



COMPTROLLER'S INVESTIGATIVE REPORT

Wilson County Schools Kids Club

March 6, 2023

Jason E. Mumpower
Comptroller of the Treasury



DIVISION OF INVESTIGATIONS



JASON E. MUMPOWER
Comptroller

March 6, 2023

JoBeth Caldwell, Extended Schools Program Director
Wilson County Schools
415 Harding Drive
Lebanon, TN 37087

Wilson County Schools Management:

The Office of the Comptroller of the Treasury conducted an investigation of selected records of the Wilson County Schools Kids Club, and the results are presented herein.

Copies of this report are being forwarded to Governor Bill Lee, the State Attorney General, the District Attorney General of the 15th Judicial District, certain state legislators, and various other interested parties. A copy of the report is available for public inspection in our Office and may be viewed at <http://www.comptroller.tn.gov/ia/>.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason E. Mumpower", with a long horizontal flourish extending to the right.

Jason E. Mumpower
Comptroller of the Treasury

JEM/MLC

INVESTIGATIVE REPORT

Wilson County Schools Kids Club

The Office of the Comptroller of the Treasury investigated allegations of timekeeping deficiencies related to the Wilson County Schools Kids Club. The investigation was limited to selected records for the period from May 20, 2020, through September 9, 2022. The results of the investigation were communicated with the Office of the District Attorney General of the 15th Judicial District.

BACKGROUND



The Wilson County Schools Kids Club (Kids Club) is an extended school program licensed by the Tennessee Department of Education for each Wilson County school with students in grades kindergarten through 5th grade. During the academic school year, Kids Club is open for students from 6:00 AM until the start of the school day, and from school dismissal until 6:00 PM. During the summer and school breaks, Kids Club is open for students daily, Monday through Friday, from 6:00 AM until 6:00 PM.

Kids Club staff are employees of the Wilson County Schools. Each Kids Club school location has a Site Director who is responsible for childcare, collecting childcare fees from parents, depositing collections to the bank, and purchasing supplies. Kids Club uses a computer payroll system for electronic timekeeping and attendance for its employees. However, sometimes employees have to fill out paper time adjustment request forms when the timeclock computer is not functioning, they forget to clock in or out, or they perform a job function away from the school (such as making a bank deposit, purchasing supplies, or visiting the Wilson County Schools main office). Site Directors work a split shift each day to cover the hours Kids Clubs are open.

RESULTS OF INVESTIGATION

- **A KIDS CLUB SITE DIRECTOR DID NOT FOLLOW REQUIRED TIMEKEEPING PROCESSES AND FAILED TO ACCURATELY DOCUMENT ACTUAL HOURS WORKED**

Our investigation revealed that a Kids Club Site Director (Director) failed to accurately document their actual time worked. Instead of using the timeclock, which would electronically capture the actual time in and out at the physical point of entry, the Director began routinely submitting time by manually filling out *Site Director's Weekly Time Adjustments* (adjustment

forms). (Refer to Exhibit 1.) Investigators found that the Director’s hours documented on the adjustment forms did not correlate with the Director’s physical presence at the Kids Club’s location or other locations visited as part of the Director’s duties.

Exhibit 1

Site Director’s Weekly Time Adjustments

Email to [REDACTED]

All forms must be submitted no later than 5:00 pm every Friday.

Location: [REDACTED]

Program: KC

Employee Name: [REDACTED]

Employee ID#: [REDACTED]

Date:	Time in:	Time out:	Reason:
11/1/21	6:00 AM	9:00 AM	Computer down
11/1/21	1:00 pm	6:00 pm	" "
11/2/21	6:00 AM	9:00 AM	" "
11/2/21	1:00 pm	6:00 pm	" "
11/3/21	6:00 AM	9:00 AM	" "
11/3/21	1:00 pm	6:00 pm	" "
11/4/21	6:00 AM	9:00 AM	" "
11/4/21	1:00 pm	6:00 pm	" "
11/5/21	6:00 AM	9:00 AM	" "
11/5/21	1:00 pm	6:00 pm	" "

An excerpt of a Director’s adjustment form from November 2021 shows that the Director’s justification for the use of the form was the computer was down for the entire week.

Other Kids Club employees did not routinely report issues with the computer timeclock device to school management and were able to routinely clock in and out, and therefore investigators question the accuracy of the Director’s reasons listed on the adjustment forms. The Director told investigators that over time it became a habit to use a time adjustment form to report the entire week’s hours if the Director needed to use an adjustment form for a day early in the week. Investigators performed recalculations of the Director’s actual time worked and found

that the Director's misuse of time adjustment forms did not lead to a significant difference between the Director's reported hours and actual hours worked.

INTERNAL CONTROL DEFICIENCY

Our investigation revealed a deficiency in internal controls.

Deficiency: Management's review of time adjustment forms failed to identify irregularities

The review of time adjustments performed by Kids Club management failed to identify the irregularities on a Director's time adjustment forms in a timely manner. Kids Club management reviews and approves all time adjustments for Kids Club employees. The nature and frequency of the Director's submission of hours worked on time adjustment forms rather than the computer timeclock was an unusual practice and should have been identified and questioned by management during the review process. The Wilson County Schools Handbook for Classified Personnel states that at sites where timeclocks are used, employees must clock in and clock out. This policy should be enforced by Kids Club management, and any reported timeclock functionality issues should be timely addressed.

Wilson County Schools officials indicated that they have corrected or intend to correct the finding and internal control deficiency.
