



Memorandum

To: Homer Board of Education

From: Trina Hapgood, Homer Claims Auditor

CC: Russ Hearton

Date: March 31, 2012

I have reviewed 284 claims and invoices during the period of 3/1/2012 to 3/31/2012. There were 2 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	3/11/2012	3/18/2012	3/25/2012	3/31/2012	Summary Totals
No Original Detailed Receipts.					0
Missing Budget Codes.					0
Missing Proper Supervisor Signatures.					0
Claiming Lunch When Not Entitled to it.					0
Corrected Math on Claims.		2			2
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
Total Problems Identified	0	2	0	0	2
Total Number of Claims Reveiwed	0	122	69	93	284
Percentage of Problems	0.00%	1.64%	0.00%	0.00%	0.70%