

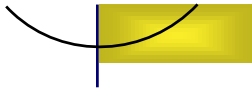
City of Stonecrest, Georgia

Procurement Card Audit
Contract No. 20-05151-Co010-00

For the Period January 2017 to November 2020

Table of Contents

	Page(s)
Independent Accountant’s Report.....	1- 4
Detailed Engagement Procedures	5
Detailed Engagement Results	6-13
Recommendations.....	14-16
Supplemental Schedules.....	17
• Exhibit A.....	
• Exhibit B.....	
• Exhibit C.....	
• Exhibit D.....	
• Exhibit E.....	
• Exhibit F.....	
• Exhibit G.....	
• Exhibit H.....	
• Exhibit I.....	
• Exhibit J.....	



INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Honorable Mayor and
Members of the City Council
City of Stonecrest, Georgia

Scope

We have performed the procedures enumerated below, which were agreed to by the City of Stonecrest, Georgia "City", to review the procurement card use from January 2017 to November 2020. This engagement only covers procurement cards in use by the City from the period January 2017 to November 2020.

Methodology

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Background

On September 14, 2020 the City's fiscal year 2019 financial statements audit performed by another external audit firm was presented to the Mayor and Members of the City Council. The management letter for the aforementioned audit report included an observation and recommendation from the external auditor regarding the safekeeping and control of the City's purchase cards.

On November 30, 2020 the City issued a request for proposal No. 2020-010 to review the procurement card use from January 2017 to November 2020.

Engagement Objectives

The objective of this engagement is to review the procurement card use by the City from January 2017 to November 2020.

Engagement Scope and Procedures

This engagement scope only covers procurement cards in use by the City from the period January 2017 to November 2020.

Our engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We applied these standards to review the City's procurement card usage. Our procedures include but were not limited to the following:

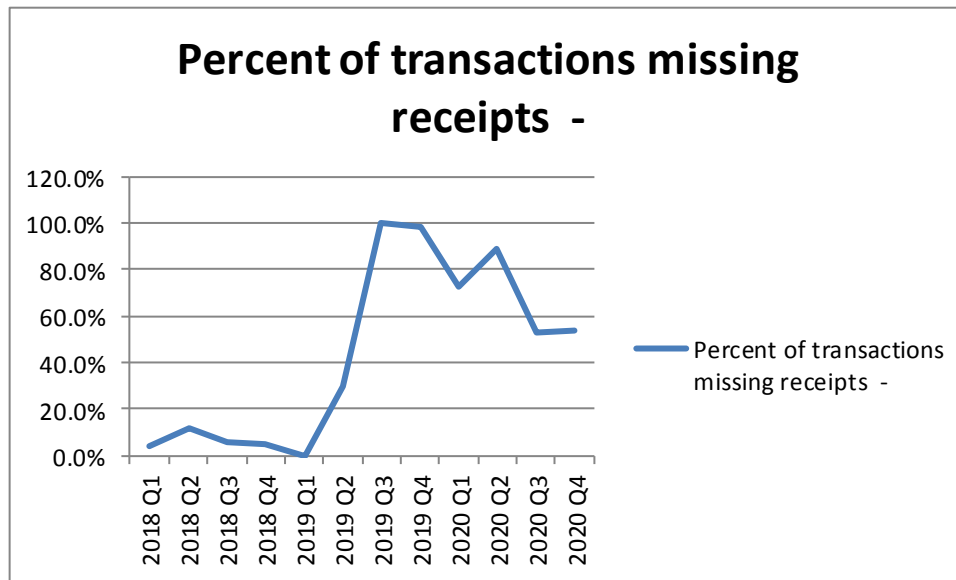
1. Determine if the procurement card activities adhered to the established policies and procedures of the City
2. Determine if appropriate internal controls are in place to reduce the risk of violation of the City's purchasing program
3. Review of all procurement card transactions
4. Review of monthly reconciliations

5. Review of General Ledger posting
6. Review of Internal controls
7. Interviews with Mayor, Members of the City Council and personnel

Overall engagement results

The City’s procurement card activities had significant instances of non-compliance with established policies and procedures and the internal control system surrounding the purchasing program was not appropriate to reduce the risk of violation of the purchasing program. The overall results of our engagement are as follows:

1. **Overall environment** - since the inception of the purchasing program until the end of first quarter 2019 the program had an average non-compliance ratio of 5.0% and subsequent periods had an average non-compliance ratio of 71.4%. The graph below shows the quarterly non-compliance trends for the purchasing card activities.



2. **Un-authorized issue of cards** – The City’s purchasing policy lists the officials that are authorized to use the purchasing cards. We noted ten purchasing cards in circulation during our engagement and only two card numbers 0572 and 9251 were authorized to be issued in accordance with the purchasing cards policy. As such the eight (8) additional cards issued were not authorized to be issued and in violation of the City’s policy.
3. **Supporting documentation and approval** – during our engagement we reviewed 978 purchase card transactions and we noted the following violations of the City’s policy:
 - a. 54% of the purchase card transactions did not have any supporting documentation to substantiate the purchase – see Table 4 below for details
 - b. 63% of the purchase card transactions did not have a clearly stated and identifiable purpose for the City – see Table 6 below for details
 - c. 96% of the purchase card transactions did not have an approval of the City Manager – see Table 7 below for details

4. **Accounting and reporting** – during our engagement we reviewed 978 purchase card transactions and we noted the following violations of the City’s policy:
 - a. 60% of the purchase card transactions did not have a general ledger account number to allow for accurate posting and reconciliation into the financial system – see Table 9 below for details
 - b. 62% of the purchase card transactions have no evidence of being posted into the general ledger – see Table 10 below for details
 - c. 62% of the purchase card transactions were not reconciled to the general ledger – see Table 11 below for details

5. **Alcohol purchase** - we noted three (3) instances of alcohol purchase from a local restaurant which are in direct violation of the purchasing card policy. We also noted three (3) additional instances where the purchasing cards were used to purchase items from a local “food and spirit” establishment. However we could not determine the exact nature of the three (3) additional purchases because the detail receipts of these purchases were not available. All alcohol related purchases were made on card numbers 0572, 9251 and 8548.

We also note that because 54% of all 978 transactions reviewed were missing receipt or supporting documentation and majority of meals and entertainment receipts available were summary in nature, that is receipts only showing the total amount of purchase plus tips, there could have been more purchases of alcohol that were not evident in our engagement.

6. **Gasoline purchase** - we noted 17 instances where the purchasing cards were used for gasoline purchase. The City has a dedicated gasoline card that should have been used for these purchases as such these gasoline related transactions could be deemed as unauthorized purchases. All gasoline related purchases were made on card numbers 0572, 9251 and 8548. See Table 13 below for details.

7. **Personal expenses** - we noted that because 54% of all 978 transactions reviewed were missing receipts or supporting documentation and 51% of the receipts and supporting documentation available were missing a clearly stated and identifiable purpose for the City we were unable to determine any use of the purchase cards for personal expenses. However, we also note that there are purchase card transactions from retailers that do not appear to sell merchandize to local governments. The details of the transactions on the purchase cards are outlined in the supplemental section of this report.

8. **Procurement card administration** - The City’s purchasing policy designated the City Manager as administrator for the purchasing cards as such is charged with several tasks such as maintaining cardholders agreement on file, providing instruction and training to card holders, conducting monthly or quarterly reviews of all purchasing card transactions. During our review there were no cardholder’s agreement on-file, no evidence of instruction and training were provided to card holders and no evidence of monthly or quarterly review of purchase card transactions.

9. **Systemic breakdown in internal controls** – we noted systemic breakdown in internal controls surrounding the City’s procurement card policy that was in-place during the engagement period. To understand how and why there were significant non-compliance and systemic breakdown it is helpful to know what the internal control components are and how they relate to the procurement card system as a whole since policies and procedures is only one component among several that comprise an effective internal control system.

In 1992, the Committee of Sponsoring Organizations (COSO) developed a conceptual framework defining the components necessary to create an effective system of internal controls. That model is now widely recognized as the definitive standard against which

organizations measure the effectiveness of their internal control systems. COSO recently expanded its conceptual framework by drilling down into the components to further define their guiding principles, but the five core components remain the same, as follows:

- A. Control Environment - Sometimes referred to as “the tone at the top,”
Control Environment refers to the example set by executive management in its attitude toward the organization’s internal controls. In short, control environment refers to the extent to which management “walks the walk” in its approach to internal controls.
- B. Risk Assessment - What can possibly go wrong?
Risk Assessment seeks to identify risk factors, both external and internal, that could prevent the organization from achieving its objectives.
- C. Control Activities - How do we prevent it from going wrong?
Control Activities refers to the policies and procedures put in place to meet the organization’s objectives, while minimizing the risk factors identified in the risk assessment.
- D. Information and Communication - Facilitating flow of information
The internal control system cannot exist in a vacuum. Information and Communication refers to the need to foster the flow of relevant information both to and from management regarding the effectiveness of the internal control system at meeting the organization’s objectives.
- E. Monitoring - Looks Good on Paper
Management needs to continually evaluate the performance of its system of internal controls to identify and correct any flaws in the system.

Detailed engagement results

Our detailed results and recommendations are outlined on pages 6 and 14 respectively.

This report is intended solely for the information and use of City of Stonecrest, Georgia and is not intended to be and should not be used by anyone other than these specified parties.

Bambo Sonaike CPA, LLC

April 14, 2021

Detailed engagement procedures

1. Determine if the procurement card activities adhered to the established policies and procedures of the City
2. Determine if appropriate internal controls are in place to reduce the risk of violation of the City's purchasing program

Procedures Performed

- Obtained and reviewed the purchasing policy manual executed on April 16, 2018
- Obtained and reviewed the purchasing card policy manual executed on April 16, 2018
- Obtained and reviewed the relevant section of City charter document
- Obtained and reviewed the special called meeting packet outlining the observations and recommendations provided by the 2019 financial statement auditor
- Watched several videos of Mayor and Members of the City Council meetings
- Interviewed Mayor, Members of the City Council and key personnel of the City
- Obtained and reviewed all procurement cards issued to the City's elected officials and personnel from the period of January 2017 to November 2020
- Obtained and tested 100% of the procurement card transactions totaling 978 transactions and \$200,531
- Performed detail testing of each procurement card transaction to ensure that:
 - Transaction has a copy of the receipt / supporting document
 - Transaction does not exceed \$1,000 daily limit
 - Transaction does not exceed \$5,000 monthly limit
 - Transaction receipt / supporting document includes a clearly stated and identifiable purpose for the purchase
 - Transaction does not appear to be for personal use in nature
 - Transaction was not used for cash refunds or advances
 - Transaction does not appear to be used for alcohol or liquor
 - Transaction was approved by the City Manager
 - General ledger account for posting is clearly stated and identifiable
 - Transaction has been posted into the general ledger
 - Transaction has been properly reconciled to the general ledger
- Inquired of personnel to ensure all procurement card holders have signed agreement on-file
- Performed procedures to ensure all procurement card population is complete

City of Stonecrest, Georgia
 Procurement Card Audit
 Contract No. 20-05151-Co010-00
 January 2017 to November 2020

Detailed engagement results

1. Details of the result for each procurement card account are included in the supplemental section of this report.
2. Summary of the results for the City's procurement card accounts is as follows:

Table 1

Summary of City's procurement card activities					
<u>Card Number</u>	<u>Holding period</u>	<u>Amount</u>	<u>Percentage of expenses</u>	<u>Number of transactions</u>	<u>Average per transaction</u>
4016	13 months	\$ 14,627	7.3%	60	\$ 244
7985	8 months	2,366	1.2%	19	125
8530	2 months	1,211	0.6%	4	303
9269	13 months	15,931	7.9%	57	279
0572	18 months	32,479	16.2%	201	162
4008	13 months	25,630	12.8%	151	170
9251	15 months	50,863	25.4%	188	271
8555	1 months	4,081	2.0%	10	408
8548	20 months	35,486	17.7%	165	215
3992	13 months	17,858	8.9%	123	145
Total		<u>\$ 200,531</u>	<u>100.0%</u>	<u>978</u>	<u>\$ 205</u>

Table 2

Holding period		
<u>Card Number</u>	<u>Start</u>	<u>End</u>
4016	October-19	November-20
7985	March-20	November-20
8530	April-19	June-19
9269	January-18	February-19
0572	May-19	November-20
4008	October-19	November-20
9251	January-18	April-19
8555	April-19	May-19
8548	March-19	November-20
3992	October-19	November-20

City of Stonecrest, Georgia
 Procurement Card Audit
 Contract No. 20-05151-Co010-00
 January 2017 to November 2020

Table 3

		Summary of results		
Testing Procedures	Number of transactions	Total amount	Percent of expenses	
1	Transaction does not have a copy of the receipt or supporting documentation	542	\$ 108,248	54.0%
2	Transaction exceeds \$1,000 daily limit	34	\$ 62,127	31.0%
3	Transaction exceeds \$5,000 monthly limit	7	\$ 9,351	4.7%
4	Transaction does not have a clearly stated and identifiable purpose for the City	670	\$ 126,321	63.0%
5	Transaction used for cash refunds or advances	0	\$ -	0.0%
6	Transaction was missing approval by the City Manager	961	\$ 192,242	95.9%
7	Purchase card holders have signed agreement on-file	0	\$ -	0.0%
8	General Ledger account for transaction posting was not clearly stated and identifiable	680	\$ 120,176	59.9%
9	Transaction has not been posted into general ledger	688	\$ 124,675	62.2%
10	Transaction has not been properly reconciled to general ledger	688	\$ 124,675	62.2%

City of Stonecrest, Georgia
 Procurement Card Audit
 Contract No. 20-05151-Co010-00
 January 2017 to November 2020

Table 4

Transaction does not have a copy of the receipt or supporting documentation						
Card Number	Transactions without a receipt or supporting documentation	Total expenses	Percentage of expense without receipts	Number of transactions without supporting documentation	Total number of transactions	Percentage of transactions without receipt
4016	\$ 12,508	\$ 14,627	86%	51	60	85%
7985	95	2,366	4%	1	19	5%
8530	1,211	1,211	100%	4	4	100%
9269	750	15,931	5%	1	57	2%
0572	22,460	32,479	69%	138	201	69%
4008	20,252	25,630	79%	120	151	79%
9251	6,904	50,863	14%	13	188	7%
8555	-	4,081	0%	0	10	0%
8548	26,975	35,486	76%	102	165	62%
3992	17,091	17,858	96%	112	123	91%
Total	\$ 108,248	\$ 200,531	54%	542	978	55%

City of Stonecrest, Georgia
 Procurement Card Audit
 Contract No. 20-05151-Co010-00
 January 2017 to November 2020

Table 5

Transactions exceeding daily and monthly limits		
Card Number	Transactions exceeding daily limit	Transactions exceeding monthly limit
4016	4	0
7985	0	0
8530	0	0
9269	1	0
0572	9	2
4008	3	0
9251	10	4
8555	2	0
8548	3	1
3992	2	0
Total	34	7

Table 6

Transaction does not have a clearly stated and identifiable purpose for the City

Card Number	Transactions without clearly stated purpose	Total expense	Percentage of expenses without clearly stated purpose	Number of transactions without clearly stated purpose	Total number of transactions	Percent of transactions without clearly stated purpose
4016	\$ 13,897	\$ 14,627	95%	52	60	87%
7985	212	2,366	9%	3	19	16%
8530	1,211	1,211	100%	4	4	100%
9269	3,138	15,931	20%	15	57	26%
0572	24,019	32,479	74%	154	201	77%
4008	21,366	25,630	83%	130	151	86%
9251	15,127	50,863	30%	65	188	35%
8555	264	4,081	6%	1	10	10%
8548	29,995	35,486	85%	134	165	81%
3992	17,091	17,858	96%	112	123	91%
Total	\$ 126,321	\$ 200,531	63%	670	978	69%

City of Stonecrest, Georgia
 Procurement Card Audit
 Contract No. 20-05151-Co010-00
 January 2017 to November 2020

Table 7

Transaction was missing approval by the City Manager						
Card Number	Transactions missing approval by city manager	Total expense	Percentage of expenses not approved by city manager	Number of transactions missing approval by city manager	Total number of transactions	Percent of transactions not approved by city manager
4016	\$ 14,627	\$ 14,627	100%	60	60	100%
7985	2,366	2,366	100%	19	19	100%
8530	1,211	1,211	100%	4	4	100%
9269	7,950	15,931	50%	42	57	74%
0572	32,479	32,479	100%	201	201	100%
4008	25,630	25,630	100%	151	151	100%
9251	50,863	50,863	100%	188	188	100%
8555	4,081	4,081	100%	10	10	100%
8548	35,178	35,486	99%	163	165	99%
3992	17,858	17,858	100%	123	123	100%
Total	\$ 192,242	\$ 200,531	96%	961	978	98%

Table 8

Purchase card holders have signed agreement on-file

Card Number	Yes or No
4016	No
7985	No
8530	No
9269	No
0572	No
4008	No
9251	No
8555	No
8548	No
3992	No

City of Stonecrest, Georgia
 Procurement Card Audit
 Contract No. 20-05151-Co010-00
 January 2017 to November 2020

Table 9

General Ledger account for transaction posting was not clearly stated and identifiable

Card Number	Transactions without clearly stated general ledger account	Total expense	Percentage of expenses without clearly stated general ledger account	Number of transactions without clearly stated general ledger account	Total number of transactions	Percentage of transactions without clearly stated general ledger account
4016	\$ 14,627	\$ 14,627	100%	60	60	100%
7985	2,366	2,366	100%	19	19	100%
8530	1,211	1,211	100%	4	4	100%
9269	-	15,931	0%	0	57	0%
0572	25,844	32,479	80%	180	201	90%
4008	24,325	25,630	95%	146	151	97%
9251	4,356	50,863	9%	9	188	5%
8555	91	4,081	2%	2	10	20%
8548	29,499	35,486	83%	137	165	83%
3992	17,858	17,858	100%	123	123	100%
Total	\$ 120,176	\$ 200,531	60%	680	978	70%

City of Stonecrest, Georgia
 Procurement Card Audit
 Contract No. 20-05151-Co010-00
 January 2017 to November 2020

Table 10

Transaction has not been posted into general ledger						
Card Number	Transactions not posted to the general ledger	Total expense	Percentage of expenses not posted to general ledger	Number of transactions not posted to the general ledger	Total number of transactions	Percent of transactions not posted to general ledger
4016	\$ 14,627	\$ 14,627	100%	60	60	100%
7985	2,366	2,366	100%	19	19	100%
8530	1,211	1,211	100%	4	4	100%
9269	-	15,931	0%	0	57	0%
0572	25,844	32,479	80%	180	201	90%
4008	25,630	25,630	100%	151	151	100%
9251	4,012	50,863	8%	7	188	4%
8555	3,389	4,081	83%	6	10	60%
8548	29,739	35,486	84%	138	165	84%
3992	17,858	17,858	100%	123	123	100%
Total	\$ 124,675	\$ 200,531	62%	688	978	70%

Table 11

Transaction has not been properly reconciled to general ledger						
Card Number	Transactions not reconciled to general ledger	Total expense	Percentage of expenses not reconciled to general ledger	Number of transactions not reconciled to general ledger	Total number of transactions	Percentage of transactions not reconciled to general ledger
4016	\$ 14,627	\$ 14,627	100%	60	60	100%
7985	2,366	2,366	100%	19	19	100%
8530	1,211	1,211	100%	4	4	100%
9269	-	15,931	0%	0	57	0%
0572	25,844	32,479	80%	180	201	90%
4008	25,630	25,630	100%	151	151	100%
9251	4,012	50,863	8%	7	188	4%
8555	3,389	4,081	83%	6	10	60%
8548	29,739	35,486	84%	138	165	84%
3992	17,858	17,858	100%	123	123	100%
Total	\$ 124,675	\$ 200,531	62%	688	978	70%

City of Stonecrest, Georgia
 Procurement Card Audit
 Contract No. 20-05151-Co010-00
 January 2017 to November 2020

Table 12

Top 10 vendors				
Vendors	Amount	Percentage of total expenses	Number of transactions	Percentage of total transactions
Georgia Municipal Association	\$ 27,070	13.5%	35	4%
Delta Air	10,564	5.3%	23	2%
B&H Photo	10,251	5.1%	7	1%
Adobe	8,558	4.3%	40	4%
Public Storage	5,794	2.9%	14	1%
Wal-Mart	4,899	2.4%	67	7%
Amazon	4,774	2.4%	31	3%
Best Buy	4,547	2.3%	6	1%
Lowe's	3,806	1.9%	26	3%
US Conf. of Mayors	3,785	1.9%	2	0%
Total	<u>\$ 84,050</u>	<u>41.9%</u>	<u>251</u>	<u>26%</u>

Table 13

Purchase of gas			
Card Number	Gas purchase with receipts	Gas purchase without receipts	Total
9251	2	1	3
8548	9	3	12
0572	0	2	2
Total	<u>11</u>	<u>6</u>	<u>17</u>

Recommendations

A positive control environment is the foundation for all other standards as a climate and culture of discipline and structure influences the quality of internal control. This involves properly supporting the purchasing program with adequate resources for oversight and training, as well as making clear what behaviors are and are not acceptable.

We recommend that the City implement the following changes to its procurement card policies and procedures:

General

1. A restriction on the use of the card for food and entertainment purchases or align its policies with the State of Georgia statewide purchasing policy dated April 2017. This statewide policy sets parameters on food and entertainment.
 - a. We note that the City's updated policy dated February 7, 2021 has placed a restriction on the use of the procurement cards for food and entertainment.
2. A specific date when the monthly or quarterly review of the procurements cards should occur and when any unresolved violations should be reported to the governing authority. The policy in-place during the engagement period did not include a date when these activities should occur.
 - a. We note that the City's updated policy dated February 7, 2021 includes specific dates when these activities should occur.
3. All transactions should be accompanied by the following items:
 - a. A completed and approved purchase order or requisition form
 - b. A copy of the transaction receipt or supporting documents that justifies the purpose of the purchase
 - c. A completed and signed expense report, if applicable
4. A language that makes it clear that disciplinary action for violation of the procurement card policy includes termination of employment and criminal prosecution to the fullest extent of the law should be included in the procurement card policy.
5. A standardized purchase order or requisition form should be placed on the City's website for easy access to all cardholders.
6. A standardized expense report form should be placed on the City's website for easy access to all cardholders and personnel.
7. Ensure separation of duties and appropriate responsibility such as:
 - a. Establishing an effective approval process through which cardholder applicants are reviewed and approved prior to issuance.
 - b. This process should promote and maintain adequate oversight as the City's needs grow and evolve.
 - c. Approving officials should be selected to ensure sufficient independence and rank to adequately assess purchases.
 - d. The responsibilities of cardholders, reviewing officials, and agency program coordinators should not overlap.

City of Stonecrest, Georgia
Procurement Card Audit
Contract No. 20-05151-Co010-00
January 2017 to November 2020

- e. All individuals involved in the procurement card process should be held accountable for timely and adequate participation in the program.
8. A prohibition on assigning cards to individuals responsible for administering the program.
 - a. We note that the City's updated policy dated February 7, 2021 designates the Purchasing Agent as the program administrator and also list the Purchasing Agent as an authorized card holder.
9. Develop a multi-faceted approach to monitoring and oversight
 - a. The City should have several levels of review and oversight in place including primary, supervisory review and City-wide reporting.
 - b. These levels help identify questionable transactions, split purchases, improper cardholder limits, and fraudulent activity.
 - c. Proper oversight should also include periodic audits for card activity and retention of purchase documentation and a regular review of spending per vendor and merchant category codes.
 - d. The City should be aware and take advantage of automatic procurement card controls provided by the program's service provider.
 - e. These controls may include automatic purchase denial based on merchant category codes and credit limit, as well as other reporting tools.
10. The City's stance on loyalty points should be documented and communicated in context with or in reference to the Conflict of Interest policy.
11. Software purchases
 - a. The Information Technology Manager should prepare and maintain a listing of all monthly recurring software charges to include the specific user and purpose
 - b. The listing should be updated for software additions and deletions as needed
 - c. The listing along with any additions and deletions accompanied by a purchase order or requisition form should be approved by the City Manager
 - d. The approved listing along with the purchase order or requisition form should be provided to the accounting department as documentation of recurring software purchases

Accounting

12. Each procurement card should be reconciled on a monthly basis to the general ledger
13. Payments of the procurement card should be approved by the City Manager
14. Segregation of duties should be implemented for the monthly accounting of the procurement cards. Appropriate segregation of duties should include:
 - a. Ensuring the individual that reconciles the monthly statement to the general ledger is different from the individual that authorizes the use and payments of the procurement card.
 - b. Ensuring that the individual in the payroll department handling all reimbursement for transaction lacking appropriate supporting documents is different from anyone involved in the transaction cycle.
15. Appropriate staffing within the accounting department to ensure that there is adequate personnel to account, reconcile and perform the monthly required functions required by the purchasing policy.

Safety and security

16. All procurement cards should be kept in a locked safe in the City Hall at all times.
17. A log should be maintained to track the release and return of each procurement card. The log should include the name, date, time, purpose and any other pertinent information to track each procurement card.
18. Upon the termination of a cardholder's employment with the City, the cardholder's procurement card should be immediately canceled and no further transactions should be incurred on the card.
19. Upon the City being notified of impending departure from the City, the respective cardholder card limit should be reduced to zero.
20. Establish a policy to deactivate procurement cards when employees are on leaves.
21. Signed Card Holder agreement should be kept on file with the City and the agreement should be updated for changes in the City procurement policies.
22. Establish spending limit commensurate with needs –
 - a. Cardholder spending limits should align with actual need on a single transaction and total monthly basis.
 - b. Changes in spending limit should be requested in writing through a formalized procedure, and an annual review of the program should include an assessment of credit limit appropriateness.
 - c. Allowing many cardholders to have the same spending limits and limits higher than necessary exposes the City to higher monetary risk.

Training

23. Currently, there is no training process for procurement card holders and there is no training manual. As such:
 - a. Training for new cardholders should be provided along with a comprehensive training manual.
 - b. There should be an acknowledgement by new cardholders in regards to reading and understanding the procurement card policy and the training manual.
 - c. Training should be clear on the required procedures along with required supporting documentation to ensure a successfully procurement card program.
 - d. Training should demonstrate to new card holders what constitutes a proper and improper card use and the potential consequences for misuse.
 - e. Periodic training refresh should be required of all current card holders to highlight the importance of adherence to the procurement card policies and consequences for misuse.
 - f. Training should be required for all individuals involved in the procurement card process such as approval, review and reconciliation.
 - g. Training should remind card holders of their responsibility to avoid sales tax payments and the process to recoup the sales tax that has yet to be recouped.

Supplemental Schedules

City of Stonecrest, Georgia
Procurement Card Audit
Contract No. 20-05151-Co010-00
January 1, 2017 to November 30, 2020
Transactions for Card #4016

Exhibit A

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
October 30, 2019	Lanier Parking	None	22.00	22.00
November 12, 2019	B&H Photo	None	4,466.57	
November 12, 2019	B&H Photo	None	129.60	
November 22, 2019	Rice Thai	None	34.00	
November 19, 2019	Lowes	None	85.32	
November 17, 2019	160 Clairemont	None	17.00	
November 12, 2019	Amazon.com	None	128.04	4,860.53
December 20, 2019	Metro Awards	None	134.99	
December 13, 2019	Best Buy	None	267.49	
December 13, 2019	Best Buy	None	59.99	
December 13, 2019	Best Buy	None	19.99	
December 13, 2019	Best Buy	None	2,869.98	
December 10, 2019	GoDaddy.com	None	21.16	
December 13, 2019	GoDaddy.com	None	245.77	
December 17, 2019	Evanto Market	None	61.00	
December 29, 2019	Facebook	None	10.00	3,690.37
December 17, 2019	Evanto Market	None	61.00	
December 20, 2019	Metro Awards	None	134.99	
December 29, 2019	Facebook	None	10.00	
January 3, 2020	VRSN DotGovRegistration	None	400.00	
January 8, 2020	Best Buy	None	1,194.98	
January 9, 2020	BJS Wholesale	None	174.78	1,975.75
January 19, 2020	Guitar Center	None	85.29	
January 27, 2020	B&H Photo	None	139.55	
February 6, 2020	NPPA Org	None	145.00	
February 12, 2020	Wal-Mart Supercenter	None	42.64	
February 13, 2020	UPS	None	6.90	
February 14, 2020	The Studio Sanfrancisco	None	516.00	935.38
February 19, 2020	My Sling Studio	None	89.08	
February 24, 2020	Wal-Mart Supercenter	None	53.96	
February 26, 2020	Lanier Parking	None	8.00	
March 6, 2020	Adobe PDF Pack	None	9.99	
March 11, 2020	Best Buy	None	134.78	295.81
March 25, 2020	Zoom	None	54.99	
April 6, 2020	Adobe PDF Pack	None	9.99	64.98
April 23, 2020	Facebook	None	25.00	
April 26, 2020	Zoom	Standard pro monthly and cloud recording	54.99	
April 29, 2020	Facebook	None	10.00	
May 6, 2020	Adobe PDF Pack	None	9.99	
May 10, 2020	Facebook	None	25.00	
May 15, 2020	Facebook	None	35.00	159.98
May 25, 2020	Zoom	Standard pro monthly and cloud recording	54.99	
June 2, 2020	Facebook	None	15.00	
June 6, 2020	Adobe PDF Pack	None	9.99	79.98
June 25, 2020	Zoom	Standard pro monthly and cloud recording	54.99	
July 6, 2020	Zoom	Standard pro monthly and cloud recording	9.50	
July 6, 2020	Adobe PDF Pack	None	9.99	74.48
July 25, 2020	Zoom	Standard pro monthly and cloud recording	69.98	
August 6, 2020	Adobe PDF Pack	None	9.99	79.97
August 25, 2020	Zoom	Standard pro monthly and cloud recording	69.98	
August 27, 2020	PRSA	National member dues, public affairs and governmental section - dues for 1yr.	345.00	
September 6, 2020	Adobe PDF Pack	None	9.99	424.97
September 25, 2020	zoom	Standard pro monthly and cloud recording	69.98	
October 6, 2020	Adobe PDF Pack	None	9.99	
October 14, 2020	GoDaddy.com	None	199.99	
October 14, 2020	Olive Garden	None	102.08	382.04
October 16, 2020	B&H Photo	None	1,388.88	
October 23, 2020	Wal-Mart	None	106.60	
October 25, 2020	Zoom	None	69.98	
November 6, 2020	Adobe PDF Pack	None	14.99	1,580.45
		Total	14,626.69	

City of Stonecrest, Georgia
 Procurement Card Audit
 Contract No. 20-05151-Co010-00
 January 1, 2017 to November 30, 2020
 Transactions for Card #7985

Exhibit B

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
February 19, 2020	Wal-Mart Supercenter	None	18.34	
February 20, 2020	Kangaroo Sports Club	Assist the organization with marketing for the launch of their season for the Stonecrest community	300.00	318.34
March 19, 2020	PNG Hertfordshire	None	99.00	99.00
April 23, 2020	All Seasons Rental	Generator 2600 Watt Quiet, Stand Microphone, Stage, Tent	163.29	
May 14, 2020	All Seasons Rental	Generator 2600 Watt Quiet, Stand Microphone, Stage, Tent	63.29	226.58
June 19, 2020	All Seasons Rental	Generator 2600 Watt Quiet, Stand Microphone, Stage, Tent	194.64	194.64
September 11, 2020	Facebook	Census City Initiatives	25.00	
September 11, 2020	Facebook	Census City Initiatives	25.00	
September 14, 2020	Facebook	Census City Initiatives	32.63	
September 15, 2020	Facebook	Census City Initiatives	35.00	117.63
September 16, 2020	Facebook	Census City Initiatives	51.58	
September 17, 2020	Facebook	Census City Initiatives	76.03	
September 19, 2020	Facebook	Census City Initiatives	75.00	
September 22, 2020	Facebook	Census City Initiatives	125.00	
September 23, 2020	USPS Stamps	None	95.00	
September 26, 2020	Facebook	Census City Initiatives	175.00	
October 5, 2020	Facebook	Census City Initiatives	250.00	
October 9, 2020	Facebook	Census City Initiatives	161.80	
October 15, 2020	Facebook	Census City Initiatives	400.00	1,409.41
		Total	<u>2,365.60</u>	

City of Stonecrest, Georgia
 Procurement Card Audit
 Contract No. 20-05151-Co010-00
 January 1, 2017 to November 30, 2020
 Transactions for Card #8530

Exhibit C

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
April 13, 2019	Quality Inn & Suites	None	170.76	
April 12, 2019	Paypal DOAS	None	700.00	870.76
April 15, 2019	Smith System D.I.I.	None	30.00	
April 25, 2019	Quality Inn & Suites	None	310.44	340.44
		Total	<u>1,211.20</u>	

City of Stonecrest, Georgia
Procurement Card Audit
Contract No. 20-05151-Co010-00
January 1, 2017 to November 30, 2020
Transactions for Card #9269

Exhibit D

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
December 26, 2017	Georgia Municipal Association	2018 Newly Elected Officials Institute - Mr. Jimmy Clanton	360.00	
December 28, 2017	Georgia Municipal Association	2018 Newly Elected Officials Institute - Mr. Jason Lary	360.00	
December 28, 2017	Georgia Municipal Association	2018 Mayors' Day Conference - Mr. Jason Larry	865.00	
January 13, 2018	Marriott Atlanta Marquis	Mayors' Conference Jan 18-21 - Dr. Diana Daniels	607.68	2,192.68
January 18, 2018	Staples	Adoma - Local Travel		
January 18, 2018	Staples	None	54.55	
January 26, 2018	Georgia Municipal Association	2018 Newly Elected Officials Institute - Mr. Robert Turner, II	360.00	414.55
April 3, 2018	Public Storage	None	57.39	57.39
April 22, 2018	Hilton Internationals	None	787.56	
April 25, 2018	Georgia Municipal Association	Municipal Training Institute - Jazzmin Cobble	10.00	
April 25, 2018	Georgia Municipal Association	Municipal Training Institute - George Turner	10.00	
April 25, 2018	Georgia Municipal Association	Municipal Training Institute - Jimmy Clanton	1,035.00	1,842.56
May 16, 2018	A&A Safe, Lock & Door	Service Call	70.00	
May 18, 2018	Delta Air	None	75.00	
May 18, 2018	Georgia Municipal Association	GMA Annual Convention 2018 - Brenda James	335.00	
May 22, 2018	A&A Safe, Lock & Door	Install Lever and Royal Outside Lever Trim	205.54	
May 24, 2018	Evermap Company	Autoportfolio plug in for Adobe Acrobat	199.00	
May 25, 2018	Adobe Systems	Creative cloud for teams - one yr and annual membership	109.97	
June 11, 2018	GoDaddy	Autoportfolio plug in for Adobe Acrobat	199.98	1,194.49
June 18, 2018	Chick-Fil-A	Lunch for Council work session - without names of attendees	106.36	
June 25, 2018	Adobe Systems	Re-occurrence monthly charges	189.96	
June 25, 2018	Kimpton Brice Hotel	None	773.97	
July 13, 2018	Amazon MKTPlace	Furniture	397.70	1,467.99
July 23, 2018	4Imprint	Community Development	217.99	
July 25, 2018	Adobe Systems	Creative cloud for teams - one yr and annual membership	189.96	
July 26, 2018	Galls	Lawpro Car Seat Organizer, Calls Adjustable Citation Holder. Community Development Code Enforcement	395.13	
August 13, 2018	Cvent Georgia Bureau	2018 GCIC Training Association Inc. Symposium	234.00	
August 14, 2018	Walmart Supercenter	None	41.16	1,078.24
August 25, 2018	Adobe Systems	Creative cloud for teams - one yr and annual membership	189.96	
August 30, 2018	Amazon Prime	None	12.99	
September 10, 2018	Amazon MKTPlace	None	8.41	
September 11, 2018	Amazon MKTPlace	None	88.00	
August 24, 2018	GA Legislative Black Caucus	2018 Annual Legislative Conference	615.00	
September 13, 2018	Micro Center-Gwinnett	External Hard Drive Communication	219.98	1,134.34
September 17, 2018	Zaxbys	Food for Council - with no listing of attendees	30.84	
September 18, 2018	Chick-Fil-A	Food for Class - with no listing of attendees	164.83	
September 21, 2018	Metro Awards	None	96.00	
September 24, 2018	Atlanta Bread	Food for Development Authority - with no listing of attendees	258.56	
September 25, 2018	Adobe Systems	Creative cloud for teams - one yr and annual membership	189.96	
October 5, 2018	Salsbury Industries	Master Commercial lock for private vertical mailbox - 2 keys	38.12	778.31
November 15, 2018	USPS	Annexation Letters	7.46	
November 1, 2018	Nov. 2018 Statement is missing	Creative cloud for teams - one yr and annual membership	189.96	
November 1, 2018	Nov. 2018 Statement is missing	Food for code enforcement function - with no listing of attendees	97.21	
November 1, 2018	Nov. 2018 Statement is missing	Council lunch retreat - with listing of attendees	187.64	
November 1, 2018	Nov. 2018 Statement is missing	Council retreat meeting room	676.00	
November 1, 2018	Nov. 2018 Statement is missing	None	24.38	
November 1, 2018	Nov. 2018 Statement is missing	None	84.41	
November 1, 2018	Nov. 2018 Statement is missing	Annexation Letters	13.82	
November 1, 2018	Nov. 2018 Statement is missing	None	750.00	
November 1, 2018	Nov. 2018 Statement is missing	None	38.07	2,068.95
November 25, 2018	Adobe Inc.	Creative cloud for teams - one yr and annual membership	189.96	
November 27, 2018	Hobby Lobby	None	246.60	
December 2, 2018	Georgia Municipal Association	Mayors's Day Conference - Mr. Robert Turner, II	415.00	
December 3, 2018	Georgia Municipal Association	Mayors's Day Conference - Mr. George Turner, Jr.	750.00	
December 3, 2018	Georgia Municipal Association	Mayors's Day Conference - Mr. Jason Lary	900.00	2,501.56
December 25, 2018	Adobe Creative Cloud	Adobe software license for 2	189.96	
January 9, 2019	NFBPA Auth.net	National Forum for Black Public Administrators - 2019 Forum for a Councilwoman	820.00	1,009.96
January 25, 2019	Adobe Creative Cloud	Adobe software license for 2	189.96	189.96
			-	
		Total	15,930.98	

City of Stonecrest, Georgia
Procurement Card Audit
Contract No. 20-05151-Co010-00
January 1, 2017 to November 30, 2020
Transactions for Card #0572

Exhibit E

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
May 21, 2019	Delta Air	Flight from Atlanta to Honolulu - Jason Wallace Lary	100.00	
May 22, 2019	Delta Air	None	75.00	
May 24, 2019	Delta Air	Flight from Atlanta to Honolulu - Jason Wallace Lary	1,435.60	
May 22, 2019	Avis Rent a Car	None	105.57	
May 19, 2019	Taxi SVC Las Vegas	None	19.59	
May 19, 2019	Taxi SVC Las Vegas	None	19.59	
May 21, 2019	Taxi SVC Las Vegas	None	46.36	
May 23, 2019	Courtyard by Marriott	None	175.02	
May 19, 2019	WLV Westgate Gift Shop	None	2.99	
May 18, 2019	Market to go	None	11.59	
May 19, 2019	Cibo Express	None	3.54	
May 22, 2019	Denny's	Rodneyation Productions	27.87	
May 22, 2019	Sound STGST	None	5.73	
May 24, 2019	Gogoair.com	Delta All Day Pass	32.00	
May 21, 2019	Wetgate LV Resort/Casino	None	575.90	
May 22, 2019	Atlanta Airport	None	112.00	
May 25, 2019	Travel Insurance Policy	Travel insurance policy	96.90	
May 20, 2019	FedEx	Mayor Lary used credit card for internet access at the FedEx Office in Las Vegas, NV	2.64	
May 20, 2019	FedEx	None	2.40	
May 31, 2019	US Conf. of Mayors	87th Annual Meeting Hotel Reservation - Jason Lary	1,150.00	
May 31, 2019	US Conf. of Mayors	USCM Dues	2,634.50	6,634.79
June 27, 2019	Delta Air	None	30.00	
June 7, 2019	Hilton Hotels	US Conference of Mayors 2019 Annual Meeting	359.00	389.00
July 1, 2019	Delta Air	None	75.00	
July 1, 2019	Delta Air	None	306.32	
July 2, 2019	Speedi Shuttle	None	16.00	
July 2, 2019	Hilton Hotels	None	1,453.00	
July 26, 2019	Days Inn	None	85.35	
July 27, 2019	Marriott	None	242.15	
July 20, 2019	Chick-Fil-A	None	77.05	
July 20, 2021	Chick-Fil-A	None	55.76	
July 3, 2019	ABM Atlanta Airport	None	114.00	2,424.63
August 4, 2019	Columbia Marriott	None	362.96	
August 21, 2019	Nextlot	None	1.00	
August 30, 2019	ICSC.org	None	200.00	
August 30, 2019	ICSC.org	None	360.00	
August 3, 2019	City of Columbia Sumter	None	10.00	
August 22, 2019	PayPal SCATL	None	99.50	1,033.46
September 11, 2019	Panera Bread	None	16.84	
September 12, 2019	Panera Bread	None	57.57	
September 14, 2019	Chick-Fil-A	None	251.10	
September 12, 2019	Wal-Mart	None	25.11	
September 18, 2019	Wal-Mart	None	44.42	
September 17, 2019	ABM Atlanta Airport	None	19.00	
September 13, 2019	PRSA	None	480.00	
September 14, 2019	Facebook	None	11.04	
September 29, 2019	Facebook	None	18.28	923.36
October 22, 2019	Delta Air	None	1,340.35	
October 26, 2019	BP	None	16.83	
October 2, 2019	Arizona's at Stonecrest	None	83.30	
October 13, 2019	Arizona's at Stonecrest	None	509.22	
October 26, 2019	Ruby Tuesdays	None	59.52	
October 30, 2019	Ihop	None	25.15	
October 31, 2019	Sukoshi	None	56.38	
October 14, 2019	Wal-Mart	None	70.66	
October 20, 2019	Dollar Tree	None	17.23	
October 20, 2019	Wal-Mart	None	16.00	
October 13, 2019	Facebook	None	3.96	2,198.60
November 2, 2019	Fletcher's Place	None	48.22	
November 4, 2019	Fletcher's Place	None	31.73	
November 8, 2019	IHop	None	32.71	
November 12, 2019	House of Chan	None	28.60	
November 18, 2019	Fletcher's Place	None	79.64	
November 25, 2019	Waffle House	None	19.09	
November 27, 2019	Panera Bread	None	15.74	
November 5, 2019	Facebook	None	25.00	
November 5, 2019	Facebook	None	25.00	
November 13, 2019	Facebook	None	1.00	306.73
December 2, 2019	IHop	None	31.16	
December 7, 2019	Olive Garden	None	33.79	
December 10, 2019	Panera Bread	None	23.47	
December 11, 2019	Arizona's at Stonecrest	None	79.99	168.41
December 16, 2019	Fletcher's Place	None	47.24	
December 17, 2019	Six Feet Under Pub & Fish	None	58.18	
December 27, 2019	EB Ken ford 2020 NYE	None	2,229.47	
January 7, 2020	Fletcher's Place	None	302.18	
January 14, 2020	Panera Bread	None	17.82	
January 14, 2020	Fletcher's Place	None	36.59	2,691.48
January 16, 2020	IHop	None	28.49	
January 24, 2020	Arizona's at Stonecrest	None	10.01	
January 23, 2020	Ihop	None	38.54	
January 24, 2020	Laz Parking	None	14.00	

City of Stonecrest, Georgia
Procurement Card Audit
Contract No. 20-05151-Co010-00
January 1, 2017 to November 30, 2020
Transactions for Card #0572

Exhibit E

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
January 24, 2020	Laz Parking	None	25.00	
January 26, 2020	Fletcher's Place	None	34.97	
January 27, 2020	Fletcher's Place	None	33.62	
January 30, 2020	Las Brasas	None	52.44	
February 1, 2020	Arizona's at Stonecrest	None	42.53	
February 6, 2020	Rice Thai Lithonia	None	40.15	
February 12, 2020	Fletcher's Place	None	50.91	370.66
February 18, 2020	Fletcher's Place	None	62.64	
February 19, 2020	Olive Garden	None	49.51	
February 20, 2020	Cracker Barrel	None	27.97	
February 21, 2020	Ihop	None	83.98	
February 24, 2020	Waffle House	None	26.46	
February 26, 2020	McDonalds	None	11.70	
February 27, 2020	Panera Bread	None	10.14	
February 27, 2020	Dudleys Food & Spirits	None	52.70	
March 2, 2020	Six Feet Under Pub & Fish	None	54.92	
March 9, 2020	Fletcher's Place	None	65.99	
March 14, 2020	Olive Garden	None	31.59	
March 12, 2020	Georgia Municipal Association	None	715.00	
March 12, 2020	Georgia Municipal Association	None	855.00	
March 12, 2020	Georgia Municipal Association	None	885.00	
March 12, 2020	Georgia Municipal Association	None	1,235.00	
March 12, 2020	Georgia Municipal Association	None	1,840.00	
March 15, 2020	Fletcher's Place	None	46.29	6,053.89
March 16, 2020	Brookwood Grill	None	80.04	
March 20, 2020	Carrabbas	None	57.58	
March 25, 2020	Fletcher's Place	None	28.75	166.37
April 26, 2020	FedEx	None	42.15	
April 30, 2020	Office Depot	Stonecrest cares labels, large envelopes the Mayor needed and copies	80.04	
May 4, 2020	Packaginprice.com	None	106.19	
May 8, 2020	FedEx	None	87.40	
May 12, 2020	Dollar Tree	None	31.16	
May 12, 2020	Dollar Tree	None	19.26	
May 13, 2020	Waffle House	None	28.19	
May 13, 2020	Convoy Marketing	None	1,908.46	2,302.85
May 19, 2020	Packaginprice.com	None	27.22	
May 27, 2020	McDonalds	None	15.10	
May 27, 2020	Convoy Marketing	Stonecrest cares oval decals, event setup, foamcore boards mask giveaway	757.19	
May 28, 2020	Veteran Technology	None	184.50	
May 29, 2020	Wetransfer Amsterdam	None	120.00	
June 5, 2020	Olive Garden	None	56.98	
June 6, 2020	Red Lobster	None	57.26	
June 9, 2020	Fletcher's Place	None	70.78	
June 12, 2020	Cracker Barrel	None	51.33	
June 12, 2020	Cracker Barrel	None	27.86	1,368.22
June 20, 2020	Wayfield foods	None	5.18	
June 20, 2020	Citgo Food Mart	None	10.14	
June 19, 2020	Olive Garden	None	57.95	
June 22, 2020	Waffle House	Mayor, P. Joyner	24.55	
June 23, 2020	Food Depot	Juneteenth Cookout - celebration cookout	105.59	
June 23, 2020	Wal-Mart	Juneteenth Cookout - Staff	137.13	
June 25, 2020	Publix	Sonya Isolm Dad's passing gift	15.60	
June 26, 2020	Westin Hotels	None	319.50	
June 26, 2020	Westin Hotels	None	363.80	
June 26, 2020	Lowe's	Sonya Isolm gift	21.38	
June 26, 2020	Publix	Sonya Isolm Dad's passing gift	54.55	
July 1, 2020	Wal-Mart	Card frame - staff birthdays	15.43	
July 6, 2020	Fletcher's Place	Mayor, A. Bell	48.03	
July 7, 2020	Tazikis	None	26.08	
July 5, 2020	Fletcher's Place	None	83.26	
July 13, 2020	Outback	Mayor, P. Joyner	48.08	
July 14, 2020	Fletcher's Place	Mayor, T. Foux, I. Settle	74.51	1,410.76
July 17, 2020	Office Depot	None	245.53	
July 20, 2020	Fletcher's Place	Mayor, A. Franklin	45.95	
July 23, 2020	Fletcher's Place	Mayor, C. Boone	43.18	
July 23, 2020	IHop	None	27.00	
July 24, 2020	Kampai Sushi N Steak	None	127.50	
July 27, 2020	Cracker Barrel	Mayor, B. Knight	30.00	
July 28, 2020	PayPal Goanimate	None	799.20	
July 28, 2020	Cracker Barrel	Mayor, A. Franklin	37.66	
July 31, 2020	ISSUU	None	228.00	
July 31, 2020	IHop	None	25.29	
August 3, 2020	Ruby Tuesdays	None	68.03	
August 10, 2020	Cracker Barrel	Mayor, P. Joyner	22.48	
August 12, 2020	Fletcher's Place	Mayor, C. Boone	38.30	1,738.12
August 20, 2020	IHop	W. Settle, A. Bell, Mayor, J. Clanton	64.55	
August 21, 2020	Cracker Barrel	None	30.64	
August 22, 2020	IHop	None	37.88	
August 24, 2020	Arizona's at Stonecrest	Mayor, C. Boone, W. Settle	93.54	
August 29, 2020	IHop	None	79.58	
September 1, 2020	Fletcher's Place	Mayor, C. Boone - Lunch Meeting	32.73	
September 2, 2020	Waffle House	Mayor, A. Franklin	27.16	
September 3, 2020	Waffle House	None	18.98	
September 8, 2020	Cracker Barrel	Mayor, P. Joyner	29.03	

Exhibit E

City of Stonecrest, Georgia
Procurement Card Audit
Contract No. 20-05151-Co010-00
January 1, 2017 to November 30, 2020
Transactions for Card #0572

Exhibit E

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
September 15, 2020	Fletcher's Place	Mayor, C. Boone	37.31	451.40
September 16, 2020	Waffle House	Mayor, P. Joyner	26.22	
September 18, 2020	Olive Garden	Mayor, B. Knight	31.11	
September 23, 2020	FedEx	None	31.39	
September 22, 2020	Olive Garden	None	37.79	
September 23, 2020	IHop	C. Boone, Mayor, W. Settle	36.68	
September 24, 2020	Cracker Barrel	Mayor, B. Knight	23.97	
September 26, 2020	TGI Fridays	None	30.36	
September 25, 2020	Chick-Fil-A	None	15.71	
September 26, 2020	Fletcher's Place	None	44.81	
September 28, 2020	IHop	None	81.97	
September 29, 2020	Olive Garden	None	121.18	
October 1, 2020	Waffle House	None	22.57	
October 6, 2020	Bojangles	None	11.04	
October 7, 2020	IHop	None	37.02	
October 8, 2020	Cracker Barrel	Mayor, Iris	35.99	
October 13, 2020	Ihop	None	53.85	641.66
October 16, 2020	Arizona's at Stonecrest	Mayor, P. Joyner, T. Simons	66.60	
October 23, 2020	Waffle House	None	23.14	
October 27, 2020	Waffle House	Mayor, P. Joyner	25.92	
October 29, 2020	trashbilling.com	None	165.00	
October 31, 2020	Smokey Bones	Tee Fox, I. Settle, Mayor	95.59	
October 29, 2020	Ihop	None	38.06	
October 30, 2020	Cracker Barrel	P. Joyner, Mayor	29.36	
October 30, 2020	Marcos Pizza	None	248.94	
November 2, 2020	Olive Garden	Plez Joyner, Mayor	44.02	
November 5, 2020	Ihop	None	35.95	
November 6, 2020	Fletcher's Place	C. Boone, Mayor	52.81	
November 10, 2020	Ihop	C. Boone, P. Joyner, W. Seettle	56.95	
November 12, 2020	Facebook	None	25.00	
November 13, 2020	Facebook	None	25.00	
November 12, 2020	Arizona's at Stonecrest	C.Boone, B. Groom, Mayor	156.73	
November 13, 2020	Fletcher's Place	C. Boone, Mayor	55.33	
November 14, 2020	Facebook	None	25.00	
November 15, 2020	Facebook	None	35.00	1,204.40
		Total	<u>32,478.79</u>	

City of Stonecrest, Georgia
Procurement Card Audit
Contract No. 20-05151-Co010-00
January 1, 2017 to November 30, 2020
Transactions for Card #4008

Exhibit F

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
October 19, 2019	Prima Atlanta Printer	None	201.41	
October 29, 2019	EIN Application	None	234.00	
October 18, 2019	Chick-Fil-A	None	809.40	
October 17, 2019	Wal-Mart	None	86.90	
October 29, 2019	D\$ Services Standard Coff	None	190.24	
October 17, 2019	All Seasons Rental	None	433.47	1,955.42
November 8, 2019	SQ Double Scoop	None	108.17	
November 25, 2019	Chick-Fil-A	None	82.62	
November 27, 2019	Mamies Kitchen Biscuits	None	53.88	244.67
December 14, 2019	Public storage	None	1,608.70	
December 19, 2019	Michaels Stores	None	52.43	
December 2, 2019	Hobby Lobby	None	46.94	
December 2, 2019	Hobby Lobby	None	51.29	
December 12, 2019	Great American Cookies	None	54.25	
December 2, 2019	Wal-Mart Supercenter	None	168.34	
December 12, 2019	Publix Supermarkets	None	142.75	
December 13, 2019	Wal-Mart Supercenter	None	45.01	
December 12, 2019	Bed Bath & Beyond	None	71.26	
December 12, 2019	All Seasons Rental	None	91.59	
December 15, 2019	Facebook	None	25.00	
December 16, 2019	Facebook	None	25.00	
December 17, 2019	Facebook	None	25.00	
December 17, 2019	www.Gigsalad.com	None	479.00	2,886.56
December 17, 2019	Facebook	None	25.00	
December 17, 2019	www.Gigsalad.com	None	479.00	
January 19, 2019	Michaels Stores	None	52.43	
January 3, 2020	Public Storage	None	324.00	
January 2, 2020	Wal-Mart	None	90.83	
January 2, 2020	Wal-Mart	None	21.58	
January 7, 2020	Staples	Operational supplies - community and cultural affairs. Premium paper for official documents.	19.97	
January 13, 2020	Facebook	Ultimate Holiday Party	34.64	1,047.45
January 16, 2020	Convoy Marketing	Stonecrest City Seal	136.35	
January 17, 2020	Facebook	Campaigns, Traffic to Parks Survey	35.00	
January 18, 2020	Facebook	None	35.00	
January 20, 2020	Facebook	Campaigns, Traffic to Parks Survey	50.00	
January 27, 2020	Account Serv Pro	None	1,299.16	
January 29, 2020	Grammarly	None	139.95	
January 29, 2020	Staples	None	77.73	
February 3, 2020	Public storage	None	324.00	
February 11, 2020	Amazon Marketplace	None	181.46	
February 11, 2020	Amazon Marketplace	None	203.79	
February 11, 2020	Staples	None	129.57	
February 13, 2020	Facebook	Campaigns, Traffic to Parks Survey	26.63	
February 13, 2020	Wal-Mart	Community of Cultural Affairs - Guyana Symposium - flowers for table	26.86	
February 13, 2020	Event Catering	Stonecrest Guyana Symposium City Initiatives	1,000.00	
February 12, 2020	www.Gigsalad.com	Community of Cultural Affairs - Guyana Symposium City Initiatives - with no list of attendees	162.00	
February 15, 2020	Facebook	Guyana Symposium	75.00	
February 14, 2020	All Seasons Rental	Stonecrest Guyana Symposium City Initiatives	96.17	3,998.67
February 18, 2020	LMGA	None	705.00	
March 2, 2020	Amazon Marketplace	None	65.97	
March 3, 2020	Amazon.com	None	6.83	
March 3, 2020	Amazon.com	None	8.15	
March 4, 2020	Amazon Marketplace	None	545.15	
March 7, 2020	Public Storage	None	324.00	
March 14, 2020	AT&T	None	36.50	
March 14, 2020	AT&T	None	26.50	
March 13, 2020	Dollar General	None	99.44	
March 13, 2020	Wal-Mart	None	86.14	
March 13, 2020	Wal-Mart Supercenter	None	86.01	
March 13, 2020	Wal-Mart Supercenter	None	264.77	
March 13, 2020	Staples	None	442.65	
March 13, 2020	Facebook	Guyana Symposium	65.08	2,762.19
March 17, 2020	Prime Video	None	5.00	
March 20, 2021	Wal-Mart	None	220.33	
March 26, 2020	Prime Video	None	3.99	
March 26, 2020	Prime Video	None	9.99	
March 27, 2020	Prime Video	None	3.99	
March 29, 2020	Prime Video	None	3.99	
March 29, 2020	Prime Video	None	3.99	
March 30, 2020	Amazon.com	None	14.07	
March 31, 2020	Amazon.com	None	13.66	
March 31, 2020	Amazon.com	None	19.56	
April 3, 2020	Public Storage	None	352.00	
April 4, 2020	Amazon.com	None	6.83	
April 13, 2020	Strait Talk	None	35.84	
April 13, 2020	AT&T	None	31.50	724.74
April 16, 2020	Strait Talk	None	36.85	
April 16, 2020	Strait Talk	None	36.85	
April 21, 2020	Amazon Marketplace	None	74.86	
April 21, 2020	Amazon Marketplace	None	65.97	
April 22, 2020	Amazon Marketplace	None	725.14	
April 24, 2020	Amazon Marketplace	None	32.09	

City of Stonecrest, Georgia
Procurement Card Audit
Contract No. 20-05151-Co010-00
January 1, 2017 to November 30, 2020
Transactions for Card #4008

Exhibit F

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
April 25, 2020	Amazon Marketplace	None	41.61	
April 29, 2020	Strait Talk	None	36.85	
May 3, 2020	Public Storage	None	352.00	
May 1, 2020	Staples	None	96.37	
May 11, 2020	AT&T	None	31.50	
May 13, 2020	Strait Talk	None	35.84	
May 13, 2020	DoorDash Zaxbys	None	62.91	
May 14, 2020	Walmart Supercenter	None	12.34	
May 14, 2020	Mobile Expressions	None	250.00	1,891.18
May 16, 2020	Strait talk	None	35.84	
May 16, 2020	Strait talk	None	35.84	
May 15, 2020	Bojangles	None	99.34	
May 20, 2020	AT&T	None	31.50	
May 29, 2020	Uline	None	64.10	
May 28, 2020	Haines & CO	None	648.00	
May 29, 2020	Strait Talk	None	35.84	
June 3, 2020	Public Storage	None	352.00	
June 10, 2020	AT&T	None	31.50	
June 12, 2020	Strait Talk	None	35.84	
June 13, 2020	Facebook	Reach for City's 3rd B-day	49.71	
June 15, 2020	Strait Talk	None	35.84	
June 15, 2020	Strait Talk	None	35.84	1,491.19
June 17, 2020	AT&T	None	31.50	
June 28, 2020	Strait Talk	None	35.84	
July 1, 2020	Lowes	Inspection Tools	202.27	
July 1, 2020	Foundation Center	Business Development	1,499.00	
July 3, 2020	Public Storage	None	352.00	
July 6, 2020	Office Depot	None	453.58	
July 8, 2020	Office Depot	None	269.98	
July 10, 2020	AT&T	None	31.50	
July 12, 2020	Strait Talk	None	35.84	
July 14, 2020	Office Depot	None	172.79	
July 15, 2020	Strait Talk	None	35.84	
July 15, 2020	Strait Talk	None	35.84	3,155.98
July 17, 2020	AT&T	None	31.50	
July 20, 2020	Office Depot	None	593.97	
July 21, 2020	Office Depot	None	245.53	
July 28, 2020	Strait Talk	None	35.84	
August 1, 2020	Facebook	Campaigns - Household Waste Drop off	125.00	
August 3, 2020	Public Storage	None	352.00	
August 5, 2020	Facebook	Campaigns - Household Waste Drop off	125.00	
August 9, 2020	AT&T	None	31.50	
August 11, 2020	Facebook	Campaigns - Household Waste Drop off	175.00	
August 11, 2020	Strait Talk	None	35.84	
August 13, 2020	Facebook	Campaigns - Household Waste Drop off	34.50	
August 14, 2020	Strait Talk	None	35.84	
August 14, 2020	Strait Talk	None	35.84	
August 14, 2020	Amazon Marketplace	None	64.17	
August 14, 2020	Amazon Marketplace	None	83.95	
August 14, 2020	Amazon Marketplace	None	17.10	
August 16, 2020	AT&T	None	31.50	2,054.08
August 20, 2020	Facebook	Campaigns - Household Waste Drop off	250.00	
August 25, 2020	All Seasons Rental	None	559.89	
August 27, 2020	Strait Talk	None	35.84	
August 28, 2020	Amazon Marketplace	Code Enforcement Supply - Back Seat Organizers	75.93	
August 31, 2020	Bouquet by Betty	None	58.85	
August 31, 2020	Halls Flower Shop	None	105.82	
September 3, 2020	Public Storage	None	352.00	
September 9, 2020	Georgia Municipal Association	None	220.00	
September 13, 2020	Facebook	None	196.20	
September 13, 2020	Strait Talk	None	35.84	1,890.37
September 26, 2020	Strait Talk	None	35.84	
September 29, 2020	Georgia Municipal Association	None	220.00	
September 29, 2020	Georgia Municipal Association	None	460.00	
October 3, 2020	Public Storage	None	352.00	
October 13, 2020	Strait Talk	None	35.84	1,103.68
October 26, 2020	Strait Talk	None	35.84	
November 3, 2020	Public Storage	None	352.00	
November 12, 2020	Strait Talk	None	35.84	423.68
		Total	<u>25,629.86</u>	

City of Stonecrest, Georgia
 Procurement Card Audit
 Contract No. 20-05151-Co010-00
 January 1, 2017 to November 30, 2020
 Transactions for Card #9251

Exhibit G

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
December 27, 2017	Sams Club	None	116.03	
December 29, 2017	Dot Gov Registration	Domain name	400.00	
December 31, 2017	USPS	None	4.90	
January 9, 2018	Arizonas - Stonecrest	Lunch with names of attendees	340.65	
January 9, 2018	Suburban Custom Awards	Hospitality supplies	105.30	966.88
January 19, 2018	Paypal - AtlantaRegi	Ticket for community planning academy - training for planning officials	225.00	
January 19, 2018	USPS	Postage - notification cards	83.00	
January 23, 2018	Tidal Wave Auto Spa- Cand	None	5.00	
January 25, 2018	Thread Logic	City of Stonecrest uniforms	181.70	
January 25, 2018	Staples	Professional rolling paper trimmer	421.57	
January 25, 2018	Hiram Flower Shop	None	68.90	
January 30, 2018	Judge Robes Hong kong	Judge Robe	82.90	
January 30, 2018	Suburban Custom Awards	9inch crystal globe on base - Gen ops	175.30	
January 31, 2018	Wal-Mart	Office supplies	31.03	
January 31, 2018	Wal-Mart	Office supplies	40.53	
February 2, 2018	Chick-Fil-A	2018 Stonecrest Planning Session	95.93	
February 4, 2018	Wal-Mart	Office supplies - scale	26.62	
February 7, 2018	Rite Aid	Office supplies - water and coffee	19.04	
February 9, 2018	Gresham Park Florist	Peace Lily - A.S. Turner & Son	66.00	
February 13, 2018	Sams Club	Office kitchen supplies	95.59	
February 12, 2018	Suburban Custom Awards	Walnut Wedge for Desk - Judge M. Sheridan	29.20	
February 12, 2018	Government Training	Enrollment fee - Michael Armstrong - Zoning Board of Appeals Member	160.00	
February 12, 2018	Government Training	Enrollment fee - Lois Alexander - Zoning Board of Appeals Member	160.00	
February 15, 2018	Northland Metal	Haworth File Bar - 36 inch - for filling business licenses	176.67	2,143.98
February 16, 2018	UGA GA CTR Hotel	George Turner	99.00	
February 15, 2018	Smith System	Driving classes for Leah Rodriguez and Tiffany Adams	180.00	
February 17, 2018	Comfort Inn and Suites	Council Member Robert Turner	361.12	
February 16, 2018	Metro Awards	Walnut Plaque with gold key - Judge Ramsey	105.60	
February 17, 2018	UGA GA CTR Hotel	GMA Newly Elected Officials - Jason Lary	198.00	
February 17, 2018	UGA GA CTR Hotel	GMA Newly Elected Officials - Diane Adona	198.00	
February 17, 2018	UGA GA CTR Hotel	GMA Newly Elected Officials - Jazzmin Cobble	198.00	
February 17, 2018	UGA GA CTR Hotel	GMA Newly Elected Officials - Jimmy Clanton	198.00	
February 19, 2018	Hobby Lobby	Custom Frame - Council Postons	294.20	
February 19, 2018	Hobby Lobby	Custom Frame	58.84	
February 20, 2018	Staples	Office supplies	92.55	
February 20, 2018	Georgia Municipal Association	Early Spring 2018 Training Event - Ms.Diana Adoma	140.00	
February 21, 2018	Government Training	Enrollment fees - Pearl Holis	160.00	
February 24, 2018	Smoothie King	None	25.00	
February 27, 2018	Hotel Guest reserv	None	1,721.99	
February 27, 2018	Delta Air	None	164.60	
February 28, 2018	Travel Insurance Policy	None	22.75	
March 2, 2018	Rite Aid	Office supplies	6.18	
March 6, 2018	Smoothie King	Gift card for biggest looser	25.00	
March 8, 2018	Thread Logic	Ladies Short Sleeve SuperProTwill Shirt	46.45	
March 9, 2018	Holiday Inn Express	None	209.50	
March 9, 2018	Georgia Municipal Association	Municipal Training - Jason Lary	490.00	
March 9, 2018	Georgia Municipal Association	Municipal Training - Jazzmin Cobble	630.00	
March 9, 2018	Georgia Municipal Association	Municipal Training - Robert Turner	770.00	
March 9, 2018	Georgia Municipal Association	Municipal Training - Diane Adoma	1,025.00	
March 14, 2018	Northland Metal	Haworth File Bar - 36 inches	216.90	7,636.68
March 17, 2018	Sams Club	Office Supplies	129.27	
March 16, 2018	Rite Aid	Water for Council Meetings	3.59	
March 16, 2018	NFBPA Online	None	100.00	
March 16, 2018	NFBPA Auth.net	Level membership - Diane Adoma	885.00	
March 19, 2018	Wal-Mart	None	11.60	
March 20, 2018	The/Studio	Lapel Pins	235.00	
March 20, 2018	Hilton Internationals	None	196.89	
March 22, 2018	Publix Supermarkets	None	25.67	
March 22, 2018	Party City	None	13.88	
March 28, 2018	Thread Logic	Ladies Dry Zone Grid Polo - Code Enforcement Uniform	90.45	
March 29, 2018	Dollar Tree	None	11.57	
March 29, 2018	Marshalls	None	18.71	
March 28, 2018	Georgia Municipal Association	GMA Annual Convention 2018 - George Turner	820.00	
March 30, 2018	QT	None	20.00	
March 30, 2018	Chick-Fil-A	None	15.00	
March 30, 2018	ICSC	ICSC - member dues for Mayor Lary and Sabrina Wright - ReCon The Global Retail Real Estate Convention - May 23, 2018	1,430.00	
April 2, 2018	Delta Air	None	674.40	
April 2, 2018	Southwest	None	319.96	
April 11, 2018	Wal-Mart	Office Supplies	73.29	
April 11, 2018	Staples	None	21.59	
April 13, 2018	Publix Supermarkets	April Birthday Cake	29.95	
April 14, 2018	USPS	None	6.70	5,132.52
April 20, 2018	Marriott Hotels	None	320.12	
April 27, 2018	A & A Safe, Lock & Door C	Service call	160.00	
May 1, 2018	WLV ADV Deposit Las Vegas	Hotel for Sabrina Wright at ICSC Conference	139.46	
May 1, 2018	WLV ADV Deposit Las Vegas	None	139.46	
May 3, 2018	Rite Aid	None	5.15	
May 7, 2018	B&H Photo	None	3,148.46	

Exhibit G

City of Stonecrest, Georgia
Procurement Card Audit
Contract No. 20-05151-Co010-00
January 1, 2017 to November 30, 2020
Transactions for Card #9251

Exhibit G

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
May 12, 2018	Sams Club	None	99.47	4,012.12
May 18, 2018	Wal- Mart	Frames for council proclamation	21.32	
May 21, 2018	ESRI	Software use	425.00	
May 24, 2018	Microcenter	Microcenter	1,295.87	
May 30, 2018	Apple Store	Apple Imac	299.99	
June 1, 2018	Krispy Kreme	Donut for Staff	21.38	
May 31, 2018	Staples	None	44.27	
June 5, 2018	Panera Bread	Meals for planning Commission Training with Attendees listed on receipt	74.11	
June 6, 2018	Cross Roads News	Advertising Display	654.00	
June 11, 2018	Lowe's	Tools for Building inspections	150.56	2,986.50
June 16, 2018	Krispy Kreme	Recycling event City Hall	168.30	
June 18, 2018	Rite Aid Store	Office supplies	15.97	
June 20, 2018	Sams Club	Office supplies	66.76	
June 22, 2018	Wal- Mart	None	21.32	
June 25, 2018	Historic Savannah	Georgia Municipal Association	763.81	
June 27, 2018	Govt. Finance Office	Training	595.00	
June 29, 2018	Wal- Mart	None	38.88	
July 2, 2018	The School Box	Office supplies	27.03	
July 5, 2018	T.Mobile	Staff prize for Biggest Loser contest	300.00	
July 5, 2018	Wal- Mart	None	77.76	
July 9, 2018	Northland Metal	Haworth File Bar - 36 inch	78.10	
July 11, 2018	Wal- Mart	Mini Fridge by Mayor	106.92	
July 12, 2018	Wal- Mart	Frames for council proclamation	74.62	
July 14, 2018	Delta Air	None	286.40	
July 14, 2018	Delta Air	None	286.40	2,907.27
July 16, 2018	Surinam Air	Economic Development Marketing	2,022.62	
July 24, 2018	Enterprise Rent A Car	Development Authority	200.42	
July 24, 2018	Wal- Mart	Development Authority	12.09	
July 24, 2018	BP Gas	Development Authority	15.00	
July 25, 2018	TLF New Leaf Midtown	None	64.31	
August 1, 2018	Hotel Indigo	BGI Training	492.60	
August 2, 2018	Holiday Inn Express	Annual Presentation	870.00	
August 7, 2018	Edible Arrangements	Recognize Car Accident	64.19	
August 8, 2018	Amazon	Audio equipment to be kept at Stonecrest Library	171.69	
August 7, 2018	Metro Awards	Mayor Trip to Guyanna	105.60	
August 9, 2018	Amazon	Audio equipment to be kept at Stonecrest Library	107.60	
August 9, 2018	Paypal	ARC event to be held on Friday at Georgia Tech	51.99	
August 13, 2018	Delta Air	None	586.40	
August 13, 2018	Delta Air	None	586.40	
August 14, 2018	Metro Awards	Mayor Trip to Guyanna	211.20	5,562.11
August 15, 2018	Georgia Municipal Association	Small Cities Conference	50.00	
August 20, 2018	Chick-Fil-A	None	56.43	
August 23, 2018	PayPal	MARTA Transit Study Trip to Minneapolis	1,100.00	
August 23, 2018	PayPal	MARTA Transit Study Trip to Minneapolis	1,100.00	
August 31, 2018	Delta Air	MARTA Transit Study Trip to Minneapolis	584.40	
August 31, 2018	Publix Supermarket	Staff Birthday Cake	26.74	
September 4, 2018	Sams Club	Office supplies	60.91	
September 6, 2018	Government Finance Office	None	370.00	
September 11, 2018	Chevron	Suwanee Development Authority Lunch with attendees name listed	68.83	
September 11, 2018	Ippolitos Italian Restaurant	Suwanee Development Authority Lunch with attendees name listed	234.86	3,652.17
September 25, 2018	Chick-Fil-A	None	211.57	
September 27, 2018	Thread Logic	None	73.70	
September 27, 2018	Holiday Inn Express	LIS Training	109.16	
September 28, 2018	Panera Bread	Judges Lunch & Learn on 9-28-2018	359.28	
October 1, 2018	Thread Logic	Clothing embroidery with City of Stonecrest Design	335.20	
October 3, 2018	Georgia Municipal Association	Staff Training	150.00	1,238.91
October 23, 2018	Staples	Council Retreat Supplies	83.99	
October 24, 2018	CVS Pharmacy	Supplies for Council Retreat	30.80	
October 31, 2018	Wal- Mart	Halloween Candy A. Franken	101.99	
November 9, 2018	Government Finance Office	113th Annual Conference	420.00	
November 15, 2018	Rubberstamps	Art Mounted 3 by 4 with Handle Stamped Received by City of Stonecrest	32.95	669.73
November 18, 2018	Sams Club	Office supplies	148.90	
November 22, 2018	Atl Courier Inc	Blue Room Lounge Doc Delivery	198.00	
November 22, 2018	Michaels Stores	Office supplies	653.81	
November 29, 2018	Rite Aid Stores	Office supplies	10.78	
November 30, 2018	Facebook	None	20.00	
December 5, 2018	Arizona's at Stonecrest	Lunch meeting regarding Council Meeting	57.63	
December 13, 2018	Pizza Bar Stonecrest	Agoro Review with attendees name listed	354.20	1,443.32
December 17, 2018	Wal- Mart Supercenter	Filming Training	127.39	
December 26, 2018	B&H Photo	None	497.27	
December 29, 2018	Dot Gov Registration	City website domain	400.00	
January 8, 2019	Club Express	Membership Dues	45.00	
January 10, 2019	GSCCCA	Premium Subscription Monthly Access Fees	24.95	
January 10, 2019	Dudleys Food & Spirits	None	70.00	
January 10, 2019	Pizza Bar Stonecrest	None	155.51	1,320.12
January 17, 2019	Thread Logic	Design Title for City of Stonecrest	117.75	
January 17, 2019	Biteable PTY LTD	None	29.00	
January 18, 2019	Fairfield Inn & Suites	None	238.98	
January 21, 2019	Sams Club	None	3.46	
January 21, 2019	Sams Club	None	96.10	

Exhibit G

City of Stonecrest, Georgia
Procurement Card Audit
Contract No. 20-05151-Co010-00
January 1, 2017 to November 30, 2020
Transactions for Card #9251

Exhibit G

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
January 25, 2019	Wal-Mart	None	46.52	
January 28, 2019	Hilton Hotels	None	532.68	
February 10, 2019	GSCCA	Membership Dues	24.95	
February 11, 2019	Metro Awards	High Gloss Ebony Gavel Plaque	110.00	1,199.44
February 17, 2019	Springhill Suites	None	552.14	
February 17, 2019	Biteable PTY LTD	None	29.00	
February 25, 2019	Adobe creative cloud	Adobe software purchase	189.96	
February 26, 2019	RentalCars.com	None	161.95	
February 25, 2019	Metro Awards	Optic Crystal Pillar of Strength 13by3.75	165.00	
February 26, 2019	Public Storage	None	340.20	
February 27, 2019	Park Pride	None	175.00	
March 2, 2019	Springhill Suites	None	559.28	
March 2, 2019	Sams Club	None	148.48	
March 2, 2019	Chili's Stonecrest	None	47.66	
March 4, 2019	Wal- Mart	TV and Mounting for Office and Breakroom	589.59	
March 8, 2019	Georgia Correctional Ind.	None	55.00	
March 8, 2019	Metro Awards	9by12 walnut plaque with gold key	96.00	
March 10, 2019	GSCCA	None	24.95	
March 11, 2019	The Home Depot	None	105.93	
March 14, 2019	ICSC	ICSC Conference for Mayor Lary and Sabrina Wright	1,320.00	4,560.14
March 14, 2019	Georgia Municipal Association	Awards and Installation Luncheon	50.00	
		GMA Annual Convention 2019 - Jazzmin		
March 14, 2019	Georgia Municipal Association	Cobble	790.00	
March 14, 2019	Georgia Municipal Association	None	790.00	
March 14, 2019	Georgia Municipal Association	GMA Annual Convention 2019 - Jason Lary	925.00	
March 14, 2019	Georgia Municipal Association	GMA Annual Convention 2019 - Daniels Adoma	940.00	
March 17, 2019	Georgia Municipal Association	GMA Annual Convention 2019 - Jimmy Clanton	1,090.00	
March 15, 2019	Biteable PTY LTD	None	29.00	
March 17, 2019	Georgia Municipal Association	GMA Annual Convention 2019 - Plez Joyner	445.00	
March 18, 2019	Ken Stanton Music	Microphones Communication	271.87	
March 20, 2019	Comfort Inn and Suites	None	100.00	5,430.87
		Total	50,862.76	

City of Stonecrest, Georgia
 Procurement Card Audit
 Contract No. 20-05151-Co010-00
 January 1, 2017 to November 30, 2020
 Transactions for Card #8555

Exhibit H

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
April 3, 2019	Thread Logic	City of Stonecrest Embroidery	614.08	
April 11, 2019	GSCCCA	Premium monthly access fee	24.95	639.03
April 23, 2019	INT'L Code Council Inc.	Building codes	1,533.84	
April 24, 2019	Thread Logic	City of Stonecrest Embroidery	48.85	
April 29, 2019	Wal-Mart Supercenter	Staff Lunch	22.84	
April 29, 2019	Marcos Pizza	None	264.00	
May 1, 2019	Anytime world Wide	Code compliance storage shelf	1,477.61	
May 1, 2019	Galls	Lawpro car seat organizer	42.06	
May 1, 2019	Walmart.com	Water cooler for code enforce, cooler for parks and recs.	28.00	
May 11, 2019	GSCCCA	Premium monthly access fee	24.95	3,442.15
		Total	<u>4,081.18</u>	

City of Stonecrest, Georgia
Procurement Card Audit
Contract No. 20-05151-Co010-00
January 1, 2017 to November 30, 2020
Transactions for Card #8548

Exhibit I

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
March 28, 2019	Delta Air	Mayor flight to Las Vegas	576.60	
March 28, 2019	Delta Air	Sabrina flight to Las Vegas	474.60	1,051.20
April 16, 2019	Delta Air	Jason Wallace Lary - Flight for Atlanta to Pittsburgh, PA	545.60	
April 16, 2019	Delta Air	Jason Wallace Lary - Flight for Atlanta to Pittsburgh, PA	19.99	
April 30, 2019	Delta Air	None	491.60	
April 6, 2019	Adobe Creative Cloud	Software - Creative Cloud and Adobe Pro	219.95	
April 8, 2019	Holmes Custom Product	Embossing Adhesive Foil	35.39	
April 25, 2019	Adobe Creative Cloud	Software contract	234.94	
April 26, 2019	Staples	None	6.79	
April 26, 2019	Staples	None	27.17	
April 22, 2019	Wal-Mart	None	27.38	
April 26, 2019	Wal-Mart	None	15.52	
April 19, 2019	Georgia Recreation and Paconyers	None	400.00	2,024.33
May 29, 2019	Delta Air	None	697.60	
May 29, 2019	Delta Air	None	697.60	
May 16, 2019	FedEx	None	75.60	
May 3, 2019	Party City	None	37.43	
May 8, 2019	The Studio Los Angeles	Lapel pins	291.87	
May 24, 2019	Conyers Flower Shop Inc.	None	37.45	
May 25, 2019	Adobe	None	240.94	
May 23, 2019	Dunkin	None	24.18	
May 6, 2019	Wal-Mart	Operating supplies	13.85	
May 24, 2019	Wal-Mart	None	42.64	
May 2, 2019	Family Tree Garden Center	None	253.68	
May 1, 2019	WLV ADV Deposit	None	98.64	
May 1, 2019	WLV ADV Deposit	Conference for Sabrina Young Wright	148.53	
May 29, 2019	AAA Park	None	12.00	
May 22, 2019	Amazon Marketplace	None	1,399.00	4,071.01
June 26, 2019	Delta Air	None	454.60	
June 25, 2019	Adobe	None	240.94	
June 12, 2019	Godaddy.com	None	635.61	
June 10, 2019	GSCCCA	None	24.95	
June 10, 2019	Paypal 3CMA	None	95.00	
June 11, 2019	USPS	None	6.85	
June 26, 2019	Register@FAA	None	5.00	
June 12, 2019	Paypal Leadership	None	3,456.00	4,918.95
July 18, 2019	Staples	None	40.76	
July 25, 2019	Adobe	None	149.99	
July 25, 2019	Adobe	None	240.94	
July 19, 2019	Bubba Jons Chuck Wagon	None	260.73	
July 3, 2019	Wal-Mart	None	37.24	
July 19, 2019	Dollar Tree	None	3.24	
July 19, 2019	Wal-Mart	None	19.50	
July 19, 2019	Wal-Mart	None	22.10	
July 22, 2019	The Home Depot	None	40.85	
July 24, 2019	Lowe's	None	34.53	
July 2, 2019	City of Decatur	None	4.35	
July 29, 2019	City of Decatur	None	6.35	
July 29, 2019	NATW.org	None	285.40	
July 1, 2019	Drone Registration	None	120.00	
July 11, 2019	GSCCCA	None	24.95	1,290.93
August 14, 2019	Bath and Body Works	None	126.63	
August 25, 2019	Adobe	None	240.94	
August 1, 2019	Maggianos	None	55.00	
August 5, 2019	Arizona's at Stonecrest	None	89.00	
August 5, 2019	Fletcher's Place	None	72.00	
August 13, 2019	Don Tello's Tex Mex Grill	None	28.00	
August 24, 2019	Longhorn Steak	None	56.50	
August 24, 2019	Longhorn Steak	None	94.50	
August 26, 2019	Smokey Bones	None	93.00	
August 26, 2019	Waffle House	None	49.00	
August 16, 2019	123 Marietta St	None	20.00	
August 11, 2019	GSCCCA	None	24.95	
August 15, 2019	Identogo TSA Precheck	None	85.00	1,034.52
September 5, 2019	Arizona's at Stonecrest	None	262.89	
September 10, 2019	0184 First Watch	None	42.00	
September 22, 2019	Ruby Tuesday	None	63.00	
September 26, 2019	IHop	None	24.00	
September 5, 2019	Wal-Mart	None	86.51	
September 20, 2019	MMI Rental	None	810.00	
September 14, 2019	Hyatt Atlanta Villa	None	150.00	
September 11, 2019	GSCCCA	None	24.95	
September 18, 2019	QT	None	47.80	
September 23, 2019	QT	None	56.02	
September 18, 2019	Michaels Stores	None	96.76	
September 11, 2019	Party City	None	53.02	
September 25, 2019	Adobe	None	240.94	1,957.89
October 25, 2019	Residence Inn Greenville	None	394.24	
October 25, 2019	Adobe	None	240.94	
October 16, 2019	City of decatur	None	6.35	
October 10, 2019	GSCCCA	None	24.95	666.48
November 3, 2019	Staples	None	288.32	
November 25, 2019	Adobe	None	240.94	
November 21, 2019	Jason's Deli	None	121.51	
November 21, 2019	Lanier Parking	None	6.00	
November 10, 2019	GSCCCA	None	24.95	681.72

City of Stonecrest, Georgia
Procurement Card Audit
Contract No. 20-05151-Co010-00
January 1, 2017 to November 30, 2020
Transactions for Card #8548

Exhibit I

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
December 4, 2019	Panera Bread	None	14.37	
December 11, 2019	Fletcher's Place	Lunch - Wills, Clearance B, Iris S, Fox	85.00	
December 11, 2019	GSCCCA	None	24.95	
December 6, 2019	Georgia Municipal Association	None	6,135.00	6,259.32
December 17, 2019	QT	None	40.60	
December 17, 2019	Chick-Fil-A	None	15.96	
December 18, 2019	City of Decatur	None	6.35	
December 17, 2019	City of Decatur	None	6.35	
December 25, 2019	Adobe	None	240.94	
December 26, 2019	Dudleys Food & Spirits	Iris, Clarence, Will S	42.00	
December 26, 2019	Bath and Body Works	None	124.09	
January 2, 2020	IHop	None	54.81	
January 8, 2020	BP	Moving around Stonecrest	55.50	
January 7, 2020	Rice Thai	Lunch - Iris, Tee, Will, Clarence, Me	116.00	
January 10, 2020	IHop	Tee, Iris, Will, Clarence, Lary	52.00	
January 11, 2020	GSCCCA	None	24.95	779.55
January 17, 2020	Mables BBQ Smoked Meats	Parks Team Lunch	239.76	
January 17, 2020	Lanier Parking	Parking for Meeting	6.00	
January 20, 2020	Chevron	None	48.02	
January 25, 2020	Adobe	None	240.94	
January 27, 2020	Waffle House	None	19.72	
January 27, 2020	Elite Parking	None	19.35	
January 28, 2020	QT	None	47.70	
February 3, 2020	QT	Gasoline City Travel	46.00	
February 4, 2020	IHop	Breakfast - Mayor, Clearance	28.00	
February 10, 2020	Fletcher's Place	Dinner - Mayor, Clearance	39.00	
February 10, 2020	GSCCCA	None	24.95	
February 12, 2020	Six Feet Under Pub & Fish	Lunch - Mayor Stonecrest, Mayor Lithonia	57.00	
February 12, 2020	Elite Parking	None	19.35	835.79
February 20, 2020	Wal-Mart	None	524.70	
February 19, 2020	QT	None	44.01	
February 22, 2020	Fletcher's Place	None	56.00	
February 25, 2020	Adobe	None	240.94	
February 24, 2020	Olive Garden	None	37.00	
February 25, 2020	QT	None	46.31	
February 26, 2020	Arizona's at Stonecrest	None	113.00	
February 25, 2020	Staples	Stonecrest Film: Leslie Greene - Gift Card	105.95	
February 25, 2020	GA Tech Pro Edu. Web	None	805.00	
February 5, 2020	GA Tech Pro Edu. Web	None	805.00	
February 29, 2020	QT	None	28.00	
March 2, 2020	St Jude	None	25.00	
March 2, 2020	Georgia Production PA qosq.co	Corporate Membership for Stonecrest	240.00	
March 3, 2020	Texaco	None	43.00	
March 2, 2020	Zaxby's	None	21.68	
March 5, 2020	Waffle House	None	27.22	
March 5, 2020	USPS	None	37.95	
March 6, 2020	Max Lagers	None	50.00	
March 9, 2020	Atlanta Marriott Centu	None	445.12	
March 9, 2020	Atlanta Marriott Centu	None	429.12	
March 10, 2020	GSCCCA	None	24.95	4,149.95
March 16, 2020	QT	None	33.60	
March 25, 2020	Adobe	None	400.92	
April 10, 2020	GSCCCA	None	24.95	459.47
April 22, 2020	UPS	None	6.00	
April 25, 2020	Adobe	None	400.92	
April 27, 2020	By Grace Towing and	None	68.25	
April 27, 2020	Convoy market in Decatur	Stonecrest Cares	103.00	
May 10, 2020	GSCCCA	None	24.95	603.12
May 25, 2020	Adobe	None	400.92	
June 11, 2020	GSCCCA	None	24.95	425.87
June 25, 2020	Adobe	None	400.92	
June 30, 2020	Ruby Tuesday	Jlarry and Joyner	37.00	
July 2, 2020	Fresh to Order Decatur	None	31.00	
July 10, 2020	GSCCCA	None	24.95	493.87
July 25, 2020	Adobe	None	434.90	
August 10, 2020	GSCCCA	None	24.95	459.85
August 25, 2020	Adobe	None	434.90	
September 4, 2020	Better Office Systems LLC	None	197.00	
September 10, 2020	GSCCCA	None	24.95	
September 12, 2020	Bath and Body Works	Hand Soap for Restroom	161.96	818.81
September 16, 2020	Team Fan Shop	Office Recreational Items	363.39	
September 25, 2020	Adobe	None	468.88	
September 24, 2020	Outback	Mayor, Clarence, Plez	52.00	
October 9, 2020	Jani Link	Supplies for the bathrooms at the new City Hall (old sams club)	976.20	
October 10, 2020	GSCCCA	None	24.95	
October 12, 2020	Kroger	Candy purchased for the screen drive thru event hosted on 10/31/20	104.90	
October 12, 2020	Staples	Card stock paper purchase to print evaluation form for the screen on the green event held on 10/31/20	19.43	2,009.75
October 25, 2020	Adobe	None	468.88	
November 10, 2020	GSCCCA	None	24.95	493.83
		Total	<u>35,486.21</u>	

City of Stonecrest, Georgia
Procurement Card Audit
Contract No. 20-05151-Co010-00
January 1, 2017 to November 30, 2020
Transactions for Card #3992

Exhibit J

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
October 23, 2019	Wal-Mart Supercenter	None	46.52	
October 30, 2019	Wal-Mart Supercenter	None	113.25	
October 21, 2019	The Home Depot	None	1,173.69	
October 22, 2019	The Home Depot	None	430.50	
October 31, 2019	Harbor Freight Tools	None	22.97	
October 31, 2019	The Home Depot	None	62.86	
October 29, 2019	Walmart.com	None	46.99	
October 24, 2019	Paypal Black Santa	None	475.00	2,371.78
November 21, 2019	Party City	None	60.32	
November 13, 2019	Davido's Pizza	None	138.12	
November 13, 2019	Bojangles	None	68.34	
November 14, 2019	Chick-Fil-A	None	135.00	
November 14, 2019	Chick-Fil-A	None	32.61	
November 8, 2019	Kroger	None	277.37	
November 14, 2019	Family Dollar	None	63.46	
November 20, 2019	Wal-Mart	None	133.34	
November 14, 2019	Knox Company	None	369.00	
November 22, 2019	Rockville	None	219.95	1,497.51
December 4, 2019	Dollar Tree	None	14.04	
December 4, 2019	Wal-Mart Grocery	None	109.39	
December 4, 2019	Publix	None	59.42	
December 19, 2019	Dollar Tree	None	5.40	
December 19, 2019	Wal-Mart Supercenter	None	47.30	
December 20, 2019	Publix	None	130.63	
December 10, 2019	Lowe's	None	23.59	
December 20, 2019	HomeDepot.com	None	63.10	
December 20, 2019	HomeDepot.com	None	11.88	
December 2, 2019	Berry's Tree Farm	None	273.92	
December 18, 2019	Walmart.com	None	21.98	
December 4, 2019	Bounce Georgia	None	388.31	1,148.96
December 18, 2019	Walmart.com	None	21.98	
December 19, 2019	Dollar Tree	None	5.40	
December 19, 2019	Wal-Mart Supercenter	None	47.30	
December 20, 2019	HomeDepot.com	None	63.10	
December 20, 2019	HomeDepot.com	None	11.88	
December 20, 2019	Publix	None	130.63	
January 3, 2020	ATT Cons Phone	None	881.01	
January 3, 2020	Pickleball Central	None	29.34	
January 7, 2020	Harbor Freight	None	32.07	
January 7, 2020	Harbor Freight	None	43.85	
January 8, 2020	Wal-Mart Supercenter	None	27.22	
January 10, 2020	Greater Lithonia Cham	None	25.00	
January 11, 2020	Michaels Stores	None	6.33	
January 13, 2020	Amazon Marketplace	None	5.97	
January 14, 2020	Adobe	None	407.76	
January 13, 2020	Pickleball Central	None	38.34	
January 15, 2020	Grainger	None	183.74	
January 15, 2020	Wal-Mart Supercenter	None	20.85	
January 15, 2020	Manga African Dance Inc.	None	360.00	2,341.77
January 17, 2020	Amazon Marketplace	None	89.97	
January 21, 2020	Food Depot	None	7.74	
January 21, 2020	B&H Photo	None	480.91	
January 22, 2020	Wal-Mart Supercenter	None	14.50	
January 21, 2020	Pickleball Central	None	457.94	
January 23, 2020	Grainger	None	151.52	
January 23, 2020	Pickleball Central	None	125.94	
January 26, 2020	Michaels	None	11.57	
January 27, 2020	Lowe's	None	156.19	
January 27, 2020	Lowe's	None	114.96	
January 27, 2020	Metro Awards Atlanta	None	168.00	
January 30, 2020	J Squared Plumbing	None	390.00	
February 2, 2020	Family Dollar	None	5.94	
February 3, 2020	Grainger	None	327.85	
February 2, 2020	Staples	None	20.52	
February 5, 2020	Wal-Mart	None	32.18	
February 7, 2020	Publix	None	46.84	
February 10, 2020	Lowe's	None	277.12	
February 10, 2020	Manga African Dance	None	540.00	
February 10, 2020	Pizza Hut	None	135.18	3,554.87
February 25, 2020	Paypal EPPLEY	None	350.00	
February 26, 2020	Convoy Market in Lithonia	None	175.95	
February 26, 2020	Park Pride	None	350.00	
February 28, 2020	J Squared Plumbing	None	65.00	
February 29, 2020	Family Dollar	None	9.72	
February 29, 2020	Dunkin	None	110.67	
February 29, 2020	Facebook	None	18.79	
March 11, 2020	Wal-Mart	None	116.34	
March 12, 2020	Facebook	None	25.00	1,221.47
March 31, 2020	Facebook	None	6.98	
April 2, 2020	Convoy Market in Lithonia	None	272.99	
April 6, 2020	Grainger	None	78.47	
April 7, 2020	Lowe's	None	88.17	
April 7, 2020	Lowe's	None	86.96	
April 7, 2020	Lowe's	None	29.61	
April 13, 2020	Lowe's	None	23.65	586.83
April 21, 2020	Lowe's	None	86.21	
April 21, 2020	Lowe's	None	138.67	
April 22, 2020	Lowe's	None	69.34	
April 30, 2020	Grainger	None	61.43	

City of Stonecrest, Georgia
Procurement Card Audit
Contract No. 20-05151-Co010-00
January 1, 2017 to November 30, 2020
Transactions for Card #3992

Exhibit J

Transaction date	Description on credit card statement	Clearly stated and identifiable expenditure purpose for the City of Stonecrest	Amount	Monthly Total
April 30, 2020	AFashions	None	260.52	
April 30, 2020	Facebook	None	14.00	
May 12, 2020	Lowes	None	213.00	
May 13, 2020	Trashbilling.com	None	110.00	
May 15, 2020	Rain Bird Online Store	None	52.09	1,005.26
May 15, 2020	Lowes	None	240.71	
May 22, 2020	Convoy Market in Lithonia	None	381.65	
May 25, 2020	Growers Outlet	None	159.00	
June 1, 2020	Lowes	None	302.04	
June 3, 2020	SprinklerWarehouse.com	None	41.46	
June 5, 2020	Wal-Mart	None	53.22	
June 9, 2020	Convoy Market in Lithonia	None	381.64	1,559.72
June 17, 2020	Lowes	None	75.56	
June 24, 2020	Lowes	None	55.35	
June 25, 2020	Lowes	None	1,109.65	
July 14, 2020	Lowes	None	73.12	1,313.68
July 16, 2020	Stauber Best	None	114.83	
August 10, 2020	Lowes	None	117.72	232.55
August 17, 2020	Parker & son Screen & GL	Acrylcs CS 1/4	154.13	
August 19, 2020	Global Industrial EQ	Hand Sanitizer Gel - Gallon - 4 Bottles Case with 1 Pump	154.94	
August 19, 2020	Lowes	None	21.56	
August 19, 2020	Mailchimp	None	19.99	
August 20, 2020	Lowes	Parks	9.24	
August 21, 2020	Wal-Mart Supercenter	Batteries for Dispensers at BMRC, Cups for Fountain at BMRC	78.60	
August 21, 2020	Staples	Items for Hazardous Day	31.72	
August 28, 2020	Trashbilling.com	Porto Potties for Hazardous Day	150.00	
August 29, 2020	Wal-Mart Supercenter	Items for Hazardous Day	27.83	
August 29, 2020	Wal-Mart	Snack for Staff and Hazardous Waste	18.27	
August 29, 2020	Amazon Marketplace	2 wireless headsets to be used by P&R Staff \$59.39 each	59.39	
August 29, 2020	Amazon Marketplace	2 wireless headsets to be used by P&R Staff \$59.39 each	59.39	785.06
September 17, 2020	Crowd MGR Training	None	179.55	
September 19, 2020	Mailchimp	None	17.99	
September 28, 2020	VistaPrint.com	Signature Stamps - Black Ink	22.67	220.21
October 19, 2020	Mailchimp	None	17.99	17.99
		Total	<u>17,857.66</u>	