

Fraud Report

Fraud #: F-22-345

Submission Date: 09/07/2022

Entity: Bainbridge Island Metropolitan Park and Recreation District

Dashboard

Short Description: a purchase of doors not received from the vendor

Investigation Status: Closed

Assigned Team: Port Orchard

Assigned PM:

Assignment Notes:

Detection Method: Entity Management

Entity: 1685

Total Budget:

Team Budget:

Audit Number:

Audit Documentation: Database Only

TM Project Code:

Ok to release/bill time: No

Primary Loss Type: Cash Disbursements

Loss Type Notes or Sub Category:

Cyber Loss Category: --

Cyber Cause: --

This case contains sensitive information: No

Which tab or attachment contains sensitive information?

Results: No Action - required to assess on next audit

Closed Date: 09/08/2022

Inactivate: No

Inactive Notes:

Contact

Created By:

Name: AMY SWENSON

Title: Finance/HR Director

Phone: 12068425661

Email: amy@biparks.org

Assignment Notes:

Paw and Plan

Loss Notification Date: 09/07/2022

PAW Assignment Date:

Initial Contact with Entity Date:

Assessment Completion Date:

Reviewing Team: Port Orchard

Team Review Date:

Fraud Team Review Date:

Please describe, if we did not meet 5 and 10 day requirements:

Action/Next Step:

Outcome

Exit conference date:

Exit conference attendees:

Misappropriation assigned amount: 18000

Name and title of responsible party:

Misappropriation unassigned amount:

Questionable amount:

Misappropriation recovery amount:

Loss Amount:

Cyber recovery Amount:

Final audit cost:

Audit report number:

Audit report issue date:

Other case # s reported with this one:

Restitution

SAO Approval Date:

SAO Approval Initials:

AG Approval Date:

SAO Approval Initials:

Amount Approved:

Point of Contact:

Contacted PA Date:

Post audit PA/LE/FBI contact notes:

Activity Log

Date	Entry
------	-------

09/08/2022	'Short Description' field updated, 'Detection Method' field updated from '--' to 'Entity Management', 'Misappropriation assigned amount' field updated from '' to '18000' by sullivan
09/08/2022	'Results' field updated from '--' to 'No Action - required to assess on next audit' by sullivan
09/08/2022	'Audit Documentation' field updated from '--' to 'Database Only' by sullivan
09/08/2022	'Investigation Status' field updated from 'Pre-Triage' to 'Closed', 'Closed Date' field updated from '' to '9/8/2022' by sullivan

Initial Loss Report

Department/area of concern: Vendor

What is the suspected loss or illegal activity? 18000

Start: 09/03/2020

End: 09/07/2022

What type of issue are you reporting? Cash Disbursements

What type of cyber concern are you reporting? --

What was the cause of initial attack vector for the cyber loss? --

Please describe the type of issue:

Please describe the amount of loss: Cash/check payment for product

Please describe the suspected loss of illegal activity: SUBMITTED DESCRIPTION: payment was made for the purchase of doors. We have not received the doors and have requested payment to be refunded with no response.

How was the suspected loss or activity detected? I was contacted by the staff person that authorized payment of the doors and told he had not received the doors.

Is an investigation in progress? Yes

If an investigation by management, law enforcement or others underway, who is in charge of this investigation? We asked our attorney to contact them which he did. No response.

What actions have you taken to date, if any? see above

Are there any dedications of employee involvement?

Name and/or title of employee that have been involved in (responsible for) the loss.

Is this person still employed by the agency? No

Describe the employee's job responsibilities and areas or functions the employee has/had access to:

Have any restitution agreements been signed? No

Has a police report been filed? No

Do you have a copy? No

Who at the entity is aware this concern is being reported? I've informed the leadership team. Dan Hamlin, Terry Lande and Mark Benishek.