

# STATE OF TEXAS OFFICE OF THE ATTORNEY GENERAL CONSUMER PROTECTION AND PUBLIC HEALTH DIVISION

## SUPPLEMENTAL REQUEST TO EXAMINE AND CIVIL INVESTIGATIVE DEMAND

May 21, 2010

Michelle Cryer, Chairperson Animal Sanctuary of the United States, dba The Wild Animal Orphanage 9626 Leslie Road San Antonio, Texas 78254 Via: Hand Delivery and Certified Mail- Return Receipt Requested 7004 0750 0000 6763 3688

Devin "Buck" Benson
PULMAN, CAPPUCCIO, PULLEN & BENSON, L.L.P.
2161 N.W. Military Highway, Suite 400
San Antonio, Texas 78213

Via: Hand Delivery and Certified Mail- Return Receipt Requested 7004 0750 0000 6763 3695

The Office of the Attorney General, as the representative of the public's interest in charity, is charged under Texas law with the power and duty to protect and enforce the public interest in charitable nonprofit organizations, foundations and charitable trusts. In this capacity, this Office reviews entities to determine compliance with Texas law, including but not limited to, the Texas Deceptive Trade Practices-Consumer Protection Act, the Texas Business Organizations Code, the Texas Property Code, and the common law related to fiduciary duties.

Animal Sanctuary of the United States dba The Wild Animal Orphanage(ASUS/WAO), is a Texas 501(c)(3) nonprofit corporation. Upon information and belief ASUS may do business under other assumed names.

Under the authority of the Texas Business Organizations Code, Tex. Bus. Org. Code, Sections 12.151 [Authority of Attorney General to Examine Books & Records], 12.152 [Request to Examine] and 12.153 [Authority to Examine Management of Entity], the Texas Deceptive Trade Practices-Consumer Protection Act, including, but not limited to Sections 17.46 [Deceptive Trade Practices Unlawful], 17.60 [Reports and Examinations] and 17.61 [Civil Investigative Demand], and

the common law of Texas, the Attorney General continues his investigation of ASUS/WAO and issues his Supplemental Request to Examine and Civil Investigative Demand.

ASUS/WAO is directed and requested to produce the documents listed in Attachment "A." These documents are material and relevant to an investigation of possible violation(s) of the Texas Business Organizations Code, the Texas Deceptive Trade Practices-Consumer Protection Act, and the common law relating to breach of fiduciary duty and other duties relating to nonprofit corporations.

You are to produce and to make available all of the documents requested in Attachment "A" to the person designated as the authorized agent below. These documents shall be produced and made available for inspection at the place of business of ASUS/WAO, 9626 Leslie Road, San Antonio, Texas 78254 on June 3, 2010, or copies thereof mailed for receipt on or before June 7, 2010, to Chris Krhovjak at the following address: Office of the Attorney General, Charitable Trusts Section, Consumer Protection and Public Health Division, 300 W. 15th Street, 9th Floor MC010. Austin, Texas, 78701.

#### ATTORNEY GENERAL'S NOTICE TO ASUS/WAO

Duty to Supplement:

ASUS/WAO and its board members and officers are provided notice that this Supplemental Request to Examine and Civil Investigative Demand remains effective until the Attorney General's Investigation is completed and that ASUS/WAO has a continuing duty to supplement its responses and to continue its production of documents that are within the scope of these requests.

Self-Authentication of Produced Documents:

ASUS/WAO and its board members and officers are provided notice that the production of a document by ASUS/WAO in response to this Supplemental Request to Examine and Civil Investigative Demand authenticates the document for use against ASUS/WAO in this investigation or any other subsequent proceeding authorized by law unless ASUS/WAO objects to the authenticity of the document, or any part thereof, stating the specific basis for objection. An objection must be in writing and have a good faith factual and legal basis.

Control or Possession of Documents or Records:

If ASUS/WAO asserts that it does not control, have any right of control, or right of possession of any document requested, then ASUS/WAO shall expressly respond to the particular request, or portion thereof, by identifying the requested document and providing the identification and location of the person who has control or possession of the document or record. ASUS/WAO shall provide further an affidavit that it has requested in writing the

production of the document to ASUS/WAO for inclusion in its responses to this Supplemental Request to Examine and Civil Investigative Demand.

TAKE NOTICE THAT pursuant to §17.62, TEX. BUS. & COM. CODE ANN., any person who, with intent to avoid, evade, or prevent compliance, in whole or in part, with this Civil Investigative Demand, removes from any place, conceals, withholds, or destroys, mutilates, alters, or by any other means falsifies any documentary material or merchandise or sample of merchandise may be guilty of a misdemeanor and on conviction may be punishable by a fine of not more than \$5,000 or by confinement in the county jail for not more than one year, or both.

FURTHER TAKE NOTICE THAT pursuant to Sections 12.155 - 12.156 of the Tex. Bus. Org. Code, a foreign filing entity or filing entity that fails or refuses to permit the attorney general to examine or make copies of a record, without regard to whether the record is located in this or another state, forfeits the right of the entity to do business in this state, and the entity's registration or certificate of formation shall be revoked or terminated. Further, a managerial official or other individual having the authority to manage the affairs of a filing entity or foreign filing entity commits an offense if the official or individual fails or refuses to permit the attorney general to make an investigation of the entity or to examine or to make copies of a record of the entity. An offense under this section is a Class B misdemeanor.

Issued May 21, 2010

James L. Anthony

Assistant Attorney General Charitable Trusts Section

Consumer Protection and Public Health Division

Chris Krhovjak

Authorized Agent and Investigator

Charitable Trusts Section

Consumer Protection and Public Health Division

(512) 475-4175 - Direct Line

(512) 322-0578 - Facsimile

#### SUPPLEMENTAL REQUEST TO EXAMINE AND CIVIL INVESTIGATIVE DEMAND ATTACHMENT "A"

#### A. DEFINITIONS

For purposes of this Supplemental Request to Examine and Civil Investigative Demand, the terms used herein shall have the following meaning(s):

- 1. "ASUS/WAO" means Animal Sanctuary of the United States, dba The Wild Animal Orphanage, a Texas 501(c)(3) nonprofit corporation, Federal EIN 74-2489271.
- Orphanage and its representatives, employees, agents, attorneys, successors, and assigns. The terms also include all natural persons and entities acting or purporting to act on behalf of any of the above, as well as any predecessor, successor, affiliate, subsidiary, or wholly-owned or controlled entity. The phrase shall be construed to include present and former officers, directors, equity owners, agents, employees, representatives, consultants, attorneys, associates and all other persons acting or purporting to act on its behalf, and any predecessor, successor, affiliate, or subsidiary entity or persons, including all present and former officers, directors, agents, employees, and all other persons exercising or purporting to exercise discretion, make policy, or make decisions.
- 3. "And" and "or" shall be construed either conjunctively or disjunctively as required by the context to bring within the scope of this Supplemental Request to Examine and Civil Investigative Demand any document that ASUS/WAO may assert or deem outside the scope of the requested document.
  - 4. "Document" and "documents" shall be used in the broadest sense and shall include all written, printed, typed, recorded, computer-generated, computer-stored, or electronically stored matter or graphic matter of every kind and description, both originals and copies, and all attachments and appendices thereto, that are in your possession, custody or control. Without limiting the term "control," a document is deemed to be within your control if you have ownership, possession or custody of the document, or the right to secure the document or copy thereof from any individual or person, or public or private entity having control thereof.

- 5. "Relate(d) to" and "relating to" mean and include any and all information in whatever form the information may exist that is material and relevant in any way to the charitable mission, purpose, governance, management, operation and/or financial status and reporting of ASUS/WAO.
- 6. "Bank account" shall mean any savings, checking, money market, investment (certificate of deposit), loan or line of credit account held in the name of ASUS/WAO or other person purporting to act on its behalf.
- 7. "Compensation" shall mean and include all benefits of any value, monetary or otherwise, including but not limited to, salary or wages to employees or contract workers, pay for unused sick leave and vacation leave, overtime, number of days off, including both sick and vacation time, reimbursements, loans, privileges, memberships, and/or use of any real or personal property or other asset of ASUS/WAO.
- 8. "Contribution" or "donation" shall mean any gift of money or tangible real or personal property or service of any kind given or provided to ASUS/WAO.
- 9. A "person" shall include any individual, institution, corporation, joint venture, firm, proprietorship, agency, board, authority, commission or other entity.

#### B. INSTRUCTIONS FOR PRODUCTION OF REQUESTED DOCUMENTS

- (1). DOCUMENTS REQUESTED FOR PRODUCTION SHALL INCLUDE THE TIME PERIOD STATED WITHIN EACH SPECIFIC REQUEST.
- (2) DOCUMENTS PROVIDED SHALL CLEARLY INDICATE THE SPECIFIC REQUEST FOR WHICH THE DOCUMENTS ARE RESPONSIVE.

#### C. REQUESTED DOCUMENTS FOR PRODUCTION FROM ASUS/WAO

- 1. ASUS/WAO's current edition of Quickbooks, including all software and installation disks.
- 2. ASUS/WAO's general ledger, including accounts payable, accounts receivable, and all other sub-accounts, in its current Quickbooks format covering the period from January 1, 2009 to the date of production.
- 3. Documents relating to ASUS/WAO bank accounts, including bank statements, canceled checks, deposit slips, and documents evidencing names of banks, account numbers, and authorized signatories, covering the period from January 1, 2010 to the date of production.
- 4. Documents relating to the account balance of all ASUS/WAO bank accounts on May 21, 2010 and the date of production..
- 5. Documents relating to all loans and/or lines of credit for which ASUS/WAO applied from January 1, 2010 to the date of production.
- 6. ASUS/WAO 2008 Internal Revenue Service Form 990 tax returns dated November 16, 2009 and January 14, 2010 together with documentation supporting changes, variances or differences of all reported amounts or other information between the respective Forms 990.
- 7. ASUS/WAO 2009 Internal Revenue Service Form 990 tax return, or if not presently prepared and filed on the date of production, copy of any request for extension of time to file the ASUS/WAO 2009 Form 990 tax return.
- 8. Documents identifying all bank or other financial institutions in which a credit card has been issued in the name of ASUS/WAO or any other name or aliases, including account numbers, name of account, credit card statements, and charges or cash withdrawals on the accounts which ASUS/WAO has reason to believe are for expenses not related to ASUS/WAO or is for any personal expenses of a board member, officer, employee, contract worker or any other person. Underlying documentation upon which ASUS/WAO relies for its belief that any charge is not related to ASUS/WAO or is for any personal expense shall be produced. This Request is for the time period from January 1, 2009 to the date of production.
- 9. Minutes of ASUS/WAO board meetings from September 1, 2009 to the date of production, and if minutes of any board meeting have not yet been prepared and/or transcribed, documents from which the board minutes shall be prepared.

- Documents presented to ASUS/WAO board members before, during, or after board meetings from September 1, 2009 to the date of production.
- Documents evidencing testamentary bequests to ASUS/WAO which have been distributed from January 1, 2009 to the date of production, and testamentary bequests of which ASUS/WAO is aware but have not been presently distributed. Identify the individual who made each testamentary bequest, the amount of the bequest, and the identity and contact information of the personal representative, executor or administrator of the individual decedent.
- Documents relating to any complaints, citations, fines, sanctions, orders, judgments or other actions or agreements of the Texas Department of Transportation relating to or with ASUS/WAO, or any other person acting on its behalf.
- Documents relating to ASUS/WAO from or by the Animal and Plant Health Inspection Service (APHIS) of the United States Department of Agriculture (USDA) from January 1, 2009 to the date of production, including inspection reports, animal inventories, and veterinary reports.
- Documents relating to complaints or notices to ASUS/WAO from vendors or other persons with respect to unpaid invoices, accounts, loans or mortgages of ASUS/WAO, including all written agreements or notes of agreements with any vendor or other person from September 1, 2009 to the date of production.
- Documents identifying all ASUS/WAO employees, including their positions, dates of hire, period of employment and pay/salary from September 1, 2009 to the date of production.
- Documents identifying all contract employees, including their positions, dates of hire, period of employment and pay/salary from September 1, 2009 to the date of production, including all Forms 1099 prepared for each contract employee for the calendar year 2009.
- 17. Documents of ASUS/WAO board approval relating to all volunteers performing any work with respect to management, operation, bookkeeping, and/or financial reporting of ASUS/WAO with a description of the scope of responsibility and authority granted to each volunteer.
- 18. Documents related to any demand for payment, claim or lawsuit relating to ASUS/WAO from September 1, 2009 to the date of production.
- 19. Documents related to and identifying the current web master of the ASUS/WAO web site.
- 20. Newsletters or other written documents prepared and/or distributed by ASUS/WAO by any means whatsoever from September 21, 2009 to the date of production.

- Documents relating to contributions or donations of \$200.00 or more received from any person for the period from January 1, 2010 to the date of production, including the name of the donor, the amount of the donation and/or gift and the date of receipt by ASUS/WAO.
- 22. Financial Statement of ASUS/WAO for the calendar year 2009, audited and/or unaudited, including name of person(s) preparing the financial statements.





# STATE OF TEXAS OFFICE OF THE ATTORNEY GENERAL CONSUMER PROTECTION AND PUBLIC HEALTH DIVISION

# CIVIL INVESTIGATIVE DEMAND AND REQUEST TO EXAMINE

May 6, 2010

Jefferson Bank ATTN: Cathy Cox, Senior VP in Operation 2900 Fredericksburg Road San Antonio, Texas 78201 Via: CMRRR# 7007 2560 0003 3163 2966 & Facsimile# (210) 736-7652

The Office of the Attorney General, as the representative of the public's interest in charity, is charged under Texas law with the power and duty to protect and enforce the public interest in charitable nonprofit organizations, foundations and charitable trusts. In this capacity, this Office reviews entities to determine compliance with Texas law, including but not limited to, the Texas Deceptive Trade Practices-Consumer Protection Act, the Texas Business Organizations Code, the Texas Health & Safety Code, the Texas Finance Code, the Texas Property Code, and the common law related to fiduciary duties.

Animal Sanctuary of the United States ("ASUS"), dba Wild Animal Orphanage, is a Texas 501(c)(3) nonprofit corporation. Upon information and belief ASUS may do business under other assumed names.

Under the authority of the Texas Business Organizations Code, Tex. Bus. Org. Code, Sections 12.151, 12.152 and 12.153, the Texas Deceptive Trade Practices-Consumer Protection Act, including, but not limited to Sections 17.46, 17.60 [Reports and Examinations] and 17.61 [Civil Investigative Demand], and the common law of Texas, Jefferson Bank is hereby directed and requested to produce the documents and records listed in Attachment "A." This material is relevant to an investigation of possible violation(s) of the Texas Business Organizations Code, the Texas Deceptive Trade Practices-Consumer Protection Act, and the common law relating to breach of fiduciary duty and other duties relating to nonprofit corporations. This office has made no advance determination that any improprieties have occurred.

You are to produce and to make available all of the documents requested in Attachment "A" to the person designated as the authorized agent below. This material shall be produced and made available on May 11, 2010. This material may be produced in original or copy form by mailing or shipping it for receipt on or before May 11, 2010, to the attention of authorized agent Chris Krhovjak (telephone: (512) 475-4175) at the following address: Office of the Attorney General, Consumer Protection & Public Health Division, 300 W. 15th Street, 9th Floor, Austin, Texas, 78701.

You are directed not to inform the depositor(s) of this request, as it is to remain confidential in accordance with §59.006(a)(7) of the Texas Finance Code.

#### ATTORNEY GENERAL'S NOTICE

Duty to Supplement:

Jefferson Bank is provided notice that this Civil Investigative Demand and Request to Examine remains effective until the Attorney General's Investigation is completed and that Jefferson Bank has a continuing duty to supplement its responses and to continue the production of documents and records that are within the scope of these requests. Additionally, as the investigation progresses, the Attorney General may request additional documents pursuant to one or more Supplemental Civil Investigative Demands and Requests to Examine.

Document and Record Use by Attorney General:

Jefferson Bank is provided notice now that any and all records or documents produced by Jefferson Bank in response to this Civil Investigative Demand and Request to Examine will be, or shall potentially be, used in this investigation or any other subsequent proceeding authorized by law.

Control or Possession of Documents or Records:

Jefferson Bank is provided notice that if Jefferson Bank does not control, have any right of control, or right of possession of the documents and records requested, then Jefferson Bank shall expressly respond to each request, or portion thereof, indicating so, and provide the identification of the individual or person who has control of the document or record. Further, Jefferson Bank will provide an affidavit that Jefferson Bank has requested in writing the production of these documents and records to Jefferson Bank for inclusion in response to this Civil Investigative Demand and Request to Examine.

TAKE NOTICE THAT pursuant to §17.62, TEX. BUS. & COM. CODE ANN., any person who, with intent to avoid, evade, or prevent compliance, in whole or in part, with this Civil Investigative Demand, removes from any place, conceals, withholds, or destroys, mutilates, alters, or by any other means falsifies any documentary material or merchandise or sample of merchandise may be guilty of a misdemeanor and on conviction may be punishable by a fine of not more than \$5,000 or by confinement in the county jail for not more than one year, or both.

FURTHER TAKE NOTICE THAT pursuant to Sections 12.155 - 12.156 of the Tex. Bus. Org. Code, a foreign filing entity or filing entity that fails or refuses to permit the attorney general to examine or make copies of a record, without regard to whether the record is located in this or another state, forfeits the right of the entity to do business in this state, and the entity's registration or certificate of formation shall be revoked or terminated. Further, a managerial official or other individual having the authority to manage the affairs of a filing entity or foreign filing entity commits an offense if the official or individual fails or refuses to permit the attorney general to make an investigation of the entity or to examine or to make copies of a record of the entity. An offense under this section is a Class B misdemeanor.

Issued May 6, 2010

James L. Anthony

State Bar of Texas No. 01269000

Assistant Attorney General

Charitable Trusts Section

Consumer Protection and Public Health Division

(512) 475-4178 - Direct Line

(512) 322-0578 - Facsimile

Chris Krhovjak

Authorized Agent and Investigator

Charitable Trusts Section

Consumer Protection and Public Health Division

(512) 475-4175 - Direct Line

(512) 322-0578 - Facsimile

#### ATTACHMENT "A"

#### A. Definitions

For purposes of this Civil Investigative Demand and Request to Examine ("CID"), the terms used herein shall have the following meaning(s):

- 1. "You" or "Your" means Jefferson Bank and its representatives, employees, agents, attorneys, successors, and assigns. The terms also include all natural persons and entities acting or purporting to act on behalf of any of the above, as well as any predecessor, successor, affiliate, subsidiary, or wholly-owned or controlled entity. The phrase shall be construed to include present and former officers, directors, equity owners, agents, employees, representatives, consultants, attorneys, associates and all other persons acting or purporting to act on its behalf, and any predecessor, successor, affiliate, or subsidiary entity or persons, including all present and former officers, directors, agents, employees, and all other persons exercising or purporting to exercise discretion, make policy, or make decisions.
- 2. "And" and "or" shall be construed either conjunctively or disjunctively as required by the context to bring within the scope of this Civil Investigative Demand and Request to Examine any document that might be deemed outside its scope by another construction.
- 3. "Account" shall mean any savings, checking, investment, or trust account.
- 4. "ASUS" means Animal Sanctuary of the United States, dba Wild Animal Orphanage, a Texas 501(c)(3) nonprofit corporation, Federal E.I.N. 74-2489271.
- 5. "Document" and "documents" shall be used in its broadest sense. Document shall include all written, printed, typed, recorded, computer-generated, computer-stored, or electronically stored matter or graphic matter of every kind and description, both originals and copies, and all attachments and appendices thereto, that are in your possession, custody or control. Without limiting the term "control," a document is deemed to be within your control if you have ownership, possession or custody of the document, or the right to secure the document or copy thereof from any individual or person, or public or private entity having control thereof.
- 6. "Relate(d) to" and "Relating to" mean and include any and all information that in any manner or form are relevant in any way to the subject matter in question including without limitation all information that, directly or indirectly, contains, records, reflects, summarizes, evaluates, refers to, indicates, comments upon or discusses the subject matter in question or that in any manner states the background of, or was the basis or were the basis for, or that record, evaluate, comment upon, or were referred to, relied upon, utilized, generated, transmitted, or received in arriving at any person's conclusion(s), opinion(s), estimate(s), position(s), decision(s), belief(s), or assertion(s) concerning the subject matter in question.
- 7. "Subject matter in question" means matters relevant to the operations and finances of ASUS.

#### B. Documents to be Produced:

# DOCUMENTS AND RECORDS TO BE PRODUCED INCLUDE ALL DATES UNLESS OTHERWISE INDICATED

#### Special Note:

Respond to each of the following requests <u>individually</u> and <u>in writing</u>, indicating whether or not Jefferson Bank has documents responsive to each request. If you do not "control" the documents requested, <u>expressly respond</u> to each question indicating that you do not control the document and <u>identify</u> the person, as defined herein, who has control of the document.

When providing documents, please clearly indicate to which request the documents respond.

- 1. Copies of monthly statements for all accounts held with you by ASUS, covering the period from May 1, 2009 to the present date, including but not limited to Account Number 10061867.
- 2. Copies of documents completed by account holder upon opening of all accounts held with you by ASUS, including but not limited to Account Number 10061867. This request includes any supplemental documents completed subsequent to the opening of the account.
- 3. Copies of all signature cards for all accounts held with you by ASUS, including but not limited to Account Number 10061867.
- 4. Copies of documents showing the balance on the date of your response for all accounts held with you by ASUS, including but not limited to Account Number 10061867.
- 5. Copies of documents relating to all loans and/or lines of credit, past and/or existing, of ASUS with Jefferson Bank.





# STATE OF TEXAS OFFICE OF THE ATTORNEY GENERAL CONSUMER PROTECTION AND PUBLIC HEALTH DIVISION

# CIVIL INVESTIGATIVE DEMAND AND REQUEST TO EXAMINE

May 6, 2010

Bank of America, N.A. 515 Congress Avenue Austin, Texas 78701

Via: CMRRR# 7007 2560 0003 3163 2959 & Hand Delivered

The Office of the Attorney General, as the representative of the public's interest in charity, is charged under Texas law with the power and duty to protect and enforce the public interest in charitable nonprofit organizations, foundations and charitable trusts. In this capacity, this Office reviews entities to determine compliance with Texas law, including but not limited to, the Texas Deceptive Trade Practices-Consumer Protection Act, the Texas Business Organizations Code, the Texas Health & Safety Code, the Texas Finance Code, the Texas Property Code, and the common law related to fiduciary duties.

Animal Sanctuary of the United States ("ASUS"), dba Wild Animal Orphanage, is a Texas 501(c)(3) nonprofit corporation. Upon information and belief ASUS may do business under other assumed names.

Under the authority of the Texas Business Organizations Code, Tex. Bus. Org. Code, Sections 12.151, 12.152 and 12.153, the Texas Deceptive Trade Practices-Consumer Protection Act, including, but not limited to Sections 17.46, 17.60 [Reports and Examinations] and 17.61 [Civil Investigative Demand], and the common law of Texas, Bank of America, N.A. is hereby directed and requested to produce the documents and records listed in Attachment "A." This material is relevant to an investigation of possible violation(s) of the Texas Business Organizations Code, the Texas Deceptive Trade Practices-Consumer Protection Act, and the common law relating to breach of fiduciary duty and other duties relating to nonprofit corporations. This office has made no advance determination that any improprieties have occurred.

You are to produce and to make available all of the documents requested in Attachment "A" to the person designated as the authorized agent below. This material shall be produced and made available on May 11, 2010. This material may be produced in original or copy form by mailing or shipping it for receipt on or before May 11, 2010, to the attention of authorized agent Chris Krhovjak (telephone: (512) 475-4175) at the following address: Office of the Attorney General, Consumer Protection & Public Health Division, 300 W. 15th Street, 9th Floor, Austin, Texas, 78701.

You are directed not to inform the depositor(s) of this request, as it is to remain confidential in accordance with §59.006(a)(7) of the Texas Finance Code.

#### ATTORNEY GENERAL'S NOTICE

Duty to Supplement:

Bank of America, N.A. is provided notice that this Civil Investigative Demand and Request to Examine remains effective until the Attorney General's Investigation is completed and that Bank of America, N.A. has a continuing duty to supplement its responses and to continue the production of documents and records that are within the scope of these requests. Additionally, as the investigation progresses, the Attorney General may request additional documents pursuant to one or more Supplemental Civil Investigative Demands and Requests to Examine.

Document and Record Use by Attorney General:

Bank of America, N.A. is provided notice now that any and all records or documents produced by Bank of America, N.A. in response to this Civil Investigative Demand and Request to Examine will be, or shall potentially be, used in this investigation or any other subsequent proceeding authorized by law.

Control or Possession of Documents or Records:

Bank of America, N.A. is provided notice that if Bank of America, N.A. does not control, have any right of control, or right of possession of the documents and records requested, then Bank of America, N.A. shall expressly respond to each request, or portion thereof, indicating so, and provide the identification of the individual or person who has control of the document or record. Further, Bank of America, N.A. will provide an affidavit that Bank of America, N.A. has requested in writing the production of these documents and records to Bank of America, N.A. for inclusion in response to this Civil Investigative Demand and Request to Examine.

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Issued May 6, 2010

James L. Anthony

State Bar of Texas No. 01269000

Assistant Attorney General

Charitable Trusts Section

Consumer Protection and Public Health Division

(512) 475-4178 - Direct Line

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#### ATTACHMENT "A"

#### A. Definitions

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- 6. "Relate(d) to" and "Relating to" mean and include any and all information that in any manner or form are relevant in any way to the subject matter in question including without limitation all information that, directly or indirectly, contains, records, reflects, summarizes, evaluates, refers to, indicates, comments upon or discusses the subject matter in question or that in any manner states the background of, or was the basis or were the basis for, or that record, evaluate, comment upon, or were referred to, relied upon, utilized, generated, transmitted, or received in arriving at any person's conclusion(s), opinion(s), estimate(s), position(s), decision(s), belief(s), or assertion(s) concerning the subject matter in question.
- 7. "Subject matter in question" means matters relevant to the operations and finances of ASUS.

#### B. Documents to be Produced:

# DOCUMENTS AND RECORDS TO BE PRODUCED INCLUDE ALL DATES UNLESS OTHERWISE INDICATED

#### Special Note:

Respond to each of the following requests <u>individually</u> and <u>in writing</u>, indicating whether or not Bank of America, N.A. has documents responsive to each request. If you do not "control" the documents requested, <u>expressly respond</u> to each question indicating that you do not control the document and <u>identify</u> the person, as defined herein, who has control of the document.

When providing documents, please clearly indicate to which request the documents respond.

- 1. Copies of monthly statements for all accounts held with you by ASUS, covering the period from May 1, 2009 to the present date, including but not limited to Account Number 586019434602.
- 2. Copies of documents completed by account holder upon opening of all accounts held with you by ASUS, including but not limited to Account Number 586019434602. This request includes any supplemental documents completed subsequent to the opening of the account.
- 3. Copies of all signature cards for all accounts held with you by ASUS, including but not limited to Account Number 586019434602.
- 4. Copies of documents showing the balance on the date of your response for all accounts held with you by ASUS, including but not limited to Account Number 586019434602.



# STATE OF TEXAS OFFICE OF THE ATTORNEY GENERAL CONSUMER PROTECTION AND PUBLIC HEALTH DIVISION

#### CIVIL INVESTIGATIVE DEMAND

To: Ms. Terry Minchew P.O. Box 276 Macdona, TX 78054 Via U. S. First Class Mail and Certified Mail, Return Receipt Requested #7004 0750 0000 6763 3596

Under the authority of the Texas Deceptive Trade Practices - Consumer Protection Act Section 17.41, et seq., Tex. Bus. & Com. Code, including, but not limited to, Sections 17.46(a), 17.60 and 17.61, Terry Minchew is hereby directed to appear and to produce the documentary material specified in Attachment A for examination and copy thereof.

This Civil Investigative Demand is relevant to the subject matter of an investigation of possible violations of Section 17.46(a) of the Texas Deceptive Trade Practices - Consumer Protection Act and the common law relating to breach of fiduciary and other duties of Animal Sanctuary of the United States, Inc., a Texas Non-Profit Corporation.

You are to make available the documentary material described in Attachment "A" to the person designated below as the Authorized Agent. This material shall be produced on October 7, 2009, at 10:00 AM. and continuing each day thereafter, as may be necessary, for examination and copying at the Office of the Attorney General of Texas, 300 W. 15th Street, 9th Floor, Austin, Texas 78701, or such other date, time and place as the Attorney General may agree.

TAKE NOTICE THAT Section 17.62, TEX. BUS. & COM. CODE ANN., provides, in part, that any person who, with intent to avoid, evade, or prevent compliance, in whole or in part, with this Civil Investigative Demand, removes from any place, conceals, withholds, or destroys, mutilates, alters, or by any other means falsifies any documentary material or merchandise or sample of merchandise may be guilty of a misdemeanor and on conviction may be punishable by a fine of not more than \$5,000 or by confinement in the county jail for not more than one year, or both.

ISSUED THIS 28th day of September, 2009.

James L. Anthony

State Bar of Texas No. 01269000

Assistant Attorney General

Charitable Trusts Section

Consumer Protection and Public Health Division

(512) 475-4178 Direct Line

(512) 322-0578 Facsimile

Authorized Agent:

Chris Krhovjak, Investigator

Charitable Trusts Section

Consumer Protection and Public Health Division

(512) 475-4175 Direct Line

(512) 322-0578 Facsimile

#### ATTACHMENT "A"

#### A. Definitions

For purposes of this Civil Investigation Demand, the terms used herein shall have the following meaning:

- 1. "Document" and "documents" shall be used in their broadest sense and shall mean and include all written, printed, typed, recorded, computer-generated, computer-stored, or electronically stored matter or graphic matter of every kind and description, both originals and copies, and all attachments and appendices thereto, that are in the possession, custody or control of Terry Minchew. Without limiting the term "control," a document is deemed to be within Terry Minchew's control if Terry Minchew has ownership, possession or custody of the document, or the right to secure the document or copy thereof from any person or public or private entity having physical control thereof.
- "Relate(d) to" and "Relating to" mean and include any and all information that, directly or indirectly, contains, records, reflects, summarizes, evaluates, refers to, indicates, comments upon or discusses the subject matter in question or that in any manner states the background of or was the basis of that record, evaluate, comment upon, or were referred to, relied upon, utilized, generated, transmitted, or received in arriving at any person's conclusion(s), opinion(s), estimate(s), position(s), decision(s), belief(s), or assertion(s) concerning the subject matter in question.

### B. Documents to be Produced for Examination and Copy:

Documents related or relating to Animal Sanctuary of the United States, Inc. ("ASUS"), a Texas Non-Profit Corporation, including its board members, officers and employees (past or present) with respect to the following:

- (1) false, misleading, or deceptive acts or practices by ASUS;
- (2) issues or matters pertaining to the governance, management and operation of ASUS; and
- (3) failures to comply with the charitable purpose and mission statement of ASUS.



## ATTORNEY GENERAL OF TEXAS



September 21, 2009

Mr. Eric Turton Law Office Of Eric R Turton 2200 Tower Life Building 310 S. St Mary's Street San Antonio, Texas 78205 Via Facsimile (210) 223-2641 and Certified Mail Return Receipt Requested 7004 0750 0000 6763 3893

Re: Animal Sanctuary of the United States (ASUS)- Attorney General Investigation

Dear Mr. Turton:

I have only recently had an opportunity to listen to the voice message and to read the email you sent last Friday afternoon, September 11. Know that the Attorney General's office continues to act in accordance with the SBOT standards and rules, and likewise intends to continue its efforts to bring closure to this investigation.

However, before we can do so, OAG must have the documentation that ASUS promised to provide, but has not done so, and additional information that current events require. I know this will be communicated to your client's board members.

Accept this letter as the Attorney General's request for production of documents to be produced and examined, and provided to the undersigned or his designee, Chris Krhovjak, on or before Thursday, October 1, 2009 or such other date as the Attorney General and ASUS may mutually agree. If you require a formal Civil Investigative Demand and Request to Examine, please advise and you will receive one.

This present request includes the following documents of ASUS or documents within its custody or control:

- Amended Audited Financial Statement and Amended Form 990 for calendar year 2006;
- 2. Amended Audited Financial Statement and Amended Form 990 for calendar year 2007;
- 3. Report of ASUS's financial activity for calendar year 2008;
- 4. Audited Financial Statement for calendar year 2008;
- 5. Form 990 for calendar year 2008;
- 6. QuickBooks Non-Profit Edition (or OuickBooks version used by ASUS) entries and records for calendar 2008 and for the period January 1, 2009 through August 31, 2009. (Please download these requested entries and records and provide on a CD in order to provide ASUS and the Attorney General a complete and more efficient production.);

Mr. Eric Turton
Animal Sanctuary of the United States
September 21, 2009
Page 2

- 7. Adjusting entries which provided the basis for complete reconciliation of the general ledger with the audited financial reports for 2008 and any financial report for January 1, 2009 through August 31, 2009;
- 8. Newsletters prepared and distributed by ASUS from January 1, 2008 to the present which ASUS claims are for educational and/or fund raising purposes;
- 9. Underlying documentation used and relied upon by ASUS to support accuracy of representations within each newsletter produced for period January 1, 2008 to the present;
- 10. Documents which support segregation by ASUS of expenses and income allocated to education, fund raising or other identified purposes;
- 11. SAS 112 Reports (Statement on Auditing Standards) provided to or requested by ASUS from its auditor for calendar years 2006, 2007 and 2008;
- 12. Budgets (draft or final) prepared and presented to ASUS Board of Directors, including revisions, for calendar year 2008 and for period January 1, 2009 to the present;
- 13. Grant Applications of ASUS for calendar year 2008 and for period January 1, 2009 to the present with underlying documentation used or provided in support of each application;
- 14. Grant proceeds received by ASUS from January 1, 2008 to the present;
- 15. Documents, including exhibits, if any, that are identified or pertain to costs and/or requests for reimbursement as discussed and identified in ASUS Board Minutes for September 6, 2008 in Item 3 under New Business (pages 6 and 7);
- 16. ASUS rental agreements existing on September 6, 2008 on mobile homes and revised or amended rental agreements stated to be corrected and in place by the end of 2008 and any rental agreements prepared or utilized thereafter to the present;
- 17. ASUS policies which Carol Asvestas agreed to email to board members, portions "highlighted" of what was not working well, and changes in policy as voted upon and approved by the Board;
- 18. Documents that identify the employees discussed in Item 8 of the September 6, 2008 ASUS Board minutes (page 8) and the problems attributed to each of such employees;
- 19. Employee(s)' claims or concerns with respect to other ASUS employees, which identify issues that ASUS has problems with respect to any sensitive or important matter affecting its operation and management, including work attitude, work ethic, absenteeism, misuse of funds and ASUS staff morale from September 6, 2008 to the present;

Mr. Eric Turton
Animal Sanctuary of the United States
September 21, 2009
Page 3

- 20. Documents that identify all new or returning employees, full or part time, third party contractors or consultants hired or paid by ASUS from January 1, 2008 to the present and the job function and description or scope of work of each;
- 21. Documents regarding the personal use by ASUS employees, board members and/or officers of any ASUS property, facilities, credit cards and vehicles;
- 22. Documents regarding payment or acceptance of responsibility to pay any medical expenses from any health care provider on behalf of any officer or employee of ASUS for the period January 1, 2008 to the present;
- 23. Documents regarding all insurance coverages, including lapses or cancellations, for medical or other insurance of any kind for officers and employees of ASUS, including names and dates of coverage by each insurance carrier, the employees and/or persons provided coverage thereunder;
- 24. Documents regarding decision of ASUS not to obtain coverage for Workers' Compensation for eligible employees, ASUS notices to and waivers from ASUS employees, and program(s) of ASUS permitted by law in lieu of Workers' Compensation;
- 25. Insurance policies providing all risk, fire and/or casualty coverage to facilities and property of ASUS in effect from January 1, 2008 to the present;
- 26. Documents regarding changes in any accounting procedures or policies on or after January 1, 2008 to the present, and names of employees or third parties utilized by ASUS for implementation and use of same;
- 27. Documents regarding listing (and responses thereto) of ASUS property for sale located at 3511 Louis Agusta (formerly known as 3511 Talley Road), San Antonio, Texas, including listing agreements with all brokers, realtors or others, including all disclosures for prospective purchasers by ASUS of any prior use of or claims against the property;
- 28. Background, employment and other background information presented by current ASUS Board Members for its use and/or publication, and names of any ASUS Board member who has resigned from or is no longer a member of the board on or after January 1, 2008, and the reasons therefor.
- 29. February 19, 2009 San Antonio Police Department report of incident and disturbance as result of reported personal use of ASUS vehicle Ford F350 SD King Ranch and report of incident and disturbance to the ASUS Board by officer(s) and employees of ASUS;
- 30. Report(s) of any Bexar County or San Antonio law enforcement agency or department pertaining to any employee or property of ASUS within the preceding 10 years;

- 31. Basis for and status of suit filed against Carol Asvestas in Bexar County, Justice of the Peace Precinct 2 in Cause No. 21-E-07-03834-01, including reasons for existing judgment lien on the subject real property;
- 32. Basis for and status of suit filed by ASUS and Carol Asvestas in Cause No. 2009CI12843, styled Animal Sanctuary of the United States dba Wild Animal Orphanage and Carol Asvestas v. R. G. Griffing dba R. G. Griffing Publications, San Antonio Lightning Newspaper and San Antonio Lightning.com, In the 37<sup>th</sup> Judicial District Court of Bexar County;
- 33. Statements and representations made by ASUS, Carol Asvestas, and others on behalf of ASUS at the news press conference called by ASUS on or after September 1, 2009;
- 34. Names, current address, contact information and date any ASUS employee(s), full or part time, voluntarily left the employment or who were terminated from employment with ASUS, including the specific reason(s) therefor from January 1, 2009 to the present, and for any employees who were terminated; and
- 35. All ASUS inventories of animals which have been either received, died or transferred from ASUS from January 1, 2008, including the underlying documentation of ASUS and from any veterinarians.

Very truly yours,

James L. Anthony

State Bar of Texas No. 01269000

Assistant Attorney General

Charitable Trusts Section

(512) 475-4178 Telephone DD

(512) 322-0578 Facsimile

cc:

Chris Krhvojak Investigator, Charitable Trusts Section (512) 475-4175 Telephone DD (512) 322-0578 Facsimile



## ATTORNEY GENERAL OF TEXAS

# SUPPLEMENTAL CIVIL INVESTIGATIVE DEMAND AND REQUEST TO EXAMINE

April 16, 2008

Mr. Eric Turton Attorney at Law 2200 Tower Life Building San Antonio, Texas 78205 Via Facsimile 210-223-2641 and Certified Mail- Return Receipt Requested No. 7004 0750 0000 6763 3565

Ms. Carol Asvestas President and Chief Executive Officer Member, Board of Directors Animal Sanctuary of the United States 9626 Leslie Road San Antonio, Texas 78254

Via Facsimile 210-688-9514 and Certified Mail- Return Receipt Requested No. 7004 0750 0000 6763 3558

Ms. Karen Maxfield Chairperson, Board of Directors Animal Sanctuary of the United States 9343 Kirkner Road San Antonio, Texas 78263

Via Certified Mail- Return Receipt Requested No. 7004 0750 0000 6763 3541

Dear Mr. Turton, Ms. Asvestas and Ms. Maxfield:

Animal Sanctuary of the United States ("ASUS") is a Texas 501(c)(3) non-profit corporation and represents to the public that Wild Animal Orphanage, Primate Sanctuary of America, Chimp-Aid, Cat Haven, Feral Cat Rehab Center, and Whisker's and Wag's Humane Society are divisions of Animal Sanctuary of the United States. Upon information and belief ASUS may do business under other assumed names.

The Office of the Attorney General is charged under Texas law with the responsibility and authority to protect and enforce the public interest in nonprofit organizations, foundations and charitable trusts. In this capacity, this Office reviews the operations of charitable entities to determine compliance with Texas law, including but not limited to, the Texas Business Organizations Code, the Texas Non-Profit Corporation Act, the Texas Miscellaneous Corporation Laws Act, the Texas Property Code, the Texas Deceptive Trade Practices-Consumer Protection Act, and the common law duties of trustees, officers, directors and employees of nonprofit organizations.

Under the authority of the Texas Miscellaneous Corporation Laws Act, Tex. Rev. CIV. STATS. Article 1302-5.01, 5.02 and 5.03 (now the Texas Business Organizations Code, Tex. Bus. Org. Code, Sections 12.151, 12.152 and 12.153), the Texas Deceptive Trade Practices-Consumer

POST OFFICE BOX 12548, AUSTIN, TEXAS 78711-2548 TEL: (512)463-2100

Protection Act, including, but not limited to Sections 17.46, 17.60 [Reports and Examinations] and 17.61 [Civil Investigative Demand], and the common law of Texas, Animal Sanctuary of the United States, including all divisions or entities under which ASUS does business under an assumed name, is hereby directed and requested to produce the documents and records listed in Attachment "A," for inspection and copying. This material is relevant to an investigation of possible violation(s) of the Texas Miscellaneous Corporation Laws Act, the Texas Non-Profit Corporation Act, the Texas Business Organizations Code (to the extent it may be applicable), the Texas Deceptive Trade Practices-Consumer Protection Act, and the common law relating to breach of fiduciary duty and other duties relating to non-profit corporations.

ASUS shall produce and make available the documents and records requested in Attachment "A" to the undersigned or to Chris Krhovjak, Authorized Agent for the Charitable Trusts Section of the Office of the Attorney General. This material shall be produced and made available on Tuesday, April 29, 2008 at 9:00 A.M. (a) at the place of business of ASUS, 9626 Leslie Road, San Antonio, Texas 78254, or (b) at such other location or in such other manner as may be agreed upon in writing by the undersigned.

# ATTORNEY GENERAL'S NOTICE TO BOARD MEMBERS AND OFFICERS OF ANIMAL SANCTUARY OF THE UNITED STATES ("ASUS")

**Duty to Supplement:** 

ASUS, its board members and officers are provided notice that this Civil Investigative Demand and Request to Examine remains effective until the Attorney General's Investigation is completed and that ASUS has a continuing duty to supplement its responses and to continue the production of documents and records that are within the scope of these requests.

#### Production of Documents and Records Self-Authenticating:

ASUS, its board members and officers are provided notice that the production of a record or document by ASUS in response to this Civil Investigative Demand and Request to Examine authenticates the record or document for use against ASUS in this investigation or any other subsequent proceeding authorized by law unless ASUS objects to the authenticity of the record or document, or any part of it, stating the specific basis for objection. An objection must be in writing and have a good faith factual and legal basis.

#### Document and Record Use by Attorney General:

ASUS, its board members and officers are provided notice now that any and all records or documents produced by ASUS in response to this Civil Investigative Demand and Request to Examine will be, or shall potentially be, used in this investigation or any other subsequent proceeding authorized by law.

#### Control or Possession of Documents or Records:

If ASUS, its board members and officers are provided notice that if ASUS does not control, have any right of control, or right of possession of the documents and records requested, then ASUS shall expressly respond to each request, or portion thereof, indicating so, and provide the identification of the individual or person who has control of the document or record. Further provide an affidavit that ASUS has requested in writing the production of

these documents and records to ASUS for inclusion in response to this Civil Investigative Demand and Request to Examine.

TAKE NOTICE THAT pursuant to §17.62, Tex. Bus. & Com. Code Ann., any person who, with intent to avoid, evade, or prevent compliance, in whole or in part, with this Civil Investigative Demand, removes from any place, conceals, withholds, or destroys, mutilates, alters, or by any other means falsifies any documentary material or merchandise or sample of merchandise may be guilty of a misdemeanor and on conviction may be punishable by a fine of not more than \$5,000 or by confinement in the county jail for not more than one year, or both. Further, pursuant to Article 1302-5.05, of the Tex. Misc. Corp. Laws Act, any foreign corporation doing business in Texas under a permit granted under the laws of this State, or any officer or agent thereof, or any domestic corporation which shall fail or refuse to permit the Attorney General, or his authorized representative or representatives, to examine or take copies of any of its said books, records and other documents, shall forfeit its right to do business in this State; and its permit or charter shall be canceled or forfeited, and any president . . . agent or other officer . . . shall be fined not less than one hundred nor more than one thousand dollars, and be imprisoned in jail not less than thirty nor more than one hundred days. Each day of such failure or refusal shall be a separate offense.

FURTHER TAKE NOTICE THAT pursuant to Article 1302-5.05, of the Tex. Misc. Corp. Laws Act, any foreign corporation doing business in Texas under a permit granted under the laws of this State, or any officer or agent thereof, or any domestic corporation which shall fail or refuse to permit the Attorney General, or his authorized representative or representatives, to examine or take copies of any of its said books, records and other documents, shall forfeit its right to do business in this State; and its permit or charter shall be canceled or forfeited, and any president. agent or other officer . . . shall be fined not less than one hundred nor more than one thousand dollars, and be imprisoned in jail not less than thirty nor more than one hundred days. Each day of such failure or refusal shall be a separate offense. Also, pursuant to Sections 12.155 - 12.156 of the Tex. Bus. Org. Code, a foreign filing entity or filing entity that fails or refuses to permit the attorney general to examine or make copies of a record, without regard to whether the record is located in this or another state, forfeits the right of the entity to do business in this state, and the entity's registration or certificate of formation shall be revoked or terminated. Further, a managerial official or other individual having the authority to manage the affairs of a filing entity or foreign filing entity commits an offense if the official or individual fails or refuses to permit the attorney general to make an investigation of the entity or to examine or to make copies of a record of the entity. An offense under this section is a Class B misdemeanor.

Issued April 16, 2008

James L. Anthony

State Bar of Texas No. 01269000

Assistant Attorney General Charitable Trusts Section

Consumer Protection and Public Health Division

(512) 475-4178 Telephone DD

(512) 322-0578 Facsimile

Chris Krhovjak
Authorized Agent and Investigator
Charitable Trusts Section
Consumer Protection and Public Health Division
(512) 475-4175 Telephone DD
(512) 322-0578 Facsimile

# ATTACHMENT "A" TO SUPPLEMENTAL CIVIL INVESTIGATIVE DEMAND AND REQUEST TO EXAMINE

#### **DEFINITIONS APPLICABLE TO ATTORNEY GENERAL REQUESTS:**

- 1. "You" and "Your"shall include and mean (A) Animal Sanctuary of the United States, ("ASUS"), any predecessor in interest, Wild Animal Orphanage, Primate Sanctuary of America, Chimp-Aid, Cat Haven, Feral Cat Rehab Center, Whisker's and Wag's Humane Society and any other entity or entities under which ASUS does business under an assumed name and (B) persons acting or purporting to act on behalf of ASUS, including any attorney, board member or director, officer, agent, employee, consultant, individual, institution, corporation, joint venture, firm, proprietorship, agency, board, authority, commission, volunteer, representative or other entity.
- 2. "And" and "or" shall be construed either conjunctively or disjunctively as required by the context to bring within the full scope of this CID and RTE any document that might be deemed outside its scope by another construction.
- 3. "Bank account" shall mean any savings, checking, or investment (certificate of deposit) account held in your name.
- 4. "Compensation" shall mean and include all benefits of any value, monetary or otherwise, including but not limited to salary or wages to employees or contract workers, pay for unused sick leave and vacation leave, overtime, number of days off, including both sick and vacation time, reimbursements, deferred tuition, privileges, memberships, and use of any real or personal property of ASUS or other asset of ASUS.
- 5. "Contribution" or "Donation" shall mean any gift of money or tangible real or personal property or service of any kind.
- 7. "Document" and "Record" shall be used in the broadest sense and construed most liberally. Document and Record shall include all written, printed, typed, recorded, computer-generated, computer-stored, or electronically stored matter or graphic matter of every kind and description, both originals and copies, and all attachments and appendices thereto, that are in your possession, custody or control. Without limiting the term "control," a document is deemed to be within your control if you have ownership, possession or custody of the document, or the right to secure the document or copy thereof from any individual or person, or public or private entity having control thereof.
- 8. A "person" shall include any individual, institution, corporation, joint venture, firm, proprietorship, agency, board, authority, commission or other entity.

- 9. To "identify" any "person" means ASUS shall state:
- (i) ' full name;
- (ii) current or last known telephone numbers at business and home; and
- (iii) current or last known business and home address.
- 10. To "identify" any document, record or other tangible thing means:
- (i) to identify what it is, giving a reasonably detailed description thereof;
- (ii) to state when, where, and how it was made, if applicable;
- (iii) to identify who made it, if applicable; and
- (iv) identify its current custodian or the person in last known possession, custody, or control.

# DOCUMENTS AND RECORDS TO BE PRODUCED SHALL INCLUDE ALL DATES FROM INCORPORATION OF ANIMAL SANCTUARY OF UNITED STATES ("ASUS") OR ITS PREDECESSOR TO AND UNTIL CONCLUSION OF THE ATTORNEY GENERAL'S INVESTIGATION OF ASUS UNLESS OTHERWISE STATED IN THE REQUEST(S)

THE DOCUMENTS AND RECORDS ARE REQUESTED TO BE PRODUCED AND COMPILED IN THE SAME ORDER AS THE NUMBERED REQUEST(S) TO WHICH THE DOCUMENTS AND RECORDS ARE APPLICABLE:

- 1. Documents and records related to construction of buildings, structures or enclosures on ASUS property, including but not limited to, permits, licenses, and payment of fees from the City of San Antonio or county, state or federal agency or entity.
- 2. Documents and records that demonstrate the accuracy of the following statement quoted from the WAO newsletters: "This organization does not use a direct mail company. The majority of its fund-raising is done in-house with costs being kept to a minimum. Additionally: T-shirts, newsletters and educational materials are produced at the sanctuary."
- Documents and records related to the Humane Train, including agreements or contracts between ASUS and South Mississippi Humane Society and other entities or individuals. Also include itemized income and expenses related to these services.
- 4. Minutes for ASUS board meetings since October 27, 2007, including all agendas, documents, hand-outs or presentations to the board members either before or during each meeting.
- 5. Full and complete set of financial records and annual reports of ASUS as required by the Texas Non-profit Corporation Act Article 1396-2.23A for calendar years 2006 and 2007, including statement of cash flows for 2006.
- 6. Documents and records that demonstrate the accuracy of a full and complete set of Independent Auditor's Report of John J. Savickas, Certified Public Accountant, of and for ASUS for calendar years 2006 and 2007, including the statements, opinions, conclusions and representations made by John J. Savickas in his capacity as independent auditor of ASUS.

- 7. Documents and records demonstrating the receipt, preparation and distribution of IRS Forms W-4, W-2, and 1099 for calendar years 2006 and 2007, including the name and address of the persons or entities for, to or from whom each identified IRS Form was received, prepared or distributed.
- 8. Copies of each ASUS newsletter prepared and/or mailed out in calendar years 2006 and 2007 and the first quarter of calendar year 2008, including the date when each was prepared and/or mailed out.
- 9. Documents and records that constitute and identify the mail out list purchased or utilized by ASUS for general education and/or fund raising activities.
- 10. Documents and records maintained, including those electronically stored, those generated by ASUS, and those from any 3<sup>rd</sup> party vendor or consultant during and for the calendar years of 2006, 2007 and the first quarter of calendar year 2008 with all adjusting entries and related source documents. This Request to Examine and Demand includes all documents and records that identify by name, vendor and version the accounting, bookkeeping and reporting computer software.
- Documents and records that identify and set forth accounting and bookkeeping methodology, internal controls, financial reporting practices, and auditor reporting, including the date on which each received board approval.
- 12. Documents and records, including policies, process controls and procedures, which state and define the activity or transaction to be included within each general ledger and financial statement account.
- Documents and records that support the auditor's statements and conclusions presented in all notes to the audited financial statements for calendar years 2006 and 2007.
- Documents and records which constitute a SAS 112 (Statement of Auditing Standards) auditor's report for calendar years 2006 and 2007, including compliance with all criteria, guidance, and justification provided within SAS 112. If no SAS 112 auditor's report was issued, produce the documents and records justifying non-issuance of this report.
- Documents and records for calendar years 2006 and 2007 that demonstrate compliance with SOP 98-2 (Statement of Position) of the American Institute of Certified Public Accountants, including compliance with all criteria, guidance, and justification provided within SOP 98-2.
- 16. Documents and records providing underlying and itemized support for payments to William's Printing for calendar years 2006 and 2007.
- 17. Documents and records identifying the status or dual status of all persons who were paid as employees of ASUS or contract workers, including the IRS regulations and guidelines upon which the dual status of any employee or worker was justified.
- 18. All ASUS management letters prepared and/or issued in connection with any audit or audited financial statements for the calendar years 2006 and 2007.



# ATTORNEY GENERAL OF TEXAS

#### SUPPLEMENTAL CIVIL INVESTIGATIVE DEMAND AND REQUEST TO EXAMINE

November 16, 2007

Ms. Karen Maxfield
Chairperson, Board of Directors
Animal Sanctuary of the United States
9343 Kirkner Road 78263
San Antonio, Texas

Via Certified Mail- Return Receipt Requested

Ms. Carol Asvestas
President/Chief Executive Officer and
Member, Board of Directors
Animal Sanctuary of the United States
9626 Leslie Road
San Antonio, Texas 78254

Via Certified Mail- Return Receipt Requested

courtesy copy:

Mr. Sumner Matthes

Via Certified Mail- Return Receipt Requested

Member, Board of Directors

Animal Sanctuary of the United States

Board Designated Liaison with Attorney General

5649 Old Ranch Road

Sarasota, Florida 34241

Dear Ms. Maxfield and Ms. Asvestas:

Animal Sanctuary of the United States (ASUS) is a Texas 501(c)(3) non-profit corporation and represents to the public that Wild Animal Orphanage, Primate Sanctuary of America, Chimp-Aid, Cat Haven, Feral Cat Rehab Center, and Whisker's and Wag's Humane Society are divisions of Animal Sanctuary of the United States.

The Office of the Attorney General is charged under Texas law with the responsibility and authority to protect and enforce the public interest in nonprofit organizations, foundations and charitable trusts. In this capacity, this Office reviews the operations of charitable entities to determine compliance with Texas law, including but not limited to, the Texas Business Organizations Code, the Texas Non-Profit Corporation Act, the Texas Miscellaneous Corporation Laws Act, the Texas Property Code, the Texas Deceptive Trade Practices-Consumer Protection Act, and the common law duties of trustees, officers, directors and employees of nonprofit organizations.

Under the authority of the Texas Miscellaneous Corporation Laws Act, Tex. Rev. Civ. Stats. Article 1302-5.01, et seq. (now the Texas Business Organizations Code, Tex. Bus. Org. Code, Section 12.151), the Texas Deceptive Trade Practices-Consumer Protection Act, including,

but not limited to Sections 1 6, 17.60 [Reports and Examinations] a 17.61 [Civil Investigative Demand], and the common law of Texas, Animal Sanctuary of the United States, including all divisions thereof, is hereby directed to produce the documentary material specified in Attachment "A," for inspection and copying. This material is relevant to an investigation of possible violation(s) of the Texas Miscellaneous Corporation Laws Act, the Texas Non-Profit Corporation Act, the Texas Business Organizations Code (to the extent it may be applicable), the Texas Deceptive Trade Practices-Consumer Protection Act, and the common law relating to breach of fiduciary duty and other duties relating to non-profit corporations.

ASUS shall produce and make available the documents and records requested in Attachment "A" to the undersigned or to Chris Krhovjak, Authorized Agent for the Charitable Trusts Section of the Office of the Attorney General. This material shall be produced and made available on Friday, December 7, 2007 for inspection and copying at (a) your place of business, 9626 Leslie Road, San Antonio, Texas 78254, or (b) at such other location or in such other manner as may be agreed upon in writing by the undersigned.

#### ATTORNEY GENERAL'S NOTICE TO BOARD MEMBERS AND OFFICERS

Duty to Supplement:

ASUS, its board and officers are provided notice that this Civil Investigative Demand and Request to Examine remains effective until the Attorney General's Investigation is completed and that ASUS has a continuing duty to supplement its responses and to continue the production of documents and records that are within the scope of these requests.

#### Production of Documents and Records Self-Authenticating:

ASUS, its board and officers are provided notice that the production of a record or document by ASUS in response to this Civil Investigative Demand and Request to Examine authenticates the record or document for use against ASUS in this investigation or any other subsequent proceeding authorized by law unless ASUS objects to the authenticity of the record or document, or any part of it, stating the specific basis for objection. An objection must be in writing and have a good faith factual and legal basis.

#### Document and Record Use by Attorney General:

ASUS, its board and officers are provided notice now that any and all records or documents produced by ASUS in response to this Civil Investigative Demand and Request to Examine will be, or shall potentially be, used in this investigation or any other subsequent proceeding authorized by law.

#### Control or Possession of Documents or Records:

If ASUS, its board and officers are provided notice that if ASUS does not control, have any right of control, or right of possession of the documents and records requested, then ASUS shall expressly respond to each request, or portion thereof, indicating so, and provide the identification of the individual or person who has control of the document or record. Further provide an affidavit that ASUS has requested in writing the production of these documents and records to ASUS for inclusion in response to this Civil Investigative Demand and Request to Examine.

At to §17,62, TEX. BUS. & COM. CODE A ., any person who, with TAKE NOTICE THAT purs intentito avoid, evade, or prevent compliance, in whole or inspart, with this Civil Investigative Demand, removes from any place, conceals, withholds, or destroys, mutilates, alters, or by any other means falsifies any documentary material or merchandise or sample of merchandise may be guilty of a misdemeanor and on conviction may be punishable by a fine of not more than \$5,000 or by confinement in the county jail for not more than one year, or both: Further, pursuant to Article 1302-5:05, of the Tex. Misc. Corp. Laws Act, any foreign corporation doing business in Texas under a permit granted under the laws of this State, or any officer or agent thereof, or any domestic corporation which shall fail or refuse to permit the Attorney General, or his authorized representative or representatives, to examine or take copies of any of its said books; records and other documents, shall forfeit its right to do business in this State; and its permit or charter shall be canceled or forfeited, and any president.....agent or other officer.....shall be fined not less than one hundred nor more than one thousand dollars, and be imprisoned in jail not less than thuty nor more than one hundred days. Each day of such failure or refusal shall be a separate offense.

FURTHER TAKE NOTICE THAT pursuant to Article 1302 5:05, of the Tex. Misc. Corp.: Laws Act, any foreign corporation doing business in Texas under a permit granted under the laws of this State, or any officer or agent thereof, or any domestic corporation which shall fail or refuse to permit the Attorney General, or his authorized representative or representatives, to examine or take copies of any of its said books, hecords and other documents, shall for feit its right to do business in this State; and its permit or charter shall be canceled or forfeited; and any president agent or other officer. ..... shall be fined not less than one hundred nor more than one thousand dollars, and be imprisoned in jail not less than thirty nor more than one hundred days. Each day of such failure or refusal shall be a separate offense. Also, pursuant to Sections 12:155-12:156 of the Tex. Bus. Org. Code, a foreign filing entity or filing entity that fails or refuses to permit the attorney general to examine or make copies of a record, without regard to whether the record is located in this or another state, for feits the right of the entity to do business in this state, and the entity's registration or certificate of formation shall be revoked or terminated. Further, a managerial official or other individual having the authority to manage the affairs of a filing entity or foreign filling entity commits an offense if the official or individual fails or refuses to permit the attorney general to make an investigation of the entity or to examine or to make copies of a record of the entity.. An offense under this section is a Class B misdemeanor.

Issued November 16, 2007

James L. Anthony

State Bar of Texas No. 01269000

Assistant Attorney General

Charitable Trusts Section

Consumer Protection and Public Health Division

(512) 475-4178 Telephone DD

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Chris Krhovjak

Authorized Agent and Investigator

Charitable Trusts Section

Consumer Protection and Public Health Division

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#### ATTACHMENT "A"

#### DEFINITIONS APPLICABLE TO ATTORNEY GENERAL REQUESTS

- 1. "You" and "Your" shall mean Animal Sanctuary of the United States, specifically including Wild Animal Orphanage, Primate Sanctuary of America, Chimp-Aid, Cat Haven, Feral Cat Rehab Center and Whisker's and Wag's Humane Society. You and Your shall additionally include persons acting or purporting to act on your behalf, including any attorney, director, officer, agent, employee, consultant, volunteer or other representative.
- 2. "And" and "or" shall be construed either conjunctively or disjunctively as required by the context to bring within the scope of this CID and RTE any document that might be deemed outside its scope by another construction.
- 3. "Bank account" shall mean any savings, checking, or investment (certificate of deposit) account held in your name.
- 4. "Compensation" shall mean and include all benefits of any value, monetary or otherwise, including but not limited to, salary, pay for unused sick leave and vacation leave, overtime, number of days off, including both sick and vacation time, reimbursements, deferred tuition, privileges, memberships, and use of Animal Sanctuary of the United States' property and assets.
- 5. "Contribution" or "Donation" shall mean any gift of money or tangible real or personal property or service of any kind.
- 7. "Document" and "Record" shall be used in the broadest sense and construed most liberally. Document and Record shall include all written, printed, typed, recorded, computer-generated, computer-stored, or electronically stored matter or graphic matter of every kind and description, both originals and copies, and all attachments and appendices thereto, that are in your possession, custody or control. Without limiting the term "control," a document is deemed to be within your control if you have ownership, possession or custody of the document, or the right to secure the document or copy thereof from any individual or person, or public or private entity having control thereof.
- 8. A "person" shall include any individual, institution, corporation, joint venture, firm, proprietorship, agency, board, authority, commission or other entity.
- 9. To "identify" any "person" means ASUS shall state:
- (i) full name;
- (ii) current or last known telephone numbers at business and home; and
- (iii) current or last known business and home address.
- 10. To "identify" any document, record or other tangible thing means:
- (I) to identify what it is, giving a reasonably detailed description thereof;
- (ii) to state when, where, and how it was made, if applicable;
- (iii) to identify who made it, if applicable; and
- (iv) identify its current custodian or the person in last known possession, custody, or control.

#### DOCUM ITS AND RECORDS TO BE PROI CED: JUNE 1, 2007 TO AND UNTIL CONCLUSION OF ATTORNEY GENERAL INVESTIGATION <u>UNLESS OTHERWISE STATED IN THE REQUEST(S)</u>

PRODUCE AND COMPILE THE DOCUMENTS AND RECORDS IN THE SAME ORDER AS THE NUMBERED REQUEST(S) TO WHICH EACH ARE APPLICABLE:

- 1. Kids on the River program as reported in ASUS Annual Report for 2003 and 2004 including program description and activities, and all underlying support of (a) statements and representations and (b) income and/or expenses
- 2. Feral Cat Exchange program as reported in ASUS Annual Report for calendar years 2003 through 2006 and January 1 through September 30, 2007, including program description and activities, and all underlying support of (a) statements and representations and (b) income and/or expenses
- 3. April 2004 ASUS newsletter regarding weekend raffle/fund raiser and underlying support of (a) statements and representations and (b) income and/or expenses
- 4. ASUS newsletters from November 1, 2006 through October 31, 2007 and underlying support of (a) statements and representations and (b) income and/or expenses with respect to each reported ASUS activity or program
- 5. Petty Cash transactions for period January 1 through October 31, 2007 including underlying support of description as presented on General Ledger of ASUS
- 6. Identification of Petty Cash transactions for period January 1 through October 31, 2007 including underlying support for transactions in cash and not evidenced by check as reported on General Ledger of ASUS
- 7. Reconciliation of all Petty Cash Transactions, whether in cash or by check, for period January 1 through October 31, 2007
- 8. Underlying documents supporting compliance of ASUS with its procedures and policies pertaining to Petty Cash Transactions
- 9. Accounting of cash income and disbursements with supporting documentation for period January 1 through October 31, 2007
- 10. Agendas and Minutes of ASUS Board meetings beginning February 24, 2007, including all information presented to board members prior to or during each board meeting
- Salary increases of Ron Asvestos and Carol Asvestos during calendar year 2007, including (a) policy for board's decision making process, (b) board's decision(s), and (c) information reviewed or otherwise relied upon by board
- 12. Current Articles of Incorporation and Amendments, and By-Laws of ASUS
- 13. ASUS Budgets for calendar years 2006 and 2007 as originally prepared, revised and

approved by board, with identification of each revision and reasons therefor

- Compliance with ASUS policies and procedures as approved by board, including underlying support and documents to evidence compliance in specific areas of (a) charitable gifts and donations, (b) credit and charge card expenditures, (c) reimbursements, (d) petty cash, (e) salaried employees and (f) board's organizational assessment of performance and effectiveness
- ASUS employee benefits for all employees, whether salaried or not, including underlying support and evidence of payment in cash or otherwise, and reporting of benefits on ASUS financial records and to employees for personal income tax requirements
- 16. Insurance policies and plans providing benefits of any kind to ASUS officers and employees, including required notices and forms to and from employees
- 17. Insurance policies and plans providing employee benefits for medical expenses and loss of wages as a result of an on the job injury or death.
- ASUS posted notices and executed employee forms, including waivers, with respect to items 16 and 17, *supra* as may be required by Texas law pertaining to Workers' Compensation and Employers' Liability
- ASUS Profit and Loss Statement for calendar year 2006 and for period January 1 through September 30, 2007
- 19. Scope of Authority and Responsibility of the Chairperson of Board of Directors and of the President/Chief Executive Officer of ASUS, including underlying support of compliance

 $(a + 1)^{2} P(a + 1) = 1 + 1 + 1 + \dots + 1$ 

- Accounting and organizational policies and procedures by which expenses of ASUS are determined, characterized and booked as (a) expenses of education or (b) expenses of fund raising as reported on the General Ledger, Annual Financial Statement/Annual Report and IRS Form 990 for calendar years 2005 and 2006, and for period January 1 through September 30, 2007.
- 21. Current Animal Inventory of ASUS
- 22. Current status of all pending or anticipated complaints against ASUS from or by any federal, state or local governmental entity or agency
- 23. Non-Profit organizational experience and/or knowledge of each board member and officer of ASUS with underlying support
- 24. Internal and Third Party/Outside Risk Management Analysis and Evaluations of ASUS with underlying support