The MCR for the May 21, 2019, deposit reflects it was \$1,500 in cash. The MCR for the May 29, 2019, deposit reflects it was a check in the amount of \$529.68. District banking records demonstrate the check for \$529.68 came from an account with [REDACTED]. During [REDACTED] testimony, [REDACTED] explained that one of the fundraising deposits was made using [REDACTED] personal check because at the time, [REDACTED] had not collected all the money owed to [REDACTED]. [REDACTED] confirmed

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Unapproved Fundraisers at John F. Kennedy Middle School

█ did not maintain a record of sales and did not make daily deposits because █ did not think it was okay to deposit \$1 at a time, and instead held on to the money so █ could turn it all in at once.

The Sales Item Inventory Report related to the fundraiser, completed by █ per District procedures, reflects 150 decals were sold for \$10, 137 for \$3.86, and one decal for .86. During █ testimony, █ said █ sold the stickers for various prices so █ could get rid of the decals. █ stated █ sold 150 decals for \$10 and the remaining decals were sold for whatever amount █ could get.

POLICY AND PROCEDURE VIOLATIONS

Chapter 8 of the District's Internal Accounts Manual states that "All fundraising must be approved by the principal in advance by completing a Fundraising Application/Recap."

Chapter 19 of the District's Internal Accounts Manual states that "Written approval from the Principal and Treasurer is required before the fundraiser actually begins."

Chapter 19 of the District's Internal Accounts Manual states that the sponsor must:

- Be responsible for maintaining detailed records of inventories and cash collections.
- Turn in monies daily by completing a Monies Collected Report.

The Fundraising training materials note that "Items can be purchased and the fundraiser activity can begin only **after** your principal approvals the Fundraiser Application."

CONCLUSION

The OIG concluded the allegation was **substantiated**. █ did not follow District fundraising procedures during the car decal fundraiser; Principal approval was not obtained prior to the fundraiser, a record of daily sales was not maintained, and funds collected were not turned in daily.

District Bulletin #P19-012 CFO – FY19 Mandatory Internal Accounts Training for Teachers and Account Sponsors requires all teachers/sponsors who transact business within school internal accounts must view the appropriate presentation sessions prior to beginning the specific activity. PeopleSoft records indicate that on August 7, 2018, █ took the required fundraising training. █ should have been familiar with District procedures and followed them accordingly.

RECOMMENDATIONS

Although records reflect █ did complete the required training, the OIG recommends █ retake the training to help ensure all fundraising and internal account procedures are followed.

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Unapproved Fundraisers at John F. Kennedy Middle School

The OIG recommends the findings of this report be referred to the Office of Employee and Labor Relations for action deemed appropriate.

AFFECTED PARTY NOTICE

In accordance with *School Board Policy 1.092 (8)(b)(iv)*, on December 20, 2019, [REDACTED] [REDACTED] was notified of the investigative findings and provided with an opportunity to submit a written response. The OIG received a response from [REDACTED] on January 3, 2020. [REDACTED] response is attached in its entirety (**Exhibit 14**)

DISTRIBUTION

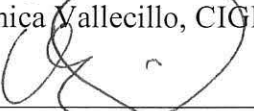
Palm Beach County School Board Members
Donald E. Fennoy II, Superintendent
Audit Committee Members
Office of Employee and Labor Relations
OIG File

SCHOOL DISTRICT OF PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL
OIG FINAL REPORT OF INVESTIGATION

Unapproved Fundraisers at John F. Kennedy Middle School

Investigation Conducted by:

Veronica Vallecillo, CIGI, Senior Investigator



1-23-20
Date

Investigation Supervised by:


Oscar Restrepo, CIG, CIGI, Director of Investigations



1-23-20
Date

Investigation Approved by:

K. Lung Chiu, CIG, Inspector General



1-23-20
Date

The evidentiary standard used by the School District of Palm Beach County OIG in determining whether the facts and claims asserted in the complaint were proven or disproven is based upon the preponderance of the evidence. Preponderance of the evidence is contrasted with “beyond a reasonable doubt,” which is the more severe test required to convict a criminal and “clear and convincing evidence,” a standard describing proof of a matter established to be substantially more likely than not to be true. OIG investigative findings classified as “substantiated” means there was sufficient evidence to justify a reasonable conclusion that the actions occurred and there was a violation of law, policy, rule, or contract to support the allegation. Investigative findings classified as “unfounded” means sufficient evidence to justify a reasonable conclusion that the actions did not occur and there was no violation of law, policy, rule, or contract to substantiate the allegation. Investigative findings classified as “unsubstantiated” means there was insufficient evidence to justify a reasonable conclusion that the actions did or did not occur and a violation of law, policy, rule, or contract to support the allegation could not be proven or disproven.

5-Apr-19 8:42



REMIT PAYMENT TO:

Cherrydale Farms

707 N. Valley Forge Road, Suite 102, Lansdale, PA 19446

Phone: (877)619-4822



John F Kennedy middle school
Attention: [Redacted]
1901 Avenue S
Riviera Beach FL 33404

Sales Rep : TREVER MILLS
Customer : CBJOHRF Group Code: 988913

CUSTOMER STATEMENT

| Date | Invoice | Charges | Credits | Pay Date | Payment | Balance |
|----------|------------------------------|----------|---------|----------|---------|----------|
| 10/10/18 | Sale 2193886 Main Bulk Order | 1,669.20 | | | | 1,669.20 |
| 12/31/18 | FINANCE | 42.80 | | | | 1,712.00 |
| 01/31/19 | FINANCE | 25.52 | | | | 1,737.52 |
| 02/28/19 | FINANCE | 23.05 | | | | 1,760.57 |
| | | | | | BALANCE | 1,760.57 |

Our records show the above balance is due. Please remit payment as soon as possible.
Thank you for choosing Cherrydale.

From: on behalf of Trever Hale Mills
Sent: Tuesday, August 14, 2018 12:45 PM
To: [REDACTED]@palmbeachschools.org
Subject: Re fundraising

[REDACTED]

I hope this email finds you well and that your summer was wonderful! My name is Trever Mills and I've worked with JFK over the years with their fundraising events. I worked closely with Haywood Howard and Corey Brooks. I would appreciate the opportunity to help you and your fundraising needs. Please email or call so we can discuss Cherrydale and JFK raising those much-needed funds.
Thank You!



Trever Hale Mills

561.575.4879 Office
561.723.4567 Mobile
Email: Trever.Mills@Cherrydale.com



"The Only Place Success Comes Before Work is in the Dictionary."

From: on behalf of Trever Hale Mills
Sent: Friday, September 21, 2018 2:20 PM
To: [REDACTED]@palmbeachschools.org
Subject: Re Cherrydale

[REDACTED]

What a pleasure it was meeting you today! I walked out of there and looked up and said thank you God! Once again he put me at the right place at the right time. I can't wait to work together and help you raise those much-needed funds. Let's sell some chocolate friend! I hope to talk to you next week... Thank You!



Trever Hale Mills

561.575.4879 Office
561.723.4567 Mobile
Email: Trever.Mills@Cherrydale.com



"The Only Place Success Comes Before Work is in the Dictionary."

From: on behalf of Trever Hale Mills
Sent: Tuesday, September 25, 2018 10:45 AM
To: [REDACTED]@palmbeachschools.org
Subject: Re Cherrydale Chocolate Sale
Attachments: In-Hand Sponsor Fundraising Guide 2017-Copy-Copy-Copy.pdf



Cherrydale

AMERICA'S FUNDRAISING COMPANY®

Fundraising Guide



This step-by-step sponsor fundraising guide will help you organize your chocolate sale. Please read this guide completely and utilize the sponsor check-list to keep your sale running effortlessly.

Before the Sale

Goal Setting

Establish fundraising goals to recognize your group's needs and motivate members to participate. Example goals:

- 1.
- 2.
- 3.

Volunteers

Delegate smaller tasks to volunteers and host a team meeting to review the key dates and activities of the sale. Let everyone know your expectations for their involvement in their specific role. Volunteer roles include: Chocolate Distributor, Money/Order Collector, Record Keeper, Communication Coordinator, and Clean-Up Sale Coordinator. Each role makes an impact on the success of your sale, so be sure to provide clear and concise instructions to your volunteers.

Supplies

Your sales representative will work with you to provide essential fundraising supplies.

▪ What your sales representative will provide:

- Record Keeping Forms
- Thermometer Charts
- Large Envelopes
- Extra Money Collection Envelopes
- Prize Brochures
- Prize Tally Sheets
- Prize Order Forms
- Promotional Posters

▪ What you will need to provide:

- Writing Utensils
- Tape
- Scissors
- Collection Boxes
- Tables
- Carts

▪ Other materials recommended by your sales representative:

-
-
-
-
-

[INSERT ADDITIONAL MATERIALS HERE]

Prizes

Offering prizes increases sales and helps your group to maintain enthusiasm. Below is detailed information regarding your prize incentive program:

[INSERT PRIZE PROGRAM HERE]

To start your sale off with a bang, offer early bird drawings a few days after your sale begins. Suggestions:

- **Money Jump**
 - Tape a line of dollar bills end to end and let students jump to win the money.
- **Money Grab**
 - Have a jar full of coins and allow students to grab for a handful of change.
- **Lunch with the Principal**
 - Draw names of 5-6 students to have a special lunch.
- **2 for 1 Prize**
 - The first box sold doubles in value and students can already earn a higher valued prize from the selected program.

During the Sale

Chocolate Delivery

Carefully inspect your shipment upon delivery for any shortages or damage before accepting the product from the freight company. If you discover loose boxes or damaged product, reach out to your sales representative immediately. In addition, refuse the damaged cases, make a note on the Bill of Lading, and take pictures of the damages.

Kickoff Presentation

Work with your sales representative to organize your kickoff presentation. Include information regarding chocolate pickup, sales dates, money collection, prizes, product information, and selling tips. This is your opportunity to motivate participants to get out and sell.

Selling Tips

Share these during your kickoff presentation:

- **Safety First**
 - Always keep safety the top priority of every fundraising campaign. Make sure your participants know and follow safety practices. Always sell in the company of others – use the buddy system and parental supervision. Never enter someone's home. Never carry large amounts of cash.
- **Sell, Sell, Sell!**
 - Sell chocolate to people you know first. Have parents take the boxes to work or set up in front of a local business. Don't forget to sell to other organizations you are involved with.
- **Show Your Spirit**
 - Set up a booth at the next school function to show your school spirit while gaining a lot of foot traffic.
- **Know Your Product and Cause**
 - Remember to share what you are raising money for and be specific. Be sure to know the items you are selling to cater to your customer's needs.

Chocolate Distribution

Clearly communicate the date, time, and location of chocolate distribution to group leaders and parents often and well in advance.

Communication

Using social media before, during, and after the sale will help to promote your fundraiser and get the community involved. Share your story and goals on your school website and other social media applications to spread the word and create excitement.

Money Collection

Determine when, where, and how often money will be collected. Send additional communication home with group members who still owe money or have not returned unsold chocolate. Follow-up to ensure payments are received.

Order More Chocolate

You may place a continuation order within 90 days of your chocolate delivery date with the same freight price and profit margin as your original order if you sell out of chocolate. Contact your sales representative to place a continuation order.

After the Sale

Final Communication

Update your supporters with total proceeds raised and what they were (or will be) used for. Keep your community in the loop to ensure they support your fundraising event in years to come.

Prize Distribution

If applicable, set up time to distribute prizes amongst recipients. Since prize lead-times may be longer than sale dates, allow for a separate prize distribution ceremony or event.

Sellout Bonus

As a reward for selling all of your chocolate, you have the opportunity to earn a bonus percentage after your sale has concluded. We must receive full payment for all chocolate shipped 35 days from your original delivery date to qualify – so don't delay on your invoice payment. As stated above, any product returned voids the sellout bonus. If earned, your sales representative will deliver the sellout bonus check to you.

Share Your Fundraising Success

Send your fundraising success stories and photos to your sales representative to be shared on social media outlets. Use your local media connections to share your story with the community, and create a press release with detailed information about the fundraiser and profits raised. This is an opportunity to pat yourself on the back!

What's Next?

Give your team the opportunity to assess this year's event. What went well? What can you improve on? Make action plans for necessary changes and arrange a meeting with your Cherrydale representative to discuss your next fundraiser.

We thank you for your commitment to supporting your group, and wish you luck during your Cherrydale® Chocolate fundraiser!

From: on behalf of Trever Hale Mills
Sent: Tuesday, September 25, 2018 10:46 AM
To: [REDACTED]@palmbeachschools.org
Subject: Parent letter
Attachments: Cherrydale Permission Slip-Letter2017.doc



XYZ School

Cherrydale Chocolate Fundraiser

Start Month Date, Year – End Month Date, Year

On March 5th, the XYZ will begin a *Cherrydale Gourmet Chocolate* sale. With the economy the way it is we have chosen to conduct this fundraiser because most people like chocolate, it is a great value, and easy for the students. This is an opportunity for our School to raise needed funds for all the expenses throughout the year. We plan to raise several thousand dollars with this fundraising project. We keep half of the total sales. Thank you in advance for your help!

We will be selling delicious *Cherrydale Gourmet Chocolate* in 60 count variety packs. Each bar sells for \$1.00 and there are 5 varieties, Caramel, Almond, Crisp, Milk and Dark Chocolate within each box.

Inside each box you will find envelopes with "daily remittance report" at the top. Please wait to turn in your child's money until they have sold the entire box, or the end of the sale (Date). **Please realize that you are responsible to pay for all chocolate taken once it is given to the student.** If your child has sold a box and would like to sell another...please send in the money and mark on the envelope that you would like another box.

OPTIONAL: We have some really great prizes that are described on the other side of this form!

Thank you for your help and cooperation with this fundraiser. Your participation will help make this program a success for our students.

✂✂✂ (Please fill out, detach and return, NO LATER THAN: 0/00/0000 because we only have a limited number of boxes to offer)

Please check the appropriate space below if you give permission for your child to participate in the chocolate sale. **I realize that I am responsible to pay for all chocolate taken (\$60 per box)**
Please return slip by: Date.

_____ YES, I give permission for my child to participate in the chocolate sale. **I realize that I am Responsible to pay for all chocolate taken.**

Child Name _____ Grade _____ Teacher _____

Parents Name _____ Parents Signature _____

Phone# _____ EMAIL _____

From: on behalf of Trever Hale Mills
Sent: Tuesday, September 25, 2018 10:47 AM
To: [REDACTED]@palmbeachschools.org
Subject: Excel spreadsheet
Attachments: record_keeping_chart_-_excel_version_with_formulas.xlsx

ROOM #, TEAM, OR GROUP NAME:

TEACHER, COACH, OR GROUP LEADER:



Daily Record Keeping Char

| | Day 1 | | Day 2 | | Day 3 | | Day 4 | | Day 5 | | Day 6 | | | |
|--------|--------------|--------|------------|--------|------------|--------|------------|--------|------------|--------|------------|--------|------------|--------|
| | SELLERS NAME | UNITS | \$ DOLLARS | UNITS | \$ DOLLARS | UNITS | \$ DOLLARS | UNITS | \$ DOLLARS | UNITS | \$ DOLLARS | UNITS | \$ DOLLARS | UNITS |
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| 30 | | | | | | | | | | | | | | |
| TOTALS | | - \$ - | - \$ - | - \$ - | - \$ - | - \$ - | - \$ - | - \$ - | - \$ - | - \$ - | - \$ - | - \$ - | - \$ - | - \$ - |

REDAISBUTECHOCOLATE

From: on behalf of Cherrydale Customer Service
Sent: Thursday, October 4, 2018 10:27 AM
To: [REDACTED]@palmbeachschools.org
Subject: Contract Confirmation - REVIEW & RETURN

"Cherrydale Contract Confirmation"

(MILTR - TREVER MILLS / VANAJ)

Please review the following information. If it is correct and you agree to the terms then click the link below to process your reservation..

[Confirm Contract](#)

Address Information

| Shipping | | Billing | | Material | |
|----------|------------------------------|----------|------------------------------|----------|------------------------------|
| Name | John F Kennedy middle school | Name | John F Kennedy middle school | Name | John F Kennedy middle school |
| Address1 | 1901 Avenue S | Address1 | 1901 Avenue S | Address1 | 1901 Avenue S |
| Address2 | | Address2 | | Address2 | |
| City | Riviera Beach | City | Riviera Beach | City | Riviera Beach |
| State | FL | State | FL | State | FL |
| Zipcode | 33404 | Zipcode | 33404 | Zipcode | 33404 |

Contact Information

| Organization | | Sponsor | | Estimate Size | |
|--------------|---------------------------------|---------|---------------------------------|---------------|---|
| Cus Id | CON049551 | Name | [REDACTED] | estSale | 0 |
| Acct Name | John F Kennedy middle school | Phone | (561)845-4500 | Kids | 0 |
| Phone | (561)845-4500 | Email | [REDACTED]@palmbeachschools.org | Rooms | 0 |
| Email | [REDACTED]@palmbeachschools.org | | | | |
| ProgramType | NONE | | | | |

Sale Information



Important Dates

Ship Material By 10/04/2018
Sale Start 10/10/2018
Sale End 11/14/2018
UPS none
Delivery 10/10/2018
Event Date none

Brochures

60 CT CANDY CTR FLYER - 18BRO93 50% Profit

Prizes

Promotions/Parent Letter Information *none given* Tally Instructions *none given* Packing Instructions Product will be delivered from Trever H Mills home inventory to John F. Kennedy middle school on October 10. Please credit Trever H Mills home inventory for 52 carriers Delivery Instructions Product will be delivered from Trever H Mills home inventory to John F. Kennedy middle school on October 10. Please credit Trever H Mills home inventory for 52 carriers

Shipping Charges

Freight Minimums September 15th to April 30th

Orders Less than 120 Cases \$95.00 Freight
Order over 120 Cases \$65.00 Freight

Freight Minimums May 1st to September 14th

Orders Less than 120 Cases \$95.00 Freight + \$40.00 Surcharge
Order over 120 Cases \$65.00 Freight

A 1.5% per month interest charge will be applied to accounts past 30 days.

From: on behalf of Rosemarie Burns
Sent: Wednesday, December 26, 2018 4:38 PM
To: [REDACTED]@palmbeachschools.org
Cc: Trever.Mills@Cherrydale.com
Subject: Balance Due, John F Kennedy Middle School (CJJOHRF) from Cherrydale.
Attachments: 2193886.pdf; cbjohrf.pdf



Please help, our records indicate the balance for John F Kennedy Middle School (CJJOHRF) is due. Please let us know if there is anything you need from us to process the payment in the amount of \$1,669.20. For your convenience, I have attached a copy of your invoice and statement reflecting activity on your account as of today for your review.

All payments should be mailed to the following address:

Cherrydale
P.O. Box Lockbox # 206955
Dallas, TX 75320-4320

Thank you for choosing Cherrydale as your fund raising company. Please let me know if I can be of any assistance.

Kind Regards,
Rosemarie Burns
Cherry Bros LLC, dba Cherrydale
267-733-9577 direct
267-733-9578 fax
Rosemarie.Burns@Cherrydale.com

From: Rosemary Burns [mailto:postman@cherrydale.com]
Sent: Wednesday, December 26, 2018 2:01 PM
To: Rosemarie Burns <Rosemarie.Burns@Cherrydale.com>
Subject: Billing Statement / Invoices John F Kennedy middle school (CJJOHRF) from Cherrydale.



Dear Chairperson/Treasurer

Thank you for choosing Cherrydale as your fund raising company. For your convenience, we have attached a copy of your current invoices and your billing summary. Please use this summary to

determine the amount due to Cherrydale. The statement reflects activity on your account as of today. Future debits and credits may be applicable. As per our program agreement, if you are a pre-collect sale, please have your check available at time of delivery or

Please remit payment to:

Cherrydale

P.O. Box Lockbox # 206955

Dallas, TX 75320-4320

We hope that you find everything satisfactory with your order. If you have any questions or concerns on delivery day, please contact your Sales Representative or Customer Service at (800) 333-4525.

We look forward to serving your future fund raising needs.

REMIT PAYMENT TO:

Cherrydale Farms
P.O. Box Lockbox # 206955, Dallas, TX 75320-4320
Phone: (877)619-4822

John F Kennedy middle school
 Attention: XXXXXXXXXX
 1901 Avenue S
 Riviera Beach FL 33404

Sales Rep : TREVER MILLS
 Customer : CBJOHRF Group Code: 988913

CUSTOMER STATEMENT

| Date | Invoice | Charges | Credits | Pay Date | Payment | Balance |
|----------|------------------------------|----------|---------|----------|---------|----------|
| 10/10/18 | Sale 2193886 Main Bulk Order | 1,669.20 | | | | 1,669.20 |
| | | | | | BALANCE | 1,669.20 |

Our records show the above balance is due. Please remit payment as soon as possible.
 Thank you for choosing Cherrydale.

From: on behalf of Rosemarie Burns
Sent: Friday, February 1, 2019 2:09 PM
To: [REDACTED]@palmbeachschools.org
Cc: Trever.Mills@Cherrydale.com; treverhills@trevermills.com
Subject: Balance Past Due, John F Kennedy middle school (CJJOHRF) from Cherrydale.
Attachments: 2193886.pdf; cbjohrf.pdf



This is a follow up email, please reply with your payment mailing date.
Our records indicate the balance for John F Kennedy Middle School (CJJOHRF) is past due.
Please let us know if there is anything you need from us to process the payment in the amount of \$1,737.52.
For your convenience, I have attached a copy of your invoice and statement reflecting activity on your account as of today for your review.

All payments should be mailed to the following address:

Cherrydale Farms
707 North Valley Forge Road
Suite 102
Lansdale, PA 19446

Thank you for choosing Cherrydale as your fund raising company.
Please let me know if I can be of any assistance.

Kind Regards,
Rosemarie Burns
Cherry Bros LLC, dba Cherrydale
267-733-9577 direct
267-733-9578 fax
Rosemarie.Burns@Cherrydale.com

From: Trever Mills
Sent: Monday, January 7, 2019 11:33 AM
To: Rosemarie Burns <Rosemarie.Burns@Cherrydale.com>
Subject: JF K Middle

Good Morning Rosemarie,

[REDACTED] just called from JFK Middle and let me know [REDACTED] has been in the hospital and was not able to collect everything before the holidays. [REDACTED] requested that we give [REDACTED] two more weeks to get the check in. Please advise.
Thank You!

From: Rosemarie Burns
Sent: Wednesday, December 26, 2018 3:38 PM
To: [REDACTED]@palmbeachschools.org' <[REDACTED]@palmbeachschools.org>
Cc: Trever Mills <Trever.Mills@Cherrydale.com>
Subject: Balance Due, John F Kennedy Middle School (CBOHRF) from Cherrydale.
Importance: High

[REDACTED]

Please help, our records indicate the balance for John F Kennedy Middle School (CBOHRF) is due. Please let us know if there is anything you need from us to process the payment in the amount of \$1,669.20. For your convenience, I have attached a copy of your invoice and statement reflecting activity on your account as of today for your review.

Thank you for choosing Cherrydale as your fund raising company. Please let me know if I can be of any assistance.

Kind Regards,
Rosemarie Burns
Cherry Bros LLC, dba Cherrydale
267-733-9577 direct
267-733-9578 fax
Rosemarie.Burns@Cherrydale.com

From: Rosemary Burns [mailto:postman@cherrydale.com]
Sent: Friday, February 1, 2019 12:51 PM
To: Rosemarie Burns <Rosemarie.Burns@Cherrydale.com>
Subject: Billing Statement / Invoices John F Kennedy middle school (CBOHRF) from Cherrydale.



Dear Chairperson/Treasurer

Thank you for choosing Cherrydale as your fund raising company. For your convenience, we have attached a copy of your current invoices and your billing summary. Please use this summary to determine the amount due to Cherrydale. The statement reflects activity on your account as of today. Future debits and credits may be applicable. As per our program agreement, if you are a pre-collect sale, please have your check available at time of delivery or

Please remit payment to:
Cherrydale
707 N. Valley Forge Road, Suite 102
Lansdale, PA 19446

We hope that you find everything satisfactory with your order. If you have any questions or concerns on delivery day, please contact your Sales Representative or Customer Service at (800) 333-4525.

We look forward to serving your future fund raising needs.

From: on behalf of Rosemarie Burns
Sent: Tuesday, April 23, 2019 10:14 AM
To: [REDACTED]@palmbeachschools.org
Cc: Trever.Mills@Cherrydale.com; treverhmills@trevermills.com
Subject: Urgent Account Balance Past Due, John F Kennedy middle school (CBOHRF) from Cherrydale.
Attachments: 2193886.pdf; cbjohrf.pdf



This is again a follow up email, please reply with your payment mailing date. Our records indicate the balance of \$1,760.57 for John F Kennedy Middle School (CBOHRF) is over 120 days past due. For your convenience, I have again attached a copy of your invoice and statement reflecting activity on your account as of today for your review.

All payments should be mailed to the following address:

Cherrydale Farms
707 North Valley Forge Road
Suite 102
Lansdale, PA 19446

Thank you for choosing Cherrydale as your fund raising company. Please let me know if I can be of any assistance.

Kind Regards,
Rosemarie Burns
Cherry Bros LLC, dba Cherrydale
267-733-9577 direct
267-733-9578 fax
Rosemarie.Burns@Cherrydale.com

From: Rosemarie Burns
Sent: Friday, February 1, 2019 1:09 PM
To: [REDACTED]@palmbeachschools.org' <[REDACTED]@palmbeachschools.org>
Cc: Trever Mills <Trever.Mills@Cherrydale.com>; Trever Mills <treverhmills@trevermills.com>
Subject: Balance Past Due, John F Kennedy middle school (CBOHRF) from Cherrydale.
Importance: High



This is a follow up email, please reply with your payment mailing date. Our records indicate the balance for John F Kennedy Middle School (CBOHRF) is past due. Please let us know if there is anything you need from us to process the payment in the amount of \$1,737.52. For your convenience, I have attached a copy of your invoice and statement reflecting activity on your account as of today for your review.

All payments should be mailed to the following address:

Cherrydale Farms
707 North Valley Forge Road
Suite 102
Lansdale, PA 19446

Thank you for choosing Cherrydale as your fund raising company.
Please let me know if I can be of any assistance.

Kind Regards,
Rosemarie Burns
Cherry Bros LLC, dba Cherrydale
267-733-9577 direct
267-733-9578 fax
Rosemarie.Burns@Cherrydale.com

From: Trever Mills
Sent: Monday, January 7, 2019 11:33 AM
To: Rosemarie Burns <Rosemarie.Burns@Cherrydale.com>
Subject: JF K Middle

Good Morning Rosemarie,

██████████ just called from JFK Middle and let me know ██████████ has been in the hospital and was not able to collect everything before the holidays. ██████████ requested that we give ██████████ two more weeks to get the check in. Please advise.
Thank You!

From: Rosemarie Burns
Sent: Wednesday, December 26, 2018 3:38 PM
To: ██████████@palmbeachschools.org' <██████████@palmbeachschools.org>
Cc: Trever Mills <Trever.Mills@Cherrydale.com>
Subject: Balance Due, John F Kennedy Middle School (CJJOHRF) from Cherrydale.
Importance: High

██████████

Please help, our records indicate the balance for John F Kennedy Middle School (CJJOHRF) is due. Please let us know if there is anything you need from us to process the payment in the amount of \$1,669.20. For your convenience, I have attached a copy of your invoice and statement reflecting activity on your account as of today for your review.

Thank you for choosing Cherrydale as your fund raising company.
Please let me know if I can be of any assistance.

Kind Regards,
Rosemarie Burns
Cherry Bros LLC, dba Cherrydale

267-733-9577 direct
267-733-9578 fax
Rosemarie.Burns@Cherrydale.com

From: Rosemary Burns [mailto:postman@cherrydale.com]
Sent: Tuesday, April 23, 2019 10:07 AM
To: Rosemarie Burns <Rosemarie.Burns@Cherrydale.com>
Subject: Billing Statement / Invoices John F Kennedy middle school (CBOHRF) from Cherrydale.



Dear Chairperson/Treasurer

Thank you for choosing Cherrydale as your fund raising company. For your convenience, we have attached a copy of your current invoices and your billing summary. Please use this summary to determine the amount due to Cherrydale. The statement reflects activity on your account as of today. Future debits and credits may be applicable. As per our program agreement, if you are a pre-collect sale, please have your check available at time of delivery or

Please remit payment to:

Cherrydale

707 N. Valley Forge Road, Suite 102

Lansdale, PA 19446

We hope that you find everything satisfactory with your order. If you have any questions or concerns on delivery day, please contact your Sales Representative or Customer Service at (800) 333-4525.

We look forward to serving your future fund raising needs.



From: on behalf of [REDACTED]
Sent: Tuesday, September 25, 2018 11:04 AM
To: treverhills@trevermills.com
Subject: Re: Excel spreadsheet

Thank you!

On Tue, Sep 25, 2018 at 10:46 AM Trever Hale Mills <treverhills@trevermills.com> wrote:

[REDACTED]

[REDACTED]
CULINARY ART/ MG SCIENCE
JOHN F KENNEDY MIDDLE SCHOOL
1901 "S" AVE
RIVIERA BEACH, FL 33404
WORK: 561-845-4500 DESK: 561-904-8102 CELL: [REDACTED]

From: on behalf of lisa mabbitt
Sent: Monday, June 3, 2019 11:52 AM
To: [REDACTED]@palmbeachschools.org
Subject: Fw: ACH FORM - CBJOHRF- John F Kennedy middle school
Attachments: CBJOHRF.pdf

Sent from Yahoo Mail for iPhone

Begin forwarded message:

On Monday, June 3, 2019, 11:47 AM, Beth Keeley <Beth.Keeley@Cherrydale.com> wrote:

Good morning,

I understand you would like to pay your balance via ACH. Please complete the form attached and return to my attention or email to payments@cherrydale.com. It generally takes 1-2 business days to process from your account.

Regards,

Beth Keeley

From: Kristy Nyquist
Sent: Monday, June 3, 2019 11:42 AM
To: Beth Keeley <Beth.Keeley@Cherrydale.com>
Subject: ACH FORM - CBJOHRF- John F Kennedy middle school

Good Morning Beth,

Hoping you can help get an ACH form over to Lisa as she would like to pay the balance remaining this the above fall account.

Lisa – 561-255-5697

Talkalot623@yahoo.com

Please let me know if you need anything else.

Kristy

Cherrydale Farms

One Time ACH Payment Authorization Form

Sign and complete this form to authorize Cherry Bros LLC d.b.a. Cherrydale Farms to make a one-time charge to your bank account.

By signing this form you give us permission to charge your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

Date: 6/3/19

I, _____, authorize Cherrydale Farms to charge my banking account listed below on _____ for the amount of \$ 1,760.57 for 2193886/CBJOHRF (Invoice number/customer code).

My account information is as follows:

Customer's Name (as it appears on Bank Account): _____

Bank Name: _____

Bank Account Type: Checking Savings Business Checking

Bank ABA Routing Number: _____

Bank Account Number: _____

Customer Name Printed

Customer Signature

Date

COMPLETED



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
ACCOUNTING SERVICES
Fundraising Application/Recap

INSTRUCTIONS: This form must be completed by the activity sponsor, approved by the principal, and submitted to the bookkeeper for account assignment before any activity is started. The bookkeeper will file the original Fundraising Application/Recap form and give a copy to the sponsor after assigning a fundraising account to the activity. Upon completion of the activity, the sponsor will obtain any relevant documents and forms from the bookkeeper as required: beginning inventory/resales/sales data; Master Ticket Seller Report (PBSD 0158), general ledger report, and Transfer Requisition (PBSD 0168). The sponsor will use those documents to complete the ACTUAL SALES column of this form. Attach a Sales Item Inventory Report (PBSD 0182) to this form and submit both completed forms to the bookkeeper. Sponsors are advised to retain a copy for their records.

SCHOOL: JOHN F KENNEDY MIDDLE SCHOOL SPONSOR NAME: [REDACTED]

A. Sponsor's account name: ATHLETIC CAR DECAL

Primary account number: 1-0010.00

B. Type of sale: Resale Services or Donated Item Admissions*

Perform incoming inventory on goods received.
*All tickets must be pre-printed, pre-numbered, and accounted for on the Ticket Sellers Report (PBSD 0157) and inventoried on the Prenumbered Document Inventory Register (PBSD 0160).

C. Description of activity: SELL CAR DECALS

D. Specific use of profit: PURCHASE ATHLETIC EQUIPMENT/PAY OFFICIALS

E. Date sales begin: 10/10/2018 Date sales end: 06/05/2019 5/30/2019

| | A. ESTIMATED SALES (APPLICATION) complete prior to fundraiser | B. ACTUAL SALES (RECAP) complete after fundraiser is closed |
|---|--|--|
| 1. Total Sales Basis for estimate: 288 X \$10.00 | \$2880.00 | 2029.68 |
| 2. Cost of Sales (must include sales tax) Basis for estimate: | \$2029.86 | 2029.86 |
| 3. Other Costs Itemize (printing, security, prizes, etc.): | 0 | 0 |
| 4. Net Profit (line 1 minus lines 2, 3) | \$850.14 (ep) | -\$.18 |
| 5. Amount Over/Under Estimated Profit (Column B line 4 minus Column A line 4) | | |
| Explanation of line 5: | <u>sales was low just made enough fir invoice</u> | |

I am familiar with the fundraising regulations of the school and School District. I accept responsibility for the collections involved.

I have taken the Fundraising training for Teachers/Sponsors this year. Yes No [REDACTED]

Principal Approval Signature: [Signature] Date: 10/4/18 Sponsor Signature: [REDACTED]

School Bookkeeper Signature: [Signature] Date: 10/4/18 Account Number Assigned To This Fundraising Activity: 1-0010.04

Recap Verified by Bookkeeper: [Signature] Date: 5/30/2019

Sponsor: Mathis Kalia

RECEIVED
JAN 03 2020

INSPECTOR GENERAL

12/30/2019

To whom it may concern:

I, [REDACTED] am responding to the complaint from John F. Kennedy Middle School Principal Ricky Clark regarding an unapproved fundraiser at John F. Kennedy Middle School. By the way, 2018-2019 was my first year as [REDACTED]. I was unaware of the responsibilities and Protocol of the position as the [REDACTED]. I was overwhelmed as being the [REDACTED]. AS [REDACTED], I knew I could help all the student athletes as much as possible.

As I reviewed the invoice from (Cherrydale) your report, I noticed that my name was spelled [REDACTED], I spell my nickname [REDACTED]. If I were doing business with a company, I would have given my legal name. As I reviewed my e-mails, I noticed I was receiving invoices from (cherrydale) but I never responded because I know I did not order anything from them or received anything (candy) from them. I started getting many notices that I had items on the way for me that I did not order. By the way, I never received the chocolates in my hands to sell. In my mind, I am still wondering where are chocolates.

Still being unaware of the responsibilities and protocol of the position as the [REDACTED] I did order the car decals without approval from the Principal and did not follow the District's fundraising procedures.

I asked several [REDACTED] from other schools and they said they order things all the time. I ask Other [REDACTED] what to do and they said that, "I have to eat this, this time". After the meeting with Principal Clark, I started asking my friends, family members, community, athlete parents, formal students (guys on the corner), sorority and fraternities members, church members, and teachers to assist with these bills To pay for the car decals and the chocolates. The athlete's parents was the contact person for me because they know what type of person I am. The athlete parents know that I am here for the students at all times.

At this time, I am asking for forgiveness due to this being my first offense as [REDACTED], and now I am aware the protocol of the [REDACTED].

Sincerely,

[REDACTED]

[REDACTED]