



1

SEND FOIA #1

First we send a FOIA or PUBLIC RECORD REQUEST using our template seeking basic information about how the district is organized.



2

SEND FOIA #2

Second, you will send out a FOIA or Public Records Request using our template seeking bank records and other documents to begin our Municipal Accounting Review.



4

FORENSIC ACCOUNTING REVIEW

Fourth, our forensic team will look over the data and put together a list of questions that need to be answered in the follow-up Fola.



6

FINAL FORENSIC REVIEW

Sixth, once all the data is found, the forensic team will conduct a final review and release a report.



8

RECOVER MISALLOCATED FUNDS

Eight, we will use lawful actions to recover the misallocated funds and return them to the community.



3

ENTER DATA ON SPREADSHEET

Third, you will enter the data into an excel spreadsheet using a template created by a Forensic Accountant. If you need help, we have an excel team to assist.



5

SEND FOIA #3

Fifth, a follow-up FOIA is sent to the Municipality to get additional data or to clarify information about the information found.



7

CALL AN INDEPENDENT SCHOOL BOARD MEETING

Seventh, when the report is finished, a school board meeting will be called to reveal the results to the community. School committee officials will be invited to attend the meeting and will be given 3 minutes to answer the findings of the report.



9

SEEK REMEDY AND RELIEF

Ninth, we will those accountable for their misfeasance, malfeasance, or non-feasance.