

## Timeline

On April 27<sup>th</sup> Lynda Gardner noticed that there was a low account balance in the baseball user fee account and alerted me to the issue. She then attempted to resolve the issue by contacting Coach Bowyer. In looking at the accounts we noticed that there were some odd balances and so we thought possibly there was a glitch within the system as had happened earlier in the year. After the report was re run the balance remained the same and the communication continued. I asked her to keep me in the loop on what she found out and she did so.

In early May, Mrs. Gardner told me that the issue had still not been resolved and that Coach Bowyer had not gotten back in touch with her so I went to visit his classroom to discuss the issue. At that time he made the statement that he was "almost positive" that he turned the user fee into Mrs. Gardner but that he would check to be sure that it was not in his office. I told him to make sure that he stayed in contact with Mrs. Gardner to get the issue resolved.

Toward the end of May Coach Bowyer and I met at my office and discussed the issue again. At this point he stated that he "had no clue" where the user fee was. Once again he stated he "swears he turned it in" but did not have a good feeling that he would find it. Coach Bowyer stated that he spoke to "three kids and they all said they paid with a check." At this point our plan of action was to have him call all of the parents who we did not have a record of paying and see if they could give us check numbers so that we could create a paper trail. He said that he would start on that today.

The first week of summer Mrs. Gardner asked me if the user fee issue with baseball had been resolved which I had believed he had already taken care of and given the information to Mrs. Gardner. She stated that she had not heard from him. At this point I emailed Coach Bowyer and called his cell phone to let him know that we needed the information. I reminded him of our previous conversations about the fees and also our plan of action.

On June 24<sup>th</sup> Mrs. Gardner asked about the user fees with baseball again and at this point hearing that Coach Bowyer had still not resolved the issue I felt it important to inform my superiors. I called Coach Dowling and spoke to him about the issue and later was given directives by Coach Decker to gather information regarding the collection of the user fees.