



## Memorandum

To: Homer Board of Education

From: Trina Hapgood, Homer Claims Auditor

CC: Russ Hearton

Date: January 31, 2012

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I have reviewed 223 claims and invoices during the period of 1/1/2012 to 1/31/2012. There were 3 items noted that were not in compliance.

The issues were corrected prior to payment.

Please see the attached summary for the period identified above.

## Internal Claims Auditor's Report

Problems Identified	1/8/2012	1/15/2012	1/22/2012	1/31/2012	Summary Totals
No Original Detailed Receipts.					0
Missing Budget Codes.					0
Missing Proper Supervisor Signatures.	1		1		2
Claiming Lunch When Not Entitled to it.					0
Corrected Math on Claims.	1				1
Tip Request Greater than 20% Denied.					0
Improper Documentation of Services Provided on Reimbursement Form.					0
Petty Cash Not Documented Properly.					0
Not Using Required Form for Reimbursement.					0
<b>Total Problems Identified</b>	2	0	1	0	3
Total Number of Claims Reveiwed	28	51	110	34	223
Percentage of Problems	7.14%	0.00%	0.91%	0.00%	1.35%